



**West Lorne Minor Hockey  
Association**

**Team Manager's Manual  
2023-2024 Season**

## WLMHA Association Contact List:

Name:	Email:
<b>Kevin Summers</b> President Game Day Operations & Discipline Lead	president@westlornecomets.com
<b>Terry Weed</b> Vice President Ice & Ref Convenor, Arena Board Rep	vicepresiden@westlornecomets.com
<b>Rob Tait</b> 2nd Vice President Director of Coaching & Player Development Tournament Coordinator	coaching@westlornecomets.com
<b>Debbie Munn</b> OMHA Rep, Four Counties Hockey League & Shamrock League Representative	leagues@westlornecomets.com
<b>Joanne Galloway</b> Secretary	secretary@westlornecomets.com
<b>Jen Iwanchun</b> Treasurer	treasurer@westlornecomets.com
<b>Jessica Small</b> Registrar	registrar@westlornecomets.com
<b>Carson Simpson</b> Director at Large	csimpson@westlornecomets.com
<b>Chelsea Vergeer</b> Equipment & Volunteer Coordinator	volunteer@westlornecomets.com
<b>Danielle DeBie</b> Parent Rep Team Manager lead	parentconvenor@westlornecomets.com
<b>Matt Speed</b> Director of Player Movement	nsimpson@westlornecomets.com
<b>Melissa Mayheux</b> Director at Large, Tournament Committee	mmaheux@westlornecomets.com
<b>Nicole Campbell</b> Sponsorships & Fundraising Lead	sponsor@westlornecomets.com

<b>Nigel Simpson</b> Initiation Program/U7 Hockey Lead Intro to Hockey Lead	nsimpson@westlornecomets.com
<b>Richard Street</b> Director at Large	rstreet@westlornecomets.com
<b>Teresa Murray</b> Director at Large	tmurray@westlornecomets.com

Thank you very much for volunteering as your Team’s Manager. The role as a Team Manager is just that; you help manage your team. Your coach is busy enough creating drills for practices, talking with other coaches to set up games, etc. This role is a very important role for your coach and your team. As you will be working closely with your coach/bench staff.

We have created this manual as a guidance, but feel free to manage your team however you and your coach sees fit best.

If you have questions, your primary contacts for the 2023-2024 Season are Danielle DeBie and Rob Tait.

*For immediate issues, please text or call.*

**Team Managers, Parent Rep & Trainers:** Danielle (Dani) DeBie 519-636-0787, any questions feel free to call/text or email; [sportsmomma17@gmail.com](mailto:sportsmomma17@gmail.com)

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**Coaches & Assistant Coaches:** Rob Tait 519-318-2773, any questions feel free to call/text or email; [cometscoachrob11@gmail.com](mailto:cometscoachrob11@gmail.com)

Coaches, bench staff and team managers must take all necessary steps to know and be familiar with all applicable Hockey Canada, OHF, OMHA, league, WLMHA and tournament rules, regulations and policies, including the OMHA Code of Conduct.

○ **OMHA Code of Conduct:**

<https://www.omha.net/page/show/885511-code-of-conduct>

○ **WLMHA Constitution:**

<https://westlornecomets.com/Public/Documents/CONSTITUTIONREVISEDAPRIL2014.pdf>

**1. STEP ONE: To complete ASAP**

As part of the bench staff you will be required to have the following;

- a “Vulnerable Sector” Police Check, all police checks are confidential (the letter and link is on the WLMHA website). *Be sure to choose Elgin county OPP*
  - These can be completed online or in person
  - **NOTE:** All Police Checks are to be in to [policecheck@westlornecomets.com](mailto:policecheck@westlornecomets.com) by September 10th, 2023 and you cannot be rostered to your team without a valid check.
- In your Hockey Canada profile you will need to complete Respect in Sport – Activity Leader (RIS) course to be eligible to participate in games and practices. Note: this is not the same as the Respect in Sport – Parent Program
- Complete the Gender Identity & Expression Course. This course must be completed and uploaded in your Hockey Canada profile
- Complete the Rowan’s Law Acknowledgement (you may have done this when registering your child)

## 2. PARENT REP position:

- **Parent Rep** – The responsibility of a Parent Rep is to help assist you the manager (with following up on items with the parents. Example collect medical forms for you, collect/follow up on fundraising tickets, be a liaison between parents and the coach(es). If an issue should arise, they can reach out to myself (Dani DeBie) with the issue and I will help rectify the issue. Now that the Manager is selected, please choose/ask your parents who would like to fill this position.
- **24 HOUR RULE** – This is a great rule to follow. Should a parent or guardian come to you with a complaint or they are upset, listen to their concern and inform them to take 24 hours to think about the situation/complaint. And if after 24 hours they still feel the same way; have them come back to you, reach out to me; Dani Parent Rep convenor and we will get this settled.
  - We are all human and our kids are our pride, so sometimes people do get heated. Don’t take this personally, they need to vent to someone.

## 3. REP (COMPETITIVE) TEAMS:

- Play under the Shamrock league – Season starts October 2, 2023  
<https://shamrockhockeyleague.ca/>
- REP fee of \$200.00/child applies to all REP teams (this additional REP fee is to help offset the additional ice times)
- You or your parent rep will work with our Treasurer Jen Iwanchun to ensure all fees have been received

- Please make cheques payable to WLMHA and they will be collected on your 1st team practice night. Or via e-transfer to [treasurer@westlornecomets.com](mailto:treasurer@westlornecomets.com)
  - please include child's name and team
- **Please note that your approved roster will not be issued until all fees have been paid**

#### 4. LOCAL LEAGUE:

Plays under the Four Counties league – Season starts September 30th, 2023; Playoffs start February 3rd, 2024

<https://fourcountieshockey.ca/>

#### 5. ROSTERING:

- Players cannot be rostered to a team until a parent/guardian from each player's family has completed the OMHA's Respect in Sport (RIS) – Parent Course Tutorial found on the OMHA website [www.omha.org](http://www.omha.org)
  - Rosters cannot be submitted for OMHA approval until this is completed, i.e. games cannot be played until a team is rostered.
- Approved Rosters will be e-mailed to the Team Managers by the Registrar
- Affiliated Players (AP) are encouraged for all teams. NOTE: The AP roster cannot be completed until players have been placed on OMHA approved rosters for their primary teams. AP Players can be added to the roster up until January 8th, 2024. Please contact the Registrar to have these players added (maximum of 5 AP players). Your coach will let you know or contact the registrar themselves.

#### 6. GAME SHEETS/IPADS:

- Determine between yourself and your coach who will fill these out (generally the manager does this duty)
- **HOME GAMES;** Electronic Game Sheets will be used on the WLMHA iPads for each game, You will need to "track" down the iPad (generally it is in the office, you may need to track down the arena staff to get this)
  - Find your game sheet (double check you have the right game using the game number)
  - Select the starting goalie
  - Mark any players or bench staff who are away as "away"
    - If your Trainer is away you may need to ask the other team to use theirs. If that is the case, you will have to add that individual to the game sheet

- Have Bench Staff sign iPad (Head coach has to sign last)
- Bring iPad to opponents dressing room; ask them to fill it out and sign on there end
- Double check everything is completed
  - Bring iPad to the timekeeper booth
- **AWAY GAMES;** Generally the Home team will come to the dressing room when they are ready for you to fill it out.
  - Complete necessary steps as above to fill out.

## 7. SCHEDULING:

- Shamrock League (REP/Competitive) - schedules will be submitted by Shamrock League. All game changes or cancellations are to be made through the WLMHA Shamrock Representative, by emailing Debbie Munn and Terry Weed. The WLMHA Rep, then coordinates the game changes with the league as well as the Timekeeper, Referee and Ice Convenors
- Four Counties Hockey League (Local League) – Game dates will be communicated to individual teams.
- For the U5/U7 IP's, only players at the U7 level are permitted to participate in game play. Home and Away games can be set up by the Head Coach and Team Manager. Home games should be held during your home ice
- If your Team is away at a Tournament and not able to use game ice and/or practice ice or if your Team has any game/practice changes or cancellations you must notify Terry Weed the Ice Convenor. ASAP -- DEAD ICE COSTS MONEY!!! (your coach may do this)
- To have any team games or events added to your team calendar on the WLMHA website please contact the Ice Convenor

## 8. PERMITS/"TRAVEL PERMITS":

- ALL games require a Travel permit (whether it is a home, away or exhibition game)
  - Contact the Registrar for the permits. Exhibition game requests (OMHA travel permits) must be submitted well in advance See Section 6 - Exhibition Games & Tournaments below). Games may not be played or put on the schedule without this documentation
- Travel permits are required for ALL Tournaments (Home or Away)

## 9. TOURNAMENTS & EXHIBITION GAMES:

- All exhibition games require an OMHA Travel Permit (HOME or AWAY), which must be approved through the OMHA portal. Coach or Team Manager must send your exhibition request with dates to the Registrar well in advance of any proposed tournament or exhibition game so that the approval process can be initiated. The form is available on WLMHA hockey website, under “Coach’s Corner” under “Exhibition Game Approval Request.”
- Teams who wish to host home exhibition games are responsible for arranging ice and must notify the Registrar and Ice Convenor. WLMHA will arrange for home exhibition game timekeepers and referees. All game sheets from exhibition games must use the electronic game sheet system
- All tournaments require an OMHA permit, which must be approved through the OMHA portal. Please send your tournament request through the WLMHA website, under “Coach’s Corner” under “Tournament Approval Request.” Once approved, please contact the Web Administrator to have this added to your team calendar
- **Rep Teams** are encouraged to participate in three (3) tournaments for the season: 1 local, 1 away, and 1 overnight tournament. OMHA mandates no more than three (3) sanctioned tournaments may be participated in
- **Local League** teams are encouraged to participate in two (2) tournaments (max three) for the season. OMHA mandates no more than three (3) sanctioned tournaments may be participated in
- Head Coaches and Team Managers are encouraged to ensure players/parents are available to participate in tournament dates and willing to pay tournament fees prior to submitting the Tournament Request form. All costs for tournaments (including tournament fees, and any accommodations) are additional to the parents/players
- Tournament Fees - Teams are responsible for their own tournament fees. Teams may make a request to the WLMHA Board for payment of fees for qualifying tournaments such as OMHA Provincial Finals. The decision to cover tournament fees will be made by the WLMHA Board. Team Managers should submit requests for tournament fees to the Treasurer
- For OMHA sanctioned tournaments, see OMHA website:  
<https://www.omha.net/page/show/1509684-tournament-listings>

- **Black & Gold Tournament** is scheduled in West Lorne for November 3rd, 4th, & 5th, 2023 .
  - The tournament website will be updated with the divisions for this tournament
  - This is a FREE tournament to your team but you will still need to register and get a travel permit
  - This does count as one of your team tournaments
  
- **Holiday Jamboree** is booked for Thursday December 28<sup>th</sup> 2023.
  - The jamboree website will be updated with the divisions for this jamboree
  - This is a FREE Jamboree for your team, but you will still need to register and get a travel permit

## **10. TEAM RESPONSIBILITY & COMMUNICATION;**

- All teams will be held accountable for damage and misuse of dressing rooms assigned to them either at home or away games
  
- Teams that are found to have caused damage or misuse may lose the privilege of having a dressing room assigned at home games, lose practice ice time or be billed for the damages
  
- Team Managers are responsible to work with Head Coaches and the WLMHA Board as appropriate to ensure all communications to parents/players are in a timely manner
  
- Team communication will be by email to all parents/players, as well as through the Team page on the Sportsheadz App. Team communication will be the responsibility of the Team Manager and/or Head Coach
  
- WLMHA has a designated Web Admin/Social Media rep. Some teams may have a Team Webmaster designated to update their team website. However, ALL TEAMS are encouraged to submit regular updates to the Webmaster for uploading information online. This can be done by messaging the West Lorne Comets directly on Facebook (@Westlornecometshockey) or by contacting the Web Admin directly: Maryjo Tait 519-282-7602 [maryjotait@yahoo.ca](mailto:maryjotait@yahoo.ca)

## **11. FUNDRAISING:**

- Teams will be expected to support WLMHA fundraising efforts.
  - At registration every family paid \$150.00 as a fundraising fee. In October 2023 each Team Manager/Parent Rep will be given their teams Fundraising Raffle Tickets to hand out to their players. There will be a deadline for the raffle “stubs” to be handed back in (more details to follow), and at that time the manager/parent rep will collect all stubs. Each family that sells tickets keeps the



monies that they sold, as they technically have already paid for those tickets at time of registration.

- Any and all team fundraising must be approved by the WLMHA Board prior to initiation or advertising of any fundraising. The Team Manager and/or his/her delegate is the first point of contact with the fundraising committee and must submit all requests to the Fundraising Coordinator. Please review the WLMHA Constitution

## 12. TEAM FEES:

- If you choose to have team fees; this needs to be communicated with your families at the first team meeting
- Team fees are a way to avoid chasing down families when you need to pay for a tournament, team building event etc
- Team fees is an amount that will cover the costs of tournaments (board room at tournaments), team building events, year end party, etc anything that is for the team
- EXAMPLE; you sign up for 3 tournaments at \$1000 each = \$3000. You have 15 kids on your team that would be \$200/player. You may want to bump that up to \$215/player = \$3225.00 to cover the “party room” at your away tournament.
  - **THESE FEES ARE FOR THE PLAYERS, NOT THE PARENTS OR SIBLINGS**
  - If there is any fees left at the end of the year you could use towards year end gifts or a team party, etc.
- The above is just an example and don't feel your team needs to do this, this just helps not having to chase down parents who do not pay and then you are not out this money
- If you do not wish to collect Team Fees, another option that is offered through WLMHA for tournaments is they offer to pay the initial the tournament, then you need to pay them back ASAP, however this way no one is out any additional money.
  - To do this, fill out the form on our website;  
[https://westlornecomets.com/Forms/1021/Tournament\\_Cheque\\_Request/](https://westlornecomets.com/Forms/1021/Tournament_Cheque_Request/) and submit it to our treasurer or email Jen directly if you have any additional questions

## 13. MEDICAL FORMS;

- At the beginning of the season your team will be provided with Medical Forms that need to be filled out and kept in the trainers binders
  - Have these forms filled out ASAP – the parent rep can be responsible for collecting and having parents/caregivers to complete them - up to you.

- Best way to get them done is bring a few pens with you at a practice and have them filled out right then and there
- Prior to giving the sheets to the trainer, it is a good idea to review them for any serious conditions, allergies, etc. If there is it is a good idea to get an understanding of what happens if ... Your trainer should be made aware of this as well. If there is a food allergy **MAKE** sure your team is aware that there is an allergy of \_\_\_\_ on the team. Ex: If it is to nuts, find out the extent, is it only ingested or my smell or touch as well.

#### **14. INJURY REPORT/FIRST AID KITS (More for Trainers; but good to know);**

- Injury reports must be completed by the Trainer and any attending physician for any participant injured in a game. The form must be forwarded to the OMHA Rep (Debbie Munn) ASAP
- Please ensure that the family of the player keeps a copy of the report. A Doctor's Certificate will be required before the participant can return to the ice for a game or practice. The HOCKEY CANADA INJURY REPORT FORM can be downloaded from the OMHA Website: [www.omha.net](http://www.omha.net) (look under ADMINISTRATION - FORMS AND PERMITS). The applicable return to play process and protocol must be followed after a player injury
- If something is used out of the first aid box or needs to be refilled (ex: Ice pack, etc) contact Chelsea Vergeer (Equipment Coordinator) for replacements

#### **15. VOLUNTEER POSITIONS**

- At the time of registration, we paid a volunteer fee; in order to receive your volunteer money each parent/caregiver is required to volunteer 8 hours, This needs to be completed prior to March 1<sup>st</sup>, 2024 or in the works
- Here are some volunteer opportunities that you can share with your team.
  - Black & Gold Tournament
  - Holiday Jamboree
  - Parent Rep
  - Jersey Person (2 families; one for Home jerseys and one for Away Jerseys)
    - Their responsibility is to bring the jerseys to the game then collect them after the game and wash them (REPEAT for the season)

- This position is important, coaches generally want players at games 30-60mins prior to game time, which means the jersey person cannot show up with 10 mins to game time
- If your team has other volunteer positions please reach out to Chelsea Vergeer (Volunteer Coordinator to run the idea by her)
- Your responsibility is to keep track of who all fulfilled volunteer opportunities; once a family has completed their 8 hours please let the Volunteer Coordinator know so she can mark them as complete.
- Volunteer opportunities will be posted on our social media.

## 16. HERM'S SPORTS EXCHANGE

- Herm's is who you would reach to for Comet's merchandise. Your contact would be;
  - Derek Austin 519-649-0600 [info@hermssports.ca](mailto:info@hermssports.ca)
- You can order your team set of name bars here, or anything else you will need

## 17. CARE OF EQUIPMENT/JERSEYS;

- **Name Bars** can be hand sewn on jerseys with quick stitches, NO MACHINES! They will need to be removed at the end of the season, prior to being handed back to WLMHA
- Team Manager or Parent Rep are responsible for returning all team jerseys prior to the Annual General Meeting at the end of the season
  - At the end of the year please wash all jerseys and return with all equipment (home and away jerseys, puck bags and pucks, First Aid kits and any keys) back to the Equipment Convenor
- **Note:** Our jerseys are not to be used for Spring or Summer hockey leagues or tournaments outside of OMHA (eg. 3 on 3 Tourneys)

## ADDITIONAL INFORMATION;

- PICTURE DAY – Usually in October - Details will be on the website ASAP
- Santa Skate – details to follow
- Helmets are required by ALL individuals that go on the ice
- There are no more gate fees
- Get familiar with OMHA website,
  - There is a Coaches Manual and guidance on there as well

- <https://www.omha.net/page/show/2851679-team-manager>
- Get familiar with Hockey Canada rules and guidelines

**FROM THE WLMHA WE WISH YOUR TEAM ALL THE BEST THIS  
UPCOMING SEASON!!**

**GO COMETS GO!!**