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# **100 Mile House Minor Hockey Association (OMHMHA) Manager Book**

## **Introduction**

Thank you for volunteering to be Team Manager this season! This is a big undertaking; however, this manual will provide you with information and expectations to help you fulfill your role as Team Manager. If you have any questions or need assistance, please reach out to [info.omhmha@gmail.com](mailto:info.omhmha@gmail.com).

The role of the Team Manager is simple; to manage and to delegate the office components of the team. The Team Manager is NOT a coach; we leave the job of coaching to those on the ice who have taken their respective coaching clinics. The Team Manager acts as a liaison between the coaches and the player's caregivers. Ideally, the Coaching staff and the Team Manager, along with the Hockey Canada Safety Person(s) work as a unit to ensure the smooth operation of the team and efficient communication to the player's caregivers.

\*\*Disclaimer- The most up to date version of OMHMHA Bylaws, Constitution and Policy Manual are found on our website:

[www.100mileminorhockey.com](http://www.100mileminorhockey.com)

## **Manager Training**

-If you are a new Team Manager you will need a Hockey Canada Registry (HCR) number. Please contact the Registrar @ [registrar.omhmha@gmail.com](mailto:registrar.omhmha@gmail.com) with your birthdate and you will be provided with one. You will require this HCR number to register for clinics and ultimately, to be placed on the official Team Roster.

A Team Manager will require the following Hockey Canada Clinics in order to fulfill their role:

- Respect in Sport for Activity Leaders (RIS) (Need to complete every 5 years)
- Concussion Awareness Training Tool (CATT) (To be completed Once)
- Criminal Record Check (Valid for 3 Years)

Full training details are found in the [Manager resources section](#) of our website. Please complete your training as soon as possible upon appointment.

Note: Clinic registration fees will be covered by OMHMHA.

## **Manager Tasks/Responsibilities**

- Recording head contact penalty occurrences for each player.
- Contacting the Treasurer to ask them to apply for 50/50 and/or other special gaming licences.
- Recording and submitting 50/50 info to the treasurer at the end of season.
- Hosting first team parent meeting prior to October 15<sup>th</sup>.
- Ensuring all parent/player contracts and other forms are turned into the OMHMHA office, and medical forms are placed in the team safety binder located in the team locker by October 20<sup>th</sup>.
- Coordinate the volunteers for Home Tournaments-Begin planning minimum of 1 month prior to event.
- Keep a log of all volunteer hours worked throughout the season and the off season. Turn in volunteer log a week after final home game.
- At the end of the season, put the following items back into the Team Locker: Team Manager Binder, Team Safety Binder, Clean Jerseys (Home & Away), and any other Team Equipment.
- Be onsite for all games and practices. Be available and accessible to the caregiver group via phone, in person, or Team Snap. A “back up” manager can be in place to assist with absences, or the Safety Person can be tasked as your fill in. Working together with Coaches, Safety Person and caregivers makes this job much easier.
- Attend monthly OMHMHA Board Meetings to give team updates, ask questions, or raise concerns.

## Team Meetings

Your first task as a Team Manager is to schedule your first team meeting. This meeting must be attended by every player's caregiver on your team along with your Head Coach as it is a mandatory requirement of BC Hockey. This is also attended by one of the OMHMHA Officers of the association or designate. The goal of this meeting is to ensure everyone is clear on expectations and responsibilities of the season.

- Introduce Team Manager, Head Coach, Assistant Coach(s), Safety Person(s) to the parents.
- Go over expectations (pre-game, tournaments, league games, etc)
- Dress code (Rep/Development only).
- Schedule; practices and games.
- Tournaments (home & away).
- Additional Costs associated with travel, tournaments, etc.
- Fundraising.
- Extra fees and deadline (Rep/Development only).
- Volunteer positions within the team and hours required by player's caregivers.
- Safety & Maltreatment Policy.
- Absences.
- Codes of Conduct- read out this document and have caregivers/players sign.
- Complaint procedure.
- Sportsmanship Starts in the Stands.

-It is great to take minutes at this meeting. A copy of your agenda should be submitted along with your sign-in sheet to the OMHMHA office by November 1<sup>st</sup> to ensure OMHMHA can meet the BC Hockey mandated deadlines as noted in OMHMHA Policy 3.1 Fair Play- BC Hockey Sportsmanship Starts in the Stands. See our team meeting agenda template, code of conduct for parents and players, hockey Canada medical forms, and meeting sign-in sheet in the Forms/Resources section.

-Team meetings may be scheduled through Team Snap as often as necessary to ensure the open and smooth communication of the team.

**Note:** A fee is charged by the arena for the use of the Lion's Den meeting room for any team meetings or events. Unless your team is willing to pay, it is recommended that you use available locker rooms, the lobby, etc. to meet.

If you do want to book the Lion's Den meeting room, please contact [scheduling.omhmha@gmail.com](mailto:scheduling.omhmha@gmail.com) a minimum of 48 hours in advance.

## Volunteer Hours & Delegation

In order for practices, games, and tournaments to run smoothly, many hands make for light work. There is no way the manager can do it all. It is key to delegate volunteer tasks to player's caregivers. They are all required to complete volunteer hours for the team, so the more you delegate, the happier you (and the team) will be. Team Snap is a great tool to have player's caregivers sign up for Volunteer tasks. See Team Snap & Communications section.

### Calculating volunteer hours for your team

-OMHMHA policy requires all player's caregivers to complete volunteer hours which vary by team. OMHMHA officers of the association delegate will work with you to determine the number of volunteer hours per player for your team for this season.

-Here are many of the duties that can be delegated:

### Home Games

-Score Keeper (1 ½ -2 Hours)(1 person)(**U11 & up**)

-Time Clock (1 ½- 2 Hours)(1 person)(**U9 & up**)

-Penalty Box (1 ½-2 Hours)(2 people)(**U11 & up**)

-Security (1 ½-2 Hours)(2 people)(**U11 & up**)

-Washing Jerseys after games (30 Mins)(1 person)(**U9 & up**)

-Setting up/removing boards (15 minutes before & 15 minutes after = 30 minutes)(**U7 &U9**)

-50/50 (1-1 ½ Hours)(1-2 people)(**if applicable**)

### Away Games

-Washing Jerseys after games (30 minutes)(1 person)

## Practices

-Monitoring Dressing rooms (30 mins before+30 mins after=1 hour total)(2-3 people) **(U11 age and up)**

Other Volunteer tasks:

- Tournament Organizer-See tournament section.
  - Finance/budget assistant (Rep only)
  - Safety Person
  - Post-Ice Snacks (optional)
  - Fundraising coordinator (Rep Only)
  - Booking Hotels (1 Hour)
- Use the Volunteer Log Form in Resources/Forms section as an example for keeping track of hours.
- Keep a log of all volunteer hours worked throughout the season and the off season. Turn in volunteer log a week after final home game.
- [Volunteer task descriptions](#) can be found on our website.



## Rosters, Team Lists & Spordle

-The OMHMHA office will provide each Team Manager with their player lists at the start of the season. Minor adjustments may be made by the Officers of the Association prior to the official roster being set. Please notify [info.omhmha@gmail.com](mailto:info.omhmha@gmail.com) if you have not been provided a roster, there are any errors on your roster, or players show up that are not on your roster.

-No player/coach is permitted on the ice that are not on the roster. (On ice helper/managers are not permitted on bench during games).

-As soon as you have your Roster and Manager Access to Team Snap, you will be able to utilize Team Snap for better team communication. Please see Team Snap section for further details.

### Spordle

-Spordle is the platform we use for game day attendance, league game schedule and stats.

-Must be done 30 minutes before game.

-Be sure Manager/Coach have access at least a week prior to any games or tournaments.

-Manager to clarify with Coach at the beginning of the season who will be doing this role. This person must be rostered.

-Once roster is submitted it cannot be changed or edited. Be sure to have caregivers communicate late arrivals so that the player will be approved for play via the game sheet. Otherwise, they will not be permitted to play.

-Only used for U11 and up.

## **Team Snap & Communication**

We recommend using Team Snap as it is an amazing tool to help Team Managers communicate.

-Shortly after the beginning of the season you will be invited to have manager level access to Team Snap.

-Ask caregivers to accept the invitation to Team Snap. This will be the main form of communication. (There may be some caregivers who are unable to use Team Snap, so you may need to use additional forms of communication for example, email).

-Benefits to using Team Snap:

- Communicate with players caregivers efficiently.

- Post schedules for practices & games.

- Post changes to games & practices.

- Monitor attendance.

- Record volunteer assignments.

-Please see Team Snap in Resources section for more information.

## **Schedules & League Games**

-Schedules will be posted on our OMHMHA website:

[www.100mileminorhockey.com](http://www.100mileminorhockey.com)

-Please note that schedules are subject to change.

-League Schedules – OMAHA will post game schedule in mid-October.  
NCD will post game schedule mid-September.

-OMHMHA practice schedule will be posted beginning of the season until December. Second half of the season will be posted December until end of season.

-Playoff schedule will be posted when info becomes available which is close to the end of the regular season.

- Recording head contact penalty occurrences for each player. A player must not exceed 20 penalty minutes for head contact. If a player exceeds 20 minutes, they will be removed from play immediately. See BC Hockey rules for further details.

## **Game Changes**

- Contact [scheduling.omhmha@gmail.com](mailto:scheduling.omhmha@gmail.com).
- Possible reasons for games changes during the season:
  - Weather related.
  - Lack of players (2-3 days in advance).
- Possible reasons for games changes prior to the start of the season:
  - Turn your tournament wish list into the scheduler in tournament priority order by end of September of current season. Scheduler will do their best to accommodate but not guaranteed.

## **Away Tournaments & Exhibition Games**

-See Forms section for Interdistrict travel/Exhibition Game form. These need to be filled out for (away) Exhibition games and tournaments. The forms need to be submitted to [president.omhmha@gmail.com](mailto:president.omhmha@gmail.com) minimum 7-10 days in advance.

-Paying for away tournaments. See Resources/Forms section for tournament entry fees form. Complete 7-10 days in advance of fee due date. Turn in to [treasurer.omhmha@gmail.com](mailto:treasurer.omhmha@gmail.com). Note: It is ideal to collect tournament funds from parents for the per player cost as early as possible before the event. But, it must be turned in no later than 1 week after attending the tournament.

## **Tournament Hosting**

Contact [tournaments.omhmha@gmail.com](mailto:tournaments.omhmha@gmail.com) to confirm your teams interest in hosting a tournament.

-Tournament dates have been scheduled please contact [tournaments.omhmha@gmail.com](mailto:tournaments.omhmha@gmail.com) to confirm your team's scheduled weekend and your interest in hosting.

-Division hosts the tournament so if there is more than one team, then the teams must work together to host the tournament.

-Set a meeting date with the tournament coordinators to help set up a to-do list for hosting a tournament.

-See Resources/Forms section for Tournament Checklist.

-Be sure to also review our 50/50 & Tournament Fundraising section for more information.

### **Dressing Room Information**

- OMHMHA follows BC Hockey Policy regarding dressing room conduct.
- Dressing room assignments will be posted on the whiteboard in hallway under the grandstand.
- In most cases there will be a female only dressing room provided.
- Please see BC Hockey Policy on BC Hockey Website.

## **Complaint Process & 24 Hour Rule**

- See OMHMHA Policy 9.0 Complaint Process.
- Please see Resources/Forms section for sample complaint intake form.



## **50/50 & Tournament Fundraising**

### **50/50 Draws**

-Discuss with team at the beginning of the season their desire to do 50/50 and explain what the money could be used for.

-50/50 is a great way to fundraise for your team, to do this, you will need a gaming licence number for the season (Do this at the beginning of the season or minimum of 3 weeks prior to event). To acquire a gaming licence number please contact [treasurer.omhmha@gmail.com](mailto:treasurer.omhmha@gmail.com). Once you have a number you will need to provide your teams own 50/50 tickets- they can be purchased at Donex or ordered online. Please do NOT use dollar store tickets. Additionally, please ensure your team has its own bucket and float for the 50/50 draw.

-As an association we sell tickets for: 3 tickets for \$5.00 or 15 tickets for \$10.00.

-Please use the attached 50/50 Revenue form found in the Resources/Forms section to track your winners (one sheet per game). You will be required to keep all these forms to submit at the end of the season. It is important you keep all of them in your Team binder which will be returned to the office at the end of the season. \*Revenue Form is located in Forms section of this manual.

-There is also a tracking sheet to keep track of your team's money. Please keep all receipts for team money spent. All money must be accounted for at the end of the season.

### **Raffle Baskets**

Raffle baskets require a different gaming licence so please be sure to contact [treasurer.omhmha@gmail.com](mailto:treasurer.omhmha@gmail.com) a minimum of 3 weeks prior to event.

Policy

OMHMHA Fundraising Policy 8.2 must be followed.

## **Bank Account & Fundraising (Rep/Development Only)**

### **Bank Account**

-Each Rep Team will have a bank account. The bank account requires 2 signatures. The OMHMHA Treasurer and President must be listed as signatories on the account. U11 Development teams and U13 Rep will start with approximately \$1300.00. U15 and U18 Rep will start with approximately \$1750.00. 100% of the starting balance must be the closing balance in the account by March 31<sup>st</sup> of the current season. Financial reports must be submitted to OMHMHA Treasurer by April 15<sup>th</sup> of the current season.

### **Fundraising**

Fundraising must be submitted and approved by the OMHMHA Officers of the Association. Rep Teams are the only teams allowed to fundraise for a specific team.

-Association wide Fundraising; Will be decided by the Board of Directors at the beginning of every season. Every player's caregiver will be expected to participate.

-Team Specific Fundraising; Rep Only.

### **Policy**

OMHMHA Fundraising Policies 8.1 and 8.2 must be followed.

## **Equipment & Apparel**

**-Game Jerseys-** The Team Manager will be responsible for the care of the team jerseys. They should to ensure both home and away jerseys are present at all games. A volunteer position can be created to delegate this responsibility to a parent who will organize jerseys, collect them after games and wash them between games.

**-Other equipment-** (pucks, first aide kit, safety binder, etc.). If the team is assigned equipment from OMHMHA the Team Manager will need to discuss with the OMHMHA Equipment Manager what the responsibilities of the team will be for caring for that equipment.

**-Dress code (Rep/Dev Only)-**the Team Manager should discuss the dress code with players and parents at the beginning of the year. Players should be dressed in a respectful manner for games, but as a team you will want to consider issues such as cost, sponsors, and relevance for your team. Please refer to the OMHMHA Policy regarding dress code.

## **Hockey Canada Safety Person (HCSP)**

-Note the information in this section is for your awareness and can assist you in filling this volunteer role.

-The HCSP is a vital volunteer position for any Team and is a mandatory requirement for each team. The HCSP is a record keeper of player medical confirmation and has a safety plan for their team. They work hand in hand with the Team Manager.

-Training Requirements:

- Respect In Sport for Activity Leaders (RIS)

- Concussion Awareness Training Tool (CATT)

- Criminal Record Check

- Hockey Canada Registry Number (HCR)

- Hockey Canada Safety Person Course

-This person(s) collects the medical information forms handed out to be completed by parent/guardian at the first team meeting. These are kept in a binder in the Team Locker and should be assessible to the Team Manager or Head Coach should an HCSP not be in attendance.

-Each team requires their HCSP to be on site for all practices and games, home or away. If your HCSP is not available, the opposing Team's HCSP can be shared. Please have your Head Coach or Team Manager approach the opposing Team's Head Coach or Team Manger and ask if theirs can be shared as yours is absent. If they say no, the Team

Manager would be the designated HCSP. Please add their name to your Spordle game sheet notes.

The HCSP also develops a Safety Plan in the event that a player gets injured, or an emergency happens in the arena (for example, fire, shooter, power outage, etc.). They designate the “call” person to dial 911 or meet the ambulance at the entrance/exit. The HCSP also has in their binder, all facility addresses, emergency numbers and locations.

Injury Report Logs should be kept for every practice or game. Effective documenting of even minor injuries can assist with insurance claims and timelines later on.

## Resources/Forms

### Resources

- Hockey Canada website- [www.hockeycanada.ca](http://www.hockeycanada.ca)
- BC Hockey website- [www.bchockey.net](http://www.bchockey.net)
  - tournaments section
  - Clinics
  - BC Hockey Policy Manual
- 100 Mile House & District Minor Hockey website- <http://www.100mileminorhockey.com>
  - Volunteer task descriptions
  - Practice schedules
  - OMHMHA Board Meeting Dates
  - OMHMHA Constitution, Bylaws & Policy Manual
  - Manager Resources section
- NCD website- <http://northcentral.hisports.site>
  - league schedule & stats.
- OMAHA website- <http://page.spordle.com>
  - league schedule & stats.
- Team Snap- getting started: <http://helpme.teamsnap.com/article/183-teamsnap-for-teams-administrator-guide-to-getting-started-parent-player>
- Spordle- [hisports.app](http://hisports.app) (website)

## Forms

### -Team Meeting Forms:

- Meeting Sign-in Sheet
- Team meeting agenda template
- Codes of Conduct:
  - Parent form
  - Player form
- Hockey Canada Medical Sheet

### -Tournament Forms:

- Tournament Checklist – for hosting tournaments
- Request for tournament entry fees
- 50/50 Revenue Form
- Inter-District Travel/Exhibition Game Form

### -Other Forms:

- Volunteer sign-up sheet/Log Form. Using Team Snap for this task is ideal. There is a sample for found in this section.
- Recreational Player Replacement/Relief Form
- Goaltender Replacement/Relief Form
- Complaint Form