

## Manager FAQ

- Who is responsible for arranging tournaments? And where do I find them? What do I need to know about them?

**Tournaments can be arranged by Coaches, or Team managers, although the coaches have been notified pre-season to take a look and pick some tournaments for their future team to participate in, as they fill up quickly.**

**On the EMHA website there is a Tournament tab, once you click on it you can enter any pertinent criteria ( i.e. age, level of play, date).**

**Once you have registered for your tournament(s) please email the date(s) to the ICE scheduler, so those dates may be blocked out and not be double booked with regular season games.**

**Most apply for a travel permit (see below), and additional fees apply for any tournament that is not OMHA sanctioned.**

**Teams U11 and up may participate in a maximum of 3 tournament's per season. If one of your possible 3 tournament's is a silver stick, and you win that tournament, you will be invited to play in a semifinals/finals Silver stick tournament later in the season. This is allowed, but is the only reason for teams to go above the 3 tourney rule.**

**U9 can participate in 2 tournament's and 1 jamboree.**

- Where do we get tournament permits? Who pays for the tournament?

**If you are a **REP Manager** then contact [omharep@essaminorhockey.com](mailto:omharep@essaminorhockey.com)**

**If you are a **LOCAL LEAGUE** manager then contact [lcontact@essaminorhockey.com](mailto:lcontact@essaminorhockey.com)**

**In the email, please include the team age level, the tournament sanction number, and the date of the tournament.**

**Registering for Tournaments requires payment immediately, or by a specific due date, the payment is to be covered by the individual team, there is NO FUNDS from the Association to pay for tournaments.**

- Who sets up exhibition games?

**Exhibition games are the individual team responsibility. You can arrange home or away exhibition games, as long as you apply for a permit for the AWAY game. The team (most likely YOU, the manager) is responsible for making sure you have the ice time booked (it will most likely be one of your scheduled practice times). Referee scheduling is done via the Ice Scheduler, email Tiffany at**

[ice@essaminorhockey.com](mailto:ice@essaminorhockey.com) . It is the team responsibility to pay the ref fees for HOME exhibition games. Ref fee schedule can be found on website.

- Who pays for the referees during the regular season?

Each manager will be given a pouch with the regular season dollar value of ref fees. It is then your responsibility to print off and fill out the payment tracking sheet, and pay refs. It requires a signature from refs that they have received their payment. These pouches and sheets are now your responsibility and replacement funds will not be given for lost pouches. The dollar value will vary based on age group, as less or more refs are required per game. More information to be given upon receipt of the pouch.

There is a stipend of \$5 for referees that come out for a single game, that is in addition to their regular game rate.

There is another stipend \$5 for Referees that ref more than 2 games in a day.

- Rep Fees, what are they and who collects them?

Rep fees are paid by every player that is rostered for a Rep team. As of the 2022-23 season, U13 and under is \$250.00, U15 and above is \$300. The fees pay for 2 jerseys, socks and extra ice time over the course of the season. For U15 and above it also offsets the additional cost of more refs needed on ice.

**The fees are due by November 1<sup>st</sup>. The payment is through Playpay only. NO CASH.** It is the responsibility of the manager to make sure all players are paid up by the due date.

- Who pays for their socks, besides REP players?

**All players U9 and Above pay for their game socks. Pricing will be provided once teams are put together.**

- What is an Affiliated Player? What can they do? Who picks them?

**Affiliated Players, or A/P, description and rules pulled directly from the EMHA ROOS.**

5.5 Affiliated Players All player affiliation to teams shall be in accordance with, and must meet the requirements of the OMHA Manual of Operations. a. Requests to A/P a player must not take place prior to October 15th (provided all coaches have been selected). After which a meeting will take place with the OMHA Contact, Local League Contact and the Association Head Coach to finalize/approve all requests. b. All teams wishing the use of affiliated players must complete and OMHA Affiliated Player form listing all players they wish to affiliate. The form must be signed by the Team Head Coach, the Affiliated Player's Registered Team Coach, and the Parent/Guardian. In the signing of this form, the Registered Team's Head Coach has given consent for this player to play as an Affiliated Player. On completion of the form, it is to be provided to the Registrar. c. Once signed and on the official roster, Players may play as affiliated players provided it does not interfere with regular scheduled games,

practices, team events, tournaments, or playdowns and travel time of their registered team. Once the approval is received from the registered team coach, the affiliated player may participate as an A/P without any further consent or approval provided there are no conflicts. d. Where a situation described in c exists the coach wishing to use the A/P must obtain explicit written approval from the coach of the players registered team in order for the player to participate, prior to contacting the player. e. Each player may only be affiliated with one team. f. Local League coaches shall only use A/Ps where the number of skaters (excluding goalies) available from his/her team, for any given game, is less than ten (10). g. A back up goalie may be A/P'd. The A/P'd goalie may never start the game in place of the rostered goalie unless the rostered goalie is absent, injured, or unavailable with permission of the parents/player.

**The forms for A/P can be found under the Manager section (Under RESOURCES tab on website).**

- Who makes the budget, and what should it include?

**The manager should communicate with the Coach about the season's expectations and plans. This will help you put together a working budget. This budget should take in to consideration the following:**

- **How many tournaments does the Coach want to participate in? (Prices vary).**
- **Have team meeting to discuss # of tournaments the coach wishes to participate in and get agreement (it is best practice to make sure team is aware of the coaches' expectations)**
- **Will you be purchasing additional ice time?**
- **Will you be participating in any on/off ice skills sessions?**
- **Will you be budgeting for Christmas gifts for Bench Staff?**
- **Will you be budgeting for end of season presents?**
- **Will you be arranging any team building activities?**
- **Will you be purchasing any team clothing or accessories? (Bulk orders can save money per item).**
- **Fundraising money; all money may be kept for the individual team. (You may need to purchase supplies or tickets etc. or get donations)**

**There may be other items to budget for, as each team has their individual needs and wants.**

**It is STRONGLY recommended that you set up a separate bank account for your team, that gives you the transaction records and proof of funds in and outs. Typically, Banks will have a no fee account for activities like this.**

**\*\*Please find a budget template under the manager section on the website, as an example. It is not necessary to utilize this version, but budgets must be shown to teams monthly so some form of accounting needs to be utilized. \*\***

- Fundraising, what are the rules? Can we keep ALL the money we raise?

**There are two association wide fundraisers during the season:**

**-Meat sticks and chocolate sales (the fee was paid during registration for this)**

- Youth Dances (there will be volunteer opportunities and team fundraising money avail through this)

In prior years ALL fundraising was to be done solely through the association, but there is now an ability to do individual team fundraising, and secure sponsors ( with some exceptions):

\*Sponsors can not be existing Association sponsors,

\*teams must be mindful and considerate that we have a small pool of sponsors and a greater number of teams, so whenever possible look for funds through work/family/close friends etc.

There is a cap on fundraising values, per tax guidelines.

No 50/50 ticket sales at home games

10. Who can be on the Ice?

All adult on ice volunteers must have completed the following course: Respect in Sport and Gender Expression.

Vulnerable sector screening

Criminal background check

send the names to the registrar. [registrar@essaminorhockey.com](mailto:registrar@essaminorhockey.com)

They must wear an approved helmet certified to CSA with a chin strap and gloves.

All on ice volunteers must be insured by OMHA. (Only insured after registrar has received valid and approved screening and CBC, and completion of courses)

\*\* On-Ice Volunteers Applicants are required to complete and submit a Police Record Check application. A returned police record check will be accepted if it has been obtained within four months or more recent date of the application date. Police Record Checks are required annually

They **may not be on the bench during games**, they are insured as on ice helper ONLY. Those who are not rostered as on ice help/ bench staff may not be on the ice.

11. Who can be on the bench?

Only those who are rostered (and approved) as bench staff can be on or around the bench during games.

PARENTS/GUARDIANS/SIBLINGS etc may NOT be on the bench, or step on the ice if not rostered.

All bench staff must have a current Vulnerable Sector Screening, Criminal Background Check, have completed RIS-activity leader and gender identity course.

**Must be conveyed to the registrar by deadline, and have all appropriate levels of coaching courses completed and in good standing.**

**\*Head Coach, Assistant Coach, trainer, manager.**

12. There is an association dress code: ALL players for Essa are to wear Black: Helmet, pants, gloves.  
Please pass this along to all members of your teams.
13. If you need to cancel a game, for any reason; such as weather/sick etc, you must contact Essa Ice Scheduler- [ice@essaminorhockey.com](mailto:ice@essaminorhockey.com) Do not directly contact opposing team.