
Ottawa Junior

67's

AAA CLUB



Manager's Guidelines

2008 - 2009

INTRODUCTION

Welcome to **Ottawa Junior 67's AAA Hockey Club**. The Board of Directors thanks you for taking on this very important team responsibility. We recognise that without the help of dedicated volunteers like you, minor hockey would not exist. Any questions or concerns about the program or any matter concerning the teams' operation, administration of all team activities and reporting requirements should be directed to the VP of Operations.

The purpose of this handbook is to outline the responsibilities of the Team Manager and to make you aware of the resources available to both you and the coaching staff to ensure that the players have a great and memorable year.

CODE OF CONDUCT - TEAM OFFICIALS

You, your team officials, and your athletes in the **Ottawa Junior 67's AAA Hockey Club** of the ODMHA, and its' member Associations will be expected to set a high standard of personal conduct as a role model to your athletes. This applies both to your on-ice and off-ice behaviour as a sportsman with and ambassador of the Ottawa Junior 67's AAA Hockey Club. The ODMHA Code of Discipline also serves as terms of reference for the team officials.

INDEX OF CONTENTS

	Page
Role and Responsibilities of a Team Manager	4
General Duties	5
Player and Team Lists	5
Budgeting and Accounting	6
Fundraising Committee / Representative	7
Financial Reporting	7
Registration Fees	8
Team Registration List and Player Affiliation	8
Tournaments	9
Travel	10
Timing of Games	11
Suspensions	11
Ice Scheduling	12
Operational Team Reporting	13

Appendices:

- Team Operational Activity Report
- Ottawa Junior 67's Hockey Club Penalty Report
- Financial Report
- Suspension Reporting

ROLE AND RESPONSIBILITIES OF A TEAM MANAGER

The role of the Manager is to co-ordinate all off-ice activities and to get all parents involved in some aspect of the team's operation and activities. Must work quite closely with the coaching staff to achieve team goals and player development. The success of this position also involves delegation and working in collaboration with parents.

General Responsibilities

A. Responsibilities towards the team

- Assist the coaching staff in organising the tournaments for the upcoming year
- Assist the coaching staff in ensuring the parents and players know the rules
- Ensure that the financial affairs of the team in are order
- Be an example of good sportsmanship
- Be fair, impartial and honest at all times
- Encourage dialogue, team spirit and understanding
- Assist trainer in avoiding risk situations and promote player safety at all times

B. Responsibilities to the players

Development of each player is a most important goal and the Manager can assist in the following ways:

- Know the athlete and the home environment (needs, interests, aspirations)
- Be sensitive to players problems and when requested, provide assistance in resolution
- Assist the coaching staff in their efforts to instil player confidence

Parents may request assistance to deal with concerns and problems throughout the year. Remain aware of potentially difficult situations and communicate the information to the coaching staff when appropriate.

C. Responsibilities to the officials

As a team manager you must:

- Assist the coaching staff, when required, in knowing the rules
- Help explain the rules to parents

D. Responsibilities to coaches

The Manager plays a key role in the administration of the team and is expected to:

- Assist the coaches in achieving team objectives,
- Communicate information from the coaches to the parents and vice-versa
- Prepare game sheets
- Prepare monthly reports
- Team Building

GENERAL DUTIES

As Manager, the following is a list of things that should be completed at the earliest opportunity;

- List of players' names, addresses, telephone numbers, parents' names, etc.
- Delegate other responsibilities (i.e. minor official co-ordinator, etc.)
- Prepare a team budget
- Identify and support the fundraising committee member(s)
- Finalize tournament applications & hotel reservations (team roster)
- Ensure at least one qualified **Trainer** is appointed and available at all games, practices and team functions

Other duties that will be performed include the following:

- Provide accurate and timely schedules for practices and games;
- Tournaments: Arrange for transportation and accommodations (delegate);
- Arrange for any changes in the league schedule. If a league game needs to be rescheduled, contact the team with which you have a conflict and request a change. Once a date has been agreed upon, notify your league convenor, who in turn will notify the officials. **Please note that you are only allowed two game changes per season;**
- Completion of game sheets. It is very important that game sheets be legible and accurate for reporting purposes. If there are no major penalties or suspensions during the game, forward the white copy of the game sheet to the league as soon as possible, if there are, fax a copy to the convenor and to Ottawa Junior 67's AAA Hockey Club
- Ensure minor officials are in place for home games. You may wish to identify parents to monitor the penalty boxes and timekeeping duties (**AAA website or Jr. 67's provides an off-ice official guide ([OEMHL AA/A Home Page](#))**);
- Book extra ice times for practices and rescheduled games, if necessary.

PLAYER AND TEAM LISTS

An accurate team list with telephone numbers and other pertinent information should be prepared.

The list should include:

- Player's number
- Player's name
- Player's address
- Telephone number
- Parents / guardian names
- Telephone number including work numbers & E-Mail Addresses for parents/ guardian
- Team staff members including address and telephone numbers & CHA certificate numbers

This list should be distributed to all players, parents/guardians and team staff.

BUDGETING AND ACCOUNTING

The initial budget (team fees) is prepared by the coach and first approved by the Ottawa Junior 67's AAA Executive. At the first team meeting the budget will be presented and a vote will be taken. If there is 75% or more in favour, the budget is approved. The Manager handles the financial management of the budget in liaison with the Treasurer of the Ottawa Junior 67's AAA Club.

FUNDRAISING COMMITTEE'S ROLE

The Board of Directors for the Ottawa Junior 67's AAA Hockey Association governs all sponsorship and fundraising activities. The sponsorship and fundraising program is administered by a fundraising committee, which is made up of a minimum of two representatives from each team and is overseen by the Director of Fundraising, who is a member of the Board of Directors.

The Manager will identify and support the Fundraising committee members in their team's fundraising activities and these guidelines are included in the Fundraising Policy found on our website at www.ottawajr67aaa.com under the fundraising/sponsorship heading.

FINANCIAL REPORTING

The Manager is responsible to prepare a **monthly financial statement**, on forms prepared for this purpose, and submit it to the Ottawa Junior 67's AAA Hockey Club **Treasurer AND the team parents** by the **10th day** of the following month.

A **final team financial report** must be prepared and mailed to the Ottawa Junior 67's AAA Hockey Club Treasurer in a sealed envelope by the 15th day of May following the completion of the League season. A copy of the monthly report form is in the Appendices.

It is the responsibility of the Coach and Team Manager to ensure that these reports are prepared, and submitted to the Ottawa Junior 67's AAA Hockey Club Treasurer. Failure to adhere to this requirement may result in scheduled ice not being provided to the team.

Ottawa Junior 67's AAA Hockey Club REGISTRATION FEES:

Registration Fees for teams participating in each Division shall be those approved by the Board of Directors and shall, as a minimum, be sufficient to cover administration, ice, awards, special events and referee costs if applicable.

Registration fees and team fees shall be made payable to the Ottawa Junior 67's AAA Hockey Club and be provided to the Team Liaison immediately following acceptance on the team. These post-dated cheques will be provided to the Ottawa Junior 67's AAA Treasurer. The registration fee will be due and payable September 1. All payments must be made by way of post-dated cheques. The team fees will be payable as follows:

- 1) October 1st - \$500.00
- 2) November 1st – One half of the balance owing for the season
- 3) December 1st – the remainder of the outstanding fees less home association fee

TEAM REGISTRATION LISTS

Players, Coaches, Trainers MUST be committed to Hockey Canada / ODMHA Official Registration List prior to the commencement of the regular playing season.

Once a player has been placed on the team list, they cannot be released without the approval of the Ottawa Junior 67's AAA Hockey Club.

Player Affiliation

For official procedures for affiliation of players to Ottawa Junior 67's AAA Hockey Club teams, see the ODMHA Guidelines. Copies of this document are available on our web site as well as the ODMHA web site.

Only the Ottawa Junior 67's AAA Hockey Club Registrar will maintain and distribute all Affiliation lists.

Clarifications:

1. To assure that players are affiliating to the highest level of development, the Ottawa Junior 67's AAA Hockey Club will complete affiliation lists by mid October (actual date to be determined)
2. Players must be on the Ottawa Junior 67's AAA Hockey Club REGISTRAR'S affiliation lists before playing in a game for the affiliation team.
3. After January 15th, no other names may be added to any affiliation lists.
4. A player may affiliate with one team only during a playing season.
5. Once a player is on an affiliation list, coaches MUST contact the player's lower-level coach before using him/her in a game to ensure that there are no undue conflicts.
6. Coaches must assure that players understand the affiliation to one team only.

Team affiliation provides teams with additional players to call upon when regular team members are unavailable to play. In addition, affiliation affords players the opportunity to play at a higher age level.

If a coach wishes to use an affiliated player, **the lower-level coach of the affiliated player must be contacted prior to any contact with a player/parents is made.**

The most important factor to remember is that **should an affiliated player be used more than five (5) meaningful games after January 10th, that player is no longer eligible to return to his /her original team** and must remain with the team he /she was called up to.

After January 10th the Ottawa Junior 67's AAA Hockey Club 1st VP (Operations) must be kept advised each time affiliated players are used. Failure to inform one of the aforementioned may result in disciplinary action.

TOURNAMENT

Preparation for a tournament requires good planning and will depend on the location of the tournament and whether or not a great distance will be travelled. Completion of registration forms, submission of entry fees, obtaining tournament schedules and rules, re-scheduling your own league games and having travel permits completed and authorised are some of the things that must be done in order to prepare for

a tournament. Once you have a tournament schedule be sure to copy and distribute it to all members and parents of the team.

For your own information, a list of sanctioned tournaments is available through the **O.D.M.H.A.** website, or you can solicit advice from the league executive.

Travel permits, for travel outside of the ODMHA Branch (**Kingston included**) are required and travel without a permit will result in the suspension of team executive including the **MANAGER**. You also require a permit for exhibition games out of the ODMHA Branch, tournaments out of the district and for exhibition games against Quebec teams prior to the start of regular season play.

Travel permits are available from the **ODMHA website**. There are permits for both travel in Canada and the United States and both must be completed properly. You should attempt to get your permit authorised as far in advance of the tournament as possible. The key in relation to this form is the timely completion and submission of the Form. It must be authorised by both the Ottawa Junior 67's AAA Hockey Club President first and secondly by the Bytown District (District B) Chairman before you can travel to the event. It is also suggested that the original be taken with you to any tournaments, as tournament officials may request evidence that your association has allowed you to travel.

It is important to note that the **O.D.M.H.A.** rules and regulations in relation to suspensions will apply at any tournament you will attend. It is required for each manager to submit copies of the game sheets from the tournament games to the league and all suspensions must be reported to the Ottawa Junior 67's AAA Hockey Club, the District B chair and the league convenor for your level.

All tournaments have registration forms and each one is slightly different. Ensure that you read all the instructions carefully. Make note on your cheques as to what tournament the cheque covers and always carry your registration, travel permit and Team registration list.

Travel Committee/Convenor

Having someone control the travel aspects for the team will be a blessing. Arrangements that require organisation before hand will include such things as accommodations, schedules, travel arrangements and insurance if travelling to the States.

There are several things to consider; based on the type of travel the team is planning. The normal means of travel is by personal vehicle, but a team may choose to charter a bus, or plane.

Consider the following:

- Plan and confirm bookings well in advance
- Allow sufficient contingency time before your first game in the event of inclement weather or other factors
- Verify the pre-set hour for departure with the travel agency/transportation as close to departure as possible
- If flying, the manager should control the tickets and ensure that all players and players have appropriate identification or passports for travel outside of Canada
- Adhere to the schedule
 - Set a precise hour for arrival of players at the place of departure
 - Set a precise hour for the team's departure
- If travelling by car, consider possible weather/road conditions

Travel Information Sheet

- Prepare a travel information sheet for everyone
- Establish team rules for the trip
- Prepare a schedule for the entire trip
- Try to have a team contact person at home with whom you can liase while away (things such as weather, etc. can be discussed)

Accommodation

- Book and confirm your hotel/motel reservations well in advance of the trip, preferably as soon as you put your registration in for the tournament
- Try to get a free hospitality room for parents and kids to gather which will keep hallways free, noise down, and most of all keep the hotel happy
- Advise everyone of the rate, (always look for discount rates or sports rates, also the tournament host may have already arranged a tournament rate at some hotels in the area)
- Rules must be in place and strictly adhered to
- Set a reasonable curfew according to age
- Try to establish a contact person at the hotel, this will help when concerns arise
- Send the hotel a rooming list with relevant details

Ottawa Junior 67's AAA Hockey Club teams are permitted to enter a total of six (6) tournaments.

TIMING OF GAMES

Refer to the AAA league rules for all timing and Scoring of games

Timekeepers Responsibilities

The home team must provide a stopwatch to the timekeeper to track RUNNING TIME.

Timekeepers MUST enter the start & finish time of each game on the game sheet.

SPECIAL GAME RULES

A game will be considered completed if a minimum of one half of the allocated **STOP TIME** has been played, or if ice has been available for at least one half of the allocated **RUNNING TIME**. Causes for the ice to be "unavailable for play" include power failures, unsafe ice, fire in arena, serious injury, etc. The **timekeeper must note both the RUNNING and STOP TIMES at the occurrence of the interruption**, and the time it was cleared, but maintain normal running time. *A major altercation resulting in the interruption of the game is not considered as justification for the application of this rule.*

SUSPENSIONS

All game incidents involving a player or team official that result in a game ejection and/or a Game Misconduct (GM) must be reported within 24 hours (this is an ODMHA rule in the Code of Discipline) to

1. The Ottawa Junior 67's Hockey Club VP
 2. The Ottawa Junior 67's Hockey Club District B Chair
 3. The ODMHA Level Convenor for AAA league
- All suspensions incurred in tryouts, preseason, league, tournament, exhibition, and playoff games must reported.

INFORMATION REQUIRED WHEN REPORTING A SUSPENSION: (WITHIN 24 HRS.)

- **Your name & your phone #.**

- **Your Team**
- **The Player's name & sweater #.**
- **The Penalty & the time of the infraction**
- **Your understanding of the subsequent suspensions(s)**
 1. Within 24 hours fax, 613-_____ or email the game sheet to Ottawa Junior 67's Hockey Club _____
 2. Fax or email subsequent game sheet(s) showing the suspension(s) having been served.
 3. Notify the Ottawa Junior 67's Hockey Club District B Chair by email.
 4. Notify your ODMHA level Convenor by fax and/or email (your Convenor will let you know how to notify them)

Teams that attend games or tournaments outside the boundaries of the ODMHA Branch play by the rules of the host association. If any suspensions occur these MUST be reported immediately upon returning home whether they were served or not. Suspensions that were not served out of Branch (i.e., are still "owing") MUST be served immediately at home. If the number of games for an out of Branch incident is more severe in the ODMHA, the difference in the number of games is added to the penalty of the offending player/official.

When you know a suspendable penalty has been assessed during a game, please check that game sheet has been filled out properly with the correct penalty, player #, time and period of the infraction. Always be polite! Do not harass the officials.

If at any time you are unsure about the interpretation of a suspension or have a question or concern, please contact the Ottawa Junior 67's Hockey Club President.

Remember, don't assume. The coach is ultimately responsible for his/her team and will take the hit if mistakes are made.

ICE SCHEDULING

The ice will be allocated in a fair and equitable manner throughout the year. A master schedule will be prepared and copies will be provided to each team.

As soon as you find that some scheduled league or practice ice date(s) and time(s) conflict with planned or confirmed tournament dates, you must rearrange such with other teams in your league or within the Ottawa Junior 67's Hockey Club organisation.

Remember that YOU, as the Team Manager, are responsible for the ice that has been scheduled / allotted to your team. Should you allow ice to go unused, it will still be charged to your team allotment, and there may be a penalty fee. Should you be unable to change practice ice with any other Ottawa Junior 67's Hockey Club team, contact the Ottawa Junior 67's Hockey Club Ice Scheduler, at least 72 hours in advance, for assistance.

Remember also that, failure to play a scheduled league game can result in not only the forfeiture of the game but also additional sanctions/ suspensions of team officials.

Teams may purchase additional ice at the team's expense.

Re- scheduling Games

Often, during the course of the season, you will be required to adjust your schedule to accommodate tournaments and other activities. The “AAA” league is very clear in the interpretation of how many changes are allowed and when.

You will be allowed to re-schedule only two (2) games during the season and the rescheduled game(s) should be played before the original game was scheduled, except when the re-scheduling is due to inclement weather.

The procedure is as follows. Contact the team with whom you wish to re-schedule the game, arrange for a new date and time, ensure the ice availability, and then contact the league convenor at your level. The convenor will ensure that game officials will be present at the re-scheduled game. This must be accomplished at least 72 hours prior to the new/ re-scheduled game date.

Switching Games

Instead of re-scheduling a game, you can attempt to switch games with another team. The process is simple. Contact the team with whom you wish to switch and suggest that they could play another team on a given date. For example, you are scheduled to play Cyclones on October 19; however, you are registered in a tournament and are unavailable to play. You should contact Cyclones after reviewing the schedule and suggest they could play Valley, who is idle on October 19. The regularly scheduled game for Cyclones against Valley on December 3 will be played against the Wild. Everyone gets what they want without losing one of the permitted rescheduling.

OPERATIONAL TEAM REPORTS TO THE EXECUTIVE

Each month, on the required form(s), each respective team will be required to submit a report about their hockey activities during the preceding month. The form(s) have been designed to allow for easy presentation of the month’s events, including wins and losses, suspensions, tournaments.

The Manager, in the monthly activity report, must note all major penalties and suspensions accorded to players.

The form must be submitted to the VP Ops before the tenth (10th) day of the following month. The team players and parents should also be provided with updates as to the team standing in the league and any other information that the team staff deem important.

Appendices

- Team Operational Activity Report
- 2008-09 Policy on Reimbursement of Expenses of Team Officials
- Penalty Tracking Report
- Affiliation Tracking Report



Ottawa Jr. 67's AAA Hockey Club

DEPOSIT / DISBURSEMENT RECORD – 2008-09 SEASON

Indicate Competitive Team:

Minor Bantam 'AAA' _____	Major Bantam 'AAA' _____	Minor Midget 'AAA' _____	Major Midget 'AAA' _____
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Manager's Signature: _____ **or Sent by E-mail:** **Date:** _____

DEPOSIT RECORD

Deposit #:	_____
Revenue Category as per Budget line item:	Amount
Parent Contributions	\$ _____
Sponsors (Indicate below the name(s) of the sponsor, the individual amount received, and the player who obtained the sponsor.)	\$ _____
Fundraising (Please specify type):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other Revenue (Please specify type):	
_____	\$ _____
_____	\$ _____
TOTAL DEPOSIT	\$ _____

SPECIAL NOTES:

- The deposit slip should be made in triplicate:
 - # 1 - for Bank
 - # 2 - **for Jr. 67's AAA Treasurer**
 - # 3 - for Self (Photocopy of #2 may be required)
- Please attach a copy of a **bank-stamped** deposit slip to this sheet.

CHEQUE REQUEST

Disbursement #: _____	
Receipt provided (check off): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Make Cheque Payable to:	

Invoice # _____	
Cheque to be dated: _____	
_____ Return cheque to Team Manager	
_____ Mail cheque directly to Payee	
Address: _____	

City / Province / Postal Code	
Expense Category as per Budget line item:	Amount
Equipment Expense	\$ _____
Ice Expense	\$ _____
Tournament Fees –	\$ _____
Location: _____	
Date of Tournament:	

Team Event (Please specify type):	
_____	\$ _____
Team Gifts	\$ _____
Other Expense (Specify):	
_____	\$ _____

SPECIAL NOTES:

- Please prepare a separate "Cheque Request" form for **each** cheque disbursement being requested.

