**Gloucester**

**Cumberland**

**Girls Hockey**

**Association**

**Manager’s Manual**

**Cole’s Notes**

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# INTRODUCTION

This handbook provides, to both Competitive and House League team officials, answers to some common questions. It is a Cole’s Notes version of the larger guiding document found on the GCGH website: <http://gcgha.goalline.ca/page.php?page_id=92408>.

Note that there are 3 governing bodies: OWHA, ODWHA and GCGH and 4 websites, one for each governing body and ITSports (websites included in Annex).

**ODWHA Coaches/ Managers Scheduling Meeting.** The ODWHA holds a mandatory Managers/Coaches meeting at the beginning of each season. The date and time will be posted on the ODWHA website and teams should also be notified by their Convenor. It is very important that one team representative attend this meeting. Teams will participate in scheduling games, be given their OWHA game sheets for the season as well as their username and password for the ODWHA website. This login will be used to set up your roster as well as enter game results on the ODWHA website. **Make sure your coach invites you to this meeting!!!!!**

# RESPONSIBILITIES

## The Coaching Staff

The coach is ultimately responsible for his team. It is important that every one of the coaching staff **understands their role** and communicates areas of responsibilities. Some coaches may take a more active role in off-ice activities while others may simple wish to focus on the ice product.

Coaching staff will consist of:

* Head coach
* Manager
* Assistant coaches
* Trainer
* On-ice helpers (optional)
* Treasurer

Other Team positions are:

* Dressing Room monitors
* Clock
* Gamesheet
* Statistician

To ensure transparency, the manager, head coach, and treasurer shall be volunteers from different households.

## The Manager

Most managers will be responsible for all off-ice activities related to the team including:

1. Completion and submission of all initial administrative documents, i.e. signed waivers, volunteers list, police checks, vulnerability sector screening, medical forms, codes of conduct;
2. In collaboration with the head coach, ensure that all staff positions are filled with qualified individuals – this includes:
	1. comp coaches must have HP certification, house league – Dev1 (<http://www.owha.on.ca/pdf/2015-2016/NewCoachingRequirements-June2015/New-NCCP%20Informaiton-Jun9-2015.pdf>). Must have police check, vulnerability sector screening and Respect in Sport or Speak Out;
	2. Trainer, preferably a female, must be HTCP Level 1certified (<https://hdcoelearning.com/>). Trainer must be present at all games, practices, and dry-land training. GCGH website contains a trainer corner (<http://gcgha.goalline.ca/page.php?page_id=98351>). Must have police check, vulnerability sector screening and Respect in Sport or Speak Out
	3. **Treasurer** The Treasurer is responsible for the team finances - two signatures are required on a team account, typically treasurer and manager, and the coach is not allowed to be one of the signees. Signee names must to sent to Director Admin asap in order to obtain authorisation letter.
	4. **Time Keeper and Gamesheet,**
	5. **Dressing Room Monitors -** female volunteers who supervise the dressing room at games and practices for the Peewee level teams and above. Must have police check, vulnerability sector screening and Respect in Sport or Speak Out.
3. Verifying ice allocation - responsible for checking the ODWHA for games and the monthly emails from the GCGH ice scheduler to verify all ice times;
4. **Uploading the Roster.** Prior to the first game, it will be necessary to upload the team roster to the ODWHA website and the GCGH website (unfortunate, one does not populate the other) in order for game results and statistics to be recorded. Instructions on adding, assigning, and editing players to a team can be found on the ODWHA website.
5. Book two exhibition games prior to start of season to ensure right level. Team will have to secure the ice and the OD certified refs.
6. All team communications both with parents and with GCGH;

# ADMINISTRATIVE DOCUMENTS

## Volunteer List

Prepare the volunteer list asap and forward it to the Registrar. Note that you can roster/card five coaching staff. If you intend on carding more than 5 staff, additional insurance charges (approximately $50 - may vary year to year) will apply per person. Staff that require carding include:

a. Head Coach

b. Assistant Coaches

c. Trainer(s)

d. Manager (If on ice as well)

e. On-ice help

Note that staff who are already on another team roster are already insured. Teams can provide proof of insurance to waive the additional fees.

## Team Waiver and Registration

(HUGE ONE – if it is late, OD will levy a fine)

The GCGH’s Registrar will register team with the OWHA who will in turn prepare the waiver form. The waiver will include the coaching staff from the Volunteer List and the players assigned to the team. The waiver will provide a team number that will be required for the registration of any tournaments. To complete the team Waiver Form ensure the following:

1. all bench staff are listed on the roster with certification numbers (if applicable)
2. names and dates of birth are accurate for each player;
3. each player has signed;
4. one parent/guardian for each player has signed;
5. Coach, Assistant Coach(es), Trainer, On Ice assistants and Manager have signed.

Once OWDA receives the signed waiver, an official roster will be produced. No signed waiver, no roster, no games. And if a name is not on the roster, that player cannot play.

Each team must have an identified statistician. This individual’s name must be given to the registrar who will set up ivnet (ITSportnet). Your ITSportnet pass word should allow you access.

## **Affiliation**

Max of 5 games for ALL league play excluding tournaments and exhibition games.

The form for tournaments and league games is different and can be found on the OWHA website. The GCGH affiliation policy is located at <http://gcgha.goalline.ca/files/gcgh_affiliation_policy_-_11_august_2015.pdf>

# TEAM BUDGET AND FINANCES

Coach/manager must prepare a team budget itemising all expected revenues and expenses. For competitive, Tier 1 only has a limit of $1,200 parent levy and at Tiers 2-4 a parent levy of $800. At House league, the team budget is capped at $8,000, and a parent levy of $400.

It is important that the manager/treasurer keep track of all revenue and expenses paid, including the ice time allocations from GCGH.

At the start of the season, parents must approve the team proposed budget and must sign off on the final budget.

The initial budget and signed approval form must be submitted to the GCGH Director of Administration before 01 November.

Teams can expect to receive invoices for actual costs at the beginning of December, Middle of Feb, and end of March. Teams must pay the invoices NLT than 15 days after receiving them.

The following are items that should be included in the budget:

1. Ice time over and above the team’s GCGH allocation (Exhibition games, extra practices)
2. Referee fees for exhibition games
3. Skills sessions (including player and goalie development fees)
4. Tournament fees
5. Insurance for extra bench staff over and above the OWHA allocation
6. Miscellaneous items such as game sheet labels, envelopes, stamps, etc.
7. Banking fees and extra cheques as required
8. Cost for team website services

The following should not be included:

1. Off-ice clothing
2. Hotel rooms or hospitality suites for away tournaments
3. Costs for social functions such as Christmas parties or End Year Activities

# SPONSORSHIPS

Sponsorships are typically for the team and not the individual. Depends on what the sponsor outlines. If sponsoring a player, then can be applied to fund-raising costs.‎ If to team, then is applied to team balance.

So if budget says $500 per player fundraising;$250 sponsor; and $ 750 team fee.

Then

If get $1000 PLAYER SPONSOR - it would cover $750 of players cost-$250 to team. They still pay $750 team fee. Any refunds at end of year is same, as they would not get more because of sponsorship that went to team.

If player gets $1000 TEAM SPONSOR it covers them off and 3 other players. It is for team. If players found $5k of sponsors,$needed $3750, then $1250 could be applied in reducing fund-raising needs of whole team, then in turn ‎team fees, and more money of team fees back to parents

Sponsorship really depends on your budget, who sponsorship is made to and as long as it does not defray costs that allow cash back to families.

Fundraising allows lots of flexibility.

Your Sponsor  is supporting specific activities, costs, to a player or team depending how it came to you. So must apply to that. So it can go against set team fee, but not to go towards increasing a cash refund to parents. Or technically that money was not use as intended.

So like if you get $8k in sponsors, and only spend $6k as outlined in budget. The difference does not get applied to other things allowing that $2k to go back with fund raising monies to families. Otherwise you should just give back the $2k. Or as policy suggests, give to GCGH to cover off costs of hockey.

Issue is some people get $1000 in player sponsorship- team fees and other budgeted costs‎ add up to $800 per player, so they want $200 back. That would be disingenuous. Don't think sponsor would like.

If you say get $6k in Sponsors from one player for something, but their need is $4k, then difference stays with team and can cover off elsewhere. Only fund-raising dollars can go back via reduction and credit of team fees.

To be added.

# ICE ALLOCATION

With registration, each House League team will receive:

1. 10 hours of practice time
2. 10 home league games
3. 2 playoff games

Each GCGH Competitive Team will receive:

1. 30 hours of practice time
2. 10 home league games
3. 2 playoff games
4. 2 play down games (Ice Only)

Additional ice may be available for purchase from the GCGH. The rate for ice is a blended rate based on all ice purchased on behalf of the GCGH. It is an average of all of the ice contracts that the GCGH has with the city. Cost for an hour of ice is normally 240.00. This is more expensive than the ‘Last Minute’ Ice available from the city, however, the GCGH requires several contracts and times to run multiple programs across levels.

Keep track of your ice time and constantly compare it to the list that is sent out monthly from the ice scheduler.

# TOURNAMENTS

Competitive teams may enter up to 6 tournaments, 3 of which must be in town. (This does not include Provincials). House teams may enter up to 3 tournaments, 2 of which must be in town. House League teams may enter a fourth tournament if they have unanimous parental support. In addition, teams wishing to enter additional tournaments must get approval from the appropriate VP. Teams must demonstrate that entering an additional tournament is unanimously approved by the parents.

# GAME SHEETS

Game sheets will be distributed to the team’s representative at the ODWHA Coaches/Managers meeting at the beginning of the season.

Game Sheet Labels - Typed labels must be used and must identify all players and coaching staff. It must include the team name and OWHA team number. It is highly recommended that teams use the OWHA watermarked game sheet labels which can be printed off the ITSportsnet website.

OWHA Watermarked Game Sheets - As the OWHA watermarked game sheet labels are generated from the official team roster, they may not be available to print early in the season. Teams may create their own game sheet labels until ITSportsnet logins have been distributed to each team. A template for generic game sheet labels can be found on the ODWHAL website.

ANNEX A

Ottawa District Women’s Hockey Association (ODWHA) - <http://odwha.goalline.ca/>

Gloucester Cumberland Girls Hockey Association: [www.gcgh.ca](http://www.gcgh.ca)

Ottawa District Women’s Hockey Referee Association (ODWHRA) [www.odwhra.goalline.ca](http://www.odwhra.goalline.ca)

IT Sportsnet - [www.ITSportsnet.com](http://www.ITSportsnet.com)

GCGH Ice Scheduler is at icescheduler@gcgh.ca

ODWHA Referee Hotline 613-793-0518 (only to be used when there are no official at a game)

**Tournaments**

OWHA Sanctioned Tournaments [www.owha.on.ca/houseleague\_tournaments.asp](http://www.owha.on.ca/houseleague_tournaments.asp)

OWHA Player Pick Up Consent form for Tournaments [www.owha.on.ca/forms\_policies.asp](http://www.owha.on.ca/forms_policies.asp)

**Arena Locations and Ice Bookings**

City of Ottawa Arenas Arenas: [www.ottawa.ca/en/residents/parks-and-recreation/recreation-facilities/arenas](http://www.ottawa.ca/en/residents/parks-and-recreation/recreation-facilities/arenas)

Last Minute Ice: [www.ottawa.ca/en/serviceottawa/recreation-and-culture/last-minute-ice-rinkbooking](http://www.ottawa.ca/en/serviceottawa/recreation-and-culture/last-minute-ice-rinkbooking)

Sensplex Arenas [www.sensplex.ca](http://www.sensplex.ca)

Minto Arena [www.mintohockey.com](http://www.mintohockey.com)

Canadian International Hockey Academy Arena (CIH), Rockland [www.ciharena.com](http://www.ciharena.com)

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

**Risk and Safety**

Respect in Sport Home webpage: [www.respectinsport.com](http://www.respectinsport.com)

Activity Leader link: [www.owha.respectgroupinc.com/secure/](http://www.owha.respectgroupinc.com/secure/)

Parent and Dressing Room Monitor link: [www.owhaparent.respectgroupinc.com/secure/](http://www.owhaparent.respectgroupinc.com/secure/)

**Game Sheet Labels**

ODWHA template for generic labels <http://odwha.goalline.ca/page.php?page_id=35232>

OWHA watermarked labels [www.ITSportsnet.com](http://www.ITSportsnet.com)