

Representative Manager Handbook



v2019-2020

WMHA Contacts

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|---|-----------------|---|
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WMHA STAFF

GENERAL MANAGER OF OPERATIONS

Sandra Perfetti gm@whitbyhockey.com

ICE SCHEDULER

Rick Bounsall whitbyice@rogers.com

ADMINISTRATIVE

Kathy Andreoff inquiries@whitbyhockey.com

**500 Victoria Street West
Whitby, ON L1N 9G4
905.444.9642**

Manager Responsibilities

The Manager is primarily responsible for all off-ice activities. Please take the time to become familiar with our Rules of Operation (located on the WMHA website) and the OMHA Manual of Operations (available in the office in late August and online at www.omha.net). Both of these items are invaluable resources and will help you in your role.

Specific responsibilities of a Manager include but are not limited to:

- Dissemination of information to and from the team
- All financial matters including preparation of team budget and financial records (or Treasurer)
- Collect and manage the team fees from each family
- Advise WMHA promptly when financial obligations are not met on time by any member of the team
- Liaison between the Association and team officials
- Liaison between the Ice Scheduler and team officials
- Liaison between the parents and team officials
- Fund-raising activities
- Tournament bookings
- Travel and hotel arrangements
- Coordinating the purchase of jerseys and off-ice team apparel with the authorized WMHA vendor
- Reporting all home game scores online through the WMHA website
- Preparing and completing game sheets on iPad.
- Working with the WMHA Admin to ensure that all OMHA registration requirements are met
- Informing parents and players about the online Parent and Player Satisfaction Surveys

Team Budget and Financial Records

The Association has prepared a common financial reporting template using an Excel spreadsheet. An electronic version of the template will be supplied to all Managers.

The Manager must prepare a budget using the standard WMHA template. All team expenses must adhere to the guidelines and limits set out in the template. Any significant departures from the established budget or any extraordinary expenses must be approved by the applicable Rep Director and WMHA Treasurer.

The Manager must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for inspection by the Association's Treasurer or Rep Director upon request. **A financial report must be provided by the Manager to the parents and the applicable Treasurer, Rep Director, and WMHA Admin twice during the season, on or before October 31st and on or before January 15th. A final report must be submitted prior to May 15th.** In the event no budget is submitted at the times outlined, the team will receive a \$100 fine for each date missed.

The budgeted amounts cannot be changed once the budget is set and submitted to the WMHA Treasurer and Rep Director on October 31st. It is understood that the actual amounts will vary from the budgeted amounts.

Player Fees

To ensure no financial burden is placed on either the bench staff or other parents, fees owed to teams by families are due per the published payment schedule contained in the parent/team package shared before the season begins at the parent/team meeting.

In the event of nonpayment of any fees, including any amounts less than the total fee by means of the payment schedule, the player will be classified by the WMHA as "not in good standing". As a result of this classification (not in good standing), the rostered player will not be eligible to participate in team practices, development, games, off ice conditioning, or any other WMHA team activity, until such time that outstanding fees have been received by the team Manager. ***All Player/Family Fee's must be paid by December 31st.***

The Manager and/or Treasurer must handle team funds exclusively. ***The Manager will be held responsible for any missing, mishandled, or mismanaged team funds.*** For this reason it is imperative that any family that has not met their financial obligations as agreed, must be reported to the appropriate Rep Director.

All WMHA team accounts must be opened through the approved WMHA bank (currently Scotiabank). Any team bank account must require at least two authorized signatures (the Head Coach, Manager or Treasurer) to write cheques.

At the end of the season all accounts must be reduced to a zero balance and closed. No team funds are to be carried over to the next season.

Fund-Raising and Sponsorship

Every team is allowed to raise funds to defray operating costs. The Manager is principally responsible for all financial activities, including fund-raising. The combined amount of fund-raising and sponsorship for any single team cannot exceed 40% of the team's total expenses without approval from the Rep Committee. The only exceptions to this rule is when a team is hosting an OMHA Championships or other special situations approved of by the Rep Committee.

Fund-Raising

Managers are responsible for ensuring that any fund-raising is conducted legally and in good taste. The Board reserves the right to cancel any fund-raising activity detrimental to the Association's image or reputation.

Below are a few highlights from the WMHA Rules of Operation (ROO)

6.15 All teams serving alcohol at a fundraising event must have a proper license and suitable liability insurance. It is strongly recommended that professional bartenders be employed.

6.16 Teams must provide a tangible product or service for monies received. Direct solicitation or begging for money is prohibited.

6.17 Teams wishing to conduct any fund-raising activities on Town of Whitby arena properties must receive permission from the Town.

6.18 No team can offer to sell any products that compete with products offered for sale by the WMHA.

6.19 All funds raised must be clearly itemized on the financial records of the team.

6.20 Cash rewards for children are forbidden. Token prizes such as hockey sticks for selling the most of something are allowed.

6.21 Any lottery, game of chance, or draw in a large scale requires a municipal license.

6.22 Generally, draws involving alcoholic products are prohibited; however, any team may place a request for pre-approval by the appropriate Rep Director for a potential fundraising draw involving alcoholic products which may be deemed appropriate.

The combined amount of fund-raising **and** sponsorship for any single team cannot exceed 40% of the team's total expenses.

Sponsorship

Teams may solicit sponsorship from any source other than current WMHA sponsors; for a list of current sponsors, teams can check the WMHA website or contact the Office Administrators. Tobacco companies and those sponsorships prohibited by the OMHA (breweries, distilleries and wineries) are not allowed. Teams can have a primary sponsor, secondary sponsors and/or individual sponsors.

Sponsors names cannot appear on any team jacket or clothing without permission of the Board.
Sponsors names can appear on game and practice jerseys.

4.13 Name bars and sponsor bars cannot exceed 4 X 13 inches in size. With the new jersey design, name bars must be placed at the top of the jersey and sponsor bars placed at the bottom. Name and sponsor bars are to follow exact colour requirements which are provided to the approved vendor. Team staff must ensure jersey uniformity between all the players and that all jerseys are to standard. Previous year name/sponsor bars which do not adhere to these standards may not be used.

Officials & Timekeepers

Refs and timekeepers are booked by WMHA.

Referee Assigner: Rick Bounsall
Cell: 905-706-0834

Timekeeper Assigner: Sue Robinson
Cell: 905 – 431 – 9396

Referee In Chief: Tom Carter
Cell: 416-877-6049

HINT: You will want to have their contact information in your cellphone for easy access last minute.

Cellphone numbers are only to be used should an official/timekeeper not arrive. Please do not call to confirm that officials/timekeepers have been assigned to your games.

You must pay each official individually in exact cash. Recommend creating individual envelopes marked with Timekeeper, Ref, Linesman #1, etc. The season fees will be sent to all Managers. Have them sign for their envelope which you can then keep as a receipt for your budget (See Sample – Page 8)

As you will have your game schedule, it is recommended to make 1 withdrawal from the team account each month to cover the total costs during that month. Calculate how many of each bill denominations and coin you will need to prepare the envelopes. Consider the allocated game time and period lengths in some divisions as this will change the payment to refs and time keeper.

About 20 mins before game time you should check the Referee Room for at least one person. Knock loudly open door and ask if it's okay to come in...usually there is a "yes". You can leave the envelopes with that one person (referee and timekeeper). Time keepers do not show up sometimes until 5 mins prior to game time.

If one official is in the room they know who is working with them and can contact missing official .

OFFICIAL/TIMEKEEPER "NO SHOW" PROCEDURE:

10 min prior to start time if you have no officials call the following people:

Referee: Primary Contact -Rick Bounsall. If no answer, call Tom Carter or Sue Robinson.

Timekeeper: Primary Contact – Sue Robinson. If no answer, call Tom Carter or Rick Bounsall

It is recommended that a couple of parents are trained on how to time keep. Instructions are available at front desk and he/she can practice during one of your team's practices. You cannot hold up a game for lack of a timekeeper! Get your parent who has been trained into the box, explain situation to opposing team admin and offer to allow one of their parents in the box to be with your parent so that it's kept as fair as possible (most team's say they don't care). This really doesn't happen very often; but the more you are prepared the less stressful it is for you pre-game.



WHITBY WILDCATS MINOR BANTAM A WHITE

Game Office Payment Receipt

| | |
|----------------------|--|
| Date | Game #: 058 |
| Away Team | |
| Arena | |
| | |
| | Signature of Official(s) Receiving Payment |
| Timekeeper \$TBD | SAMPLE |
| | |
| Ref \$TBD | |
| Linesman #1 \$TBD | |
| Linesman #2 \$TBD | |

Exhibition Games

OMHA Policy & Procedure 9.8 - To play any exhibition game within the OHF branch an OMHA team must obtain permission from their OMHA Regional Executive Member (REM). ALL home & away exhibition games are required to be logged using the online Exhibition Game Request form found on the **WMHA website > Representative > Exhibition Game Request**. This form is used by the ice scheduler to set-up any home games for on/off ice officials in the system, and office administrators to report game activity to the OMHA REM on the association/teams behalf. Games must be logged at least 2 weeks in advance. If games do not meet the requested timeframe, complete the form and send a notification to both the ice scheduler & office administrators.

All games will be considered as approved by the OMHA REM unless you hear from a WMHA director and/or administrator. You will not receive confirmation of approved games. For all home games you will see the respective game in the scheduling system as means of your confirmation (See Referee & Timekeeper Section)

WMHA Wares & Logo

Play it Again Sports is the exclusive provider of all WMHA team apparel & representative jerseys.

www.playitagainsportswitby.com

CONTACT: Tony or Kathy
905-728-8881

At times your team may wish to obtain permission to use the WMHA logo. Please direct all inquiries to the office administrators. You will be required to complete a **Limited Use Agreement** and obtain approval by the association president. It is strictly prohibited according to the Rules of Operation to print the WMHA logo without association approval.

It is up to the team to decide and communicate what wears are mandatory purchases (ie third jersey, warm-up gear). This information is communicated with the team prior to your team fitting.

ROO

10.6 WMHA Representative teams by definition, represent our association. As such, if WMHA teams wear/purchase team-common apparel or uniforms to travel or to participate in any function or activity representing the WMHA, the apparel must have an official Whitby Minor Hockey Association logo identified.

Team clothing with the word 'Whitby' or 'Whitby Hockey' will not be acceptable for team uniforms, as they do not have an official WMHA logo which represents our association. Examples of Team apparel include track suits, warm up clothes, t-shirts, winter jackets, hats, shorts, or other off-ice team apparel that is purchased and worn by the majority of the team to attend or in-transit to events while representing the WMHA.

10.8 All team wares must be purchased through the approved WMHA vendors, and teams are prohibited from creating their own wares or logo without the approval of the Rep Committee

10.9 It is the responsibility of the head coach to ensure that the dress code is followed.

Equipment

All players are required to wear navy blue pants and a navy-blue helmet.

Players can use any hockey bag that they choose. Teams cannot require that players purchase a particular bag.

Teams cannot require that players purchase an alternate(third) jersey. Any team wishing to purchase requires a vote of all parents on the team and the approval of the Rep Committee. Voting will be done through the Rep Director.

Tournaments

All teams are required to obtain approval from WMHA to attend both OMHA & Non-OMHA tournaments.

9.1 Prior to July 1st of each season, all teams must submit the tournament Permission Form, found on the WMHA website. The Ice Scheduler will attempt to schedule around such tournaments. League and play-off games take priority over all tournaments.

The rep committee will review tournament requests. Teams will be notified only if there are any issues by the Director/Office Administration. Do not enter tournaments during the playoffs/playdowns; the OMHA will not approve them.

***** It is important that all information logged in this form is accurate. The information provided is used to submit to the OMHA. Incorrect information will result in rejection by the OMHA and timelines may be missed for obtaining a travel permit *****

Approved travel permits will be emailed directly to the team Managers in pdf form. The target date to have all approved permits back to Managers is the end of August based on what was submitted prior to the July 1st deadline.

A full listing of centres in the OMHA can be found on the OMHA website at www.omha.net. You may also reference other sites in the Alliance, GTHL or USA Hockey.

The ROO outlines procedure for securing tournament approvals and restrictions regarding participation in tournaments.

10.2 No team can enter any tournament without completing the Tournament Permission Form located on the WMHA website. **Summer tournaments (prior to Labour Day) are not permitted.**

10.3 All tournaments require approval from the OMHA. If your team plans on participating in a tournament, the OMHA travel permit fee (no cost within the OMHA & \$20 non-OMHA) will be charged to rep teams ice bill.

10.4 Teams can attend a maximum of five (5) tournaments during the season. For the 19/20 season Novice can attend three (3) tournaments.

10.5 No team can attend more than two (2) tournaments that require over-night accommodation without the approval of the Rep Committee. Exception to this rule is playing in the International Silver Stick Tournament

10.6 Teams cannot enter into any tournaments during playoffs.

10.7 Participation in the following WMHA tournaments is mandatory for applicable teams:

- Whitby Thanksgiving Classic
- International Silver Stick (U.S. Thanksgiving - last weekend in November)

(AAA North American Finals - Minor Atom, Minor Peewee, Minor Bantam and Minor Midget) (AA Regional Qualifier – Minor Atom and Minor Peewee)

- International Exhibition Series – The Bantam AAA and AA teams will participate in an exhibition series with an international team (in the past with teams from Finland) during the Christmas break. It is expected that team families participate in the billeting of foreign players if required.

Tournament Scheduling

Pick your regular season tournaments early. Verify with the host centre that there is room for your team. A deposit may be required as well as copies of your roster and an application form. Instructions are usually on their website.

For out of town tournaments verify if you need to stay at an approved hotel. Contact the hotel of choice and block an appropriate number of rooms for the team. Obtain a cut-off time from the hotel for bookings to be done. Ask each parent to call the hotel (set date earlier than the cut-off) and also to confirm with you they have booked and if applicable sharing a room with another parent and player. Follow-up with the hotel to ensure everyone has registered. The key is to book early to get the hotel of choice.

Prior to leaving, ensure all families have the schedule and directions to each arena and hotel. It is ideal to enter your tournament games in the WMHA site for your team.

At a tournament always have:

- Copy of an approved team roster
- Copy of the team's travel permit
- Verification of payment and tournament acceptance
- Hotel confirmation

League Game Scheduling Meetings

Prior to the season, each Coach or team Manager will be expected to attend the regular scheduling meeting for the division. The date and time will be communicated to you in advance from the WMHA Ice Scheduler and office. Usually it starts with the AAA teams and goes in order to AE to allow ice rebalancing.

Your regular season ice schedule will be uploaded to the WMHA site a day or two in advance of the scheduling meeting. Depending on your game lengths, highlight the priority times to schedule home games. Consider vacations, tournaments, coach's work schedule, week night travel time, etc.

Tips for scheduling:

- Reach out to furthest away teams first. All teams will want to pick dates with them early.
- Try to balance the schedule so you don't play a team 3-4 times in a short period of time.

- Balance home and away games in a month where possible. Allow for practice time in between the scheduled games
- Towards the end of the scheduling meeting there may be a few games where the available ice does not work for the home team. The WMHA ice schedulers attend each meeting. You can go to the table and they can assign you a new ice time that will work (if available)

Take good, neat notes on the games that were selected. The WMHA ice scheduler will have the game schedules and update practice schedule loaded onto the website within a couple days.

Consider sharing the rough draft notes with the bench staff and parents once the meetings are done. Indicate they are preliminary and official schedule will be on the WMHA site.

It is a good idea to get the names, email and phone numbers of each Manager. This will come in handy for planning exhibition games or other needs.

Game Sheets

Please note all rep teams will be using electronic game sheets as mandated by the ETA and Lakeshore.

It is important that game sheets are completed correctly.

What if:

- the head coach is absent or suspended, the assistant coach signs in the head coach spot and the assistant coach spot is left blank
- both the head and assistant coach are absent or suspended, an "At Large Coach" should be arranged. They need to have the minimum certification for your division. They should sign in the head coach box with an "AP" or put At Large after their printed name. List of rostered "At Large" coaches and trainers are available from the WMHA office.
- the trainer is away, the Assistant Trainer still signs in the Assistant Trainer line
- both the Trainer and Assistant trainer are away, you can arrange for a trainer at large. They will sign in the trainer line with an "AP" after their name. If no trainer at large is available, the game can be played provided the other team's trainer has agreed to act as your team trainer and the referees are notified.

Score Submission

Submit the score of games as soon as possible (no later than 24 hours after game) via the WMHA website. For smartphone users, bookmark the WMHA site on your phone's browser. You will be able to log in and submit the score immediately after the game at the arena. You can input an away game score too, but it is the home team responsibility and they can change if incorrect.

Scores are automatically linked to the league's page for standings updates in most cases.

Player or Coach Suspensions

The OMHA publishes a minimum suspension listing based on the severity of the penalty. Ensure you have a copy of the minimum suspension list in your Manager binder. If a major penalty is assigned it will be noted by the code on the game sheet.

If a suspension is issued, speak privately to the coach, parent and player. Indicate the infraction and the length of suspension based on the minimum suspension list. If it is a gradual suspension (i.e. second occurrence) verify with the Ref in Chief on the length of penalty.

Suspensions can be appealed (reference the OMHA Handbook for costs and process). For an appeal, the player and team representative will likely need to go to a hearing at a neutral location within the division's boundaries. No video evidence can be submitted. There is a monetary fee for an appeal.

A player or coach under suspension is not allowed in the team dressing room or to be talking with the team in hallways. Once the final game being served is completed, the player or coach can resume associating with the team.

Players suspended during league play can participate in tournaments. Play in tournaments does not count as credit to games served

Players suspended in tournaments must observe the rules of the tournament sanctioning body. If games are still left to be served, they carry forward to league play and must be noted on the game sheet.

Exhibition games do not count as time served and suspended players can play.

Affiliated Players can be used to complete the roster during suspensions.

Players or coaches can participate in practices and dry-land development during suspensions unless it is a Match Penalty. Please contact Sandra Perfetti in the WMHA office to confirm.

If a team member violates a code of conduct agreement it is up to the head coach to deal with the issue fairly and as per their pre-season commitment. This may come at the expense of the team.

GAME DAY CHECKLIST

- Send a quick reminder to the team at least 24hrs prior to the game. If a player cannot attend, work with the coach to arrange AP players.
- Validate game has not been cancelled due to weather. You will need to check WMHA site for alerts or will receive an email / call from the ice scheduler.
- All expected players and coaches arrive at the game at time agreed to by team
- Game sheet is completed fully and signed
- If home game, verify refs and time keeper are there 20mins prior to ice time
- If home game, ref and timekeeper money is confirmed and given to them prior to game
- Dressing room key is obtained from the arena if required. Door should be locked at start of game and key held or given to Trainer. Door should be unlocked at intermissions and at end of games before players return to the room. NEVER leave a room unattended or out of sight.
- One bench staff should be assigned to be the last to leave after a game. They should check:
 - All players have a safe and trusted ride home
 - No items were left in the dressing rooms
 - Check behind the player bench for water bottles, sticks, etc.

Injury Reports / Preventative Options

- You may encounter a situation where a player is injured during a practice or game. Make sure you and the trainer work together to complete the required injury report and file it with the WMHA and OMHA. There is an on-line tool for the injury to be reported by the trainer. Visit the WMHA website > Bench Staff > Trainer for more information.
- http://www.hdco.on.ca/web_pages/trainers_injury_data.html
- For certain injuries, such as concussions, the player must follow the WMHA protocol before returning to play. Work with your Trainer to ensure the guidelines are followed.
- For more details and support please reach out to the Head Trainer, Kristen Smart. Her contact information is available on the WMHA website.

Parent and Player Satisfaction Surveys

Each year towards the end of the regular season, the WMHA conducts a parent and player satisfaction survey. You will likely receive an email from the WMHA office and it will be posted to the WHMA website. These surveys are used by the Board of Directors to understand the overall health of the league and make changes as necessary. It is important for the league to have a high return rate. The team Manager must support this by ensuring parents and players are aware the surveys are ready and online. It is recommended that you remind parents and players before they are due.

Team Pictures

It is the responsibility of the Manager to contact Hunters Sports (jennifer@hunterssports.com) to arrange team pictures. It is recommended to do pictures during one of your practice times early in the season. Make sure the entire team and bench staff can attend.

Cost of the basic team pictures / individual pose is part of your registration fee. Hunters Sports will provide order forms for any additional items.

Sponsor recognition plaques can also be ordered at the time of the pictures.

Team Supplies

Each coach and bench staff may have different needs for supplies for the team. All cost come out of the team budget so spend sensibly. The following are basic supplies more can be added at the discretion of the team. Check if any coaches have the supplies from previous seasons:

Trainer Supplies:

- First Aid Kit (Costco On-Line or St. John's Ambulance)
- Scissors, multi-tip screw driver, jack knife
- Equipment repair kit (helmet, skate, other)
- 2 Extra pairs of laces
- 2 Extra mouth guards (basic)
- Splints
- 3-5 Single use ice packs
- Carrying Case (Wal-Mart)
- Skate Edge profile tool

Manager Supplies

- 2" or greater zipper binder
- Dividers
- Envelopes for ref fees (or use ATM envelopes)
- Stamps (mailing tournament registration)

Coach Supplies:

- Coach's whiteboard
- Dry Erase Markers
- Practice Pucks
- Game Pucks
- Pylons
- Other

General Items

- Consider, if available, to carry extra socks and AP jerseys in case a player forgets theirs
- Extra pair of gloves, elbow pads, jock as these are frequently forgotten items

Budget and Finance Tracking

As a Manager you are the steward for a large budget. It can be anywhere from \$25-50K or more depending on the team. Key elements for tracking include:

- Develop a budget with key spending areas. Larger ones will be ice, refs, development, sponsorship, fundraising, supplies, tournaments, etc.
- Use the WMHA Budget Template to track all revenue and expenses
- Reconcile on a monthly basis to the bank statement. It is also good to check on-line every couple weeks to monitor activity
- Have receipts for everything! Best to store them by month and be able to reference them back to the bank statement and / or your spreadsheet.
- You are required to submit your team budget to the WMHA twice during the season; October 31st and December 31st. Final budgets are due on May 15th..

It is suggested that you send the parents each month a pro-forma income statement showing the revenue and cost and account balance. This adds transparency to the process.

Refunds

Refunds are usually done at the end of the season. Once WMHA has billed all ice and refunded any portion of the registration fee, they will advise the Manager that the account can be closed. The proceeds should be divided equally amongst the families (usually 17 equal portions).

It may come up that a player needs to quit the team prior to the end of the season. If this happens please refer to the ROO and speak with your Rep Director.

Code of Conduct

There are specific rules on the WMHA website. These are overriding policies. As a Manager, make sure you and all players and family members are aware of them.

It is suggested the bench staff specify prior to the beginning of the season the player conduct expectation and what to expect if the code is disobeyed. This needs to be applied fairly across all players throughout the season and playdowns.

All parents will have completed the Respect in Sport course. However, be prepared to face a parent or two that acts inappropriately at the arena, through email, social media or online forums. As a Manager, your responsibility it to address this as soon as it is witnessed. (examples: swearing and yelling at the game, verbal abuse to a player, ref or coach). If needed, involve the league for assistance.

Please ensure all players, parents, bench staff sign the Code of Conduct and that the forms are returned to the office.

OMHA Manual of Operations / OHF Handbook

The OMHA Manual of Operations and OHF Handbooks will be available through the WMHA offices near the start of the season. Make sure you have a copy with you at each game in the event they need to be referenced. You can find electronic version of the OMHA Manual of Operations and OHF Handbooks on their website.

Smartphone Suggestions

At the arenas, your smartphone may be your best friend. The following items are good to have stored in your phone for easy access in a situation:

- Parents / Players cell and email contact information
- Key WMHA office and director contact information
- Other team Manager information (get at scheduling meeting)
- Tournament and Hotel contacts
- Bookmark WMHA / OMHA websites
- Arena phone numbers / addresses
- Weather App
- Officials and Timekeeper Contacts at WMHA

For players with smartphones – ensure they are powered off in the dressing room (better yet, don't have them in the locker room). It is best to review a social media use policy with the parents and players prior to the start of the season. WMHA restricts the use of any recording devices in the dressing room.

Team Communication

It is the responsibility of the Manager to provide the team with regular updates. Emails are usually the most effective way for parents. Depending on the age of the players, include them in emails or other platforms such as Instagram, Facebook, etc.

It is up to the Manager to determine the effective frequency of communicating with the team. One best practice is an email at least once per week outlining the upcoming schedule, any financial information, tournament information, fundraisers, and other need to know information. Communication sent to the team should apply to the whole team. Handle individual communication on a one to one basis.

The Manager should also set up a distribution list in their smart phones with family cell phone numbers. Use text messaging for urgent communication (ie game cancellation, change in arenas, running late?)

All families should subscribe to their team calendar through the WMHA website. They can sync the team calendar to their phones or office calendars in most cases.

Pre-Season Check List

There are a number of activities to start as soon as tryouts are done.

- Develop Team Budget with the coach and other bench staff as required using the WMHA template. Consider costs such as ice time, development, referees and timekeepers, tournaments, team events, team dinners, team purchased practice uniforms or other wares, coach supplies, Manager supplies, etc.
- Determine goals for sponsorship and fundraising. Remember for fundraising, some parents may contribute more, but all benefit equally. There are ways to instill a minimum commitment to ensure it is fair. (ie. Pre-purchase of raffle tickets at a \$100 / family)
- Determine how much each parent needs to pay and the installment plan. Consider having parents each pay the first installment by the end of June / early July to allow the team to book early tournaments or ice time.
- Plan your tournaments. Communicate tentative dates to the parents at the initial meeting. Submit your tournament request to WMHA prior to July 1st. The Tournament Request form is located on the website Representative – Tournament Permission Form. Tournament listings are found on the OMHA site, GTHL site, Alliance team sites and several U.S.A sites. Tournaments will not be approved by the OMHA prior to September 1st during playdowns or playoffs.
- Hold a parent meeting prior to the end of the school year and after the WMHA Coach + Manager meeting. It is up to the team if the players need to be there. Share your season goals, expectations, budget, sponsorship, fund-raising, tournaments. Ensure you collect post-dated cheques for team payments. Last installment can be no later than December 31st.
- Have families complete a bio sheet to obtain all contact information. Set-up a team distribution email. Recommend creating a team unique email address for team correspondence.
- Have families complete a player medical form. These should be copied or scanned and placed in a folder and given to the trainer. They should be in the trainer's kit at all games and practices.
- Provide families instructions on how to subscribe to your team page on the WMHA website
- Secure a volunteer to lead sponsorship and fundraising. All money (in / out) needs to go through the Manager
- Before your fitting night with Play it Again Sports, decide what is mandatory to purchase and what will be team provided. If ordering practice jerseys, consider doing at same time. Make sure to get a copy of the players' sizing for future reference.
- Submit team bench staff information to WMHA. Include name, position, email, cell, home phone using the form located on the WMHA website.

- Ensure all bench staff (trainers, coaches and Manager) have the appropriate credentials up-to-date. This includes a vulnerable sector police check, Respect in Sport – Activity Leader, Expression training and the appropriate level of coach or trainer certification as dictated by the OMHA
- Once all bench credentials are complete and 100% and all Codes of Conduct are signed and submitted to the WMHA office, email the WMHA office to advise them your roster should be ready to be completed by the OMHA.
- Begin to rent any ice or dry-land training spots. This will be helpful in planning tournaments, pre-season activities, etc.

Parent Meeting

It is recommended to schedule a parent meeting as soon as possible following the Coach + Manager meeting. At this meeting the coaches and Managers will go over the season. Key Items to cover will be:

- Overview of upcoming season and tentative tournaments
- Trainer overview
- Dress Code
- Code of Conduct (players and parents)
- Budget
- Sponsorship / Fundraising
- Q&A from the parents

Prior to the meeting, communicate with the parents to ensure they bring with them completed medical forms, player and parent bios (contact info), post-dated cheques.

Remember to invite your Rep Director to the meeting so they can support you.

Key Forms



htcp_medical_info_ Bio Information.pdf
sheet.pdf