

OMHA MANAGERS ORIENTATION



2015 - 2016

THANK YOU !!

Thank you for volunteering to play a very pivotal role in the organization and success of your team's hockey season. We are proud to have you as a representative of the OMHA and more specifically of your team and its Division. The time you invest and relationships you build will pay off not only for you in the current season but in seasons to follow.

AGENDA:

- ▶ Introduction
- ▶ What is NEW this year from last year?

Full Orientation Meeting

- ▶ Responsibilities/Tips for Early in Season, During and Around Playoffs
- ▶ What Forms Do You Need to Fill Out?
- ▶ What do you do with Game Sheets?
- ▶ Tournaments/Exhibition Games/TRAVEL PERMITS!!
- ▶ Meet Other Managers!!

INTRODUCTION

- ▶ OMHA Executive
- ▶ Referee's Association
- ▶ Our Sponsors – Apparel
- ▶ Your Mentors:

NOVICE: Missy Munro/Karen Nielsen

ATOM: Lori Greig

PEEWEE: Angie Hodgins

BANTAM: Amanda Germain

MIDGET: Sherri Viccars

FEMALE: Peter Parkinson

NEW THIS YEAR...

- ▶ Apparel Guidelines
- ▶ CAHL Teams: Tournament Dates – Submit to Lindsay by Sunday Nov 8.
- ▶ CAHL Teams: – No tourneys during re-tiering rounds.
- ▶ Fair Play
- ▶ Team Budgets – Submit on the budget template on website to OMHA Treasurer (Amanda).
- ▶ Game Book Stickers –CAHL/House teams: In Numerical Order starting with Goalie. Only carded Coaches/Manager on game sticker. CAHL Governor may over-rule this similar to last year.

START-UP & EARLY SEASON

- ▶ Have a coach/manager meeting to clarify duties/expectations/philosophy of how the team will run.
- ▶ You should be in frequent contact with the coach. The clearer you are on your duties and the joint expectations, the more smoothly the season will run.
- ▶ Establish and understand chain of communication: Parent – Manager – Coach – Director - **24 hour rule** and review consequences of zero tolerance rule - incidents will be forwarded to OMHA.
- ▶ Set up the software for communication:
thedrillbook.com or TeamSnap

START-UP & EARLY SEASON

- ▶ Delegate, Delegate and Delegate! Ask for help from your Parents.
- ▶ Some suggested roles could be:
 - ▶ Treasurer
 - ▶ Fundraiser
 - ▶ Tournament Coordinator
 - ▶ Team Apparel
 - ▶ Social Coordinator
 - ▶ Time keeper/Scorekeepers
 - ▶ Data Entry Person (CAHL teams Only)

START-UP & EARLY SEASON

- ▶ Pick up the following:
 - ▶ Jerseys/Goalie Equip-Equipment Manager
 - ▶ Socks – Grand Slam Sports
 - ▶ Pucks/Pylons- Coach may have this already?
 - ▶ First Aid Equipment- Summit Physio
 - ▶ Helmet Stickers - Directors
 - ▶ Game Book – Tonight

START-UP & EARLY SEASON

- ▶ Have a team/coach/parent meeting so that coaching philosophy can be clearly communicated as well as expectations of parents and players.
- ▶ Ask parents for any expected vacation plans for the entire season, including potential playoffs. This information will help prepare you for booking tournaments, exhibition games and affiliating players.
- ▶ Discuss fundraising/sponsorship and collect at least \$150 to start for team fund. Highly recommend that your team develops a budget and have clear transparency with the parents on the team. Apparel, tournaments, extra ice add up and will drive how much \$\$ your team needs to raise.

START-UP & EARLY SEASON

- ▶ Get medical forms (both player and coaches) conduct sheets returned to you. New families have to have their Respect in Sport #'s completed by Nov 8.
- ▶ Watch for allergies on the medical forms.
- ▶ Police Checks: Good for 3 years and mandatory for all coaches and managers. These should be submitted directly to Lindsay Graw and not through the team manager. Please have the volunteer mail them directly to Lindsay (address on OMHA website).

START-UP & EARLY SEASON

- ▶ Team Snap Contact List/ Make up wallet size contact card: This is most useful while on the road so make sure home and cell number is on this.
- ▶ Game Stickers: Excel Template on the website. **Must be in numerical order after the goalie.** Print lots of stickers and it is a good idea to give coaches some copies in the case you are late or can't make a game. Ensure your scorekeepers know how to fill out a game sheet properly, especially if you are a travel or House+ team.

TRAVEL PERMITS

- ▶ A Travel Permit is required by Hockey Alberta when playing ex games, tournaments for House and Travel teams outside Zone 5. It is for insurance purposes.
- ▶ Submit a travel permit request to Lindsay Graw, OMHA Administrative Assistant at Lindsaygraw@shaw.ca. Information needed is team name and division, dates of game, tournament sanction number (if a tournament) and number of games you expect to play. Please include possible final game if going to a tournament.
- ▶ Please allow one week prior for travel permits to be approved, however if you have missed the one week prior please contact Lindsay immediately to have the process started.

TRAVEL PERMITS

- ▶ All original game sheets must be submitted to Lindsay Graw at OMHA, Box 1152, Okotoks, AB T1S 1E3 within 7 days if it required a travel permit. Failure to do this will result in no further travel permits being issued.
- ▶ Travel Permits will not be issued if any game sheets are outstanding from previous travel permits.

SPECIAL EVENTS

- ▶ Special events permits are no longer required.
- ▶ Examples include dry land training, bottle drives, etc.

TOURNAMENTS

- ▶ Discuss with coaches how many tournaments the team wants to participate in; if they should be local or out of town, during Christmas break/Family Day weekend or not.
- ▶ Check out Hockey Alberta website for tournament listings and book tournaments, hotel and bussing as early as possible. Book as early as possible. If you are a CAHL team, you must submit your tournament dates to Lindsay Graw by November 8th.
- ▶ If you register, obtain their Tournament Sanction Number as you will need it for your Travel Permit. These are on the Hockey Alberta Website (start with a TSN#####).

TOURNAMENTS

- ▶ Acquire a travel permit from OMHA (Lindsay). When requesting travel permit, need to have sanction number of tournament, number of games to be played, dates and location. Recommend doing this as soon as you are confirmed in a tournament. Travel permits must be with you at tournament. Can write permit number on game stickers as well. Travel permits are not required for Zone 5 teams.
- ▶ When selecting tournaments spend time discussing with the tournament coordinator the level of play of your own team as well as those being invited. Goal is to have well-matched and competitive teams playing each other.

TOURNAMENTS

- ▶ Pre-arrange hotels – usually hotel will hold rooms for a certain amount of time prior to canceling a group booking. This gives time for families to book and tournament schedules to be finalized.
- ▶ Alternatively, to save yourself the hassle, use a sports team-booking agency such as Canacom (www.canacom.com) to handle all hotel arrangements. They will work with each of the parents to ensure they all book and pay for their rooms in a timely fashion. There is no fee to the team for this service.

TOURNAMENTS

- ▶ Tournament entrance fee needs to be submitted to tournament coordinator along with a team roster
- ▶ Pre-arrange bussing if using one. Alberta Coach is a local bus company that is used by the OOA teams.
- ▶ Special meal arrangements can be looked into once you book a tournament and hotel.
- ▶ Check into availability of booking meeting rooms in hotel for team gatherings or coaches meetings.
- ▶ An extra room can also be booked as a parent room or an equipment room.
- ▶ Have coach clearly communicate expectations around swimming, behavior and curfews.

TOURNAMENTS

- ▶ Post Tourney schedule on Team Snap and Email tournament rules to parents.
- ▶ Have copies of Hockey Canada injury reports with you.
- ▶ **Calgary** tournaments require **all** players to wear a mouth guard.
- ▶ Game sheets must be scanned/mailed within 48 hrs to Lindsay Graw and Gord Lane (Hockey Alberta Zone 5 rep) when travel permit was obtained or if there are any major penalties. CAHL does not receive game sheets for tournaments only league games.
- ▶ If a suspension/disciplinary action needs to be taken after a tournament game, you must email/scan the game sheets immediately so any discipline can be determined. That player should not be played until confirmation comes back that you are approved to play him/her.
- ▶ Send out an email thank you to tournament coordinators at the conclusion of the tournament.

DISCIPLINE / SUSPENSIONS

- ▶ **Player Suspensions:** Coaches must not play a player until you have been notified of the suspension ruling. If you haven't heard or are in doubt do not play them and contact Lindsay Graw. Team staff is subject to an indefinite suspension for playing an ineligible player.
- ▶ If teams do not obtain a required travel permit (where a travel permit was required) and a suspendable offence occurs that coach will be subject to an OMHA suspension and no further travel permits will be granted.
- ▶ All game sheets that have suspendable infractions must be submitted within 24 hours of playing the game.
- ▶ It is preferable to have managers scan and e-mail the game sheets and write up to Lindsay Graw-OMHA at Lindsaygraw@shaw.ca.

DURING THE SEASON

- ▶ Plan exhibition games. Check with Jamie Steer for ice and the referee assignor for referees. If changes occur to a planned exhibition game, you must notify Jamie and referee assignor immediately.
- ▶ If you are looking for extra ice, you can contact Jamie Steer but more than likely you will have to book ice in another town. See Managers Manual for a list of contacts for arenas in and around Okotoks.
- ▶ Exhibition game ice and referees have to be paid at the start of the game. Usually the ice is paid by cheque and the referees should be paid in cash. Confirm with Referee Assignor (Brenda) how much you owe the referees as fees vary with travel.
- ▶ Exhibition games outside your zone (even if you are Home or Away) require a travel permit. You must send your game sheets into travel permit assignor (Lindsay Graw) immediately after that game.

DURING THE SEASON

- ▶ **HOUSE GAME SHEETS:** Scan and email the copy of the white sheet to your Director before Monday AM. Keep the white copy in a file for the year. They should be readily available if the Director asks for them.
- ▶ **Hockey Alberta Injury Forms:** Keep a couple of blank forms in your binder with you at all times. In the case of an injury, give one of these forms to the parent/adult accompanying the player to the hospital. This form will get filled out by the attending physician. This form is for extra health care insurance purposes only.

DURING THE SEASON

- ▶ Keep track of injuries on the OMHA Injury Tracking sheet attached in the manual. At the end of the season, please submit them to Lindsay Graw in the event that you had an injury.
- ▶ Affiliation for House teams: If your coach chooses to affiliate a player from another team for either a Tournament or an Exhibition game, please contact your Divisional Director as per the guidelines to do so.

PLAYOFFS & WRAP-UP

- ▶ Coach and Manager Evaluations need to be completed and submitted.
- ▶ If your Division has playoffs, fully understand playoff format and keep rules handy. Good idea to email parents the same.
- ▶ Jerseys need to be cleaned and returned along with pucks and first aid kits to Equipment manager. Deposit amount will be refunded based on condition of items returned.
Equipment must be returned by April 30th. A penalty will be assessed on equipment returned after April 30th.

REFEREE PROTOCOL/OFFICIATING COMPLAINTS

STEP 1:

The first step is a 24 hour cooling off period must be observed subsequent to the lodging of a complaint. This is to allow time for the heat of the moment and the excitement of the game situation to subside. It also gives the person logging the complaint the proper time to reflect on the matter and decide if it is necessary to take the next step.

REFEREE PROTOCOL/OFFICIATING COMPLAINTS

STEP 2:

If further action is deemed necessary then a written complaint is to be sent to the Division Director, with a copy sent to the President of OMHA and the Director of Game & Conduct, outlining the exact details of the situation. It would be helpful to retain a statement of at least one witness to the incident. The letter of complaint must also have the official(s) name, the date and time of the game, the location of the game and the level of hockey. Both the complainant and the witness needs to sign and the letter, as well as ensure that contact information is provided.

REFEREE PROTOCOL/OFFICIATING COMPLAINTS

STEP 3:

When this is complete, and has been reviewed, if warranted it will be forwarded on to the ORA (Okotoks Referee's Association) and an official complaint will be filed on your behalf. If they are of the opinion that there is no need for an official complaint you will be notified as to the reasoning.

REFEREE PROTOCOL/OFFICIATING COMPLAINTS

STEP 4:

In the event of a formal Complaint being submitted on your behalf, the OMHA board will request written resolution from the ORA within 2 weeks of submission date. This will allow time for the ORA to investigate and prepare a response. If for any reason the official(s) or the complainant should not be satisfied with the outcome, they can bring it before the ORA or the OMHA Board at our monthly meetings.

EMERGENCY ACTION PLAN

PLAYER DOWN - EMERGENCY ACTION PLAN

- ▶ Coaches, managers and designated safety people have a responsibility to ensure that an Emergency Action Plan (EAP) is communicated and rehearsed within the team environment.
- ▶ The following info was taken from the Hockey Canada Web Site.

EMERGENCY ACTION PLAN

In a situation where a player is injured on the ice, the following are the responsibilities of the coach/assistant coach/manager:

- ▶ The coach/assistant coach/manager should not be in a role where they are part of the Emergency Action Plan as the call person or the control person. The coach and manager should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.
- ▶ In the case of a serious injury, the coach has the responsibility to ensure all other players on the team are kept at the bench or are taken to the dressing room if instructed to do so by the game official.

EMERGENCY ACTION PLAN

- ▶ The assistant coach will assist the coach as necessary with this process. If the coach is acting as the safety person, they should pre-determine who on the team will take on the supervision role if he or she is attending to an injured player.
- ▶ The manager should make themselves available to the safety person to assist in any way possible. This could include accessing the medical history form, speaking with the parents and assisting the control person.

EMERGENCY ACTION PLAN

1. Charge Person

- Most qualified person available with training in first aid and emergency response
 - Familiarize yourself with arena emergency equipment
 - Take control of an emergency situation until medical personnel arrive
 - Assess injury status of player
- 

EMERGENCY ACTION PLAN

2. Call Person

- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

EMERGENCY ACTION PLAN

3. Control Person

- Ensure proper room for Charge Person and ambulance crew
- Discuss emergency action plan with:
 - Arena staff
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested by Charge Person
- Discuss player's injury and status with parents.

EMERGENCY ACTION PLAN

- ▶ Refer to the Manual for the Player Down Flow Chart Page 16.
- ▶ Refer to the Manual for the local Arena maps/Emergency entrances.
- ▶ New This Year: Each team should conduct a practice “Player Down” Exercise during one practice this year. Assign the roles of the parents ahead of time and communicate to the families ahead of the exercise that this is a “practice” only. When this is complete, email your Divisional Director of the success of the exercise.

CONTACT INFORMATION

Division Directors

- ▶ Initiation Nick Ruigrok
- ▶ Novice Andrew Wingate
- ▶ Atom Roy Bowlby
- ▶ Peewee Kevin Pashak
- ▶ Bantam Karla Helm
- ▶ Midget Ron Kanten
- ▶ Female Carrie Fischer
- ▶ PW/Bantam/Midget House+: Tara Small

CAHL TRAVEL TEAMS

- ▶ Know the CAHL Season Critical Dates (for 2015-2016)
 - ▶ Season start date October 16/15
 - ▶ Tiering round Oct. 16/15 until Nov. 8/15
 - ▶ Tiering break Nov. 13-15/15 weekend
 - ▶ Christmas break Dec. 22-Dec 31/15
 - ▶ Season ends Feb 14, 2016
 - ▶ Playoffs begin the Feb. 19/16 weekend
 - ▶ Playoffs end March 20/16
- ▶ Print out the RMFLH/CAHL regulations and get familiar with them. It is a good idea to bring them to every game for reference if needed. Scorekeepers should have a copy in the box. Especially critical during playoffs.

CAHL LEAGUE GAME SHEETS

- ▶ Home game sheets, (white copy), must be scanned to governor after the game (in 24 hours) and a hard copy mailed with 2 days or unless otherwise directed by your Governor.
- ▶ Data Entry Person must enter the game stats within 24 hours of the game that was played at HOME only. AWAY game stats are the responsibility of the AWAY team.
- ▶ Keep AWAY game sheets with you in a folder for safekeeping. Recommend not discarding them.
- ▶ Only league game sheets are submitted to the leagues via the Governor. Tournament game sheets are submitted to Lindsay Graw.

AFFILIATION

The use of Affiliates serves two purposes:

- ▶ To provide players to replace those unable to play due to injury, sickness or non-team suspension only.
- ▶ To provide an opportunity for the affiliate players to gain exposure and experience at the higher level of competition.

AFFILIATION

- ▶ Affiliation paths will be determined at the commencement of each season taking into account relevant circumstances of the time (see appendix A). All Affiliate players **MUST BE** filed with **Hockey Alberta** by December 15 of each year.
- ▶ The coach of an affiliate player is expected to agree to the use of the affiliated player any time it does not interfere with a scheduled game of the players team (games on the same day may be defined as to be interfering). Permission must be obtained from the coach of the affiliate player for each game the affiliate player is to play. Email confirmation will suffice, and will need to be cc'd to the Division Director, VP of Programs and the Operations Manager. If the coach is unavailable, the director should be contacted and they may give approval after consultation with the Affiliated Player if a Team Official cannot be contacted. Any conflicts in this area should be brought immediately to the attention of the Director and the O.M.H.A. VP Programs and VP of Development for prompt resolution.

AFFILIATION

- ▶ Provided affiliation has been properly filed, an affiliated player may play with the Hockey team to which the player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated player play more than 10 games with the Hockey team to which he is affiliated, he shall be considered an 'ineligible player'. However, if the player's registered team completes its regular season and playoffs before the affiliated team the player may thereafter affiliate an unlimited number of times.
- ▶ Only properly affiliated players can be used in League, Playoff, Provincial, Tournament or exhibition games covered under Hockey Alberta rules. Regular league games, league playoff games, Provincial Playdown games and Provincial Tournament games are considered “counters” when determining the number of games played as an “affiliated player”. Tournament and Exhibition games do not count as games played when determining “affiliated” status.

AFFILIATION

- ▶ Appearance of an Affiliated Players name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game. Such participation shall be specially noted on the official game report with “AP” beside their name.
- ▶ Teams will be allowed to call up an affiliated player only when they are short of their regular roster number. Coaches will be allowed to bring up affiliates, but only to replace injured, sick or “non-team suspended” players and the coach will not be allowed to exceed his regular number of allowed players.

AFFILIATION

- ▶ Exceptional circumstances not covered in this section are to be referred to the O.M.H.A.VP of Programs for Consent.
- ▶ When in doubt, email Jamie Steer to find out what players you can use as affiliates for your specific team!

NOVICE AFFILIATION

The principle of affiliation at the Novice category is to provide for replacement players when regular team players are sick, injured or otherwise unavailable. The following rules will apply:

- ▶ Affiliated Players may only be used to increase the number of players on a game sheet to a maximum of twelve (12) players.
- ▶ Only team to team method of affiliation is allowed. Affiliations must be from a lower tier within the LMHA, except, where ALL Novice Hockey Teams are equal (balanced) the teams MAY affiliate with another equal novice team.
- ▶ If an individual player on a team is affiliated to an Atom or higher team in accordance with HA regulations, the team with which that player is registered may not enter into a team to team affiliation agreement with any team and must be added to the Teams in the Registry by December 15 of the current Hockey Season.
- ▶ An Affiliated Novice Player may not play more than five (5) games with the affiliated team in the current Hockey Season (excluding exhibition and tournament games).

FEMALE AFFILIATION

- ▶ Female Players playing on Minor Male hockey teams may **be permitted to affiliate to Female Teams, upon** consideration of application to the HA Female Representatives in consultation with the HA Minor Council Zone Representative.