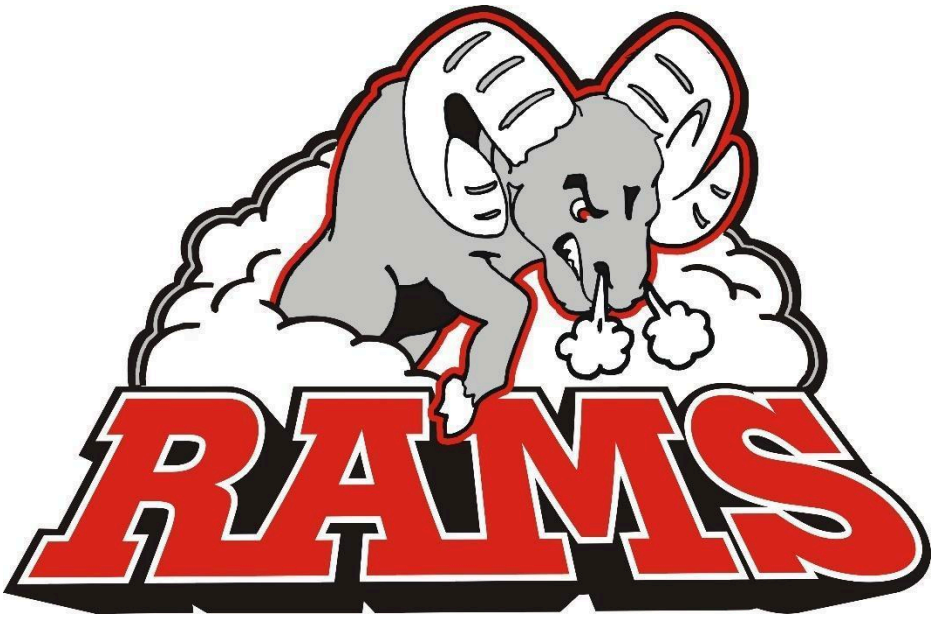


Stittsville Minor Hockey Association (SMHA)

House League Manager's Handbook

*****Please note that this is a document put together by volunteers. The source of truth will always come from either our website (https://stittsvilleminorhockey.com), LCHML (https://lcmhl.ca) or Hockey Eastern Ontario (https://hockeyeasternontario.ca)*****

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SMHA: House League Manager's Handbook

Introduction

Every year at the beginning of September there is an excitement in the air with the start of another minor hockey season. From coaching to team selection there is a great deal of activity. The teams are now established and it's now down to the business of running a house league minor hockey team for the season.

The Team Manager is a key individual in the team staff, assisting the coach in running the off-ice activities of the team. From organizing name-bars and team jerseys to communicating with the parents, the Manager allows the coaching staff to focus on the hockey side of the team. This is true for all levels of hockey, U7 to U21.

The House League Manager's Handbook puts on paper what many Managers have learned through the years. You may find some of this material light or heavy on information depending on your background. If, after reading this material you have any input for revisions for next year's Handbook, bring it forward to the SMHA Executive.

Some abbreviations in this document.

- LCMHL - Lanark County Minor Hockey League
- SMHA - Stittsville Minor Hockey Association
- HEO - Hockey Eastern Ontario

SMHA Teams

SMHA teams are assigned according to a sort out process used by all Associations participating in the Lanark Carleton Minor Hockey League (LCMHL). A formula used by LCMHL calculates the number of teams at each level (Tier 1, Tier 2, Tier 3) with a goal of ensuring balance, equivalence of skills and fun for all players throughout the League. As an example, SMHA might have 1 Tier 1, 3 Tier 2 and 1 Tier 3 teams in any given division (U9, U11, U13, etc.).

Code of Conduct

All players and parents must agree to the SMHA Code of Conduct. A player will not be considered registered until this is completed. You can find the code of conduct here
http://stittsvilleminorhockey.com/files/code_of_conductu2028.pdf

LCMHL Handbook

The LCMHL handbook, which contains its constitution, bylaws and rules and regulations, can be found at the following link: LCMHL Handbook

Team Meetings

- There are several times during the season that the team players; parents and staff may want to meet. The most critical of these meetings is the team start-up meeting. This first meeting sets the ground rules and tone for how the team will function.
- It is recommended that the start-up meeting be a "parents only" meeting so that everyone can focus on the items at hand and ask any questions without worrying about the players.
- Items to discuss at the start-up meeting should include team budget, team fees, number of tournaments, the purchasing of extra ice, name bars, etc. You will not have all the answers at this meeting. The meeting is an opportunity to gather information from the parents about their expectations for the season.
- The start-up meeting is a good time to gather player information that can be distributed to all families including player names, and contact information (parent names, addresses, telephone numbers and email addresses).
- You may want to print copies of the forms; Parent and Player Code of Conduct, Medical Information Sheet, Jersey Policy (provided at the end of this Handbook) and distribute them to your parents to be returned to you.
- Remember that all activities the Manager does should be coordinated with the Head Coach as a minimum.

Bench Staff Certifications

1. **CERTIFICATIONS MUST BE COMPLETED WITHIN 30 DAYS OF BEING NAMED TO A TEAM.**
2. LCMHL and Hockey Eastern Ontario (HEOMINOR) require the official roster for your team to be considered officially registered. (http://www.hockeyeasternontario.ca/pages/coach/coachcert.php)
3. All team staff require a current **Vulnerable Sector Check (VSC)** plus:

Coach Level	Head Coach	Assistant Coach	Trainer	On-ice Helper
U7	Shift Forward for Coaches Gender Identity and Expression HU - Online Coach 1/2 Coach 1 - Intro to Coach - (1 Day Session) Trained Status HU - Planning a Safe Return to Hockey (Optional)	Shift Forward for Coaches Gender Identity and Expression HU - Online Coach 1/2 Coach 1 - Intro to Coach - (1 Day Session) Trained Status HU - Planning a Safe Return to Hockey (Optional)	Shift Forward for Coaches Gender Identity and Expression Trainer Level 1 HU - Planning a Safe Return to Hockey (Optional)	Shift Forward for Coaches Gender Identity and Expression HU - Online Coach 1/2 Coach 1 - Intro to Coach - (1 Day Session) Trained Status HU - Planning a Safe Return to Hockey (Optional)
U9	Shift Forward for Coaches Gender Identity and Expression HU - Online Coach 1/2 Coach 1 - Intro to Coach - (1 Day Session) Trained Status HU - Planning a Safe Return to Hockey (Optional)	Shift Forward for Coaches Gender Identity and Expression HU - Online Coach 1/2 Coach 1 - Intro to Coach - (1 Day Session) Trained Status HU - Planning a Safe Return to Hockey (Optional)	Shift Forward for Coaches Gender Identity and Expression Trainer Level 1 HU - Planning a Safe Return to Hockey (Optional)	N/A
U11 **U13** **U15** **U18** **U21**	Shift Forward for Coaches Gender Identity and Expression HU - Online Coach 1/2 Coach 2 (1 Day in Class Session) - Trained status. HU - Planning a Safe Return to Hockey (Optional)	Shift Forward for Coaches Gender Identity and Expression HU - Online Coach 1/2 Coach 2 (1 Day in Class Session) - Trained status. HU - Planning a Safe Return to Hockey (Optional)	Shift Forward for Coaches Gender Identity and Expression Trainer Level 1 HU - Planning a Safe Return to Hockey (Optional)	N/A
Manager	Shift Forward for Coaches Gender Identity and Expression			

****AS ALWAYS, CHECK LCMHL or HEO TO ENSURE CERTIFICATIONS ARE CURRENT****

****There are no on-ice Helper roles after U7**

Reminder that trainers cannot operate a bench door during games. Ensure you have enough bench staff to cover the doors when needed. Trainers must be able to attend to injured players.

Vulnerable Sector Checks (VCS)

- All VCS's must be logged on the team staff's personal HCR (Hockey Canada Record).
- Obtain a VSC from your local police. A formal letter may be required; volunteers can use this HEO letter (selecting your role and providing a detailed description is essential).
- Volunteers need to **retain their original PDF copy.**
- If you have a valid VCS (newly requested or returning volunteer), you will need to complete a declaration at the start of each season. This can be found here Vulnerable Sector Check | Hockey Eastern Ontario. The VSC is not considered completed without the declaration.
- **Must be completed by November 1st!!**

SMHA Team Roster

- You will need an official team roster to register and participate in tournaments. **The official roster needs to be a priority** as it may take a long time before you receive the roster signed. Delays can result from incomplete forms, transferring players from other Associations, etc.
- Every team in SMHA is required to have an official team roster. The Lanark Carleton Minor Hockey League (LCMHL) and HEO require the official roster for your team to be considered officially registered.
- The roster template will be sent to the Head Coaches and Managers by your Convenor. Managers will complete the template and return to your Convenor. The template requires the following information: player names, jersey numbers, and player dates of birth.
- You will also need the names of the Head Coach, each Assistant Coach, Trainer, and Manager. Please ensure all certifications and training are up to date and complete including police checks when providing the team roster. You will need the Trainer's Trainer Number and each of the Coaches' certification numbers and date of birth.
- Bench Staff credentials are tracked on the Spordle website: https://account.spordle.com/login. It is the same site as where you registered your player for hockey.
- On the Dashboard click "Link an HCR member." You will either need their name and DOB or their HCR Number to search for the member. The information listed on the site can be added to the roster template.
- All bench staff need to complete their Volunteer registration to be on the roster.
- You can have up to 5 team staff insured on your roster (including the manager). If a member of your bench staff is insured on another team – that counts! They do not need to be insured twice but still need to be included on your roster. Whoever submits their team roster first is where the person is insured.
- Any deficiencies identified by the Convenor or Registrar will need to be addressed. You are responsible to ensure the roster is completed without errors.
- Once completed, the template should be emailed to your Convenor. It will be signed by the league President and return to you through the Convenor.

Team Bank Account

You will require a team bank account to manage your team funds. Typically, most teams open an account at Scotiabank on Main Street, but you can use any bank of choice. Here are the steps to get one:

- Each team account requires signatures for withdrawals/cheques (usually the Head Coach and Manager).
- In an email to vpfinance@stittsvilleminorhockey.com, identify your official team name (ie U9 B1), and the names of the 2 people who will sign on the account. These 2 people are usually the Head Coach and Manager. The signatories can not be from the same family.
- The VP Finance will send you an SMHA letter authorizing you to open a bank account in your team's name. It will identify the 2 people required to sign for the account.
- Make an appointment at a local bank to open the account, bring the authorization letter. Both signees must attend.

- Some banks will waive banking fees for the season.

Team Fees

Team fees are a source of income which can be collected from each player to cover some of the team expenses such as tournaments, team parties, or team activities etc. The team fees should not be used to purchase 'swag'. The Head Coach and Manager should decide at the beginning of the season whether there will be a team fee.

A normal team fee ranges from $50 to a maximum of $300. Once you determine the fee you are comfortable with, communicate the amount to the parents for collection.

Budget

A team's budget will vary depending on the activities you plan for the season and how much income you generate to cover the expenses.

For transparency, share your planned and actual budgets with the team parents and Convenor at the beginning, the middle, and the end of the season. Template attached included on the last page of this document.

Communications

One of the Managers most important jobs is to keep all players and/or player's families current on all team activities, on and off the ice.

- The Manager also is the primary parent contact if any issues arise between the players, the Head Coach, coaching staff, Officials, etc.
- Regular parent meetings before and after games and practices can be difficult due to noise and other information that the coaching staff is trying to get across to the players about the practice or game. Therefore, it is encouraged that a weekly email with reminders on the next week's activities be sent out to keep everyone informed and up to date.
- When handing out paper forms etc., to the team, put each player's name and number on the front and hand them out. You will know who did not receive the handout.

Complaint Escalation Process

Please have your parents use the 24 Hour Rule:

- If you have something to say that could be a point of contention, please wait 24 hours after the event or the game before discussing or sending an email.

Please ensure your families follow the escalation process. They will be turned back to the appropriate level if not. For all issues and concerns please follow the escalation path:

- Coach
- Convenor
- Appropriate Director
- Risk and Safety Officer (if safety related)
- President
- Director at Large (Member Ombudsman)

Please communicate to your parents at your team meeting that they MUST follow the escalation rule.

Attendance

- Parents must indicate their players' attendance in the TeamLinkt App for both practice and games. If they are unable to do so and their child is unable to attend a game or practice, they should contact both the Head Coach and Manager. It is important the Head Coach knows who will be present at games and practices as it allows for adjustments to be made accordingly.
- This notice also gives the Head Coach the opportunity to call up an affiliated player to fill in for

any absent player if need be.

Player Medical

- All parents should complete the player medical form within the first 2 weeks of the season.
- Trainers should be aware of injuries and carry the health forms to each game.
- Trainers should also touch base with the parents to discuss any known injuries and ensure there is a plan in place if needed.

Jerseys & Name Bars

- Coaches will receive 2 full sets of jerseys (red and white) in a garment bag, socks (red and white), 20 pucks and first aid kits at the beginning of the season.
- All players/goalies will receive a home (white) and away (red) jerseys. Sometimes the jerseys may be too big or too small for your players or goalies. If this is the case, you can contact the Equipment Manager (equipment@stittsvilleminorhockey.com) to replace the jerseys that don't fit.
- Assign/pick jersey numbers with parents & players. You can create a quick google doc with player name and jersey # to keep track of who has which number. This will also help when you create your team roster.
- Ask your parents to inspect both of their jerseys and have them contact you immediately if there is any noticeable damage to the jersey. The parents are responsible for any damage at the end of the season when the jersey is returned.
- Standardized name bars for all house league teams. Red background with white letters for red away jerseys and white background with red letters for white home jerseys. Names bars are available from most sports stores in the area. Pro2Col makes name bars for the majority of SMHA teams. Their website is https://pro2coluniforms.com. The average cost is roughly $10 each, depending on the number of letters in the name.
- If you have two players with the same last name, they should add the first letter of their first name to the name bars (i.e. R Smith and B Smith).
- Players should keep their jerseys in a garment bag for the season.
- Each player will get a white & red pair of socks, they can keep these at the end of the season.
- No SMHA jerseys are to be worn during practice.
- Jerseys can be worn for fundraising events.
- Any name or sponsor bars must be carefully sewn onto the jerseys, no iron-on or glue. They must be removed at the end of the season.

Game Sheets

- The **HOME** team is responsible for filling out a game sheet for all their home games and entering the game results on the LCMHL. The paper copy should be kept for the season in case there is a dispute.
- Game results must be entered online within 48 hours of game completion during the regular season and within 24 hours of game completion during the playoff season.
- Instructions for filling out a game sheet can be found here: TeamLinkt How to Digital Game Sheet
- A game sheet is needed for every game that you host, including exhibition games. If you run out of game sheets during the season, please email your Convenor for extras. ***Do not show up at a home game without a game sheet.***
- Make sure that your information is accurate and that you use your official team's name. Do not use team nicknames. There is normally more than one SMHA team playing at each level so make sure that your team number is included (i.e., SMHA U11 T2).
- You will need to include any affiliated players on the player list and remove/cross out any player that is not attending the game.

- SMHA/LCMHL is uses paid timekeepers and are centrally scheduled the same as the refs.
- In the event no timekeepers are available to do your game, you (home team) will be responsible for finding parents to run the clock and complete the game sheet. Please make sure someone on your team is trained to do both duties in the event of an emergency.
- Once a game is finalized, the league/association the game was scheduled by will have access to the score, stats and officials signatures and notes. **Note**: once a game is finalized, it can no longer be edited in the Gamesheets section.
- Your team needs to have a certified Trainer attend each game. Please make sure your trainer is available to attend each game. Your team may have two Trainers in case one is not able to attend a game. Alternatively, if your Trainer is not available to attend, you may ask the team you are playing if their Trainer can aid your team. This is a better option than canceling a game and most teams are more than happy to help. Do not assume the other team will help; contact the opposing team long before game time to make sure.
- After the game, the Scorekeeper will give the game sheet to the Referee. The Referee will sign it and take a copy (required for the Referee to be paid). It is your responsibility to get the game sheet back and provide a copy to the visiting team. If you are the visiting team, you will also need to get a copy of the game sheet. Any dispute must be brought to the Referee before signature. http://lcmhl.ca/lcmhl/D4RefereeComplaintComplimentProcess
- Exhibition games do not need to be submitted to LCMHL.

Referee & Timekeeper

- Referees and timekeepers are scheduled by the league.
- Home team managers are expected to ensure the refs and timekeepers have arrived 20 min before the game. A gentle knock on the ref door – just to confirm is perfect.
- If the referees have not arrived 15 minutes before the game
- One timekeeper will do the clock and game sheet for U11 and U13 B and C Two will be provided for U13 A, U15 and U18
- GREEN Arm Band initiative continues – Green armband denotes that the official is a minor. Harassment penalties are doubled.

If you would like a ref for an Exhibition game please contact our ref scheduler at refereescheduler@stittsvilleminorhockey.com

Reporting Suspensions

- Suspensions fall under the responsibility of the District – in our case its District 4 (Rideau Carleton).
- Team account credentials are provided to the Head coach and Manager at the email addresses provided. A team account is established in the district's suspension reporting system (TTM). https://lcmhl.ca/lcmhl/ObtainingaTTMAccount
- All suspensions are reported through the online reporting tool **TTM (Total Team Management)**. https://lcmhl.ca/lcmhl/ReportingaSuspension
- All game suspensions must be entered in TTM. TTM must also be updated after each game in which a suspension is served. Suspension reports are reviewed monthly by the district – how to guide: TTM User Guide

Schedule / Rescheduling games (including weather)

- Head Coaches will have a complete league schedule for your team. Online schedule information is available at http://lcmhl.ca and on the SMHA website http://stittsvilleminorhockey.com
- Practice schedule will come to you from the ice scheduler once the league schedule is finalized. The ice scheduler will update your team schedule as required on the SMHA website.
- There are blackout dates when no league games are scheduled. The dates are typically over the Christmas break, Family Day, Reading Week and March Break and can be found on the LCMHL website under Important Dates https://lcmhl.ca/lcmhl/ImportantDates/
- If you need to reschedule a game for any reason (refer to Tournaments below) you should try to trade

with other SMHA teams first. If you are the home team this will avoid rescheduling the visiting team.

- If you are the visiting team, again, attempt to switch games with another team. This will leave the home team's schedule unchanged.
- You need approval to reschedule a game from the LCMHL Statistician for your Division prior to approaching another team. You also need to notify your Statistician at least 72 hours in advance of a change. The Statistician's email can be found under Contacts on the LCMHL site.
- You are allowed as many game changes as you like before mid-December. After mid-December there is a maximum of 2 requested changes allowed.
- If you are the home team and switching is not an option, then you will need to contact your SMHA Ice Scheduler (via your Convenor) for a new ice time.
- Remember to notify the SMHA Ice Scheduler (via your Convenor) of any changes (home or away) to ensure your online schedule is kept up to date on TeamLinkt.
- Canceling a game due to inclement weather must be approved by the league. It is not up to the team to decide. If this is the case, affected teams will receive an email 3 hours before their game.

Tournaments

- House teams typically register for three tournaments.
    - Two local, easy to drive to during the day and be home at night tournament,
    - One away (overnight) tournament. Overnight tournaments are a great way for both the parents and the players on your team to bond.
    - **New for the 25/26 season, tournaments hosted by SMHA will not count towards the three tournament limit.**
- Tournaments are priced anywhere from $800 - $1200 or more to register.
- Tournaments are listed on the Hockey Eastern Ontario website. This website is continually updated at the beginning, and throughout the season so keep checking back for new additions.
- For out-of-town tournaments located in Ontario, you can use the OMHA search tool found here https://www.omha.net/findatournament
- Confirm that you are registering for **House League (HL)** tournaments, not competitive.
- The earlier that you apply to a tournament the better chance you have of getting in the tournament as they are typically "first come, first served."
- To register for a tournament, you will require the following;
    - Official Team Roster,
    - Completed tournament application,
    - Tournament fee.
- Don't assume that you are in a tournament until you have confirmation from the tournament organizers. Stay in touch with tournament organizers.
- Tournament participation must be approved by LCMHL (D4) by completing the following steps:
    - Email your Statistician to obtain approval.
    - Once approved - submit an online tournament request form.
    - Address conflicting league games via switches and reschedules. Remember to notify the SMHA Ice Scheduler (via your Convenor) of any changes (home or away) to ensure your schedule is kept up to date in TeamLinkt.

  - Submit team travel permit form to Convenor, with copy of official roster, for the President's and D4 signatures. You will need a separate Travel Permit if traveling to the United States. Once fully signed and approved at the district level, the final copy is sent back to you via your Convenor (may take several weeks), which you can then provide to the tournament coordinator as part of your registration documents.

- If possible, try to find tournament dates that do not conflict with your LCMHL game schedule. If they do, refer to the Schedule section above for information regarding switching games.
- Once you have been approved for a Tournament you will need to enter the tournament dates into TeamLinkt and notify your Convenor to ensure the Ice Scheduler is advised.
- Don't forget to book accommodation for out-of-town tournaments as early as possible. Even if you are not assured entry in the tournament, you can reserve your hotel rooms ahead of time. Make sure you understand the cancellation policies in case you do not get accepted into the tournament.
- You may be sent a registration link by the hotel which the rest of the players can use to book – a hotel with a pool is usually a win! A team breakfast, lunch or dinner helps fill the time as well – so book reservations in advance.
- *Hotels - for many of the tournaments now you must book through the tournament coordinator or tournament app, you can't book directly with the hotel. Once your tournament registration is confirmed, they will send you an email with the details on creating an account and instructions on selecting hotels. Once a hotel is confirmed, you send the instructions to the team, and everyone confirms their own reservations.
- You may also want to reserve seating at restaurants and at other team activities to avoid disappointment. You will find other teams have similar ideas in mind.

Extra Ice

- SMHA provides each team with an allotment of practice time and does not cover any additional ice. ***The team pays for the cost for any additional ice time.*** During your first team meeting at the beginning of the season, you may want to discuss the idea of additional ice times and let the parents know that there will be additional team fees for extra ice times.
- If your team would like extra ice for practices or exhibition games, you should book the ice as early as possible as ice is hard to come by once the season begins,
- You may contact other local hockey Associations such as Carleton Place, Almonte Packenham, etc. Local association websites and the City of Ottawa may also have available ice to purchase. Some Associations such as Nepean (NMHA) have an "Ice Swap Shop" on their website.

Exhibition Games

- An exhibition game is an unofficial, friendly game played under regular season conditions and has no impact on the player's or the team's rankings.
- There are any number of hockey Associations within an hour's drive of Ottawa that have played exhibition games with our SMHA teams. Teams enjoy the camaraderie and even participate in additional, non-hockey activities together.
- The ice that you use for an exhibition game is up to you. You can use a sheet of practice ice you have for yourself, or you can purchase extra ice (refer to Extra Ice above).
- Remember that you must have a full sheet of ice booked for your team if you want another team to play (not a half sheet).
- All exhibition games follow the same guidelines outlined in the SMHA Parent and Player Codes of Conduct.
- You will require Referees for your exhibition game. Referees can be booked through the SMHA Referee Scheduler for games. The cost for the referees is your responsibility. (Note: Referees for regular season home games and the playoffs are coordinated and paid for by SMHA).

Player Affiliation

- Affiliation provides teams with additional players to call upon when regular team members are unable to play and provides players with the opportunity to play at a higher level.
- An affiliated player is eligible to play on their own registered team, plus one other team in a higher age division (i.e. U11 to U13). This can be a great experience for the player as they have an opportunity to develop their skills and play at a higher level.
- It is courtesy for the Head Coach to ask the other Head Coach for their alignment, before approaching the affiliated player.
- Affiliation to a higher level requires an affiliation form to be filled out by the affiliated team's Head Coach (the team the player is going to be playing on) and signed by the player, parent, home Head Coach and affiliating Head Coach. https://stittsvilleminorhockey.com/smharams/PlayerAffiliationGuidelines
- Affiliation to competitive teams requires an affiliation form to be filled out by the affiliated team's Head Coach (the team the player is going to be playing on). Once the player is registered, the player will be restricted from affiliating between house teams. There is also a time limit for the forms to be submitted. There are several signatures required before a player can play on your team as an affiliated player.
- If your affiliated player is called up to play, the game sheets **MUST** indicate the player's name, jersey number and the notation '**AP'**. Cross off any missing players and coaches as well.
- The affiliating Head Coach must still ask permission from the home Head Coach each time a player is requested to affiliate.
- Please refer to the HEO Minor – District 4 Rideau Carleton link for more information regarding player affiliation. https://lcmhl.ca/lcmhl/HouseLeagueAffiliationChart

Fundraising

- If you would like to keep your team fees low, you may want to fundraise. Fundraising is a great way to raise additional funds for purchasing trophies, t-shirts and hats, tournament fees, and extra ice. Fundraising is a great way for your team to bond and help your community.
- SMHA does not receive any of the funds raised by your team.
- Confirm with your parents if this will be something your team would be interested in doing as it may have an impact on your team fees. Participation in fundraising is not mandatory.
- A suggested sponsorship letter can be found here: Stittsville Rams Sponsorship Letter

IDEA	Context/Info
Raffle	Parents or local businesses may donate prizes and your team parents can sell tickets on the raffle prize(s). Sometimes teams will ask local businesses for a space sell tickets to the public (i.e. Canadian Tire, Grocery Store, or Hardware Store). Examples: Gift Card Wreath Themed basket Event Tickets
Selling	Teams can sell something and keep part of the profits. Examples: Wreaths, Poinsettias - Pretty Pots Pumpkins Yard waste bags

Trophies and Medals

- SMHA does not supply trophies or medals for teams playing in the Lanark Carleton Minor Hockey League (LCMHL).
- If your team would like end-of-year trophies or medals for the players your team will need to purchase them.
- Mementos (https://mementos.com) is a local business specializing in custom awards. They also offer discounts if you can get other teams to choose the same trophy. Within a couple of weeks, you can have trophies or medals with your team logo, name, year, player name, and number. Depending on the quantity and choice the cost can range from $125 to $250.
- Esso Medal of Achievement. These are also great, plus they are free!! You can register your team here https://www.essomedals.com.
- Check with your vendor on delivery time and plan for a 2-to-3-week turnaround, more time may be required if you order at the end of the season as they will be busy.

Team Photographer (optional)

- Your team may want a volunteer team photographer. The photographer can help with the photos for the season. Please remember that photos in the change rooms, including coaching staff and players, are strictly forbidden.
- Be aware that some team parents may have concerns about publishing this information so this should be addressed at a team parents meeting. Refer to the signed Photo Consent form that was signed at the beginning of the season when registering.

Social

Most teams will hold a mid-season holiday party' and an 'end of year' party. Depending on the budget, some will also hold an early season 'ice breaker' party for parents and players to get to know each other. These types of events are important for team building and the cost can vary based on the available budget.

Here are a few ideas:

- Potluck (home or hall) or Parent Social
- Future Sens Program https://www.nhl.com/senators/community/future-sens
- Ottawa 67's Game https://ottawa67s.com/minor-hockey-experiences
- Browns Martial Arts https://brownsmartialarts.ca/
- North Gower Bowling (Gerry Lines Bowling) – $80/hour for rental of 4 bowling lanes. 613-489-3873
- Xtreme Trampoline https://www.xtpark.com/
- Cardel Rec Centre (Gym or Swimming) 613-580-2532
- OCR Academy https://www.obstacletraining.ca/
- OZ Dome https://www.ozmerch.com/parties.html
- Complete Hockey Development Centre https://www.chdcentre.com/
- Icelynd Skating Trail https://icelynd.com/
- Chasing Turkeys http://www.chasinturkeys.ca
- Marked Adventure Park https://www.marked.ca
- LaserMaxx Ottawa https://lasermaxxcanada.com
- Maxx Games https://maxxgames.ca

Some teams like to have team breakfasts following an early morning practice. These are not team sponsored events so each family is expected to pay for their own food. **Hurley's in Stittsville** is a popular spot for these events so make sure to call ahead for reservations if you are going to have a large turnout. You can also call

them to set up a team account that tracks all team spending at the restaurant throughout the year by using a team code. **Bonus,** at the end of the year your team will get 10% of your team's contributions during the season.

End of Season

- All jerseys will need to be returned to the Storage Locker at the end of the season.
- Name bar will need to be removed, washed (cold water and hung to dry) and returned on metal hangers in the large jersey garment bags provided to the Head Coach at the beginning of the season.
- Any unused socks should be returned.
- First Aid Kit / Trainer Bag
- Puck Bag with 20 pucks
- All these items will need to be returned at the end of the season to the Storage Locker during the time frames that will be provided by your Convenor.

Additional Information and Contacts

- The contact list for the SMHA Executive on the SMHA webpage https://stittsvilleminorhockey.com/smharams/ContactUs
- Hockey Canada have a Managers Handbook accessed through their website https://www.hockeycanada.ca/en-ca/news/2007-gn-075-en

Good luck during the season and remember HAVE FUN!!!

SMHA Jersey Policy

This is to acknowledge that I have read the following conditions and will make every effort to maintain the condition of my child's jerseys. Failure to do so will result in a cost of up to $250/jersey at the parents' expense.

- Inspect your jerseys (home and away) once they are received and inform your team Manager if there are any rips or stains on the jersey.
- A jersey bag is recommended for all players. Players are not to be throwing their jerseys into their hockey bag.
- Jerseys are to be hung in the jersey bag using **metal or plastic hangers only**, as wire hangers may rust and/or stain the jersey.
- Gatorade or similar coloured beverages will not be used on the benches or in the change rooms. This is one of the main reasons that jerseys are soiled.
- If the jersey gets soiled, it is to be washed in **cold water and hung to dry**.
- Player name bars may appear on the back of the players jersey above the numbers (across the shoulders). Name bars **must be hand / carefully stitched**. No double-sided iron-on mounting is allowed on the jerseys as they may ruin the jersey.
- At the end of the season jerseys will be returned with name bars removed, washed (cold water and hung to dry) and on metal hangers to the Head Coach.
- Sponsor bars may be added to jerseys if they do not cover any existing sponsorship or player number. They may only be attached to the bottom of the jersey below the player number. They must be carefully stitched and removed at the end of the season without damaging the jersey.

Parent's Name (please print) _____

Parent's Signature: _____

Child's Name: _____

Jersey #: _____

Team: _____

MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____

Telephone: (____) _____ Cell: (____) _____

Provincial Health Number (optional): _____

Parent/Guardian #1: Name _____

Business Phone Number:(____) _____

Parent/Guardian #2: Name _____

Business Phone Number:(____) _____

Alternate emergency contact (if parents are not available)

Name: _____

Relationship to Player: _____

Telephone: (____) _____ Cell: (____) _____

Doctor's Name: _____

Telephone: (_____) _____

Dentist's Name: _____

Telephone: (_____) _____

Date of last complete physical examination: _____

Before a player participates in a hockey program it is recommended that they have a medical and that they also have any medical condition or injury problem checked by their family physician

Please check the appropriate response and provide details below if you answer "Yes" to any of the questions.

- Yes ☐ No ☐ Medication
- Yes ☐ No ☐ Allergies
- Yes ☐ No ☐ Previous history of concussions
- Yes ☐ No ☐ Fainting or seizure during or after physical activity
- Yes ☐ No ☐ Near fainting or Brownouts
- Yes ☐ No ☐ Seizures and/or epilepsy
- Yes ☐ No ☐ Wears glasses
- Yes ☐ No ☐ Are lenses shatterproof
- Yes ☐ No ☐ Wears contact lenses
- Yes ☐ No ☐ Wears dental appliance
- Yes ☐ No ☐ Hearing problem
- Yes ☐ No ☐ Asthma
- Yes ☐ No ☐ Trouble breathing during exercise
- Yes ☐ No ☐ Heart Condition
- Yes ☐ No ☐ Palpitations or Racing Heart
- Yes ☐ No ☐ Family history of heart disease
- Yes ☐ No ☐ Family history of unexpected death during physical activity
- Yes ☐ No ☐ Family history of unexplained death of a young person
- Yes ☐ No ☐ Diabetes – Type 1_____ Type 2_____
- Yes ☐ No ☐ Wears medical information bracelet/necklace For what purpose? _____
- Yes ☐ No ☐ Health problem that would interfere with participation on a hockey team
- Yes ☐ No ☐ Has had an illness that lasted more than a week and required medical attention in the past year
- Yes ☐ No ☐ Has had injuries requiring medical attention in the past year
- Yes ☐ No ☐ Been admitted to hospital in the last year
- Yes ☐ No ☐ Surgery in the last year
- Yes ☐ No ☐ Presently injured Injured body part: _____
- Yes ☐ No ☐ Vaccinations up to date Date of last Tetanus Shot: _____
- Yes ☐ No ☐ Hepatitis B vaccination

Please give details if you answered "Yes" to any of the above. (Use separate sheet if necessary)

_____

_____

_____

Medications: _____

Allergies: _____

Medical conditions: _____

Recent injuries: _____

Any information not covered above: _____

_____

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Player: _____

Date: _____ Signature of Parent or Guardian: _____

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.

SMHA - Novice B1 Proposed Budget

Sample Budget

Income - Parents' Investment	
Commitment Fees (16 players x $250)	$4,000.00
Fundraising	$500.00
Sponsorships	$0.00
Total Funds Raised	$4,500.00
Less: Expenses	
Tournaments	
Tournament 1	$600.00
Tournament 2	$800.00
Away Tournament 3	$900.00
	$2,300.00
Equipment	
Socks	$392.00
Water Bottles for Games	$0.00
	$392.00
Parties/Treats/Gifts	
Team Treats (Halloween/Christmas)	$80.00
Mid - Season Party	$200.00
Gifts & End of Year Party	$400.00
Trophies / Plaques	$500.00
Administration Expenses	
Boardroom Rentals	$20.00
Photocopying/Printing	$20.00
Game Stickers, office supplies	$15.00
Bank Fees	$40.00
	$55.00
Additional Expenses that were unaccounted for:	$0.00
Total Team Expenses	$3,967.00
Difference	$533.00 Difference
Difference Per Player	$33.31 Difference Per Player