

2016-2017



# Manager's Handbook

## Introduction

Thank you for volunteering to play a very pivotal role in the organization and success of your team's hockey season. We are proud to have you as a representative of the OMHA and more specifically of your team and its Division. The time you invest and relationships you build will pay off not only for you in the current season but in seasons to follow.

## Start-up & Early Season

- ✓ Have a coach/manager meeting to clarify duties/expectations/philosophy of how the team will run.
- ✓ Establish and understand chain of communication: Parent – Manager – Coach – Director - **24 hour rule** and review consequences of zero tolerance rule - incidents will be forwarded to OMHA.
- ✓ Coaches talking with players always have another adult in the room.
- ✓ Female teams with male coaches always have a female parent in the room.
- ✓ Establish the method of communication: email vs. phone vs. website. Team Snap [www.teamsnap.com](http://www.teamsnap.com) is an excellent communication method if you prefer from the team page on the OMHA website. OMHA requests that you do sign up for the OMHA page and add your coach/manager contact information as many associations use the OMHA site to find contacts for teams.
- ✓ You will probably be in daily contact with the coach. The clearer you are on your duties and the joint expectations, the more smoothly the season will run.
- ✓ Delegate certain responsibilities to the parents on your team. Some suggested roles could be:
  - Treasurer
  - Fundraiser
  - Tournament Coordinator
  - Team Apparel
  - Social Coordinator
  - Time keeper/Scorekeepers
  - Data Entry Person
  - Emergency action plan volunteer
- ✓ Ask parents for any expected vacation plans for the entire season, including potential playoffs. This information will help prepare you for booking tournaments, exhibition games and affiliating players.
- ✓ Discuss fundraising/sponsorship and collect \$100 to start for team fund. There will be a fundraising section on the Manager's section of the website. This will contain information the OMHA is sent on fundraising opportunities, however the OMHA does not endorse any specific company rather we are only providing information received. Scotiabank in Okotoks supports our teams and an account at their branch is easy to obtain.

- ✓ Input team info for a team page – this will include coaches, manager, and contact numbers.
- ✓ Prepare contact sheet that includes each parent's home/cell/work numbers plus email addresses. Once prepared send a draft out to all for any corrections. Once correct, make sure all coaches and phone parents have an electronic copy and/or hard copy of this.
- ✓ Parents should be encouraged to carpool as it takes pressure off 2 working-parent families and helps with team bonding.
- ✓ Social committee and coaches should have email distribution list. Have social committee plan some player and/or parent get-togethers.
- ✓ Make up wallet size contact card. This is most useful while on the road so make sure home and cell number is on this.
- ✓ Division directors will hand out game book. It is a good idea to give a few game sheets to the coaches for back up.
- ✓ Jerseys, pucks, first-aid equipment all need to be picked up from Equipment manager.
- ✓ Once jersey numbers are picked make up game book stickers. Check with your CAHL Governor how they would like the names listed.
- ✓ Any team apparel should be addressed as early as possible so that the players have team clothing for as much of the season as possible.
- ✓ Get medical forms and conduct sheets filled out and returned.
- ✓ Make sure any allergies and/or medical issues are identified for player safety in the dressing room and for any team meals
- ✓ Start selecting tournaments (see separate information on this) Travel permits in the tournament section apply to any exhibition games outside of Zone 5 as well.
- ✓ Discuss with coaches and parents how many tournaments the team wants to participate in; if they should be local or out of town, during Christmas break or not.
- ✓ Clarify how tournament costs are covered, i.e. Fundraising or pay as you go. If the team selects pay as you go, collect tournament fees from them right up front. This way, all costs are covered and if a player drops out, you do not have to collect additional money from the rest of the team.
- ✓ Check out Hockey Alberta website for tournament listings and book tournaments, hotel and bussing as early as possible. Book as early as possible.

**Please view page on travel permits as it is IMPERATIVE you follow instructions for exhibition games & tournaments outside of Zone 5.**

## **CAHL TEAMS ONLY**-Know the CAHL Season Critical Dates (for 2016-2017)

- Season start date October 14
  - Tiering round Oct. 14/16 until Nov. 6/16
  - Tiering break Nov.11-13 Nov weekend
  - Christmas Break Dec 23-Jan 1
  - Season Ends Feb. 12 2017
  - Playoffs begin the Feb. 17/17 weekend
  - Playoffs end March 28 2017
- ✓ Print out the CAHL regulations and get familiar with them. It is a good idea to bring them to every game for reference if needed.

### **During the Season**

- ✓ Plan exhibition games. Check with Jamie Steer for ice and the referee assignor for referees. If changes occur to a planned exhibition game, you must notify Jamie and referee assignor immediately
- ✓ Exhibition game ice and referees have to be paid at the start of the game and should be paid in cash. Referee assignor has a schedule of the fees.
- ✓ Exhibition games outside your zone require a travel permit. You must send your game sheets [Lindsaygraw@shaw.ca](mailto:Lindsaygraw@shaw.ca) immediately after that game.
- ✓ If it is a "one time" only exhibition game, offer to share all game expenses with the opposing team. Otherwise, reciprocal costs are suggested. You can always schedule a 50/50 with proceeds going toward costs.
- ✓ Any changes to scheduled games must also be communicated immediately to Jamie Steer and referee assignor.
- ✓ Keep parents notified of schedule updates.
- ✓ Develop and maintain contact sheet.
- ✓ Keep track of injuries on the OMHA Injury Tracking sheet attached.
- ✓ Any time an affiliated player (if your team is allowed affiliates) is playing, this must be clearly marked on game sticker. Cross out absent players or ones not playing that game.

### **League Team Specific**

#### **CAHL AND RMFHL ONLY**

- ✓ Check league website so you ensure you have all information pertaining to your league. Rocky Mountain Female Hockey League (RMFHL) is [www.rmfmhl.com](http://www.rmfmhl.com) and Central Alberta Hockey League (CAHL) is [www.cahlhockey.ca](http://www.cahlhockey.ca)
- ✓ CAHL will require teams appoint a data entry volunteer to enter game sheets. Visit there above website to view the documents of roles & responsibilities for data entry person and team manager

- ✓ Home game sheets, (white copy), and game reports (if given) must be faxed to governor after the game (24 hours) and a hard copy mailed with 2 days.
- ✓ Only league game sheets are submitted to the leagues. Tournaments and exhibition games are handled by Lindsay Graw.
- ✓ **NOVICE AND ATOM HOUSE TEAMS**- game sheets from league games should be kept with your managers folder for the year. They should be readily available if the Director asks to see them.
- ✓ **PEEWEE, BANTAM, MIDGET HOUSE TEAMS**- game sheets should be emailed to Tara Woodgate-Small the OMHA House Director
- ✓ Log into the Cochrane Minor Hockey website to enter your gamesheets. NO STATS
- ✓ All Away games require a travel permit

### **Playoffs & Wrap-up**

- ✓ Expect Feedback Positive & Negative
- ✓ Understand playoff format and keep rules handy
- ✓ Jerseys need to be cleaned and returned along with pucks and first aid kits to Equipment manager.

***All attached forms in the handbook will be available in downloadable format at [www.okotokshockey.com](http://www.okotokshockey.com)***

### **AFFILIATION PROCESS:**

Please email Jamie Steer at [operations@okotokshockey.ca](mailto:operations@okotokshockey.ca) to find out which players you can use as affiliates for your specific team.

### **Tournaments**

***NO teams in the CAHL can book tournaments during the tiering round, first league weekend, second league weekend, or the last weekend of league play  
You can book tournaments during the tiering break November 11-13th***

- ✓ **CAHL TEAMS ONLY**-Tournaments should **not** be booked during tiering round or during playoffs. **CAHL teams CANNOT enter tournaments from Oct 14th to Nov 6th** which is the tiering round. As well do not enter a tournament Nov 18th-20<sup>th</sup> or Nov 25-27<sup>th</sup> as that is the beginning of the new CAHL schedule after re-tiering and the schedule will be out to late that week and changes cannot be made that quickly. You cannot book tournaments during the weekend of Feb 10-12<sup>th</sup>

- ✓ When selecting tournaments spend time discussing with the tournament coordinator the level of play of your own team as well as those being invited. Goal is to have well-matched and competitive teams playing each other.
- ✓ Novice House teams should look for house tournaments or D tournaments. Any tiered or A, B & C tournaments are too high for the Novice house teams
- ✓ Pre-arrange hotels – usually hotel will hold rooms for a certain amount of time prior to canceling a group booking. This gives time for families to book and tournament schedules to be finalized.
- ✓ Acquire a travel permit from Lindsay Graw. When requesting travel permit email Lindsay at [lindsaygraw@shaw.ca](mailto:lindsaygraw@shaw.ca) with the following information: the sanction number, number of games to be played, dates and location. The managers name and phone number. It takes a few days for Hockey Alberta to approve a permit. Please apply for one in advance. Travel permits must be with you at tournament. It is a good habit to get into to write the permit number on game roster stickers as well. Travel permits are not required for tournaments or exhibition games in Zone 5.
- ✓ Tournament entrance fee needs to be submitted to tournament coordinator along with a team roster
- ✓ Special meal arrangements can be looked into once you book a tournament and hotel.
- ✓ Check into availability of booking meeting rooms in hotel for team gatherings or coaches meetings.
- ✓ An extra room can also be booked as a parent room or an equipment room.
- ✓ Have coach clearly communicate expectations around swimming, behavior and curfews.
- ✓ Email tournament schedule to parents.
- ✓ Have copies of Hockey Canada injury reports with you.
  
- ✓ **Tournament/Exhibition game sheets that required a permit to attend must be scanned/mailed to Lindsay Graw within 24 hours of the tournament finishing. The email that the game sheets are attached too must be written in the following way for Hockey Alberta to accept it:**
  - The Subject: is the sanction number**
  - The body of the email must only say: There was no major penalties. If there was any major penalties you must include the referee report and indicate Yes, there was major penalties handed out to our team during this tournament. CAHL does not receive game sheets for tournaments only league games.**
  - Failure to email the game sheets to Lindsay and Hockey Alberta can result in Hockey Alberta denying future permit requests.**
- ✓ Send out an email thank you to tournament coordinators at the conclusion of the tournament.

## **Exhibition Games**

If your team books an exhibition game and they are the home team the manager must apply for an exhibition game permit. Please email [Lindsaygraw@shaw.ca](mailto:Lindsaygraw@shaw.ca) with the following information: Team Contact name, phone number, email address, Home teams name, away teams name, division and tier of the game, date of the game and location of the game. Once the game has been played please scan and email the game sheet to Gord Lane [minordisc5@hockeyalberta.ca](mailto:minordisc5@hockeyalberta.ca) at Hockey Alberta as well as Lindsay Graw within 48 hours. If there is any suspensions during the game the game sheets need to be scanned and emailed in ASAP. The original game sheets must be mailed to OMHA Box 1152 Okotoks, AB T1S 1B2

## **Referee Protocol/Officiating Complaints**

### **STEP 1:**

The first step is a 24 hour cooling off period must be observed subsequent to the lodging of a complaint. This is to allow time for the heat of the moment and the excitement of the game situation to subside. It also gives the person logging the complaint the proper time to reflect on the matter and decide if it is necessary to take the next step.

### **STEP 2:**

If further action is deemed necessary then a written complaint is to be sent to the Division Director, with a copy sent to the President of OMHA and the Director of Game & Conduct, outlining the exact details of the situation. It would be helpful to retain a statement of at least one witness to the incident. The letter of complaint must also have the official(s) name, the date and time of the game, the location of the game and the level of hockey. Both the complainant and the witness needs to sign and the letter, as well as ensure that contact information is provided.

### **STEP 3:**

When this is complete, and has been reviewed if warranted it will be forwarded on to the ORA (Okotoks Referee's Association) and an official complaint will be filed on your behalf. If of the opinion that there is no need for an official complaint you will be notified as to the reasoning.

### **STEP 4:**

In the event of a formal Complaint being submitted on your behalf, the OMHA board will request written resolution from the ORA within 2 weeks of submission date. This will allow time for the ORA to investigate and prepare a response. If for any reason the official(s) or the complainant should not be satisfied with the outcome, they can bring it before the ORA or the OMHA Board at our monthly meetings.

## **Frequently Asked Questions**

### **Q: Why do I need to get a travel permit?**

A: It ensures that our players are covered for insurance purposes at all sanctioned hockey games.

### **Q: Do I need to ask for a travel permit?**

A: As soon as you know you have a tournament or exhibition game booked. The deadline is the Tuesday before your scheduled game or tournament requiring a permit. The more time the better but you can ask for one right up to game time if you have forgotten.

### **Q: Is Calgary in our zone?**

A: No, any games played in Calgary require a travel permit.

### **Q: Does a player need a doctor's note to return to play after a sports related absence?**

A: It is up to the individual coach, however the guiding principle is to be aware of a player's health and safety first and foremost.

### **Q: Who decides if a game will be cancelled due to weather conditions?**

A: The coaching group and manager will make this decision on behalf of the team. It is always up to a parent whether he/she wants to travel on the roads.

### **Q: Is the OMHA asking managers to keep stats on sports-related injuries?**

A: Yes, it is simply for statistical purposes to look at ways to improve OMHA. The purpose is not to place sanctions on teams, players or coaches for sports related injuries.

### **Q: What is the chain of command for concerns?**

A: Coach – director – governor. Exercise the 24 hour rule!

### **Q: Who should be in the room when a coach is dealing with a player on a disciplinary concern?**

A: Coach, player and another adult

## **Contact Information**

### **OMHA Operations Coordinator and CAHL Division/Tier Governor**

Jamie Steer                      Phone: 403-710-2213  
   Email: [operations@okotokshockey.com](mailto:operations@okotokshockey.com)

### **Referee Assignor**

Brenda Honish                Email: [ora.assignor@gmail.com](mailto:ora.assignor@gmail.com)

### **Manager Mentors**

DIVISIONAL MANAGER MENTORS:

NOVICE Shannon Hefferan ([shannonmariehefferan@yahoo.ca](mailto:shannonmariehefferan@yahoo.ca))

ATOM: Lori Grieg ([lorinow@shaw.ca](mailto:lorinow@shaw.ca))

PEE WEE: Angie Hodgins ([hodgins\\_dave@hotmail.com](mailto:hodgins_dave@hotmail.com))

BANTAM: Karen Nielsen ([knielsensk@gmail.com](mailto:knielsensk@gmail.com))

MIDGET: Amanda Germain ([agermainpc@gmail.com](mailto:agermainpc@gmail.com))

FEMALE: Peter Parkinson ([peterp@corexresources.ca](mailto:peterp@corexresources.ca))

### **Game & Conduct Director**

Doug Baba

   Email: [gameandconduct@okotokshockey.com](mailto:gameandconduct@okotokshockey.com)

### **Travel Permit Assignor**

Lindsay Graw

   Phone: 403-861-7991

   Email: [Lindsaygraw@shaw.ca](mailto:Lindsaygraw@shaw.ca)

### **Division Directors**

Initiation	Kurt Thomas
Novice	Lee Kennedy
Atom	Roy Bowlby
Atom House	Rob Albers
Peewee	Kevin Pashak
Bantam	Karla Helm
Midget	Jeff Faye
Female	Carrie Fisher
PW/Bantam House	Tara Woodgate-Small
Midget House	Tara Woodgate-Small

### **Arena Contacts**

Scott Seaman	403-938-1400		
Stavely	403-549-3788	(Archie)	
Black Diamond	403-933-5272	(Les)	Email: <a href="mailto:orarena@persona.ca">orarena@persona.ca</a>
Nanton	403-646-2961	(Trent)	
Blackie	403-333-1650	(Rob Connors)	
High River	403-652-4042	(Jeff)	
Indus	403-936-5474		
Vulcan	403-485-2554	(Bonnie)	
Eden Valley	403-558-2434		

**Please contact Serena Rowland at the Okotoks Recreation Centre if you would like to inquire about renting additional ice time for your team. This ice time will be at the expense of each individual team and not through OMHA.**

[srowland@okotoks.ca](mailto:srowland@okotoks.ca)

403-995-2785

### **Website Links**

[www.cahlhockey.net](http://www.cahlhockey.net)

[www.rmfl.com](http://www.rmfl.com)

[www.okotokshockey.com](http://www.okotokshockey.com)

[www.hockey-alberta.ca](http://www.hockey-alberta.ca)

[www.bchockey.net](http://www.bchockey.net)

[www.sha.sk.ca](http://www.sha.sk.ca)

(Saskatchewan Hockey Association)

[www.hockeycalgary.com](http://www.hockeycalgary.com)

[www.girlshockeycalgary.com](http://www.girlshockeycalgary.com)

[www.hockeycalgary.com/index](http://www.hockeycalgary.com/index) (Blackfoot/Southland)

[www.acchl.ab.ca](http://www.acchl.ab.ca) (Alberta Central Cities Hockey League)

[www.ncmha.com](http://www.ncmha.com) (North Central Minor Hockey Association)

[www.travelalberta.com](http://www.travelalberta.com)

[www.arenamaps.com](http://www.arenamaps.com)

[www.sportmedab.ca](http://www.sportmedab.ca) (extra first aid equipment)