

Manager Handbook

2024/2025 Season



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Handbook



1.0 MANAGERS RESPONSIBILITIES

The Manager's primarily responsible is for all off-ice activities. Please take the time to become familiar with the OWHHA Handbook which can be found linked on our association website (<https://sarniagirlshockey.com/Links/>) and other pertinent links in this section. These manuals are invaluable resources and will help you in your role. Specific responsibilities of a Team Manager include but are not limited to:

- *Share information that comes from the organization with the team.*
- *All financial matters including preparation of team budget and financial records (Can be delegated to Team Treasurer)*
- *Collect and manage the team fees from each family (Can be delegated to Team Treasurer)*
- *Liaison between the Ice Schedule, Ref Coordinator and other team officials*
- *Liaison between the parents and Bench Staff*
- *Coordinating fundraising activities with parents*
- *Tournament bookings, including travel and hotel arrangements*
- *Preparing and completing game sheets on RAMP*
- *Working with the SJLS Executive to ensure that all OWHHA registration requirements are met*

To assist with the team, it is recommended that the Team Manager find individuals to help perform team functions. Some of these positions are a requirement, while others are a suggestion only. Assistant Coaches, Trainer, Treasurer and Den Moms are an invaluable part of the team.

For any questions during the course of the season, the Manager Liaison will be available to any Manager to help source an answer, clarify a process, etc. For the current Manager Liaison, please use the directory for the current Liaison; they can be contacted at ManagerLiaison@sarniagirlshockey.com.

1.1 ASSISTANT COACHES

An assistant coach supports the head coach. The role differs depending on the head coach; however, some duties may include;

- *Planning, organizing and conducting practices*
- *Assisting with pre-game, and during games*
- *Driving skill development*

1.2 TRAINERS

A female trainer needs to be present at every game and practice. Some of the responsibilities of the trainer are:

- *Maintain a fully stocked first aid kit and bring it to all team activities*
- *Maintain accurate medical information files on all players and team officials*
- *Assume a proactive role in minimizing and eliminating risks during all activities*
- *Conduct regular checks of players' equipment to ensure proper fit, and advise players and parents when equipment replacement is necessary*
- *Promote proper conditioning, warm up and cool down techniques as effective methods of injury prevention*
- *Implement an Emergency Action Plan to ensure everyone understands their role when a potential incident occurs*
- *Promote a healthy lifestyle with all hockey participants by being a good role model.*
- *More responsibilities are listed in the Trainers Program. Information regarding this certification program can be found in section 7.3*

1.3 TREASURER

Treasurers are not a required staff member, but are highly recommended to assist the managers with financial responsibilities.

The Team Treasurer responsibilities can assist the manager with some of the following tasks:

- *Act as the second signatory on the team bank account*
- *Collecting team fees from parents*
- *Distribution of funds for tournaments, other team expenses*
- *Assist with creation of initial team budget*
- *Tracking income and expenses*
- *Provide accurate and timely reports (Monthly updates to the families on the team)*
- *Maintaining team cheques*

1.4 DRESSING ROOM HELPERS (DEN MOMS)

Dressing room assistants, sometimes called Den Moms, are not listed on the official OWHA roster. But they are required to have the same qualifications as rostered team staff and are an insurable member of the staff. (See section 7.0 for specifics about vulnerable sector checks, and Respect in Sport for Activity Leaders)

Den Moms help ensure everything runs smoothly in the dressing room. They are available to help the players get ready, tie skates, play music, and ensure no cell phones are used in the dressing room. It will be vital to work out a schedule with the Den Moms to ensure there is always adequate support which varies by age and allows the team to maintain the “Two Deep” requirement in the dressing room.

2.0 TEAM BUDGET

Developing a sound team budget at the beginning of the season is one of the most critical tasks for the team. Developing the budget will help break down a ‘team fee’ cost of the season per player which is over and above the registration fee. According to the budgeted amount, a team fee will then be collected from each player and placed in the team bank account based on the agreed upon timeframe.

If a budget is inaccurate and budgeted too low, the team will run out of funds before the end of the season and will require asking parents for more money. The team budget will include all forecasted team expenses and also team revenue streams (Sponsorships, fundraisers).

The team budget must also be approved by the parents on the team and should be reviewed in the initial team meeting. Once approvals are gained, funds can be collected and used as described. If meaningful adjustments to the budget are necessary, additional reviews may need to occur with the entirety of the team including coaches, manager and parents before implemented.

Lastly, team finances are the responsibility of the individual Manager and/or Treasurer to manage & reconcile. This means that collecting and enforcing due dates with parents, payments of invoices, and ultimately, paying any owed monies externally or to the association are the responsibility of the team alone. Should a team not have enough money to pay their debts, they will need to collect additional funds from parents. In addition, if there is a player's team fees unpaid, it will be up to the team to work with the parent/guardian in question. Should those efforts not be fruitful, the association can help enforce repercussions such as player suspension however this should be the last resort.

2.1 TEAM EXPENSES

Mandatory Team expenses:

Cash Calendars (Due Nov 15th)	\$200 per player
Sting Flex Passes (Due Sept 15th)	Approx. \$113 per player
Hockey Socks (Due Oct 15th)	Approx. \$45+ tax per player
Hockey Jersey Set (U11+) (Due Oct 15th)	Approx. \$110+ tax per player
Silver Stick Tournament Food (Due Dec 1st)	\$100 per team
Team Bond Fee (Due Oct 31st)	\$2500 for team
Ice Usage – Ice over 7.5 hours per month (Due 3rd Monday of every month)	Varied

Voluntary Team Expenses: The following are informational or ideas for team expenses but not inclusive to all possible team expenses. Team staff will need to discuss all possible expenses. Dollar figures are estimates and need to be actualized.

Tracksuits / Warmup Suits	\$200 per player
Team Banner	\$250 for team
Tournaments (including Provincials)	\$1000-\$2000 per tournament
Hotel Room for Non-Parent Coaches	\$300-\$600 per tournament
Banking Fees	\$50 for season
First Aid Kit	\$150
Player of Game Award	\$50
Practice Jerseys	\$20 per jersey
Team Building Parties	\$500-\$1500
Stickers for Helmets/Water bottles	\$50
Team Photos	\$300
Sponsor Recognition	\$200
Ice Time Overage (Above 45 hrs Ice)	\$240/hr above 45 hrs
Ref Time Overage (Above 20 hrs)	\$100/hr above 20 hrs
Insurance for staff above 5 people	\$65/Per person

CRITICAL - These are all examples and will vary based on age, team choices, etc. In addition, these costs are estimated and will need to be actualized including taxes. Any items that are association driven like insurance, ice costs, etc. will be updated at the start of season in September to true-up the costs.

2.2 TEAM INCOME

Team income can come in several forms: Sponsorships, Fundraisers and Team Fees.

SPONSORSHIP:

Sponsorship is a way for teams to increase their revenue and lower the 'team fee' cost to parents. These sponsorships come from local businesses that members of your team can secure sponsorship from. The more money raised from sponsorships, the less families will have to pay for the season.

A sponsorship request template is available on the SJLS website that can be given to corporations that may be possible sponsors for the team. Once sponsorship is confirmed, sponsors of the team will also require business receipts of sponsorships and a template for sponsorship receipts can also be found on the SJLS website in the Manager Resource section.

Be sure to treat your sponsors well and recognize them for their contribution to your season. Sponsors can also be recognized with logos on team banners or by providing a Thank you poster/team photo or plaque at the end of the season. In addition, Sponsors' logos can be posted on your team website page. For support on how to post the logos, please contact website@sarniagirlshockey.com.

Please note that team sponsor logos or sponsor bars cannot be added to game jerseys in accordance to the jersey program established with the Sarnia Sting. This rule is in effect for all programs that are affiliated including AAA; the Sting organization provides funds to SJLS which offset increasing costs to operate the organization. Lastly, sponsorship money is to be used for Team expenses only and cannot be used to fund Cash Calendars nor be used to rebate parents for registration fees. All monies received from sponsors must be spent and accounted for at the end of the hockey season.

Some of the larger employers in the area offer their employees 'volunteering rewards' or activity credits of up to \$2,000/year. These funds often run through a third-party site called Bennivity and the funds often take upwards of 2 months to be sent to the SJLS. They also take a processing fee which is approx. \$100 and which will be deducted from the total amount credited. If someone on your team has applied for a subsidy or rewards program through their employer, please contact the treasurer to claim these funds. Oftentimes, funds arrive and the team is not specified on the donation. Contacting the

treasurer in advance will ensure the employer donations make it to the correct team in a timely manner.

FUNDRAISING:

Fundraising is another way for teams to increase their revenue and lower the ‘team fee’ cost to parents. Some fundraising ideas include but are not limited to Sarnia Sting Chuck a Puck Event, Pasta Dinners, Pizza Kits, etc. Any lottery fundraiser **MUST** be approved by SJLS lottery commission and have an approved OLG lottery number – this includes raffles, 50/50s, etc. If a team hosts these without approval, the Coach will be suspended for a period of the season as well as put the association’s OLG license in breach. Please contact Lottery@sarniagirlshockey.com for lottery approval and OLG licensing.

TEAM FEES:

Parent Money will be required for any team expenses above budgeted amounts that sponsorships and fundraisers have not covered. Parent money will be the ‘team fee’ portion for each parent of the team to pay to the team manager/treasurer to deposit in the team account. This should balance the budgeted expenses with the team revenue and hopefully make the team account balance \$0 by the end of the year. If there are funds leftover in the team account at the end of the year, the parent money ‘team fee’ portion must be rebated unless otherwise agreed upon. To reiterate, if the leftover funds come from sponsorships and fundraisers, those funds must be spent by the team and cannot be rebated.

2.3 EXPENSES REIMBURSED BY SJLS

Team Managers should collect receipts for the following courses and certificates required by their teams, and submit them to the Organization Treasurer for reimbursement in one lump sum. Reimbursement cheque will be cut and available for the Team Manager/Team Treasurer to pick up in person.

- *Coaching Certification Fees (one Coaching Certification paid for per team)*
- *Trainer Certification Fees (one Trainer Course per team) **
- *Police Vulnerable Sector Check*
- *Respect in Sport (for Activity Leaders) Certification*

*Teams who require more than one trainer, due to volunteer time constraints may submit a request for a second trainer certificate to be paid for by the organization. Contact the Association Treasurer with the request and reason why this is required for review and approval.

2.4 TEAM/PLAYER DEVELOPMENT FUND

No funds will be provided by team as it has in the past as the association will be providing funded development for both players and goalies through the course of the season. Coaches & Managers will be contacted at the onset of the season to schedule; if there are any questions regarding development, please reach out to development@sarniagirlshockey.com

3.0 TEAM BANK ACCOUNT

All team banking must be done through a bank and must be set up as a community account. All team accounts must be set up with dual signing authority.

When a team account is opened, it's recommended to have cheques for payments as eTransfers are not permitted unless there is dual signing release electronically.

3.1 OPENING A TEAM BANK ACCOUNT

To open an SJLS Community account the team will require a letter from the SJLS treasurer. Please contact the treasurer with the following information

- *The name and position of the TWO signing authorities you would like as signing authorities*
- *The name of the team opening the account (e.g., Sarnia Jr. Lady Sting #3352)*
- *Email Treasurer@sarniagirlshockey.com to request the letter with the above information. You will be required to provide this letter to the Small Business Banking Representative you meet with at the bank.*

- **Note:** *The TWO signing authorities for the team account can not be spouses on the team.*
- *Most Managers find it helpful to add a Treasurer to their team staff, to offset some of the financial responsibilities. We recommend that the coach is not the second signing officer.*

3.2 CLOSING THE TEAM BANK ACCOUNT

To close your team bank account, write a letter to the bank indicating the following information:

- *That the hockey season has come to a close, and the SJLS organization requires all team accounts to be closed.*
- *A request to disburse the remaining team funds, and how the funds will be distributed to the team. A Money Order for the team will cost roughly \$7.50, but will allow the account to be closed immediately. The team treasurer can refund the remaining monies to the team, as agreed upon by the team.*
- *Both signing authorities on the account must sign and date the request letter. But only one needs to present the letter at the bank*
- *This letter can then be taken to a Customer Service Representative (formally a Teller) and remaining funds will be released.*

While these actions will be taken by the team Treasurer, it's important that as the Manager you are involved in this process. Communication should be shared with the parents to share confirmation of the account closure. In addition, the association requests proof of closure and confirmation of parental rebates, if required; this confirmation should be sent to Treasurer@sarniagirlshockey.com with supporting evidence.

4.0 SJLS FEES

Fees required for parents to pay to the association will comprise of two parts, the registration fee and then post registration mandatory fees (Team Bond, Cash Calendars, Flex Passes, Equipment).

4.1 REGISTRATION FEES

After requesting parents to pay some additional ‘team fees’ the parents might be wondering what was the initial registration fee they paid and what did that cover? What is the ‘team fee’ covering? The initial \$975 registration fee for SJLS covered 45 hours of ice time (U9 Rep & above), 20 hours of referee time (U9 Rep & above), and on ice insurance coverage for the players.

Here is a general example of a cost breakdown for the \$975 Registration Fee:

45 hrs of ice time x \$240/hr (w/tax) for ice rental	= \$10,800
20 hrs of referee time x \$100/hr	= \$2,000
14 players insurance x \$53 OWHA insurance/pp	= \$742
Total cost for a team of 14 players in SGHA	= \$13,542
Cost per player (Total cost \$13,542 / 14 players)	= \$967.30

***Please note:** that these are directional costs based on average size teams and is a roll up of overall costs across all teams of various sizes and needs (i.e. required refs)*

4.2 CASH CALENDARS

Each team must purchase 15 cash calendars per player on their team. The cost of \$200 paid to SJLS treasurer. The calendars cost \$20/ea to buy so \$300 could be raised by selling the calendars. Essentially the player could cover the \$200 cost of the calendars and then raise an additional \$100 to put back in their pockets.

Contact treasurer@sarniagirlshockey.com if you must make your team’s payment for Cash Calendars by cheque. SJL prefers payment via electronic funds transfers to starfirepayments@gmail.com

4.3 TEAM BOND:

Team Bond Fee (Team incidental costs): Each team must pay a \$2500 bond/retainer to SJLS to cover possible incidental team costs that occur during the season like ice usage, Provincial bond, insurance costs, fines, lack of payment on required items, etc.

Roughly \$200-\$300 of the team bond fee covers OWHA team registration. The OWHA registration fee covers insurance for 5 bench staff and/or support staff on the team. If the team has more than 5 bench staff and/or support staff the extra insurance cost, while they will be paid at the onset of the season, any changes/additions will come out of the team bond at a cost of \$63 per person additional.

Ice will be reconciled monthly to avoid a large bill at the end of the year so the bond will only be used if monthly reconciliation are delinquent if the final months are beyond budgeted expense.

Please keep that the purpose of the bond is to ensure that the Association is not taking on the expense of team related costs or finances that are either unexpected, unmanaged or items we have to pay directly for teams. The bond acts as an insurance policy to ensure that team finances are managed and payments are current, as well to ensure there are funds to exercise if payments are not made or expenses that are covered directly by the Association for teams can be paid.

The bond will be reconciled at the end of the year from the Treasurer with a detailed account of what was deducted from it. If the bond did not cover the expenses owed to the Association, the team will receive a request for payment. If there is bond left, it will be refunded to the team as late as May once the final ice bill from the City is reconciled.

4.4 FLEX PASSES:

Each team must purchase Sarnia Sting Flex Passes equivalent to the number of players on their team. The flex pass includes 10 anytime tickets to Sarnia Sting games. They can be redeemed at the box office or on the Sarnia Sting website for a ticket to any regular season game. The cost per player is \$113. If desired the player can resell the flex pass at face value to put some money back in their pocket.

Often there are families who request more than one Flex Pass, and there are families who are unable to use Flex passes. It is the discretion of the team to distribute the Flex Passes as they see fit. If someone part of the organization (player families, bench, board) would like additional Flex Passes, please reach out to communications@sarniagirlshockey.com

5.0 OWHA

The Ontario Women's Hockey Association (OWHA) is the Provincial Sports Organization (PSO) for female hockey and is the governing body for female hockey in the Province of Ontario.

The SJLS typically play in one of two organizations under the OWHA umbrella. House league and "C" Teams play under the Western Ontario Girls Hockey League (WOGHL), whereas A and B level teams play under the Ontario Women's Hockey League (OWHL). Prior to 2021, these teams were part of the Lower Lakes Female Hockey League (LLFHL), which has since disbanded.

Some of the differences between these leagues are outlined below. This is by no means a complete listing, just some that have been identified recently by managers.

5.1 OWHL

Formerly the Lower Lakes Female Hockey league (LLFHL) the OWHL has yet to set up their own governance. SJLS A, BB, and B teams currently play in this league.

5.2 WOGHL

WOGHL has their own governance rules and traditionally runs HL, C and recently, B teams in recent years.

WOGHL inputs games into a system called The OneDB. This database allows the WOGHL representative for the organization to input games that will appear on the home team website, as well as the visiting team website. Team managers cannot input their regular season games at a team level.

Email secretary@sarniagirlshockey.com to be directed to the WOGHL rep for SJLS.

6.0 ICE AND REFEREE SCHEDULING

Leading up to the season, the Ice Scheduler will be working with the City of Sarnia and the SJLS Director of Hockey Operations to set the schedule for teams. Please keep in mind there are a lot of factors that go into setting the schedule and the schedule may only be

provided at months at a time as the city finalizes all their ice contracts. The Ice Scheduler will provide ice times to Coaches & Managers once available.

Once ice times are received, scheduling exhibition and league games (the league will communicate formally when scheduling can commence). Once games are scheduled for the season, including exhibition, the Ref Coordinator must be contacted in order to request referees to be scheduled for your game. The number of referees will be based on your age group and set at the time of scheduling.

When requesting refs, the following information must be included in your email:

- *Date & time of game*
- *Arena Location*
- *Team Division & name i.e. U11 C Smith*

If last minute changes are made or additional games added, there may not be adequate enough time to source referees; if this is to occur, you will be informed at the time of request that it may not be fulfilled.

For any additional ice times, request must be made to the Ice Scheduler and they will let you know of days/times/location available for the ice.

For any ice swaps, an email must be sent to the Ice Scheduler with the other team coach and/or Manager included in the email.

The email must include:

- *Date & time(s) of game*
- *Arena Location(s) for the swamp*
- *Team Division & name i.e. U11 C Smith*

Lastly, if you need to give back ice, all ice must be cancelled with the Ice Scheduler 30 days in advanced or you will be charged for the ice regardless.

Contacts:

Ice Scheduler: Scheduler@sarniagirlshockey.com

Ref Coordinator: Referees@sarniagirlshockey.com

6.1 ICE TIMES

At the start of the year the association, the web administrator will put all your regular ice times into the team calendar.

To request access to the SJLS Website, and the Team Calendar, please email the SJLS Website Administrator.

website@sarniagirlshockey.com

There may be other ice times that your team will not want (For example, you're away at a tournament, Christmas Eve Day etc.). Simply email the Ice Scheduler to return unwanted ice times. 30 days notice is the required deadline to cancel unneeded ice in order to avoid being charged for ice time. If canceled under 30 days, expect to be charged for the ice within your 45 hours of allotment or from your team bond at the end of the year if you are over the allotment.

Each team is allotted 45 hours (U9 Rep & above) of ice time per season. Please keep a running total of your ice time used, as ice time will be reconciled no later than December 31st. The Ice Scheduler will contact each team with their totals to date.

Managers should keep an accurate list of all ice times used, given back, traded, etc. in a tracker that includes dates, arena, etc. Ice times and referees are reconciled by the Ice Scheduler at the mid-point of the season via email. It is critical to review what has been charged to your team for both ice and referees and respond back with any discrepancies. An example of an ice tracker as been loaded to Manager Resources on the website.

6.2 BLACKOUT DATES

The list of Blackout dates will come out at the start of the season from the Ice Scheduler and updated through the season should they update. The Manager or Coach must go through their team calendar and delete the ice times falling on blackout dates. Below is a listing of the holiday arena hours of operation.

Contact the Web Administrator or Secretary if you need a quick refresher/tutorial on how to use the Team Calendar.

Holidays – Arena Hours of Operation

New Year’s Day	Closed
Family Day	Opens at 12:00 noon
Good Friday	Closed
Easter Sunday	Closed
Easter Monday	Closed
Victoria Day	Closed
Civic Holiday	Closed
Labour Day	Closed
Thanksgiving Monday	Open at 3:00 pm
Christmas Eve	Closed at 3:00 pm (Last booking at 2:00pm)
Christmas Day	Closed
Boxing Day	Closed
New Year’s Eve	Closed at 3:00 pm (Last booking at 2:00pm)

6.3 ICE CANCELLATIONS

An email must be sent to the Ice Scheduler to “give back” any ice time your team does not require. Please ensure that you keep all these ice time return requests (emails) in a folder. In the event there is miscommunication, or discrepancy, this date stamped emailed will be important.

Ice times falling on the holidays listed above, or on Blackout dates do not need to be cancelled by communicating with the scheduler. They do, however, need to be deleted from the team Calendar manually, as noted above.

Please remember that all ice cancellations must be in 30 days in advanced to avoid being charged for unused ice.

6.4 REFEREE REQUESTS

Your team may request referees by sending an email to the referee coordinator.

referees@sarniagirlshockey.com

Please ensure you keep all your referee requests (email requests) in a folder, in the event that there is something missed.

Bi-Weekly, the Referee Coordinator will send out an email to all coaches and managers. This will be a listing of all the games which referees have been requested for. Please ensure your games are all listed, and referees have been confirmed.

If your coach or manager is not receiving these “Bi-Weekly Referee emails”, contact the Website Administrator to ensure your coach or manager email address is correctly listed on the mailing list. The emails for the mailing list are pulled by the Website Administrator from your team roster on your team webpage. Reminder, that each team is allotted 20 refereed games per season.

6.5 ROOM REQUESTS

Teams who require a room rental for a parents meeting, or end of year gathering may contact scheduling@sarniagirlshockey.com. By going through the SJLS scheduler you will be taking advantage of the reduced rate the City of Sarnia offers the SJLS Organization. You will also be covered under the insurance of the organization while using the room.

7.0 COMPLIANCE

Compliance will request ahead of the season a list of planned bench staff and support roles to ensure they are compliant with the association. Depending on the coach/support staff experience with us, some of the information may be on file or may need to be submitted for a new coach or renewal requirements.

Compliance will communicate how and when these should be submitted to them. Please note that failure to submit will result in suspension from activities until resolved.

Requirements by Role:

Den Mom	Trainer	Coach/Assistance Coaches
Vulnerable Sector Check or Self Declaration	Vulnerable Sector Check or Self Declaration	Vulnerable Sector Check or Self Declaration
Respect in Sport for Activity Leaders	Respect in Sport for Activity Leaders	Respect in Sport for Activity Leaders
	HCTP – Level 1	Coaching Certification as per OWHA requirements

7.1 VULNERABLE SECTOR CHECK

All team staff (coaches, trainers, den moms, managers, etc.) are required to have a Vulnerable Sector Check completed every 3 years. In the years in between they must complete a “Self Declaration”. Vulnerable Sector Checks and Self Declarations must be submitted to the Compliance Officer prior to being rostered to a team.

- *Sarnia residents can access their VSC online by visiting the Sarnia Police Service Website www.sarniapolice.com. Click on the ‘How Do I’ tab, then on “Record Checks”.*
- *If you live in an OPP-policed community (Camlachie, Forest etc.), you can apply online at www.opp.ca then select ‘Police Record Checks’.*
- *Once received from team staff, email VSCs to compliance@sarniagirlshockey.com*

7.2 RESPECT IN SPORT

All team staff (coaches, trainers, den moms, managers, etc.) are required to complete Respect In Sport for Activity Leaders. This course does not need to be completed on an annual basis. Proof of completion, with date, needs to be sent to the SJLS Compliance officer prior to being rostered to a team compliance@sarniagirlshockey.com. Completions from other organizations will be accepted.

https://owha.respectgroupinc.com/koala_final/

7.3 TRAINER

Each team needs at least two female trainers with a valid HCTP Level 1 Certificate. Proof of completion, with date, needs to be sent to the Registrar prior to being rostered to a team. Completions from other organizations will be accepted.

<https://htohockey.ca/>

7.4 COACHING CERTIFICATIONS

Coaching requirements will depend on the age and level of the team. OHWA posts coaching requirements annually and can be found here:

<http://www.owha.on.ca/content/coaches>

Teams cannot be rostered without a qualified coach. Proof of completion, with date, needs to be sent to the Registrar prior to being rostered to a team. Completions from other organizations will be accepted.

7.5 RAMP

There are three parts to RAMP:

1) **RAMP Registration Portal** - This is the portal that all members need to register through (Players, Coaches, Trainers and Den Mom registration:

<http://SarniaGHA.rampregistrations.com>

2) **RAMP Game Portal** - where team staff member with access (manager/coach) schedule and approve games. <https://admin.rampcms.com/login>

OWHA sends Registrar user names and passwords for all teams at the beginning of the season. Registrar will forward to teams. DO NOT CHANGE THE PASSWORD

3) **RAMP Gamesheet App** - an app on mobile devices to access the electronic gamesheets - used by teams, timekeeper & referee to enter game details. Need code generated in the Game Portal

Access code for RAMP Game Portal will come to Team via the Registrar. OWHA sends the Association the team logins.

RAMP FAQs and Tutorials can be found [here](#)

7.6 ROSTERING

Our Registrar and Compliance Director will reach out to the Coaches and Managers to initiate rostering of the team as it will need to occur in two parts 1.) Teams meeting compliance requirements and 2.) Rostering with the OWHA.

STEP 1 - Intent to Register

This notifies the OWHA of the teams we intend to field for the upcoming season.

Registrar needs the following for the intent to register process:

- *Team's intended division/category (A, B, C, HL, etc.)*
- *Team Contact (who will receive information from OWHA on behalf of the team)*
- *Team Voter (who will make any votes on behalf of the team)*

When those are entered the contact and voter will receive an email asking them to confirm this assignment. Team Voter will also need to confirm participation intent to participate in Provincials at this time via a check box

STEP 2 - Rostering Team

The Registrar needs the following prior to submitting a roster for approval:

- *All team staff and players registered in RAMP*
- *Compliance officer has confirmed receipt of Vulnerable Sector Checks/Self Declarations for team staff*
- *Proof of training*
- *List of Player Positions and Jersey numbers*

All teams **must** have an OWHA approved Roster before first game, whether exhibition, regular season or tournament.

The goal is to be rostered by June 30th and **intent to register** has been approved by OWHA.

Process goes much quicker if all the above requirements have been pulled together and sent to Registrar prior to that date.

For U9, during the initial set up of the season (September to mid October) it can take a week or two for roster to be approved. To be approved, the OWHA requires that the roster has, at the very minimum, a Coach with appropriate certifications and certified Trainer.

Please closely review the roster to ensure no omissions or errors. If there are, please advise Registrar as soon as possible. registrar@sarniagirlshockey.com

7.6 REPORTING PLAYER SUSPENSIONS

If a player on your team receives a suspendable penalty or possible suspendable penalty during a game it is the responsibility of the coach or manager to report the suspension to OWHA.

All suspensions received must be reported to the OWHA via email to stats@owha.on.ca by a representative of the team that received the suspension.

The email must provide the team's name with division and category, the name of the suspended individual and the penalty that was received. If the suspension was issued during a tournament game, please also provide the name of the tournament.

(i.e. Sarnia Jr Lady Sting U11 C #1234, full name of suspended individual, GM50) – XYZ Tournament.)

All served suspensions must be reported to the OWHA via email to stats@owha.on.ca immediately following the game served.

The email must provide the team's name with division and category, the name of the suspended individual and the number of games served. See below for an example.

(i.e. Sarnia Jr Lady Sting U11 C #1234, full name of suspended individual, 1 of 3 served)

Continue sending emails until the player has served all required game suspensions.

NOTE: Exhibition games do not count towards games served. However, the suspended individual cannot participate in games of any kind, until the suspension has been served in full. If a suspended player chooses to attend games while they are serving a suspension they are not to be in the dressing room at any time during their suspension. They are only allowed to be a spectator of the game during a suspension.

8.0. GAME SHEETS:

Game sheets must be filled out for **ALL** including exhibition and league play. There is an app that must be downloaded in order to fill out a game sheet. The following tutorial will help you understand on how to use the App.

Resources:

[Game Sheet App Tutorial](#)

[How to use the App as Home or Visiting Team](#)

[Frequently Asked Questions](#)

Lastly, all scores have to be dispositioned on the SJLS website under your team as well to show up in league stats. To complete this action, the following steps need to occur:

- *Login in using your login and password provided and navigate to 'Control Panel'*
- *Navigate to 'Content' across the navigation tool bar and click on it*
- *Under the panel called 'Manage Site Content', use the expander to expand the section called 'Manage Page Content' and then select 'Schedule & Results'*
- *From there, a list of your games in your schedule will populate and will need to have the score entered for both teams*

10.0 TOURNAMENTS

Tournament costs will vary from approximately \$800 to \$2000, depending on Age and Skill of players.

Most early season tournaments book quickly; therefore, it is not unreasonable to be booking September/October tournaments in June.

Once your parents' group and coaches have decided on the number of tournaments (if any) to enter, you can locate a listing of all OWHA Sanctioned tournaments on the OWHA Website. Direct links can be found below in Section 10.1

If tournaments are prior to fund collection from parents for team fees, the Association can cover the cost of the tournament. If this is required, please email treasuer@sarniagirlshockey.com for assistance. Please see section 10.5

10.1. FINDING TOURNAMENTS

There are several places' teams can look to find tournament information. Here are some of the most common sites.

Tournament Listing for competitive teams

<https://www.owha.on.ca/content/competitive-listing>

Tournament Listing for house league teams <https://www.owha.on.ca/content/house-league-listing>

Festivals for U7/U9 teams <https://www.owha.on.ca/content/u9-tournament---u7-festival-listing>

US Tournament Listing

<https://hockey.travelsports.com/tournaments?filter=regions:michigan>

10.2 RESERVING HOTEL BLOCKS

Most tournaments will give managers a few suggestions for hotels which are near the tournament venues. It is important that you (or a designated parent) book a block of hotel rooms as soon as possible. Please read tournament requirements VERY closely as some tournaments require that you book through the tournament for any hotel accommodations; rules vary by tournament and failure to follow could result in being disqualified from the tournament.

When booking your hotel, ask if they offer a separate meeting space for parents to gather. Some hotels will offer meeting rooms at no additional cost in any attempt to keep families/players from loitering in the hotel lobby or hallways. It is a good idea, however, to build into your team budget additional funds for a "parents' room".

10.3 TEAM DINNERS/SOCIAL ACTIVITIES

Tournament schedules come out roughly two weeks to one month prior to the tournament date. At this time, managers should find a parent who is willing to make reservations for a team dinner at the tournament. Depending on how the schedule works out, this may or may not be something your team decides to do. If reservations are not made, the girls might end up eating pizza in the hotel (again).

10.4 TEAM ROSTER FOR TOURNAMENTS

Upon entering a tournament, you will be required to send in your team roster. A copy of your OWHA Team Roster can be requested by contacting the SJLS Registrar.

registrar@sarniagirlshockey.com

The registrar is the only person able to access the official rosters for these purposes. The registrar will email you a copy of your Roster as soon as possible (after roster has been approved by the OWHA).

10.5. FUNDING EARLY SEASON TOURNAMENTS

SJLS understands that some tournament fees are required early, and sometimes even in the summer before the season has begun. SJLS does not want parents or coaches to have to 'float' the bill until team fees have been collected from parents. The organization does have a reserve of funds, available to teams who require assistance covering expenses until the Team Fees are collected.

Please contact the treasurer (treasurer@sarniagirlshockey.com) to request funds for early season tournaments registration. It is expected that once team fees have been collected from families, that the organization will be reimbursed in a timely manner.

11.0 COMMUNICATION

Establishing a team communication vehicle is important early into team formation to ensure all critical updates reach all parents. There are many avenues for communication such as text, emails, Facebook or paid for, dedicated Sports communication apps like Team Snap, SportsHeadz and Heja; ultimately, it's important to select the one that will work best for the team dynamic and majority of the parents. If the team is going to use a paid app, this cost should be added to the team budget at the onset of the year.

The Manager and Coach should agree on a communication protocol to ensure that parents aren't being bombarded with duplicate messaging or unclear communication. There is no one way to approach team communication other than ensuring that the Coach and Manager are on the same page and working together. More often than not, most of the communication will occur from the Manager and will usually consist of the upcoming schedule, changes to the schedule, logistics for events/tournaments, recognition, etc.

12.0 SJLS APPAREL

Planet Stitch, and Team Outfitters are the two businesses who are authorized to sell Jr. Lady Sting merchandise with the Jr. Lady Sting logos.

Teams are responsible for ordering their own team apparel. Online Apparel "Look books" typically come out in August, and will be distributed to the team managers. Order team apparel early, as both of these businesses are quite busy in the fall. A Month-long wait is not uncommon for apparel orders.

Planet Stitch www.planetstitch.com

560 Williams Dr, Sarnia, Ontario, N7T 7H5. 519.344.6757

Team Outfitters www.teamoutfitters.net

105 Mitton St. N, Sarnia, Ontario, N7T 6G5. 519.337.1919

13.0 DRESSING ROOM POLICY

As per the OWHA handbook and Sarnia Jr Lady Sting rules there is a list of things that a person must have completed before they can enter a dressing room of an organization in the OWHA. The SJLS, as a member of the OWHA is required to follow and enforce these rules as a part of the OWHA's risk management strategy.

The requirements are as follows:

- *The person must be on a roster approved by the OWHA*
- *The person must have a Criminal record Check with a Vulnerable Sector Screening*
- *The person must have completed either the Speak Out Program or the Respect in Sport for Activity Leaders successfully*
- *Trainers and den moms must be female*

Once these requirements are complete, there is also a "Two Deep" policy. No adult should ever be in a position where there is not a second adult present when interacting with a player. This includes in-person and electronic communication. In addition, both adults must have fulfilled the above requirements.

Male coaches, in addition to the above rules, are never allowed in a dressing room until it has been deemed appropriate by a female member of the staff (i.e., all girls are fully dressed in their gear). If a player requires the assistance of someone not cleared to be in the dressing room this can be done outside the confines of the dressing room. There are generally a few chairs around in the public spaces that can be used and if not could be requested from arena staff.

14.0 MONTHLY EXECUTIVE MEETINGS

It will be required in the '24-'25 season that either the Coach, Assistant Coach or Manager or a combination are present at the monthly executive meeting. A Representative from each team must be present at every monthly meeting to avoid \$50 deduction from the team bond at year end. If the coach, assistant coach or manager is not available to attend, a parent may attend instead. This will be tracked to ensure all teams are receiving the same information at the same time.

15.0 SILVER STICK

The Sarnia Girls Hockey Organization Silver Stick Tournament is typically held the first weekend in January. The weekend will be a “blackout” weekend, where no ice time will be available.

SJLS teams are encouraged to participate in this tournament if their division is offered and should be registered for like any other tournament. No spots are “held” for Sarnia teams if they fail to register.

Outlined in section 15.1, every player is accountable for volunteer hours to support this tournament and expectations are that we set those expectations with families early on so they make appropriate plans to participate.

Lastly, each team is expected to donate \$100 to the Silver Stick Tournament to purchase food for the volunteers.

15.1. VOLUNTEER EXPECTATIONS

Each player, or player family is asked to volunteer three (3) hours at the Silver Stick Tournament. In 2022, there were 53 teams who came to Sarnia from Ontario and the USA. The tournament is played at Clearwater Arenas, Progressive Auto Sales Arenas, Point Edward Arena and Pat Stapleton Arena. So many volunteers are needed to ensure this continues to be a viable tournament and ensure participants have a fantastic experience.

Our Silver Stick Liaison will communicate to Managers and Coaches when & how to sign up for volunteer hours 1 to 1.5 months ahead of the tournament. In 2024, sign up for hours moved to an online forum to streamline the process.

15.2. PROVINCIALS

U11 & above at a competitive level (C & above) are eligible to participate in Provincials if they choose to. Mid point in the season, a request to confirm participation in Provincials qualifications will come out that each team will need to answer by a set deadline. Failure to do so will exit the team from Provincials qualifications.

Provincials playdowns will occur late to mid-February and wrapped up by early March to determine qualifications to go to Provincials in mid-April.

There is a Provincials bond that will be paid for by the organization and will come out of team bonds if a team elects to. If a team withdraws from Provincials after February 1st, they will forfeit their bond and assessed a fine of \$500. If a team does not qualify, the bond will be returned. In addition, Provincials is treated like every other tournament and should be budgeted in Team Fees for approx. \$2000 (registration & bond combined). The registration cost will be communicated in the new season.

For rules and requirements around Provincials, OWHA will release a memo around playdowns, timelines, costs, etc. early in the new season but also please use the OWHA website for all current information.

16.0 ORGANIZATION CONTACTS

Organizational Contacts

President@sarniagirlshockey.com

- Complaint about an Executive member
- Complaints about Coaching staff

Secretary@sarniagirlshockey.com

- To request information about meeting times, dates, minutes

Registrar@sarniagirlshockey.com

- For assistance registering a player in RAMP
- For assistance registering coaches, trainers, Den Moms in RAMP

Treasurer@sarniagirlshockey.com

- To submit reimbursement request for police checks, Respect in Sport, Coaching Certificates, Training Certificates

Referees@sarniagirlshockey.com

- To Request referees
- To cancel referees

Scheduler@sarniagirlshockey.com

- To request a change in ice time
- To cancel an ice time
- To request a room rental at an arena

Compliance@sarniagirlshockey.com

- Send Police Checks here
- Send Respect In Sport Certificates here
- Send Coaching/Training Certificates here

Development@sarniagirlshockey.com

- For listing of approved player development providers
- To request approval for reimbursement for player or coach development

Equipment@sarniagirlshockey.com

- Questions regarding uniforms (socks, jerseys)
- Borrowing equipment from the organization

Website@sarniagirlshockey.com

- To request access to website as coach or manager
- For tech support with SJLS website
- To post an article on the Website

ManagerLiaison@sarniagirlshockey.com

- For all general questions and requests for the Manager to tap into if unsure the process, requirement or contact.

Lottery@sarniagirlshockey.com

- For all questions and approvals related to lottery activities including bingos, 50/50 and cash calendars.

Communications@sarniagirlshockey.com

- For questions and inquiries related to broad based communications for the organization, community events, Sarnia Sting engagement including Flex passes, Buzz & Honey requests, etc.

Process Origination & Change Log

Process Identification

Process Originator:	Stephanie Simpson
Effective Date:	5/12/2023
Category/Function:	Handbook

Process Owner

Association Owner:	Manager Liaison
Contact Information:	Website@sarniagirlshockey.com
Association Approved Date:	5/12/2023

Review/Add/Change Log

Review Date	Description of Revision	Annual Review Y or N	Version	Version Revision By
03/01/2023	Process document created	N	1.0	Andrew Gardiner
05/10/2023	Manager Meeting Sub-committee updates	N	1.1	Stephanie Simpson
05/12/2023	Incorporated Association President feedback	N	1.2	Amy Carlaw
05/23/2024	2024/2025 Season updates	Y	1.3	Amy Carlaw