

OTTAWA WEST GOLDEN KNIGHTS

Team Manager's Guide



September 2014

TEAM MANAGER'S GUIDE

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1. GETTING STARTED

Thank you for volunteering to manage your child's team! By taking care of the administrative duties for the team, you are allowing the coaching staff to better focus on player development and team instruction. We've prepared this guide as a general reference to help you out. It will provide essential information you need to carry out your duties, focusing on those things that are specific to our association. If you have any questions or need help, don't hesitate to contact the General Manager or any of the executive.

1.1 The Manager's Role

As team manager, your role is to work closely with the head coach to help keep the team organized and running smoothly. You are also the central point of contact for both our association and your team's parent group. Get together with the head coach and discuss your relationship with each other. Some coaches take a more active role in team administration than others. For example, some may take the lead to find and book tournaments or arrange exhibition games, others may want you to take the lead. Review the duties outlined in this guide with the head coach so you have a clear understanding of your respective responsibilities for each one.

Your job as team manager usually involves the following:

- keeping parents informed about the team's schedule.
- looking after team finances
- booking tournaments and accommodations
- rescheduling games if necessary
- arranging exhibition games and booking referees
- preparing game sheets
- reporting game results and suspensions
- organizing volunteers
- collecting and returning jerseys
- reporting suspensions
- co-ordinating Police Records Checks
- planning social events

1.2 Volunteer Positions

There's a lot to do and the year will be much more enjoyable for all if everyone contributes. Communicate early on that every family is expected to volunteer in some manner to support the team. Just as the players need to work together as a team on the ice to have a successful season, the parents must work together off the ice to help ensure your children have a rewarding and enjoyable experience overall.

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Here are some of the responsibilities that parents of your team can help with:

Treasurer	Prepare budget, collect team fees, track expenses, etc.
Equipment Manager	Order name and sponsor bars, order practice jerseys and socks, stock first aid kit, clean and fill water bottles, collect and wash jerseys at end of season
Tournament Coordinator	Assist with tournament booking, accommodation and travel arrangements, coordinate meals/snacks, etc.
Fundraising Coordinator	Plan and organize fundraising activities
Social Coordinator	Plan and organize social events (team building, Christmas and end of year parties), gifts for coaching staff
Webmaster	Setup and maintain a team website
Game Day Volunteers	Timekeepers and scorekeepers for all home games, penalty box attendants (home and away), play music
Merchandise	Order and pick up team apparel (e.g track suits), garment bags, sponsor banners and/or plaques, etc.
Canteen Coordinator	Coordinate work shifts for parents on team that opted for canteen duty at BA Scott

1.3 Season Kick-Off Meeting

Try to schedule a kick-off meeting with the coaching staff and parents as soon as possible after the team is formed. Topics to be addressed could include the following:

- Introduce coaching staff
- Coach's philosophy and expectations
- Notification re: missing games/practices
- Communications (website, email, etc.)
- Parent contact information
- tournament plans
- finances and fundraising plans
- volunteer roles and sign-up
- hand out medical information forms

1.4 Police Records Checks (PRC)

PRCs are mandatory for the following people:

- All registered team officials on your roster
- All on-ice helpers 16 or older

A PRC is required for all new volunteers. Returning volunteers who have had a PRC conducted in 2010 or later are not required to provide a new every year. PRCs are also recommended for time/score keepers and penalty box attendants.

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We are no longer conducting PRCs on a group basis. To complete the PRC process, each volunteer must do the following:

- Download and complete the PRC form available on the Ottawa Police Service website and take it to the Elgin St station for the fastest turnaround time. The \$15 cost is waived with a volunteer letter provided by the association. Contact the VP Risk and Safety to get letters for your team staff.
- If the PRC form is returned indicating fingerprints are required **don't panic**. Ottawa Police will ask for fingerprints if a match on Date of Birth and Gender alone is found. Go back to the station with the letter and the returned PRC to have your fingerprints scanned. Again, the cost will be waived for volunteers by presenting the letter and you will get the results immediately.
- Leave a copy of the final PRC with the police service stamp in the VP Risk and Safety mailbox (or better yet, scan and send by email).

1.5 Ottawa B League (OBMHL) Information

The B League website is www.ottawableague.ca. Complete schedules, results and statistics for each division will be posted there along with the complete Rules and Regulations, important dates and contacts. You will receive an information package and a supply of game sheets at the B League Coach and Managers meeting prior to the beginning of the season. Included in the package will be a UserId / Password and instructions on how to log on and enter game results on the website.

2. TEAM MANAGEMENT

2.1 Team Finances

Preparing a Budget

It is highly recommended that every team have a treasurer to help with the finances. Working together with the Head Coach, prepare a team budget for the year. Start by estimating all your expenses budgeting for things such as:

- tournament registration fees
- team uniforms and/or practice jerseys
- travel expenses
- exhibition games
- extra ice
- off-ice training
- gifts / social events
- first aid kit, water bottles, pucks, etc.

Next, identify potential sources of revenues such as:

- fundraising
- sponsorships
- parent fees

Get a sense from your parent group how much time and effort they are willing to commit to fundraising. Once the budget is prepared, review it with the parents to gain consensus.

Banking Arrangements

You will need to open a community account at a local bank to hold your team funds. The name on the bank account should include 'OWHA', team and birth year (e.g. OWHA Minor Atom 2004). If the bank asks that you provide a letter to open an account, contact the Treasurer who will provide one to you. You must also provide the association treasurer with the following:

- a team budget at the start of the year (by end of October)
- an interim statement of revenues and expense by the end of December
- a final statement of revenues and expenses at the end of the season

The interim and final statements must be acknowledged by three parents that are not part of the team staff. The bank accounts must be closed at the end of the season and any money remaining must either be returned to the parents or donated to charity.

Remember, you are responsible to your team's parents, not the association, for the proper accounting of all team funds. If you have questions or need help, contact the Treasurer.

Sponsorships

Some teams ask each player to find a sponsor to help cover their team's fees, others seek out sponsors for the team as a whole. It's entirely up to the teams to determine which approach to use (or even not seek sponsors at all). The association does not mandate that every player find a sponsor. However, teams **may not** approach any of the association's corporate sponsors without the express permission of the executive. The names of our corporate sponsors can be found on our website.

The funds you collect from sponsors are not charitable donations for income tax purposes. Ideally, you should provide something of value to the sponsors in return such as thank you plaques to display at their business, their names on a banner that you display at games or on a sponsor page at your team website, etc. However, sponsor bars must **not** be sewn onto the jerseys. Provide an invoice or payment receipt (not a tax receipt) if the sponsor requests one.

The money you raise from sponsorships and fundraising should be spent on hockey related activities. Refer to our Team Fundraising and Sponsorship Policy for guidelines.

2.2 Team Roster and Affiliating Players

The Registrar will contact you after the team is formed to prepare the official team roster. Make sure both you and the head coach bring a copy of the roster to every game whether league or tournament. Any player that is not on your official roster that plays in a game is an ineligible player and could cause the game to be forfeited and the head coach suspended!

We use the 19 Specially Affiliated Player List method of affiliating players (vs. Club Affiliation method). The Registrar will provide more details later but the important things to remember are:

- Any player affiliated to your team may not affiliate to any other team (including other WEHL teams under their club system).
- Generally, a player may affiliate to either a higher level (e.g. from B to A/AA) or to a higher age division (e.g. Minor Peewee to Major Peewee).
- There are special rules for affiliating minor age players that play on a major age team which includes all WEHL house league teams.
- A coach may not deny a player the opportunity to affiliate.
- An affiliated player may play no more than 10 league games with his/her affiliated team (unless the season for his/her registered team has completed). There is no limit on tournament games

To affiliate a player, download and complete the Player Affiliation Form from the ODMHA website. Once you have the signatures of the player's parent/guardian and both coaches, send it to our registrar first. The affiliated players name will be added to your official roster, but you should also keep a copy of the completed affiliation form with you as well. Suspensions of an affiliated player must be served with their registered team, the only exception being suspensions received and then served at an out-of-branch tournament.

2.3 Staff Certifications

The VP Coaching will work directly with the coaching staff to ensure they have all their necessary coaching certifications. However, your assistance is needed ensuring that all team staff, and any volunteers having contact with the players (e.g. practice helpers) have taken the Speak Out course. They may either attend a 4 hour in-person clinic or take the Respect in Sport online course.

All competitive team trainers must have Level II certification. To get Level II certification, trainers must have taken the Level I clinic and must have either Standard or Advanced First Aid training. Certain individuals such as medical doctors, registered nurses, firefighter, paramedics, etc can also apply for Level II after completing Level I.

You can find more information about Speak Out and Trainer Certification, and a list of upcoming clinics, on the Hockey Eastern Ontario website (HockeyEasternOntario.ca).

Anyone 16 years of age or older helping out on the ice must appear on your team roster to ensure proper coverage under the Hockey Canada insurance program. Use 'Volunteer' as their position when you complete your team list. The association will pay the mandatory ODMHA/HEO participant fee for all players and up to six staff. Teams must pay the participant fee for any additional staff.

2.4 Game and Practice Schedules

Game schedules will be available on B League website in the week before Thanksgiving. League play starts right after. Soon after the B League schedule is posted, our VP Ice and Tournament will send teams their practice schedule. The VP Ice and Tournaments will book the officials for all home games once the schedule is out, however your team must ensure officials are re-assigned for any subsequent changes.

Rescheduling Home Games

If you must reschedule a home game for some reason (e.g. booking a tournament after the schedule has been released), follow these steps:

1. Check with the other team to see if the game can be played during one of you're allotted practice times instead
2. If not, contact the VP Ice and Tournaments for alternate dates
3. Once you and the other team have agreed on a date, obtain approval from your B League division convenor. He or she will update the schedule on the league website
4. Contact the referee assignor to re-assign officials for the game (contact info found at www.bytownrefs.ca). It's a good idea to copy the other team and our VP Ice and Tournaments so everyone knows it's been taken care of.

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Switching / Rescheduling Away Games

If your team is not able to play an away game on the scheduled date, you must first see if you can switch with another team. If a switch is not possible, contact the home team to see if the game can be rescheduled. Contact your division convenor if you have any difficulties.

Refer to the B League Rules for complete information on game changes but always be courteous and reasonable when dealing with other teams. After midnight on Nov. 24, a maximum of 2 game changes may be requested by any team. The VP Ice and Tournaments must be informed of all schedule changes to ensure no conflicts arise.

3.0 GAME DAY ACTIVITIES

3.1 Preparing the Game Sheet

You will receive a supply of game sheets for all home games at the B League Coaches / Manager meeting in October. Before the game, complete the game information (Date, Time, Location, Division, etc.) and affix a label with your team roster to all 4 copies (or complete by hand if necessary). Make sure the curfew time is noted. The **coaches** (not the managers) should initial next to the curfew time. If a player is serving a suspension, make sure it is noted on the Suspension List below the roster information. Give the game sheet to your opponent's manager to affix their labels at least 20 minutes beforehand.

About 10-15 minutes after the game collect the game sheet from the referee. Keep the original copy for sending/faxing to the B League. Keep the second copy for your records and give the third copy to the visiting team manager. Ensure it has been signed by all three on-ice officials and that any penalties resulting in suspensions are clearly identified and have the correct player number. If any players served a suspension that game, ensure the referee has initialed the suspension. If a game incident occurred, the referee will keep the fourth copy for filing his report to the ODMHA.

Complete instructions on how to properly fill out a gamesheet can be found on the B League website.

3.2 Timekeepers / Scorekeepers

Your team is responsible for providing timekeepers and scorekeepers (off-ice officials) for all your home games. The B League requires that at least one certified off-ice official be in the box for every game. The association will reimburse the cost of one timekeeper clinic per team. It is strongly recommended that teams have a minimum of two certified timekeeper. Some teams opt to use paid timekeepers (at their expense) instead of parent volunteers.

Remind your parent volunteers that timekeepers and scorekeepers are off ice officials when they are in the box. As such they must treat the on ice officials as well as players and staff of both teams with respect and behave in a professional, non-partisan manner. They should be thoroughly familiar with the B League timing rules and follow them exactly as written, especially as it pertains to the game curfew. If in doubt about any of the rules, contact our association's B League Representative or your division convenor.

Instructions on how to run the clock at BA Scott are available in Appendix C.

3.3 Dressing Room Security

The team manager should ensure the dressing room door is locked once the players leave. Thefts of phones, iPods and other valuables are not uncommon. Keep the key with you in the stands in case a player is suspended from the game and must return to the dressing room.

Unlock the door as soon as the game ends so players are not waiting in the hallway (a potential for conflict with players of the other team). Check the dressing room after all players have left for any items that may have been left behind. Teams should be out of the dressing room no later than 25 minutes after the game ends.

3.4 Reporting Game Results

The B League will provide you with a username and password to record game results on the league website. You are responsible for entering all the information exactly as it is recorded on the gamesheet for both teams for every home game played within 72 hours of completing the game (4 hours for playoff games). If you believe any information on the gamesheet to be incorrect, contact your division convenor.

3.5 Reporting Suspensions

Any time a Game Misconduct (GM), Gross Misconduct (GRM) or Match Penalty (MP) is assessed to a player or team official in **any game** (league, tournament or exhibition), you **MUST** report it to the District B Director Competitive Hockey (Richard Seguin), our President and your B League Division Convenor **within 24 hours**. The District B Director for Competitive Hockey will inform you of the suspension to be served under the Code of Discipline. However, it is ultimately the responsibility of the head coach to ensure that suspensions are served accordingly without notice from anyone. You can find a copy of the code on the ODMHA website (www.odmha.on.ca). Keep a copy with you and make sure both you and the head coach are familiar with it so you know what the suspension will be even if you are not able make your report right away (e.g. second tournament game later the same day). Detailed procedures for reporting suspensions will be sent to all coaches and managers by email.

4. TOURNAMENTS AND EXHIBITION GAMES

4.1 Tournaments

Refer to our Tournament Policy for the number of tournaments you may book and to our Coach Travel Expense Policy for reimbursing expenses for non-parent coaches. Book tournaments, particularly those which are out-of-town and/or early in the season, as soon as possible. If possible, delegate booking hotel accommodations to another parent.

A list of all tournaments within the ODMHA can be found on their website. Most are listed by the end of August, but some are added later once the tournament is sanctioned.

The VP Ice and Tournaments must be informed of all tournaments in order to avoid scheduling games and practices on those dates.

You should always bring the following documentation to any tournament you attend:

- signed official roster and affiliate forms (if using any)
- copies of previous gamesheets (at least the last 5 games, all is better)
- travel permits, if out of branch

Some tournaments may require proof of age for all players (photocopies of birth certificates or passports). If travelling to the United States, ensure all parents have the necessary travel documents (passports are strongly recommended). If a player is not travelling with a parent/guardian, a letter from the parent authorizing whoever is taking the player is also highly recommended.

4.2 Travel permits

For tournaments outside the ODMHA, a travel permit, available at the ODMHA website is required. If traveling to the United States, the US Travel permit is also required. Start preparing travel permits at least a month in advance to ensure all signatures are obtained in time. Send your completed permits to our Registrar who will sign on behalf of the president of our association. Many tournament organizers will require the travel permit be sent to them in advance of your arrival.

4.3 Exhibition Games / Booking Referees

The association will pay the cost of referees for two exhibition games, usually played during tryouts or the pre-season. Beyond that, the cost of the officials must come from the team budget. To book officials for exhibition games, contact the appropriate referee assignor. For games in District B (i.e. BA Scott), contact details can be found at www.bytownrefs.ca. The officials must be paid in cash prior to the start of the game. The assignor will tell you how much.

5. MISCELLANEOUS

5.1 Team Mailboxes

Each team has a mailbox in the canteen at Barbara Ann Scott. There are also mailboxes for all members of the executive. Check it each time you are there but before going behind the counter be courteous and introduce yourself to the volunteer on duty.

5.2 Jerseys

Game jerseys (home and away) will be distributed after tryouts at the start of the season. The jerseys have a Velcro strip to affix player name bars. To order player name bars or 'C' and 'A' letters for the team, contact Chris Cook at Valiquette's Source for Sports (chris@valiquettesports.com). **No glue** of any kind may be used on the jerseys.

Jerseys must be returned, washed and on hangars in the jersey bags provided, at the end of the season. Deposit cheques will be returned once all jerseys in the set have been accounted for.

5.3 Team Photos

Team photos will be taken in October or early November. The association will pay for one combo picture (player and team) per player. Parents may order additional items at their expense. You can order plaques for player/team sponsors at the same time.

5.4 Purchasing Extra Ice

The association provides ice for all home games as well as practices (about 2 per week). If your team would like to purchase additional ice for a practice or an exhibition game, you must go through the association to ensure proper insurance coverage.

5.5 Golden Knights Merchandise

Valiquette's Source for Sports is the official supplier of all Golden Knight's branded merchandise. Available products, including team apparel, can be viewed and ordered at the Merchandise Knight in early fall or at their store at 1740 Carling Ave. You can also contact Chris Cook directly for any special items you would like to have made up (e.g. garment bags).

5.6 Team Websites

A team website is a great tool for communicating team information to parents. On our association website, there are sub-sites available for each team. You are encouraged to use these sites to maintain your team schedule, post important team news, success stories, etc. There is no cost to your team to use these sub-sites and all teams are issued a login id and password for their site.

We also encourage you to send team success stories to our webmaster to post on the main Knight's website.

5.7 Canteen Duty

Unless they opted out at time of registration, parents on your team are required to work 2 canteen shifts of approximately 5 hours each. We recommend that you appoint a canteen coordinator for your team. The association's Canteen Supervisor will then work with your team's canteen coordinator to organize the shifts for your team. The Canteen Supervisor will assign blocks of time, avoiding dates of tournaments and home games, for your team to fill.

The parent (not the player) is responsible for working the assigned shifts. The parent and child can work the shift together, but the canteen must not be left unsupervised at any time. The team (not the parent) will be charged \$100 for each shift that is not completed by the end of the season, so remind your parents to get their shifts completed as early as possible.

The Canteen Guide (a copy is kept under the counter in the canteen) provides all the details needed to help keep the canteen running smoothly. It's important to note that we do not have cleaning staff, which means our volunteers are expected to clean the floors, sinks, counters and machines at the end of their shift.

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APPENDIX A - USEFUL LINKS

ODMHA	www.odmha.on.ca
Hockey Eastern Ontario (formerly ODHA, Speak Out and Trainer Info)	hockeyeasternontario.ca
Ottawa B League	www.ottawableague.ca
Bytown District	www.districtbhockey.ca
Bytown Referees (Assignor Contacts)	www.bytownrefs.ca
ODHA Refs (Pay Rates, Off-Ice Officials Guide)	www.odharefs.com
West End Hockey League	www.wehl.on.ca
Arena Maps	www.arenamaps.com

Suggestions welcome!

APPENDIX B – HOW TO RUN THE CLOCK AT BA SCOTT

Model

Nevco Model Code 871

Game Timing

Warm-Up	- 3 minutes
1 st Period	- 10 (atom/peewee) or 15 (bantam/midget) minutes
1 st Intermission	- 1 minute
2 nd Period	- 10 (atom/peewee) or 15 (bantam/midget) minutes
2 nd Intermission	- 1 minute
3 rd Period	- 12 (atom/peewee) or 18 (bantam/midget) minutes

Refer to B League Rules/Regulations for complete timing rules.

Start Up Procedure

If machine is off

Turn on power by toggle switch on right side of box. Answer following questions:

"Do you want to start where turned off last? Press <yes or no>"	No
"Do you want to go to a bookmark? Press <yes or no>"	No
"I AM YOUR NEVCO MPC-6. PLEASE ENTER YOUR MODEL CODE."	871
"Hockey"	
"Operate wireless? Press <yes or no>"	Yes
"Select a group."	
"All Scoreboards? Press <yes or no>"	Yes
"Do you want to use penalty time out? Press <yes or no>"	No

If machine was left on after previous game

- Clear scores
- Clear penalties

Show time of day on auxiliary display

Press 'Set' then press 'Chronometer' and answer following questions:

"Do you have an auxiliary chronometer time display connected? Press <yes or no>"	Yes
"Display chronometer time on auxiliary time display? Press <yes or no>"	Yes
"Enable chronometer key to put chronometer time on scoreboard? Press <yes or no>"	No
"Set chronometer time? Press <yes or no>"	No
(To correct the time, answer Yes instead and enter the time)	
"Turn control off but leave chronometer time on display? Press <yes or no>"	No

To set time for Warm-Up/Period

- Set
- Time
- Enter "MM:SS.S" 03 (warm-up) / 10 or 15 (1st and 2nd) / 12 or 18 (3rd)
- Yes
- "Period" 0/1/2/3

To start/stop time running down

- Press right/left side of toggle switch of handheld unit

To enter penalties

- Set
- Press Guest Penalty/Home Penalty
- Enter "MM:SS" 02 (or penalty length, if different)
- Yes
- Enter "H.Player #" Enter jersey number (with leading zero if single digit i.e. 07 not 7)

To clear penalties

- Press "Home Penalty/Guest Penalty" until the penalty you want to clear comes up
- Press "Penalty Clear"
- "Clear (Y-N)" yes

To change penalty lengths

- Press "Home Penalty/Guest Penalty" until the penalty you want to edit comes up
- Press "Penalty Edit"
- "Edit (Y-N)" yes
- Enter "Pen MM:SS" 02 (or penalty length, if different)
- Yes

To enter goals

- Home score/guest score
- "Home/Guest #+" 1
- Yes (This is cumulative – you are adding the number of points entered (1) to the team's existing score)

To edit/clear goals

- Set
- Home Score/Guest Score
- Enter "Home/Guest #" correct number
- Yes