
OMHA MANAGERS ORIENTATION



2017-2018

THANK YOU !!

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.

INTRODUCTION

- OMHA Executive
- Referee's Association
- Our Sponsors – Apparel
- Your Mentors:
 - NOVICE Shannon Hefferan
 - ATOM: Nicole Qually
 - PEEWEE: Lori Grieg
 - BANTAM: Karen Nielsen
 - MIDGET: Amanda Germain
 - FEMALE: Peter Parkinson

AGENDA

- What is NEW this year from last year?
- Apparel
- Team Budgets/Fundraising
- Question and Answer Session
- Breakout Session with Division Managers

TRAVEL PERMITS

- A Travel Permit is required by Hockey Alberta when playing ex games, tournaments for House and Travel teams outside Zone 5. It is for insurance purposes.
- Submit a travel permit request to Lindsay Graw, OMHA Administrative Assistant at Lindsaygraw@shaw.ca. Information needed is team name and division, dates of game, tournament sanction number (if a tournament) and number of games you expect to play. Please include possible final game if going to a tournament.
- Please allow one week prior for travel permits to be approved, however if you have missed the one week prior please contact Lindsay immediately to have the process started.

TRAVEL PERMITS

- All original game sheets must be submitted to Lindsay Graw at OMHA, Box 1152, Okotoks, AB T1S 1E3 within 7 days if it required a travel permit. Failure to do this will result in no further travel permits being issued.
- Travel Permits will not be issued if any game sheets are outstanding from previous travel permits.

'NOT' NEW THIS YEAR

- Equipment cheques in the amount of \$300 need to be provided to OMHA by October 31 if you haven't already done so
- **The equipment cheques will be cashed**
- The equipment cheque will be returned and the team volunteer credits will be provided at the end of the season once all of the following are done:
 - All jerseys are returned, clean and in order
 - First aid kit returned
 - Any pucks, pylons, other equipment provided are returned
 - End of the year financial information is provided to the treasurer

APPAREL

Guidelines

- Sponsor identification can be anywhere and any size on apparel
- Any color of clothing can be used
- No modifications can be made to the logo, any size is allowed
- Logo is available in color and black & white, all approved vendors already have logo
- We will only advertise for companies who sponsor OMHA
 - This includes on website, in managers manual and promotional materials at the manager meeting
- Online stores, link on website

TEAM BUDGETS/FUNDRAISING

- As in the prior year, all teams are required to send OMHA their preliminary budgets to the Treasurer before October 31, 2016 (treasurer@okotokshockey.com)
- There is a sample budget format on the OMHA website but any format will work as long as the details are included
- A final budget is required to be submitted at the end of the season (again to treasurer@okotokshockey.com)

CASH CALLS

- OMHA suggests that the team cash call is not to exceed \$200 without a fundraising component in the budget
- It is only the cash call component of the funds that may be returned to parents at the end of the year. You can NOT return fundraising funds, sponsorship money, etc to parents. These need to be spent on the team (use for tournaments, apparel, dryland, exhibition games, power skating, etc) or can be donated.
 - Novice teams are being provided \$600 from Enmax for apparel. This must be spent on apparel. Anything not spent on apparel must be spent on player development (as per Enmax)
- Any excess funds at the end of the year do not belong to the coaching staff. Decisions on what to do with the funds must be brought up with the parents and the parents have the right to ask for their portion of the refund (up to the cash call amount) to be refunded to them before any remaining funds are donated

TEAM FUNDRAISING

- Teams are responsible to obtain their own raffle licences from AGLC for any raffles that they hold. There is no OMHA raffle licence that is available to the teams
- There are restrictions on what you can use the raffle funds for, as well as ratios that must be maintained between raffle proceeds and prize value
- At the end of the raffle, you are required to file an accounting with AGLC. AGLC considers failure to do so to be a serious offence. By not filing you put any future raffle licences for not only your team, but OMHA raffle & casino licences in jeopardy.
- If you have any questions on how to complete the application form, or the final accounting for AGLC, please get in contact with the Treasurer at treasurer@okotokshockey.com

QUESTIONS?

