

Table of Contents

- Manager Book Introduction
- Manager Training
- Manager Tasks/Responsibilities
- Preseason Information – Rep/Development Teams
- Preseason Information – All Teams
- Team Meetings
- Volunteer Hours & Delegation
- Rosters, Team Lists, & Spordle Play
- Team Snap & Communication
- Schedules & League Games
- Game Changes
- Away Tournaments & Exhibition Games
- Tournament Hosting
- Dressing Room Information
- Complaint Process & 24-Hour Rule
- 50/50 & Tournament Fundraising
- Bank Account, Fundraising, 50/50 – Rep/Development Teams
- Equipment & Apparel
- Hockey Canada Safety Person (HCSP)
- Resources/Forms

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.

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

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 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 and instructions for checking your trained status are found in the Manager resources section of our website.

Note: Clinic registration fees will be covered by OMHMHA, and deadline for Manager Training is as soon as possible at the start of the season.

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 15th.
- 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 20th.
- 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, or email to Secretary.OMHMHA@gmail.com at least two days before each meeting, to give team updates, ask questions, or raise concerns.

Preseason Information – Rep/Development Teams

-Need team roster and jersey numbers. Coaches will need to help with this and double check there is a home and away jersey with the same number. Submit this information to the registrar so they can input the team into the Hockey Canada Registry. Also be sure to have your head coach, assistant coaches, Hockey Canada Safety People, and manager on the roster.

-Need to make sure you have Hockey Canada Safety People (who have completed all necessary programs) lined up right away. It is ideal to have 4 on your roster but in preseason two safety people are fine.

-Team HCR #. You will get this from the registrar once you have submitted the jersey numbers and names.

Ice Breaker Tournament

-Apply for 50/50 and raffle gaming licenses ASAP with the OMHMHA Treasurer.

-Get team parents to assist with putting together baskets for the raffle draws. Please see fundraising section to be sure your team is properly following guidelines.

-Once you have a schedule for the Ice Breaker, make a volunteer schedule and have parents sign up. Typically, we only have to have timekeeper, scorekeeper, and penalty boxes volunteers for games we play as the “home” team. However, some teams may request assistance. Be sure to work with whomever oversees corresponding with visiting teams in ensuring those visiting teams are responsible for assigning these volunteer roles when they are the “home” team.

-Assign two security people for each game.

-It is strongly recommended to do 50/50 and raffle baskets at the Ice Breaker Tournament because that usually brings in enough money to cover one tournament cost.

-The Ice Breaker is usually the only home tournament for Rep/Development teams.

Preseason Information – All Teams

-Coaches need to select the tournaments they would like to attend and notify the scheduler before NCDMHA and OMAHA scheduling meetings to ensure league games aren't scheduled on those dates.

-It is the manager's responsibility to put the applications in and pay for the tournament(s). The funds to pay for the tournaments upfront can come from OMHMHA and the team must pay them back to OMHMHA within 7 days of the completion of the tournament(s).

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.

Mandatory Team Meeting Agenda

- Team Manager, Head Coach, Assistant Coach(s), Safety Person(s) introductions
- 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 parents/guardians/caregivers
- Safety & Maltreatment Policy
- Absences
- Sportsmanship Starts in the Stands & Codes of Conduct- read out this document and have caregivers/players sign
- Complaint procedure

Meeting Tips

-It is good to take minutes at this meeting. A copy of your agenda must be submitted along with your sign-in sheet to the OMHMHA office by November 1st to ensure OMHMHA can meet the BC Hockey mandated deadlines as noted in OMHMHA Policy - Codes of Conduct - 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.

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:
www.100mileminorhockey.com

Rosters, Team Lists & Spordle Play

-The OMHMHA office will provide each Team Manager/Head Coach 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 registrar.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 helpers/managers are not permitted on bench during games).

Spordle Play

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

-Use Spordle Scorekeeping Guide link in Manager Resources section of OMHMHA website to assist with logging in and submitting your game day attendance. Be sure Manager/Coach has 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.

-Must be done 30 minutes before game (U11 and up only).

-Team ID can be found on your HCR roster provided by the Registrar, and each game # can be found on the Spordle game schedule for your team.

-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.

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.

-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.

-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 link in Manager Resources section of OMHMHA for more information.

Schedules & League Games

-Schedules will be posted on our OMHMHA website.

www.100mileminorhockey.com

-Please note that schedules are subject to change.

-League Schedules – OMAHA will post game schedule in 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.
- 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 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. 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 7 days after attending the tournament.

-In most cases the away tournament host will request that you send a roster. Be sure to send them your correct HCR roster provided to you by the Registrar. If you need an updated roster, email registrar.omhmha@gmail.com.

-Please note that league playoffs and away tournaments are an additional cost. The team participating in playoffs, or an away tournament are responsible to pay those costs. BC Championships, however, are no extra cost to the team.

Tournament Hosting

Contact tournaments.omhmha@gmail.com to confirm your teams interest in hosting a tournament.

-Tournament dates have been scheduled please contact 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 and Tournament Guide.

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 - 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 . 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 a minimum of 3 weeks prior to event.

-Please review OMHMHA Policies on Fundraising and Tournaments as well as the BC Licensed Charitable Gaming Rules to ensure 50/50 and raffles are done properly, and your team's portion of the revenue is spent appropriately.

-See Resources/Forms section for Tournament Checklist and Tournament Guide.

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 31st of the current season. Financial reports must be submitted to OMHMHA Treasurer by April 15th 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.

-Please review OMHMHA Policies on Fundraising and Tournaments as well as the BC Licensed Charitable Gaming Rules to ensure 50/50 and raffles are done properly, and your team's portion of the revenue is spent appropriately.

Equipment & Apparel

-Game Jerseys - The Team Manager will be responsible for the care of the team jerseys. They should 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 aid kit, safety binder, etc.). If the team is assigned equipment from OMHMHA the Team Manager will need to discuss with the OMHMHA Equipment Manager (equipment.omhmha@gmail.com) what the responsibilities of the team will be for caring for that equipment.

-Dress code (Rep/Development 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 accessible 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

-BC Hockey website- 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 Play - <https://play.spordle.com/login>

Forms

-Team Meeting Forms:

- Meeting Sign-in Sheet

- Team meeting agenda template

-Codes of Conduct:

- Parent form

- Player form

- Hockey Canada Medical Sheet

- Volunteer sign-up sheet/Log Form.

- 50/50 Revenue Form

- Complaint Form

- Tournament Checklist and Tournament Guide for hosting tournaments

- Request for tournament entry fees