

2020-2021



# Manager's Meeting Notes

## Agenda

Introduction- Lindsay

### Safety

- Safety Binder Pick-up Dates so that Orinda has a chance to chat with each Coach as they pick them up
  - Dates are: Nov 10 (6-8), Nov 11 (5-8), Nov 12 (6-8) – Coaches will get an Eventbrite link to sign up for a pick-up time
  - This is a part of Equipment and needs to be returned or you won't get your equipment cheque returned
  - No in-person course this year, modified EAP as a result, please see the COVID documents under the Manager's tab on the OMHA website
  - New mental health contact, Amy Schneider is listed on the website
  - Headcheck – letter sent out to Safety Coaches on the bench (U15 CAHL, U15 female, U18 CAHL and U18 female) with more information; Manager's will get parent information sheets; Any questions contact Raeanne
  - HA Covid Flow Chart is also in the safety binder

### First Steps

- **Rosters/Carding**
  - Not allowed to go on the bench unless they are on the Hockey Canada Roster; allowed 5 coaches/manager/bench help, after 5 it is \$50 per person and the team pays for each additional person
  - Managers do not go on the sticker unless carded; Update with proper updates (Injured=inj; Absent=abs)
  - It's an indefinite suspension to coaches if they are caught having someone on the bench that is not carded
  - Affiliation, tournaments, exhibition games
- Safety online is different than OMHA safety coach;
- Coaches Certifications - Deadline is Nov 15 and the entire team is ineligible until all required courses are complete
- Emails to any OMHA contact (especially Lindsay), please indicate what team you are with, ie. Tier 3 U13
- Scorebooks/Helmet Stickers/pick up
  - Tuesday November 3rd at 7pm-7:45pm at Pason Gold (Upstairs) CAHL/House
  - Thursday November 5th from 6:45-7:30 at Pason Green (Upstairs) CAHL/House
  - RMFHL Scorebooks will come from Jenn Dustow
  - RHL Scorebooks will come from Tara Flannery
  - Helmet stickers only for players needing; Most will already have them – let Lindsay know so she can have them ready when you get the scorebooks
- Roles
  - Treasurer, Fundraiser, Tournament Coordinator, Team Apparel, Social Coordinator, Time keeper/Scorekeepers, Data Entry Person, Emergency action plan volunteer (once spectators allowed)
  - Managers are not allowed to be off ice officials
- Medical Forms/Pledges/Driving Waiver can all be found on the website

- Cheat sheet for the medical forms is in the Manager's Package on the website – it is a summary of the medical forms so that the Safety binder doesn't need 40 pages to shuffle through while in an emergency
- Team Communications – Teamsnap is recommended especially for health checks
- Equipment/Jerseys Parents (certain rules) - Karla
  - Handshakes not permitted
  - Jersey being washed - please be aware of strong perfume soaps/fabric softeners as some kids may react to these chemicals. Please make jersey parents aware of this request they use alternative soaps to wash the jerseys.
- Team Contact sheets/cards – up to you whether you use them or not, with COVID it is probably best to use Teamsnap for people to look up player's numbers, etc.

### **Facilities/Arena's**

- Black Diamond Waiver and Live-Stream options – see website
- SSSR COVID Expectations and Waiver – see website
- Stavely Waiver and Guidelines – see website, we are confirming that teams need to complete, not OMHA as a whole
- All waivers need to be signed by visiting teams and will be submitted to each facility as to their request; Ensure you have sent the waivers to the visiting team so they have enough time to complete and bring to the team
- All waivers are to be filled out once per season, both home and visiting teams

### **Budgets/Open Bank Account/AGLC**

- Cash calls, typically ask you not to make them more than \$250 especially yes
- Team bank accounts are required and are there to protect you – easy to see cashflow
  - Scotiabank is a sponsor; Servus has community accounts
- Equipment deposit, in the mail or the mailbox at the OMHA office, let OMHA know to expect it
- Bank letter for treasurer, if you need one ask Amanda
- Budgets due Nov 15, 2020
- AGLC cheat sheet is on the website, any pools, 50/50's, raffle tickets – there are very specific rules on what you can spend the money on, especially hard this year because of no tournaments; Not to be used for apparel; Ask questions before you get the license; Need to complete the fundraiser; the Association is not OMHA, it is your team (U11 Oilers); Prize is a minimum of 20% value of total raised; Use your address not OMHA's
- No OMHA fundraiser this year; Truck raffle winning ticket was sold to an Initiation selling ticket; Sept 22 at the Oilers golf tournament; fellow from Leduc
- Brewhouse fundraiser, don't need AGLC for silent auction or dinner but yes to 50/50

### **Permits/Bussing/Travel**

- If you play CAHL, RHL, RMFHL you do not need any permits for league games
- U11/U13 house division each team requires an exhibition permit, Lindsay applies for these but if you are home team you need to supply volunteers, the permit will be in your team and you will receive the email -DO NOT DELETE, DO NOT FORWARD- and once the game is completed you need to input the details;
- If suspension occurs, contact Gord Lane of Hockey Alberta and send him the gamesheet right away (His contact is on the website); If you don't hear back from him, If in Doubt, Sit him out – do NOT play a player unless you have heard from Gord

- No exhibition games this year allowed (House league is different as their league games are classified as exhibition) – a team does not have enough time for 2 week quarantines between league games and exhibition
  - You need 14 days before CAHL and after games so there is no time for exhibition on your weekends off – this would prevent you from playing your league games
- No tournaments this year
- Trip Roster are only players and coaching staff/manager because they are part of the cohort; some may use more buses or they may use less

#### **League Specific**

- Dates are constantly changing, please keep up to date with your league contacts

#### **Chain of communication:**

- parent to manager/coach/director/game and conduct
- Do not skip a step
- Do not contact the league/Hockey Alberta or the referees

#### **Apparel Sponsors**

- Approved sponsors are on the website; typically they attend the manager's meeting and show product but this year majority have links on the website
- These are the only ones approved to use our logo so you cannot go to random apparel stores

#### **Image Consent**

- All home and away parents need to complete these (both teams); form is on the website

#### **Hockey Alberta Pregame Checklist make sure you are up to date as it is changing often**

- Fill this out and send to teams and ask other teams to fill in for you as well
- 2 weeks prior to game send them to opposing teams and then you have enough time to get it back to share with your parents

#### **Arena's Contact Info/Ice**

- Contact Jamie if your team cannot make a practice. Or are looking for extra practice ice.  
[Jsteer@shaw.ca](mailto:Jsteer@shaw.ca)
- When parents have access to all arena's then we will see a more predictable ice schedule, until then it is fluid

#### **Covid flow chart/questions/EAP/Policy- Raeanne**

- Many questions already, if you are unsure of whether your player goes to hockey, please reference the HA Covid Flow Chart
- OMHA will not be involved in any positive cases, all direction will come from AHS and no one needs to disclose their names
  - As of Oct 26, if there is a family member who has travelled and is now self-isolating, etc. then they are not deemed a close contact of a player – they may still answer no in the questionnaire

### **FAQ Notes from Meeting**

Travel cohorts need to quarantine for 14 days unless the coach is having physically distanced practices;  
No scrimmages

Have been told not to ask why your child is not at hockey, cannot ask why according to AHS until told otherwise

If you know someone that is positive, can the parent say yes to share the information – let's stick to not sharing information, if they tell you then fine but if the parent wants to disclose that is up to them;

Cross reference not complete health checks if they are not attending; If not attending practice they do not need to fill in the health check

Walking track will be opening but only M-F and 8:30-noon; No team warm-ups/dryland permitted

If jersey parent ends up in isolation, reach out to other team saying that you only have access to one set of jersey; Other option in the works (NOT YET READY), let manager know and Raeanne will pick them up wearing proper PPE and get them sanitized to pass onto another team member

Carpooling is allowed but put it in a note for tracing purposes

Yellow jerseys are home, Green is away for house teams

Mixed cohort ice times must be practices, cannot be scrimmages

Bantam travel kids that were cut to RHL, cheques were completed yesterday; working on Midgets now

Understand frustrations of not allowing other parents/siblings/etc. but this is not an OMHA ruling, this is the town and we are constantly trying to push them to open up

Black Diamond having issues with Initiation SR having not enough dressing rooms for the users in there – we have sent a note for clarification

## **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
- ✓ Discuss fundraising/sponsorship and collect cash call up to \$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.
- ✓ Parents should be encouraged to carpool as it takes pressure off 2 working-parent families and helps with team bonding.
- ✓ Lindsay 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
- ✓ Print out the your league regulations and get familiar with them. It is a good idea to bring them to every game for reference if needed.

### **During the Season**

- ✓ 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.

**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, RHL, AND RMFHL ONLY**

- ✓ Check with your leagues as this information will change regularly this season

#### **OMHA HOUSE**

- ✓ **NOVICE, ATOM, PEEWEE HOUSE TEAMS-** All of your league games are considered to be exhibition games. The home team will need an exhibition game sanction number. The gamesheets from league games Gamesheets must be submitted electronically using the link provided in the email for the sanction number.
- ✓ Gamesheets should be kept inside your manager's binder. They should be readily available if the Director asks to see them.

## **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: 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: 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](mailto:operations@okotokshockey.com)

### Referee Assignor

AA/AAA Assignor (Except U18 AAA / U18 AA / Female U18 AAA)  
Brenda Honish  
[ora.assignor@gmail.com](mailto:ora.assignor@gmail.com)

All Other Games Assignor  
Karine Burriss  
403.869.7748  
[kburriss@czrc.ab.ca](mailto:kburriss@czrc.ab.ca)

### Travel Permit Assignor

Lindsay Graw  
Phone: 403-861-7991  
Email: [Lindsaygraw@shaw.ca](mailto:Lindsaygraw@shaw.ca)

### Arena Contacts

Scott Seaman	403-995-7397		
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)