GGHA Team Managers

Thank you for volunteering to be the manager for your daughter´s team here with the Glengarry Girls Association.

We recognize the time commitment it takes and sincerely appreciate it.

What is the job of the team manager?
The Team Manager´s duties involve a wide range of operational and administrative tasks, acting as a central point of communication for the team, including players, parents, and bench staff. They usually handle team finances, organize travel & tournaments, manage communication with parents, coaches and other associations, and ensure compliance with OWHA rules and regulations.

Key responsibilities:

Communication: Facilitate communications within the team and with the opposing team managers and referees.

Finance Management: Collect and track team fees, manage fundraising activities, and ensure compliance with OWHA financial guidelines. Rep fees will be calculated once ice time is secured.

Logistics and Organization: Coordinate travel arrangements, including booking hotels and restaurants, and book tournaments and exhibition games. Your coach will most likely let you know which tournaments they are interested in. However, they may ask for you to register the team. You can find the owha tournament list www.owha.on.ca under the tournaments tab. (competitive, house and u9 tournaments are listed separately). It is not mandatory to only enter owha sanctioned tournaments, however a request to play outside owha must be submitted

through Ramp and are usually approved if requested in a reasonable time frame.

Communication with Parents: Organize and distribute team information, including schedules, forms and meetings.

Schedule: info will be out late Sept to arrange scheduling for your league. It is done online through Matrix (an online google form). Your scheduler will give you ice times for home games. You can enter your home games into the sheet once it is ready to go. At a certain time and date you will have access to see the opposing teams available ice time and working with your schedule (also the form will let you know how many home and away games for each to schedule), you can choose your away games.

Once your schedule is complete, you are required to enter your home games ONLY on Ramp.

Compliance: Ensure rosters and games sheets are properly completed on RAMP before every game. Ensure refs and timekeepers are present at home games and game codes are distributed as needed. (Ramp instructions are provided in the RAMP tab in the booklet).

Game/Ice Cancellations: If a game needs to be cancelled due to weather; this must be done 4 hours prior to game time. The visiting team would make the call as they are the ones travelling. An email must be sent to OWHA with the managers of both team cc´d as well as our scheduler.
If you need to cancel ice (practice) you are required to do so 2 weeks prior to the ice time or you will be responsible for the ice. We ask even if you have a practice and decide last minute you won´t be using it, that you still notify our scheduler. Do not delete any practice or game. Your scheduler will do so, once she is notified.

In the event of an injury, verify that the trainer has filled out the ´Injury Report Sheet´ and make sure that it is sent to the arena, Director of Risk &

Safety, President as well as any other names reported on the sheet. (keeping Extra Injury report sheets and your team´s medical sheets on hand is recommended). (injury report sheets, medical sheets and the concussion protocol are provided in tabs in this booklet).

Suspension Protocol: The coach or Manager of a team whose member commits a suspendible offence must send a copy of the game sheet to the OWHA office (stats@owha.on.ca) within twenty-four (24) hours of the infraction OR prior to the player or team's next game, whichever is less. Game sheets must be submitted electronically. Faxes will not be accepted. (Copies of game sheets confirming suspensions have been served, must be forwarded within twenty-four (24) hours of the game, by the coach or Manager, OR prior to the player or team's next game, whichever occurs first, to the OWHA Office (stats@owha.on.ca) Game sheets must be electronically submitted. Faxes will not be accepted. We request that both the manager and coach double check the game sheet after each game to make sure that the correct info is there (eg; a major penalty entered in place of a minor penalty- this error could cost game suspensions for players and coaches.) If there is an error, contact our scheduler to notify the timekeeper to have it fixed or the other team´s Manager in the case it is an away game.

Equipment and Apparel: The association will be handing out jerseys (home and away). It is recommended that a parent/bench staff (or 2) be in charge of bringing these to and from the games. They should not be left with the girls individually. Name bars are provided by the association. Socks are to be purchased by the players. All teams must wear matching Highlanders socks. If you are need of either please contact your Equipment Director, Dom Lauzon at ddlauzon@hotmail.com (some players may have socks from the previous year that are still in good condition and the association may have name bars if they played last season). NOTE: this year the home association will wear dark, away will wear light.

Other Duties: Securing the dressing room, Schedule Den mom´s, and assisting the coach when needed.

Role of the Den Mom:

Supervision: Den Moms are part of the ¨Two Deep¨ policy, meaning they work with at least one other screened adult (ideally a female) to supervise a dressing room.
Privacy: They ensure players´ privacy while changing and dressing, ideally positioning themselves outside the dressing room with the door ajar.
Safety: Den Moms help maintain a safe and respectful environment, often acting as a point of contact for players who need assistance or have concerns.
Team Support: They may also assist with tasks like ensuring players are prepared for practices and games, communicating with coaches, and fostering team bonding.
Dressing Room Access: In some cases, Den Moms are responsible for opening the dressing room and ensuring players have adequate time to change and prepare.
Den Moms are required to register through Ramp and have a completed VSC, Respect in Sport, Rowan´s law & Gender Identity and Expression course completed.

Coordination with the Head coach is imperative. They will verify if they would like you to take on any or all of the tasks above. They will determine tournaments, and will want to work with you in scheduling the games for the season.

Events: you will have the ability to input events, tournaments, etc in Ramp. Similar to inputting games. Also, on our website you can also add pictures, or updates for your team. If you would like any information to be put our on FB page, please reach out to Michelle.

The following pages will help explain how to use Ramp for your games. (logging into the website as well as entering your roster for each game).

Any questions or concerns can be forwarded to Lee Clement (GGHA Vice President -613-872-3029 or lmclement77@ yahoo.ca)

Important email contacts:

Kim Howes (GGHA President) -
GGHA_President@hotmail.com

Allison Blundon (GGHA Scheduler)-
GGHAScheduler@outlook.com

Jim Harper (GGHA Risk & Safety)-
jimharper9999@gmail.com

Complaints and Confidential matters: privacy@owha.on.ca
Suspension reporting: stats@owha.on.ca
Legal Matters: fran@owha.on.ca
Officiating complaints: officiating@owha.on.ca
Ramp Game Portal: games@owha.on.ca

(For Rep Teams:)
Categorizing: recat@owha.on.ca
Discipline: discipline@owha.on.ca
Leagues: leagues@owha.on.ca
Provincials: provincials@owha.on.ca