

2023-2024



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 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 or 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 about \$250 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 on the website for a team page – this will include coaches, manager, and contact numbers.
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- ✓ Parents should be encouraged to carpool as it takes pressure off 2 working-parent families and helps with team bonding.
 - ✓ 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. If you are a travel team, 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.**

CAHL TEAMS ONLY-Know the CAHL Season Critical Dates (for 2023-2024)

2023/2024 CAHL Season Critical Dates:

October 1, 2023	Team Rosters/Data Entry Submission Date
October 6,2023 U11 HADP/U13 Tier 1	Oct 7, 2023 U16 Tentative Start Date
October 13,2023	Season Start Date
October 13-November 5, 2023	Tiering Round
November 10-12 2023	Tiering Break/U9 & U11 Weekend off
October 29, 2023	Tournament Submission Date
December 19 – January 5, 2023	Christmas Break
November 17 – February 11, 2024	Regular Season
November 17-February 18,2024	U18 regular season
December 18-January 2, 2024	Christmas break
February 11, 2024	U11/U13/U15 Season End Date
February 16-19, 2024	U9 & U11 Weekend off
February 18,2024	U16/U18 Season End Date
February 16 – March 11,2024	U13T2-4/U15T1-3 Playoff Season
February 23-March 17, 2024	U18 Playoff Season
February 23- March 24, 2024	U16 Playoff Season
March 21-24 2024	U13/U15 Provincials
March 28-31, 2024	U18 Provincials

- ✓ 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.

2023/2024 RMFHL Season Critical Dates:

October 3, 2023	3 team points of contacts added to rmfhl website
October 3,2023	Team roster added to rmfhl website
October 6- 22,2023	U13/U18 Tiering rounds
October 13-29	U11/U15 Tiering rounds
October 13-November 5, 2023	Tiering Round
October 27-29th	Blackout weekend U13 and U18
November 3-5 2023	Blackout weekend U11/U15
November 3- December 17,2023	1st half of reg season U13/U18
November 10-December 17, 2023	1st half od reg season U11/U15
December 18 – January 4, 2024	Christmas Break
November 17 – February 11, 2024	Regular Season
January 15th- Hockey Canada Rosters submitted to Kathy Watters	
November 17-February 18,2024	U18 regular season
December 18-January 2, 2024	Christmas break
January 15th- Hockey Canada Rosters submitted to Kathy Watters	
January 5- February 11. 2024	U13 /U18 2nd half of the season
January 5- February 19, 2024	U11/U15 2nd half of the season

February 11, 2024	U13 and U18 regular season games must be completed and submitted to website
February 16, 2024	U13 and u18 Playoffs begin
February 19, 2024	U11 and U15 regular season games must be completed and submitted to the website
February 23, 2024	U11 and U15 Playoffs begin
March 10, 2024	U13 and U15 playoffs completed
March 19, 2024	U11 and u15 Playoffs completed
March 21-24, 2024	U13 and U18 Provincials
March 28-31, 2024	U15 Provincials

RHL TEAMS ONLY-Know the RHL Season Critical Dates (for 2023-2024)

2023/2024 RHL Season Critical Dates:

October 5, 2023	Team/Data Entry Contact Due
October 5, 2023	Team rosters submitted
November 1, 2023	Tournament Dates to December 17, 2023
November 30, 2023	Tournament Dates From January 5 – February 18, 2024
October 13 – November 5, 2023	Tiering Round
December 18 – January 4, 2024	Christmas Break
November 10 – February 18, 2024	Regular Season, if tiering in division
February 23 – March 24, 2024	Playoffs

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
- ✓ Teams pay for the exhibition game
- ✓ Referees for exhibition games are paid directly to OMHA. OMHA will send an invoice to the team.
- ✓ ALL Exhibition games require a Sanction number if you are the home team permit.
- ✓ You must submit your electronic gamesheet to Hockey Alberta after the game. Instructions on how to do this are on the approval email.
- ✓ 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.

ONLY carded coaches can be on the bench.

You CANNOT have a non carded parent on the bench if you are short coaches. If you do this the head coach can be suspended indefinitely

Managers are NOT allowed to work the penalty box, score clock or do the gamesheet. Please ensure you ask other parents on your team to take care of these roles.

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.rmfhf.com and Central Alberta Hockey League (CAHL) is www.cahlhockey.ca
- ✓ CAHL will require teams appoint a data entry volunteer to enter game sheets. Visit their above website to view the documents of roles & responsibilities for data entry person and team manager
- ✓ Home gamesheets, (white copy), and game reports (if given) must be faxed/picture emailed to governor after the game (24 hours) and a hard copy mailed with 2 days.
- ✓ Only league gamesheets are submitted to the leagues. Tournaments and exhibition gamesheets are emailed to Gord Lane at Hockey Alberta. Minordisc5@hockeyalberta.ca

OMHA HOUSE

- ✓ **U11, U13 HOUSE TEAMS-** Please submit a picture of the white copy of your gamesheet to your division director.
- ✓ If there is a major penalty/someone removed from the game email Jamie Steer and the Division Director the gamesheet and referee write up
- ✓ DO not play the player that received a major penalty until you hear from Jamie Steer regarding the suspension
- ✓ Gamesheets should be kept inside your manager's binder. They should be readily available if the Director asks to see them.

RHL

- ✓ **U15, U18 RHLTEAMS-** Rebecca Streit, the OMHA U15 RHL director, Nadine Neufeld, the OMHA U18 RHL director will instruct you on how to enter your gamesheets.
- ✓ Tournament dates to December 17th must be submitted to Nadine Neufeld due November 1, 2023
- ✓ Tournament dates from January 5th- February 18th due November 30th to Nadine Neufeld

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

AFFILIATION PROCESS:

Lindsay Graw will be emailing the Head Coaches rosters of the players that are available to them for affiliation once all of the OMHA teams in each division have been carded.

Tournaments

***NO teams in the CAHL can book tournaments during the tiering round, first 2 league weekends or the last weekend of league play
You can book tournaments during the tiering break November 6-8th***

- ✓ **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-20th or Nov 25-Nov27th
- ✓ 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.

✓ 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 with the following information:

- Your teams Managers name
- Your teams Managers phone number
- Your teams Managers email address
- Your teams Hockey Canada ID number (located on the top center of your official Hockey Canada Roster)
- Date of the game/tournament
- Number of games
- Location of the game/tournament
- Tournament or exhibition game sanction number (the tournament coordinator/home team for the exhibition game will supply this number to you)

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 required for tournaments outside of Okotoks

- ✓ 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 electronically submitted to Hockey Alberta within 24 hours of the tournament finishing. The instructions on how to submit an electronic gamesheet will be on the permit approval. The Subject: is the sanction number.**

If there is a major penalty or a referee write up you must email the gamesheet to Gord Lane at Hockey Alberta as soon as the game is over. Gords email address is minordisc5@hockeyalberta.ca

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 with the following information:

Please do not request an exhibition game permit until you have all of the below information.

- Your teams Managers name
- Your teams Managers phone number
- Your teams Managers email address
- Visiting teams Managers email address
- Your teams Hockey Canada ID number (located on the top right corner of your official Hockey Canada roster)
- Visiting teams Hockey Canada ID number- Ask their manager for this number
- Your teams name, division and tier
- Away teams name, division and tier
- Date of the game
- Location of the game including the address of the rink

✓ **Exhibition game sheets that required a permit to attend must be electronically submitted to Hockey Alberta within 24 hours of the tournament finishing. The instructions on how to submit an electronic gamesheet will be on the permit approval. The Subject: is the sanction number.**

If there is a major penalty or a referee write up you must email the gamesheet to Gord Lane at Hockey Alberta as soon as the game is over. Gords email address is minordisc5@hockeyalberta.ca

EQUIPMENT

All teams must submit a \$300.00 deposit for equipment to Amanda Germain, treasurer@okotokshockey.com. They will get it back at the end of the season if everything is returned.

U11 House Jerseys-Each team will receive 2 sets of jerseys, 1 new and 1 set that is a year old. The teams may put on Name bars on the set that is 1 year old as at the end of the year they will keep the jersey and return the new set. This is the only division that gets their jersey at the end of the year.

Socks- U7,U9 and U11 House are provided socks by OMHA. All other divisions must purchase their own at one of the OMHA apparel vendors.

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: When do I need to ask for a travel permit?

A: As soon as you know you have a tournament 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: 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: What is the chain of command for concerns?

A: Manager - 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

Referee Assignor

Brenda Honish Phone oraassignor@gmail.com

Travel Permit Assignor

Lindsay Graw

Phone: 403-861-7991

Email: Lindsaygraw@shaw.ca

Arena Contacts

Scott Seaman	403-995-7397		
Stavely	403-549-3788	(Archie)	
Black Diamond	403-933-5272	(Les)	Email: orarena@persona.ca
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

403-995-2785