



Managers Manual

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Team Manager's Role

It should be noted that some coaches may take on some of the activities that the Manager is normally responsible for overseeing. Discuss with the coach which duties will be assigned to each of you. This manual provides information to aid team managers in the smooth operation of the team by identifying key topics that the team manager will need to address.

The team manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as Onoway Minor Hockey, referee scheduler, ice scheduler, concession manager, arena caretaker, division managers, league managers and other teams. This does not mean that the team manager has to do it all; he or she needs to make sure that it gets done via delegation.

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. For many this will be the first time they meet other players, parents and coaching staff. The team manager and the coaching staff should discuss team rules and present them at the first meeting. There may come a time where a team manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the team manager for any reason - equal playing time, coaching tactics, harassment, etc. The team manager should work with the coach and parents to first try to resolve disputes at the team level. At all times, the team manager involved should do their best to be positive in front all other players and parents.

Keep your team updated on needed information. Emailing is an efficient and timely way to do this. You could also print handouts and/or monthly calendars if preferred. Having information in handout form for parents to take away will assist with the retaining of dates and details. You can have two people in charge of phoning the parents with changes in information if this works for your team.



General Information

Team Mailbox

Check your team mailbox in the photocopier room for needed information on a regular basis. Empty the team mailbox at the end of the season. The game sheets need to be kept for one year after the season ends, you are required to hand these into the executive at the end of the year.

Medical Bag

All OMHA medical forms should be kept in your medical bag at all times. At the end of the year, please remove and hand them back in with your manager's binder that you received at the beginning of the season. They will be shredded at that point. The medical bag must be taken to all games and practices.

Carding

Anyone who will be on the bench, i.e., coach, assistant coach, safety, even for those opening and closing the doors on the bench; they will need to be registered (carded) with the league. This is done through the OMH registrar. The coach/team manager will need to give a list of all individuals to the OMH registrar. Each team is allowed to card up to 6 people. Please submit all names, emails and phone numbers to the Registrar right away, so that they can be entered onto the HCR list. The manager does not need to be carded unless they will be going onto the bench at any time. Anyone not on the HCR team roster form will not be allowed on the ice or to play games. If someone is missing from the team roster, please check with the registrar as to why. If your team allows a child on the ice that is not on the roster, the coach could be suspended from Hockey Alberta for having an ineligible player. Always carry a copy of the HCR list with you to all games.

Alberta Hockey Team Requirements

Coaches must take the proper "Coaches' Course" by November 15th. One person must have their "Safety Course", the Safety person must be with the team at all the times, so it might be beneficial to have two with the course. This course can now be taken online. Everyone that is carded must have the Respect in Sport Coach Course. Pee wee coaches and up must have the checking course. This includes female teams as well.

Schedule

Print a copy of the game schedule from your league website. Distribute this to parents through email or as hand outs. The links to all the leagues are on the OMHA website, www.onowayminorhockey.com. You may have to wait for the second half of your schedule. Prepare a parent volunteer schedule (see form attached) to help with the following duties during



the home games: 50/50, music, and 2 for the time box. The team manager should be prepared on occasion to fill in when someone has to cancel. If people are consistently not fulfilling their roles, the team manager will need to speak to these people. If possible, it is a good idea to put someone new to a position with a veteran when creating the volunteer schedule. A course of action should be discussed regarding whom the parent is to contact should they no longer be able to work one of their shifts – i.e. the parent may be responsible for swapping shifts or finding their own replacement.

Treasurer

The team manager is also responsible for the team's finances; however you may want to appoint someone to be the treasurer. The treasurer is responsible for collecting, banking and distribution of all funds. Funds left over at the end of the year shall be distributed between the parents and the bank account closed. You should present to your team the financial statements on a regular basis and to the Association as required. (see form attached)

Jerseys

Teams are requested to pay a \$200.00 Jersey deposit before getting their Jerseys. You will get reimbursed the deposit once all Jerseys are returned in good condition. Keep a list of which jersey is assigned to each player (see form attached) to ensure that all the jerseys are returned at the end of the season. This list should be given to the OMHA Equipment Manager for their records also. Choose a parent to be responsible for ensuring that both home and away jerseys are present at all games. The jerseys will be washed, and hung to dry, when necessary by this person. At the end of the year, the jerseys shall be put back in the locker from smallest number to largest number. This is done to help the Equipment Manager with the huge yearend inventory. The team locker should also be cleaned at the end of season. Note: Any willful damage done to any jersey will be billed back to the person responsible.

Name Bars and Hockey Socks

Order hockey socks from the OMHA equipment manager and collect the money from players and pay OMHA. Order name bars as needed, collect money from players and pay invoice to company that is used by OMHA. Name bars shall be sewn on by hand only as they need to be removed at the end of the year. (see form attached)

League Game Sheets

Immediately following each game the home team is required to submit the game sheet into the league website within 24 hours of the completion of the game. Once a game sheet has been inputted into the website by the Home team it will be the responsibility of the Visiting team to



verify the accuracy of the input. This will include reporting any errors. As well the game sheet should be input into the OMHA website. Prior to a game, the game sheet must first be signed by both teams' coaches, after the game, it must be signed by all game officials. Only use the league game sheets for league games; use the generic game sheets for exhibition games. Please note: Any Games that result in an Incident Report must also be emailed to the governor, in addition to being submitted to the league website, within the specified time period in the regulations. This will be different for Non-League games (exhibition, tournament or provincials) as the infractions, suspensions, or incidents will be sent to the zone discipline coordinator (Julie Wilkinson) at Hockey Alberta to find out the number of games that the player or coach is suspended for. (These procedures may vary with each league, you MUST check with your league to ensure you are following the correct procedure.) Ultimately the coach is responsible for all the information that is inputted onto the game sheet. Note: if a player is absent do not cross their name off of the game sheet until the end of the game. If they are a suspended player make sure that you cross their name off and put suspension 1/1 or 1/3 or however many game suspensions that they received and which one they are serving.

Home Tournaments

Check the OMHA website for your assigned tournament date. You can ask for volunteers to head and take care of the event or the team manager can do this with the help of other parents. Each team must have two persons elected to look after the finances of the tournament. When making up your budget, your team will be responsible for all ice fees, refs and fees (refs must be booked by contacting the referee assignor), collection of fees, awards i.e. trophies or medals, and any fundraising items your team chooses to do. Each team will also be required to donate 10%, up to \$250.00 of their tournament profits back to OMHA. A copy of your tournament financial statement should be submitted to the OMHA Treasurer, directly following your home tournament. Sanction numbers must be given to the away team; these will also come from the OMH registrar. Your team is responsible for getting teams to come to your home tournament and collecting the fees. You may need to send out emails to other team managers. Check the league schedule and links to other teams with contact info. Ensure payment from the visiting teams to secure their spot in the tournament. If you need help you can contact your director for tournament information, forms, etc. Submit tournament game sheets to the Zone Discipline & Sanction Coordinator within 24 hrs.

Away Tournaments

Notify ice scheduler, ref scheduler, and arena caretaker and concession manager that your team will be away if you have ice scheduled for that weekend. Reschedule any league games with other teams if necessary. Travel Permits are required for a team to play in tournaments outside of their zone. We are in Zone 3 and it will take at least one week to obtain a Travel Permit from the OMH Registrar. When requesting a Travel Permit by email, please provide to the Registrar the sanction number, location and date of the away tournament. You will need to register your team and have the team treasurer pay to play in the tournament. Money may need to be collected from the parents if you do not have enough in the team account. If the destination is not familiar to the team, it is a good idea to print off an arena map and contact information prior to heading out. The websites www.arenamaps.com or www.mapquest.ca can be used to print off maps or obtain



directions. If an infraction occurs during the away game, please send all documentation to the Zone Sanction & Discipline Coordinator. The game sheets will be submitted by the team hosting the tournament.

Exhibition Games

League games must be played ahead of exhibition games. If there is not a scheduled league game, and your scheduled ice slot is available or taken by another team, feel free to schedule an exhibition game. You will need a Sanction # from Hockey Alberta. Please make that request at least one week in advance from your registrar by email for the sanction number, give location and date. If the game is in Onoway notify your team, the ice scheduler, arena caretaker & concession manager. Call the ref assignor to book referee and linesmen. Ref fees are the responsibility of the team to pay. For away games give the necessary information to the team. If the exhibition game is out of our zone, you must obtain a travel permit from the Registrar. If any player is suspended by the league for any reason, an exhibition game will not be counted as a game suspension served. They must serve their suspension in a league or tournament game only. Submit all exhibition game sheets to the Zone Discipline & Sanction Coordinator within 24 hrs.

Provincials

If you wish to enter Provincials you must let the Registrar know by December 1st as to whether or not your team will play. All game sheets and infractions from games must be submitted to the Zone Discipline & Sanction Coordinator, not the league.

Affiliates

An affiliated player can only play with a team to a max of 10 games for the whole season. This includes tournaments and exhibition games. Novice to Novice can only affiliate to a max of 5 times.

Dressing Rooms

Ensure that the parents and players know that the dressing rooms both home and away, must be left in good condition. (All garbage picked up and equipment/personal items are to be removed.) The coach and team manager will complete final checks on the rooms.

Game Cancellations

Contact all players when a cancellation has been initiated. If the cancelled game is a home game and you are not scheduling another game in its place, contact the ref assignor, concession manager and arena caretaker. Contact the ice scheduler ASAP if you are not using your scheduled ice slot, one weeks' notice is preferable.



Team Purchases & Celebrations

Start planning to purchase your big ticket items (i.e., coats, track suits, Oil Kings game, etc.) for the season so it can be implemented early in the year. (50/50's, tournament proceeds and parent contribution will pay for this.) We currently have a contract with NWT to purchase all of our equipment and apparel from them, so please contact Richard Fownes for catalogues or information. Team celebrations are a great way to increase team spirit. The team manager's role is to ensure that all team members are included in the event and that the team continues to act in a respectful and sportsman-like manner as long as they are representing the team in public. A year end wrap-up party is a great way to thank all the parent volunteers and coaching staff for their dedication and assistance throughout the year. The team may want to consider creating or purchasing a thank you gift for those volunteers that went above and beyond to help the team. Please check with the registrar to see if you need a special event permit for what you are doing with the team.

Team Photos

OMHA will schedule a day for photos. Distribute the order forms and have the parents fill them out and bring them with the payment to picture day. Ensure that your team's jerseys are brought to the picture location and all players have the same color of socks.

Special Events

You must apply for a sanction number for any team event outside of the regular hockey games. This can be obtained through the Registrar.



OMHA Executive

If anyone has any other questions or concerns, please feel free to contact anyone on the OMHA Executive. All Executive e-mail addresses are listed on the OMH website.

President	Robbie Perneel	780 777-2139
Vice President	Jack Redlick	780 984-4280
Registrar	Charissa Morrill	780 967-4099
Treasurer	Megan Thomson	780 967-3425
Secretary	Debra Redlick	780 967-5025
Arena Caretaker	Larry Ollenberg	780 966-9371
Referee Assignor	Rebecca Cottingham	780 967-0104
Referee in Chief	Rebecca Cottingham	780 967-0104
Ice Scheduler	Wendy Wildman	780-819-3681
Concession Manager	Meredith Hazen	780-267-1233
Equipment Manager	Barrett Richter	780 777-9134
Web Master	Cheryl Perneel	780 967-3809
Fundraiser Coordinator	Megan Thomson	780-967-3425

LEAGUE REP'S

League Reps - Any inquiries, complaints or concerns regarding the league should be brought forth to the individual listed below.

1660 League Representative	Troy Cottingham	780-967-0104
Female's Council Representative	Catherine Bennett	780-940-2417

DIVISION DIRECTORS

Initiation/Novice	Dave Lyttle	780-991-8822
Atom	Al Pettefer	780 967-1024
Peewee	Kelly Wannamaker	780 967-3147
Bantam	Jodi Galliford	780 967-5060
Midjet	Kristina Redlick	780-993-5459
Female Director	Catherine Bennett	780-940-2417
League Director	Troy Cottingham	780 967 0104

ZONE DISCIPLINE & SANCTION COORDINATOR

Julie Wilkinson 780-967-4214 julielwilkinson@yahoo.ca



Check List

- Team meeting to discuss rules, coaching philosophies, and assign duties (team treasurer, jersey parent, tournament coordinator) see example attached for startup letter.
- Get player names and contact information from OMHA's registrar. Distribute copies to players and coaches.
- Have each team fill out necessary forms & hand into Vice President:
 - Fair Play Agreement (parents)
 - Player Expectation
 - Coach Evaluations(at the end of the season)
- Give info for carding to the registrar
- Enter all Parents email addresses onto the OMHA website.
- Medical bag must be on the bench for practices and games. Coach will have a binder with medical forms kept in safety bag.
- League schedule for players & coaches as well as:
 - copy to ref scheduler
 - copy to ice scheduler
 - copy to arena caretaker
 - copy to concession manager
 - also keep all the above updated on game changes/cancellations/rescheduled games throughout the season
- Assign parents to be in charge of jerseys.
- Assign jerseys to the players. Give a copy of the Jersey Assignment Sheet to the Equipment Manager.
- Assign one parent to be the treasurer and open a bank account (you want to have two people with signing authority – usually it's the manager and treasurer).
- Order socks and name bars (if necessary).
- Have the parents sew the name bars on to the jerseys.
- Prepare parent schedule for 50/50, music and time box.
- Check mail box on regular basis.
- Submit the league game sheet immediately after each game to the League Website & OMH Website.
- Ensure dressing room is clean after each game (take a picture for proof)
- Enter away tournaments (obtain a travel permit from Registrar)
- Prepare for your home tournament.
- After your home tournament is completed, submit a copy of the tournament financials to the OMHA Treasurer with a cheque to cover 10% of your profits, up to \$250.
- Book exhibition games (get Sanction numbers from Registrar).
- Distribute order forms for team photos.
- Plan team purchases (i.e.: coats) and/or celebrations.



Jersey Assignment Sheet

Jersey #	Player Name

Jersey Parent(s) Volunteer(s) responsible for ensuring all Jerseys are cleaned and at all games: _____ contact # _____



Sock Order Form

Team _____

Athletic Knit Premium Stock Knit Hockey Socks

Sock Size/Color	32" H637 \$15.00	28" H638 \$14.50	22" H639 \$14.00
Pittsburg Black #514			
Pittsburg White #515			

*****NEW*** Athletic Knit HS2100 Polyester Stock Hockey Socks**

Sock Size/Color	32" \$22.00	28" \$21.50	22" \$21.00
Pittsburg Black #515			
Pittsburg White #515			

TOTAL			
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GST is included in the price.

**NWT Promotions Inc.
Contact – Richard Fownes**

**PH: (780) 968-8700
Fax: (780) 968-8799**



Getting to know our Team

1. What are your child's strengths as a hockey player?
2. What are your child's strengths off the ice?
3. What are your child's weaknesses as a hockey player?
4. What are your child's weaknesses off the ice?
5. What NHL player is my child's favorite and why?
6. What one hockey skill would you like to see your child show the biggest improvement in this year?
7. I think important team goals for our team should be.
8. What can we do to create team unity and cohesiveness/ what ideas do you have for team building exercises.
9. What is your definition of discipline?
10. What are the three most important factors necessary for a player to be successful?
11. What are the three most important factors necessary for a team to be successful?
12. What do you want to accomplish with this team?
13. If you were a coach what would you expect from your players?
14. What expectations do you have for your child?
15. How many tournaments would you like our team to be involved in this year?
16. Would I like any of these tournaments to be travel tournaments, where we would have to stay over in the city or town? If so how many?
17. What would I like for team merchandise (jackets/ toques etc...?)
18. How many practices a week would I like to see?
19. How many games a week would I like to see?

How do you want to be coached?

(Please rate the follow in order of importance to you and your child)

- want us to be caring
- to be held accountable
- be part of a team
- discipline/ structure
- coaches to have higher knowledge
- provide hope, now and in the future
- be challenged to be better

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



TOURNAMENT REGISTRATION FORM

DATE: _____

DIVISION: _____

TOURNAMENT: _____ (how many games)

TOURNAMENT SANCTION PERMIT _____

COST: \$ _____

VENUE: Onoway Arena

PLEASE MAKE CHEQUES/MONEY ORDER PAYABLE TO:

MAIL CHEQUE TO: _____

****TEAMS WILL ONLY BE CONFIRMED WHEN A CHEQUE IS RECEIVED.
DEADLINE FOR REGISTRATION IS _____. NO REFUNDS WILL BE
MADE AFTER _____.

Please e-mail this completed form and a team picture with names and team logo to

By signing this registration form, the Team Manager and Coach release Onoway Minor Hockey Association , all officials and volunteers associated with the Onoway Initiation Tournament, from any liability or accident which may be incurred by any player or team official while attending or travelling to/from, and participating in this tournament.

SIGNATURE OF TEAM MANAGER: _____

SIGNATURE OF TEAM COACH: _____

TEAM NAME: _____

DATED: _____



TEAM NAME/ORGANIZATION: _____

TEAM CONTACT: _____

HOME #: _____ CELL #: _____

E-MAIL: _____

JERSEY COLOR:	
JERSEY NUMBER:	PLAYER NAME:

COACHES: _____

MANAGER: _____

Please let us know if there are any comments or requests that we need to be aware of: _____
