

Ottawa Sting Minor Hockey Association



Manager's Handbook

September 2009

Acknowledgments

As we put the final touches to this edition of the Manager's Handbook for the Ottawa Sting Minor Hockey Association, we would like to take this opportunity to express our appreciation for all who helped pull it together. Information contained within this document has been gathered from many hours of experience of many dedicated volunteers. Please use for reference purposes only.

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Introduction	5
How does one become a manager?	5
Why would you become a manager?	5
A. Getting Started	
Discussing Your Role	6
Team Meeting	6
Police Record Check Forms (PRC's).....	6
Official Team List	7
Certification Courses.....	7
Ordering Team Apparel	7
Team Contact Card	7
B. Communications	
On-going Communication.....	8
Attendance	8
C. At The Rink	
Dressing Room Key	9
Dressing Room Door	
Game Sheets.....	9
Scorekeeper/Timekeeper.....	10
D. Team Administration	
Fundraising	11
Finances	11
Extra Ice Purchase.....	11
Affiliation.....	12
Referees.....	12
Paperwork	12
Special Event Request.....	12
E. Other Activities	
Social Activities	13
Photo Day.....	13
F. Tournaments	
Register Early.....	13
Travel Permit	
Manager's responsibilities relating to tournaments.....	14
G. Equipment	
Goalie Equipment	14
First Aid Kits.....	14
Sweaters	14
H. Useful Web Sites	15

I. Appendices

- Appendix 1: Official Team List
- Appendix 2: Template for Team Contact Card
- Appendix 3: Dressing Room Signs
 - a) Template to Identify Dressing Room
 - b) Template to Indicate Next Practice or Game
- Appendix 4: Reporting Suspendable Penalties
- Appendix 5: Template for Game Label Stickers
- Appendix 6: Template for Team Reply Sheet
- Appendix 7: Treasurer's Handout
- Appendix 8: Letter for Sponsors
- Appendix 9: Deposit/Disbursement Record Form
- Appendix 10: Petty Cash Control Sheet
- Appendix 11: Affiliation Form
- Appendix 12: Referee Costs
- Appendix 13: Special Event Request
- Appendix 14: Travel Permit

Introduction

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 the Minor Hockey Association, Division Managers, League Managers, other teams, referees, officials, etc.

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

The job description varies greatly from one team to another and from one level to another. Within this document, we will attempt to cover most of the scenarios.

No team can operate without a manager. The good news is there are no specific prerequisites to be a manager; you just need the time and energy to devote to the team.

With the help of many, we have gathered information to guide future managers in this role. If you have suggestions for the next printed version please feel free to send your comments to the executive. You are welcome to use as many of the suggestions as you feel will help you but do not feel obligated to use them all. This is a tool meant to help you with the season; hopefully it will achieve its goal.

How does one become a manager?

Once the teams are finalized after the tryout process, the head coach may choose his manager from the parent group if he knows of someone who is interested. You are encouraged to give your name once the team is finalized if you would like to express your interest.

Why would you become a manager?

There are many reasons to become a manager. Here are just a few; to become involved with your child's hockey team, to contribute to your community, to meet the parents of your player's teammates, to help the kids have a happy year they'll remember and to have fun yourself and enjoy the full experience of minor hockey!

A. Getting Started

Discussing Your Role

Each manager must establish a primary relationship with the coach. Discuss your role and expectations on both sides. It will vary with each coach and each level (e.g., Atom vs. Bantam, AA vs. A vs. B).

The manager is invited to attend the Managers' Meeting at the beginning of the season (usually late September/early October). A lot of information is supplied at this meeting from members of the OSMHA Executive: the President, the Vice President of Administration, the Director of Risk and Safety, the Director of Communications, the Registrar, the Treasurer and the Team Manager Mentor. Other invited guests may include the District Chairperson and the Referee Assignor, among others. The Treasurer will go over the financial aspect of the manager's responsibilities. The ODMHA rules and regulations handbook is handed out at this time if it is available.

Team Meeting

There are many times that the team players, parents and staff may want to meet. The most critical of these meetings is the first one. The first meeting sets the ground rules and tone for how the team will function.

It is recommended that the first meeting be a PARENTS ONLY meeting so that everyone can concentrate on the items at hand and ask any questions without worrying about the kids. This meeting should be called shortly after the team has been set. Normally, the meeting is called by the coach but organized by the manager.

The room needs to be booked. You can book the meeting room at Kilrea through the arena attendants at 613-247-4863 or at Jim Durrell boardroom at 613-247-4811 at no charge or minimal cost. You could also use the second of the two dressing rooms assigned at your ice time. The parents should be informed by the manager as to the time and place of the meeting.

The agenda could include some or all of the following items:

- introduction of the parents/players
- introduction of staff (i.e. assistant coaches, manager, co-manager, trainer) and their roles
- coach's philosophy
- expected behavior of the players
- cooling off rule
- tournament expectations
- extra ice expectations
- code of conduct for the players, the parents, the coach and the officials
- communication
- parent contact information
- arrival time for games and practices
- attendance
- dressing room
- dress code
- captains, assistant captains
- social activities (you may want to appoint a parent volunteer to organize any social activities)
- trainer's input (emergency action plan, equipment issues, safety issues, medical forms, stretches, nutrition etc.)
- team apparel (name bars, care of jerseys, team jackets, etc...)
- finances
- fundraising, sponsorships
- call for volunteers (timekeeper, scorekeeper, team reporter, team photographer, team social director) and other related issues
- release of information, re: photos of player on Web site or in a newsletter

You may want to use a parents' survey, which should be handed out in advance of this meeting to poll the parents about some of the above issues.

Remember that all activities the Manager does should be coordinated with the Coach as a minimum.

Police Record Check Forms (PRC's)

Police Record Check forms (PRC's) are required by ODMHA and District B for all team officials that have contact with the players.

These forms are available at www.ottawapolice.ca or the canteen at Kilrea arena. You need to provide two separate pieces of identification; one has to be a photo ID. When you photocopy, ensure that you copy both sides of the card. Detailed instructions are on the form. Team officials will be required to resubmit a completed PRC application every two years. These forms need to be filled out by anyone who will have direct contact with the players or anyone who will be behind the bench (e.g. trainer, manager, coaching staff and on-ice helpers). Excluded are the scorekeeper and the timekeeper. Once they are filled out, they are to be given to the Risk and Safety Director. He/she has a mailbox at the Kilrea canteen. He/she will screen them, if they are incorrectly filled out, they will be returned to you. Please take the time to complete them carefully to avoid delays. We may conduct a PRC night where volunteers can attend to fill out and hand in their forms which will be checked immediately thus streamlining the process.

Official Team List

Help in getting official team list revised, updated and signed off. Once the teams are finalized, you must fill out the District B Official Team list (see Appendix 1). Once you have completed the form, forward it to the OSMHA registrar. You can put it in his mailbox at the Kilrea canteen, or send it via email to registrar@ottawasting.com. When filling out the form, indicate the player's sweater number, his/her first and last name and whether he/she is new to our district. For the coaching staff, indicate at which level he/she is certified as well as the coach certification (cc) number. For all staff, indicate whether or not they did Speak Out and if they have filled out a PRC form. For the trainer, you will also need to indicate the trainer number and the date of expiry. These forms are required for tournaments and they are returned to the Team Manager once the OSMHA president and district registrar have signed them.

Note: Photocopy everything before submitting the list so you have a copy for your files

Certification Courses

Follow-up with team officials to ensure certifications are current and appropriate courses have been taken (e.g. Speak Out). This is usually initiated by the executive. Any courses taken through District B are financially covered by the OSMHA. They are not charged back to the team. If a course is taken outside the District, the person needs to pay upfront and be reimbursed with their receipt. This can be done through the OSMHA Treasurer. This includes Speak Out, trainer courses and coach certification courses but excludes referee training courses.

Ordering Team Apparel

The official supplier of the OSMHA is Houle Sports at 2026 Lanthier Rd. in Orleans. All team apparel is to be ordered through our official supplier. You can check the clothing section on the www.ottawasting.com website for the list of available items and a price list. When you are ready to place a team order for apparel, contact Pierre at Houle Sports and let him know that you are an Ottawa Sting manager. He will arrange to lend you a sizing kit for your team. Arrange a time for players to try on the various items available and have each parent fill out an order form. Once the forms are complete submit all of them together to Pierre. He will contact you when the order is ready for pick up. It is a good idea to keep a copy of the forms in case there is a problem with the order.

Note: The association will order team socks (home & away).

Team Contact Card

You may decide as a parent group to make laminated contact cards with the name, number and phone numbers of the player. Wallet size works great. Ensure that the parents are in agreement to give their phone number and other information to other team members. It may also have the name of the parents, their postal address and/or their email address. This job can be done by the Manager or delegated to a volunteer parent. These cards are particularly helpful when traveling out of town if parents need to be reached on their cellular phones.

See Appendix 2 for an example. You may use this as a template if you wish. The names and phone numbers are fictional. There are people who make these for a nominal fee. It may be worth while to have them made for you.

B. Communications

On-going Communication

Establishing good communication between the coach, the parents and the OSMHA executive is the key to a being a good Manager. Using only one method of communication is often not the solution. Email is a great tool but cannot be used exclusively. Not everyone has email and even if they do, they may not check it regularly. If something urgent needs to be communicated, you can use a telephone chain and have a volunteer help you make telephone calls to all the parents using your contact cards. Attending all of the practices and games and talking to the parents in the lobby or the stands are also ways of communicating effectively. Handing out hard copies of game and practice schedules may be necessary for some parents. Identify each piece of paper you hand out with the player's name, that way you will know who got their schedule or other information and you will know who left it behind in the dressing room. Once you get to know your parent group, you will be able to judge which communication tools will work for your team. Establishing a team website may also be a good tool to help with last minutes scheduling changes. You can ask for a parent volunteer to help set up and maintain the website. There are several options such as ottawaminorhockey.com, [Eteamz](http://Eteamz.com) and other website hosting services which can be used.

Attending the managers' meeting in early fall will facilitate communication with the coach and other Managers. This meeting deals with all kinds of pertinent issues such as ice allotment, finances, team lists and other administration matters.

Some teams establish a website to help with communication. You may want to solicit a parent volunteer with computer skills to set this up and keep it updated. This can be done through ottawaminorhockey.com, eteamz.com, YourHockeyNet.com, Google calendar or a personal website. Once it is established, it can be put on the ottawasting.com website as a link with your team coordinates.

Attendance

During the parent meeting, ask the parents to notify the coach and/or the manager if their child cannot attend a practice and more importantly a game. This will allow the coach to prepare his practice or his game plan as well as call up an affiliated player to replace the absent player if needed.

C. At The Rink

Dressing Room

Key

Managers should always be the last out of the dressing room and lock up while everyone is on the ice. However, this could be assigned to another parent. You can pick up the key from arena staff. Some arenas ask for a set of car keys in exchange for the dressing room key. Other arenas ask that you bring your own lock for the door so it might be helpful to carry one with you just in case. Once the game/practice is over, unlock the door just before the players get off the ice. Once the dressing room is empty, pick up any forgotten items to be returned at the next ice time, then return the key and retrieve your own keys.

Door

You may want to make a couple of signs for the dressing room door. The first one can have the team name and logo to indicate to the parents and the other team's manager, which is your dressing room door. It may be laminated to protect it and reused at every game. Parents have told me that they find this very useful particularly when we are at an unfamiliar rink. The second sign could be used to indicate the date, time and location of the next ice time. Again, it can be laminated and you can use dry erase markers to write in the information. Examples are in Appendix 3.

Game Sheets

You are responsible for making out a game sheet for all of your home games.

A package of game sheets will be provided at the AA/A or B league meeting at the start of the season. You will be given enough game sheets for all your home games, plus playoffs. If you require additional game sheets, you can obtain them at the Kilrea canteen. You will be permitted to take up to four at a time. You will be required to sign for them as we are charged for each one. Each game sheet is a 4-part form. Each page should have a list of the players' names and jersey numbers. The goalies need to be identified, usually with the letter G by his name. Affiliated players should also be on the list. The affiliated players should be identified with A/P after their name. A player that is not playing on that day should not be struck off the list. You should write "ABS" (abbreviation for absent) beside his/her name. The only exception is in the case of a suspended player. You must write "Suspended" or "SUSP" beside their name on the each page of the game sheet. Below the team list area on the game sheet, you will see a block entitled Suspension List In this block you will write the number and name of the suspended player, and the designation "1 of 1" beside his name. This indicates that this is his first suspended game of a one game suspension. Obviously, these numbers change depending on the number of suspended games. The referee should sign in the "Verified By" space below the list of suspended players to confirm the player served that game's suspension.

Instead of writing all of the players' names at each game, it is more efficient to make a print out of your team list on Avery labels. They should be the appropriate size so as not to cover the signature area on the game sheet. The brand name Avery #2163 or #8163 is the right size. These should be affixed to each of the four copies of the game sheet.

See Appendix 5 for a template that you are welcome to use (it is also available on the Manager's Corner at ottawasting.com).

The home team manager fills out the top portion of the game sheet. It contains the following information:

Game No. : Record the game number per the official schedule supplied by the league (e.g. 127).

Location of Game: Arena Name e.g. Kilrea, Peplinski, Walkley, etc.

League: OEMHL AA or OEMHL A or ODMHL B.

Date: Date the game is played, NOT the originally scheduled date, if this is a rescheduled game.

Final Score, Home and Visitor: The scorekeeper will record the final scores in these boxes at the end of the game.

Game Type: Tick the appropriate box: Exhibition, League, Playoff or Tournament.

Official Scorer and Phone #: The name and phone number of the person filling out the game sheet (scorekeeper) during the game.

Curfew Time: The time at which the game must end. See the Timing Instructions in the League Handout for the timing of the games for your particular level.

V. INT and H. INT: An official from each team must initial here to acknowledge that they are aware of the curfew time.

Flood Between: Tick the box that indicates when the zamboni will flood the ice: between 1st & 2nd, between 2nd & 3rd, or none (after the game ends).

Length of Game: Your scorekeeper must show the time each period ended in the game, as well as any overtime periods.

Home Penalties; Visitor Penalties: All penalties incurred must be recorded here by the scorekeeper.

Home Scoring, Visitor Scoring: All goals are recorded here.

Below the team lists, there are two areas to record the team officials for the Home and Visitor teams: These must be completed before each game and signed by all the team officials. Be sure to include the trainer number beside the area marked TD#.

The Referee and Linesmen will sign the bottom of the game sheet in the appropriate boxes.

The codes for the infractions are on the back of the 4th copy of the game sheet. You may find it helpful to make a photocopy of that list, laminate it, and attach it to the clipboard for the game sheet. This will make the scorekeeper's job a bit easier.

After the game, the game sheets are divided as follows:

One copy to the visiting team, two copies to the home team (one to keep and one to be sent to the league) and the fourth copy is only used if the officials write a report.

If there has been a player suspension, the referees normally take the clipboard and game sheet to their dressing room to complete the information required to file their report. The manager must retrieve the game sheets from the referees and distribute a copy to the visiting team. If there has been no suspension, retrieve the game sheet from the scorekeeper and distribute one copy to the visiting team.

Reporting Suspensions: If a player receives a suspendable penalty during a game, you must complete and send via email the "Reporting Suspendable Penalties" form which is included in Appendix 4 within 24 hours. Follow the directions on the form. To find out how many games the player will have to miss, you will need to contact our Director of Discipline, Rick Seguin, and he will tell you the length of the suspension. It is very important that the player serves their suspension. If you are unable to contact the Director of Discipline to confirm the length of the suspension, you should contact the Vice-President- Operations or the Association President.

Scorekeeper/Timekeeper

This is very important task that the Manager must ensure is addressed properly.

It is every team's responsibility to provide a Scorekeeper and Timekeeper for your team's home games (as well as for any exhibition games where you are the home team).

Arrange for parents to perform these functions. You may choose to have the same two individuals at each home game or you may choose to use a rotation between parents. This can be established at the parents' meeting. You can also ask one of the parents to coordinate this schedule for the team.

At the AA/A levels, the scorekeepers must be certified, that means that they have taken a course on how to correctly complete the scoresheet. At the B level, it is not required but it is strongly recommended. Check the www.odha.com website to see if and when a clinic is offered.

Instructions on how to run the time clock are normally located beside the clock at the arena. It is advisable for the parents to practice on the clock at a team practice or get a training session by someone who knows how to run it, as there are many different models of clocks in our home arenas. You can also download the “Off-Ice Officials” manual from the odharefs.com website.

The timing of games is extremely important. You must ensure the person operating the clock for your home game understands the timing chart provided by the League.

It is recommended each team has a volunteer act as an observer for the game clock for the away games. They will operate a stop watch which will tell them when the elapsed time for a period is about to run out, even though the game clock may show there are 2 minutes of play left in the period. This can happen when there are several penalties in a period. If the penalty box is directly beside the timekeepers booth, you can have the person who is operating the gate in the penalty box to be the observer as well, but if the penalty box is removed from the timekeepers booth, you will need to have separate volunteers to operate the gate in the penalty box and act as an observer for the clock.

D. Team Administration

Keeping Track

To help keep track of things I've asked the parents to supply (money, confirmation for attendance to tournaments, whether or not they want a name bar, etc), I use a chart that I call Team reply available in Appendix 6. It lists all the players' last names in a column and the things I've asked across the top. Once I get the information, I indicate it in the box adjacent to that player.

Fundraising

Fundraising is to be decided at the parents' meeting in the fall. It will be based upon how much you have budgeted on expenses (see below).

There are a lot of different ways to raise money. The easiest and least complicated is through parent contributions. The payment schedule is described in the Treasurer's handout. Another fundraising option is getting sponsors. The Treasurer has a form letter for that use (also available in the Treasurer's handout-Appendix 7). You will note in that handout that there is an incentive program with a percentage of the money canvassed goes to the parent. Please refer to that document for more details.

Here are some other ideas:

- bottle drive
- skate-a-thon
- 50/50 draws
- chuck-a-puck

Finances

The OSMHA Treasurer has put out a detailed document which can be found on the OSMHA Web site (www.ottawasting.com) and attached as Appendix 7 to this handbook. It contains all the information you will need to help you understand the workings of the financial deposits and withdrawals of the team account. It goes through what the basic registration fees cover, aspects of the team budget, financial statements, banking information, and canteen team discounts. He also has a letter for potential sponsors, a deposit/disbursement record form and a petty cash control sheet which are available on the Web site and as Appendix 8, 9 and 10 in this document.

You will need to submit a team budget to the Treasurer so he will know what your expectations and spending will be. The treasurer's handout contains a template to help you prepare your team budget. Your team budget will include the following:

- team apparel for coaches and/or for players
- tournament fees
- referee fees
- ice expenditures – games, practice times provided by the association and extra ice for additional practices or exhibition games
- social activities
- trophies
- player carding fees
- insurance fees
- equipment fees
- etc...

You can then decide how much fundraising you will need to do to meet these costs. The OSMHA by-laws do not allow teams to carry their own bank accounts.

The budget must be shared with the parents to explain how you arrived at the amount for their parent contribution.

Some teams choose to have a “financial manager” who takes care of team finances.. This allows the team manager to deal with all the other things and shares the workload.

Extra ice purchase

You will normally get 1-2 hrs of practice ice per week plus 1-2 games per week allocated to you from the OSMHA Ice Scheduler. If you don't want that ice or if you can't use it, you are responsible to trade it or sell it off. You cannot give it back to the convenor. Once you know which tournaments you will be participating in, let the ice convenor(s) know and they will block that time for you and not book practices at those times. If your team wants extra ice time, you ice time can be purchased through the City of Ottawa, City Wide Allocations (613) 580-2595. The hours of operation are 8:30am to 4:30pm. Ice can also be purchased through private rinks such as Minto, Carleton University and the University of Ottawa. Ice purchased through private rinks is more costly than the City of Ottawa ice. Another option would be to search on other hockey associations' Web sites. They sometimes have ice for sale. It is difficult to get more ice and it can be very costly. Prices vary from \$120- \$245/hour. Your extra ice costs will need to be covered by the team budget through fundraising or parent contributions. Keep a copy of the contract with you at all times. It could help resolve potential conflicts.

Before the season even starts, the ice convenor usually asks the coach if there are any “black out” dates. That means that they can let him know if they are away at tournaments or if they have booked some ice on specific dates already or they may have organized some off-ice training on the same day every week. This way the convenor will try not to give them any ice on those days.

Affiliation

The coaches decide who they want to affiliate. The paperwork associated with affiliation is the manager's responsibility. The affiliation form, which can be downloaded from the ODMHA Web site (www.odmha.on.ca) or found in Appendix 11, needs to be signed by both coaches and the player's parent(s). It then goes to the OSMHA Registrar, who then forwards it to the District Registrar to be approved. The player is not allowed to play a game with the higher level team until the paperwork is completed and approved. This process takes about one week. The rules and conditions are clearly stated on the form. The coach must respect and honor the affiliated player's home team's schedule. The affiliated player must fill out a medical form for the trainer's records. This is the trainer's responsibility but the manager may have the forms. The last date for affiliation is January 15th of each year. There is a five game rule maximum after January 10th for league and/or play-off games.

Note: The manager should carry the completed affiliation form with him/her at all times.

Referees

For regular season games, the referees and linesmen are paid for and organized through the league.

For all OSMHA games, referees and linesmen are assigned by the District B Assignor. If for any reason a scheduled home game must be cancelled or deferred, the League convenor and the Assignor must be given at least 24 hours notice otherwise the OSMHA will be charged for the cost of these game officials. That cost will then be passed down to the specific team. The District B Assignor for Competitive AA, A and B is Atom and Pee wee levels is Karen Vezina,. She can be reached at admin@bytownrefs.ca or on her home phone at 613-521-7191. The Assignor for the AA, A, and B Bantam and Midget levels is Brian Hunter. He can be reached at brphunter@hotmail.com or on his home phone at 613-526-2415. The District B Referee-in-Chief is Bruce Gray and he is to be contacted only if there is a problem with a referee. His number is 613-796-5699. For more contact information, please refer to the Bytown Referees website, www.bytownrefs.ca. Here you will find all the details that need to be given when you want to reschedule a game.

For exhibition games, the team pays the officials at the arena before the game starts. They are to be paid in cash, the exact amount to each official in advance of the start of the game.

Prices vary from referee to linesman and between different levels and game times. The price list can be found on the Bytown Referees website under the “News and Info” tab. There is a complete list of prices in Appendix 12. A referee can be booked through the Referee Assignor, as listed above by email Please note that there is an extra charge for requesting officials less than 24 hours in advance of a game, and the amount goes up if you request referees less than 12 hours before a game.

The referees are required to be at the arena 30 minutes prior to the game. It is a good idea to check the officials' room to ensure that they are indeed there. If they are not there, you notify the respective Assignor to allow him/her time to find out where they are and possibly find replacements. You cannot replace them with other officials that you know because they may not have the appropriate level of certification for that specific age group and also because of liability reasons.

Paperwork

Having a system for your paperwork will help keep you organized. There are several ways to organize your paperwork and you should use what works for you. You can keep everything in a binder with dividers for each category. You may wish to keep things in different color-coded folders in a briefcase.

Game sheets must be kept for the entire season. It is advisable to keep them in a safe place at home, rather than carrying them around with you for the season, along with the team financial information.

Generally speaking, you should carry with you at all times, the following documents:

- team list and phone numbers
- affiliation paperwork if you have an affiliated player
- schedules (practice and league games)
- contact names and numbers (referee-in-chief, treasurer, opposing teams, etc.)
- spare paper and pen
- envelopes for money/cheques collected
- game labels
- ice contracts
- birth certificate for each player
- extra blank game sheets

Special Event Request

A special event request is needed whenever a team activity is held in another location other than the arena. You must fill out the form, which is available on the ODMHA Web site as well as in Appendix 13, and submit it to the ODHA prior to the event for approval. It could take up to a week to get the approval. This is necessary to ensure proper insurance coverage. If you are renting a hall or gym, you may need a certificate of liability which you could get when you apply for the special event request. There is no cost associated with this form. Such activities could include off-ice training or a fundraiser such as a bottle drive but would exclude outings such as team dinner at the restaurant, tournaments or other ODMHA sanctioned events.

E. Other Activities

Social Activities

You may want to solicit a volunteer to organize the social activities for the team. Otherwise you will need to plan on your own. It can be decided as a group what type of activities you want to do. There are several possibilities such as bowling, swimming, dinner out after a game, breakfast out after an early practice. Different parties could be planned such as an ice breaker party in the fall, a Christmas party, an End of year party. Any of these will help for team bonding and these are the things the players will remember. Anything related to these activities is the manager's responsibility from booking a bowling lane to planning the food order. They can be delegated or shared with another parent. Other types of activities could be playing at intermission at a 67's game (can also be a fundraiser), appearance on the A channel sports news or skating on the canal. The manager is also responsible for organizing the purchase of end of year gifts for the coaching staff, which are usually handed out at the end of year party.

Photo Day

This usually happens at the end of October or beginning of November. It is organized by the association. You will need to inform the parents of the photo shoot schedule, ensure that everyone is wearing the appropriate jersey colour, and brings the completed form with them (distributed via email in advance) to the photo shoot, enlist a volunteer or two to help organize the players, collect the forms and direct traffic, liaise with the photographers, distribute the photo packages once they are delivered back to the association.

F. Tournaments

Register Early

You can find a list of tournaments for your division on the ODMHA Web site (www.odmha.on.ca) as well as on the OSMHA website in the “Links” section.

Generally, the coach of a competitive team will enter the team in several tournaments before the team is selected. This is necessary as some tournaments fill up quickly. It is up to each team to decide how many more tournaments they wish to enter during the season. This can be discussed at the parents’ meeting at the beginning of the season.

Things to consider when choosing a tournament:

- Body contact or not
- Level of competition e.g. some associations have minor and major together that are classified as Major teams, or, for Quebec teams and American teams, their age cut-offs are different than ours
- Cost
- Distance e.g. if you want to do an out-of-town tournament or not
- Time of year e.g. Christmas and March Break, might have some players away

Travel Permit

If you are traveling out of ODMHA territory, you will need a travel permit. You can download this form from the Web site (or Appendix 14). You will also find the boundaries for the different territories on the Web site. If you are traveling to the U.S., you must complete a US travel form as well as the team travel team permit. They are both available on the ODMHA website.

Don’t assume that you are in a tournament until you have a confirmation.

For Atom and Peewee level players, the team may consider registering for the Bell Canada Cup which takes place in Ottawa during the last week of December. This is an international tournament and registration is usually done in June. Check the website for more details. <http://www.oihf.net/>. The team or parents can also volunteer for this tournament and they will receive dividends for their team in exchange for their hours worked.

Manager's responsibilities relating to tournaments:

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- fill out the tournament application if the coach has not already done so, have the president of the OSMHA sign off so the executive will be aware of your participation
- notify the league scheduler and your association ice scheduler in advance if you will be in a tournament so they will not schedule league games or practices on the same dates
- if you are already scheduled for a league game during a tournament weekend, it is your responsibility to arrange to reschedule the game with another team. Your league convener has rules regarding this, and these will be discussed at the league meeting in September/October.
- make the arrangements for the travel permit, if needed
- arrange hotel accommodations if necessary
- communicate the directions to the arenas/hotels for the parents. You can download maps off the internet from sites such as arenamaps.com or Google maps.
- obtain rules of the tournament and distribute them to the coach and the parents in advance, these are usually available from the organizers or on their website.
- make arrangements for team meals
- register for the tournament when you arrive: sometimes there is a designated registration site, other times there is registration when you arrive for your first game. There is usually a package with all the instructions you need for the tournament.
- bring copies of previous game sheets (5-10)
- bring official game roster plus an extra copy to leave with the conveners, if required
- bring the signed travel permit
- ensure the coach has his certification card with him
- bring copies of birth certificates
- bring affiliation paperwork
- bring Sting pins for team exchanges, if desired

G. Equipment

There are two Equipment Directors within the OSMHA who deal with the following issues:

First Aid Kits

For all trainers, a stocked first aid kit is supplied by the association for each team. If there are any items missing or needing to be replaced, you may purchase what is needed and submit your receipt to the OSMHA Treasurer, for a refund. All reasonable expenses will not be charged back to the team, the money will come from the association budget.

Sweaters

You will be provided with two sets of jerseys and two pairs of socks (home and away) at the beginning of the season. It is the manager's responsibility to return all the jerseys to the Equipment Manager at the end of the season. If you need an extra sweater or a different size, you may email or telephone one of the Equipment Directors and he/she will try to supply you with a similar sweater. It isn't always possible to have the identical team sweater. To protect the sweaters, it may be a good idea to ask the parents to purchase a garment bag to store them or at the very least keep them in a separate compartment in the hockey bag so they don't get cut by the skate blades or damaged with Velcro straps from other equipment. Under no circumstances are the jerseys to be permanently altered by the player/parent.

At season end:

- Have parents: remove all name bars and sponsor bars including captain "C" & assistant "A"
leave the STOP signs on jersey
wash in warm water and hang to dry
return to you, the manager, usually at the last game or at the end of year party
- Once you have collected the entire jerseys place them neatly in the container provided at the start of the season and return them to Houle Sports.

H. Team Manager Mentor

The Team Manager Mentor (TMM) is there to guide you through the process. If you have any questions after reading this document, you can contact him/her via email or telephone. He/she should be able to answer your questions.

I. Useful Web Sites

<p>www.ottawasting.com Ottawa Sting Minor Hockey Association</p> <p>www.canterburyhockey.ca Canterbury Hockey Association</p> <p>www.southendminorhockey.com South End Minor Hockey Association</p> <p>www.sandyhillhockey.ca/ Sandy Hill Minor Hockey Association</p> <p>www.odmha.on.ca Ottawa & District Minor Hockey Association</p> <p>www.odha.com Ottawa District Hockey Association</p> <p>www.arenamaps.com Maps to arenas in Canada and USA</p> <p>www.hockeycanada.ca Hockey Canada</p>	<p>www.ottawasenators.com Ottawa Senators</p> <p>www.ottawa67s.com Ottawa 67's</p> <p>http://www.gloucesterringette.com/maps.htm Gloucester Ringette Association</p> <p>www.bytownrefs.ca District B referee website with contact information and referee fees</p> <p>www.odharefs.com Ottawa District referee information</p> <p>www.hockeycanada.ca/2/5/3/6/9/index1.shtml Hockey Canada Website for Team Managers</p> <p>www.bytowndistrict.com Bytown District</p> <p>www.aleague.ca A league information</p>
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**Good Luck during the season
and most importantly...
HAVE FUN!**