



# GUIDELINES FOR TEAM MANAGERS

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The following guidelines are intended to assist you as the manager of your team.

## **1. Key Responsibilities**

- 1.1. Your role is to establish and maintain open lines of communication between Head Coach, players and parents and the Association. Listed below are some of the responsibilities you may have as team manager.
- 1.2. Follow Association’s Parental Complaints Procedure with the 24-hour reflection period with the first step being a written complaint. Dependent on the issue, you should contact Risk Management for any questions or concerns you may have.
- 1.3. **Important:** all written complaints that are sent to you or the coach **MUST** be forwarded to Risk Management ([riskmanagement@orominorhockey.ca](mailto:riskmanagement@orominorhockey.ca)).
- 1.4. If the issue is **NOT** resolved after following our Association’s Complaints Procedure, contact Risk Management who will initiate the appropriate next step.
- 1.5. A copy of your team rules (if your coach has any outside of the Association standards) must be handed out to players and parents, preferably by the first practice in September. A copy of your team rules is to be emailed to Risk Management by September 5, 2019 of the current



season for approval (in most cases the head coach will have done this prior to the appointment of a manager).

- 1.6. Know your team policy on cell phone and electronic devices. No electronic devices with recording capabilities are permitted in change rooms – zero tolerance.
- 1.7. Follow all policies as outlined by the Oro Minor Hockey Association and OMHA. Ensure you understand your duty of care.
- 1.8. Ensure **ALL** players and coaching staff conform to the Association Dress Code as outlined in the policies.
- 1.9. You provide a sportsmanlike example for the players, coaches, parents and fans.
- 1.10. Attend all manager's meetings as required.
- 1.11. Maintain a team list with full contact information.
- 1.12. Keep all team records, player information forms, player contact information, player cards, and any other documentation required for the operation of the team. This may include a record of any funds received to reimburse for tournament expenses or money received through fundraising efforts.
- 1.13.
- 1.14. Keep and maintain the required information for the Oro Volunteer Bond program. This can be designated to a parent volunteer if you wish.
- 1.15. Ensure that all team players and parents and rostered team staff review the Rowan's Law Materials and sign the Acknowledgement Form. This is required in order for the team to be rostered.
- 1.16. Assist the Trainer in ensuring they receive a medical health form for all players and team staff. These records, once reviewed by the Trainer are to be sealed in individual envelopes and maintained by the Trainer.
- 1.17. Update and maintain your Oro Minor Hockey Association website with scores/results, news updates on your team and the team schedule (league and playoff games are maintained by the Ice Scheduler, you will be required to update the tournament game). Team website updates/news articles can be designated to a parent.
- 1.18. Ensure that sufficient parent volunteers are enlisted to provide services to the team as necessary for time keeping, gate fee collection, equipment/jersey care, fund raising, parent volunteer activities, statistical information and player activities;

## 2. Things to do

- 2.1. Process tournament applications as per Coaches request (in most cases the head coach will have done this prior to the appointment of a manager).



- 2.2. Confirm with your Coach that he/she has advised the Association's Ice Scheduler of dates that need to be blocked off i.e. dates your team is away in tournaments etc.
- 2.3. Arrange for hotel accommodations for the team and staff (please ensure you follow the tournaments rules as many tournaments have mandatory accommodations).
- 2.4. Complete and submit your travel permits to your Convener via email as soon as possible, but at least 2-3 weeks in advance.
- 2.5. Collect funds from parents to pay for tournament fees and submit to the Treasurer.
- 2.6. Team Travel Outside of Ontario: Complete and submit to Risk Management a travel/medical insurance coverage report 2 weeks prior to any team related travel outside of the Province of Ontario. Ensure that all team staff, parents and players understand that they should have appropriate travel/medical insurance for travel outside of Ontario.
- 2.7. Set up exhibition games as requested by Coaches. You will need to ensure that the Ice Scheduler is notified to update the website and that the Convener is notified to request a Travel Permit (required for both home and away exhibition games).
- 2.8. Either the manager or your head coach **must** attend the season's scheduling meeting (time and location is dependent on your division and level). **Only 1 person may attend per team.** The Ice Scheduler may attend on behalf of all Oro teams, but the team is responsible for ensuring either the Ice Scheduler or a member of the team staff is in attendance.
- 2.9. Arrange for a timekeeper for all home games (typically parent or sibling volunteers).
- 2.10. Notify team of any schedule changes. Ensure the parents understand that ultimately, the parents are responsible for reviewing the Oro Minor Hockey Website for game and practice schedules as they may change from time to time.
- 2.11. Canvass your team parents for volunteers for the various roles on the team (volunteer co-ordinator, gate fee collection for all home games, time keeping for all home games, media liaison (website updates), fundraising committee (if necessary to subsidize for tournaments), equipment manager (jersey collection and washing as required), etc..
- 2.12. Print and keep a copy of your Roster, AP list once available and the Oro Minor Hockey Association Rules of Operations with you along with the OMHA Manual of Operations with you for all games.
- 2.13. Assistant team staff with the completion of all paperwork.
- 2.14. Fundraising – the Association does several fundraisers each season to assist with fees for the Association as a whole. If a team wishes to do any team specific fundraising, they must have approval of the Board of Directors. The request must be made in writing and approved by the Association's board prior to the fund-raising event taking place (see Section B of the Oro Minor Hockey Association Policy Manual).



**2.15. Affiliated Player (AP) Roster:**

- a) Assist the coach as requested with the documentation required for Affiliated Player. Please note the following:
  - i) Request the AP from your Convener. Ensure that you are using the form for the current season. AP forms will not be accepted for processing if any line is missing. All player, coach and parent signatures must be on them as well as player address and date accepted – failure to provide a properly filled out form will result in the form being returned and the coach not being able to use the player until it's submitted correctly.
  - ii) Coaches and Managers can only AP a player from the same level. A player can only AP to 1 team so the parent and player must decide if and who they AP with.
- b) It is suggested that the team's first list of APs be submitted to your convener by November 15<sup>th</sup>.
- c) All AP forms must be completed and submitted to the Convener not later than January 5<sup>th</sup> of the current season.

**2.16. Equipment:**

- a) Ensure you have read and understand section A of the Policy Manual.
- b) Oro Thunder apparel is available for purchase at Pro Star Sports Excellence. They are our exclusive supplier of apparel and related Oro Thunder branded items. If there is something the team would like to purchase outside of apparel and other items offered, the team, must make a written request for approval to the Equipment Administrator prior to placing their order. If an order is placed without prior approval, the person that placed the order will be solely responsible for the cost.
- c) End of season. Returns of equipment: one set of home team jerseys and one set of away team jerseys are to be returned and in good condition by season's end and not later than March 31<sup>st</sup>.
  - i) If there are missing jerseys or jerseys that worn and need to be replaced, please ensure you report same to the Equipment Director.

**2.17. Team Staff (Criminal Record Checks / Disclosure Forms):**

- a) All persons having any contact with the players must have an original criminal record check on file with Oro Minor Hockey Association. Under OHF Regs and our policy, criminal record checks are only valid for a period not exceeding three (3) years.
- b) A Disclosure Form must be signed each year confirming that the record check we have on file is still in good standing (or any addition charges are disclosed).

**2.18. Prior to Game**

- a) Obtain dressing room key (inspect room for cleanliness/damage).



- b) FOR HOME GAMES ONLY: Ensure that parent volunteers are set-up and collecting gate fees at least one (1) hours prior to the start of the game.
- c) **Game sheet:** Prepare or review the game sheet. Complete the game sheet properly and ensure game number, exact team names, date, and rink. All player information must be included (rostered name and jersey number). All bench staff names and role must be completed. AP's must also include. **Do not forget to add any player/coach suspensions (example Robert Smith - 1 of 3).**
- i) **Electronic Game Sheets** – All regular season games will be processed electronically using Gamesheet Inc. on an iPad provided by the Association. There are paper games in the coaches room should there be any issues. Should it be necessary to record a game (regular season or playoff) on paper, please ensure that your Convener is notified immediately.

**Home Games** – the home team is responsible for providing the time keeper with a game ready game sheet. This means that the rosters for both teams have been loaded, captains assigned, AP players added (if necessary), service of suspensions is noted (if necessary) and signatures from team staff for both teams. Everything that was done on a paper game sheet must be done on the electronic game sheet. Following the game the time keeper will deliver the iPad to the referees who will add any notes and sign the sheet. Thereafter the game sheet is locked. The home team is then responsible for ensuring the gamesheet is uploaded. The iPad is then returned to Coaches Room or it is passed on to the next home team.

The Association will have 4 iPads (2 for the Georgian Bay Minor Hockey League [REP and AE] and 2 for the Georgian Bay Triangle Local League.

**Away Games:** – Games – you will receive their iPad for review and updating, if necessary. Again, ensure that suspensions are noted, if any.

***Should it be necessary to record a game (regular season or playoff) on paper, please ensure that your Convener is notified immediately.***

- ii) **Paper Game Sheets** - Please follow the procedure below for paper game sheets – Please ensure rosters are printed clearly and are complete with full names and jersey numbers:

**Home Games** – the home team is responsible for providing the time keeper with a game ready game sheet. This means that the rosters for both teams have been entered, AP players added (if necessary), service of suspensions is noted (if necessary) and signatures from team staff for both teams. **Please ensure rosters are printed clearly and are complete with full names and jersey numbers** (if you use roster labels, please ensure a label is placed on all four pages of the game sheet). Following the game the time keeper will deliver the game sheet to the referees for signatures and any additional input. The referee keeps the white copy to submit to



the League Convener. The home team will receive the yellow copy and the visitors receive the pink copy.

Away Games: – same process as noted above, but you will receive the pink copy.

Managers are encouraged to retain 1-3 extra paper games should there be any issues.

- d) **Under 9 Programs (Half-Ice):** All modified ice games require teams to complete a Modified Ice Participant List. All player information must be included (rostered name and jersey number), along with your rostered bench staff. Refs are required to review and sign the Modified Ice Participant List. Ensure that the Refs return the completed Modified Ice Participant List to the Home team. The Home team will then submit to their Association Convener who will submit to the League Convener.
- e) **Exhibition Games or Tournaments:** Please follow the paper game sheet procedure above for any game played outside of the regular season game. If the Gamesheet Inc. App on the iPad is not being used to record the game, the Convener will follow up with you and/or the head coach for the game sheet.
- f) Work with your team trainer to ensure that the Emergency Action Plan (EAP) has been completed and team volunteers are aware of their roles. Trainer must arrange before your season begins for a 'call person' for an injured player (call person is signaled to call 911).

Link: [http://assets.ngin.com/attachments/document/0043/7571/7 -  
Emergency Action Plan.pdf](http://assets.ngin.com/attachments/document/0043/7571/7 - Emergency Action Plan.pdf)

#### **2.19. During the Game**

- a) Managers should not be 'on the bench' unless assistant Coaches/Coach or an at large coach are not available.
- b) Ensure to lock the dressing room door as the team leaves to play and be available if players are injured or ejected or at the end of a game. (suggested either you or your team trainer keep the key). Players are not permitted in the dressing room unattended or with only one adult, ensure the two deep rule is obeyed at **ALL** times).

#### **2.20. After the Game**

- a) If home team, obtain the iPad and upload the game OR if away, ensure that you review the uploaded gamesheet once available. Check for suspensions and refer to the OMHA, Manual of Operations.
  - i) If a paper game sheet has been used, obtain you copy and review as noted above.
- b) Scores will be automatically updated where the iPad/Gamesheets Inc. is used. MBSports website platform will not allow for score input on league games. For tournaments and exhibition games, submit your scores via the website **immediately** following the game or no longer than 24 hours after your game.



**c) Player Suspensions / Major Penalties:**

- i) Part of the role of risk management is to monitor player suspensions and penalties. You and/or the head coach maybe asked to comment on player penalties/suspensions or participate in a player and parent meeting, if necessary.
- ii) Please ensure that all suspensions are reported to your Convener within 24 hours of your game, along with a copy of the game sheet.
- iii) Further, ensure that you immediately report any suspensions directly in your League's OneDB website.

**3. Player Injury / Return to Play:**

**3.1. Any Injury:**

- a) If a player suffers an injury in a game or practice, which requires his or her removal from the game or practice without return, such player shall not be permitted to return without the parent's permission, along with proper medical clearance. Note: if the player is injured during play and it is not a head injury, the player may return to the ice after consultation with the trainer and parent approval is given.
- b) Further, any injury to a player during a game or practice must be reported to the OMHA. The trainer must complete an Injury Report (you may assist). It should be completed in consultation with the player's parent and any medical professional the player consults. The original report must be submitted to the OMHA and a copy of the report must also be submitted to Risk Management. It is very important that this injury report form be submitted for insurance purposes should a claim be made at a later date.

Link:

[http://assets.ngin.com/attachments/document/0043/7579/Hockey\\_Canada\\_Injury\\_Report\\_Form.pdf](http://assets.ngin.com/attachments/document/0043/7579/Hockey_Canada_Injury_Report_Form.pdf)

**3.2. Concussion (including suspected):**

- a) A concussion management procedure is in place and must be adhered to.

Link: [https://orominorhockey.ca/Pages/3545/Concussion\\_Info/](https://orominorhockey.ca/Pages/3545/Concussion_Info/)

**4. Resources:**

- 4.1. Oro Minor Hockey Association document templates can be found on our website under the Forms Tab
- 4.2. There are also several excellent record keeping resources available on the OMHA team manager resource page. Link: <http://www.omha.net/page/show/2851679-resources>