



**West Lorne Minor Hockey
Association**

**Team Manager's & Parent Rep
Manual
2025-2026 Season**

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Thank you very much for volunteering as your Team's Manager or Parent Rep.

This manual provides information to aid Team Managers and Parent Reps in the smooth operation of the team. If you have questions, your primary contacts for the 2025 - 2026 Season are Nicole Campbell and Rob Tait.

For immediate issues, please text or call.

Team Managers, Parent Rep: Nicole Campbell 519-860-7094, any questions feel free to call/text or email; campbellnicole2008@gmail.com

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

HELPFUL RESOURCES

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 Constitution, Rules & Regulations, including the Code of Conduct.

- WLMHA Constitution (online at www.westlornecomets.com)
- WLMHA Rules & Regulations - (online at www.westlornecomets.com) Please READ ALL as well as become extremely familiar with:
 - Section 14: Harassment, Discrimination, Abuse & Bullying
 - Section 15: Inclusivity Policy
 - Section 16: Discipline Policy
- OMHA Manual of Operations (available through OMHA)
- WLMHA Code of Conduct
- [Complaints & Concerns Process](#)

TEAM MANAGER RESPONSIBILITIES

The role as a **Team Manager** is to be a central figure in creating the flow of communication within the team (players, parents and coaches). Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

1. 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

2. 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

- o 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
 - o Have Bench Staff sign iPad (Home Head coach has to sign last)
 - o Bring iPad to opponents dressing room; ask them to fill it out and sign on there end
 - o Double check everything is completed
 - Bring iPad to the timekeeper booth
 - o When making changes to gamesheet, remember to select “for this game only”
- **AWAY GAMES:** Generally the Home team will come to the dressing room when they are ready for you to fill it out.
 - o Complete necessary steps as above to fill out.

3. 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 Nicole McDowell. 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 are scheduled by the coordinator for the season in conjunction with working with the Coach and Team Manager for the team. 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 Nicole McDowell 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

4. PERMITS/“TRAVEL PERMITS”:

- ALL games require a Travel permit (whether it is a home, away or exhibition game)
 - o 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)

5. TOURNAMENTS & EXHIBITION GAMES:

- All exhibition games require an OMHA Travel Permit (HOME or AWAY), which must be approved through the OMHA portal. The 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. Team Managers must contact the Registrar to ensure a game sheet has been set up for exhibition games. 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) - five (5) 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 three (3) tournaments 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. Team Managers should submit requests for tournament fees to the Treasurer through the website. Teams are required to pay the WLMHA back for the Tournament by the end of the season.

- 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 14th, 15th and 16th, 2025 .
 - 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 upload your travel permits and rosters.
 - This does count as one of your team tournaments - all U9 MD, U9 Local League, U11 Local League and U11 REP teams are already entered.
- **U7 Comets Holiday Jamboree** is booked for Monday December 29th 2025.
 - 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 upload your travel permits and rosters.

6. 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 are 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.

- o To do this, fill out the form on our website;
https://westlornecomets.com/Forms/1021/Tournament_Cheque_Request/ and submit it to our treasurer or email Amanda directly if you have any additional questions

7. TRAINER 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
 - o Have these forms filled out ASAP – the parent rep can be responsible for collecting and having parents/caregivers to complete them - up to you.
 - o 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
 - o 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 an allergy to nuts, find out the extent, is it only ingested or my smell or touch as well.

8. 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 (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 Amanda Hull (Equipment Coordinator) for replacements

9. 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 1st, 2026 or in the works
- Here are some volunteer opportunities that you can share with your team.
 - o Black & Gold Tournament
 - o Holiday Jamboree
 - o Parent Rep
 - o 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 30-60 mins prior to game time, which means the jersey person cannot show up with 10 mins to game time
- If your team has other volunteer position ideas please reach out to Alicia Knight (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 complete the request form online.
- Volunteer opportunities will be emailed out to the membership.

10. HERM'S SPORTS EXCHANGE:

- <https://hermssports.ca/collections/west-lorne-comets>
- You can order your team set of name bars here, or anything else you will need
- WLMHA Merch will also be for sale throughout the season for organizational fundraisers
- The Comets Logo will not be provided to individuals, however, a WLMH Board Rep is available to work with your supplier if there is something you would like to get printed to ensure it conforms to our brand policies.

11. 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. Name bars must be ordered from Herms in black and white.
- Team Manager or Parent Reps are responsible for returning all team jerseys prior to the Annual General Meeting at the end of the season. Any jerseys not returned will be billed at \$75 replacement fee.
- Team Managers & Parents reps may also be responsible for ensuring all equipment (pucks, First Aid Kits, goalie equipment, water bottle trays) is returned to the Equipment Convenor.
- For any Jersey requests - please contact Maryjo. For Equipment - Amanda.
- **Note:** Our jerseys are not to be used for Spring or Summer hockey leagues or tournaments outside of OMHA (eg. 3 on 3 Tournaments)

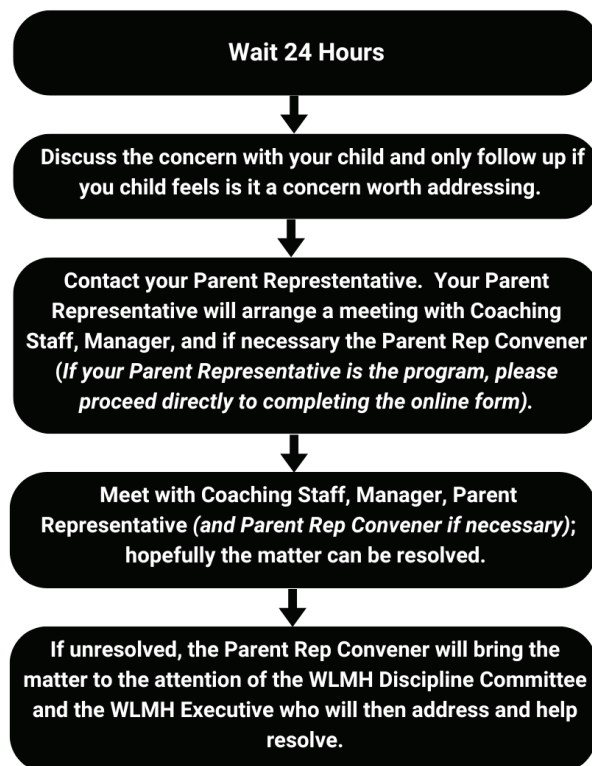
12. SPONSORSHIP & FUNDRAISING:

- A new package has been approved for 2025/2026. Please review to the specific information sent to all managers and coaches.

PARENT REP RESPONSIBILITIES

The role of the **Parent Rep** is a neutral liaison between team parent(s), Coaching staff and WLMHA Board of Directors. To assist in resolving team disputes and concerns. Listen, understand and document the information of concern or complaint from parent(s) while always remaining impartial.

1. Ensure parents know the reporting process for matters relating to hockey. If it is a complaint regarding [Abuse, Harassment or Bullying follow the Complaint/Appeal process](#) on the WLMHA website.
2. If at any time, you are unsure of how to handle the situation bring it to the attention of the Parent Rep Convener, Nicole Campbell and/or [Jessica Small](#), Discipline Lead for assistance and guidance.



3. Be a good role model for your team's parents.
4. Attend all your team parent meetings.
5. Be familiar with:
 - [WLMHA Constitution](#)
 - [WLMHA Rules & Regulations](#) - Please READ ALL as well as become extremely familiar with:
 - Section 14: Harassment, Discrimination, Abuse & Bullying
 - Section 15: Inclusivity Policy
 - Section 16: Discipline Policy
 - [OMHA Manual of Operations](#)
 - [WLMHA Code of Conduct](#)

- [Complaints & Concerns Process](#)
- 6. Document and communicate concern or complaints to WLMHA Board of Directors.
- 7. Recommend changes to the WLMHA Board of Directors that will improve Player, Parent, Coaching Staff, WLMHA relations in the future.
- 8. Promote to all parents the Coaches Evaluation surveys.