

NEWCASTLE VILLAGE MINOR HOCKEY ASSOCIATION INC.



Manager Reference Guide

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Reference Guide Purpose

The purpose of the Manager Reference Guide is to make it easier for the Manager to find the key information required to manage their team for the season. In the event there is a discrepancy between this guide and the NVMHA policy, the NVMHA policy is the official source to follow.

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1.0 Manager Overview

1.1 Role of Manager

- Managers play a pivotal role in having a successful season and allow the coach more time and focus to handle the “on-ice” activities. Managers are NOT rostered and cannot be on the bench during games.
- The key jobs performed by the Manager are:
 - Keeping team parents well informed with timely communication - including forwarding communication as soon as possible and holding the first parent meeting
 - Controlling the team finances
 - Ensuring off-ice events are organized, i.e. team events and booking tournament hotels
 - For Rep, on home game days, ensuring the refs and timekeepers are paid.
 - Ensuring the GameSheet application is set up for games.
 - Help in dealing with parent concerns.

1.2 Communication with Parents

- Clear, concise, and frequent communication with the team parents is an essential responsibility of the Manager.
- When writing emails, it is recommended:
 - To use a clear email subject title (ex: U13-REP: Tournament Schedule Update)
 - Make sure the key items are easy to see, as most parents will only skim the email.
 - ☐ For instance, any action items are in bulleted lists.
- To keep the parents up to date on the team schedule, instruct parents to link their phone calendars to your team schedule so they keep up with changes to your schedule.

1.3 Communication with the OMHA Rep and other Key Contacts

When communicating with the OMHA Rep and other Key Contacts, please include your team’s name (ex: U13-REP) in the communication, particularly with emails.

1.4 Delegation of Work

The Manager must ensure a lot of activities are done throughout the season, but that does not mean that you must run them all.

Finding the right people to delegate work out to will make your life much easier - for instance:

- Delegate someone to find hotels for tournaments or book team events
 - Some tournaments specify specific hotels to be used.
- Delegate someone to coordinate fundraising.

- Delegate someone to help update the Team Website Page

1.5 Association iPads

NVMHA will provide iPads at our home arena for the sole purpose of using the GameSheet app. Please do not change any settings in the iPad. Remember this iPad is NVMHA property and shared between the teams.

1.6 GameSheet - iPad Application and Website

There are 2 parts to the GameSheet application:

1. GameSheet App on the iPad
 - a. Used to enter the actual game sheet during home games.
 - b. Used to add/update the team roster.
2. GameSheet Webpage
 - a. Can see all the completed game sheets for both home and away games.
 - b. Useful to see all the penalty codes in the event of suspensions
 - c. Website link: <https://GameSheet.app/associations>

To see the game sheets on the Webpage, you need to have your ID setup using the GameSheet invitation code. The codes will be provided by the OMHA Rep. If you need a code please reach out to omharep@newcastlestars.com.

Using the GameSheet App on the iPad

- When doing the first time sign in to the GameSheet iPad application you will need to enter the passcode
 - The username for the GameSheet App is labeled on the back of the iPad. The password will be provided at the Manager Meeting at the beginning of the season.
- For home games, the game sheet should appear in the app ~24 hours before the game starts, you can navigate through the games to find your team's game sheet (select New Game > Create from Schedule > load your game)
- After the home game is completed, remember to upload the game sheet as soon as possible after the game. See Section 4.1.2 below.

1.7 Code of Conduct Forms

While players and parents agree to the OMHA Code of Conduct and the Newcastle Stars Code of Conduct during the Registration process, please also have parents and players provide signed Code of Conduct forms each season. The forms are available on the Manager page (www.newcastlestars.com/Pages/1263/Team_Managers_/) and can be signed and provided electronically (paper copies are not required).

1.8 Support

The league is here to support the Managers. Please feel free to reach out to the Board Members as outlined in the Key Contacts section below.

2.0 Key Contacts

The Executive Staff is updated on the Stars Website. Examples of Key Contacts you will need:

1. OMHA Rep – Official roster, suspension reporting, travel permits, bench qualifications.
2. CHL Rep – Point of contact for all Local League managers as a liaison to the board.
3. Ice Convener/Scheduling Rep – Team ice times, ice swaps, exhibition games, website schedule corrections/updates
4. Treasurer – Team Finances (for Rep)
5. Fundraising/Sponsorship Executive – approvals for fundraising/sponsorships (for Rep)
6. Equipment Rep – Jersey fittings (for Rep), equipment needs, apparel.
7. Dispute resolution - dispute@newcastlestars.com
8. Website Coordinator – Access to Team Website

3.0 Finances for Rep Teams

3.1 Team Bank Account

3.1.1 Bank Account Structure

- Team bank accounts require two signing officers.
- A non-profit (or unincorporated association structure) account may provide the lowest fees but discuss with your banking partner.
- The Treasurer can provide the non-profit banking letter from the Association upon request.

3.1.2 Ensure all Payments / Expenses Go Through the Team Account

- All activities should go through the team account.
 - For instance, if you had a team fundraiser and raised \$500 and you need cash to pay ref fees DO NOT take the fundraiser money directly and use it to pay the refs. Instead, deposit the \$500 into the team account and then do a separate withdrawal to get the money for the Refs.
 - This ensures all money flows into the team account are easily traceable and will in the end make your life much simpler. If this does not happen, you will need to track cash payments using receipt books or ledgers.
- eTransfers and auto-deposit are acceptable but sufficient details must be maintained to support payments.

3.1.3 Mandatory Closing of the Bank Account at End of Season

- At the end of the season, the bank account must be closed, and the refunds distributed to parents.
- No bank account can be used across multiple seasons.
- The closure of the team bank account and team refund distribution to the parents is expected to be completed within 3 weeks of paying the NVMHA final invoice.

3.2 Team Finances

3.2.1 Budget Template

NVMHA uses the OMHA Budget Template which can be found online here:

<https://www.omha.net/page/show/2851679-team-manager>

3.2.2 Budget Updates

Teams are required to provide a Draft Budget for review at the start of the season. The draft budget should be emailed to Treasurer@NewcastleStars.com

Be sure to keep it updated as best you can as the NVMHA Treasurer can ask for a copy of your budget at any time throughout the season.

At the end of the season, Final Budgets (Actuals) must also be reviewed by the Treasurer prior to any player refunds being distributed. Submit your final budget to Treasurer@NewcastleStars.com

The co-signer and the head coach are to review all budgets before being sent to the Treasurer.

3.3 League Fees

During the season, the Treasurer will provide a Rep Team invoice that must be paid from team funds. This invoice will include:

- Ice costs paid by the NVMHA that were allocated to the Rep Team
 - Insurance and other related fees
 - A registration credit based on the number of players on the team.
 - Credits for any ice times that were allocated to other teams (i.e., during playoffs, etc.) by the League.
 - Credits for any approved team sponsorships obtained.
- ☐ Review the invoice(s) carefully to ensure you're only charged for your team's ice times. Any discrepancies should be sent to the Treasurer, with a copy to the Ice Convenor/Scheduler.

3.4 Rep Team Fees

The calculation of team fees will depend on your budget. Ensure that team fees are received from each player on the schedule provided by coach/manager. If payments are in arrears and/or

you have concerns around collecting team fees, ensure the President and Vice President are copied on the email to the parent/player.

3.5 Fundraising / Sponsorships

Fundraising should be used for a purpose. The point of fundraising is NOT for parents to get back a large refund at the end of the year.

3.5.1 Fundraising Requests and Reporting

All fundraising activities require approval from the Fundraising/Sponsorship Executive. The Fundraising Approval form can be found on the Manager's page on the Stars Website and must be completed prior to the fundraising activity starts.

www.newcastlestars.com/Pages/1263/Team_Managers/

Charitable Fundraisers also require approval, please follow the same procedure as a regular fundraiser, as all funds (even though it is a charitable event) must also be reported to the Fundraising and sponsorship Executive.

Approvals are required to ensure compliance with the NVMHA's lottery license.

3.5.2 Team Sponsorships

Rep Teams receiving funding from sponsors need to be approved by the Fundraising/Sponsorship Executive. Sponsorship payments are to be made payable to NVMHA, not directly to the team or team staff. The funds will be collected by NVMHA, and the team will receive a credit on their final invoice for the full sponsorship amount. Please notify the Treasurer of the sponsorships being submitted so they can be included as credits on the final team invoice.

3.6 Team Refunds

Be sure to establish upfront with your parents how team refunds, if there are any, will operate. For instance, the refund will be based on the total funds remaining divided by the number of players on the team.

4.0 Hockey Operations

4.1 Game Day Procedures

4.1.1 Two Deep Policy

AT ALL TIMES there must be a minimum of 2 team staff supervising players - including the team change room. This applies to all practices as well.

It is required that 2 adults – for all age levels – be in or near the room so they can hear what is always happening in the room.

The bench staff should ensure that the dressing room is open when needed and a member of staff is present near the room.

4.1.2 Home Game Procedures

Before Game Day:

- ☐ Prepare the funds for the officials. Put the exact funds in individual envelopes for each of the officials (timekeepers/refs) ○ Clearly label the envelopes with the game date, location, team, and which official it is for
- ☐ While on Wi-Fi, login to the GameSheet app on the iPad and load your game. Both team rosters will be populated by the system.

Game Day:

- ☐ Find the key for the room – decide who will take the key during the game. Many teams have the Trainer take it in case they need to go to the room during a game, and sometimes the Coach wants you to take it. Sometimes it depends on the arena and dressing room location.
- ☐ Give the opposing team the opportunity to complete the game sheet first.
- ☐ When the iPad comes back to you, complete the game sheet – you will still need to input suspensions and APs.
 - Have it signed by all required staff members – The Coach is responsible for the game sheet, so make sure the entire sheet is checked by the coach before signing.
- ☐ Remain close by – either in the hall, lobby, or change room.
 - Remember, parents are not to be in the halls, so if the coaches/players need something urgently, you are the liaison for them to ask their questions.
- ☐ Close to game time (20 min or so) check for refs coming in - they may also be on the ice.
- ☐ About 10 min before game time/flood is occurring, knock on the ref door for payment and give the timekeeper the iPad; sometimes you need to hunt for them.
- ☐ Make sure the room is locked at game time and ensure that there is a team official at the dressing room at the end of games or if there is a flood.
- ☐ At the end of the game
- ☐ Have the Coach check the game sheet when the Timekeeper returns the iPad, to look for glaring errors and verify suspension codes are correct.
 - Errors do not happen very often, but sometimes they do, and the refs need to correct the errors if they could impact your team BEFORE YOU leave the arena.
 - If there has been a serious error, let the OMHA Rep know about it and they can contact the Convener
- ☐ Submit the game sheet (you need to be on Wi-Fi)

4.1.3 Away Games Procedures

- ☐ About 45 minutes before the game - look for the iPad from the other team and have it signed by the team staff – return to the other team when finished.
- ☐ If during the game you suspect there may be a suspension affecting your player, after the game you can politely ask the other team to look at the GameSheet app on the iPad for the penalty information, take a picture of the suspension, and any referee reports so you don't have to wait for the game sheet to be uploaded.

4.2 Period Lengths / Refs by Age for Home Games

Period lengths are set by the OMHA and are available in the Manual of Operations online (see Section 6.1 below). Lengths may depend on the ice time available.

Ice Time	Warm Up	1st Per	Rest	2nd Per	Rest	3rd Per
1:00	5	10		10		10
1:10	5	10		10		15
1:15	5	10		15		15
1:35	5	15		15	10	15
2:00	5	15		15	10	20
2:15	5	15		20	10	20
2:25	5	20	10	20	10	20
2:40	10	20	10	20	10	20

The table is applicable to all games U9 to U21. The playing time of each period may not be adjusted but the warm-up time may be adjusted to suit local conditions, but not eliminated.

Curfews are discouraged and games should be completed as to the length of the game agreed to at the beginning of the season or as per the play-off contract. Consult the OMHA Rep if game times need to be adjusted based on available ice time.

4.3 Referee / Timekeeper Fees for 2023/2024

Referee fees are published in the OMHA Membership Handbook for Officials (available online) each season. The OMHA Rep will provide the current season fees to the Managers once available.

Timekeeper Rates for the current season are \$20 per regular season game and \$25 per playoff game.

No Shows - If Refs or Timekeepers do not show up for a home game, please contact the OMHA or CHL Rep.

4.4 Suspensions

4.4.1 Game Suspensions

For ANY game (exhibition, tournament, regular season, playoff) where you know or suspect there is a suspension to a player or bench staff, email omharep@newcastlestars.com right after the game with the game details, including the penalty codes (ex: GM 50). GET A PICTURE OF THE GAME SHEET BEFORE IT IS CLOSED OUT.

The OMHA Rep will confirm if this is a suspension and for how many games the suspension is for

Information Required:

- Level
- Game Number
- Date of game
- Location of game played
- Details Suspension Codes/details

Example:

- **Level:** U15
- **Game Number:** U15##
- **Date:** Sat, Oct. 8th
Location: Orono
- **Player:** Johnny Doe
 - GM20 - Unsportsmanlike Conduct

4.4.2 Penalty Minutes Head Coach Suspensions

Team penalty minutes as they pertain to Head Coach suspension include ALL penalties assessed to players and coaches; with exception of 10 minute player penalties.

Division	Team Penalty Minutes	Head Coach Suspension
U13 and Below		
	27-51 Minutes	1 Game
	52-77 Minutes	3 Game

	78+ Minutes	5 Game
U14 and Above		
	37-71 Minutes	1 Game
	72-107 Minutes	3 Game
	108+ Minutes	5 Game

4.5 Team Rosters

The Manager or Head Coach should submit your team's roster information to the OMHA Rep using the Team Roster Submission form on the Stars Website (www.newcastlestars.com/Pages/2338/Forms/).

The OMHA Rep will provide teams with their official rosters. If there are any errors, please let the OMHA Rep know immediately. You should carry a copy of your roster with you to each game, and copies for tournaments and during playoffs. If you put one in the trainer's kit as a backup, you should always have one handy.

4.5.1 Use of Affiliated Players

- AP Forms should be completed as soon as possible.
- Completed forms are to be emailed to the OMHA Rep for signature and approval.
- The amount of APs your can roster is based on a number of factors. Reach out to the OMHA Rep omharep@newcastlestars.com to find out.

4.6 Tournaments and Travel Permits

- Tournaments must be coordinated around your league schedule and be approved by the OMHA Rep or CHL Rep
- Please use the online form to submit a request for approval and obtain the necessary travel permit.
- Teams need a travel permit for all tournaments and all exhibition games.
- Please submit your requests through the online form on the Stars Website www.newcastlestars.com/Pages/2338/Forms/
- OMHA tournament permits are free and non-OMHA permits cost \$20.
- Your total travel permit fees (if any) will be deducted from your team's year-end reimbursements.

4.7 Trainers

If your trainer is unable to attend a practice or home game for any reason, they must find a replacement (your trainer knows the other trainers and/or trainer at large). If a trainer cannot attend an away game, the Manager must contact the opposing team to ask to use their trainer.

4.8 On-Ice Helpers

Ensure that they are always wearing the proper equipment while they are on the ice. Under 16 require full equipment including neck guards.

4.9 Exhibition Games

- Home Exhibition Games
 - To set up a home exhibition game, find a practice time that works for you and the team you are inviting.
 - Complete the Exhibition Game form on the Stars Website (www.newcastlestars.com/Pages/2338/Forms/)
 - The OMHA Rep must approve all exhibition games and provide you with a permit for the game to be played.
 - After you get approval, you must arrange your own timekeepers and referees.
- Away Exhibition Games
 - You will need to ask permission to participate from the OMHA Rep
 - You must get a travel permit to play in the exhibition game.
 - Complete the Exhibition Game and Travel Permit forms on the Stars Website (www.newcastlestars.com/Pages/2338/Forms/)
- Any suspension that occurs in an exhibition game follows through to the regular season.
- A suspended player cannot play in an exhibition game, and the exhibition games do not count toward the number of games served in the suspension.

5.0 Dress Code Policy

As outlined by your head coach. For Rep, game jerseys and socks should not be worn for practices.

6.0 Other Hockey Operations Information

6.1 Hockey Canada Links

These are some helpful links for understanding Hockey Canada's rules and operations.

6.1.1 OHF Handbook

For up-to-date OHF By-Laws and Regulations

<https://www.ohf.on.ca/rules/handbook/>

6.1.2 OHF Playing Rules

This publication includes Hockey Canada Playing Rules along with interpretations (cases) related to the official rules. Hockey Canada Playing Rules are an important reference for officials, players, coaches, and hockey executives. They provide guidance and information about how the playing rules are to be applied in various situations, and clarify misunderstandings related to the application of the rules

https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Officiating/Downloads/rulebook_casebook_e.pdf

6.1.3 OMHA Manual of Operations

The OMHA Manual of Operations is available online and provides details on the Regulations for minor hockey.

You can find the latest version here:

www.omha.net/manualofoperations

6.2 Police Record Checks

6.2.1 Who Needs to Have a Police Record Check

- Any team staff or on-ice person (coach, trainer, manager, on-ice helpers, rostered goalie coach, etc.)
- Police Record Checks are for 2 years - so if any of the staff had one the previous season, they will not need to do it this year. If it has been more than 1 hockey season ago since they submitted a Police Check, they will need to do it again
- New Police Record Checks submitted must have been processed within the last 90 days of submission

6.2.2 How to Get a Police Record Check

- You will need the NVMHA request letter for your submission. The form letter is available on the Manager page of the Stars Website
www.newcastlestars.com/Pages/1263/Team_Managers/
- Police Record Checks are currently only processed online for Durham Region
www.drps.ca/online-services/police-records/#
- You will need to request a Vulnerable Sector Check

6.2.3 Submitting Your Police Check

- Upload to your Hockey Canada Profile (myaccount.spordle.com/) under "Documents".
- Only upload the actual police check document file. Do not send the receipt or the link to download the police check.

- When your team has completed all their uploads, inform the OMHA Rep that all the Police Record Checks are completed. If there is a delay in obtaining a Record Check for a team staff member, please inform the OMHA Rep.

6.3 Qualifications and Resources

The OMHA requires all Managers to complete the following courses:

- Respect in Sport / Activity Leader Course
- Gender Identify & Expression Course

Please ensure these courses are marked Passed or Completed in the Qualifications section of your Hockey Canada Spordle account.

Additional Manager Resources are available at:

www.omha.net/page/show/2851679-resources

6.4 Additional Insurance

All Associations participate in the Hockey Canada Insurance Program, which is in effect for:

- a) OMHA-sanctioned events including but not limited to league & playoff games, tournaments, exhibition games, practices, training camps, and sanctioned fundraisers.
- b) Transportation directly to and from the arena or venue.
- c) Accommodations while at a hotel during an OMHA-sanctioned hockey activity

Any team participating in dryland training may be required to have OMHA insurance. If you have questions, contact the OMHA rep at omharep@newcastlestars.com.

The Municipality of Clarington also requires additional insurance for use of their recreational facilities (ice rentals, gym rentals etc.) that are entered into by individual teams for additional practices, etc. There are online and fast options to obtain the required event insurance.

6.5 Team Website

Request access to your Team Page on the Stars Website by emailing the Website Coordinator at webmaster@newcastlestars.com.

6.5.1 Personal Information Consent Form

Each player on your team will need a mandatory Personal Identification Consent form completed by their parent/guardian. This ensures we have consent to display player pictures and names on the website, social media and print publications. This is an online form and it can be found on the [NVMHA Website Manager Page](#).

Submissions are stored on the website. To get a list of responses please email consent@newcastlestars.com.

6.5.2 Posting to the Website and Social Media

You can update your team's website page with pictures and information from games/tournaments, team events, and fundraising. As an organization, we want to celebrate our Stars and share these accomplishments!

Detailed instructions on how to update the website are located on the [NVMHA Website Manager Page](#).

You can designate a parent(s) from your team to update your team page. Please email webmaster@newcastlestars.com to get website access granted to them.

Be sure that consent has been given for any player names or photos that are shared on the website.

If you have something that you would like to share on NVMHA's social media please verify player consent and send all information to webmaster@newcastlestars.com. All submissions are subject to moderation by the webmaster and board.