



# Okotoks Oilers Athletic Association

*Manager & Treasurer  
Meeting*

# Town of Okotoks

- Review Town of Okotoks expectations
- Ice rentals
- Room Rentals

# Athletic Therapists

- Prosport – Savannah Blakley
- Baseline Therapy- Laura Argue
- Player and Coach medical forms

# Athletic Therapists

- OOAA requires on-bench trainers for the safety of our players.
- Sine Macdonald the OOAA safety coordinator has been in touch with two Athletic therapy companies that are supplying the teams with their trainers.
- All trainers must be carded and, on your roster, if they are on the bench

# Athletic Therapists

## Fees

Home Games \$160.00 (this includes a \$25 admin fee)

- Away Games- \$210.00 (this includes a \$25 admin fee)
- Travel day without games \$100.00

Plus any additional training supplies such as tape, bandages etc.

- Trainers will invoice the teams monthly and the team will pay the invoice
- Trainers are not required for U13AA Oilers or Raiders

# Setting up your team

- OOAA Contact Sheet
- Set up Team Snap, include coaches and trainer
- **HOME GAME DAY VOLUNTEERS**
- Online Scoresheet- Try to have consistent parents doing the scorekeeping
- Penalty Box, 2 per home game
- Clock
- Flo TV, train more than one parent on how to work Flo TV
- Announcer
- Music

# PARENT VOLUNTEER JOB IDEAS

- Jersey Parents- Home and Away. Players are not permitted to carry their own jerseys.
- Meals- ask with coach on how he would like meals handled. At minimum the team purchases meals for the players and staff for all bus rides home.
- Meals for the team when away at tournaments.

# PARENT VOLUNTEER JOB IDEAS

- Fundraising, ensure they are up to speed on all AGLC guidelines, program coordinator
- Busses and hotels. Book ASAP
- Apparel volunteer
- Social volunteer, thank you cards, team functions, coach/trainer gifts etc



# ROSTERS

- Only players, coaches and trainers that are listed on your official roster can be on the bench during games
- If you have additional coaches on the ice for practices you must get OOAA approval first.
- Your Hockey Canada ID number is the 2025 number on the top of the roster

# ROSTERS

- Athletic Therapists- OOAA requires Aths for the safety of our players. (except U13)
- Sine Macdonald the OOAA safety coordinator has been in touch with two Athletic therapy companies that are supplying the teams with their trainers.
- All trainers must be carded and, on your roster, if they are on the bench

# TEAM QUALIFICATIONS

- All staff including trainers need a valid RIS Activity leader course.
- All coaches, trainers must have a criminal record check on file and not be more than 3 years old. There is a link on the OMHA website for the letter of authorization- It is located under the OMHA forms tab
- Volunteers can complete an on-line application that is much faster than the regular process. Coaches can email Lindsay and ask for in an invitation to the online police record check form. Please send their receipt along with their banking information for reimbursement. Transit number, Institution number, Account Number

# NAME BARS

All teams should have their home/away jerseys by now, for the name bars please use a professional service for placement and removal.

Carrie at CalCrest

1239 45th Ave. NE

Calgary, AB. T2E 2P2

Bus: (403) 291-9086

[www.calcrests.com](http://www.calcrests.com)

# NAME BARS

Diamond Embroidery

Kristal Williamson at Diamond Embroidery

125 3 Ave SW, High River

403-649-3113

[www.diamondembroidery.ca](http://www.diamondembroidery.ca)

# TEAM PICTURES

Teams can book the photographer of their choice. Teams are responsible for paying for the sitting fee and photos.

Please refer to the Managers binder for photographer recommendations.

# TRANSPORTATION

Michelle Barratt is the OOAA bussing coordinator  
[mbarratt@okotokshockey.com](mailto:mbarratt@okotokshockey.com)

Bussing is required for any trip 175km or more

U13AA Raiders and U13AAA Oilers- Bussing not mandatory  
except for out of Province trips

TRAXX is the official bus line of the AEHL and AFEHL

# APPAREL

Classic Sports and Lululemon are the team approved apparel vendors

Please refer to the OOAA Apparel Look Book in the managers binder to select apparel.

Apparel is subject to availability



# APPAREL

**Mandatory team apparel items are:**

- Dry fit shirt
- Shorts

# EQUIPMENT

Please contact Dan Parsons to pick up your team bags, socks, pucks and helmet stickers

[dparsons@okotokshockey.com](mailto:dparsons@okotokshockey.com)

## 2025-2026 Season Pricing

Player bags \$115

Goalie bags \$130

Black/White socks - \$35

### **Equipment deposit-**

U18AAA Bowmark, U18AAA Raiders, U17AAA Oilers \$5000.00

U18AA Raiders, U15AA Raiders, U15AAA Oilers \$4000.00

U15AA Oilers, U16AA Oilers, U18AA Oilers \$3500.00

U13AA Raiders, U13AA Oilers \$3000.00

# SOCIAL MEDIA

Kari Meyer- [kmeyer@okotokshockey.com](mailto:kmeyer@okotokshockey.com)

Social Media- Twitter, Facebook, Instagram

# FLO TV

AEHL/AFEHL live streaming games requirement

The league will provide FLO TV with your teams schedule.

Help – 1-855-333-5269 ex 900

Director at Large- Grant Farion,  
[gfarion@okotokshockey.com](mailto:gfarion@okotokshockey.com)

# CAMERA EQUIPMENT

- OOAA provides camera equipment for use by teams required to use Flohockey to stream their games. Teams are required to have parent volunteer(s) to operate the camera equipment and ensure that equipment is in good operating condition prior to and following each use. Any damages or concerns need to be reported to [gfarion@okotokshockey.com](mailto:gfarion@okotokshockey.com) immediately.

# YouTube

- Teams using YouTube to livestream their games will be provided a tripod to be used with a phone. This is the easiest way to stream live to the YouTube channel and then the link can be shared to Hudl Assist. Please reference the document shared with you for more information on this process.

# HOT MIC!

- Teams are responsible for the verbal conduct of the person(s) operating the camera. The mic is on and operators need to be aware if any verbal abuse, obscene language, or maltreatment is reported the team manager and Head Coach will be held liable and subject to disciplinary action under Hockey Alberta Bullying, Harassment, and Maltreatment policy.

# Team Budget Guidelines

- Team budgets, funded by parents, should be limited to the operational needs of the team. Approved operational expenses include:
- Mandatory team apparel
- Mandatory team equipment (pantshells, gloves, helmets when applicable)
- Bussing
- Hotel accommodations
- Meals
- **Any expenses beyond the core operations of the team must receive approval from the parent group before being added to the budget.**



# Examples of such non-core operational expensed include:

- Additional (non-mandatory) team apparel
- Hiring contractors to livestream games
- Costs related to outsourcing the use of camera equipment or the use of jumbotron in VRC Green

# SKILLS AND GOALIE SESSIONS

## **OOAA Skills Development Vendors are CW Development**

### **OOAA is covering the cost**

- 7 AA teams – 10 skills sessions up 3 from 24-25
- 4 AAA teams – 15 skills sessions up 1 from 24-25

### **Goalie – OOAA to cover the costs**

- 7 AA Teams – 7 Goalie development sessions up 3 from 24-25
- 4 AAA teams – 14 goalie development sessions up 1 from 24-25

# VIDEO

- The video coach role will be focused on individual development.
- Players will receive individual meetings on their video.
- A dedicated video coach will work with OOAA coach director and assist the coaches.
- 
- Cutting of video, game observations, homework activities and feedback forms sent to the player and parent.

# VIDEO

## Video Coach sessions – Team is being charged

- U15AA Oilers and Raiders, U16AA,U13AAA and U18AA Raiders – 75 hours video -- \$5250 plus GST / team
- U15AAA / U17AAA / U18AAA / U18AAA Raiders – 100 hours video \$7000 plus GST / team
- U13AA Raiders 50 hours video \$3500 plus GST

# ACADEMIC

**Academic Support Sessions – team is being charged except room rental cost borne by the association**

OOAA hired two certified teachers offering a min of two sessions / team / week. (schedule pending) During these sessions the teachers will provide an academic liaison and support for each athlete with updates going to coaches and parents monthly.

These teachers will administer tutoring, goal setting and academic tracking. Player marketing and communications will also be included.

U18AAA Bowmark/ U17AAA – 1000.00 plus GST / player

# APPAREL SPONSORS

***NEW***

OOAA has introduced a new apparel sponsorship package.  
Please refer to the Managers binder for details.

# COACH HONORARIUMS

- Coach and staff honorariums have been established by the board, each manager can obtain the amounts from their Division Directors.
- Ensure that each team budgets for this amount. Coach honorariums are paid out monthly for 6 months. Please refer to the handout for your teams specific coach honorarium.

# COACH HONORARIUMS

- September honorariums have been paid for by the association. Unless the team already has access to their bank account.
- U18AAA Bowmark and U17AAA Oilers- association will pay for Head Coaches honorarium and then invoice the team.
- Fuel allowance for eligible teams. Association pays Coaches directly at the end of every month.



# TEAM CASH CALLS

Cash Calls- October 15<sup>th</sup> deadline for all OOAA teams to collect their first cash call.

2<sup>nd</sup> Cash Call- November 15<sup>th</sup> based on team needs

3<sup>rd</sup> Cash Call- December 15<sup>th</sup> based on teams needs

All cash calls should be collected no later than December 15<sup>th</sup>.

AA Teams - \$3000.00

AAA Teams- \$6000.00

October 16<sup>th</sup> report to Lindsay and players with outstanding cash call amounts.

Jeremy Gough from game and conduct will send a letter of suspension from all team activities until fees are paid.

# REFEREES

You are responsible for scheduling your referees for all of your home games/exhibition games. Please complete the referee booking spreadsheet provided by your division director.

Email Landon Maheux [-assignorhp@oraofficials.com](mailto:-assignorhp@oraofficials.com)

403-771-5600 Your home game schedule using the ORA assigning sheet.

OOAA will invoice your team for the cost of the referees your team used. Cheques can be put into the OMHA drop box or mailed to OOAA Box 954 Okotoks, AB T1S 1B1

# PROVINCIAL BID

- OOAA will be putting in a bid for the U13AA Raiders provincials for the 2025-2026 season. If the team is interested.
- This is in alignment with OOAA male-female rotation. U17AAA Oilers hosted in 2024-2025.
- OOAA will not support any other team putting in a Provincial bid application unless Hockey Alberta does not have any hosts for a specific division.

# ICE SCHEDULE

## **AAA/AA teams Viking Rentals Centre and Okotoks Recreation Centre-**

Serena from the Town of Okotoks will email you your teams ice contract.

Please double check the schedule you receive from Jamie Steer with the Ice allotments that you will receive from Serena at the Town.

Your team is responsible for paying your ice bill on time each month to the Town of Okotoks.

If you have not emailed Serena your contact information, please send her an email

[srowland@okotoks.ca](mailto:srowland@okotoks.ca)

# ICE SCHEDULE

**AAA/AA teams SSSR and Oilfields** – OOAA receives a monthly statement from them. OOAA will bill the teams for usage after receipt of statement from SSSR

**League games-** will be scheduled by the league and you will receive your schedule from them or by checking the leagues website.

# DRYLAND

Team can choose who they want to use

# OOAA TEAM INVOICES

- OOAA will send out invoices to each team at the end of October.
- The Associations must wait for September ice invoice, trainer invoice, September referees invoice which arrive in early October.
- Invoices will include any prepaid items the association covered for the team prior to the invoice date.
- For AA teams, the OMHA transfer will reduce the amount of your balance owing. If the team has a credit after the prepaid expenses are removed OOAA will send the team a Telpay.
- Team will player deposits- deposits will reduce the amount of your balance owing

# LEAGUE FEES MAINSTREAM

League fees have increased from 24-25

U18AAA Bowmark- \$4800.00

U17AAA Oilers-\$4500.00

U15AAA Oilers- \$4500.00

U18AA Oilers- \$2200.00

U16AA Oilers- \$2200.00

U15AA Oilers- \$2200.00

U13AAA Oilers-\$2900.00



# LEAGUE FEES FEMALE

League fees have increased from 24-25

U18AAA Raiders- \$3800.00

U18AA Raiders- \$3500.00

U15AA Raiders- \$3500.00

U13AA Raiders- \$1500.00

# AAA TEAM FEES

- AAA teams will be invoiced by OMHA for their fees. The fees are \$210.00/player plus any additional cards over the 5 free ones.
- AAA team will be invoiced by OOAA for their fees. The fees are \$200/player

# AA TEAM FEES

OOAA will receive a cheque from OMHA for the total registration fees paid to OMHA each AA team minus \$210.00 per player. OOAA will hold \$200.00 per player.

# AA TEAM FEES

OOAA will give a cheque to the AA teams. The cheque will be:

The OMHA registration fees paid by the players. minus the OMHA fees. The OMHA fees are \$210.00/player plus any additional cards over the 5 free ones.

Minus the OOAA fees of \$200.00/player

Any prepaid tournament entry fees, league fees, equipment deposit, player/goalie bags/socks/, prepaid coach honorarium post team formation, September ice post team formation.

# Budget submissions

- preliminary budgets need to be submitted to [admin@okotokshockey.com](mailto:admin@okotokshockey.com) by October 1st for review and approval prior to sending to parents for approval.
- On or before October 31st budgets need to be presented to parent group for approval.
- On or before November 15th approved budgets are sent to [admin@okotokshockey.com](mailto:admin@okotokshockey.com)

# AFFILIATES

- Are not permitted until we arrive at the regular season phase. The deadline to add AP's is January 15<sup>th</sup>. All AP's must be added to the team's official roster prior to being on the bench for a game.
- Players are allowed to attend practices provided that the proper chain has been followed to ask permission.
- **Asking an AP to a practice or a game-** The head coach must ask permission from the players head coach 1<sup>st</sup>, then the parent can be asked.

# PERMITS

- Exhibition games/travel permits- Changes to the 2025-2026 season.
- Please follow the instructions in your binder

# POLICIES

- Cell Phone/Camera Policy
- Rooming Policy
- Social Media
- Player Dating/Fraternization
- Transportation Policy
- Apparel/Equipment Policy

***NEW* Player and Parent Code of Conduct**



# GAME AND CONDUCT

All incidents or items you feel you need assistance with should be discussed with your Division Director to hopefully resolve.

If they cannot be resolved your Director will contact Jeremy Gough so that a non-biased committee of 3 can be established to review the issue. The OOAA G&C is run in similar fashion to the OMHA protocol.

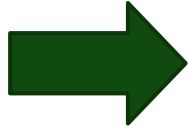


# Acknowledgment Letter

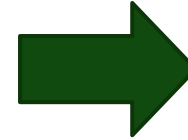
*Acknowledges that the signatories will adhere to OOOA financial guidelines*



Bank signatories  
to sign  
acknowledgment  
letter



Email to  
[admin@okoto  
kshockey.com](mailto:admin@okoto<br/>kshockey.com)



OOOA banker will  
be notified

# A Word on Bank Signatories



NO PERSONAL  
RELATIONSHIP OR  
CONNECTION OUTSIDE  
THE TEAM



SEGREGATION OF  
DUTIES

# Cheques

## Two signatures required

Second signature - In addition to the manager and treasurer there are three OAAA executives that are also available for signature.

## Description line

Should be filled out

## Invoice number

If available

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

 PAY TO THE ORDER OF	<b>YOUR COMPANY NAME HERE</b> 123 ANY STREET CITY, STATE AND ZIP 123-456-7890	<b>YOUR BANK NAME HERE</b> 1234 MAIN STREET CITY, STATE AND ZIP	12-345/678	1001
	DATE _____		_____ \$ _____ DOLLARS	
MEMO _____		<div style="border: 2px solid red; padding: 5px;"><b>YOUR COMPANY NAME HERE</b> _____ AUTHORIZED SIGNATURE</div>		

THE BACK OF THIS DOCUMENT CONTAINS CHECK SECURITY WATERMARK AND COIN REACTIVE INK

#0000 100 11# 102 10003 22# 123456789# **Two Signature Lines**

Security Features Included Details on back

# E transfers

Two  
Approvals are  
required

Second signature - In addition to the manager and treasurer there are three OAAA executives that are also available for signature.

Should be filled out

If available

# Banking - Other Information



Bank card and cheques will be available at the bank for pick-up

Deposits can be made through:

ATM

Teller

Not permitted

Using personal bank accounts

Making cheques out to cash

# Cash receipts

## Segregation of duties

The person receiving cash should not be the same person responsible for recording and depositing it. A separate individual should reconcile cash receipts and deposits.

## Deposits

Cash should be deposited into the team's bank account as soon as possible, ideally within 48 hours of receipt.

## Recording

All cash receipts must be recorded immediately in the accounting system. Receipts should be issued for all cash transactions.

# Petty Cash

Petty Cash funds are not permitted, and any cash received must be deposited into the team bank account as soon as possible







# Budgets - Email Schedule

Preliminary budgets need to be submitted to [admin@okotokshockey.com](mailto:admin@okotokshockey.com) by October 1<sup>st</sup> for review and approval prior to sending to the parents for approval

On or before October 31<sup>st</sup> budgets need to be presented to the parent group for approval.

On or before November 15<sup>th</sup> approved budgets are sent to [admin@okotokshockey.com](mailto:admin@okotokshockey.com)

Email actual to budget report to [admin@okotokshockey.com](mailto:admin@okotokshockey.com) within 45 days of end of the season



# Budgets

- If you require a budget template please reach out to Kathleen
- Funds:
  - fundraising
  - cash calls
- Common costs in financial guideline
- Records should be kept for 3 years



# Providing Information to Parents

Unbudgeted expense should be discussed with parents before incurred

Regular updates to be provided to the team

▶ Monthly is suggested

OOAA treasurer to be notified when parent requests team financials information

▶ AP, recent bank statement, current FS for the past 30 days to be provided

# Raffles

## Notify OOAA of raffle event plans

Send email to  
[admin@okotokshockey.com](mailto:admin@okotokshockey.com)

### Raffle License Application

Obtain form “Eligibility for Raffle License” from  
<http://www.aglc.ca>

Applications in the name of “Okotoks Oilers Athletic Association - TEAM NAME”

Approval is received in 3-5 business days

### Receive AGLC Identification Number

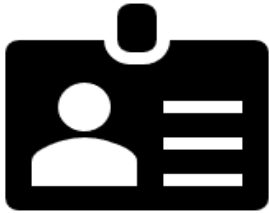
Team can apply to obtain raffle licenses via online OR at any Alberta registry agent for any raffle activity planned

### Submit Summary to AGLC

Summary of raffle fundraising sent to AGLC in a prescribed reporting form within 60 days of event

Failure to do so would jeopardize OOAA’s status with AGLC

# Raffles - Other Pertinent Information



Teams will not be able to use OOAA's AGLC ID# to operate team level raffles



A team only needs to apply for eligibility **ONE** time



Team Manager and treasurer should be familiar with:

- AGLC requirements for operating a raffle
- All licensing, record keeping, and reporting requirements are met

# Funds remaining at year-end

Cash call  
reimbursement...

....Donated for  
financial assistance  
fund

- ❑ Up to the amount contributed as cash call
  - ❑ Players that received funding from OOAA must reimburse the association prior to receiving a refund
  - ❑ Any funds left as of June 1st will go to financial assistance fund
- ❑ Used to support kids who do not have the financial resources to participate in hockey





# End of Season Reminders



Leave \$30 in the  
account

Return bank cards and  
unused cheques to  
OOAA Administrator



Accounts rolled into  
savings