

Richmond Munster Minor Hockey Association (RMMHA)

Team Manager Handbook



Updated: October 2025

Thank you for volunteering to be a Team Manager! This handbook is designed to help you be successful in this role. Additional resources can be found on the RMMHA Coaches and Managers page at: https://rmmha.ca/Pages/1403/RMMHA_Coaches_and_Managers/.

Please reach out to a member of the RMMHA Executive if you have any questions.

- President: president@rmmha.ca
- Past President: pastpresident@rmmha.ca
- VP – House: vp-house@rmmha.ca
- Director of Competitive Hockey: director-competitive@rmmha.ca
- VP – Competitive: vp-competitive@rmmha.ca
- Director of Hockey Programs: hockey-ops@rmmha.ca
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- Treasurer: treasurer@rmmha.ca
- Registrar: registrar@rmmha.ca
- Secretary: secretary@rmmha.ca
- Director of Equipment: equipment@rmmha.ca
- Director of Tournaments: tournaments@rmmha.ca
- Director of Risk and Safety: risk@rmmha.ca
- Director of Communications: communications@rmmha.ca
- Ice Scheduler: ice@rmmha.ca
- Director of Fundraising: fundraising@rmmha.ca
- Referee in Chief: ric@rmmha.ca
- Assistant Referee in Chief: ric@rmmha.ca
- Referee Assigner: refassigner@rmmha.ca

Manager's Checklist

- ☐ Communicate reminders to bench staff and parents, including requirements for:
 - ☐ At least one parent/guardian for each family has completed *Respect in Sport*.
 - ☐ Bench staff training and Vulnerable Sector Check (VSC).
- ☐ Attend the mandatory Lanark Carleton Minor Hockey League (LCMHL) coaches and managers meeting.
- ☐ Attend the RMMHA coaches and managers meeting.
- ☐ Create a team contact list with phone numbers and email addresses for parents/guardians.
- ☐ Set up a team chat using the Sportsheadz app or another platform (e.g., WhatsApp).
- ☐ Ensure player forms are filled out (health and media release).
- ☐ Hand out jerseys and socks.
- ☐ Submit team list with assigned jersey numbers and names of bench staff to the RMMHA Registrar; request your official roster before October 31st.
- ☐ Enter roster into the Lanark website
- ☐ Create a team budget and seek approval from all families on the team.
- ☐ Submit approved budget to the RMMHA Treasurer.
- ☐ Open a team bank account – remember to request a letter from the RMMHA Secretary authorizing the bank account before heading to the bank.
- ☐ Decide what tournaments the team will participate in this season.
- ☐ Decide what fundraising activities the team will do and recruit volunteers to help with events.

- ☐ Throughout the season, ensure gamesheets are completed and uploaded to Sportsheadz; report all suspendable offenses to the district Suspension Reporting System (TTM).

Team Communication

Create and maintain a team contact list with phone numbers and email addresses for parents and guardians. Share the contact list with all bench staff to ensure that all families receive information about practices, team events, tournaments, etc.

While email is great for official team communication, most teams find it useful to have a space for informal team communication. It is common for teams to have a “parent chat” on a platform such as Sportsheadz, TeamSnap or a chat platform such as WhatsApp.

Player Forms

At the beginning of the season, two forms must be completed for each player:

- ☐ Medical Information Sheet
- ☐ Media Release Form

Both forms can be accessed at rmmha.ca under “RMMHA Coaches and Managers”.

The Medical Information Sheets should be kept with the Trainer during all practices and games in case of emergency.

With respect to the Medical Information Sheet, these forms may contain confidential medical information. The bench staff must take all necessary steps to safeguard this information. At the end of the season, completed Medical Information Sheets must be returned to RMMHA to be properly destroyed and all electronic files should be deleted.

Team Budget

Aside from league games and practices, team activities and events are not covered by RMMHA registration fees.

Use the Budget Template available at rmmha.ca to develop a team budget. Common expenditures include: tournament registration fees, team parties, end of the season gifts for players, etc.

Important:

- ☐ You should strive for consensus among all families on the team. Where unanimous support is not possible, ensure that 90% of the team supports the budget.
- ☐ Team fees should not exceed \$300/player.
- ☐ The budget must be submitted to the RMMHA Treasurer by October 31st.

- ☐ At the end of the season, the final budget (with actual expenses recorded) must be submitted to the RMMHA Treasurer.
- ☐ If there are remaining funds at the end of the season, consult team families to determine how funds should be used (e.g., refund portion of team fees, donate to local charity, used for team end of season activity).

Budgeting issues should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional cost to the team and then, how the necessary funds will be raised and distributed.

Teams are encouraged to fundraise to offset team fees. The RMMHA does not oversee fundraising activities, but the RMMHA Director of Fundraising is available to answer questions.

Some teams will also offset team fees by accepting sponsorships from local businesses. Please note the following:

- While the RMMHA is a non-profit organization, we are not a registered charity and therefore cannot issue tax receipts.
- The RMMHA has discontinued its jersey bar sponsorship program. If a business is interested in advertising on jerseys, they should contact the RMMHA Director of Fundraising.
- Teams may use the RMMHA Royals logo for sponsorship request letters. The RMMHA Secretary should be notified when the logo is used, however.
- Teams should work with sponsors to find an appropriate way to recognize the business's contribution to the team.
- Sponsorships should be recorded in the team budget.

Team Bank Account

A separate team bank account is required for collecting team fees and for paying for team expenses.

Banks require that team accounts include two co-signers. This is typically the team manager as well as a treasurer or reliable parent from the team.

Before opening the bank account, you must request an authorization letter from the RMMHA Secretary. Include in the email the full names of the co-signers, as well as their position on the team.

Tournaments

In addition to league games, most teams choose to enter a few tournaments per season.

Make note of the procedures in the LCMHL Coach-Manager Meeting Presentation for informing the league of tournament participation, including requirements for travel permits. See LCMHL Coach and Manager Meetings section below.

HEO maintains a directory of tournaments:

<https://www.hockeyeasternontario.ca/tournaments/tournament-directory/>

*Note that tournaments fill quickly, so you will want to decide on tournaments early in the season!

Team Roster

Prior to the first league games, the Head Coach will be provided with team jerseys. Distribute jerseys (home and away) to each player. Record the jersey number for each player. Following this, provide the Registrar your team list, assigned jersey numbers as well as the names for your bench staff. From there, the Registrar will request your official roster. The official roster will be needed for tournaments.

Submit the request for your official roster before October 31st.

LCMHL Coach and Manager Meetings

Early in the season, the LCMHL will host a mandatory Coach-Manager Meeting. The league will go over league procedures as well as any changes that have been introduced since the previous season.

The LCMHL posts their presentation here for reference:

https://lcmhl.ca/Pages/1192/Coach-Manager_Meeting_Presentation/

Vulnerable Sector Check (VSC) Requirements

All bench staff must have an up-to-date VSC. Please follow these steps:

- 1) Request a VSC through your local police services i.e. (Ottawa Police). A formal letter may be required. Here is the [link to HEO's letter](#).
- 2) Police Services may send your completed VSC document via e-mail. Please note that this email could be directed to your junk or spam folder and there will be an expiry date to download the document. Police services tend to take several weeks to process your VSC. It is your responsibility to check your email folders. HEO does not have the ability to help in getting access to an expired document. You will need to work back with Police Services if this occur. Click here for the [Ottawa Police Records and Background Check page](#).
- 3) Once you have your completed VSC document from your police services, begin the Screening Submission process. Ensure that on the first question, you select HEO as your Ontario member.

HEO has provided the following note on their website for VSCs that are in progress: *While individuals wait for their VSC to be completed by their local police services, they can submit a receipt and declaration in the meantime. However, HEO will not be accepting any receipts for a VSC between the periods of June 1 and July 30, 2025. The police services generally take 6-8 weeks to process an application, so anyone who is required to submit a VSC should start the process with their police service as soon as possible. They can then submit*

their completed VSC to HEO via the submission portal and complete the online declaration once they have had it returned to them by police services.

See [HEO](#) for full details.

Gender Identity and Expression Training

Hockey Eastern Ontario (HEO), along with Hockey Northwestern Ontario (HNO) and the Ontario Hockey Federation (OHF), have launched a training program for team officials to create inclusive hockey experiences for transgender and gender diverse participants.

The **Gender Identity and Expression Training** is a requirement for all team staff to complete and is available at:

<https://www.hockeyeasternontario.ca/bench-staff/coaches/gender-identity-and-expression-training/>.

Bench staff will register for the course in the HCR Spordle portal and require an HCR Spordle account. If you do not have an HCR Spordle account, you can create one after clicking the Register for the Training link. Once you have registered for the training you will receive an email from HCR Spordle. Within that email you will find the address to the online training in the "Post Task/Field Evaluation" section.

Link: <https://register.hockeycanada.ca/clinics>

Bench Staff Certifications

Please see the following [HEO memo](#) for the updated certification requirements (2025-26) for bench staff.

****All Clinic Applications *must* be approved by the RMMHA Risk & Safety Director prior to taking any of the courses or they will not be reimbursed.**

Helpful Resources

- Lanark Carleton Minor Hockey League (LCMHL): <https://lcmhl.ca/>
- Hockey Canada Resources (including Managers Manual): <https://www.hockeycanada.ca/en-ca/hockey-programs/mha/downloads>
- HEO Tournaments: <https://www.hockeyeasternontario.ca/tournaments/tournament-directory/>
- HEO Bench Staff Certification Requirements: [625-bench-and-onice-staff-certification-requirements-2024.pdf](#)
- LCMHL 'How to fill out a game sheet': https://lcmhl.ca/Public/Documents/GameSheet_Sample_-_Final.pdf
- LCMHL – Game switches and re-schedules: https://lcmhl.ca/Pages/1193/Game_Switches_and_Reschedules/
- LCMHL – Affiliation procedure: https://lcmhl.ca/Pages/1196/Affiliation_Procedure/
- LCMHL – TTM account: https://lcmhl.ca/Pages/1191/Obtaining_a_TTM_Account/