

# Manager's Handbook 2009-2010



Ottawa Centre Minor Hockey Association

This is the third edition of the now famous OCMHA Manager's Handbook.

Good luck with it.

Questions and politely phrased suggestions are welcome - [eric@ericclaylaw.ca](mailto:eric@ericclaylaw.ca).

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## 1. THE MANAGER'S ROLE

If you can count, have access to a computer, have endless hours to spend sending emails, and love the game of hockey, you can be a manager.

Over the next few pages we will get into a more or less comprehensive list of your duties over the coming year, but you should have no trouble figuring out the job if you keep this principle in mind: if the task is fun, or involves any kind of glory, then it is probably the coach's job; if not, it is yours.

Fun/glory = coach; anonymous drudgery = you. Remember that, and you and your coach will get along well and you will never be confused about your role.

Put another way, your job is to take care of the surprising number of off-ice tasks that go into running a hockey team. A good manager, or even a barely competent one, can contribute enormously to making a hockey season a positive and fun one for kids and parents.

## 2. GETTING STARTED

### 2.1 Who's Who

#### 2.1.1 League and District

This is a brief overview of the place you and your team occupy in the hockey universe.

The Ottawa Centre Minor Hockey Association is one of five hockey associations within the old Ottawa city boundaries that play house league hockey together in the Bytown Minor Hockey League, within the Bytown District. The other associations are Ottawa East (an amalgamation of the Sandy Hill Minor and St. Laurent Minor Hockey Associations); Canterbury Hockey Association; SouthEnd Minor Hockey Association; and West End Hockey League.

The Bytown District is a separate district (District B) within the Ottawa District Minor Hockey Association (ODMHA), which forms part of the Ottawa District Hockey Association (ODHA), which in turn is a branch of Hockey Canada.

If you have any contact with the Bytown District Hockey Association or the Ottawa District Minor Hockey Association it will probably be because a player or team official is being subjected to discipline, or because of competitive imbalance within your division - so let's hope this is the last time you have to think about these entities for a while.

#### 2.1.2 The Association

Every age division has a convener (sometimes spelled "convenor"), responsible for helping with the formation and administration of the house league teams in that division, and for liaising between the teams and the Association Executive. Be nice to your convener: you will be frequent email correspondents, and, more importantly, the convener controls discretionary matters such as who gets 7:00 am ice time. Generally when some kind of issue arises that cannot be handled at the team level, your first stop will be the convener.

Beyond the convener, you have your OCHMA Executive. It is not likely that as manager you will have much official contact with the Executive, but if issues, opportunities or problems arise, your convener can steer you to the appropriate member of the Executive to bother.

The various conveners and the members of the executive are listed at [http://ocmha.ca/page.php?page\\_id=16679](http://ocmha.ca/page.php?page_id=16679) <http://www.ocmha.ca/Teams/index.htm>.

#### 2.1.3 Team Officials

Apart from you, there will generally be a head coach, two assistant coaches, a trainer or two, and various hangers-on who will have no defined role, but who will lace up occasionally and try to insinuate themselves behind the bench during games.

## 2.2 Your First Priorities

The first things you are going to have to worry about as a manager are:

- Certification and police checks for officials
- Tournaments
- Money
- Medical forms for players
- Communications

### Recruit early:

- Reckless parental enthusiasm is highest at the beginning of the season. The initial parent meeting is the best time to attempt to delegate some of your duties and to find volunteers for timekeepers, etc.

It is a good idea to sit down with coaches right away to get an early start on the first three of these topics, and then to grab parents very early on to chat with them about the whole list. Some coaches and managers manage these parent sessions in dressing rooms before, during or after practices; others try to have a meeting away from the rink at a local pub or something.

### 2.2.1 Certification

It is an Association and ODMHA requirement that all adults acting in any kind of official capacity with an Association team complete the Speak Out program and submit to a police record check. This means coaches, assistant coaches, managers, trainers, and any other adults who step out onto the ice at a team practice or play any kind of role behind the bench during games, without exception. ODMHA rules provide that house league coaches must have their Speak Out Certification within 30 days after their team's first scheduled game.

The ODHA maintains a list of scheduled Speak Out clinics on its website, at <http://www.odha.com/Pages/Clinics/Speakout.php>. The clinic is a half day session directed at educating adults on some of the risks of abuse and harassment facing minor hockey players. Cost is quite modest and the Association will reimburse the cost upon presentation of a receipt.

Head coaches and trainers must also have appropriate certification. Head coaches of house league teams are required to have their Coach Stream certification, or to obtain it within 30 days after their team's first scheduled game. Assistant coaches are urged, but not required, to earn the Coach Stream certification as well. The ODHA maintains a list of scheduled coaching clinics on its website at <http://www.odha.com/> (see the drop down menu at "Clinics"). As with Speak Out, the Association will reimburse the cost upon presentation of a receipt.

Association policy is that the team must have a certified trainer behind the bench for every game, and ODMHA rules provide that except in certain exceptional circumstances no game can proceed unless there is at least one certified trainer behind one of the team benches. It is probably best for a team to have two certified

trainers to ensure availability; if for some reason you cannot field a trainer for a game, be sure to contact the opposing team to confirm that they will have a trainer in attendance, or you may not be permitted to play.

A nice guide to the various things that various people have to do is here:  
[http://www.ocmha.ca/page.php?page\\_id=16653](http://www.ocmha.ca/page.php?page_id=16653).

Starting this year, the Association is gathering and recording the certification status of team officials, and you will be asked to complete a form on behalf of your team recording this information.

### 2.2.2 Police Checks

It is mandatory that every team official have a police record check performed with the Ottawa police every three years, and provide a copy of the results to the Association through the Director of Risk and Safety, Don Andersen. All coaching staff, the manager, trainers, and any parent or other adult who steps out on the ice or in the dressing room with the team are required to have a valid police record checks. The Association will pay for the police record checks provided they are given to the Director of Volunteers who will submit on behalf of the Association.

Detailed information on the police check process can be found here:  
[http://www.ocmha.ca/page.php?page\\_id=17087](http://www.ocmha.ca/page.php?page_id=17087). Don Andersen is prepared to take our forms down to the police station en masse, provided he can gather them in by October 11, 2009.

The Ottawa Police Department return the original police record check directly to the individual, who, upon receiving the results, is required to submit those results to the Director of Volunteers. Any police record checks that are rejected will be returned to the individual who can discuss with the Director of Volunteers whether or not they wish to pursue working with the Association.

### 2.2.3 Tournaments

A listing of tournaments sanctioned by the ODMHA along with contact info for organizers is available on its website at <http://www.odmha.on.ca/tournaments>. ODMHA operates a bit of a closed shop for tournaments. Teams are forbidden to participate in any tournaments organized by ODMHA members but not officially sanctioned by the ODMHA; teams are also required to obtain an inter-branch travel permit if they wish to participate in an out of district tournament (ie. in Quebec, the USA, or Ontario outside of ODMHA borders). Note that Kingston left the ODMHA this year, and Kingston tournaments should therefore be considered outside of district boundaries.

Typically tournaments extend over the weekend and can be roughly divided into two types: those in which you can sleep in your own bed but have to get up before dawn to race to the rink for an early game (while the locals, who somehow drew the 10:00

am games instead of the 7:00 am ones, sleep in), and those in which you spend large sums securing accommodation in a strange city.

Check the list early and often, and be sure after the teams are formed to encourage your coaches to come to a very quick understanding with parents as to how many and what kind of tournaments the parents will tolerate. Tournament spots can be quite limited, and if movement is slow you may be left with slim pickings. Be cautious about tournaments after February, as they may conflict with BMHL playoffs or with the City of Ottawa tournament (which is already bought and paid for by your players' registration fees).

Cost and time are the major limitations on tournament participation, and most teams tend to do two or maybe three tournaments in addition to the year-end City of Ottawa tournament.

There is a fair amount of experience in the Association with various tournaments, so it is worth seeking out coaches and managers from last year's teams for reviews of the various tournaments they attended.

#### 2.2.4 Money/Budget

Finances will be touched on later on in this handbook, but they deserve mention here as well because of the importance of an early approach to parents for money. It is a good idea to try to set a team budget with your coaches early on, so that either you or your coach can break it to parents that the exorbitant fees paid to the Association are only a beginning, and that they will be expected to contribute something toward a team budget. The biggest ticket item will generally be tournament entry fees, but other items such as teamwear, an end-of-year party, and 67s tickets should also be budgeted for. Generally, most teams collect something around \$100-150 per player, plus \$60 per player for the purchase of five 67s tickets. When doing your budgeting, remember that the Association typically gives each team (make sure you are seated for this) \$100 for an end-of-year event.

What is this about 67s tickets? Well, every year as a fundraiser the Association obtains a block of 67s tickets to sell to families for the 67s "OCMHA Night," and then issues each team 5 tickets per family, which the team then distributes. This year's game has been set tentatively for January 8, 2010. The Association gets a few bucks per ticket, and also gets some practice ice at the Civic Centre and the opportunity to ice an IP or Novice team at the intermission on OCMHA Night.

It then falls to managers to forward money for all these tickets to the Association, or to try to get rid of any unwanted tickets (before the game). There are two ways to accomplish this. One, the bad way, is to hand out the tickets and then chase the

#### Manage in numbers:

- Some teams have co-managers, with each manager responsible for specific areas (delegating tournament organization is popular). It can work very well and lighten your load, but you have to be pretty scrupulous about dividing up the duties so you don't end up with things falling between the cracks.

families mercilessly for the money/tickets. The other, the good way, is to collect the money in advance as part of the team fund, distribute the tickets when they arrive, and then if any families don't plan to use the tickets, those families can run around trying to sell or exchange the tickets. Choosing the good way over the bad will make an enormous difference in your life this year.

Once you and your head coach have reached an understanding on the above, it is a good idea to grab all the parents for an initial orientation/chat/demand for \$\$\$.

#### 2.2.5 Medical Forms for Players

Your trainer is supposed to distribute and gather in medical forms for all the players on this team. No doubt an appeal will be made to you for help. Remember (and gently remind your trainer, if necessary) that this is a trainer function, that the trainer is the one charged with collecting and keeping this information, and that the info needs to be treated with strict confidentiality (ie. not for managers' eyes).

#### 2.2.6 Communications, or: How I Stopped Emailing and Learned to Love Goalline

This year the Association rolled out (or flung out, if you prefer) a new web platform. It has functions to allow individual teams to post schedules, news, and other information. The idea is that families will go to the site for info rather than waiting for you to dutifully send out emails telling them what they need to know.

Although it may seem daunting, the Goalline system is not tough to master, and should make life easier for you and your coach.

Eric Lay (your faithful author) has been lead on getting the system going, and for some strange reason everybody has seemed content to let him do all the work learning how to use and training others. There is a Quick and Dirty Guide to Goalline to get you started (here: <http://www.ocmha.ca/files/webguide.pdf>); if you get stuck, you can always get in touch with Eric.

### 3. THE SEASON

Unfortunately your duties only multiply once the season gets up and running.

#### 3.1 Sweaters, Namebars and Socks

Shane Williamson, the Association Equipment Manager will provide your team with a twin set of sweaters, whites for home games and darks for away. If you have any problems re sizes or number of sweaters, contact Shane at [shanewilliamson@rogers.com](mailto:shanewilliamson@rogers.com).

The coaches and team will have to decide if the team will have namebars on the sweaters (most do), and then will have to sort who has namebars from last year and who doesn't. One of my pet peeves has been the ragtag collection of namebar shapes and styles accumulated by different players on different teams from different years, so I am going to urge (only because I do not have the power to decree) that any manager ordering namebars for the team order them from Lacroix Sports (613.523.5292, speak to Dan or Frank), and order one set red on white, and one set white on red, all in two inch letters. If you do use Lacroix, tell them no glue please.

Cost at Lacroix was \$4 per name bar in 08-09 (ie. \$8 for a set of two), and then \$2 per bar to have them sewn on.

Ottawa Centre socks are by no means mandatory, but kids will be given a chance to purchase socks. You can expect to hear from Shane about socks at some point, and in some years they are available for purchase from the canteen.

At the end of the season, you will be asked to have parents remove anything sewn onto the uniforms - namebars, maybe some sponsorbars (check with Shane as to which), and to coordinate the return of the uniforms to Shane. Make a firm plan for this and stick to it, otherwise you and Shane may be tracking uniforms down well into the summer.

#### 3.2 Team List

At some point during the season, you should be provided with an official team list by the Association, bearing the names of all your players and affiliated players (see below), together with birthdates and Hockey Canada numbers. This will likely be required for tournament registration.

#### Locker Room Emergencies:

- This year, at least two helmet screws will fall off, three kids will show up to games without neckguards, and one pair of laces will break. Guaranteed. You, the trainer, or the coach may want to put together a small repair kit with a screwdriver, helmet screws/snaps/straps, and laces, and may want to tuck an extra neckguard in somebody's bag.

The original team list received from the Association must be signed by those players able to make an intelligible scrawl, and by the parents of the rest, and returned to the Association Registrar, Remi Burlon.

### 3.3 Scorekeepers/Timekeepers

When your team is the home team, you are responsible for supplying a timekeeper and scorekeeper, to work the clock and fill in the gamesheet. Recruit some parents to do this, but exercise some judgment and make sure they are hardy souls, organized enough to remember to bring a pen along. Running the clock is harder than it looks, and nothing excites a crowd more than the timekeeper forgetting to put a goal up, or forgetting to stop (start) the clock in the final seconds of a close game. Your scorekeeper and timekeeper can be the same person, but speaking from personal experience it can be a bit hairy for one person to do it all, so try to get the job done in pairs.

Remember that OCMHA teams seem to be playing more and more home games at McNabb, Bernard Grandmaitre and Sandy Hill Arenas, so your timekeeper may have to master three or four different systems.

For the technical, clock-operating part of the job, instructions of varying clarity can be found in the vicinity of the clocks. It is always a good idea to have your timekeeper play around with the clocks during practice or during the ten minutes the Zamboni is out prior to game time.

For the rules side of the job, Hockey Canada has two publications intended to guide off-ice officials in the performance of their duties. They have been adopted by the ODHA and are available here: <http://www.odharefs.com/odharefs-docs/Administrative/officeofficialshandbook.pdf> (Handbook) and <http://www.odharefs.com/odharefs-docs/Administrative/officeofficialsrefguide.pdf> (Reference Guide).

### 3.4 Contact Cards

Some managers get wallet cards made up with contact information for each player's parents, including cell numbers. These come in handy for those flighty coaches who tend to panic fifteen minutes before a game when their goalie hasn't shown up yet, and also for out of town tournaments.

It is a good idea to poll parents first, to make sure that there is no objection to collecting and distributing their address and phone number information.

There is a draft template attached as an appendix to this handbook, it is available for download on the [www.ocmha.ca](http://www.ocmha.ca) site, at the Coach/Manager Resources tab.

### 3.3 Tournament Duties

Apart from booking them in the first place (see above), tournaments can end up being a fair amount of work for managers.

To begin with, you are going to have to reschedule any practice or game ice that is allotted to you on tournament dates (see below for procedures).

You going to have obtain rules and scheduling information from the tournament organizers and distribute these. At the tournament, you are going to have to deal with the on-site registration process and make sure that you have whatever paperwork is required.

You may also be called upon to be something of a social director for tournaments. If you are going out of town, hotel rooms may have to be booked. Many teams also try to use tournaments as an opportunity to “bond” or “mesh,” and it can be a good idea to look at the schedule and try to organize a team meal or two. Given the size of the teams and their entourage, you should think about trying to book a restaurant ahead of time if you want to have room for everybody.

### 3.6 Outdoor Ice

In past years, the Association has given teams one-hour practice slots on the small outdoor rink in Brewer Park (once the ice is in). As manager, you will no doubt be called upon to display your snow-shovelling and ice-scraping skills on these nights.

The quid pro quo for getting a practice slot is that you have to find a volunteer or two to go out a few times over the winter to help the Ottawa Pacers flood the speed-skating oval and the two rinks.

### 3.7 Teamwear

Teamwear has been gaining in popularity over the past few years, with many teams taking the plunge and buying toques at least.

As a team you are free to order whatever items you like, in whatever outlandish designs and colours may appeal. However, in an effort to make your life easier, maybe save your team a bit of cash, and perhaps to establish/protect the OCMHA brand, we have asked Daquin Sales, the supplier we use for team jerseys, to quote some prices on commonly ordered merchandise emblazoned with the OCMHA logo. A table showing last year’s pricing for commonly ordered items is attached as an appendix. The salesperson we work with is Tom Clarke, who can be reached at 613-226-8680, or at [tomc@daquinsales.com](mailto:tomc@daquinsales.com).

Our Association hasn’t typically gone in for teamwear in a big way, but other associations that do find it quite useful to have standard items for order - if all teams buy the same kinds of items, a child or a child’s family can often get two or three years out of a jacket or toque.

### 3.8 Social Events

Most teams stage a year-end party of some sort, and often have a social event or two during the season. If you enjoy organizing these sorts of things, then by all means do; if not, you may want to form a social committee and try to persuade parents to take care of this part of the job.

## 4. GAME DAY

As manager, you have a number of important and, it goes without saying, unglamorous jobs to perform on game day. Male managers tend to think that they can only discharge their onerous duties on game day if they take a position behind the bench, but I have it on good authority that it is possible to be an effective manager and sit in the stands.

### The Binder:

- A lot of managers keep a binder with them wherever they go, with separate sections for the official team list, player/coach contact info, affiliation papers, etc.

### 4.1 Dressing Room Key

Generally someone will have to grab a key for the team dressing room, and that person will often be you. Even on those days when somebody else grabs the key, it is generally a good idea to have a person designated to remain in the dressing room until everyone has left, lock the door, and take custody of the key for the duration of the game.

Astute managers often manage to delegate this “keeper of the keys” role.

### 4.2 Dressing Room Door Signs

Some managers create a sign to help their team find the right dressing room, and to communicate scheduling information. This can be helpful for players and parents who might otherwise wander around the rink peeking into dressing rooms at random looking for the right one.

You can get as fancy as you like with the sign, but the basic idea is to have a laminated page you can attach to the dressing room door (you can use magnet strips or shin pad tape) to point everybody in the right direction, with some space at the bottom to write in scheduling or other information. Those of you who are creatively inclined will no doubt come up with some fabulous designs; if you like, you can also use something like the draft template I have attached as an appendix, which is available for download from the [www.ocmha.ca](http://www.ocmha.ca) site, at the Coach/Manager Resources tab.

### 4.3 Game Sheets

For every game played within the BMHL, game sheets must be prepared and completed.

Your team is responsible for supplying the gamesheets for home games. You will be advised as to where you can pick up gamesheets before the season starts. Wherever you end up getting them, try not to waste them as they have to be purchased by the Association from Association funds.

For home games, you are also responsible for filling in the top portion of the game sheet. Try to ensure the BMHL game number is written somewhere on the sheet (this entails your knowing what number the game is in advance of the game).

Both teams should indicate their entire roster on the game sheet. Absent players should have a line put through their names and "abs" should be noted beside their names. Suspended players should have their names crossed out, with the notation "Susp x of y" written beside the name, the "x" representing which game of the suspension is being served, and the "y" representing the length of the suspension ("1 of 1," "2 of 4," etc.). Ensure that the ref initials next to the suspension notation, as that initial will be your best evidence that the suspension was served that game. If you have to deal with a suspended player on the gamesheet, refer to Appendix 4 of the BMHL Rules and Regulations for more details.

Coaching staff, manager and trainer (with trainer number) should also be indicated on the gamesheet. If you are playing any affiliated players (see below), these also need to be recorded on the gamesheet, with the designation "A/P" next to their names.

Managers prone to wrist cramping often prepare and print labels with the players and team officials all set out, for easy affixing to the gamesheets. The label size to use is Avery 2163 or 8123. You can either use the template available for download on the website, at the Coach/Manager Resources tab (draft attached as an appendix), or make your own using the label-making function of your word processor or spreadsheet program. If you go this route, remember that you need to put a label on each of the four copies of the gamesheet.

After a home game, you will have to obtain the gamesheets either from the referees or from your timekeeper/scorekeeper. There are four copies, which should be distributed as follows:

White copy: This is the copy of the sheet that makes it way up through the ranks to the ODMHA. For home games you should ensure that this copy is left in the box at the Brewer canteen (at least until the end of 2007).

Gold Copy: This copy is to record suspendable offences (see section below on reporting suspensions). If your game is not marred by one of these, then this copy will probably be leftover. Otherwise it goes into the box with the white copy.

Yellow Copy: This is the visiting team's copy - make sure to drop it off when you are at home, and to pick it up when you are away.

Pink copy: Home team copy.

For away games, it will be the other manager who has to run around remembering what goes where; all you have to do is remember to collect your copy.

#### 4.4 Entering Scores

BMHL has used the [www.ottawaminorhockey.com](http://www.ottawaminorhockey.com) site in past years for the entering and tabulating of league results.

Whether it is this site or another, you will be given access instructions by your convener, and for games where your team is home, you (or your delegate) will be responsible for inputting scores within twenty-four hours of playing a game.

If the site offers a stat-tracking function, as it has in the past, then come to an understanding with the coaching staff as to whether you want to use it (and if so, who is going to the data entry). There are coaches with firm views on both sides of this question.

#### 4.5 Reporting Suspendable Offences

If a team member (defined as a player, official or parent) is reported on the game sheet as having committed an offence under the ODMHA Code of Discipline during a game, a report must be made within 24 hours. (Any time a major penalty or misconduct is assessed against a player, or a parent or coach is ejected from a game, you should consult the Code to see if you need to make a report).

The reporting process is set out at BMHL Rule 53, and requires reports to be made to a number of places. If you suspect that you need to make a report, consult the rule and get in touch with your convener immediately to coordinate the reporting.

## 5. ADMINISTRATIVE STUFF

### 5.1 Rescheduling/Booking Ice

You will generally have about two hours of ice per week - one gameslot assigned by the BMHL, and one practice assigned by the Association. Occasionally you will need to rebook some ice time (tournaments are the most common reason).

The practice ice is easy enough to deal with. For tournaments, if you have given your convener advance notice of dates and s/he is at all on the ball, hopefully you won't be given any practice ice on those dates. Otherwise, if you let your convener know about any problems with practice scheduling it will usually be easy enough to swap the practice ice around.

Games are a bit trickier. BMHL Rules and Regulations on this topic are fairly detailed (Rule 46), but it boils down to this:

- You have to give the other team two week's notice of the request for a change;
- The other team is required to accommodate the request if it reasonably can;
- The requesting team is responsible for scheduling and booking the ice for the make-up game, and for requesting referee assignment for the makeup;
- If you are the requesting team and it is a home game, the process within the Association is to give the ice over to the division convener to reassign.

You need to keep your convener informed all along the way to help with any problems, and you also need to inform the BMHL Division Director and League Scheduler of any changed game dates, so that the league schedule can be updated. To book replacement ice, work with your convener and the Association Ice Scheduler, Andrew Frank. As for refs, refer to the Referee section of the handbook below.

If you want ice over and above what the league and association provide, you are going to have to purchase it from team funds. You can contact the Association Ice Scheduler, about ice available for purchase; other associations occasionally have ice for sale listed on their websites (check Ottawa Sting); you can check with the City of Ottawa (call 613-580-2595); or you can call private arenas like Minto, the University of Ottawa, Carleton University and the Sensplex (though these are typically pricier than City ice).

## 5.2 Affiliation

The affiliation process is quite complex, and can be a bit of a trap for the unwary. There are detailed rules set out at Rule 19 of the BMHL Rules, and at appendices C and D to the ODMHA Rules. What follows is a summary, but if you are affiliating players, you should go have a look at the rules in full.

House league players within the BMHL are permitted to affiliate with one other team for league and/or playoff play: a competitive team at the appropriate level, or a house league team within the Association. You can move up a tier within your age division (ie. from Novice B to Novice A), and up an age division within the same tier (ie. Peewee A to Bantam A). Last year there was some question about whether kids moving up an age level (ie. from Atom to Peewee) could go also down a tier (ie. from A to B). In the end it was permitted, but you should probably clarify with the Association Registrar. Except for emergency goalie situations, affiliation is not permitted between teams playing at the same age and tier divisions.

So, why is this the manager's problem? Because the process is a bit paper-intensive, and because there are lots of little rules that have to be observed if you want to avoid your coach being disciplined for breaching the affiliation rules.

The first thing is that your coach has to select his or her affiliated players from an appropriate level, as laid out above. The official maximum is 19 players, but it is unusual to affiliate more than 3-4 players and perhaps a goalie. Once the players are selected, the proper form has to be filled out (found here: <http://www.odmha.on.ca/forms>). Consent is required from the player's parents and from the player's original team (Association and ODMHA policy is to encourage affiliation, and coaches are generally not permitted to prevent their players from affiliating). The form then has to be brought to the Association Registrar, who will review and sign. The team then has to get the form to the District Registrar, John Messier (you can email him at [bdistreg@look.ca](mailto:bdistreg@look.ca), or look for him at the skate sharpening booth at Dulude Arena) for his signature. Only upon the form being signed by the District Registrar may the affiliated player play with your team. As noted above in the "Gamesheets" section, affiliated players must be listed on the gamesheet, with "A/P" next to their names, and you should have a copy of the completed form with you at all times. The deadline for designating affiliated players is generally mid-January, which means you should get thing rolling well in advance of that date to ensure that you have time to get all the required consents and signatures.

The rules governing the use of affiliated players are many, but here are some of the highlights:

- A player may affiliate with one team only.
- An affiliated player may only play as a replacement for an absent player on the affiliating team, and that player must be marked as absent on the gamesheet. Affiliated players may not be used to fill out a team.

- Permission must be obtained from the player's original team for each game played with the affiliated team (not to be withheld unreasonably). In the case of conflict between game schedules of the original and affiliated teams, the affiliated player is not permitted to attend the affiliated team's event. Practices are in the discretion of the original team's coach.
- Prior to a date in January (January 10 in 2009), there is no limit on the number of games the affiliated player may play with the affiliated team. However, after that date, players who play more than five games with an affiliated team will lose their eligibility to play for their original teams, and the coach of the affiliated teams may face discipline from the BMHL or ODMHA. The ODMHA specifies that tournament and exhibition games do not count toward the five games, but the BMHL rules refer only to "games."

These rules may not apply for tournaments; check the rules.

There is an "emergency goalie" exception to most of the rules. If your team is stuck without a goalie due to illness or injury, you may play another goalie on an emergency basis, without going through the affiliation process. The goalie may come from the same pool as potentially affiliated players, or may come from a team within the Association at the same level. BMHL Rules provide that if an emergency goalie is being used, the team has to notify the Bytown District Chair, the appropriate BMHL Division Director and opposing coach, and the goalie must be designated as "e/g" on the gamesheet. Games played as an emergency goalie do not count for purposes of the "five games after January 10 rule."

### 5.3 Referees

You are responsible for booking and paying for the on-ice officials for any exhibition games you host, and for booking officials for make-up league games. There is a form on the BytownRefs site, at <http://www.bytownrefs.ca/gamerequestform.html>, that you can use for both purposes. If you need to contact somebody, the contacts are listed at the BytownRefs homepage, at <http://www.bytownrefs.ca/>. The contacts for 2007-08 are Karen Vezina for Novice through Peewee ([admin@bytownrefs.ca](mailto:admin@bytownrefs.ca)), and Brian Hunter for the upper divisions ([brphunter@hotmail.com](mailto:brphunter@hotmail.com)).

For exhibition games, there will be the extra step of paying for the refs. Refs are entitled to be paid prior to stepping onto the ice. You pay them in cash, and should not expect them to be in a position to make change. The BytownRefs site has information on the payrates for referees, though there is some conflict between the established rate scale and the information on the booking form, so you may want to confirm the amount due with the appropriate assignor in advance.

Occasionally referees will fail to show up for a game on time (or at all). If this happens make the following calls in this order:

1<sup>st</sup> Call: Ref Hotline: 613-695-REFS (7337).

2<sup>nd</sup> Call: Senior Assignor - Brian Hunter  
Main Line: 613-526-2415  
Work: 613-998-8634

Last Call: Referee-in-chief - Tom Meagher  
Home: 613-521-7229  
Work: 613-722-4666 x 227  
Cell: 613-880-5248

## 6. FINANCES

### 6.1 Keeping Track of the Money

After you hit up your parents up at the beginning of the year, you will have a modest team budget in the range of \$1,500 to \$2,000.

Ideally you would establish a separate bank account for the team, which would make accounting much easier. Even if you do not (perhaps especially if you do not), you should keep careful track of the funds you receive and disburse. Preparing simple statements periodically can assist you and your coaches in planning, and can go along way toward allaying any concerns that may arise over the handling of funds.

Attached as an appendix (and available for download on the association site, at the Coach/Manager Resources tab), is a basic Excel spreadsheet template you can use for budgeting and keeping track of revenues and expenses.

### 6.2 Sponsorship

In recent years the Association and player families have had considerable success in recruiting sponsors to help purchase additional ice and pay registration fees for less fortunate families.

Michael Bourque, the Association Director of Sponsorship, will be strongly encouraging coaches and managers to get parents asking employers, customers, clients, relatives, etc. for contributions to the cause. The Association's sponsorship policy has been redeveloped this summer with an eye toward distribution to potential sponsors, and is a great place to start the pitch. A copy is attached as an appendix, and it is available online.

If you have any questions or want any help recruiting or landing sponsors, feel free to get in touch with Michael at [mjbourque@ccpa.ca](mailto:mjbourque@ccpa.ca).

Good luck with the season (not that you're going to need it).

## APPENDIX 1: USEFUL LINKS

[Ottawa Centre Minor Hockey Association](#)

[Hockey Canada](#)

[Hockey Canada Team Manager's Manual](#)

[Ottawa District Hockey Association](#)

[ODHA Off-Ice Officials Handbook](#)

[ODHA Off-Ice Officials Reference Guide](#)

[Ottawa District Minor Hockey Association](#)

[ODMHA Rules and Regs and Appendices to Rules and Regs and Code of Discipline](#)

[Bytown District Hockey Association](#)

[Bytown Minor Hockey League](#)

[Bytown Refs](#)

[Ottawaminorhockey](#)

[Ottawa Police Record Check Form](#)



### APPENDIX 3 - OCMHA LOGO GEAR PRICES

These prices were quoted to us by Tom Clarke at Daquin Sales in fall 2008 based on a minimum order of 12 pieces; different items can generally be combined to make up a set of 12 - speak to Tom. They are just suggestions based on past orders - you are of course free to select from among all of the products offered by Daquin suppliers. Prices include the OCMHA embroidered logo.

You can check out the items by going to the supplier websites and inputting the product #.

There is no requirement that you use Daquin, or that you use the OCMHA logo, but if you go through Daquin you will not have to pay a logo setup fee (which can be pricey), and you can be assured of quick and efficient service.

One line of custom embroidery (name and number, for example) will cost you \$5 per item, plus tax. Two lines (first line team name, second line name and number, for example) will cost you \$6 (plus taxes).

Please confirm pricing with Tom prior to placing the order to ensure there have been no changes.

Product	Item Description	Size	Price	W/Tax	Site
1L094M	Board toques		\$9.75	\$11.15	<a href="http://www.ajmintl.com">http://www.ajmintl.com</a>
8054JY	Youth Kobe Nylon Jacket		26.00	27.75	<a href="http://kobesportswear.com/">http://kobesportswear.com/</a>
8045P4	Youth nylon pant (no logo)		14.95	15.85	<a href="http://kobesportswear.com/">http://kobesportswear.com/</a>
8054JA	Adult Nylon Jacket		28.00	31.95	<a href="http://kobesportswear.com/">http://kobesportswear.com/</a>
8045PA	Adult nylon pant (no logo)		16.45	18.80	<a href="http://kobesportswear.com/">http://kobesportswear.com/</a>
8072Y	Youth fleece jacket		37.75	40.00	<a href="http://kobesportswear.com/">http://kobesportswear.com/</a>
8071A	Adult fleece jacket		38.55	43.95	<a href="http://kobesportswear.com/">http://kobesportswear.com/</a>
911B	Youth King Fashion 90/10 cotton poly hoodie	S-XL	28.00	29.70	<a href="http://www.sanmarcanada.com/">http://www.sanmarcanada.com/</a>
9011	Adult King Fashion 15 oz. 90/10 cotton poly hoodie	S-XL	31.60	36.00	<a href="http://www.sanmarcanada.com/">http://www.sanmarcanada.com/</a>
		XXL	37.20	42.40	
185B	Youth Gildan 13.5 oz. 50/50 cotton poly hoodie	S-XL	19.95	20.30	<a href="http://www.sanmarcanada.com/">http://www.sanmarcanada.com/</a>
1850	Adult Gildan 13.5 oz. 50/50 cotton poly hoodie	S-XL	19.95	22.75	<a href="http://www.sanmarcanada.com/">http://www.sanmarcanada.com/</a>
		XXL	29.20	27.60	

## APPENDIX 4 - LABEL TEMPLATE

Instructions: Download the template from the association website, fill in the blanks once, copy/past/print.

Peewee A



- 1 Player Name
- 31 Player Name
- 2 Player Name
- 3 Player Name
- 4 Player Name
- 6 Player Name
- 7 Player Name
- 8 Player Name
- 9 Player Name
- 10 Player Name
- 11 Player Name
- 12 Player Name
- 14 Player Name
- 16 Player Name
- 17 Player Name
- 18 Player Name
- 19 Player Name

Coach: Coach Name  
 Asst: A/Coach Name  
 A/Coach Name  
 Trainer: Trainer Name TD#nnnn  
 Mgr: Manager Name

Peewee A



- 1 Player Name
- 31 Player Name
- 2 Player Name
- 3 Player Name
- 4 Player Name
- 6 Player Name
- 7 Player Name
- 8 Player Name
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 Asst: A/Coach Name  
 A/Coach Name  
 Trainer: Trainer Name TD#nnnn  
 Mgr: Manager Name

## APPENDIX 5 - DOOR SIGN TEMPLATE

### Instructions:

These are basic instructions; if you are up to it, you should feel free to do anything you like with the file.

Download the file from the OCHMA site. Select (click in) the text box in which Division and Team Name are indicated, and replace the text with your own. You can change fonts and font sizes once you are in that text box.

# Division

# Team Name



## Next Game

**Date:** \_\_\_\_\_ **time:** \_\_\_\_\_ **rink:** \_\_\_\_\_

## Next Practice

**Date:** \_\_\_\_\_ **time:** \_\_\_\_\_ **rink:** \_\_\_\_\_

## APPENDIX 6 - BUDGET TEMPLATE

There is a soft copy of the team financial template available for download (in Excel) at the OCHMA site. You could also use it for budgeting if you like.

It is rudimentary, but it should do the trick. So long as you ensure that you keep your revenue and expense figures in the appropriate columns, it should do all the adding and subtracting for you.

### Ottawa Centre Bantam B1 Finances, 2007-08

Prepared January 1, 2008 by Bill White

#### REVENUES

##### Player Fees

##### Date:

John Smith	\$150	Sept 3/07
Tom Brown	\$150	Sept 3/07
Jane Jones	\$150	Sept 3/07
Fred Farmer (etc.)	\$150	Sept 3/07

##### Fundraising

##### Date:

Shoeshines	\$300	Oct. 20/07
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##### Sponsorship

##### Date:

	\$500	Nov. 1/07
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#### TOTAL REVENUE

\$1,400

#### EXPENSES

##### Tournaments

##### Date:

Osgoode	\$500	Oct. 15/07
---------	-------	------------

##### Social Events

Parent Meeting	\$150	Oct. 10/07
Xmas party	\$200	Dec. 20/07

##### Teamwear

Toques	\$160	Nov. 3/07
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#### TOTAL EXPENSES

\$1,010

#### BALANCE (REVENUE -EXPENSES)

**\$390**

## APPENDIX 7 – OCMHA SPONSORSHIP POLICY



### **Ottawa Centre Minor Hockey Association**

[www.ocmha.org](http://www.ocmha.org)

### **Sponsorship Policy 2007-2008**

### **Draft 1 for Discussion**

OCMHA is a volunteer organization established in the early 1970s to promote minor hockey in the Ottawa Centre District. A non-contact house league, our objective is to offer participants the opportunity to develop a love for hockey regardless of their age or experience; to learn sportsmanship, team spirit and game playing skills.

Brewer Arena, (arguably the coldest on the planet) is home ice to our 24 teams. OCMHA has more than 375 players from Ottawa Centre - comprising the Glebe, Old Ottawa South and Ottawa East, with boys and girls ranging from ages 4 to 20. Together with our dozens of volunteers, parents and fans in the area, we offer sponsors a unique opportunity to be seen as an integral member of the community.

OCMHA's ongoing success depends on the support of local businesses such as yours. Your financial contribution enables kids from less fortunate families to play minor hockey, provides us with additional ice time for those whose skills need honing, and of course, equips our kids with new jerseys that proudly display our sponsors names. Our sponsors include small businesses from the area, as well as larger chains whose commitment to minor hockey is recognized across Canada.

#### **Here are five options to support minor hockey in your neighbourhood:**

**Option A- Premier Sponsorship:** A tax-deductible donation of \$1500 supplies a complete set of hockey sweaters for one team. This sponsorship of OCMHA is a long-term investment - sweaters with your logo are worn forever. (Well, at least until the jerseys wear out after 5 or 6 consecutive hockey seasons). Sponsors are identified with their logos on attractive back panels positioned along with the player's number and name. You will receive one size L souvenir sweater and a handsomely mounted team photo to display at your place of business. Further, you would be identified as an OCMHA sponsor on the home page of our web site, in correspondence and at league events and banquets.

**Option B:** A tax-deductible donation of \$1000 features your logo on a complete set of hockey sweaters for one team. Worn as a shoulder crest, these badges identify your business as a supporter of community based minor hockey. Crest sponsors are also identified on our web site. These crests will stay on the sweaters for the life of the jerseys. You will also be identified as an OCMHA sponsor on the home page of our web site, in correspondence and at league events and banquets.

**Option C:** A tax deductible donation of \$500 features your logo on a full set of team toques, including a pair for you the sponsor. In addition, your company name will appear on the OCMHA website and in all

correspondence with parents and will be mentioned at our banquets and special events. Proceeds from this sponsorship will be used to assist in the purchase of much needed equipment, and toward the sponsorship of families who cannot afford to pay for minor hockey dues, tournaments and equipment.

**Option D:** A tax deductible donation of \$200 or more will ensure that your company name will appear on the OCMHA website and in all correspondence with parents and will be mentioned at our banquets and special events. Your contribution will go toward the sponsorship of families who cannot afford to pay for minor hockey dues, tournaments and equipment. This special sponsorship offers a lot of karma for the money!

**Option X:** From time to time, OCMHA receives offers for other kinds of sponsorship. For example, Pizza Pizza provided cash and coupons in return for a one-year display of their logo on some team jerseys. If you would like to sponsor the OCMHA in a way that doesn't fit with any of the above options, we will gladly review your ideas with the volunteer board of directors and make every effort to accommodate your needs. For more information, see the contact information below.

Please be assured that the profile of your business will shine brilliantly, whether it is on OCMHA jerseys or in our communications. You will always be widely acknowledged as an indispensable part of Ottawa's spirited hockey tradition.

Thank you for your consideration. If you have any questions about sponsorship or would like to consider one of the above options, please speak to your manager or coach, or call me directly at the number below. You can also fill out the attached form and hand it to any OCMHA coach or leave it at the Brewer Canteen.

**Michael Bourque**  
**Volunteer Sponsorship Director**  
**613-237-0927**



www.ocmha.ca  
P.O. Box 21001  
Ottawa, Ontario  
K1S 5N2

# OCMHA Sponsorship Form

Name of sponsor: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone

\_\_\_\_\_

\_\_\_\_\_

I am interested in: (circle one)

- Option A
- Option B
- Option C
- Option D
- Other \_\_\_\_\_

Please return this form to:

Any OCMHA coach;  
The canteen at Brewer Arena; OR

Michael Bourque, Sponsorship Director  
37 Mason Terrace  
Ottawa, ON  
K1S 0K8

