

2024- 2025



MANAGER'S
HANDBOOK



Okotoks Minor Hockey Association

“Practice and play like a champion today!”

Box 1152 Okotoks, AB T1S 1B2

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WELCOME

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 OMHA and more specifically, of your team and its division. The time you invest and the relationships that you will build will pay off, not only for you in the current season but in seasons to follow. Thank you!

This handbook will help OMHA manager's throughout the hockey season. The information outlined within this handbook is meant to be a resource and reference point for managers and to help ensure that our managers follow the Hockey Canada, Hockey Alberta and most importantly, Okotoks Minor Hockey Association's best practices each season.

Thank you,

Okotoks Minor Hockey Executive and Board Members



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BOARD OF DIRECTORS 2024- 2025 SEASON

President	Geoff Rollins	grollins@okotokshockey.com
VP of Player Development	Tyson Jones	tjones@okotokshockey.com
VP of Coach Development	Ryan Carson	rcarson@okotokshockey.com
Director of Programs	Adam Couillard	acouillard@okotokshockey.com
Secretary	Jenn Gauthier	jgauthier@okotokshockey.com
General Manager	Jamie Steer	operations@okotokshockey.com
Administrator, Registrar	Lindsay Graw	admin@okotokshockey.com
Treasurer	Amanda Germain	treasurer@okotokshockey.com
Safety (Mental Awareness)	Amy Snyder	asnyder@okotokshockey.com
Safety Director	Kat Johnston	kjohnston@okotokshockey.com
Equipment Director	Joe McCormick	equipment@okotokshockey.com
Manager of Directors	Daron Dumanski	ddumanski@okotokshockey.com
Female Sr. Director	Jennifer Dustow	jdustow@okotokshockey.com
Female Jr. Director	Crystal Crawford	ccrawford@okotokshockey.com
U7 Director	Amie Roy	aroy@okotokshockey.com
U9 Director	Jessy Yaskinski	jyasinski@okotokshockey.com
U11 House Director	Melissa Au	mau@okotokshockey.com
U11 Travel Director	Crystal Krauss	ckrauss@okotokshockey.com
U13 House Director	Lauren Stout	lstout@okotokshockey.com
U13 Travel Director	Danielle McGregor	dmcgregor@okotokshockey.com
U15 RHL Director	Serena Jorgensen	sjorgensen@okotokshockey.com
U15 Director	Jenn Zaffino	jzaffino@okotokshockey.com
U18 RHL Director	Rebecca Streit	rstreit@okotokshockey.com
U18 Director	Michelle Barratt	mbarratt@okotokshockey.com



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SEASON START- UP

There are start up tasks that need to be completed to ensure a successful season for your team. There is a team start-up check list at the end of this document.

Email your division director introducing yourself and confirming that you will be managing your team for the season.

MANAGER MEETING- MANDATORY

There is a mandatory manager meeting for U11- U18 on October 15th, 2024, at 7:00PM in the Mesken room at the Foothills Centennial Centre and for U7- U9 on October 17th at 7:00PM in the Olympic Room at the Viking Rental Centre. In this meeting you will discuss this handbook, expectations of the season, gamebooks will be handed out and you will meet your divisional directors. There will be time for Q and A as well.

DUTIES/ EXPECTATIONS/ PHILOSOPHIES

- Have a coach/ manager meeting to clarify duties/ expectations/ philosophy of how your team will run for the season.
- Establish and understand the chain of communication:
Parent- Manager- Coach- Director- Executive
- 24-hour rule and review consequences of zero tolerance rule- incidents will be forwarded to OMHA.

TEAM OFFICIAL QUALIFICATIONS

All coaches and manager(s) will need a criminal record check completed; this needs to be done in person at the local RCMP detachment. Your divisional director will reach out to let you know what coaches are missing what qualifications. All qualifications must be completed by November 15, 2024.

Link to required coach qualifications: [Hockey Alberta Coach Requirements](#)

Criminal Record Check forms: [OMHA Criminal Record Check Forms](#)

All coaching clinics that are required will be reimbursed by OMHA. Receipts along with a mailing address need to be sent to admin@okotokshockey.com.

EQUIPMENT

- All teams must submit a \$300.00 deposit to Amanda Germain, treasurer@okotokshockey.com If all equipment is returned at the end of the season, your team will receive the deposit back.
- 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 name bars on the set that is a year old, the players will be allowed to keep the jersey at the end of the year. Please confirm with the equipment coordinator which set is the older set before putting any name bars on them. If you put name bars on the new set, you will have to replace all the jerseys from your team funds. This is the only division that keeps a jersey at the end of the season.
- Socks WILL NOT be provided to teams EXCEPT for U11 House. All teams must acquire their own OMHA approved socks. Classic Source for Sports in Okotoks will have socks available for



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teams to purchase. You can purchase socks from other approved OMHA vendors listed under the managers tab on the website.

EQUIPMENT PICK-UP

Book a timeslot with the Equipment Manager (an email will be sent out via your divisional director with dates and times). You will receive Jerseys, puck bucket, first aid kit.

TEAM COMMUNICATION

Set up team communication through Team Snap or Teamlinkt

WELCOME EMAIL

Introduce yourself, set up a parent meeting date list volunteer positions that need filling, chain of communication and let parents know what app you are using for communication.

PARENT MEETING

Each team is required to hold a team meeting at the start of the season. When you conduct the team meeting, it is important to know what parents are in attendance. Below is a summary of some information that should be discussed at the parent's first meeting:

- Parent introductions
- Team expectations/ philosophies laid out by the head coach
- # of tournaments, exhibition games and additional ice times parents want
- Team apparel- decide what you want as team apparel for the season (hoodies, track suits, jackets, etc.)
- Team Budget- identify a ballpark idea for a budget based on the items discussed above and determine cash call amount
- Confirm sponsorships (if any)

- Fill team roles
 - Treasurer (mandatory)
 - Fundraiser
 - Tournament Coordinator
 - Team Apparel
 - Social Coordinator
 - Clock/ Scorekeepers/ Music/ Penalty Box
 - Data Entry Person (if applicable)
 - Emergency action plan volunteer
- Determine the type and number of fundraisers needed for the season
- Discuss OMHA policies and procedures and fair play code
- Clarify the 24-hour policy rule and chain of communication



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REQUIRED FORMS

The following forms are required for parents/ Players/ Coaches to fill out. You will keep these forms for the season and have them available at every practice and game. The forms can be found on our website under the managers tab

<http://www.okotokshockey.com/content/managers-documents>

- Parent Pledge Form
- Players Pledge Form
- Coaches Pledge Form
- Players and Coach Medical Forms
- Driving Policy Waiver- U18
- Release and consent- Freedom of Information and Privacy Act (FOIP)

Make copies of the medical forms for the coaches bag. Make sure any allergies and/ or medical issues are identified for player safety in the dressing room and for any team meals.

JERSEY NUMBERS

- Have players pick their jersey numbers. Usually, the second years get first pick of numbers and then the first years. Due to sizing of jerseys and players, you may have to shuffle numbers around. If you are a travel team, confirm with your CAHL governor how they would like the names listed on the game sheet stickers.
- CAHL teams ONLY must submit your roster with jersey numbers to Lindsay Graw admin@okotokshockey.com before Oct 1, 2024.

BANK ACCOUNT SET-UP/ TEAM BUDGET

- Your team treasurer will need to make an appointment to set up your teams bank account. The Scotiabank located in Okotoks supports OMHA and will ease the set-up of the bank accounts if you decide to use them.
- You will have two (2) people as signing authority on the bank account and they cannot be related or living in the same household.
- You will submit your budget to Amanda Germain for approval treasurer@okotokshockey.com . You can find a budget outline under the managers tab on our website [okotokshockey.com](http://www.okotokshockey.com)
- The team budget should be organized between the head coach, manager and treasurer (if available prior to the team meeting).
- The team manager is responsible for the presentation of the team budget to the parents at any time it is requested.
- The budget should have the approval of the team parents, and the parents should have an opportunity to amend the budget.
 - Expenses could include, but are not limited to:
 - Exhibition game costs (ice, refs)
 - Tournament fees
 - Event fees
 - Dryland costs



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- Team apparel
- Third Jersey (approved by the executive)
- Team income (fundraising- see fundraising section) could include but are not limited to:
 - Sponsorship
 - Cash call
 - Bottle drives
 - Raffles and 50/50 draws
 - Selling of food (bacon, popcorn, cookie dough etc.)
- The team manager, along with the team treasurer, must retain all receipts of team revenues and expenditures and provide financial updates to the team parents throughout the season. The manager will also ensure that team fundraising initiatives are organized and comply with the team budget and the guideline and policies of OMHA.

TEAM FUNDRAISING

Teams are permitted to raise money for their teams through fundraising, sponsorship and cash calls.

AGLC

When is a licence required from the AGLC? A raffle is a lottery where ticket purchasers pay for a chance to win a prize. Any time a person pays a price for a chance to win a prize, a raffle license is needed.

****When applying for your AGLC license, use the TEAM name under the Association. The address is the HOME address of the person applying, NOT OMHA.****

You DO NOT need a licence approval for:

- Cash calls
- Silent auctions
- Bottle drives
- Receiving donations/ sponsorships
- Free giveaway contests
- Fundraising sales (almonds, bacon, popcorn etc.)

You DO need a licence for:

- 50/50
- Raffle items (gift basket draws etc.)
- Sports draft pools
- Wine survivor
- Wine/ Liquor basket draws (no liquor license required, just a raffle license)
- Square boards



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How to get an AGLC license

You (or your fundraising coordinator) will contact AGLC

<https://aglc.ca/gaming/licences/raffle-faq> and follow the instructions.

If you are planning a raffle that required tickets to be printed, **do not order the tickets until you have the license.** All printed tickets, whether you are creating them yourself or ordering them from a company, are required to have the AGLC license number printed on them before being dispersed.

When you receive your license from AGLC, please read it in its entirety as the raffle ticket inventory control procedures will be attached and are required to be followed by AGLC- **with no exceptions!** You will also receive a copy of the Raffle Terms and Conditions, total ticket value of \$20,000 or less.

IMPORTANT

Teams must keep all items that are required by AGLC for the license type issued, this includes but is not limited to:

- Fully completed licensing documentation
- A copy of each ticket printed
- Ticket stubs of all sold tickets
- All unsold tickets that were part of the approved license
- Receipts and invoices for any expenses
- Receipts and invoices for prize costs

All money raised by the team must be used by the end of season. A team may refund cash calls ONLY and divide and distribute the excess cash call to parents. All fundraising monies must be spent by the end of the season, this money cannot be refunded to parents. Any excess remaining must be donated to a charitable organization of the teams choosing or to OMHA's "Hardship fund" which assists underprivileged OMHA families with registration fees for hockey.

GAME SHEET STICKERS

- There is a game sheet sticker template under the managers tab on our website
- When buying labels, the template is sized for the Avery 8923 (2"x4")

TEAM PHOTOS

- Your divisional director will reach out with times and information for your team photos. You will relay the time and date to your parents. Please note that OMHA will provide a team photo and player photo to each family, you will have the opportunity to order more through the photographer.



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TEAM APPAREL

- OMHA has approved vendors on our website under the managers tab to order apparel through. Please do not order OMHA apparel through vendors that are not approved.

PLAYER VACATIONS

- Ask parents for any expected vacation plans for the entire season, including potential playoffs. This information will help prepare you for booking tournaments, exhibition games and affiliating players.

TOURNAMENTS

****All teams can attend a MAXIMUM of 3 tournaments, including their home tournament (if applicable) and there will be no sanctions granted after March 16th, 2025. ****

- No teams in CAHL can book tournaments during the tiering round, first 2 weekends of league play or the last weekend of league play. You can book tournaments during the tiering break November 15- 17th, 2024.
- CAHL TEAMS- Tournaments should not be booked during playoffs. CAHL teams CANNOT enter tournaments from October 18th- November 10th, 2024, November 22nd- 24th, 2024, November 29th- Dec 1st, 2024, or February 7th-9th, 2024 (U11, U13 Tier 2, 3, 4, U15 Tiers 1, 2, 3) or February 14th- 16th, 2025 (U13 Tier 1, 5, 6, U18 tier 1, 2, 3).
- When selecting tournaments, spend time discussing with the tournament coordinator the level of play of your own team as well as those being invited. Please do not enter a tournament in the wrong tier (ex- you are a tier 3 team entering a tier 4 tournament). The goal is to have well-matched and competitive teams playing against each other.
- Arrange hotels for your team. Contact the hotel to hold rooms for a certain amount of time and they may have a group rate for teams. Some tournaments are "play and stay" and will appoint a hotel to you.
- Tournament coordinators will expect the tournament fee to be paid immediately to hold your place. If you are moved tiers and have already paid for a tournament in the original tier you were in, please reach out to the tournament coordinator immediately.
- Special meal arrangements can be made after you book a tournament and hotel. You can call the restaurant ahead of time with your reservation and to streamline things, ask if you can submit your meals beforehand so that they are ready when you arrive.
- Ask the hotel for their rules and regulations. Most hotels DO NOT ALLOW mini sticks or hangouts in the hallways to respect the other guests at the hotel. Check availability of booking a conference room for team gatherings.
- You can always book an extra room (on your teams dime) for storing equipment or as a parent room.
- Have your Head Coach communicate their expectations clearly to your parents regarding curfews, behaviour and swimming.
- Email the tournament schedule to the parents.
- Remind parents that they represent OMHA at the arena and hotel and to act accordingly. Hotels have kicked out teams in the middle of the night due to parents behaviours and we do not want OMHA to experience that.



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- Confirm with the tournament coordinator if you need to provide game sheet stickers or will they be providing them.
- Always Have your official Hockey Canada roster on you as well as the pledges and medical forms.
- Tournament/ Exhibition game sheets that required a permit must be electronically submitted to Hockey Alberta within 24 hours of the tournament finishing. The instructions on how to submit an electronic game sheet will be on the permit approval email.
- If there is a major penalty or referee write up, you must email the game sheet to Gord Lane at Hockey Alberta immediately after the game. disciplinesouth@hockeyalberta.ca
- Do not allow the player on the ice until you hear back about the suspension and please do not allow the coach (if they are kicked out) on the bench until you hear back.
- Send out an email thank you to the tournament coordinators at the conclusion of the tournament.
- Alberta Tournaments- [Tournaments| Hockey Alberta](#)
- BC Tournaments- [Tournaments| BC Hockey](#)
- Saskatchewan Tournaments- [Tournaments| Hockey Saskatchewan](#)

ADDITIONAL INFORMATION

- A binder or folder is needed to keep all your forms and game sheets organized. Make sure this binder is always on you.

DURING THE SEASON

For teams in CAHL, RHL and RMHFL you will be assigned a governor. This person will reach out to you with information on tiering/ regular season. Your governor is your go-to person for your league. Your governor manages the tiering process for their assigned tier and makes recommendations on team placements for the tiering review.

Keep parents notified of schedule updates via TeamSnap or Teamlinkt.

EXHIBITION GAMES

- Plan exhibition games. Check with Jamie Steer, OMHA General Manager, for ice availability and referees. If changes occur to a planned exhibition game, you must notify Jamie immediately.
- Teams pay for ice and referees for exhibition games.
- OMHA will send an invoice to the team.
- All exhibition games require a game permit and SANCTION NUMBER from Hockey Alberta. This includes exhibition games that are Okotoks vs. Okotoks.
- You will reach out to Lindsay Graw for the game permit. Please see the section about requesting permits for more information.
- You MUST submit your game sheet to Hockey Alberta after the game. There will be a link in your approved Sanction from Hockey Alberta with information on how to submit your game sheet.
- If it is a "one time" only exhibition game, offer to share all game expenses with the opposing team, otherwise reciprocal costs are suggested.



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AFFILIATES

- Anytime an affiliated player is playing, this must be clearly marked on the game sticker with an (AP) beside their name. Cross out absent players or ones not playing in that game.
- Affiliate players can only play a total of 10 league games with an affiliated team and unlimited exhibition and tournament games.
- Please read and become very familiar with our Affiliate process. That can be found on our website in the "Policies and Procedures" section under the "OMHA info" tab.

DRESSING ROOMS

- There should be NO photographs taken in the dressing rooms. No electronic items should be allowed in the dressing rooms.
- Coaches will always have another adult in the room when addressing players
- Female teams with male coaches will always have a female parent present in the room
- Damage- OMHA teams are expected to act and behave appropriately while at any arena. Any damage caused to dressing rooms, arenas, or arena facilities are the responsibility of the team. Should a facility contact OMHA that a dressing room has been damaged, OMHA will invoice the team directly for the cleaning and/or repair.
- All dressing rooms will be left clean after the team has vacated the room.

BENCH STAFF/ PENALTY BOX, GAME SHEET AND CLOCK VOLUNTEERS

- ONLY CARDED COACHES CAN BE ON THE BENCH. You cannot have a non-carded parent on the bench if you do, your head coach can be suspended indefinitely.
- Managers ARE NOT ALLOWED to work the penalty box, score clock or do the game sheet. Please ensure you have delegated these positions.

GAME SHEETS

When hosting a home game, you are responsible for completing the game sheet. Ensure the person completing the game sheet is familiar with how to complete the game sheet. Review the game sheet to know what needs to be completed.

- Save the original copy of the game sheet (white copy).
- Provide a copy of the game sheet to the visitor team (yellow copy).
- Keep a copy for your reference (pink copy).
- It is your teams responsibility to have the game sheets submitted within 24 hours, if the sheets are not submitted, the home team may be awarded a LOSS and fined \$50.00/ OMHA does not pay this, the home team does. ****House excluded****
- All referee write ups need to be sent to your division director and Jamie Steer immediately following the game. If your team plays in CAHL, RHL or RMFHL and the write up occurs during a tiering/ league/ playoff game, the write up must be submitted to your Governor.
- For exhibition games, please submit the game sheet and write up to Gord Lane at Hockey Alberta. disciplinesouth@hockeyalberta.ca



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- You will email Jamie Steer the game sheet and write up. The player/ coach will not play any games until you have heard from Jamie/ Hockey Alberta/ League regarding the suspension. This is for house and travel teams and both home and away games.

DROP CLOCK PROCEDURES

- There will be a flood before the start of the game at the U11 levels. Game times are usually 1.5 hours and if that is the case, no period intermission floods.
- There will be a flood between either the first or second period at the U13 and U15 level. Games are usually 2 hours in length.
- There will be a flood after every period at the U18 CAHL level and games must be 2.25 hours in length. RHL will have the same if playing in a 2.25 hour spot, but if it is a 2 hour spot, it will follow the U15 level of flooding.
- At the start of all U11 and above house and travel games, the clock will be set to a 05:00 minute warm-up period. The clock should start immediately at the commencement of the scheduled time slot, or when the ice is available for both teams to commence skating, whichever is the later. At the end of the 05:00 minute warm up period, the clock should be set to 20:00 minutes and the game is started. The home team must provide warm up pucks for the visiting team, at least one per player. No OVERTIME during the regular season.
- Stop time is to be used in all periods of all U11 and above games. When 05:00 remains on the clock, and after the first stoppage of play thereafter, the time clock will be set to 02:00 minutes and the remainder of the game will be played in stop time. Typically, referees will inform the timekeeper of this, but it is good to remind your volunteers of this requirement.

PERMITS

Tournament/ Away Exhibition games

If your team books a tournament or an away exhibition game, the manager must apply for a travel permit. Please email Lindsay Graw with the following information:

- o Your team manager name
- o Your team manager phone number
- o Your team manager email address
- o Your Team Hockey Canada ID number (located on the top of your official Hockey Canada Roster)
- o Date of the Tournament/ exhibition game
- o Number of games
- o Location of tournament/ exhibition game
- o Tournament/ Exhibition Sanction number (the tournament coordinator/ exhibition contact will supply the number to you)

Home 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 Lindsay Graw with the following information:

- o Your Team manger name
- o Your team manager phone number



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- Your team manager email address
- Visiting team manager email address
- Your team manager Hockey Canada ID number (located at the top of your official Hockey Canada Roster)
- Visiting teams Hockey Canada ID number (ask the team contact for this information).
- Your team name, division and tier
- Away team name, division and tier
- Date and time of game
- Location of game including the address of the rink

****PLEASE DO NOT REQUEST A PERMIT UNTIL YOU HAVE ALL THE INFORMATION LISTED ABOVE****

The Home team for exhibition games is responsible for electronically submitting games sheets to Hockey Alberta within 24 hours of the completion of the game/ tournament. The instructions on how to submit an electronic game sheet will be on the permit approval.

If there is a major penalty or referee write up, you must email the game sheet to Gord Lane immediately after the game. disciplinesouth@hockeyalberta.ca

SUSPENSIONS/ DISCIPLINE

- Hockey Alberta Zone 5 Discipline will be notified of the suspend-able infraction and will forward the ruling to Jamie Steer who will in turn notify your director and you,
- Hockey Alberta/ CAHL/ RHL tracks all suspensions and therefore you must produce paperwork to ensure that the guidelines are being followed. On the game sheet, write "SUS" beside the player/ coach to indicate that the suspension is being applied to the game. You cannot affiliate a player to cover the suspended players slot.
- Your team must not play a player until you have been notified of the suspension ruling. If you haven't heard or are in doubt, do not play the player and contact your divisional director.
- Team staff are subject to an indefinite suspension for playing an ineligible player.
- If teams do not obtain a required travel permit where a travel permit is required and a suspend-able infraction occurs, that coach will be subject to a OMHA suspension, and no further travel permits will not be granted.
- It is imperative that OMHA teams adhere to the travel permit rules that have been set by Hockey Alberta. If you have any questions, please reach out to your divisional director.

LEAGUE SPECIFIC INFORMATION

CAHL and RMFHL ONLY

- Check the league website to ensure you have all the information pertaining to your league. Please read over their bylaws, policies and procedures.
- Rocky Mountain Female League (RMFHL) is www.rmfmhl.net
- Central Alberta Hockey League (CAHL) is www.cahlhockey.net
- CAHL teams will require teams to appoint a data entry volunteer to enter game sheets. Please visit their website to view the roles and responsibilities for the data entry person and team manager.



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- Home game sheets (white copy) and game reports (if applicable) must be kept for the duration of the season. A picture of each game sheet will need to be submitted with when entering in information online. This needs to be done within 24 hours of your game.
- Only league game sheets are submitted to the leagues. Tournaments and Exhibition game sheets are emailed to Gord Lane at Hockey Alberta disciplinesouth@hockeyalberta.ca

OMHA HOUSE

- U11, U13 House teams- Please submit a picture of your WHITE copy of your game sheet to your division director within 24 hours of your game.
- If there is a major penalty/ someone removed from the game, email Jamie Steer and your Division Director immediately after the game with the game sheet and referee write up.
- DO NOT allow the person (player, coach) play/ be on the bench until you hear from Jamie Steer regarding the suspension.
- Game sheets should be kept inside your managers binder and available if your director asks for a digital copy at any time.

RHL

- U15, U18 RHL Teams- Serena Jorgensen, U15 RHL Director and Rebecca Streit, U18 RHL Director, will instruct you on how to enter your game sheets.
- Tournament dates to December 22nd need to be submitted to your directors by November 1st.
- Tournament dates January 2nd- end of regular season need to be submitted to your directors by November 30th.

-

PLAY OFFS AND WRAP UP

- Expect feedback from your parents, both positive and negative.
- Understand the playoff format, keep the rules handy and inform your parents about the format and rules so they have a strong understanding of the playoff structure.
- Refer to the budget section for information about wrapping up your team accounts.
- Return all equipment to the equipment managers. They will send out dates closer to the end of season.



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REFEREE PROTOCOL/ OFFICIATING COMPLAINTS

STEP 1

The first step is a 24-hour cooling off period must be observed after the lodging of a complaint. This is to allow time for the heat of the moment and the excitement of the game 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 will be sent to the Division Director, cc'ing the OMHA President and Game and 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 need to sign the letter, as well as insure 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 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 the submission date. This will allow time for the ORA to investigate and prepare a response. If for any reason the official(s) or complainant should not be satisfied with the outcome, they can schedule to bring it before the ORA or the OMHA board at our monthly meetings.



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FREQUENTLY ASKED QUESTIONS

Q: Why do I need a travel permit?

A: This 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 the 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 in Calgary require a travel permit.

Q: Do we need a travel permit to go to High River or Black Diamond?

A: Yes

Q: Who decides if a game will be cancelled due to weather conditions?

A: The coaching group and manager will make the decision on behalf of the team. It is always up to the parent whether they want to travel on the roads. Managers should know their league rules for cancellations, each league being a little different. CAHL is fairly strict, RHL and RMFHL being a little more lenient and Okotoks House Leagues being the least strict. House Leagues games that are cancelled must be done through the director and in consultation with Jamie Steer, the ice and referee scheduler.

Q: What is the chain of command for concerns/ complaints?

A: Parent- Manager- Coach- Director- Executive. 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.

Q: Does a player need a doctor's note to return to play after a sports related absence?

A: This 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: How long in advance can we get our schedule's?

A: Practice (and games for house) schedules will be sent out by your divisional director. They will send them to you as soon as they receive them. All schedules are subject to change on short notice and are not guaranteed to remain the same all season. Depending on the overall OMHA ice requirements determined by our Operations Manager, schedules can change, teams will be notified with as much notice as possible. League schedules vary depending on re-tiering. Once that is completed, depending on the league, you will get the first week at short notice, but the remainder of the season should be done with maybe a 1-2 TBA games here and there.



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TEAM START UP CHECK LIST

TASK	DESCRIPTION	COMPLETED
Welcome Email	Introduce yourself, set parent meeting date, list volunteer positions, lines of communication	
Coach Qualifications	Confirm coaches have all qualifications needed	
Parent Meeting Scheduled	You can use the space you have- Dressing room, lobbies, stands, or you can book the OMHA board room.	
Sock size email	Get all the sizing needed.	
Pick up equipment	Book a scheduled time to pick up the equipment (you or the coach)	
Jersey number email sent		
Jersey numbers chosen	List sent to your divisional director (travel and house) and Lindsay Graw (Travel Only)	
Required forms dispersed		
Required forms collected	Always keep in your manager binder, send the coach any medical information needed.	
Volunteer positions filled		
Bank account opened		
Cash Call collected		
Jersey Deposit made	\$300.00 deposit to Amanda Germain	
Game stickers printed		
Team apparel chosen	Book a date to try on samples and order your apparel ASAP from the approved vendors on the website.	
Team photo date	This will be communicated later in October to you via your division director.	
Exhibition game scheduled	This cannot be scheduled until the HCR is complete	
Reach out to tournaments	Tournaments book up really fast!	



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IMPORTANT CAHL DATES 2024-2025

Oct 1, 2024 by 11:30PM	Team Contacts Submissions Date
Oct 5, 2024 by 11:30 PM	Team Rosters/ Data Entry Submission Date
Oct 27, 2024 by 11:30 PM	Tournament Blackout Submission Date <i>**No tournaments during tiering round, first 2 weekends or the last weekend of regular season**</i>
Nov 15- 17, 2024	Tiering Break
Dec 23, 2024- Jan 2, 2025	Christmas Break
Oct 18- Nov 10, 2024- Tiering Nov 22, 2024- Feb 9, 2025- Reg Season Feb 21- March 23, 2025- Playoffs Nov 15- 17, 2024 & Feb 14- 16, 2025	U11 U11 Weekend's Off
Oct 12, 2024- Feb 16, 2025- Reg Season <i>** No team movement after Nov 14th, 2024**</i> Feb 14- March 23, 2025- Playoffs	U13 Tier 1
Oct 18- Nov 10, 2024- Tiering Nov 22, 2024- Feb 9, 2025- Reg Season Feb 14, 2025- March 9, 2025- Playoffs	U13 Tier 2, 3, 4
Oct 18- Nov 10, 2024- Tiering Nov 22, 2024- Feb 9, 2025- Reg Season Feb 14- March 9, 2025- Playoffs	U15 Tier 1, 2, 3
Oct 18- Nov 10, 2024- Tiering Nov 22, 2024- Feb 16, 2025- Reg Season Feb 14- March 16, 2025- Playoffs	U18 Tier 1, 2, 3
March 20- 23, 2025	U13 Provincials
March 20- 23, 2025	U15 Provincials
March 27- 30, 2025	U18 Provincials



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IMPORTANT RMFHL DATES 204-2025

Oct 7, 2024	Three team points of contact submitted to website. Team Rosters added to RMFHL website.
Oct 11- Oct 27, 2024- Tiering Nov 1- 3, 2024- Division Blackout Nov 15- Feb 16, 2025- Regular season Feb 21- March 16, 2025- Playoffs	U13 and U18
Oct 18- Nov 3, 2024- Tiering Nov 8- 10, 2024- Division Blackout Nov 15- Feb 16, 2025- Regular Season Feb 21- March 16, 2025- Playoffs	U11 and U15
Dec 22- Jan 2, 2025	Christmas Break
March 21- 23, 2025- HA Provincial Championships	U13 and U18
March 28- 30 th , 2025- HA Provincial Championships	U15

IMPORTANT RHL DATES 2024-2025

Oct 18, 2024	Season Start Date
October 18- Nov 10, 2024	Tiering Round
Nov 15, 2024- Feb 16, 2025	Regular Season
Dec 23, 2024- Jan 2, 2025	Christmas Break
Feb 21- March 23, 2024	Playoffs

FORMS AND DOCUMENTS

Okotoks Minor Hockey Documents	http://www.okotokshockey.com/content/managers-documents
Hockey Alberta Forms	https://www.hockeyalberta.ca/members/forms/
CAHL forms	http://site2362.goalline.ca/page.php?page_id=63466
Hockey Canada injury report	https://www.hockeyalberta.ca/uploads/source/Forms/HockeyCanadainjuryreport.pdf



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REFERENCES

- OMHA Bylaws <http://www.okotokshockey.com/content/constitution>
- OMHA Policies and Procedures <http://www.okotokshockey.com/content/policies-and-procedures>
- OMHA Manager Documents <http://www.okotokshockey.com/content/managers-documents>
- Respect for Sport Activity Leaders https://ha.respectgroupinc.com/koala_final/
- Intro to Hockey- Hockey Alberta <https://www.hockeyalberta.ca/players/intro-hockey/>
- U11 Pathway- Hockey Alberta <https://www.hockeyalberta.ca/players/u11-pathway/>
- CAHL Resources http://site2362.goalline.ca/page.php?page_id=103169
- CAHL Regulations and Policies http://site2362.goalline.ca/page.php?page_id=67765
- Hockey Alberta Regulations and Policies <https://www.hockeyalberta.ca/members/bylaws-regulations/>
- RHL Bylaws https://cloud.rampinteractive.com/rockieshockeyleague/files/RHL_Bylaws_June_2023%20.pdf
- RHL Operational Regulations
https://cloud.rampinteractive.com/rockieshockeyleague/files/RHL_JAN%202024_Operating_Policy.docx.pdf
- RMFHL Bylaws <https://rmfhl.net/content/league-bylaws>
- RMFHL Operation Regulations and Guidelines <https://rmfhl.net/content/league-operating-regulations-and-guidelines>