

Rep Team Manager Guidebook



**Please review these instructions every year regardless of your past experience. Timelines and contacts are provided.*

***Revised 2022*

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Set Up & Communications

- The Rep Director will host a Rep Coach and Manager meeting in September– **IT IS MANDATORY TO ATTEND**
- Visit the [Team Manager page](#) of the OMHA.net website to obtain support resources for the Team Manager role
- The EHMHA Executive team is available to support you. All contacts are listed [Executive & Staff page](#) on the EHMHA website
- Email the Communications Director to have your email address added to the rep-coach-manager email distribution list, and to ensure you receive the proper privileges to the EHMHA website for accessing forms
- Compile a team list with all player and coach/bench staff names, player numbers, parent/guardian names, preferred email and phone numbers to share with the whole team. Remember to get agreement from all parents before sending out their contact information
- Test your team email distribution address and have your parents sign up online to be part of the distribution. EHMHA website under Players to [Request to add name to team e-mail list](#)
- Encourage parents to subscribe to your team calendar. Go to your EHMHA website rep team page, Team Calendar, Subscribe
- **Questions?** Communications Director

Budgets

- Read in detail the Team Budgets and Procedures page on the EHMHA website: https://ehmha.ca/Pages/1378/Team_Budgets/
- No money should be collected from parents until they have reviewed and agreed to the budget
- There is an excel template on the EHMHA website under the [Forms Library](#)
- Revenue minus Expenses should equal \$0
- Ask a past team manager to share what they did the previous year or contact the Treasurer if you need help
- Present and explain the budget to all parents, and have them sign off on tab 2 of the budget template (can be done in hard copy or by email response as long as you keep a copy of all)



- Copy the Treasurer on the email to your parents with a copy of the budget
- **Questions?** Treasurer

Bank Accounts

- Before you begin collecting money from parents, you must re-open the bank account for your age group, at RBC Bank in Erin
- The Manager and a parent on the team who is NOT related to a coach or manager will be co-signers on the account
- Send an email to the Treasurer with the team name, and the names and addresses of the 2 co-signers on the account by October 1st (or as soon as practical after Team is formed)
- The Treasurer will provide a letter to be taken to the bank when you re-open the account. Both co-signers need to be present at a pre-booked appointment with the bank to sign signature cards and set up your profile (if you have not done so in prior year.
- Bank account fees are usually \$6.00 per month plus a paper statement fee and should be included as an expense on your budget
- An account starter kit should be ordered immediately, to obtain cheques and deposit slips. E-Transfer is not currently available for disbursements, but can be used for receiving payments on line. You have to set up the online portion at RBC meeting.
- **Questions?** Treasurer

Equipment

- Parents are responsible to pay for their own jersey and socks and pay for their order through PayPal on the EHMHA website
- The order process happens as quickly as possible for those that need fitting to order a new jersey or socks
- Send a team list with confirmed Jersey Numbers to the Equipment Director in advance of the fitting
- The Equipment Director will provide a list of what was ordered by player so you can support the collection of outstanding payments from parents and the distribution of the order to players



- The team will receive 2 team Jerseys and 2 pairs of socks in each colour for use for Additional Players as needed. If these are not returned at the end of the season, the team budget will pay for replacement
- The Team will receive First Aid Kits and 20 pucks however it is recommended you budget at least \$200 for any extra supplies required such as extra ice packs or spare mouth guards
- All supplies provided are expected to be returned at the end of the season
- **Questions?** Equipment Director

Travel Permits for Exhibition Games and Tournaments

- You must have an OMHA-Approved travel permit for all games (and some events) not part of the regular season. All exhibition games and tournaments require a Travel Permit
- Complete a [Travel Permit Request Form](#) on the EHMHA website at the same time you register for the tournament. It can take a month or longer for the OMHA to approve, so timeliness is important – submit no less than 2 weeks before the event takes place
- You must send in advance and then bring a hard copy of the OMHA-approved travel permit and approved team roster to the tournament organization or with you to an exhibition game
- If the game/tournament is outside the OMHA boundaries, there is a \$20 fee which you will pay through the Paypal form found on the EHMHA website (use your credit card and then pay yourself back through the team bank account)
- Early-Bird tournaments in September may have to be set up before team is formed.
- **Questions?** Secretary

Extra Practice ice requests

- All teams have a set number of practice hours. Practice times vary in length from 1-1.5 hours
- The Ice Scheduler or Treasurer can inform you of the number of ice practice hours your team gets



- You can request extra practice hours, but these are paid for by the team. Decide this with your coach early and include in your budget.
- There is a line on the budget worksheet to add extra practice ice hours. Include the number of extra practices ice hours on that line
- You can also request shared practice ice time in order to share the cost with other teams
- Complete the [Rep Budget Ice Info Form](#) found under Coaches Corner on the EHMHA website as soon as possible.
- **Questions?** Ice Scheduler or Treasurer

Registration/Team Rosters

- Support the Registrar to ensure all player registration is complete as soon as possible so that the team can be officially rostered on time
- Support the Risk Management Director and the Registrar to ensure all coach and bench staff complete their paperwork for Vulnerable (criminal) checks, OMHA required courses, and coach/trainer certifications
- No one can go on the ice or bench, and the team cannot be rostered to play games without these completed
- Teams cannot play in any tournaments until the official Roster has come through
- When you receive the roster review it in detail for accuracy and let the Registrar know of any errors (ie missing players)
- **Questions?** Registrar, Risk Manager

Communications & Celebrations

- **NEW: Assign a Communications Parent** - they will be accountable to the below and the Communication Director will work with them on website and social media posts
- Take photos of important and celebratory moments for the team (ensure all parents agree to photo-taking and publishing) - tournaments, games, celebrations
- Collect photos and write a small write-up on the accomplishment or celebration (for the team, family or player)
- Send photos and write-ups to the Communications Director for publication on our website and social media outlets



- Work with the manager on team events such as kick-off or year end parties, or parties at away tournaments. Discuss budget and create a plan for the year.
- Take photos and notes of fun times and accomplishments and send to the Communications Director for sharing and celebrating with our hockey community through the EHMHA website

Questions? Communications Director

Fundraising & Sponsors

- **NEW: Assign a Fundraising Parent** to be accountable to hit the team goals for Fundraising and Sponsorships in partnership with players and parents
- Their role is to make and execute the plans for the team to hit their goals
- Many teams will aim for \$2,500 dollars in fundraising plus \$2,500 in sponsorship raised for the year (\$5,000 total)

Fundraisers

- No more than 3 fundraisers per team
- All teams must uphold lottery, gaming and alcohol standards, so approval from the Fundraising Director must be received before proceeding with any fundraiser
- Each player is accountable for their portion of the fundraising goal, and so they can pay their portion should they not want to participate in the fundraising activities
- Funds raised are not to cover any specific player fees - it is for even distribution covering team costs
- Fill out a [fundraising application form](#) for approval on all plans and timing as soon as possible to ensure that teams are not booking the same events and will manage any timing conflicts amongst teams
- The EHMHA logo cannot be used on any merchandise to be sold for fundraising without approval, and a portion of the proceeds from logo sales will be payable back to the association. To request the logo fill up the [logo use form](#)
- Notify the Ice Scheduler and the Communications Director in advance to have your fundraiser put up on the EHMHA website and calendar to increase awareness amongst our hockey community

Sponsorships

- Cheques from Sponsors are to be made payable to the team bank account and should be tracked on the budget
- If the sponsor requires a letter, it can be obtained from the Fundraising Director



- There is a standard to follow for what sponsors receive in advertising based on dollar amount that can be found [HERE](#) on the EHMHA website. These guidelines are to be adhered to for equity
- Obtain a copy of the sponsor's logo and have it posted to the EHMHA website (see table of contents for instructions on how to do this) - this is mandatory for all sponsors
- Send the Fundraising Director a list of your sponsor names by end of February to make plaques. They will be handed out in March for you to give to your sponsors. Each team will receive 1 free plaque, and additional plaques are paid for by the team budget (approx. \$16.95 each)
- Any refunds at the end of the year to parents should not be equal to or from sponsorship funds as funds from sponsors are meant to be used for the team for extra ice or extra coaching as two examples. Money from sponsors can also be used to help offset hotel and travel costs for the team if there are excess funds. They are not allocated to any one or a group of players (such as a sponsors' kids), but distributed evenly across the team.
- **Questions?** Fundraising Director

Tournaments (all season)

- Aim to register for tournaments as early as possible. Many fill up early
- A directory of OMHA-sanctioned tournaments can be found on the OMHA.net website [Tournament page](#)

It is the Team Manager responsibility to:

- Register and pay for the tournament, obtain travel permits and team rosters (you cannot play without this paperwork)
- Coordinate the group hotel booking for the team
- Send tournament schedule in advance to the team
- Bring all paperwork to the first game, and complete the game sheets 30 minutes in advance of all games
- **Questions?** Rep Director

Game Sheets (all season)

For Home games:

- Obtain the iPad from the referee room with your key provided



- If there is another Rep game right after your game, bring out both iPads to give one to the next Manager so they don't have to access the Ref room again
- Complete full top section and Home team section with signatures from all bench staff
- Ensure suspensions are listed.
- Have the visiting team complete the visitor section with all signatures from bench staff, and ensure they have not changed the period length times (they are to be kept as scheduled)
- Hand the iPad to the Referee before the game
- **After the game:** obtain the iPad from the timekeeper and review in detail all suspensions, the score etc. It is your responsibility to ensure accuracy.
- Return the iPad, lock it up and ensure power is plugged in.

For Visitor games, 30 minutes before game start:

- Complete the Visitor team section with signatures from all bench staff and hand back to the manager of the other team. Ensure suspensions are listed.
- **Questions?** Equipment Director

Mid-Year Reporting (December)

- Update your budget worksheet with actuals and let the parents know where you are at financially in the month of December
- Keep all receipts for expenses and bank account deposits and withdrawals receipts for audit purposes
- The Ice Scheduler will provide your balance for practice ice hours; review in detail for accuracy
- You are not permitted to make any significant changes to the budget plans or expenditures without review and sign-off agreement from all parents
- **Questions?** Treasurer

End of Year Closing Tasks (March and April)

1. Return Additional Player Jerseys and Socks as well as the First Aid kit to the Equipment Director
2. Distribute Sponsor Plaques to your sponsors once received from the Fundraising Director



3. The Scheduler will send a final report of ice time used to update your actual expense line for extra ice time
4. Update the budget with all actual revenue and expenses next to the budgeted amounts. Any amount remaining (left-over funds) should match to the amount that was left in your bank account, and the amount is to be divided equally for refund to each player, or amount owing is to be collected for each player
5. **Do not spend any unplanned leftover money without approval from all parents (i.e. buying an extra gift for coaches and players, or throwing a big party). This is their money and should not be spent without their approval**
6. Close the bank account once all cheques have cleared and send a copy of the zero-balance account (bank closure statement) to the Treasurer. This must be done by April 30th.
7. Distribute the remaining funds to all team members equally. Show the calculation at the bottom of the budget e.g. \$600 remaining / 15 players = \$40 refund per player
8. Send a copy of the final financial statement to all team members copying the Treasurer
9. Keep track of the distribution of cash. When you close the account, ask for bank envelopes and put equal amounts in each (one for each player) and write the player's name on the envelope. Then you will know who has their refund and who does not. Keeping track on a separate checklist works as well, but it's better to do both
10. **Questions?** Treasurer

We sincerely appreciate the time and effort you give to our EHMHA hockey players. We could not make their experience fun and memorable without your support! ~EHMHA Executive Team

Appendix:

How to add Sponsor Logos to the Website

1. To access the portal, you require a team username which can be obtained from the Communications Director. A temporary password will also be provided which you will change at first login.
2. From EHMHA.ca click **Login** from the very top menu



3. Enter your Username and Password
4. Click **Control Panel** on the top menu which will bring you to a new window
5. Click **Basic Features** (left menu)
6. Click **Team Sponsors**
7. **+Add Sponsor** (top right)
8. Fill in Sponsor Name & Type/copy in their website URL
9. Click anywhere in LOGO box.
10. Click **UPLOAD**
11. Click **+ADD FILE**. (I typically save the logo to my desktop before I start)
12. Choose file from desktop then **START UPLOAD**
13. Brings you back to previous screen then click on the name of the image you want to use so it is highlighted.
14. Click **INSERT**
15. Go back to your team page to see the logo there as a double-check (and you are done)