



BGHC REP MANAGERS 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 Girls Hockey Club ("BGHC"). 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. Communicate all players, coaches, and staff roster information to the BGHC Registrar.
- 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, plan pre-season activities, holiday activities, end of year gatherings and meals/activities at tournaments. Gifts for players and staff are optional and can be given out, if the team's budget allows.
- Work with the BGHC Registrar to ensure all team staff certifications are up to date and are entered in RAMP.

OWHA Certification requirements can be found on the BGHC website under ***VOLUNTEERS***

- 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, Natalie Hiltz* (scheduler@bghc.ca) and the *Referee-In-Chief, Dave Irwin* (dirwin51@outlook.com) when you book an exhibition game. The Referee-In-Chief schedules your timekeepers and referees for exhibition games. The exact way to do this will be outlined later in the document.

TEAM MANAGER DUTIES (cont'd)

Primary Responsibilities (cont'd):

- 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. Please read and follow the procedures in the document “How To Book Facilities” posted on the BGHC website under **RESOURCES**.
- When scheduling the regular season games (end of September), 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. And away games into Sportsheadz, the BGHC's website back end.
- Use RAMP to request any required AP players and to approve requests promptly.

Game Day Responsibilities:

- Check on referee 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 referees have game codes prior to a game.
- Ensure the team treasurer has taken out money from the team account to pay timekeepers and referees for all home games of all types (exhibition, regular season, play-offs and play-downs). Rates for officials and timekeepers can be found on the BGHC website under **RESOURCES>Rep team resources**.
- 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. 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, located on the BGHC website under ***ABOUT US>By-laws and policies***.

Bank Account - Once the deposits have been made in RAMP (mid to late May), the BGHC treasurer will transfer funds to the team bank accounts. Generally, both the team treasurer and manager must go in person to the bank (Scotiabank @ Neyagawa and Dundas Street in north Oakville) to sign paperwork to get initial access to the bank account. 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 late May, the exact date to be communicated by the BGHC Treasurer. Rep registration opens for players to pay their initial deposit near the beginning of May. All players, regardless of rep level, will pay a \$1,000 deposit. In mid-June, registration will open again for your families to complete payment of the remaining fee balance, which will be paid 50% at the time of this registration and 50% on August 31st. The August 31st payment does not require any further action by the parents, it is set up for automatic charge to the same credit card used for the mid-June registration. Your team treasurer can access financial resources such as the *BGHC Rep Team budget template* and the *Rep Team Finances Handbook* on the BGHC website under ***RESOURCES>Rep Team Resources***.

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.

START-UP GENERAL MANAGER GUIDELINES (cont'd)

Jerseys - "Replenishment" years for jerseys and socks happen every second year (in the odd numbered years). 2025/2026 is a replenishment year. In a replenishment year, the cost of jerseys is included in the BGHC Fee for 17 sets of jerseys and socks per team. If your team orders more than a traditional set of jerseys (17), there will be a charge made to your team, likely in August. Refer to the *Rep Team budget template* for estimated charges. If new jerseys and socks are desired/required in a non-replenishment year, parents pay for this cost over and above any fees. The charges will be made to the teams by the BGHC Treasurer, likely in late August. The teams will need to collect from the appropriate families. 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** for resolution (BGHC website under **ABOUT US>By-laws and policies**). 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 AI's source for Sports, and, this is also where names, C's and A's are added to them. Just before the season is underway, AI's sends an email to managers (through the BGHC) to detail the preferred process for jersey modifications.

Rosters - Rostering begins immediately after tryouts. All staff must have certifications, police checks, vulnerable sector screenings and all waivers signed and completed in RAMP by the deadline set by the OWSA and communicated to the teams. Police Checks that are pending may have special rules available ie. the staff member can upload the receipt of payment until the proper check comes in. The BGHC Registrar (office@bghc.ca) will manage this process based on the template you submit. They are your point of contact with the OWSA 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 under **RESOURCES>Rep Team Resources**.

START-UP GENERAL MANAGER GUIDELINES (cont'd)

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 their team once money has been transferred to the team bank accounts. There is the option to contact the BGHC treasurer to have tournament fees paid if no parent can make the payment, but this should be a last resort. The BGHC cannot guarantee a quick turnaround between request and payment. 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".

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 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.

ADDITIONAL INFORMATION (cont'd)

BGHC scheduler, the BGHC website, Teamsnap and your schedule - Managers have the important role of making sure the schedule is correctly in all stakeholders hands. This is to ensure that our ice scheduler is aware of what our teams are doing and can return or allot ice effectively. BGHC is supplying each team with their own Teamsnap. This will be synced with the official BGHC calendar automatically. All Events will be entered into the BGHC website back end Sportsheadz. The BGHC scheduler will enter all BGHC practices, tournaments and home games. The Manager will enter the rest - Away games, Practices at other facilities, off ice activities (workouts, team socials, team dinners, etc). This is to ensure all events are fully covered by insurance.

When booking home games of all types you will be using the home ice in your calendar. When you have confirmed with a team you would send an email to *BGHC Scheduler at scheduler@bghc.ca* and copy *Dave Irwin at dirwin51@outlook.com*. The BGHC Scheduler will ensure that the game is properly reflected on your team calendar and Dave Irwin will arrange for officials. If you could format your subject line as follows, this would be helpful —> Team name; Date of Game; Time of Game; Location of Game; Opponent eg. **U18 AA April 17th Mountainside 8:30 PM versus Flamborough**

Tournaments - When you have registered for a tournament email the BGHC Scheduler, they will enter it into your schedule and ensure any ice you might have had gets returned. When the tournament releases their schedule it is your responsibility to enter these games into the BGHC website, which will then populate your Teamsnap.

Ramp - Ramp is a completely separate schedule. It is your responsibility to ensure all your home games are in Ramp. This is to ensure there is a gamesheet, that your opponent has all the game details and that it is recorded by the OWHA.

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 RESOURCES>Rep team resources. The budget must be submitted to the BGHC Treasurer by the date requested, constantly maintained throughout the season and a final summary submitted to the BGHC Executive/Treasurer at the end 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 OWHHA 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 OWHHA 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 GAMES

Playdowns for the season will run from the beginning of February to the beginning of March Break. Teams must declare their desire to participate in Provincials in December. Our region includes all teams from Oakville and Mississauga. If Oakville or Mississauga have more than one team at an age and letter they all will be involved in your playdown. 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 or third team may also qualify for provincial championships. Rules and regulations of playdowns can be viewed on the OWHA website. It is the manager's job to work with Oakville and Mississauga to schedule these games.

PLAYOFF GAMES

Instructions for playoffs will come out near the end of the regular season. How playoffs have worked has yet to be consistent since the demise of Lower Lakes. Once this has been the same for a couple years we will document this. It is the manager's job to work with the teams they have to play to schedule these games.

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 NO LONGER have sponsors on game jerseys or equipment. Sponsor logos may be placed on practice jerseys or 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 \$1,000. 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. 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.

VOLUNTEER REQUIREMENTS (cont'd)

There are several volunteer resources posted on the BGHC website under ***VOLUNTEERS*** including:

- How to find your Hockey Canada Registration number
- Latest version of OWHA listing of required certifications for all staff
- OHF screening submission portal instructions
- Hockey Trainers program link
- Respect In Sport link

The process surrounding volunteer certifications tends to change frequently. Be sure you have the most up-to-date and accurate information. If in doubt, consult with the BGHC Registrar at office@bghc.ca.