



Saugeen Valley Minor Hockey

Manager's Handbook

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Forms to Collect per Player

- Medical Form, once completed the team trainer keeps all forms
- Tournament fees, these fees will vary with each team and will be up to the team to decide which tournaments they enter
- Rep teams must complete an Offer of Commitment form for each player, as well as an offer of affiliation for AP players.

Saugeen Valley Minor Hockey Manager's Duties

Welcome, we are glad you decided to become involved with our hockey organization as a Manager. This handbook will provide you with the information and forms required for this season. If you have any questions or concerns, please contact the SVMH Parent Rep. We hope you have an enjoyable and rewarding hockey season.

Board Members

The list of current board members and their contact information can be found on the SVMH website.

Team Parent Meeting

Once your team is selected a meeting with all parents on your team should be organized. Use this meeting to update them on all requirements for parents and to ensure you have volunteers during home games and a designated Parent Rep. The coaches can also use this time to communicate team rules and guidelines for games, practices etc. to the parents. Ensure all parents have all forms they require and ensure you have all information required to complete the team roster.

Team Roster and Registration Process

Once your team is selected obtain all the information required to complete the team roster and forward this information to the OHMA Town Contact. The Town Contact will register your team with the WOAA and OMHA and when complete they will send the team Coach and/or Manager an official OMHA roster. Make sure you have a copy of this roster for all games and tournaments. Once the roster is finalized the Website Coordinator will update your roster and team officials on the SVMH website. The Town Contact will use the roster to verify that all team officials have an up-to-date police check. Police checks are due November 1st, and failure to provide will result in removal from the team roster.

Teams are permitted up to 19 AP players, however, a player may only AP to one team. These forms will be on the website. When completed submit these forms to the Town Contact.

Respect in Sport (Activity Leader Program)

All team officials (coaches, manager, trainers), all on ice volunteers and all off ice volunteers who are in contact with players (including clock operator and game sheet official) are required to have completed the OMHA Respect in Sport Activity Leader Program. This course is in addition to the Parent Respect in Sport course that one parent per household must complete.

The course can be found on the OMHA website. Click on Respect and then on Education. The course is at the bottom of the screen.

Gender Identity and Gender Expression Training

All team officials must complete this online training course. The course can be found on the OMHA website.

Vulnerable Sector Police Checks

All team staff (coach, assistant coach & trainer) must have a vulnerable sector police check done every 3 years. Please contact the OMHA Town Contact to obtain a letter to take with you to the police station in the jurisdiction that you reside in. Saugeen Valley Minor Hockey covers the cost of the check. You must pick up the completed check from the Police station and return it to the Parent Rep or OMHA Town Contact. The SVMH Town Contact will track when a new check is required and inform the team coach or manager. The Certified police check must be completed and returned to SVMH by October 31st, or you will no longer be able to volunteer.

Game Schedule

In early October one representative from each team (normally the Coach or Manager) will attend a scheduling meeting at the WOAA office or Legion in Wingham. You will be provided with a list of all home ice times prior to this meeting. At the meeting you will set your home and away game schedule for the season. After this meeting you must send a list of all your games to the Ice Scheduler, Referee In Chief and Town Contact. When you send this information. The Ice Scheduler will add all games to the website.

Time Clock and Game Sheets

Ensure that you schedule a game sheet / clock person for all home games.

Referees

At the start of the season, you must forward a list of all your home games and all home exhibition games to the Referee in Chief. If you must cancel or reschedule a home game, please make sure you notify the Referee in Chief, Town contact and Ice Chair immediately.

Game times are set at the beginning of the year and are not to be changed as referees will be paid based on these times.

Example: 3 periods 10 minutes in length

3 periods 1 period 10 minutes 2 periods 15 minutes in length

The Referee in Chief will be in charge of payment to all referees including mileage.

Website

Contact the Website Webmaster at the start of the season to obtain a username and password for the SVMH website. Either the coach or manager will be required to enter all game scores on the SVMH website. All WOOA rep and local league standings can be found at www.theonedb.com.

Equipment and Jerseys

As manager you will be expected to work with the Coach and Trainer to ensure that all players are wearing the appropriate equipment on the ice. There is no exception to this rule. There is a list of required equipment included in this package. Mouth guards are to be worn properly at all times. They must be kept in place in the mouth while on the ice. It is recommended that you have a parent volunteer from your team to take care of the team's jerseys for the season (bringing to games, laundering etc.) If repairs or hemming is required to jerseys, please contact the SVMH Equipment Manager. Jerseys are for game use only. Exceptions with Board permission only.

Practice or Game Cancellations

If you need to cancel a game or practice for any reason you must notify the **Ice Scheduler** (and Referee In Chief for games) immediately. **DO NOT CONTACT ARENA MANAGERS DIRECTLY.** The ice time can then be used for a practice or offered to another team if you cannot use it. If you forget to cancel the ice with at least 24 hours' notice and it is not used, you are allowed one mistake. If it happens again the team will be charged for the cost of the referees and ice time. Regular offenders will lose practice privileges.

Affiliation Player (AP) Process

Teams are allowed to sign AP players from a lower division (i.e. U11B can AP players from U11D or U11LL) A local league team cannot AP a player from a Rep team. A player can only AP to one team and they must play 50% of eligible games with his or her main team to be eligible for playoffs with his or her main team. Complete the Offer of Affiliation form on the website. Once complete submit the form to the Town Contact. The player will be added to your OMHA roster.

Game Reports

We encourage all teams to write game reports and articles. You can send the reports to the Hanover Post and post them to your team page on the SVMH website.

Communication with Board

The SVMH Board normally meets monthly. If any issues arise during the season, your Parent Rep can submit this in writing to be addressed at the next meeting. Issues can be emailed to any member of the board, contact information is all located on the website.

Medical Information Forms

A medical information form must be completed for every player on your team. Ensure the information is complete and the team trainer must have the completed forms with them at all games and practices. A Hockey Canada form must be completed for all significant hockey related injuries. Please contact the SVMH Equipment Manager for any Trainer questions.

Team Coordinators

SVMH has coordinators for U9 and Below and U11 and Above. The coordinators are responsible for board contact with coaches, tryouts and team selection, team operations and discipline. Please contact the appropriate coordinator found in the Board Members chart.

Dryland Training, Non-Arena Events

OMHA approval and insurance is required if you want to organize any team dryland training or non-ice team event. Please contact the SVMH Board if you wish to do so.

Play-Offs

In January (rep teams) or February (local league teams) the Town Contact will attend a play-off meeting at the WOAA office. The Town Contact will give the play-off information to each team Manager or Coach. You will have to work with the coaches/managers from the other teams to set the play-off schedule. The Ice Scheduler will provide you with a list of home ice time that can be used for play-off games. Once the play-off schedule has been set, send the game details to the Ice Scheduler so the SVMH website schedule can be updated. Also email home game details to the Referee In Chief to ensure referees are scheduled for each home game. Ensure your volunteers for clock and game sheet are available for play-off games.

Tournaments

At your team meeting you should discuss how many tournaments you want to enter. Meet with your coach to determine who will book tournaments and collect money from parents. SVMH is a B center. Try to book tournaments that are compatible with our center status. There is a complete listing of all tournaments in Ontario on the OMHA website (www.omha.net). Managers will need to apply for a Tournament Travel Permit from the Town Contact.

Once you have registered for a tournament email the dates and location to the Ice Scheduler. They will set-up the tournament on the SVMH website. Once you have a final tournament schedule you will then have access to enter the specific

games and scores on the SVMH website. Please note that tournaments are the only time a team Manager or Coach will add games to the website.

Suspensions

Inform the Town Contact of any suspensions on your team. Suspended players must serve their suspension with their rostered team regardless of which team the suspension was issued with. Players under suspension may not participate as a referee and may lose practice privileges. Suspended players are permitted to play in exhibition games and tournaments, unless under a match suspension.

Year End Banquet and Team Awards

SVMH will request each Manager to determine how many players and parents will attend the year end banquet. Team awards for most improved, most dedicated, most sportsmanlike and hardest worker will be presented at the banquet. Work with the coaches on your team to determine how these awards will be assigned.

Hockey Equipment Check List

- Approved helmet with cage (check date)
- Mouthguard attached to cage or dentist fitted guard
- Neck guard
- Shoulder pads
- Elbow pads
- Hockey pants
- Jock/Jill
- Shin pads
- Gloves
- Practice jersey
- Hockey socks (same colour for games)
- Skates
- Stick

Saugeen Valley Minor Hockey Club Code of Conduct

All members of the SVMH are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season,

The SVMH reserves the right to reject membership in such a case where a previous record of behaviour unbecoming a member of the SVMH has been evident.

As members of the SVMH, all members will follow a code of conduct. Members under the jurisdiction of the OMHA will follow the code of conduct as outlined in the current revision of the OMHA Manual of Operations.

Failure to comply with the code of conduct may result in disciplinary action, suspension or release from membership. Upon a fair hearing, such action may result in the member losing the privileges that come with membership in the SVMH, including the opportunity to participate in SVMH activities.

Any physical attack or intimidation of a player, coach, official or spectator

- 1st offence: removed from the SVMH arenas for a period of no less than one calendar year. OMHA/WOAA and Police will be notified.
- 2nd offence: Removed from SVMH arenas indefinitely.

OMHA CODE OF CONDUCT

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association (“OMHA”) members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in OMHA activities and events.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to the OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.

Members and participants of the OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its' Member Association activities and events, both present and future.