



# Manager Manual

Markham Waxers Selects



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## Introduction


Thank you for volunteering to manage your team. The team manager's role is crucial to the successful operation of a team. You are a central figure in creating the flow of communication, not only within the team—players, parents and coaches—but between the team and all support systems such as the association's administrator, Convenors, other teams, referees, officials, etc.

Simplistically, a team is like a small business—the coach is the CEO and you are the CAO. By taking on the operational aspects of the team, you enable the coach to focus on player development and on-ice instruction. Together you provide the players and their families with rewarding hockey experiences.

Ultimately, you are responsible for ensuring all the off-ice tasks are completed. However, this does not mean that you have to do it all. You just need to make sure that it gets done—delegate! A 'divide and conquer' approach can be extremely efficient. Focus on the primary roles of organizing, planning, and overseeing.

This manual provides information to aid you in the smooth operation of the team by identifying key topics that you will need to address and providing answers to common questions that arise over the course of the season. Numerous appendices including samples, templates and a glossary of terms are included to assist you in pre-planning and organization. Take advantage of all available resources, such as other team parents and the appendices and websites listed in this manual, and the season can be a successful one.

## Updates

All new topics and updated information are noted with  in the left margin.



## Definitions

Additional Entry	A second (or third) entry representative team from a centre that has already entered a representative team in the same division
Affiliate	The process allowing teams the opportunity to dress the maximum number of players allowable in accordance with Hockey Canada Playing Rules
Affiliated Player	A player who is eligible to participate for his registered team and one other team of a higher division or category
Age Group	Grouping of ages within a division (e.g., Bantam 13 & 14 years)
Alliance	Minor Hockey Alliance of Ontario
Association	A Centre of Zone which is registered with the OMHA
Category	A Centre's level of competition or, in stances, teams within a centre. Example: A, AA, AAA
Centre	A minor hockey association within the OMHA that is a city, town, village, municipality or geographic sub-division which has corporate limits or boundaries as accepted by the OMHA for the purpose of determining hockey eligibility of players for competition within the jurisdiction of the OMHA
CHIP	Hockey Canada Initiation Program
Coach	The individual on a team who is responsible for choosing and teaching players and conducting the team's activities during competition within the jurisdiction of Hockey Canada
Coach in Charge	The individual who is responsible for the team in a particular game
CSA	Canadian Standards Association
Division	Age groups within an association (i.e., Juvenile, Midget, Bantam, Peewee, Atom, and Novice)
Electronic Roster	The document on which a player or team official registers to participate in activities of the OMHA
Exhibition Game	A game that is neither a league, playoff, play down nor tournament game
Group	Group of three or more OMHA member teams of the same division playing a regular schedule
HCOP	Hockey Canada Officiating Program



HTCP	Hockey Trainers Certification Program
Head Coach	The Coach of a team who is responsible for the conduct of the team prior, during, and after any game
LOR Lake Ontario Region	The “Lake Ontario Region” is an area or geographic subdivision that is made up of the following: GTHL (Toronto, Mississauga, Vaughan, Thornhill, and Scarborough) and the surrounding OMHA area including Oakville, Brampton, Richmond Hill, Pickering, Ajax, and Markham.
Manager	The Individual on a team who is responsible for all of the business concerning a team except for that assigned to the coaches or trainers
Match Penalties	Severe penalties which result in immediate suspension until dealt with by the OMHA
Minor Rep Team	A team which is eligible to play for an OMHA championship and whose players are of the lower age in the division and eligible by residence
NCCP	National Coaching Certification Program
Non-Sanctioned Tournaments	Tournaments that are not sanctioned by Hockey Canada and its members
On-Ice Officials	Referees or linesmen engaged in officiating a hockey game
Play downs	A group of games which leads to declaring a champion in each division and category as determined by the OMHA
Playoffs	A group of games that leads to declaring a champion in each division and category as determined by OMHA leagues
Permission to Skate PTS	A form issued by the association for which a player last played that allows the player to try out for another association. The form must be presented at tryouts. The coach keeps the PTS for each player attending the tryout. PTS forms for players they wish to roster are submitted with the team roster worksheet.
RD	Regional Director, a person who is elected to the OMHA board to represent a region
Release	Unconditional discharge of a player from a team
Rep Team	A team which is eligible to play for an OMHA, OHF, and/or HC championship and whose players must be eligible by age and residence





Sub-Division	Refers to the lower age groups within divisions within Associations. Eligible in AAA, AA, A for minor midget, minor bantam, minor peewee, minor atom
Team	A group of certified team officials, at least one of whom must be a coach, one a trainer, one a manager and a group of registered players, at least one of whom must be a goaltender (except in peewee and below) who are qualified in a division and category under OMHA regulations up to the maximum number provided by HC regulations
Team Officials	All or any of the following persons involved in the management of a team and includes coach, trainer, manager, and any assistant coach or assistant trainer
Team Official at Large	At-Large team officials (individuals with proper coach or trainer certification) are registered and approved on an association's approved At-Large Roster when an association wishes to identify members not otherwise registered and approved on a team's roster within the association. These members are eligible to register on a game report (game sheet) as coach/assistant coach or trainer/assistant trainer for a team within that association
Tournament	A competition of three or more teams organized and hosted by a Centre or Zone. All such events must be approved and sanctioned by the governing body of the centre or zone, OMHA, OHF, and Hockey Canada and the competition must follow the rules and regulations as stated by the governing body.
Trainer	The individual on a team who is responsible for the safety and welfare of the players on his team
Travel Permit	Document issued by the OMHA Executive Director, authorizing an OMHA team to participate outside the OMHA's jurisdiction
Zone	An Ontario minor hockey association created by the OMHA as a geographic area for the purpose of AAA competition

See the *OMHA Manual of Operations* for additional definitions and details on the terms defined above.



## Contacts

### *Waxers Executive*

President	George Schnarr	905-927-1120	gschnarr@pdnsolutions.com
Vice President House League	Darren Mori	416-909-6504	darren.mori@rbc.com
Vice President AA/A/AE	Mike Matthews	905 472-3370	mikem.waxers@bell.net
Vice President AAA	Stephen Gaunce	905-472-6408	gaunce@waxers.com
Treasurer	Gary Ashford	416-786-6398	ashford@waxers.com
Past President	Neil Bullock	905-471-1166	bullock@waxers.com
Hockey Development	Mike Gouglas	416-453-2066	mgouglas@waxers.com
Marketing & Communication	Open		
Ice Scheduler	Joe Quercia	647-472-0020	quercia@waxers.com`
Referee in Chief	Jerry Brens	416-892-7468	gbrens@hotmail.com
Timekeeper Scheduler	Debbie Williams	905-472-0127	crysalex0@rogers.com
Convenor	Paul Bullock	416-953-6645	pbullock@petroff.com
Administrator	Deb Larsen	905-294-3403	larsen@waxers.com

### *Waxers Selects Coaches*

Division	Coach	Phone	Email
Bantam (2005)	George Mombourquette	416.450.7561	gmumby79@gmail.com
Minor Bantam (2006)	Grant Seppanen	416.735.5286	grant.seppanen@gmail.com
Peewee (2007)	Desmond Wong	416.895.6414	dasmondwong@rogers.com
Minor Peewee (2008)	Jeremy Sutherland	416.629.7284	jer_suth@hotmail.com
Atom (2009)	Al Simpson	416-464-5221	99gecko@gmail.com
Minor Atom (2010)	Feisal Sachedina	647.988.4824	feisalsachedina@rogers.com
Novice (2011)	Bobby Berkenblit	416.356.5075	bberk@rogers.com
Minor Novice (2012)	Denis Leclerc	647.287.7825	lerclerd@rogers.com
Initiation (2013)	Matt Brown	416.670.8815	matt.brown.17@hotmail.com
	John MacIsaac	647.274.0301	john.macisaac@rogers.com

The administrator serves as a resource for administrative-related issues, including rostering, team financials, apparel, travel permits, etc.

All game-related issues should be addressed to the Select Convenor.



## Rostered Select Program

The Markham Waxers Select program provides added development opportunities for house league players interested in upgrading their skills and participating in a more competitive environment. The program is eligible to Markham residents registered in the Markham Waxers house league program.

Players and bench staff participate in both house league and on the rostered select team, with their house league team as their first priority. As per the MWHL Manual of Operations:

*If a house league player is an Affiliate Player (AP) on a Markham Waxers team or is a member of a Waxers Rostered Select (RS) team, their first priority is their House League team. AP and RS players MUST attend their house league games and practices in order to be permitted to participate in Waxers or RS games and practices. If a Waxers or RS games occurs at the same time as a House League game or practice, he/she is obligated to attend the House League game or practice. Under no circumstance is an AP or RS player allowed to miss more than three (3) House League games in the course of a season.*

In addition to their weekly house league practice and game, rostered select players practice with their team, play in up to three exhibition games per month, and enter up to three tournaments per season. Body checking is prohibited in select games.



## Season Timeline

When?	What?	Who?
April	Hold tryouts and select team	Head Coach
	Present initial team budget to parents and Select convenor	Head Coach
May	Hold parent meeting	Head Coach
	Select team manager and treasurer; notify Waxers Admin	Head Coach
	Request bank account authorization	Manager
	Issue bank account authorization letter	Waxers Admin
	Open team bank account	Signatories
	Attend jersey and apparel fitting	Team
	Verify certification and PVSC status of team officials	Manager
	Submit <i>Offer of Commitment</i> forms	Manager
	Attend Manager's Meeting	Manager, Head Coach, Select Convenor, VP House League
		Obtain updated certification and police check
	Register for tournaments	Manager
	Submit team roster workbook	Manager
June	Submit post-dated assessment fee cheques	Manager / Treasurer
July	Enjoy the summer!	Everyone
August	Pick up team jerseys, apparel, and pant covers	Manager
	Communicate team ice allocation	Waxers Admin
	Distribute approved team rosters	Waxers Admin / VP AAA
September	Deposit first assessment fee cheque	Waxers Admin
	Early Bird tournaments run first three weeks of September	
	Provide updated budget to team parents and Select convenor	Manager / Treasurer
	Distribute OMHA Manual of Operations, OHF Handbook, and Hockey Canada Rules to teams	Waxers Admin
October	Deposit second assessment fee cheque	Waxers Admin
	Invoice teams for pre-season ice	Waxers Admin
November	Deposit third assessment fee cheque	Waxers Admin
	Complete online coach evaluation survey	Parents
	Submit pre-season ice payment	Manager / Treasurer
	Submit Certification and PVSC reimbursement forms	Manager / Treasurer
December	Deposit final assessment fee cheque	Waxers Admin



<b>When?</b>	<b>What?</b>	<b>Who?</b>
	Issue reimbursement cheques for certifications and police checks	Waxers Admin
	Submit coach application for next season	Coaches
January	Distribute tax receipts	Managers
	Submit mid-season budget to Select Convener	Manager / Treasurer
February	Submit payment for any outstanding invoices	Manager / Treasurer
March	Submit final budget to Select Convener	Manager / Treasurer
April	Disburse remaining funds to parents	Manager / Treasurer
	Close team bank account	Manager / Treasurer
	Attend Pre-Tryout Coach's Meeting	Coaches & Executive



## Team Administration

While on-ice team officials (coaches and trainers) play a crucial role on the team, the off-ice work done by team managers and treasurers is equally vital to a team's successful season.

### ***Team Manager Responsibilities***

- Coordinate the team schedule
- Register for tournaments
- Book extra ice
- Schedule exhibition games
- Submit the team roster
- Complete the game sheet
- Serve as administrative team contact for the association
- Coordinate team administration
- Serve as treasurer on teams without a designated treasurer

*Note: the manager cannot be the head coach's spouse/partner.*

### ***Treasurer Responsibilities***

- Open a team bank account
- Manage the team's finances
- Coordinate fundraising efforts
- Coordinate team sponsorships
- Collect and deposit all monies
- Pay Waxers invoices
- Track expenses
- Balance the budget
- Update parents on the team's financial status

### ***Team Volunteers***

Volunteers play an essential part in the success of a team. Outline the expectations of all the families on the team. Examples of positions on the team that can be filled by parents:

- Game volunteers (music, stats)
- Snacks
- Communication
- Sponsorship Coordinator
- Sponsorship Committee
- Fundraising Committee
- Social Committee
- Website Maintenance



## **Team Finances**

### ***Team Bank Account***

Team management must open a bank account for the team at the bank of their choice. Community/Not-for-Profit plans can help you minimize fees and manage your finances more effectively. Fees for community accounts vary significantly. Shop around paying particular heed to the cost per item deposited per month.

The account must be set up requiring a minimum of two signatures to authorize each withdrawal and cheque. The two signing officers cannot be family members. If one of the signing officers travels out of town frequently, the team should consider adding three to the account.

Bank account names will be in the following format: Markham Waxers (year of birth) Select Team. For example: Markham Waxers 2004 Select Team.

Banks require an original authorization form to open a community bank account. Complete the Bank Account Authorization Letter Request form, which is available in the Forms section of the Waxers website. If the team is retaining a bank account from the prior season but needs to change signing officers, complete the Update Bank Account Signing Officers form, which is also available on the website. The authorization form will be placed in the RS mailbox at Mt. Joy.

When opening the account, complete the account number and date opened fields on the authorization form and have the bank stamp the form. Return the original to the Waxers office and keep a photocopy for the team.

When the account is closed, the team photocopy should be marked "Account Closed" and submitted to the Waxers office. Do not close the team bank account until the administrator verifies the team has no outstanding invoices or refunds.

### ***Team Budget***

The coach presents the parents and the Select Convenor with an initial team budget at tryouts. The budget is discussed at the initial parent meeting.

Budget updates are presented to team parents, the Select Convener, and Waxers Administrator in September (at the beginning of the season), January (mid-season), and March (season end).

Examples of revenue:

- Player fees
- Fundraisers
- Sponsors
- Other revenue (e.g., selling ice)



Examples of expenses:

- Team assessment fees
- Referee fees
- Timekeeper fees
- Ice rentals
- Equipment rentals
- Private instructors
- Tournament fees
- Travel costs
- Meetings
- Photos
- Team events





**Sample Markham Waxers Select Team  
2015-2016 Season Budget  
As of June 1, 2015**

Number of Players 17

	Qty	Cost	Total
<b>Revenue</b>			
Player's Fees	17	\$ 1,000.00	\$ 17,000.00
Sponsorships	2	\$ 2,500.00	\$ 5,000.00
Fundraising	1	\$ 5,000.00	\$ 5,000.00
<b>Total Revenue</b>			<b>\$ 27,000.00</b>
<b>Expenses</b>			
<b>Ice Fees</b>			
Weekly practice	25	\$ 350.00	\$ 8,750.00
Power skating	6	\$ 320.00	\$ 1,920.00
Home games	15	\$ 400.00	\$ 6,000.00
Total Ice Fees			\$ 16,670.00
<b>Tournaments</b>			
Christmas tournament	1	\$ 1,000.00	\$ 1,000.00
March Break tournament	1	\$ 1,000.00	\$ 1,000.00
Year end tournament	1	\$ 1,000.00	\$ 1,000.00
Total Tournaments			\$ 3,000.00
<b>Administration Fees</b>			
Waxers team fee	1	\$ 1,000.00	\$ 1,000.00
Banking fees	1	\$ 150.00	\$ 150.00
Team photos	17	\$ 15.00	\$ 255.00
Sponsorship plaques/thank you	5	\$ 50.00	\$ 250.00
Referees <sup>1</sup>	30	\$ 20.00	\$ 600.00
Timekeepers	15	\$ 12.00	\$ 180.00
Total Administration Fees			\$ 2,435.00
<b>Apparel</b>			
Jerseys (blue)	17	\$ 54.24	\$ 922.08
Name and Sponsor patches	17	\$ 15.00	\$ 255.00
Socks	17	\$ 21.47	\$ 364.99
Practice jerseys	17	\$ 14.00	\$ 238.00
Jackets	17	\$ 85.00	\$ 1,445.00
Toques	17	\$ 13.00	\$ 221.00
Total Apparel			\$ 3,446.07
<b>Miscellaneous</b>			
Team Social events	3	\$ 250.00	\$ 750.00
Team equipment (pucks, pylons)	1	\$ 200.00	\$ 200.00
Total Miscellaneous			\$ 950.00
<b>Total Expenses</b>			<b>\$ 26,501.07</b>
Difference			\$ 498.93

<sup>1</sup> Referee rate depends on the team's division



## ***Fees***

### **2019-2020 Waxers Fees**

Waxers Fees amounts are determined annually by the Waxers Board of Directors. The fees pay for insurance for players, coaches, and on-ice volunteers; OMHA and YSMHL registration fees; year-end player and volunteer banquets; Markham Waxers pins and helmet stickers; and the team's share of the Hockey Development and Waxers administration costs.

Cheques should be made payable to *Markham Waxers House League*.



Rostered Select team fee is \$1,200 per team. Fees are payable in four equal payments. Post-dated cheques dated September 1, October 1, November 1, and December 1 are due to the Waxers Administrator by August 1.

### **Pre-Season Ice**

The administrator will invoice each team for any pre-season ice scheduled by the association at the ice contract rate. Use \$230/hour for budgeting purposes.



### **Season Ice**

The administrator will invoice each team for season ice at the association's blended rate. For budgeting purposes, budget 27 weeks at \$230/hour.

## ***Sponsorship***

Teams are responsible for obtaining team sponsors. The association does not issue tax receipts for team sponsorships. Teams may issue a receipt for sponsorship on Waxers letterhead. Please explain to your sponsors that sponsorships are not tax deductible—we are not a charity.

Sponsors may ask for information verifying the team's not-for-profit status. Contact the administrator for assistance.

Sponsor bars are allowed only above the lower back hem of Waxers jerseys.



## Team Apparel

Waxers teams must conform to Markham Waxers uniformity by wearing the following in all pre-season, regular season, playoff, and tournament games:

- Waxers team jersey and socks
- Helmet with Waxers sticker

### ***Authorized Waxers Apparel Supplier***

Ruff-N-Redi is the authorized supplier of all Markham Waxers jerseys and apparel. Each coach is responsible for ensuring that no one on the team purchases any item of clothing, hockey bag, jacket, etc. from anyone other than Ruff-N-Redi. In addition, the use of the name “*Markham*,” “*Markham Waxers*,” “*Markham Selects*,” etc. without the use of approved Waxers logos is prohibited.

Ruff-N-Redi  
20 Rae Crescent  
Unionville, ON L3R 2X9

Dan Daoust  
dandaoust@rogers.com  
416-523-0619

Phone : 905-947-1195  
Fax : 905-947-1197

Dave Day  
davidday@rogers.com  
416-671-7835

Team jersey and apparel sizing appointments are set up in mid-May. Please attend with your full team only during your scheduled timeslot. If the full team cannot attend during your scheduled timeslot, please notify Dan Daoust or Dave Day directly and arrange for another time. Do not show up during another team's timeslot.

### ***Jerseys***

#### **Jersey Name Bar**

Name bars are not included in the cost of your jerseys. Each name bar costs \$12.00 for a one colour bar. To order name bars, provide a team list with numbers to Ruff-n-Redi. *Please check spelling!*

#### **Jersey Sponsor bars**

Sponsors can be displayed on jerseys as well as other Waxers apparel. Sponsor bars are not included in the cost of your jerseys. The price for bars with one-colour printing is approximately \$10.00. Artwork (vector format preferred) for sponsor bars must be provided to Ruff-N-Redi as early as possible. Delays receiving the artwork will result in a delay in the delivery of the jerseys.

#### ***Helmet Stickers***

Teams will receive 40 Waxers helmet stickers. Additional sets of stickers may be purchased through the Waxers administrator at a cost of \$1.50/set. The association does not provide helmet numbers.



## Communication

### *Parent Meeting*

Book a parent meeting with the team before the season start. Sample agenda items:

1. Welcome & Introductions
2. Coach's Philosophy and Season Program
  - a) Team philosophy, goals and objectives for the season
  - b) If set, introduce the team bench staff
  - c) Expectations of the players and parents (e.g., time commitment, expected conduct, discipline, etc.)
3. Budget
4. Dress Code
5. Social events
6. Tournaments
7. Extra ice time
8. Sponsorship & Fundraising
9. Communication
10. Volunteer Opportunities
11. Question and Answer Period

### *Team Website*

Each team is provided a team website linked from the main Waxers website. Because all scheduling will flow through the new Waxers website, it is mandatory that all teams use the Waxers team website. To get login information for your team website, email the Waxers webmaster, Deb Larsen, at [larsen@waxers.com](mailto:larsen@waxers.com).

Each team is responsible for the maintenance of their team website. See the online administration panel Quick Help section for detailed information.

### **Notifications**



A key component of the team website is the notifications feature that is built into the website to allow managers and coaching staff to receive any changes related to their practices, home games and away games made by the Ice Scheduler. It is **MANDATORY** that the coaching staff, including manager, sign up to receive notifications.

On the homepage's left column, there is a section called Manage Subscriptions.





Select email, as this is the best solution and everyone has access to email via smartphone or tablet. The online instructions are straight forward. Please note you can subscribe to more than one team. This is especially helpful if you have children playing on different teams.

### ***Team Mail Box***

A shared Rostered Select mail box is located in the House League post box at Mt. Joy on the mezzanine at the north end of the ice pad. The combination is 4-10-20. The mail box is used to distribute mail (such as helmet stickers, pins, rule books, etc.) from the Executive, Convenor, and the administrator to the teams.



## Team Registration and Rosters

### *Offers of Commitment*

Submit all signed Offers of Commitment forms to the Waxers office.

### *Team Officials*

A team can have up to a *maximum of five* registered team officials as follows:

- Head Coach (required)
- Assistant Coach (optional)
- Manager (required)
- Assistant Trainer (optional)
- Trainer (required)

***Rostered select team officials are required to volunteer on a house league team.***

Bench staff from the rostered select teams will be split amongst the house league teams. This ensures that our coaching expertise is spread amongst all teams within the division.

### **Affiliated Team Officials**

In the absence of registered team officials, it is permitted to have Markham Waxers registered team officials from another rostered select or approved house league team participate on the bench for games. A team official can only fill in for positions for which they are certified on their team roster, i.e., a coach must have the appropriate coach certification and a trainer the appropriate trainer certification.

### **Team Officials At-Large**

The Waxers maintain a roster of at-large team officials. Coaches and trainers rostered to the approved Waxers at-large roster are eligible to register on a game report as a coach, assistant coach, trainer, or assistant trainer for a house league or rostered select team within MWWL in place of absent team officials based on their qualifications. For example, if an individual is rostered as an at-large trainer but has the proper coaching certification, he/she may fill in as either a coach or a trainer on a Waxers team in the same centre. The at-large roster will be provided to all teams. The team must have a copy of the approved electronic at-large roster on hand when someone from the roster fills in for your absent bench staff.

#### *How to Submit At-Large Officials*

If your team has qualified individuals beyond the maximum five that can be rostered to your team, add them to the at-large roster by completing the *At-Large Staff* portion of the Waxers Roster Worksheet.

### **On-Ice Volunteers**

On-Ice Volunteers rostered as volunteers and require a PVSC as well as Respect in Sport for Activity Leaders. Please list your on-ice volunteers at the bottom of your roster

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worksheet. If on-ice volunteers are rostered as team officials on a house league team, you do not need to roster them to your select team.

### **On-Ice Instructors**

If you hire on-ice instructors, which are paid by the team, they must provide proof of their own insurance to the team.

### ***Certification***

All team officials (coaches, trainers, managers, and on-ice volunteers) in the OMHA must have a minimum of Speak Out! (PRS) or Respect in Sport (RIS) certification in addition to all other certification appropriate to their position. *Please note that PRS and RIS do not expire.*

Certifications must be completed prior to submitting the team for rostering.

Coach and Trainer certifications expire August 31<sup>st</sup> five years after the certification was earned. Recertification clinics must be attended prior to August 31<sup>st</sup> or you will be required to re-take the full coach or trainer clinic.

### **Minimum Certification Requirements**

(OMHA Regulations Appendix A)

<b>Division</b>	<b>Head Coach</b>	<b>Assistant Coach</b>	<b>Trainer</b>
Initiation Minor Novice Novice	Coach 1 – Trained	Coach 1 – Trained <sup>1</sup>	HTCP Level 1
Minor Atom Atom Minor Peewee Peewee Minor Bantam Bantam Minor Midget Midget Juvenile	Coach 2 – Trained	Coach 2 – Trained <sup>2</sup>	HTCP Level 1

<sup>1</sup> Must be Coach 1. No other qualifications are accepted.

<sup>2</sup> Coach 2 or higher

### **How to Verify Certifications**

The status of a team official's certifications can be verified via Hockey Canada's eHockey (<https://ehockey.hockeycanada.ca/>).

### **Where to Obtain Certifications**

The OMHA website maintains a listing of certification clinics under Bench Staff → Coaches → Education. Respect in Sport, Gender Identity, Trainers certification, and trainer refresher certification are available as online courses.



### **Certifications Obtained Outside the OMHA**

If bench staff obtained a coach or trainer certification with an association outside of the OMHA, please complete the *Application for Conversion/Upgrade of Certification* form and forward it to the OMHA so that the certifications can be added to his/her Hockey Canada Registration (HCR) system record for rostering purposes. You may have to follow up by phone or email to be sure that the process is completed quickly.

The conversion form is available on the Waxers website.

### ***Police Vulnerable Sector Check (PVSC)***

A Police Vulnerable Sector Check (PVSC), formerly known as a Vulnerable Sector Screening (VSS), is required of all rostered team officials and all other team volunteers who engage in on-ice activities. A PVSC obtained for another organization or employer is not valid for the Markham Waxers. To verify the status of a PVSC, send an email to the administrator.

Team volunteers who are not rostered or involved in on-ice activities, such as treasurer, are not required to obtain a PVSC.

You may apply for a PVSC online via the York Regional Police website at: [https://event.yrp.ca/OnlineClearance/PVSC\\_Main.aspx](https://event.yrp.ca/OnlineClearance/PVSC_Main.aspx). If you wish to apply in person, you must apply at the YRP Community Resource Centre at 10720 Yonge Street in Richmond Hill. Please check the YRP website for up-to-date hours of operation.

If a team official's gender and date of birth matches someone in the YRP/RCMP database, he/she will be fingerprinted to process the PVSC. The YRP will waive the fingerprinting fee if the applicant presents a letter on Waxers letterhead verifying that the team official is a volunteer with the Markham Waxers. To obtain verification, complete the PVSC Volunteer Letter Request form, which may be found on our website.

PVSC processing can take up to two months and a team official cannot be rostered until the PVSC is completed—*start the process early!*

The original, embossed form from York Regional Police must be submitted to the administrator in order for the bench staff to be rostered and reimbursed.

PVSC are valid for two seasons and expire on August 31 two seasons after the PVSC was issued. For example, a PVSC issued on August 31, 2012, December 31, 2012, or February 15, 2013 will all expire on August 31, 2014.

### **PVSC for Team Officials Residing in Toronto**

PVSC are only issued by the municipality in which you reside. If your team has officials who reside in Toronto, please notify the administrator to obtain a personalized PVSC application form.

### ***Reimbursement of Certification and PVSC Fees***

Because all Select bench staff and on-ice volunteers must also volunteer in house league, reimbursements are processed through the association, not the team. The association

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covers the cost of obtaining the proper certification for an individual's rostered position, including the Police Vulnerable Sector Check. While the association reimburses for the cost of the PVSC, we do not reimburse for fingerprinting fees.

Reimbursement will be issued directly to each team official when a completed *Markham Waxers Certification Reimbursement* form is submitted to the Waxers administrator by the November 1<sup>st</sup> deadline.

### ***Team Registration***

Gather the following information to register/roster your team:

- Player names, birth dates, addresses, contact information
- Markham Waxers Select Roster Worksheet
- Team official names, birth dates, addresses, contact information
- Team official and other on-ice volunteer PVSC forms

### ***Electronic Roster***

All teams are registered with the OMHA by means of an approved electronic roster that resides in the Hockey Canada Registry (HCR) database. The electronic roster lists all relevant player and team official information, including current certifications.

A team must have an approved electronic roster before participating in any exhibition game, tournament, or regular season game.

Bench staff cannot be rostered until all certification requirements are complete, including PVSC.

### ***Waxers Selects Roster Worksheet***

The administrator will send the manager the worksheet to be used to submit team rosters. All the information requested is needed for rostering your team in the Hockey Canada Registry and inviting families to participate in the annual coach evaluation survey. Please fill it out *completely*, including date of birth information for bench staff.

***Do not change the worksheet*** as it is linked to other documents. List only *one* email address in the Email column. This email address will be used to invite parents to participate in the coach evaluation.

***Please sort the players alphabetically by last name.***

Submit your completed roster worksheet in early June to begin the process.

Your roster will be submitted for approval by the OMHA once all certification requirements are met, including original PVSC on file in the Waxers office. Note: It can take up to a week to get rosters approved by the OMHA once they are submitted.



### ***Affiliated Player (AP)***

An affiliate player (AP) is a player from another team within the Markham Waxers House League (MWHL) who is eligible to participate for his registered team and one other team of a higher division or category. At the select level, a player may be asked to affiliate to a Waxers AE team or, when the Waxers do not have an AE team in that division, to a Waxers A team. A player can only be rostered to a ***maximum of two teams***—their regular team (house league team) and the team with which they are affiliated. Participation on a rostered select team is not considered an OMHA affiliation. (OMHA Manual of Operations 4.4 k)

While it is an excellent development opportunity, a player's primary responsibility remains with his house league team, then select team, and finally the Waxers team.

The Waxers coach will obtain the agreement of the player's Select coach *before* asking a player or his parent(s) to affiliate to their team and, once affiliated, before asking them to play or practice with his team, recognizing that the affiliated player's first obligation is to his house league and select teams. Other than for reasons of illness, an AP or RS player is not allowed to miss more than three house league games over the course of the season.

See OMHA Regulation 7.0 for more information. If you still have questions, please contact your Select Convener.



## **Hockey Canada Insurance Program**

Hockey Canada has constructed a National Insurance Program to provide financial resources to help deal with the cost of risks which confront organized hockey. The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.

Hockey Canada and each of the Branches of which Hockey Canada is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a Committee while acting within the scope of his or her duties. It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams provided all are registered with or affiliated with Hockey Canada. It includes any sponsor of any team or Hockey Canada, but only with respect to his, her or their liability as such; and it includes any owner of any insured team.

Note: A volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid.

### ***Hockey Canada Insurance Program Coverage***

The Hockey Canada Insurance Program provides the following coverage:

- Comprehensive General Liability
- Accidental Death and Dismemberment
- Major Medical/ Dental Coverage
- Sexual Misconduct Liability Insurance
- Directors and Officers Liability Insurance

### ***When are you covered?***

- Coverage begins on September 1<sup>st</sup> and expires on August 31<sup>st</sup>.
- Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) *when playing member teams only!*
- Transportation directly to and from the arena or venue.
- Accommodations while billeted or at a hotel during a Hockey Canada/ Branch sanctioned hockey activity.

*\*Note: it is very important to know when the team is dealing with a non-sanctioned event.*

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For further information on the Hockey Canada Insurance Program download the '*Safety Requires Teamwork Booklet*' from Insurance Program section of the Hockey Canada website (located under *Minor Hockey*) at [www.hockeycanada.ca](http://www.hockeycanada.ca).

### ***Travel Insurance***

It is important that teams are aware that they should purchase additional Health Insurance when leaving the country. Provincial health care plans will cover a portion of out of province medical expenses and Hockey Canada insurance has specific limits that apply once the primary insurance coverage has been exhausted.



## Ice

### Ice Allocation



Waxers Selects teams will receive one hour of ice per week covering the length of the house league season (September through March). The teams will be invoiced for the ice and payments are due no later than December 1<sup>st</sup>. For budgeting purposes, budget 27 weeks at \$230/hour.

### Ice Resources

Arena	Contact	Email / Phone	Average Price
Canlan Ice Sports Scarborough Victoria Park	Kristal Kobold	kkobold@icesports.com	\$250-\$450/hour Sales: \$99-\$200/hour
NTR Richmond Hill	Rick Cornacchia	905-884-1121	\$270/hour plus HST
City of Markham Returned allocation ice	Monica Ganzhorn	mganzhorn@markham.ca	M-F 6am-7am \$99.00*/hour M-F 7am-4pm \$195.56*/hour M-F 4pm-11pm and weekends \$269.25*/hour *plus HST
Trade Ice Time	Online resource	www.trade-ice-time.com	Varies, often best offer

### Frequently Asked Questions: Ice

#### What is extra ice? How do we get extra ice?

Once ice allocation is complete for home games and practices, Waxers may have extra ice that will be shared between the teams. The Ice Scheduler will advise all coaches of the times and arena at which ice is available. Send an email to the Ice Scheduler noting the dates you would like to book the ice.

#### Is early morning practice ice available?

Extra ice is always available between 6 am and 9 am on weekdays and at a good price! Please let the Ice Scheduler know if you are interested in booking morning ice.

#### Where do I find Waxers contact information?

On the Waxers website and on the *Waxers Executive* page of this manual.

### Extra Ice

Teams that purchase extra ice must provide the following information to the Ice Scheduler for input on the team calendar.

- Arena Name
- Start Time / End Time
- Start Date / End dates
- Pad #
- Location / City



## ***Tournaments***

Teams attending tournaments must provide the following information to the Ice Scheduler for input on the team calendar.

- Tournament name
- Location (include province / state)
- Tournament dates - start/end

Once the Ice Scheduler enters the team's tournaments into the calendar, team managers will be able to add tournament information, such as arenas, times, etc. Managers can only add team events such as team functions, fundraiser, dryland and special events to the team calendar.



## Exhibition Games

Select teams are limited to three exhibition games per month.

An approved OMHA Travel Permit is required for all exhibition games. There is no fee for exhibition games against teams within the OHF. The fee to obtain an OMHA Travel Permit for a game against a team outside of the OHF is \$10.

Complete the appropriate Travel Permit - Exhibition Game form, which is available on our website a minimum of one week prior to the game date. Once approved, the permit will be emailed to the email address provided on the form.

### *Exhibition Game Referee & Timekeeper*

Notify the Ice Scheduler of your scheduled game to get it added to your team calendar. Once that is done, the Referee-in-Chief and Timekeeper Scheduler are automatically notified and will arrange game officials.

### *Exhibition Game Sheet*

The game sheet for exhibition games must be forwarded to the OMHA Convenor and any suspensions issued will roll over into the next season.

### *Referees*

The exhibition game home team is responsible for paying the referees. Remember to budget for referee fees for all exhibition home games.

Make sure referees arrive at your game on time. Managers may approach the referees at the referee room approximately 15 minutes before the game. This is when you should pay the referees. If there is a game before yours, the referees for your game may be on the ice. You can confirm with them after that game is finished. If you do not have the correct number of referees 15 minutes prior to your game, please call the Waxers Referee-in-Chief.

### **Referee Rate Schedule**

Minimum referee rates are listed in the OMHA Manual of Operations, Regulation 18.5. Referees are paid according to the length of the game and the team's division and category.

Please note that OMHA Officials do not officiate in a one-man system.

### **Two Official System**

A two-official system is used in the Novice through Minor Pee wee divisions.

Game Length	10-10-10	10-10-15	10-15-15	15-15-15
Novice & Below	\$24.00	\$26.00	\$28.00	\$30.00
Atom	\$25.00	\$27.00	\$29.00	\$31.00
Pee wee	\$30.00	\$32.00	\$34.00	\$36.00



Game Length	10-10-10	10-10-15	10-15-15	15-15-15
Bantam	\$32.00	\$34.00	\$36.00	\$38.00
Midget	\$35.00	\$37.00	\$39.00	\$41.00
Juvenile	\$36.00	\$38.00	\$40.00	\$42.00

Cost per official

### Three Official System

A three-official system (two linesmen and one referee) may be used in Pee wee and older divisions.

Game Length	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
Pee wee & Below							
Referee	\$34.00	\$36.00	\$38.00	\$40.00	\$42.00	\$44.00	\$46.00
Linesman	\$28.00	\$30.00	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Bantam							
Referee	\$39.00	\$41.00	\$43.00	\$45.00	\$47.00	\$49.00	\$51.00
Linesman	\$31.00	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Midget							
Referee	\$41.00	\$43.00	\$45.00	\$47.00	\$49.00	\$51.00	\$53.00
Linesman	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00
Juvenile							
Referee	\$41.00	\$43.00	\$45.00	\$47.00	\$49.00	\$51.00	\$53.00
Linesman	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00

Cost per official

Referee rates are listed in the OMHA Manual of Operations, Regulation 18.5. The rates listed below were valid for the 2015-2016 season and may be used for *budgeting purposes*. Rates for the 2016-2017 season will be published in the OMHA Manual of Operations, which will be distributed to the teams in September when it is published.

Referees are paid according to the length of the game and the team's division and category.

### Timekeeper

The exhibition game home team is responsible for paying the timekeeper. Remember to budget for timekeeper fees for all home exhibition games.

All timekeepers are asked to arrive at the arena ten to fifteen minutes ahead of the scheduled game time. They are instructed to go to the Timekeeping Booth on arrival at the arena, so that you can find them. Please pay them prior to the start of the game.

If the timekeeper does not arrive by five minutes prior to game time, please call or text the Timekeeper Scheduler. To be on the safe side, all teams should ensure that at least one





parent or sibling (preferably 14 years or older) knows how to operate the time clock and can fill in for a missing timekeeper in a pinch.

If the team would like to have a team volunteer trained in keeping time, please contact the Timekeeper Scheduler.

### **Timekeeper Rate Schedule**

<b>Game Length</b>	10/10/10	10/10/15	10/15/15	15/15/15	15/15/20	15/20/20	20/20/20
<i>Novice &amp; below</i>	\$17	\$17	\$20				
Atom & below	\$17	\$17	\$20	\$25			
Minor Peewee to Bantam	\$20	\$20	\$22	\$25			
Minor Midget & Midget			\$22	\$25	\$27	\$30	\$32





- Only the individual identified as the team manager on the approved roster for the participating team is eligible to appear on the game sheet in the role of the manager. Individuals acting in the role of a team official (Coach, Assistant Coach, Trainer or Assistant Trainer) with another team or on the At-Large Roster of an association are not eligible to act in this role. If the rostered manager is not present at a game, leave the manager section blank.

### ***Suspended Players and Team Officials***

List suspended players and team officials on the game sheet in the Suspension area of the game sheet. Failure to do so could result in further suspensions to the players, team officials and head coach. Enter the team official or player name and #X of #Y games (where X is the number of the game being served and Y is the total number of games in the suspension)—for example, Aaron Rome 1 of 3 games.

### ***Game Length***

The length of games varies based on division and category and can also vary depending on the length of ice time assigned for the game. The length of each period is to be entered on the game sheet. See OMHA Regulation 10.2.

### ***Game Curfew***

A game curfew is invoked when the assigned game ice time expires prior to the end of regulation time. Although game curfews are strongly discouraged, the curfew time must be entered on the game sheet and initialled by both teams before the start of the game.

### ***Game Sheet Labels***

Some managers like to use labels for their game sheets. The text must line up with the lines on the game sheet. You will need four labels per game sheet. A template for Avery 2222 (3" x 2") labels is available on our website. Print out the test pages provided in the package and check alignment to your game sheets before you print on the label sheets or you will waste a lot of labels.

Hint: Don't forget to add the C and A to the stickers before you put them on the game sheet. Remember to strike out any missing players.

### ***Distribution of Game Sheet Copies***

<b>Copy</b>	<b>Recipient</b>
White	Waxers Administrator
Pink	Visiting Team
Yellow	Home Team
Green <sup>1</sup>	Home Team

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<sup>1</sup> The green copy of the game sheet is kept by the home team. Some teams have someone keeping statistics for the team. In that case, the green copy is given to the team statistician



## Suspensions and Total Game Penalty Minutes

### *Suspensions*

OMHA Regulation 8.0

Always check your game sheet after each game to check for suspensions. If it is unclear as to who received a suspension and/or the cause of the suspension, please verify with the referees **immediately following the completion of the game**.

Further suspensions will result to head coaches and/or players if a team official or player participates in the next game when they are considered suspended.

Assume that a player assessed a game misconduct (GM##) is out for at least the next game. See Regulation 8.0 in the OMHA Manual of Operations to verify the number of games for which the player is suspended. When in doubt, contact your Select Convener.

Please note that any suspensions incurred in exhibition games or tournaments must be served either at the tournament or in the next regular season select or playoff game(s) as applicable.

Report all suspensions to your Select Convener as soon as possible via email.

### *Total Penalty Minutes Incurred in a Game*

Track total penalty minutes in a game. If a team accumulates a total number of penalty minutes in excess of either

- 26 minutes for Pee wee and below or
- 36 minutes for Minor Bantam and above

the Head Coach will receive an automatic game suspension for the next game.

When totalling penalty minutes, the time for misconducts, gross misconducts and game misconducts assessed to players shall not be counted. Five minute penalties assessed to players for match penalties are counted. Any misconduct, gross misconduct, or game misconduct penalties assessed to team officials will automatically add 10 minutes to the team's overall penalty minutes in each case.



## **Injuries and Return to Play**

### ***Emergency Action Plan***

Team trainers are responsible for developing an emergency action plan for every practice and game.

### ***Injury Reporting***

See the Trainer's Corner on the Waxers website (Resources →Trainer's Corner) for details on injury reporting, arena safety plans, and more.

### **Accident and Insurance Reports**

In the case of an accident a report must be submitted immediately following the incident or injury to the OMHA. The report ***must be received within 90 days of the date of the accident*** in order to make claims. The Hockey Canada Injury Report is available on the OMHA website. Blank copies of the form should be kept in the Manager's binder. Should an accident occur, it is easier to fill the form out at the time of the accident than it is to track down details afterwards.

The time required to process the claim will vary due to the type of claim made. This process could take 4 - 6 weeks. The OMHA is advised as to the status of each claim through periodic reports from Hockey Canada. Certainly the time of year impacts on the speed of the process.

If receipts are available after the claim has been forwarded to Hockey Canada, the receipts can be sent to the OMHA to be attached to the submitted claim. The original receipts should make specific mention of the individual's name, date of accident, and Minor Hockey Association as identified on the original claim.

### ***Return to Play Protocol***

Any players suffering injuries should receive medical clearance, provided by a medical doctor's note, before being allowed to return to practice or games. This includes strains, sprains, fractures, and in particular concussions. In the case of concussions, the return to play protocol outlined in the HTCP Trainers Manual should be followed.

Medical clearance also pertains to any injuries obtained outside of hockey. Adherence to this protocol protects the players from returning to play too soon and further injuring themselves. In addition, it protects team officials in the event a player re-injures himself as a result of returning to play without medical clearance.



## Tournaments

### *Tournament Checklist*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Travel permit             | <input checked="" type="checkbox"/> Player sign-in       |
| <input checked="" type="checkbox"/> Copy of electronic roster | <input checked="" type="checkbox"/> Hotel accommodations |

### *General Information*

Rostered select teams are limited to participating in up to three (3) tournaments per season. **Teams are also limited to attending tournaments on non-house league weekends such as pre-season, Christmas break, March break, and post-season.**

### *Travel Permits*

The team requires a travel permit to participate in a tournament. You will need to provide a copy of your travel permit to the tournament organizer before the start of the tournament.

There is no fee for tournaments hosted by OMHA centres. There is a \$20 fee for all non-OMHA tournaments. Teams will be invoiced for the permit fee.

Complete the appropriate Travel Permit - Tournament form, which is available on our website a minimum of one week prior to the tournament start date. Once approved, the permit will be emailed to the email address provided on the form.

### *Arrival at the Tournament*

Once you arrive at the tournament you must provide the following. Keep a copy of each for your records.

- Travel permit
- Electronic team roster
- Tournament registration form that shows you completed your registration for the tournament
- Tournament registration fee payment receipt

### *Team Player Sign-In*

Team players sign in for the tournament: This will vary from tournament to tournament. It may be completed ahead of time or at the tournament before the first game.

### *Tournament Schedule*

Keep your listing of parent cell phones handy. Schedules and game times at tournaments change and updates will need to be relayed to all families in a timely manner.



### ***Hotel Accommodations***

Many tournaments have a list of sanctioned hotels that teams must pick from to stay in. Book your hotel accommodations early for the best choice.

Most tournament hotels will hold a block of rooms for you and the parents can call the hotel to provide their credit card to hold the room. Other hotels want you to complete a rooming list, so all the families provide their information to you.

*Before you book the hotel for your team, ensure that you are familiar with the cancellation policies of the hotel. They will vary from hotel to hotel.*

Consider booking an extra parent/team room. The team pays for this room—it is worth every penny! This allows your players to get to bed early without being in the central party room and gives parents a place to go so they are not bothering hotel security. Please keep in mind that some hotels do not allow teams to book a room like this.

### ***Parking at Markham Community Centres***

If you're taking a bus to a tournament and would like to park cars overnight in a Markham Community Centre parking lot, you will need overnight parking permits. Please provide the administrator with the following:

- Number of cars to be parked overnight
- Make, model, and license plate of each car
- Team contact person name and contact information

The team contact person must be able to contact the owners of the cars while away at the tournament.

The administrator will provide the team with approved parking permits that should be placed on the car dashboard while the car is parked in the community centre parking lot.



## **Miscellaneous**

### ***Coach Evaluation***

Families on Waxers teams will be invited to participate in the annual coach evaluation via an email sent to the email address provided on the Waxers Roster Worksheet. Two invitations will be sent: one to participate in the parent survey and a second to participate in the player survey.

### ***Regulation Handbooks***

Each team will receive two copies of the OMHA Manual of Operations, the OHF Handbook, and Hockey Canada's Official Playing Rules in September. Copies will be distributed to teams via the team mailbox.

The OMHA Manual of Operations is available as a pdf download on the OMHA website from the Administration menu.

The OHF Handbook is available on the OHF website from the OHF Admin menu, then select Rule Book.

Hockey Canada's Official Playing Rules can be downloaded from the Hockey Canada website. There is also a downloadable Rule Book app for the android and iPhone.

### ***Markham Waxers Pins***

Each team receives 25 pins as part of their team fees. Pins will be distributed before the beginning of the season in the team mail box.

Extra pins are available for purchase at \$1.00 per pin. To order pins, please send an email request to the administrator at [admin@waxers.com](mailto:admin@waxers.com).

### ***Team Photos***

Scheduling team photos is the responsibility of individual teams. You may use the photographer of your choice.

### ***Dates to Remember***

The OMHA prints a handy table of dates to remember as an Appendix to the Policies and Procedures section of the *OMHA Manual of Operations*.

### ***City of Markham Arenas***

When we rent ice from the City of Markham, we rent the ice surface and the dressing room(s). This does not give us permission to use the arena as a running track nor to use empty meeting rooms for warm ups or meetings.

Team officials and players are responsible for the condition of the dressing room assigned to them for practice and home games. Tape, paper and garbage should be placed in the waste





containers. Dressing rooms are to left clean and orderly. Any damage to dressing rooms or arena will be billed directly to the team.

Dressing rooms should be locked while the team is on the ice, both practice and games. Team managers are advised to carry their own lock for dressing rooms as some arenas may not be properly equipped.

No player is allowed on the ice until the Zamboni is off the ice surface and the door to the Zamboni chute is closed.

No player is allowed on the ice without a team official present.

### ***City of Markham Community Centre Room Rental***

If you want to rent a City of Markham community centre room or facility, such as the soccer field at Mt. Joy, please complete the Room Rental Request form, which is available on our website. You must request the rental through the Waxers administrator in order to receive the discounted Waxers rate. Please allow a minimum of one week to book a room. The team will be invoiced for the cost of the contract.



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