



BGHC REP MANGER MANUAL

ABOUT THE OWHA:

The Ontario Women's Hockey Association is the governing body of Female Hockey in Ontario. The OWHA is a member of the Ontario Hockey Federation and is affiliated with Hockey Canada. All local associations, including the Burlington Girls Hockey Club (BGHC) report up to and are governed by the rules and regulations of the OWHA. All communications to the OWHA are done through our OWHA liaison or the president of the Burlington Barracudas Hockey Association. Details on specific policies and procedures can be found at: www.owha.on.ca.

TEAM MANAGER DUTIES:

All team managers must have their Respect in Sports Activity Leaders Certification (no expiration date once obtained) & Police Check including Vulnerable Sector Screening (valid for 3 years).

Primary Responsibilities:

- Work with the head coach and treasurer to complete the team budget.
- Work with the head coach to assign team roles (e.g., social committee, videographer, etc.) to each family in order to ensure a successful season.
- Act as team liaison between parents and the head coach, and direct any concerns to the parent rep.
- Coordinate dissemination of game and practice information to all team members.
- With the help of a social committee, will plan pre-season activities, holiday activities, end of year gatherings and meals/activities at tournaments. Gifts for players and staff are also optional and can be something given, if the team's budget allows.
- Provide all players, coaches, and staff roster information to the BGHC office.
- Work with the BGHC office to ensure all team staff certifications are up to date and are entered in RAMP. Certification requirements can be found here: https://bghc.ca/Pages/2003/Volunteer_Certifications/
- Ensure that each team has appointed certified den moms and/or at least two female bench staff are in (our outside the door of) the dressing room before and after all games and practices.
- Book exhibition games and tournaments. *Connect with both the Ice Scheduler and Referee-in-Chief to set up timekeepers/referees for exhibition games
- Manage ice allocation for the team. Each team will be provided ice times for the season prior to September. Additional ice may be available for purchase from the City of Burlington. Should you see ice you wish to purchase,

place your request through the BGHC ice scheduler. Playoff ice will be assigned closer to February. Preference will be given to teams who are in the playoffs.

- On scheduling day, once the OWHA has finalized loops and sent out a matrix, work with your coaching staff and staff from other centres to book league games. Then enter all your home league games in RAMP.
- Ensure the webmaster has entered all games and scores into the RAMP system & team portal through the BGHC website.
- Use RAMP to request any required AP players and to approve requests promptly.
- Game day responsibilities as noted below.

Game Day Responsibilities:

- Check on refs & timekeepers' arrival, no later than 25 minutes before all home games, and contact the Referee-in-Chief if they are not present. A game may proceed with only one official provided the official and both teams agree, otherwise, the game will be rescheduled.
- Prior to each game, ensure each player and bench staff are checked off on the game sheet in RAMP.
- Ensure timekeepers and refs have game codes prior to a game.
- Ensure the treasurer has taken out money from the team account to pay timekeepers and referees for all exhibition games, regular season games, play-offs and play-downs. Fee details can be found here:
https://bghc.ca/Public/Documents/2023-24/BGHC_EXHIBITION_GAME_OFFICIALS_AND_TIMEKEEPER_RATES_SEP_2023.pdf
- Post-game: Ensure scores and stats are correct in the RAMP Game Sheet app, record scores on BGHC site and report suspensions. Suspension reporting is the same with regular games, exhibition games, tournament games and OWHA playdown games. Send to stats@owha.on.ca, and CC the Referee-in-Chief and President.

START-UP GENERAL MANAGER GUIDELINES:

Apparel - Our apparel supplier is Al's Source for Sports located at 3485 Fairview Street. Managers will place a team order of jackets and pants near the beginning of May for required warm-up suits if players need them. Please ensure that your families are aware that all girls need to wear the approved warm-up suit to all games and tournaments. Approved jackets and pants from the prior 2 seasons are also acceptable, as long as they have the new B logo on them. All BGHC bench staff (coaches, assistant coaches, and trainers) must be wearing BGHC approved apparel during all games and practices with their teams. Please refer to the BGHC Equipment Policy if you have any questions.

Bank Account - Once the first instalment has been made in RAMP, the head BGHC treasurer will place funds in a team bank account at the credit union. Both the team treasurer and manager must go into the bank (First Ontario Credit Union

on Upper Middle/Walker Line) to sign paperwork in order for the account to be opened. Treasurers will keep a bank card and have access to online banking when needed.

Budgets - Team budgets are due to the BGHC Treasurer (treasurer@bghc.ca) in the spring, usually by the end of May, and finalised before the start of the season. Rep registration opens for players to pay their initial deposit near the beginning of May. All players, regardless of rep level will require a \$1000 deposit. Near the end of August, registration will open again for your team to fully pay for the remainder of the season. Families will be given the opportunity to pay either the full balance, or they can split it into two payments - one in August, and one in September. Your team treasurer can access the BGHC Rep Team budget template as well as the Rep Team Finances Handbook on the Rep Team Resources page.

Gear - Al's Source for Sports also provides the CUDAS on ice gear. Players are required to have Barracudas hockey pants (or custom shell) with the logo, as well as predominantly navy hockey gloves, a navy helmet and the warm-up suit. Game jerseys and socks are provided by the league. Managers will also have to order helmet decals, practice jerseys, and water bottles for your team (from Al's Source for Sports). Other optional extras are available at Al's such as bags, garment bags, hoodies, hats, t-shirts, sweatpants, etc.

Jerseys - "Replenishment" years for jerseys and socks happen every second year. 2023/2024 was a replenishment year. The cost of this has been included in the BGHC Fee. If your team orders more than a traditional set of jerseys (17), there may be a small extra fee added by the BGHC at the end of the season. If new jerseys and socks are desired/required in a non-replenishment year, parents need to budget for the additional cost OVER AND ABOVE any fees paid to the BGHC. The teams will be billed for extra jerseys in the fall when they arrive and will have to collect back from any families on their team that purchased jerseys. When you order a jersey package, it comes complete with HOME and AWAY jerseys and a set of HOME and AWAY socks. Two sets of spare AP jerseys should be ordered on your jersey order form, pick numbers that obviously do not conflict with those on your team and you would designate no player name on the form - just write "AP" in the name column. This will help with any number conflicts with the team below you and is particularly relevant for the fourth teams that may call up players from house league. For jersey number conflicts, please refer to the BGHC Equipment Policy (https://bghc.ca/Public/Documents/BGHC_Equipment_Apparel_Policy_v2023_FINAL.pdf) for resolution. Coaches should not promise particular numbers to players before checking this policy! Jersey numbers - the BGHC allows a player to wear any jersey number EXCEPT "69". Jersey's are ordered through Al's source for Sports, and, this is also where names, C's, A's and sponsorship bars are added to them. Just before the season is underway, Al's sends an email to managers (through the BGHC) to detail the preferred process for jersey modifications.

Rosters - Rostering begins the first week of June. All staff must have certificates, police checks, vulnerable sector screenings and all waivers signed and completed in RAMP by mid-August at the very latest. If a staff registers in June, but is waiting on something (a police check for example), they can upload the receipt of payment until the proper check comes in. The BGHC Office Manager/Registrar (office@bghc.ca) will manage this based on the template you submit. They will be your point of contact with the OWHA and will let you know your status and what is required of you. NOTE: No staff will be rostered until all volunteer screenings are in place and up-to-date. Please refer your staff to the Resources page of our website for the Volunteer Certifications.

Team Volunteers - You have 17 families on your team. You should expect every family to contribute in some way to the running of your team. For a suggested list of positions to fill, refer to the BGHC Team Volunteer List and Position Descriptions document on the BGHC website.

Tournaments - Once your team is made, you will need to start thinking about where you would like to book tournaments for the coming year, as many of them fill up quickly. Tournaments will be listed as they are approved, and can be found at: [OWHA Competitive Listings](#). Usually a deposit is needed to register. Managers and coaches can put this on their personal credit cards and get reimbursed from the league, or they can wait until their team has money in their bank accounts and [OWHA Competitive Listings](#) can send an e-transfer. There is the option to contact the BGHC treasurer to have fees paid if neither of these options is viable. Note - if planning to attend an out of country tournament you must apply for a permit with the OWHA, this can be done on the RAMP registrations website under "My Teams/Permits".

Webmaster - Once you have a webmaster for your team, advise the BGHC webmaster at webmaster@bghc.ca to obtain access to start editing your team webpage. This is FREE. There is a fee to sync your BGHC calendar with teamsnap (usually about 40 dollars Canadian). **ONLY** the BGHC scheduler can add home games and exhibition games to the website. Your webmaster can add away games and tournament games.

ADDITIONAL INFORMATION:

BEHIND THE BENCH:

For insurance reasons anyone on the ice or bench during any game or practice must be:

- A RAMP BGHC registered BGHC Hockey player, and/or
- A RAMP BGHC registered coach, assistant coach, or trainer (registration may be on another BGHC team and include the necessary information on that team's registration form), and/or
- A RAMP BGHC registered external coach who has been pre-approved by the BGHC Executive.

- Everyone who will be going onto the ice surface must PROPERLY wear a securely fitting, current CSA approved protective helmet made for hockey. This includes coaches, trainers, players, volunteers, other instructors (for example, skating coaches, paid or otherwise), etc. Failure to do so will result in immediate suspension.
- Trainers are not required to wear a protective helmet ONLY when they are being escorted onto the ice by on-ice personnel to attend to an injured person.
- Siblings can help on the ice if: they are 2 years older than the current group on the ice, they are rostered on a BGHC team with the league (OWHA) as a player. High school students working on volunteer hours and parents filling in behind the bench are not allowed on ice or behind the player's bench unless they are listed on a BGHC team's OWHA roster. Boys (brothers) cannot help on the ice even if they are registered with the BGHC in RAMP unless they are 18 years of age or older.

BUDGET OVERVIEW:

Teams must prepare an estimated budget to be distributed to the team shortly after the tryouts. A budget template is available on the BGHC website under the Coaches/Managers page. The budget must be constantly maintained throughout the season and submitted to the BGHC Executive/Treasurer prior to the start of the season. Changes to the original budget will require approval from all parents. Significant changes to the budget will also require BGHC Executive approval. Your financial statements may be subject to the disclosure of the BGHC at any time during the season. It is important to maintain good records.

DRESSING ROOM PROTOCOLS:

- No cameras, cell phones etc. in the dressing room.
- A trainer must be present in the arena at all practices and games.
- All non-players must have a valid Respect in Sports Activity Leaders certification and Police Check registered with the BGHC office in order to enter the dressing room.
- Each team must have two designated females in the changeroom, or right outside of the door of the change room at all times. A female staff member will notify male staff members when they may enter the dressing room (5 minutes before and/or after the game while players are fully dressed), and a minimum of one female will be present at all times.
- Players must provide the coaching staff with their full attention for a specified period of time before and following each game and practice. During this period, players will be expected to wear full equipment with the exception of helmets, gloves and neck protectors.
- Players must not remove any protective equipment after leaving the dressing room and until returning to the dressing room, unless required to do so by a trainer, official, or other responsible individual.

- Head coaches, trainers and team managers are responsible for ensuring that players and staff members represent the BGHC to other communities in a respectful and appropriate manner. A member of the coaching staff should inspect the dressing room before and after every game and practice and report issues to the arena staff. The dressing room should be left neat and tidy for the rink attendant and the next team.

INJURIES AND FORMS:

- A concussion or a serious injury requires rest, healing and a physician's authorization before participation on the ice resumes. Return to play is a gradual process and team trainers will follow the protocol required by Hockey Canada. Getting a doctor's approval is a must and is the responsibility of the individual. Hockey Canada insurance is a secondary coverage.
- The two-page form must be completed for each case where an injury is sustained by a player, spectator, or any other person at a sanctioned hockey activity. Forms are on the OWHa website and should be in your trainer's binder.
- Travelling to the U.S. for any number of games requires primary medical coverage. Please refer to Safety Requires Teamwork or the OWHa website for insurance questions.

MARKETING & MEDIA:

- Teams can open their own social media accounts with parent approval
- No pictures or cameras EVER in the dressing rooms
- Encourage parents to follow our BGHC social media accounts (Facebook, Twitter, and Instagram)
- Parents should be encouraged to post/buy via BGHC Used Equipment site Logo/Printed Material
- Unless permission is granted by the VP of business, the use of the logo is not allowed
- Printed materials (e.g., banners, door signs, etc...) for teams must be ordered via our designated printers

PLAYDOWN & PLAYOFF GAMES:

Playdowns for this season will run from the beginning of February to the middle of March. Usually teams must declare their desire to participate in Provincials in December. Typically our region includes Oakville and sometimes Mississauga or North Halton. Teams play each other in a playdown series to determine who represents the region in the provincial championships which are normally played in April. Depending on numbers determined by the OWHa, a second team may also qualify for provincial championships. Rules and regulations of playdowns can be viewed on the OWHa website.

REVENUE OVERVIEW:

The funds required to operate a Rep hockey team can come from three sources: individual family fees, fundraising, and sponsorship. Teams in the BGHC are free to use any combination of the above sources to fund their operating expenses.

Teams may have one sponsor on home jerseys and another on away (or the same on both). Sponsor logos may also be placed on practice jerseys, team bags and apparel.

- Parents pay the initial fees to seed the team with funds.
- All money raised through fundraising, or a sponsorship campaign is applied equally to all families. Sponsorship money can be collected by one individual for a specific player (please refer to treasurer's guide and sponsorship letters for more details).
- Any funds remaining at the end of the year may be refunded to the parents or donated to a charity, after consultation with all parents.
- All fundraising events require approval from the BGHC Executive. Failure to do so will result in a fine of \$1000. No alcohol related sales, fundraising outside LCBO or age-inappropriate fundraising is permitted (e.g., a bar).

The goal of our sponsorship and fundraising activities is to assist with the sometimes-onerous cost of playing hockey, especially at the Rep level. By imposing some guidelines, the policies will promote consistency, team, and association unity, while preserving the principles of the BGHC. Money should never be a hindrance to any girl who has the ability and desire to play hockey.

TRAVEL & INSURANCE:

Travelling outside of Ontario: If you are planning to travel outside of Ontario, it is strongly recommended that you get additional insurance coverage especially when travelling to the USA.

Travel by bus: If you are planning to travel to a tournament or other team function by bus, an itinerary outlining the details of the trip must be submitted to the BGHC prior to departure. This must include a list of names and contact numbers for all passengers.

VOLUNTEER REQUIREMENTS:

To volunteer with the BGHC there are several certifications and safety precautions in place to ensure the safety and development of our players. Please carefully review the mandatory registration/certifications and additional pertinent information below. The penalty for each occurrence of a violation of this policy is \$100. The person who is lacking the appropriate credentials will be immediately suspended from participating in any activities associated with the BGHC or the teams until the requirements are met. On each subsequent occurrence, the Head Coach will be suspended for the next game or practice, whichever comes first. The Ontario Women's Hockey Association (OWHA) requires all team staff members (coaches, assistant coaches, practice staff, trainers and team managers) to register themselves in RAMP so they can be rostered on your team. Members who are not rostered on a team are NOT INSURED and therefore cannot be on the bench or ice. All parents entering the dressing room must also be registered in RAMP (Coach/Staff tab and choose "Staff"), although they do not get officially rostered. This however ensures that all of their credentials are on file.

- Police Checks/Vulnerable Sector Checks (applies to all bench staff members, trainers, team managers and parents entering the dressing room) are valid for 3 years from date of issue (2019 or newer) and staff members must upload them in their profile in RAMP. If waiting for a Police Check to arrive, you may upload a note indicating “Police Check pending” so you are able to continue your RAMP staff registration. Please log back into RAMP to upload your police check when you receive it. VSC’s applications are available through the Halton Police website (<https://www.haltonpolice.ca/>) for local residents.
- OWHA’s Respect In Sports Activity Leaders Certificate (applies to all bench staff members, trainers, team managers and parents entering the dressing room) does not currently expire. To access the link, click here: <https://owha.respectgroupinc.com/>
- Hockey Canada’s *HU-Planning a Safe Return to Hockey Certificate (applies to all bench staff members, trainers, team managers and parents entering the dressing room)
- Keeping Girls in Sport course (mandatory for all BGHC bench staff - coaches, assistants, trainers). Training is free via a BGHC provided code. *new in 2023/24
- OWHA Coaching Clinics/Courses: <https://www.owha.on.ca/content/coaching-clinics>
- NCCP is a coaches certification number. If you do not have it yet or it is not required, please enter Pending or n/a to be able to continue your RAMP registration. When obtained, please log back in and enter it so the OWHA can approve you on your team’s roster.
- Trainer certification (applies to all trainers) is valid for three years. Trainer (re)certification link: <https://hto hockey.ca/>