

### *Newcastle Stars Manager’s Resource Manual*

**Start of Season – what to do?**

-have initial team meeting

-have parents sign code of conduct (forms on website) <https://newcastlestars.com/Pages/1263/Team_Managers_/>

-have parents fill out medical forms (Trainer is prime on this, forms on website)

<https://newcastlestars.com/Pages/1265/Trainers/>

-confirm parent/player contact list/information (name, phone, email)

-get name bars for jersey made/put on jersey

-ensure coaching staff established and certification complete

-submit team info to OMHA rep to receive official roster: [Newcastlestarsomharep@gmail.com](mailto:Newcastlestarsomharep@gmail.com)

-get Web access from the [newcastlestarswebmaster@gmail.com](mailto:newcastlestarswebmaster@gmail.com) for your team home page

-look into possible dates of tournaments your team would like to attend

-get info about Halloween Dance: [newcastlestarsfundraiser@gmail.com](mailto:newcastlestarsfundraiser@gmail.com)

**Team Meetings**

An initial meeting should be set up shortly following the formation of the team – for many this will be the first time they meet other players, parents and coaching staff. Ideally, the manager should be in place before the initial team meeting.

Agenda items;

-introduce coaching staff

-code of conduct (have parents read and sign Newcastle Stars Code of conduct - forms on website)

-Social Media Policy ( NEW-2018)

-coaching philosophy

-discipline plans and team rules

-plans for tournaments, get parents input

-fundraising plans, get parents input

-budget (REP)

-establish contact list/information

-water bottle policy (bring own, or have a set with names – no sharing of bottles)

-OMHA medical forms to be handed out, and returned to trainer

**Volunteers**

The most important thing the Team Manager can do is delegate.

Some responsibilities that can be delegated:

-Fundraising

-Snacks during tournaments

-Travel person (arranges hotels for tournaments) (REP)

-Jersey responsibility (home/away) (REP)

-Treasurer (REP)

-Ice Person (REP)

-person to manage gate/50/50 on game days (REP)

All volunteers that are in contact with the kids in dressing rooms, and/or on the ice require a police check every 3 yrs, and PRS(speak out) or Respect in Sports (RIS instructor).

**Team Rules**

The team rules should be set early in the season, and all parents should have a copy of the rules and expectations. All rules should be adhered too, and in the event they are broken, they should be handled in a fair, progressive and consistent manner.

They should include expectations on:

-Conduct at practices, games, events and team functions

-locker room conduct and procedures (prior to game, and after game room clean up)

-team attitude (coach, player, parents)

-respect

-harassment

-drugs/alcohol

-dress code (REP)

**Disputes**

Resolution should be clearly discussed. The 24 hour rule must be implemented and parents should utilize the parent rep or manager prior to going to the coach. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason (ie. equal playing time, coaching tactics, harassment, etc). The Team Manager should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Manager are key.

**Alcohol**

Code of conduct and Newcastle Stars does not allow consumption of alcohol by minors or team officials during team events. Team officials that know of a team party where alcohol is being served can face disciplinary action and suspension. Any report of players consumer either drugs or alcohol while at a tournament/game/practice representing Newcastle will face an investigation and possible disciplinary action.

**Record Keeping**

Managers are the keepers of the team’s personal information. It is always good to have a binder with important information within.

Documents to include:

-Official roster

-Contact lists

-Player medical forms (unless trainer has it)

-Forms (game reports, injury reports trainer)

-Schedules (practices, games and parent volunteers)

-Arena information

-Current financial information (REP)

**Roster**

At the beginning of each season, the manager needs to compile a list containing the player's information (name, jersey #, DOB), and coaching staff (with certification completed). This list needs to be sent to the OMHA rep (Newcastlestarsomharep@gmail.com), where he will then get approved, and send you an ‘official roster’. You will keep these in your files, as you will need to submit for tournaments.

**\*\*getting your roster approved is time sensitive, as without an approved roster, you will not be able to play any league games\*\***

**Game Time**

**Game Sheets**

House League game sheets will be given to each manager at the beginning of the season. If you require more, they are located at South Courtice Arena about the mailboxes back by the CRHL office

-the AWAY team is required to fill out the game sheet first

-print on game sheet; player #, name, and coaching staff in the correct category according to credentials.

-have coaching staff sign the game sheet

-all suspensions must be recorded in the appropriate area

-alternate players or coaches must be indicated by the designation of AP beside their names

-**scores must be**:

1. emailed by managers to division convenors immediately post game. Go to this link to find out who your CRHL convenor is: http://www.claringtonthunder.com/page/show/1192315-division-convenors

2. **Post it on the Newcastle Stars website within 24 hrs** please log into on your mobile device/or website and input your game scores, **must** be entered by manager into our site & also submit a copy of your game sheet (**easiest way to upload the sheets is via mobile, with your camera**) go to website under “ HL game sheet submissions tab” or to:

https://newcastlestars.com/Forms/1966/2018-2019\_House\_League\_Game\_sheet\_submissions/ **must be entered within 24 hrs after the game, Please.**

**Jerseys**

If there is a color conflict, the home team must wear pinnies

**Referees and Time Keepers**

**House League** – refs and time keepers are scheduled and paid for as part of player fees. You do not need to do anything for this. If refs/time keepers do not show up, contact your CRHL rep ([newcastlestarscrhlrep@gmail.com](mailto:newcastlestarscrhlrep@gmail.com))

**REP**

Do not book your own refs or timekeepers for home games.

-at start of season send your home game schedule to James Giroux-OMHA Rep, who will then send to Mike Morin (our timekeeper scheduler), and Corey Strand (our ref scheduler)

-if a game is cancelled, the team is required to contact Mike ([miklaur2000@rogers.com](mailto:miklaur2000@rogers.com)) as well as Corey ([refmailtoday@yahoo.ca](mailto:refmailtoday@yahoo.ca)) ahead of time

-if no timekeeper shows up, contact Mike (9057067533)

-If no ref shows up, contact Corey (9052139313)

Teams are required to pay timekeepers and ref’s:

Timekeeper $:  $15 for a 1.5hr of ice for novice to peewee or $5 per 1/2 hr.  Bantams to juveniles will require 2 timekeepers at the same rate.  If only one timekeeper arrives for Bantam to Juvenile, the timekeeper is paid $20. Please check with the person in charge of timekeepers for rates.

**Organization of gate fee (REP)**

Currently within the Victoria Durham and Eastern Ontario loops, there is mandatory gate fees that must be collected and paid by us when we travel to their arenas.

Fee is $4.00 for adult, $2.00 for seniors/child

In Newcastle, we have historically not charged the fee for any Newcastle person attending to cheer on our teams. It is however, a team decision, some teams encourage to purchase 50/50 ticket in place of.

Gate duties should be shared by all families on the team. Best plan is to develop a list at the beginning of the year and require parents to trade if they are unable to manage it on their assigned day. Gate is generally set up 1hr prior to games. You need to carry a float for the door, and you can never have too many loonies or $5 bills.

If running a 50/50, you may want to have 2 parents at the door. Younger teams tend to do very well with 50/50 and gate fees. These fees often pay for referees and timekeepers, but in the older ages this is not the case and you will need to account for this expense in your budget.

**Accident/Injury -** The team trainer is responsible for filling out the **Online form (new 2018-please check under the Trainer section on our website for the form-still being updated)** Trainer should be referring to the training resources, as well as in contact with Head Trainer for NVMHA [newcastlestarsheadtrainer@gmail.com](mailto:newcastlestarsheadtrainer@gmail.com)

**Post Game**

-retain a copy of the completed game sheet post game for your records

-**House League** - email convenor of your division with the final game/score details, post on the Newcastle Stars website within 24 hrs, upload picture of game sheet (new 2017) <https://newcastlestars.com/Forms/1566/House_League_Game_sheet_Submission/>

**-REP** - a game sheet is left in the refs room that the OMHA rep picks up to input information for the OMHA. take a picture and upload the PDF on the Victoria Durham site & input scores on the Newcastle Stars website within 24 hrs

-if there are any suspensions of players/coaches, it must be reported immediately to OMHA rep

**Applying for Tournaments**

**Travel Permits -** New in 2016, all teams (REP or LL) going into a tournament or playing an exhibition games are required to get a Travel permit. You are to fill out an online form for request to get a travel permit.

Tournament form**:**

<https://newcastlestars.com/Forms/1885/2018-2019_Newcastle_Stars_Online_Tournament_Entry_Request/>

Exhibition form**:**

https://newcastlestars.com/Forms/1910/2018-2019\_Exhibition\_Game\_Request\_Form/

Once permits have been approved you will receive it via email from the OMHA Rep.

**House League Teams-** Tournaments are listed on the OMHA website:

<http://www.omha.net/page/show/1509684-tournament-listings>

All tournaments must be coordinated around your CRHL game schedule. An online form must be submitted for approval. Once approved **Newcastle Stars CRHL rep** (**newcastlestarscrhlrep@gmail.com**) should be notified about tournament plans.

**Do not** book a tournament during a scheduled game time, especially during playoffs, as permission to change game times will not be granted. (~playoff time period of Feb-Apr 1)

**Rep Teams-** Tournaments are listed on the OMHA website we are a B centre when looking at tournaments of the appropriate calibre for our players. This is often a coaching discretion as to what level a coach believes his team can successful play.

**International Silver Stick Tournament-** A rep hockey tournament that requires qualification to attend the International tournament. Qualification tournaments take place throughout Ontario. Newcastle rep teams historically each attended a qualification tournament. The qualification tournaments typically fill up very quickly. It is recommended that the coach or manager start registration of this tournament as soon as possible. In the boards, attempt to support all teams’ ability to attend a Silver Stick qualifier the NVMHA will lend teams the money to send to the tournament organization committee. This money will then be added to your final bill for rep fees to be paid no later than December 15th.

What qualifier do I attend? This question has come up many times in the last several years. The Silver Stick organization has a website that steps teams through the process. Do not assume that what was done last year is the same qualifier for this year. You now must obtain a release from our area qualifier to attend a different qualifier.

Travel Permits are also received from the OMHA rep. They require approval from the OMHA not just the rep. These should be requested as soon as possible to prevent any disappointment come tournament day.

**Team Finances (REP)**

All team managers should meet with coaches and discuss the estimated team budget. There are many experienced managers and coaches that will be able to give you an idea of the costs to run a representative team.

There are examples of budget tools included in this manual. Electronic versions can be obtained by from the OMHA website. There will be a link to the manager’s manual on our web page.

Once a budget is set it should be discussed with the parents of the team. All parents should receive a copy of the budget and have the payment plan expectations set out for them.

At minimum our new policy for rep fees and refund policy requires a first installment no than October 15th and second installment not later than Dec 1st. I would suggest that waiting until Oct 15th is too late to get your money in for the beginning of the season. The fees for tournament etc tend to be heavily weighted in the beginning of the season so the sooner fees are collected better it is for the team. A financial report also has to be provided to the board at the end of the season

**Bank Accounts-** when setting up a bank account it is suggested to shop around. Many banks will provide cheques and deposits for free with a minimal monthly charge. Others charge a large amount for bank fees.

All bank accounts require 2 signatures for all withdrawals of funds from the account. Some banks require a letter from the association prior to opening of the account when setting up an appointment remember to ask what they require. The treasurer will provide teams with these letters as required.

There have been some important new procedures put in place to protect all members of the NVMHAI. As mentioned earlier there is a new policy regarding rep fees and how refunds of rep fees will be handled by the association. In the past this was at the discretion of the team members. This has led to many disputes over the years in order to solve this issue the NVMHA board has developed the new policy as a means to guide this process in a fair and equitable way.

The policy does require the following information to be submitted to the treasurer:

* Team budget – Sept 30th
* Financial statement Oct 31st
* Financial statement and Report variance Dec 31st

In this policy there is strict guidelines for refunds to Rep team member who chooses to leave, is unable to play or is removed from a team (with board approval only). Please familiarize yourself with this policy.

**Extra Ice (REP)**

If you are looking for extra ice for your team some options that we have used are:

* Trinity College Arena
* Bewdley Arena
* Jack Burger
* Cobourg Community Centre
* Legends
* Donovan

**OMHA Rep Information**

**Rostering a Team**

1. Please send the OMHA rep : newcastlestarscrhlrep@gmail.com the rosters with bench staff
2. Please inform him as soon as possible of any suspensions to players or bench staff.
3. The rep teams will not be able to A/P any player until the LL team rosters have been approved, and the parents and coach have agreed and signed the form.
4. Please ensure that your bench staff has the proper certifications for their position. For example a manager only needs to have RIS "bench staff version"(<https://omha.respectgroupinc.com/>) to be rostered. A trainer needs a trainer’s cert and an asst coach needs coach 1 or 2, this only is good for LL, if your child ends up playing rep then you will require development 1.

So my advice is you can never have enough training or certificates.

* Minimum team requirements are a qualified Coach and a Trainer before the roster can be approved. (https://cdn1.sportngin.com/attachments/document/0106/9007/2018-2019\_-\_TEAM\_OFFICIAL\_QUALIFICATION\_REQUIREMENTS-APPENDIX\_A.pdf
* you can only roster one Manager on a team
* the maximum number of teams that a bench staff can be rostered to is two
* bench staff qualifications must be reflect on the Clinic & Qualification tab of the Member Profile.  Uploading scanned copies of the certificates to the Document tab of the Member Profile will not get the team approved.  If the individual has taken the course and it's not reflected on the Member Profile it needs to be communicated to the office so it can be corrected.

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