



Team Manager Handbook



www.wcmha.ca • Team Manager Handbook

WEST CARLETON MINOR HOCKEY ASSOCIATION

9/30/2014

Dear Team manager

On behalf of the West Carleton Minor Hockey Association (WCMHA) we would like to thank you for volunteering for this important role and committing your time to make this season a great success for your team.

We believe that often the difference between a good and great season for our players is determined by the effectiveness of the Team Manager. You are the off-ice communications link between the coaching staff, the parents as well as the WCMHA Board of Directors.

Your willingness to assist in organizing events such as fundraising and tournaments allows our coaches to dedicate their time to developing hockey skills for the players. We hope you will find the Team Manager Handbook a helpful resource, please send any feedback or comments and suggestions to your Level Coordinator.

Thank you for contributing to the success of our Association and for creating a great experience for our players.

Sincerely,

WCMHA Board of Directors
West Carleton Minor Hockey Association



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Team Manager Handbook



GOALS AND OBJECTIVES

This handbook has been developed to be your resource outlining the principal duties of the role. The Team Manager is the off-ice communication link between Parents, Players, Coaches, Level Coordinators and the WCMHA Executive Committee.

The main objective of the Team Manager is to manage the administrative aspects of running the Team. This provides the Coaching Staff with more time to focus on coaching and developing hockey skills for your sons and daughters on the ice.

The communications objectives are:

- Accuracy and clarity – Deliver clear and concise information
- Timelines – Provide time critical information such as practice and game schedules and establish protocols for 'late breaking' information such as cancellations.
- Consistency – Provide consistent messages and communications.

The Team Manager also plays a critical role in many aspects of the team and the program. This includes fundraising, team publicity, tournaments, and ensuring all mandatory forms for the WCMHA and ODMHA are complete and submitted on time.

Although these responsibilities may seem extensive, this is a list of all the potential activities that occur during the course of the year. Levels of participation may vary from team to team and it is important that you work closely with your Head Coach to identify tasks and responsibilities clearly and communicate them effectively.

Furthermore, as you and the coaches have volunteered, you are highly encouraged to reach out to the rest of the team's Parents to ask for assistance in areas such as fundraising coordinator, Team Treasurer, Phone book day Coordinator and events planner.

You may even want to consider having a Co-Team Manager to share the work with. Just make sure you establish a lead contact for the Head Coach.

Don't be afraid to ask! You will be pleasantly surprised how many people will want to help out.

TEAM MANAGER ROLE OUTLINE

In conjunction with the Team Manager's handbook, this outline details the responsibilities of this important volunteer role. Please review this information carefully and discuss any questions you may have with the coaching staff, Level Coordinator for your level and / or the WCMHA Executive Committee.

Thank you for contributing to the success of our Association and for creating a great experience for our players.



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1. Assist the Coaching Staff

- Be a single focus point for communications between the Coaches and Parents for the team
- Provide timely and accurate information of all on and off ice activities to the parents of the team

2. Provide Information and Completed Forms.

3. Communications

- Compile e-mail addresses/telephone numbers and an audit process that ensures all critical and non-critical information reaches the parents in a timely manner.
- Establish a call process for late breaking critical information such as game and practice postponements. For example, less than 48 hours notice is a phone call.
- Establish and maintain contact with the WCMHA Executive for information in regards to team photo days, telephone book sales
- Promote and actively remind parents of upcoming WCMHA events.
- **Identify and discuss with the coaching staff tournaments for your team. Make sure you enter your team early! Advise the Level Coordinator of your intention to play within the tournament and if funds are needed to cover the expense until funds are raised by the team.**
- Arrange logistics and any off ice activities or events including hotels, directions, team dinners, and any “ground” rules for curfews etc

4. Fundraising

- Promote and participate in the team fundraising events

5. Publicity

- Submit information in a timely manner to the local papers.

Please do not hesitate to contact your Level Coordinator or any Board member for any help with this volunteer role.

THANK YOU!



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ASSISTING THE COACHING STAFF

As stated in the overall goals and objectives, the Team Manager role exists to allow the coaches to maximize their time and efforts to the on ice activities. There is extensive planning involved in practices and games and your assistance allows these volunteers to dedicate more time to this crucial aspect of the program. The more time the Coaches have free of administrative duties, the more time they have for planning and developing hockey skills in the players! Combined with creating a positive and enjoyable experience, these are the ultimate goals of the ODMHA & WCMHA program.

As in any team environment the most important element is team unity both on and off the ice. Often this spirit is derived from sound two-way communication with the Players, Parents, and Coaching Staff. Ensure these lines of communication are open and that you have established yourself as the focal point for communications between the Parents and Coaches. This will centralize questions and their answers for the entire team. As we all know there is no such thing as a bad question, and if someone is asking we can bet that others would like the same information.

Protocol for issue resolution

As the result of your role, you may encounter a problem or issue either on or off the ice. It is important that you understand it is not your role to mediate in these matters. However, it is your role to encourage resolution within the established guidelines of WCMHA.

These communication protocols are as follows:

1. The Head Coach – it is preferred that team matters are resolved within the team if possible.
2. The Level Coordinator – for that level i.e. Atom – if the issue cannot be resolved or the parties are uncomfortable, then the Level Coordinator can meet with the parties and mediate.
3. The President – If necessary, the issue can be elevated to this level by the Level Coordinator

It is important to understand that at each level of these protocols, issues will automatically be elevated depending on their nature. Your role is to communicate this protocol and not to mediate.



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COMMUNICATIONS

WC Website www.wcmha.ca

All the features of the web site are too numerous to mention here, however, sections of interest for your role include: Policies & Procedures, News & Events, etc. Plan on visiting our web site often!

Team Communications

As previously mentioned, the objectives are to provide timely and accurate information to the team proactively. Although our web site and e-mail has replaced the need to produce hand-outs these are still viable communication tools on detailed events such as travelling tournaments. It is also extremely important to verify that every family does indeed have access to the Internet and checks e-mail if this is your chosen method to communicate.

Team Website

Our website offers teams their own web space. You can maintain the team schedule, post pictures and events. All families sign off on a waiver form for pictures and website information on Picture Day. Use this as verification with your team's families if it is acceptable to post pictures and/or with names. Your Head Coach will receive your team login to your page from the WC Webmaster once season is underway.

You will find a document on the WCMHA website~ Managers Corner on how to use your team webpage

Team Publicity

We encourage you to submit articles with regards to your team's statistics, a memorable event (tournament or fundraising) or a personal best, to the West Carleton Weekender or your local paper of choice. The local paper is one of the strongest mediums we have for player recognition. Trust us; every player wants to see his or her name in the paper!

It is absolutely paramount that all articles are positive and that everyone understands that this is not the place to express opinions about referees, leagues, or other items. It is the place to build positive team spirit, unity and to recognize the contributions of every player.

Submit your article to the local contact with a picture that includes all of the names. Ask a parent on the team to be the team journalist and they can help with this task.

Mailboxes

There are mailboxes for every Coach/Team in the first aid room at the W. Erskine Johnston Arena. Check it regularly for handouts from the Association for your team. As well, communications can be left for the Executive Board in their mailbox.



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ADMINISTRATIVE FORMS, PAPERWORK & DUTIES

A major activity in the fall is the completion of forms and providing information to the Association with regards to your team's logistics.

Team Personnel List

- The WCMHA will cover the insurance costs of any combination of up to ~5 Coaches, Trainers, on-ice Coaches and managers for each Team at all levels.
- These people will be included on Team roster and will be covered by insurance paid for by the WCMHA.
- Teams are allowed to add additional people on the Team Lists, but the costs will be borne by the respective Team.
- Once approved by the WC registrar, the Team Personnel will then appear on your Official Roster and all members are insured .
- An email to the team from the Registrar will come if you are required to insurance for additional team staff

Procedure:

1. Once the Head Coach has decided on the Team Personnel please create a list with the Full Names/Date of Birth/Home Addresses for each of the people making up the list.
2. Forward this list to the WC Registrar (registrar@wcmha.ca)
3. The Registrar will confirm the Credentials of each person and advise the manager if anyone requires a certification they currently do not have or in the case of the Trainer if their Certificate is expired.

Additional Team Personnel

In many cases volunteers assist with 2 teams. If your team is over the 5 volunteers, verify if someone is helping with another hockey team and if they are in the 5 for that team. You will still need to provide their name for the roster but not have to pay addition insurance cost as they are covered with the other team's roster.

- If you are over 5 personnel and no one is covered elsewhere you will need to provide WCMHA with the fee set by the district to insure the staff
- This amount will be provided by the Registrar



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- Once it is established that you have to pay for extra staff, please notify the Treasurer and Registrar that you are forwarding payment and make arrangements to do so.

Initiation Teams

It is recognized that at some Initiation levels a higher ratio of on ice participants is required. As such for the Initiation Levels the following will apply:

- Initiation Level “A” will be up to 8
- Initiation Level “B” will be up to 6

The team list must be sent to the Registrar ASAP once teams are formed.

Roster/Signed Team Lists

- You will be provided with a list of your players from the WC Registrar
- You will insert your player Jersey #'s and team staff with their birth dates
- This needs to be completed and returned to the WC Registrar as soon as team/staff confirmed
- This will also include the Team staff you identified for the team insurance
- If you are not sure of any details please contact your LC for clarification
- The registrar will provide you with an official signed team roster from District 4
- You will need to provide you Official Team Roster for most tournaments so insure you have multiple copies printed

Police Checks

- See policy on WC Website

Medical Information Sheets

- At the beginning of each season every parent must complete a medical information sheet.
- It is important that the coaching staff is aware of any medical needs and/or past issues. For example~ concussions, asthma, etc...
- The medical information sheet can be found on the WC website :
 - About WCMHA/Policies~Procedures~Forms/Forms
- The Trainer and Team Manager should each have a copy of these sheets with them at all times during the season



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Injury Reports

Injury Reports must be completed within 24hrs by the Team Trainer when a player required the assistance of a Trainer due to an injury which was the result of a hockey event including:

- A player is taken by ambulance to a hospital
- If the injury will not allow the player to return to active duty based on a physician's diagnosis
- If the possibility exists that there could be any expenses related directly to the injury or if a possible claim/suit could result from the injury against C.H.A insurance program

Every trainer must have a copy of this report in there kit (please be sure they do).

It is the team management's responsibility to file claims and reports. A copy must also be forwarded to the Risk & Safety Manager for WCMHA records. Injury report forms are available for download via the ODMHA website: <http://www.odmha.on.ca/>

Game Sheets

Each team will decide whose responsibility the game sheet will be. Either Coaches or Manager

- Game sheets will be provided at the Coach/Manager Meeting
- Extra game sheets can be found in the first aid room at the Carp Arena and with the rink staff at the Kinburn arena
- You can find a document on the WC Website in the Managers Corner that shows you how to properly fill in a game sheet http://wcmha.ca/files/gamesheet_informations2.pdf
- Creating team labels will save time from manually filling in the game sheet each time. Template provided on the WC website Policies/Forms.
- At the end of each game, the coach receives a copy signed by the scorekeeper and referee.
- You must save these originals since they are the only official records of the game
- The game sheet recording on the LCMHL website is the responsibility of the Home team
- Failure to submit on time results in a \$25 fee payable by your team.
- Note: The Home Team is responsible for the game sheet and game pucks.

TEAM EVENTS



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WC Picture Day

Every season there is an annual team/player picture day hosted at the Carp Arena Sports Club. Teams will be provided with the date at the WC Coaches Managers Meeting

- The Photo day schedule will be provided a minimum of 1 week in advance of Photo day by the Photo Day Coordinator
- The photo day coordinator will provide instruction for the day in the email sent to teams which will also include an electronic copy of the photo day form

It is recommended that teams wear their home jerseys (White)

Telephone Book Day

Participating Levels: Novice, Atom, PeeWee. This is our Association's largest fundraiser!

Teams are asked to canvas various neighborhoods in the West Carleton area and sell West Carleton Telephone Books.

- \$2.50 from every Telephone book sold goes toward your hockey team.
- Teams will be contacted by the Telephone Book Coordinator with your team map for sales area and the date/location to pick up the phone books
- Approx 10 books are given per player to sell depending on the area in which your team is selling
- Ask one of your parents to Coordinate Telephone book day

Make an event of it!! Host muffins & hot chocolate before heading out to sell. Complete information will be provided closer to the date.

Team Get-Togethers:

Some teams opt to have a few social events throughout the year. These can include:

- Team Meet & Greet at the beginning of the season
- Team party at the end of season
- Christmas Parties
- Parent Wine & Cheese
- Team Potlucks

Team managers can organize these events or you can have a parent volunteer organize them



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****** If funds are required for these events be sure that you have budgeted and approved team funds to host them with your families**

Year-end Recognition / Get Together Event

At the end of the season each team usually gets together to acknowledge all the hard work and dedication of the coaches, players, parents, and of course, the Team Manager. This gives everyone an opportunity to get together in one place for the last time

- Be sure you have budgeted for player year end gifts, if providing, and Thank You's to the Coaching Staff

Possible venues for team meetings or parties:

- Parent can host the team
- WC Amateur Sports Club (www.wcasc.ca)
- Huntley Mess Hall (www.hca-carp.ca)
- Kinburn Community Centre (www.kinburn.ca)
- Corkery Community Centre (www.corkerycommunity.ca)
- School Gymnasium (www.ocdsb.ca for public board and www.ocdsb.on.ca for Catholic board)

Team Fees and Fundraising

Once your team has outlined your seasonal plan for tournaments and team events you will need to have the funds to do this.

- Based on your team budget establish what your team fees will be and how much fundraising will be required to make up the difference
- All fundraisers that are done out in the community such as selling Pumpkins, must be pre-approved by the WC Fundraiser. Please forward an email with date, event, location and team requesting to: sponsorship@wcmha.ca
- The Team Manager or a parent volunteer is relied upon to coordinate fundraising efforts on behalf of the team.

Fundraising Event ideas- Pumpkin sales, bottle drives etc

For assistance on ideas and requirements please contact your Level Coordinator or the WC Fundraising Coordinator.



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SPONSORSHIP POLICIES

All team sponsorships shall be the responsibility of the individual teams. Teams may obtain more than one sponsor and work to ensure their sponsors are provided with the proper advertising that is required.

Each team has the following duties regarding sponsors:

- Obtaining the sponsor(s) for your team if required
- Provide background about the team (level, league etc), when they play and practice and welcome the sponsor to visit any time.
- Deliver a Sponsor Plaque to the Sponsor if required. All sponsors should receive a Thanks and the Sponsor Plaque is a very economical way to do this and can be ordered at WC Photo Day.

Sponsor bars

- Each team will be responsible for obtaining sponsor name bars for their sponsors and having them sewn on. Name bars must be in accordance with the "Logo and Colour Usage Policy"
- Managers must ensure that the Name Bar on the back bottom of the team Sweaters either Home or Away and uniformly consistent with the name of the team sponsor

Banners

- Each team will be responsible for obtaining their own sponsor banners and ensuring that they bring it to the agreed upon # of games

Logo and Colour usage

The WCMHA logo is the private property of the Association. The logo and the "Warrior" name may be used on products, jackets other garments for WCMHA teams.

Local suppliers have the approved logo available and their products are available for purchase, they are invited to showcase their wares on our WCMHA Picture Day.

The approved colours for all Association purposes are: "black, gold and white". All authorized use of the Warriors name and logo will also reflect this colour policy. Teams may only use jerseys provided by the organization and socks of the approved design and material. Rare exceptions may be permitted with prior Board of Director approval.

Several logos are available on our website under Policies/Forms.



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TEAM BANK ACCOUNT ~ TEAM TREASURER

The Team Manager or a parent volunteer can hold this position. We encourage you to have a parent volunteer do this role as you will have enough other duties to complete.

- You will be provided with a permission form to open a Community Bank Account for your WC team at the Coaches/Managers Meeting
- 2 co-signers will be required to open the account. For example: Treasurer and another parent or Treasurer and Manager etc.
- The account name should also state "WCMHA". For example, account name = WCMHA Atom.
- No personal bank accounts should be used
- It is important that accounts are opened at the beginning of the season and closed at the end of the season with a balance of 0
- Should any monies be leftover, the funds should be returned to the parents or donated to a local charity agreed upon by the parents
- The Treasurer should periodically send the Parents an overview of the team finances. See sample budget, Appendix C

TOURNAMENTS

Once your team has decided how many local and away tournaments to enter, the hunt for suitable tournaments will begin.

*****Always remember league play takes precedence over tournaments so you will have to register for your tournaments once you have the LCMHL schedule begin doing game switches for your tournament dates**

- A listing of sanctioned tournaments is available on the ODMHA web site www.odmha.ca
- Managers must inform the level co-coordinator and the Ice Scheduler of their intention to play in a tournament(s) complete with dates and tournament name
- If you are registering for tournaments before team account is established you can receive a cheque for the tournament fee from WC. At the Coach/manager meeting you must bring name of tournament cheque to be issued to and amount
- Make the most out of the tournament day/weekend by planning team events such as team lunch or dinner.



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Away Tournaments

- In your team questionnaire determine the number of hours the parents are willing to drive and if they are willing to visit the USA for a tournament before proposing the tournament
- For away tournaments plan an activity for players and siblings at parent or team cost depending on budget

Travel Permits for Away Tournaments

If your team enters a tournament outside of the boundaries of the ODMHA Branch, it will be necessary for your team to complete a Travel Permit.

- This permit is available on our WC website in the Manager's Corner
- You will need to complete the form and forward to the WC Registrar
- The form requires the signatures of the WCMHA President and the District 4 Chair

Not sure if you need a Travel Permit? Please contact the WC Tournament Coordinator

*******All tournaments generally require a copy of the signed Team Roster. This is provided to you by the WC Registrar once you have submitted your Team Roster and is has been verified and signed off by District**

RE-SCHEDULING GAMES/ MAKEUP GAMES

Cancelling or Rescheduling Games – League and Playoff¹

Game Switching and Reschedules

RESCHEDULING/ SWITCHED GAMES

- Switched Games:** Visiting teams, as shown on the league schedule, may not reschedule any game(s) without first attempting to switch games with other visiting teams scheduled to play the same home team on a different date. Once the teams involved have agreed to switch a game, the statistician must be notified by the team requesting the switch no later than 72 hours before the scheduled date of the first game involved in the switch. The statistician shall notify the home team. The home team cannot refuse to play the switched team.
 - Re-Scheduled Games:** Teams requesting to have a game re-scheduled, must make the request in writing, and submit it to their statistician for consideration. Statisticians are entrusted with the authority to either approve or deny all requests upon their submission. No team will be allowed to engage with any other team to re-schedule any game without first receiving written approval

¹ As per LCMHL Rules & Regulations. Updated August 2014



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- from their statistician. This rule does not apply to inclement weather related issues. (refer to rule f). The LCMHL League has instituted a policy regarding game changes, to minimize disruption to the League schedule and to provide all teams with a reasonable window of time to meet their scheduling needs.
- ii. Visiting Teams may switch games as required. A switch involves two visiting teams switching their games, so that games occur as scheduled, but the Game # on that given date changes. The game date, time, and location remain unchanged. On the League schedule, the game number will change to reflect the correct match-up.
 - iii. Prior to midnight on Dec. 15, teams may reschedule as many games as they need to change, provided the new date, time, and location are agreed to by both parties.
 - iv. After midnight on Dec. 15, a maximum of 2 game changes may be requested by any team.

ALL GAME CHANGES AND SWITCHES MUST BE APPROVED, IN ADVANCE, BY THE STATISTICIAN

- b. **Scheduling Deadline:** Any games that have been cancelled and not re-scheduled must be scheduled by the end of December of the current playing season. It is the League's intentions that once the league enters into the New Year, all games have been scheduled.
- c. **Invalid Reasons for Re-Scheduling Games:** No team will be allowed to re-schedule any league or playoff game for team activities, player/coaches absence, game starting time, playing games on successive nights etc. Any requests to have a game re-scheduled; must be sent in writing and receive the approval of the statistician.
- d. **Referee Costs:** Any additional costs charged to the LCMHL League in respect of the game officials assigned to a league or playoff game will be borne by the team that was responsible for incurring the additional costs.
- e. **Ice Costs:** When a team fails to appear for a league or playoff game (scheduled or rescheduled), without proper notification, and/or if the game is not played due to lack of officials or facilities; then the (team or) association at fault will be responsible for all reasonable expenses involved to a maximum of \$75 (subject to approval of the League Executive). Proper notification being at a minimum of 4 hours before game time and personally to one of each of the team's officials, the home association's ice or referee scheduler, or home association's League representative. **Statistician's Discretion:** To ensure the league schedule is completed within the prescribed time limits, the statistician has the authority to make a final decision for all rescheduled and switched games where the teams involved fail to reach an agreement within a reasonable time frame.
- f. **Inclement Weather Re-scheduling:**
 - i. Team officials must contact their statistician who has the authority to postpone games due to weather conditions.
 - ii. If the statistician cannot be reached, team officials must contact the League President, Vice-President or the Treasurer or Secretary who also have the authority to postpone games.
 - iii. The opposing team must be notified by the team official requesting cancellation due to inclement weather.
 - iv. The team official will then contact the Referee Scheduler of their Association to advise the officials that the game has been postponed and will be re-scheduled.

NOTE: At no time may a team postpone a game on its own. If this is done the team will be subject to fine or suspension.



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Please use the following forms to Switch or Reschedule Games: ****they can be found on the LCMHL website

- [Game Switch Form](#)
- [Game Reschedule Form](#)

Referees and Timekeepers

When conducting an Exhibition game or scheduling a makeup game, the home team or team that missed the league game is responsible for referees and timekeepers. The team may be charged for booking refs for exhibition use.

Recreational Teams:

- Referee Scheduler – Contact Bob Howat at (613) 839-2210 or via email bob@wcmha.ca
- Timekeepers/Scorekeepers - Contact Bob Howat at (613) 839-2210 or via email bob@wcmha.ca

Please be sure to specify the level (Bantam, Midget, etc) since referees are often certified to officiate at specific levels.

Volunteering as an on-ice Helper:

We understand that each year more and more players are interested in volunteering within our amateur hockey program. And that some of these volunteers are young adults wanting to collect high school volunteer hours, and/or are looking to take on a different role within hockey. It has become evident in recent years that older Minor Hockey players as well as Junior Hockey Players partake in practices with teams of lower divisions to assist and volunteer within their association.

With this change in role – moving from player to volunteer helper – Associations and Leagues are faced with many questions. How old should they be? What equipment is required to wear? What training do they require? Etc.

To provide guidance to our members, while ensuring safe opportunities for our young “helpers”, please utilize the following. It is also important to stress, that team officials are to utilize sound judgment when selecting a young person as an on-ice helper. These decisions must be made from a developmental and supportive perspective. We want these “helpers” to provide assistance to the other team officials, while gaining knowledge and experience of a teaching type role. This is not designed as an opportunity for players to get extra ice time.

- Individuals that volunteer within an association must be either; a “registered” member of a Minor Hockey Association, or a Junior Hockey League, or an on-ice official. This ensures that the insurance coverage has been secured.
- Individuals may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages as a player would.



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- Individuals that volunteer must be at minimum, one age division higher than the team which they are volunteering with. And are not permitted to volunteer, as an on-ice helper, with a team at the same or higher division.
- Individuals that volunteer must wear as a minimum a CSA certified helmet, and facial protection, (as required by their level of hockey) BNQ certified neck guard (as required by their level of hockey) as well as hockey gloves and skates.

Although this is the Branch's minimum requirement, the volunteer's Home Association/League may mandate full gear.

*****WCMHA mandates full gear if you are 16 or under.**

- Individuals, who are not registered team officials, and who are 16 years of age or older are recommended to complete the Respect In Sport Certificate.

*****WCMHA mandates any on-ice helper aged 16 or above have the Respect In Sport certificate**

RISK & SAFETY MANAGEMENT

Please contact the Risk & Safety Manager with questions & concerns regarding the following: Code of Conduct and any risk & safety issues that occur throughout the season.

Of important note: The use of any form of camera, video camera, camera phone or Personal Digital Assistant (PDA) is strictly prohibited in all recreational facility change rooms during ODHA/ODMHA sanctioned events.

Discipline guide

The WCMHA discipline guide (see Appendix B) is available for download from our website.

Incident Report Form

This form is to be utilized by anyone in the West Carleton Minor Hockey Association to report an incident of unacceptable behavior. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official). A WCMHA official investigates every report and will contact complainants at some point during or after the investigation. Resolution typically takes 1 to 2 weeks from receipt of the report.

See Appendix D within the Parent handbook for reference, it is also available for download from our website.

TEAM TRAINER



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The Team Trainer should be present for your team on the bench during games, including the regular season, exhibition games and tournaments. The Trainer must also be present during practices.

- Trainer will require a copy of each players medical form
- Trainer will develop your teams Emergency Action plan and be sure all Coaching Staff are aware of it
- Each trainer will have taken the qualifying courses and know duties to the team
- If your trainer is not available for a game, you may ask the other team's trainer if you can use him as your trainer or if you have a qualified nurse, doctor or firefighter in the stands, you may use them. Make appropriate change on the game sheet.

MANDATORY EQUIPMENT

Players must wear the following listed equipment, failure to do so is an insurance liability to the WCMHA and the player should not be permitted on the ice or bench:

- a CSA approved helmet
- a CSA approved face protector
- a BNQ certified neck protector

Note: Chin straps must be securely fastened

West Carleton Jerseys

- Each player is provided with a Home & Away Jersey for the season. Atom is the exception as the jerseys are provided by our sponsor
- A \$100 jersey deposit is taken at sort outs dated for April 1st the next year (exception Atom)
- Please note any damage to jerseys prior to handing out so players are not charged for damage they did not cause
- Jerseys are to be kept in Garment Bags NOT crumpled into Hockey bags
- If the jersey is returned in acceptable condition, the \$100 jersey deposit cheque is destroyed.

WCMHA Socks

- Hockey socks in West Carleton colors are available for purchase at Play It Again Sports located in Kanata, Gadar, Pro2col and Canadian Tire.



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- Players represent their WCMHA no miss matched socks are permitted

Novice will wear the yellow Boston 3rd sock that matches both the home & away jersey

Atom socks are provided with their Atomic Jerseys through the McDonalds jersey sponsorship

Peewee through Midget will wear Home (white Boston Socks) & Away (Black Boston socks) sets to match the respective jerseys

ICE RENTAL / ALLOCATION

If two WCMHA teams arrive for the same hour of ice, one for a practice, the other for a game, the game will be played. Follow up with your LC and the ice scheduler to secure a possible replacement ice time.

Renting Out-of-Town ice for practice/games

- Any team or division renting ice at any venue must rent it under the name of WCMHA.
- The ice must be rented under the name of WCMHA in order for the Liability Insurance to be in effect

The team renting the ice time will be responsible for:

- Securing such ice time.
- Payment for such ice time.
- Supplying transportation for players to and from the venue.
- Securing certified Referees for any games – contact the Referee Scheduler.
- Any costs to repair any damages to the venue caused by any of the participants at these practices and/or games.
- These practices and/or games must not disrupt any regularly scheduled games for the players and/or team involved

Ice is available for rent **through the City of Ottawa, the Bell Sensplex, Arnprior, Pakenham, Almonte, Carleton Place, etc...**

AFFILIATION

Throughout the season, the team may be in need of affiliated players. This is the Head Coach's responsibility and must be strictly adhered to as there are rules & regulations to follow.

- An affiliation permission form is not required.



Team Manager Handbook



- A team can use any number of players as affiliates.
- A player can affiliate to more than one higher level team within the club.
- For tournaments, teams should carry a letter from the ODMHA stating their association uses the Club system (available link above).
- Teams may want to have a copy of the affiliated players Official Team Roster as well as their own team list when going to tournaments (available from their Association Registrar).
- **The coach wishing to use a player as an affiliate MUST ask permission of the coach of the player's registered team prior to asking the player.**
- Each time the player is to be used as an affiliate the players coach MUST be asked (coach to coach).
- Commitments to the team the player is registered to ALWAYS come first.
- Suspensions are always served with the registered team (it does not matter which team the player got the suspension with).
- Teams should affiliate players from more than one team so game conflicts can be avoided.
- Only players that will be used should be affiliated.
- District 4 Affiliation Chart http://odmha.goalline.ca/page.php?page_id=51723

Note:

- A player in a Club system can become affiliated to a higher team that uses the 19 player system **BUT** is then no longer a part of the home associations Club system.
- RWC operates as a 19 player system so the rules are different. for reference: [RWC](#)
- If you have a player with OVT, OVSS or RWC, they can no longer participate in the WC Club Affiliation program.
- Further regulations are available here : <http://www.odmha.on.ca/system/files/RulesandRegulations2013-14.pdf>

The affiliation deadline can be found on the LCMHL website

- The maximum number of games an affiliate may play is 10 games, this excludes tournaments and exhibitions. Any player that plays an 11th game cannot return to play on his/her registered team and this requires approval from your local Home Association President.

Coaches are responsible for keeping track of the number of games:

- Your player participates with a higher level team.



Team Manager Handbook



- For players you affiliate from a lower level team.

HC Reference:

Number of Games a Player May Play in Higher Divisions or Categories

35. a) A player of a team of a lower division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10 games). However, if the players registered team completes its regular season and playoffs before the affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions, see Regulations B.42, E.36 (b).

b) Exhibition and/or tournament games, which are not part of regular league games or playoff games, are excluded from the number of games referred to in Regulation E.35 (a).

SUSPENSION REPORTING

See managers corner for document on how to complete Suspension Reporting

WHAT IF SCENARIOS...

No ice

Have printed copies of the most updated schedule from the league website for games and from WCMHA for practices, depending on whose mistake, they will have to rebook the ice.

No refs

Have the home association's team manager call the ref scheduler and then Refer In Chief~ RIC. Game may have to be rescheduled.

Immediate family members CANNOT act as a referee for a family member's game as per CHA rule 41 *"The referee and linesmen shall be thoroughly impartial parties"*

Not enough refs

If the correct number of officials does not show for a game, then only if the coaches agree may one official be used for a two-man system, or two officials be used for a three man system.

The coaches must be informed prior to the game of this situation. If they do not agree then the game is not to be played. Once the game has been played with the lower number of officials, the game may not be appealed or protested for any reason caused by a lower number of officials.

House League Teams:



Team Manager Handbook



- Novice & Atom (all levels) - 2 man system
- PeeWee, Bantam & Midget (all levels) -3 man system
- *Under the 2-man system, one official MUST have one year of experience. Under the 3 man system, Linesmen may be Level I officials but the referee MUST be a Level II. Level III referees are recommended for all Midget and Juvenile games.*

No trainer

- Ask opposing team to borrow their trainer if needed
- Verify if there is a nurse/firefighter in the stands
- Refs must agree since the trainer is missing from you're game sheet

Note: In the event one of the two trainers is not present it must be noted on the game sheets and the game goes on. If the trainers for both teams are not present, for the game to be allowed to go on, there must be a qualified First Aid person identified to the Referee in the arena who will accept responsibility for both teams

No timekeepers

- Call ref scheduler/referee-in-chief
- Ask parent volunteers to assist

REMEMBER, IT'S JUST A GAME!

An excerpt from: STRAIGHT FACTS ABOUT MAKING IT IN PRO HOCKEY, written by Jim Parcels in January of 1999 is on our website. As a Team Official it's important for you to maintain dignity & decorum in the stands and set an example for the parents.

WCMHA CONTACTS:

- IP- Jill Beck ip@wcmha.ca
- Novice- Luc Chauvin novice@wcmha.ca
- Atom- Ben Jardine atom@wcmha.ca
- Peewee- Nancy Crowder peewee@wcmha.ca
- Bantam- Allison Erikson bantam@wcmha.ca



Team Manager Handbook



- Midget- Rachael Reithman midget@wcmha.ca
- Risk & Safety- Carlos Almeida risk@wcmha.ca
- Director of Hockey- Del Brown rechockey@wcmha.ca
- Equipment Manager- Stacey Macmullin equipment@wcmha.ca
- Tournament/Telephone Book Coordinator – Jennifer James wctournaments@wcmha.ca

* Please see our website for up-to-date listings. http://wcmha.ca/page.php?page_id=50952

ADDITIONAL RESOURCES – HOCKEY WEBSITES

The Internet can be a tremendous resource of information about youth hockey and the sport in general. In general league information on rules, directions to rinks, and just about anything you would want to know about our program is found at our own site **www.wcmha.ca**.

- <http://www.odmha.on.ca/>
- <http://www.hockeycanada.ca>
- <http://www.odharefs.com/>
- <http://lanark.goalline.ca/http://lcmhl.homestead.com/> - for the teams playing within the LCMHL, the rules, regulations and standings are available.
- <http://www.ottawaminorhockey.com/> - for teams playing within the ODMHL Rep “B” league, standings are available.

There are many programs offered for minor hockey teams including contests, check the Ottawa 67's and Ottawa Senators websites regularly.



SAMPLE PARENT QUESTIONNAIRE

Team Questionnaire for Atom B

1. May we add your contact information to our team Contact Card
(Players Name/#, parents first name/home & cell #)
YES NO

Mother's name and Cell #: _____
 Father's name and Cell #: _____

2. May we post photos of your player on our team webpage with no name attached?
YES NO

3. Do you know of any businesses that would like to sponsor our team?
If so please provide contact or sponsorship info.

4. Are you interested in hosting any team events at your home?
These could be indoor or outdoor events.
(Team Meet & Greet/Christmas Social/Tobogganing Party/Year end event etc)
YES NO

Fundraising

****An expected budget for our team would be approximately \$4,500

Fundraising is an important part of building a hockey team. We will be doing several fundraisers/Team building events in order to offset the cost of team fee.

Do you have any ideas for Successful Fundraisers that our team could participate in?

Tournaments

1. How many tournaments would you like to have your player involved in?
*****Please remember many tournaments run 3 full days Friday to Sunday
so school/work maybe missed in order to attend
2 3 4

2. How may Away Tournaments would you like your player involved in?
***please bare in mind that many run 3 full days and hotels require a 2 night min stay in most cases.
1 2



Team Manager Handbook



SAMPLE TEAM BUDGET

West Carleton Atom A Team Budget		
Funding		Budget
Parent Funding -	\$200.00x 17	\$3,400.00
Phone book sales	100x2.50	\$250.00
Sponsorship	\$\$	
Fundraising	1 or 2 team event	\$800.00
Total Funding		\$4,450.00

Spending		Budget
<u>Training Expenses</u>		
	Ice Rentals	\$500.00
	<i>Sub-Total</i>	<i>\$500.00</i>
<u>Tournaments</u>		
	3 tournaments at \$800.00	\$2,400.00
	<i>Sub-Total</i>	<i>\$2,400.00</i>
<u>Team Administration</u>		
	Bank fees, postage, etc.	\$10.00
	<i>Sub-Total</i>	<i>\$10.00</i>
<u>Team Expenses</u>		
	Team Socials	\$540.00
	Player Year-end Trophies	\$550.00
	Team Drinks/nutrition Breaks	\$100.00
	<i>Sub-Total</i>	<i>\$1,190.00</i>
Total Spending		\$4,100.00
	Balance	\$350.00