

## Rep Team Manager Guidebook



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

*\*\*Revised 2025*

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## Set Up & Communications

- The Rep Director will host a Rep Coach and Manager meeting in September
- 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 your team website and calendar.
- 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
- Work with the Communications Director on the team listserve list and address. Generally never send an email that exposes email addresses to other parents unless you have expressed permission from all parties. Parents that indicate that they aren't on the list should be requesting to be added to Communication Director.
- Encourage parents to subscribe to your team calendar. Go to your EHMHA website rep team page, Team Calendar, Subscribe
- Sportzheads is an option for whole team communications. WhatsApp also works well. For either one, ensure that you have a representative from each family there – otherwise you will have to default to email for all important messaging.
- **Questions?** Communications Director

## Budgets

- Read in detail the Team Budgets and Procedures page on the EHMHA website: [https://ehmha.ca/Pages/1378/Team\\_Budgets/](https://ehmha.ca/Pages/1378/Team_Budgets/)
- **\*\*NEW** Team managers may collect up to \$250 per player family prior to receiving parent budget sign off. This is to offset the financial burden on team managers who need to put down tournament fees and deposits prior to having a full budget/fundraising/sponsorship through the summer.
- There is an excel template on the EHMHA website under the [Support & Resources/Bench Staff](#) section of the website, in the forms section.
- 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
- All parents will need to review and agree to the team budget. Agreement is made by signing the budget (can be done on a hard copy or by email response or digital signature asifou keep a copy of all)



- Non-parent coaches are eligible for limited reimbursement by the association for expenses such as hotels and travel. This maximum is set by EHMHA and details can be found on the website under the Rep Resources section. Beyond this, additional support can be considered from the team budget. In general, it is recommended that non-parent coaches are supported with hotel costs when traveling for tournaments or games. These decisions should be made collaboratively by the bench staff and team manager and planned for within the approved team budget. Copy the Treasurer on the email to your parents with a copy of the budget
- **Questions?** Treasurer@ehmha.ca

## Bank Accounts

- Before you begin collecting money from parents, you must re-open the team 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 July 1<sup>st</sup> (or as soon as practical after Team is formed). This email should also note if you and the other signatory are RBC clients.
- 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 must set up the online portion at RBC meeting.
- **Questions?** Treasurer@ehmha.ca

## Equipment

- Parents are responsible to pay for their own jersey and socks and pay for their order through their Hockey Canada Spindle Account.
- The order process happens shortly after rep teams are formed.
- Assist the Equipment Director by providing the roster with and returning players that may have numbers assigned already. Returning players have priority for number selection – particularly if they have jerseys already – otherwise number assignments are by first come first serve to the fittings.
- Especially for younger ages – encourage your players to get practice socks so that game day socks stay in good condition. You can contact the equipment Director as



there are lots available for a small fee from the equipment room.

- The Equipment Director will provide a list of what was ordered by player . All payments must be made through Spordle within 24 hours of the jersey fitting in order for your jersey order to be placed.
- The team will receive 2 team Jerseys and 2 pairs of socks in each colour for use for Affiliated Players as needed. There must be returned to the league at the end of the season, if not returned, the team budget will pay for replacements
- The Team will receive a First Aid Kit and 20 blank pucks, 20 player of the game pucks, and 20 official game pucks. Extra equipment costs shouldn't be necessary, but consider spare mouth guards, neck guards, helmet repair kits, or skate sharpening stones for the trainer kit as needed.
- All supplies provided are expected to be returned at the end of the season.
- Basic development items like a shooter tutor, pylons, stickhandlers, defenders etc are available in the equipment room. Work with your coach to get them the gear that they want ahead of practices as the floor in the equipment room isn't skate friendly.
- **Questions?** Equipment Director [equipment@ehmha.ca](mailto:equipment@ehmha.ca)

## Travel Permits for Exhibition Games and Tournaments

- All exhibition games and tournaments require a Travel Permit
- Complete a Travel Permit Request Form on the EHMHA website (Support Resources and Forms>Rep Bench Staff> Forms>Travel Permit Request) at the same time you register for the tournament. This process initiates the addition of the tournament or exhibition game to your team calendar, and scheduling of officials for any home exhibition games. It can take a month or longer for the OMHA to approve your travel permit, you will receive an email notifying you when that happens, this is outside of our control.
- You must send your travel permit in advance to the tournament organizer 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 be responsible for. The VP Admin will request reimbursement from you.
- Early-Bird tournaments in September may have to be set up before team is formed.
- **Questions?** VP Admin [vpadmin@ehmha.ca](mailto:vpadmin@ehmha.ca)



## Extra Practice ice requests

- Each rep team will be allocated a minimum of 28 practice hours for the season. Teams with rosters of more than 15 players will receive 30 hours as their base allocation.
- Extra Ice Allocation  
At the start of the season, each team must budget for 10 additional practice hours at the approved association rate. These hours allow the scheduler to maximize practice time and plan efficiently. The rate will be provided by the Treasurer at the beginning of the season.
- Once the base allocation and the 10 extra hours have been used, the association may continue to provide additional practice time at no extra cost to the team in order to maintain its ice allocation with the Town of Erin. You are encouraged to check in with the Rep Director and Treasurer at the mid-season point to get clarity on if overages will be covered. This will continue until the team's season officially ends (including participation in Tri-County Championships and/or OMHA Championships, if applicable.)

Please note:

- These additional practices do not apply to independently booked tournaments beyond the end of their scheduled season.
- Teams will be charged at the approved rate for only 10 extra hours, as included in their original team budget. If the association is unable to provide the full 10 extra practices, the team will only be charged for the hours actually used, based on the rate in the approved team budget.

### Requests for Additional Practice Time

If a team is seeking extra practice time beyond what the association is offering, they must discuss this request with the Rep Director, Treasurer, Scheduler, VP Ops to determine if additional ice can be provided, and to set an appropriate frequency. In these instances, that team will be charged for all practices over and above what the next highest ice allocation is for a team that did not make an exception additional ice request. These request are subject to ice availability through the Town of Erin.

**Questions?** Treasurer or VP Operations

## Registration/Team Rosters

- 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

- **Recommended: 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: If your team chooses to run fundraisers, we recommend you assign a Fundraising Lead** 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
- Talk to previous team manager about what has worked best in the past

### 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 please complete the [logo use form](#)



- Notify 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 should be adhered to for equity, however can be adjusted based on specific sponsor and team needs.
- Obtain a copy of the sponsor's logo and have it posted to your teams page on 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, if not sooner, 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. \$25 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.
- It is recommended to survey parents on what they are willing to take on as a group and as individuals. Equal participation and time commitment in selling items shouldn't be assumed.
- **Questions?** Fundraising Director

## Tournaments (all season)

- Work with OMHA seasonal dates, and also Tri-County Season structure for tournament limitations. This can be found on the [Support & Resources/Rep Bench Staff](#) section of the website. Typically 4 are allowed total. Please review the OMHA Seasonal Dates document for most up to date information for the current 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 (if applicable)
- 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 Equipment room with the lock box codes provided by the Equipment Director
- 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)
- Complete full top section and Home team section with signatures from all bench staff
- Ensure suspensions are listed.
- Hand the iPad to the timekeeper 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.**
- **Ensure that the game is uploaded**
- 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 Affiliated 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 (Typically at the awards Banquet)
3. The Treasurer/VP Operations 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 30<sup>th</sup>.
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. Or E-transfer.
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](http://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)
16. Questions? Contact Communications Director