



WEST NORTHUMBERLAND GIRLS HOCKEY ASSOCIATION

Manager Manual

Table of Contents

MANAGER RESPONSIBILITIES..... 2

TEAM BUDGET 2

TEAM BANK ACCOUNT..... 2

TEAM INCOME 3

 REP FEES3

 FUNDRAISING3

 SPONSORSHIP3

TEAM EXPENSES 3

 ICE FEES3

 REFEREES.....4

 TOURNAMENT FEES.....4

 WARM UP SUITS/APPAREL AND PRACTICE JERSEYS/SOCKS4

 TEAM PHOTOS.....4

 WATER BOTTLES4

 OTHER EXPENSES TO CONSIDER4

 PROVINCIALS5

SAMPLE BUDGET 6

TEAM FINANCIAL STATEMENTS 7

ICE ALLOCATION 7

TOURNAMENTS 7

 TOURNAMENT INFO.....7

 HOTEL ACCOMMODATIONS.....7

ROSTERING TEAMS/IMPORTANT INFORMATION 7

 TEAM REGISTRATION7

 BENCH STAFF8

 POLICE CHECKS.....8

 RESPECT IN SPORT8

SCHEDULING 8

 REGULAR SEASON SCHEDULING8

 SCHEDULING REFEREES.....8

 GAME SHEETS8

 GAME RESULTS.....9

 OWHA PLAYDOWNS.....9

COMMUNICATION 9

Manager Responsibilities

The Manager is primarily responsible for all off-ice activities. Please take the time to become familiar with our Policy Handbook (located on the WNGHA website) and the OWHA Handbook (available online). Both of these manuals are invaluable resources and will help you in your role. Specific responsibilities of a Team Manager include but are not limited to:

- Dissemination of information to and from the team
- All financial matters including preparation of team budget and financial records (or Treasurer)
- Collect and manage the team fees from each family
- Liaison between the Ice Scheduler and team officials
- Liaison between the parents and team officials
- Fundraising activities
- Tournament bookings, including travel and hotel arrangements
- Preparing and completing game sheets on RAMP
- Working with the WNGHA Executive to ensure that all OWHA registration requirements are met
- Informing parents and players about the online Parent and Player Satisfaction Surveys

Team Budget

- The team budget is one of the most important items, so it is critical to make sure it is as accurate as possible. If your budget is too low, you will need to ask for more money from families. If you budget too high, you will end up handing back big refunds at the end of season.
- To determine the amount of money needed from each team member, it is imperative to set a team budget that captures all expenses that will be incurred by the team throughout the season.
- Your budget must be submitted to WNGHA's Treasurer for approval
- A sample has been included in this manual to help you develop your budget

Team Bank Account

- WNGHA has an Association bank account with BMO in Cobourg, as well as accounts set up for teams already.
- You should have a 2-signature chequing account opened that requires your signature and one other (i.e., coach). This is for transparency reasons. Please note, WNGHA does not permit spouses to act as signing authorities on an account.
- You will need to arrange a meeting at the bank with yourself and a 2nd member of the team in order to set up signing authorities for the team.
- Remember to include bank fees in your budget; they typically run approx. \$100 per season
- WNGHA expects teams to provide regular updates to families to ensure maximum transparency regarding expenditures from the team bank account

Team Income

Rep Fees

- Team ice fees for each season will be provided by the WNGHA Treasurer. Fees must be paid in full to WNGHA in two instalments: December 15 and January 15
- The Rep fee required per player will be determined on the team budget. Fees will be higher or lower depending on how many players are rostered. The level of hockey will also be factor in determining fees (e.g., U18 AA needs a higher budget than U11 B, due to 1.5-hour ice slots and higher referee fees).
- Teams are able to divide their installments as they see fit, provided teams have paid all required ice fees to WNGHA by the prescribed date. Most teams aim to collect 3-4 installments in order to space them out.
- Rep fee installments generally range from \$175.00 to \$300.00, depending on the budget set.
- Teams can begin collecting fees at any time. Consider having parents each pay the first installment by the end of June/early July to allow the team to book early tournaments or ice time. WNGHA recommends having all installments paid by November 30 of each season.

Fundraising

- Fundraising is intended to enhance and supplement the program that is paid for by the parents. Fundraising is NOT required for any WNGHA team. A team choosing to participate in fundraising activities, must abide by the rules of WNGHA, the OWHA and the OHF, as applicable.
- Fundraising should be done with a whole team approach, where everyone on the team benefits from the fundraising.
- Fundraising activities must be submitted to the Vice President of Representative Hockey for approval before they begin. This is to ensure multiple teams are not hosting the same type of event at the same time, that proper permits are secured if needed (e.g., Lottery license) and that the fundraising activity is permitted under WNGHA's rules
- Team fundraising is intended to off-set costs associated with competitive hockey. Teams are not permitted to profit from fundraising efforts.

Sponsorship

- Sponsorships are secured at the association-level by WNGHA and assigned to teams. Teams are not permitted to arrange individual team sponsors Revenue from sponsorships pay for development sessions and other organizational expenses
- If you know someone who is interested in sponsoring, please reach out to operations@wngha.ca

Team Expenses

Ice Fees

- Ice costs for the season should be factored into your budget and will be provided by WNGHA at the outset of the season.

Referees

- Referee rates vary depending on the age group and level. It is the team's responsibility to pay referees after each home game.

<i>Two Official System (10-10-12)</i>		<i>Three Official System (12-15-15)</i>		
Division	Referee (2)	Division	Referee (1)	Linesman (2)
U7	\$20	U18 A/AA	\$45	\$30
U9	\$22	U18 BB/A/AA	\$45	\$30
U11	\$24	Intermediate/Senior A	\$45	\$30
U13	\$26			
U15	\$28			
U18	\$30			
Senior HL	\$28			
Senior Rep (B/C)	\$30			

Tournament Fees

- Each tournament is different and fees vary from approximately \$800.00 to \$1500.00+
- Check the OWHA website for a list of tournaments or see other organizations' websites to gauge the cost of the division you are playing in. Keep in mind that these entry fees do not include hotel costs
- More info about tournaments is available under the [Tournaments](#) section of this document.

Warm up suits/Apparel and Practice Jerseys/Socks

- All Rep teams are required to wear WNGHA-approved apparel during warmups.
- Sponsorship badges will be arranged by WNGHA and teams will be required to take their home jerseys to Sommerville's to have the badges applied
- Practice jerseys will cost about \$500.00 to \$600.00 per team, depending on the style you choose. These are optional, not mandatory.

Team Photos

- Depending on who you use, photos can cost \$400.00 to \$1,000.00.
- Each team arranges their own photos. WNGHA may arrange for a photographer to take all house league photos and Representative teams may opt to use this photographer
- Extra photos or specialized gift type packages will be the responsibility of the player.

Water Bottles

- The OWHA requires that each player have their own water bottle, clearly marked with their name.
- If the team does not supply them, then it must ensure each player has their own.

Other Expenses to Consider

Other items the team may need to capture in their budget are:

- Game sheet labels
- Team events
- First-aid kits
- Extra bench staff insurance
- Team supplies (pucks, pylons, equipment repair items, tape, etc.)

Provincials

- You will be responsible for fees that are associated with the OWHA Provincials. WNGHA pays the initial \$200 bond required at the beginning of the season and this will be reimbursed if your team does not make Provincials.
- Fees are typically between \$700-\$1200.
- You only pay for OWHA Provincials if your team qualifies.

Sample Budget

Below is a sample team budget for a Representative team.



West Northumberland Wild Sample Budget

Players: 19

Budget

Revenue

	<i>Budget</i>	<i>Actual</i>	<i>Variance</i>
Registration Fees (\$600/player)	\$ 11,400	\$ -	\$11,400.00
Rep Fees per Player (\$600/player)	\$ 11,400	\$ -	\$11,400.00
Team Fundraising	\$ 2,000	\$ -	\$2,000.00
TOTAL	\$ 24,800	\$0.00	\$24,800.00

Expenses

	<i>Budget</i>	<i>Actual</i>	<i>Variance</i>
Tournaments			
Tournament #1	\$ 1,250	\$ -	\$1,250.00
Tournament #2	\$ 1,250	\$ -	\$1,250.00
Tournament #3	\$ 1,200	\$ -	\$1,200.00
Tournament #4	\$ 1,300	\$ -	\$1,300.00
OWHA Championships	\$ 1,200	\$ -	\$1,200.00
Ice Rentals (from WNGHA)	\$ 15,000	\$ -	\$15,000.00
OWHA Player Fees			
Team Fee	\$ 25	\$ -	\$25.00
Player Insurance (\$55/player)	\$ 1,045	\$ -	\$1,045.00
Staff Insurance (\$55/bench staff)	\$ 330	\$ -	\$330.00
Provincial Bond	\$ 200	\$ -	\$200.00
OWHA League Fees	\$ 150	\$ -	\$150.00
Community Centre Fee (\$7/player)	\$ 133	\$ -	\$133.00
Referee Fees (season/playoffs)	\$ 1,200	\$ -	\$1,200.00
Operating Costs (pucks, first aid kit)	\$ 200	\$ -	\$200.00
Bank Fees	\$ 117	\$ -	\$117.00
Misc*	\$ 200	\$ -	\$200.00
TOTAL	\$ 24,800	\$0.00	\$24,800.00

Variance	\$0.00	\$0.00	\$0.00
-----------------	---------------	---------------	---------------

* Misc includes, referee fees for exhibition games, overhead costs, etc.

Team Financial Statements

- You should send monthly financial statements to parents so they are aware of how money is spent
- Financial statements do not need to be complicated. The document simply needs to capture the amount of money that was brought in for revenue and the items that are paid for. A cheque log should be included to track payments.
- Team financial statements MUST be forwarded to the WNGHA Treasurer when requested.

Ice Allocation

- The ice scheduler will communicate to everyone how the allocation will work.
- Teams receive their ice time for the season in three separate blocks.
- September ice time will be provided at some point during the summer (July or August).
- October to January ice will be provided toward the end of September.
- February to April ice will be provided in January to accommodate playoff and play down ice requirements.
- You will need to provide tournament dates and extra practice ice to WNGHA's Ice Scheduler as they are booked. This will help to avoid conflicts.
- All local ice time MUST be booked through WNGHA's Ice Scheduler as we pay local association rates.

Tournaments

Tournament Info

- Sanctioned OWHA tournaments are typically listed on the OWHA website along with contact information to register.
- Team staff should have a general idea of which tournaments they are planning on entering in the Summer and have this budgeted.
- Most early season tournaments book quickly, it is not unreasonable to be booking September tournaments in June.

Hotel Accommodations

- For away tournaments, make sure you book hotel rooms as early as possible to ensure you get enough rooms for your families.
- Several tournament organizers use a central booking agency such as HTG Sports or Room Roster. This takes away the need for the manager to do all the administrative work.

Rostering Teams/Important Information

Team Registration

- Every single player on your team must go onto the WNGHA RAMP website to register and pay the Association registration fee.
- Once all players are registered, the WNGHA Registrar submits the completed roster to the OWHA for approval and will email the team a copy of their official roster. Requests for updates to the roster need to be submitted ASAP to registration@wngha.ca

Bench Staff

- It is important to confirm your bench staff prior to the start of the season.
- Submit a list of bench staff to the Registrar at registration@wngha.ca prior to participating in games.

Police Checks

- All bench staff and other volunteers with WNGHA must provide WNGHA with a valid police check, including a Police Vulnerable Sector Check (PVSC). A PVSC is valid for three years; however, a Declaration must be completed in for the years between the PVSC:
 - Year 1 - Valid PVSC
 - Year 2 - Declaration
 - Year 3 - Declaration
 - Year 4 - New PVSC required
- The Declaration can be found on WNGHA's website under the Bench Staff tab
- WNGHA provides a letter that can be presented to the police department to get the police check done for volunteer positions. The letter is on WNGHA's website under the Bench Staff tab
- All bench staff and other volunteers (e.g., Den Moms) MUST submit their **original** police check to WNGHA's Vice President of House League.

Respect in Sport

- Anyone planning on volunteering for the team and interacting with players in any team capacity (including coaching staff and den moms) are required to complete Respect in Sport. This program needs to be completed only once as there is no expiration date for the certificates. You can register for Respect in Sport here: <https://owha.respectgroupinc.com/>

Scheduling

Regular Season Scheduling

- The OWHA typically looks after scheduling season games and will be in touch with teams to find out ice times in order to build a schedule

Scheduling Referees

- Each team is responsible for scheduling their own referees and working with our Referee in chief to ensure referees are available for each game.
- For exhibition games, prior to the start of regular season – games must be submitted to the Referee in Chief at referees@wngha.ca
- Referees are paid in cash at the game, so be sure to have the correct cash on hand to pay the referees before/after the game.

Game Sheets

- Game sheets are done electronically on RAMP. WNGHA will receive login information for each team and forward it to team managers once received.
- More information is available here: <http://owha.on.ca/content/ramp-games-and-portals-info>
- Teams can designate a volunteer to be their Statistician if needed.
- Teams are responsible to provide a Time Keeper for each home game

Game Results

- All game results must be entered into the RAMP game sheet portal. Each team is provided with a code to view each game sheet on RAMP.
- Games MUST be inputted within 48 hours of the game time.

OWHA Playdowns

The OWHA divides the province into regions. For playdowns, a certain number (1 or 2) of teams from each region attend Provincials. If your region has more teams at your level than what the OWHA has determined will attend Provincials, your team will have to compete in Playdowns. All the information is outlined in the OWHA Handbook. Please ensure you read the OWHA handbook, which is found on the OWHA website. If you don't follow the protocol it could result in your team being deemed ineligible to participate in either Playdowns or Provincials.

Communication

Keep parents and players informed. Use our WNGHA website, email and good old-fashioned talking. Your WNGHA team web page can be tailored to your use. Schedule information is up-to-date and provides parents with the most current and best information for your team and the association.