

# RMHA MANAGERS GUIDE

This document includes quick reference material (alphabetical order) for many of the Frequently Asked Questions all Managers will face.

It is important to familiarize yourself with each of the items but if something is unclear please don't hesitate to contact me directly.

Included at the end of the document are several sample pages that you may find handy.

1. Sample Financial Report
2. Players Code of Conduct
3. Dressing room policy
4. Player Medical report
5. 50/50 balance sheet
6. Bluewater Game change form
7. Referee payout sheet
8. Banner Policy

USE THESE FORMS. Don't create your own. Let's keep things consistent.

My contact information is as follows:

Cell: 519-259-7809

Address: 1288 Isabelle Pl.

Email: [vdubjay@hotmail.com](mailto:vdubjay@hotmail.com)

# RMHA MANAGERS GUIDE

## 50/50

- IF a license is granted and your team participates there are very strict rules pertaining to the draws and collection of funds for a 50/50 license. Please review and follow to the letter!
  - Tickets may only be sold in increments of ONE for \$1 only. (No 3 for \$5, no arms-length etc)
  - Use only the form provided for the winner's claim for \*each\* draw and staple the 2 matched tickets to the form.
  - Count the tickets sold accurately (i.e. inclusive of all numbers! Last # - First # +1 = Total tickets sold (i.e. 3030-3020=11 tickets sold not 10!)
  - Keep the funds separate from your bank funds (do not deposit these funds)
  - Turn in the funds and the winning sheets as per direction from the VP Travel. The funds will be returned to you by RMHA for deposit to your account. This process is required in order to deposit all winnings into our Raffle account as per license rules.
- If you have questions regarding this process please direct them to the VP Travel

## AP Lists

- AP players must appear on an *approved* AP roster before they can participate in an OMHA sanctioned game
- "Each team can AP up to 19 players. AP list can be updated by adding or deleting players as the season progresses up to December 10th so there is no reason to delay submitting a preliminary AP list. The deadline for Preliminary AP lists is Sept 10th.
- Only players whose names appear on your approved AP list are eligible to be called up to augment your roster in the case of *absence or injury*.
- Players rostered to your team must not be scratched or benched in favour of an AP player.
- The VP of Travel must be given prior notice **before** a player is called up to play as an AP player. Email will suffice. Include the reason for the AP call up.
- Teams must not contact players directly for games. The proper protocol is for the requesting team manager to contact the manager from the team that the player is coming from. Ultimately it is the responsibility of the **managers** to arrange for AP players.
- Houseleague AP players attending regular team practices will be charged \$5.00 per practice. This money is to be submitted to me with your financial reports.
- Use the form at the end of this document for signature purposes.

## Banners

- Refer to the RMHA Banner [policy](#) Appendix H.

## Bank Accounts

- New accounts will be setup that will allow for e-transfers to/from RMHA for ref funds, travel fees and any other miscellaneous costs.

# RMHA MANAGERS GUIDE

- Account information and further instructions will be provided to you. (2 signers are recommended however not required).
- All banking is done at the Windsor Family Credit Union. NO other accounts should be opened for the team other than the ones setup by RMHA.
- At the end of the season the bank account should be cleared to a \$0 balance. If this is not possible I need to know why. NO CASH DISBURSEMENTS WILL BE MADE BACK TO PLAYERS OR FAMILIES. If there is a significant balance at the end of the season please review with the VP Travel for instructions.

## Board Room

- The Board Room is not to be used for team activities (Pizza parties etc?) Permission may be granted by the VP of Travel where necessary.

## Budgets

- Keep your budgets as low as possible.
- Keep your fundraising events as simple as possible
- You cannot FORCE parents/families to participate in fundraising nor can you force families to “buy 10 tickets” for a fundraiser in the hopes they will sell them to others.
- Plan your budget ONLY for the items you know you need (i.e. # of tournaments, spiritwear if required, etc).

## Certification

- If a member of your staff requires certification it is your responsibility to ensure they find a clinic and register. There is no grace period for re-certs this year. If you are not certified by Aug 31<sup>st</sup> your name cannot appear on a game sheet until all certifications are completed.
- All staff members are required to have PRS and Police Background checks. (See me for the Police clearance forms). The completed forms are to be turned into Mark McLean directly 917 Greenpark. NOT TO ME.

## Bantam-Midget Tournament

- RMHA teams from the Bantam Minor, Bantam Major, Midget Minor and Midget Major divisions are expected to participate in the RMHA Christmas Tournament both on the ice and as tournament workers. Details will be covered when these teams meet with the Tournament Committee at a later date.
- If there are out of country teams that require billeting your families are expected to step up and provide lodging. (Exception Midget Major)
- Make sure to inform \*all\* your parents a.s.a.p. of this responsibility.

# RMHA MANAGERS GUIDE

- There is an entry fee for RMHA teams into this tournament. Typically it's ½ price of the normal entry fee. Plan your budget accordingly.

## Clock and Announcers

- The Referees association has requested that we limit the number of persons that work the clock and game sheet during the year. Try and recruit one "crew" who will hold these responsibilities. People doing these tasks are technically game officials.
- Try and recruit a couple stand-by people.
- Please do not allow little kids into the Penalty Box or scorekeepers area.

## Code of Conduct

- Please be aware of the RMHA CODE OF CONDUCT with respect to Coaches found in the constitution

## Communications and contact

- All communications with me will be done by email. It is essential that you or someone on your team has an email address that is checked daily and is proficient in the use and manipulation of Basic MS applications like EXCEL AND WORD or equivalent applications.
- For referee and other emergency game situations you can use my cell phone, 519-259-7809.
- IT IS CRITICAL THAT YOU MAKE ME AWARE OF ALL ISSUES REGARDING DISCIPLINE (team or player related). I can't cover your butts if I don't know what to expect.

## Complaints

- Referee complaints are to be made to me and only me. Do not dispute or reproach a referee about any situation arising from a game. Any harassment of referees or other league officials that is reported to me could result in suspension from RMHA activities or removal from your teams' staff.

## Constitution

- A copy of the Constitution is available online. Please familiarize yourself with it.

## Contact List

- I will send you an electronic copy of the contact List for all Travel Teams.

## Discipline

- You must report to me, by email, any suspensions or disciplinary actions taken against players on your team before the suspension or discipline is meted out.
- Please outline to the team and parents at the beginning of the season the teams discipline policy. Remember to make your policy enforceable.
- Avoid penalizing players for things that they have no control over.
- Discipline should be fair and evenly applied.

# RMHA MANAGERS GUIDE

- You have the power, when necessary, to suspend any player from team functions and or game for one game only. If you feel that further suspension are necessary, you must make that request to the Board through me.

## Door Keys

- The equipment room door has a combination lock on it. Please ensure that the door to this room is closed when you leave.

## Dress Code

- There is a minimum dress code that must be observed by **all players and coaching staffs**.
- For players, the minimum requirement is; only RMHA approved hats, no torn or ragged pants, collared shirt or RMHA approved turtle neck. (non RMHA gear worn on game days will be confiscated if seen by the President!)
- For coaches, no jeans/shorts and no non-rmha logo hats/jackets/shirts.

## Equipment

- Pucks, jerseys and sox will be distributed into your lockers.
- Combination
- Please advise all parents and players that the official RMHA dress is Blue Helmet and Red pants; players have until Oct 1<sup>st</sup> at the latest to comply particularly with the red pants rule; shells are acceptable.

## Fans

- Teams are required to ensure that parents (fans) act in an appropriate manner. Harassment of referees, players or coaches must not be tolerated. If you cannot curb the actions of an unruly parent, you are to make me aware of the situation so that the board can deal with it.

## Financials

- You will receive a startup LOAN of \$1000 if requested to be repaid by 12/31.
- If you participate in 50/50, the money must be tracked PERFECTLY! You will be required to turn in your 'winner sheets' and the CASH for your income to me 3 or 4 times per year (TBD)
- The 50/50 money will be returned to you a.s.a.p. but for license purposes it must show as in/out of RMHA accounts.
- You must send a financial report to your parents every month. CC me on the email so I know this has been done. Sample report can be found in [Appendix A](#)
- RMHA will pull a copy of your bank statement for their records twice per year.
- Any team that is delinquent will \*not\* receive referee supplements until all reports/cheques have been received.

# RMHA MANAGERS GUIDE

## Fund Raising

- ALL fundraising events must be pre-approved by VP Travel. Your request for approval must be submitted to me.
- Under no circumstances are RMHA players or staff members solicit funds (tag days, chocolate bars sales etc) at a location such as an LCBO or hotel where alcoholic beverages are being served or sold.
- All fund raising events must be duly accounted for in the next financial report immediately following the event.
- Players and teams participating in Tag days and other fundraising events where players or teams are meeting the public must be duly identified by wearing a jersey and displaying some kind of pennant or banner that displays the RMHA name or logo and the team's identity

## Game Scheduling

- Your home and away designations will be allotted at the scheduling meeting.
- You should have a copy of a calendar showing your complete ice schedule through January to use as a reference and to mark home and away games.
- To ensure scheduling conflicts, game days should be crossed out for tournaments or other events that you will not be able to commit to a league game.
- At the meeting you will be given a list of home and away games and you will proceed to schedule your home games with the other centre reps and vice versa.
- Home games should be scheduled on regular home ice wherever possible. If it is not possible to reasonably accommodate a visiting team on your home ice, schedule that game on practice ice. Teams practicing either before you and or after you will relinquish 10 minutes of ice time to allow adequate time for a game. (Based on your normal game ice allotment) Please limit this to games that are absolutely necessary. All teams will cooperate to facilitate this process.
- These schedules will be submitted to the league statistician whose job it will be to compile these lists into the master schedule.
- You MUST SEND ME AN ELECTRONIC COPY OF YOUR SCHEDULE IMMEDIATELY!

## Game Days

- You are responsible for the game sheets and referee payouts. If you delegate this task to another parent it is still \*you\* that is accountable for all the financials.
- If we receive a 50/50 license and if your team is interested, ticket rolls will be available from me only. Do not buy your own as the numbers are part of our license agreement. Tickets should be sold as 1 for \$1.
- YOUR LICENSE MUST BE ON DISPLAY AT ALL TIMES. Read it carefully.
- YOU should be the only one visiting / paying the referees. Don't argue with them about their mileage. Check your chart and be ready to pay. If there are discrepancies let me know about it after.

# RMHA MANAGERS GUIDE

## Game Sheets

- The Bluewater League Constitution requires that I fax/scan all game results to the league statistician not more than 24 hours after the game has been played under threat of a \$20.00 penalty. Any such penalties that may be incurred as a result of late game sheets will be passed on to the offending team. It is essential that this deadline is observed so that any suspensions resulting in any RMHA home game can be sent to the statistician ASAP
- If you don't know how to do a game sheet, see me and we'll review it together.
- Please ensure that the game sheet is complete before you submit it;
  - Names of the competing teams,
  - Official league game number (found on the official league schedule),
  - Date and time,
  - Final score,
  - Scorekeepers name and phone number.
  - I will put game sheets into your lockers before the season starts.

## Game Lengths

Novice	Minor / Major / AE Atom	Minor / Major / AE Peewee	Minor Bantam / Bantam AE	Major Bantam	Minor / AE Midget	Major Midget
60min 10-10-15	60min 10-10-15	70min 10-15-15	80min 10-15-15 (MUST include a flood)	85min 15-15-15 (MUST include a flood)	90min 15-15-15 (MUST include a flood)	100min 15-15-15 (MUST include a Flood)

## Goaltenders and Goalie Clinic

- Any travel goalie who attends more than 75% of the RMHA Goalie clinics will receive a voucher for \$100 off their travel fees for the subsequent season. The responsibility is on the goalie to get confirmation from the Goalie clinic director to affirm the attendance.

## Grand a Week

- IF your team is participating in the Grand-a-Week (GAW) raffle it is recommended that you turn in the funds often and do not wait until the end of the selling period.
- ALL funds must be submitted to the RMHA Bookkeeper / Treasurer. Please contact him/her to make arrangements to drop off the funds (see VP Travel for details).
- Tickets \*must\* be accurately tracked so as to know which ones are sold and which ones remain unsold.
- ALL sold ticket stubs must be collected prior to the first draw.
- ALL unsold tickets must be kept and turned in at the end of the selling period along with the remaining cash
- RMHA will hold these funds in our Raffle account and will disburse back to the teams as per the GAW policy (see VP Travel for details)

## Harassment and Abuse

# RMHA MANAGERS GUIDE

- All cases of Harassment or abuse must be reported immediately to a Board member. If you are unsure of how to proceed when you become aware of a situation, contact me immediately.

## Ice Distribution

- You all have your ice allotments for the year. Full ice schedules begin the Tuesday after Labor Day and end on the last Sunday of March.
- For those teams that have not completed their rosters, initial practice and game ice must be used to fill final roster positions. DO THIS BEFORE THE END OF THE FIRST WEEK .
- Players must have attended one of the tryouts to be rostered to the team.
- As always, it is your responsibility to notify me of ice that will not be used not less than one week prior to the date in question.
- When ice is returned, I will canvass all teams to see if that ice can be used, if not it will be given to Houseleague
- You may swap practice and or game ice with another team. If you do so, you must notify me by email immediately. If you fail to notify me of an ice change and that ice goes unused, your team will be fined for the cost of the ice.

## Ice Exemptions

- Will be sent electronically

## Ice time for players

- You must be as fair as possible with your distribution of ice time.
- During the regular season, ice should be fairly even except for penalty kills, for obvious reasons.
- If you are limiting ice time for any given player, make sure that he is clear about why he is not playing (so that when mommy and daddy ask, the player knows why his playing time has been limited).
- If you are limiting ice time for more than a period of a game, other than for disciplinary reasons, you must notify me.

## Injuries

- Any injury that results in a player being unable to complete a game must be documented. (Forms are available on the website)
- There is a standard injury report that should be filled out any time a player is unable to complete a game or seeks medical attention as the result of an injury sustained during a game or practice.
- In the case that a player is removed from the ice by ambulance, the arena attendant must fill out an accident report.
- Players that are returning from an injury that required medical attention must submit a doctor's note indicating that the player is fit to return.



# RMHA MANAGERS GUIDE

## Jerseys

- Players are responsible for the purchase of their home / away jerseys each year unless the player chooses to keep his/her jersey for the subsequent season. It is the players responsibility to ensure the jersey is properly cared for so as to ensure it lasts the entire season. Replacement or repair costs are the responsibility of the player.

## Lockers

- Each team has an equipment locker.
- The equipment manager will stock your locker with you teams jerseys, sox and pucks.
- Check the inventory of your locker a.s.a.p! Don't wait til the last minute.

## Medical Forms

- There is a standard medical questionnaire that you should require all players and AP players to complete. This form will provide you with important medical information in the event that a player is injured during a game and requires medical attention.
- Your Trainer should keep this information for their use only.

## ON-Ice Help

- No person is allowed to participate in any RMHA on ice activity unless the VPTravel has been notified and that persons name has been added to the list of insured persons. (Name, DOB, address, is required)
- Players 14 or younger who are on the ice to help with younger teams must be in full equipment.
- Helpers must be at least two years older than the players that they are helping.

## Playdowns

- Your regularly scheduled ice time is not guaranteed to remain the same during Playdowns. I will schedule Playdown Contracts to take advantage of all teams regular ice time, but I will use available ice when it is necessary.

## Playoffs

- Playoffs will begin for the remaining teams as soon as Playdowns are complete.

## Practice fees for Houseleague AP players

- All players attending practice are required to pay a practice fee of \$5.00 per session

## Police Clearances

- All staff members must receive a Police Clearance. RMHA Exec VP will be administering this procedure.
- The deadline for compliance is September 30th.
- Any staff member that does not submit a Police Clearance form by the deadline will be removed from the bench.

# RMHA MANAGERS GUIDE

## Practices

- Teams have been allocated 2 hours of practice ice per week.
- All extra practices/training activities must be approved by the VP Travel prior to commencing.
- Any activities that require the use of normal RMHA team ice times (power skating for example) must have 100% approval and participation by the team members.
- Any extracurricular activities that require additional costs cannot be mandatory.
- Any extracurricular activities that are not on ice nights should not be mandatory.

## Referee Payments

- A complete referee pay schedule will be available to you ASAP.
- Managers only, make sure that you pay the referees before the game.
- The referees should know what their fees are, but if there is any discrepancy about the fees, don't argue, pay them and make note of it to me.
- You will be given a float by the Treasurer and are required to maintain a tally sheet of your payments.
- Please use the Referee payout form in [Appendix G](#)

## Referees

- Referees are required to be at games 30 minutes before game time. If you do not have full complement of referees by 15 min before, call me.
- Funds have been provided to you to cover the cost of your home games. Additional funds will be provided as needed.
- Exhibition game referee fees must be paid out of team funds.
- You are expected to keep a running tally of you referee payouts. This sheet must be submitted to me before additional funds will be dispersed.
- I must be notified not less than 48 hours before an unscheduled game to ensure that referees will be available. If a game is cancelled and I am not aware of it in time to cancel the referees your team will pay the ref fees.

## Raffles

- NO team is to undertake a raffle of any kind without obtaining a license.
- RMHA will only provide licenses for the Grand-a-Week and special Midget Minor license if required for the Bantam-Midget Tournament.
- RMHA will not support any other raffle. If a team undertakes a raffle without fulfilling the license obligations, they are subject to sanctions by the association and may also incur sanctions by the Ontario Lotter Gaming corporation. (This is serious stuff folks! Don't make mistakes with this!)

# RMHA MANAGERS GUIDE

## Registration Fees

- Players who have not paid their registration fees or whose registration payments have not been fulfilled or have not made suitable arrangements for payment within a reasonable amount of time, will not be allowed on RMHA ice.

## Rosters

- Official OMHA roster sheets are being submitted electronically and will be sent to you once they are approved.
- These rosters are to be kept / stored by the Team Manager or HC and should be available for review at any time throughout the year.
- Players who's names do not appear on your roster are \*not\* eligible to play.

## Social Media

- All team personnel and players are asked to familiarize themselves with the RMHA Social Media Policy found in our Constitution & By-Laws document.
- Each team should designate someone to submit stories / photos to [president@riversideminorhockey.ca](mailto:president@riversideminorhockey.ca) for posting to our Twitter & Instagram accts. In addition postings to team accounts should use #rvsdhockey

## Speak-out / Respect in Sport

- All Coaching staff members are required to have completed the Respect in Sport Activity Leader course available online; RMHA will reimburse once receipts have been submitted.
- All families must also complete the PARENTAL Respect in Sport course. Any player who's name does not appear on the certification list will be removed from the ice pending completion of this course. RMHA will make these names available to each team so you can work with the parents / guardians to ensure completion. Players without this certification cannot be added to a roster.

## Spirit Wear

- All team jackets, hats, warm-ups, jogging suits, etc... must conform to RMHA approved list and be purchased through the appropriate supplier.
- If you are unsure ask me before you order or purchase any items.

## Suspensions

- You must notify me, in addition to submitting the game sheet, of all major penalties and ejections/suspensions.
- I will be monitoring all major penalties and suspensions.
- Any player who is deemed to have excessive penalties may receive additional suspensions from the Board.

## Team Rules

- Please ensure that all parents and players are given copy of your team rules at the beginning of the year. Please also forward a copy of your team rules to me.

# RMHA MANAGERS GUIDE

- Your team rules should be clear and fair. Don't make rules that are impossible to enforce especially with regard to attendance. You should add, in your team rules that excuses, absences etc... will be granted at the discretion of the manager.
- Do not apply the rules unfairly from one player to the next.....no favourites.

## Tournaments

- Each team is entitled to attend three Tournaments for the year. Additional Tournaments must be approved by the board through me.
- All tournaments require approval; submit request through VP Travel.
- You will need to fill in the OMHA Permission form as well as the Travel Permission form. The latter is for you to bring to the t'ment with you and it must be signed by the VP Travel
- IF you are attending a tournament outside the OMHA you may be required to pay an additional \$20 fee to RMHA. We are charged this fee by the OMHA for the processing of these permissions in some instances. RMHA will recoup that fee from you. You will be advised if/when those fees are due.

## Trainers Kits

- RMHA is not supplying trainer kits; it is recommended that you purchase one with team funds.

## Travel Fees

- Travel fees will be determined by the Board and communicated to the teams prior to the start of the season.
- All Travel Ice fees are to be paid or made payable to the team and deposited to the team account.
- Fees should be deposited to the team account in 3 installments (families may also choose to pay the full amount at one time). Dates for deposits are Sept 30, Oct 30, Nov 30.
- RMHA will transfer the funds from the team account to the Association account within 2-5 business days after the deadline listed above.
- Players who do not meet their Ice fee obligation or make suitable arrangements with RMHA for payment within a reasonable amount of time, will not be allowed to continue to skate on RMHA ice.
- Fees are set on a TEAM basis not on a per-player basis. Each team is expected to carry 17 players therefore the allocation of fees will be divided equally among the number of players.

## Travel Permissions Games and Tournaments

- All exhibition games and tournaments outside Bluewater require a permission form to be submitted and approved by the OMHA. Get them to me and I'll submit on your behalf.
- If you are attending a t'ment or ex-game outside the OMHA there is a fee (\$20 or \$10) that will be applied by the OMHA. These fees will be withdrawn from your team account.

## Web Site

- Each team has a page on the RMHA website. Please use it to your advantage. Each team can designate ONE person to be responsible for the submission of content. Send name & email address of that person to [amschofield22@gmail.com](mailto:amschofield22@gmail.com)

# RMHA MANAGERS GUIDE

## APPENDIX A

Sample Financial Spreadsheet:

### RMHA Midget Minor Balance Sheet - as of June 8, 07

<b><u>Opening Balance:</u></b>	30.80		
<b><u>Deposits:</u></b>		<b><u>Withdrawals:</u></b>	
Tryout fees	350.00	Tryout fee payout to league	350.00
RMHA Startup Loan*	1000.00	Credit Union - Cheques	23.37
Ref Startup	500.00	Tecumseh Ice fee	311.06
Ice Collection	320.00	Grand-a-week ticket	120.00
Sept 15 Gate + 50/50	109.00	Gate float	40.00
Sept 22 Gate + 50/50	84.00	Detroit T'ment Entry Fee	715.00
Bingo Lady Donation	100.00	Detroit T'ment Ref Fee	160.00
Sept 30 Gate + 50/50	96.00	Ref Sep 15	75.00
Oct 6 Gate + 50/50	101.00	Ref Sep 22	75.00
Oct 20 Gate + 50/50	69.00	Ref Sep 29	81.00
Oct 27 Gate + 50/50	84.00	Sept Gate Fee to League	153.00
Nov 3 Gate + 50/50	87.00	Ref float w/d (to be kept for payouts)	269.00
Nov 4 Gate + 50/50	76.00	Oct Gate Fee to league	145.00
Chocolate Bar Income	1437.00	RCLC for Poinsettias	61.00
Poinsetta Money	65.00	Aunt Sarah's Choc bar invoice	744.87
Nov 17 Gate + 50/50	77.00	Nov Gate Fee to league	146.00
Chocolate Bar income	145.00	Dec Gate Fee to league	32.00
Nov 20 Gate + 50/50	69.00	RMHA Loan repay	1000.00
Nov 21 Quarter Goal	132.00	Big Thaw T'ment fee	715.00
Dec 22 Gate + 50/50	73.00	January Gate Fee to league	113.00
Cheese Money	360.52	Bingo worker payment	120.00
Jan 5 Gate + 50/50	81.00	Big Thaw referee fee cheque (payback to AMS - \$160US)	189.00
Jan 19 Gate + 50/50	131.00	Replacement water bottles	18.24
Dance money float	100.95	Feb Gate fee to league	30.00
Feb 9 Gate + 50/50	76.00	Ref w/d to replenish funds from ex-games	60.00
Total Int + Adj	7.62	Mar Gate fee to league	54.00
Mar 9 Gate + 50/50	56.50	Apr 2 FGA ice	139.00
Mar 23 Gate + 50/50 + Float return	87.00		
Ref deposit	100.00		
<b>Total Deposits</b>	<b>\$6,005.39</b>	<b>Total Withdrawals</b>	<b>\$5,939.54</b>
<b>Regular season Account Balance:</b>		<b>\$65.85</b>	

# RMHA MANAGERS GUIDE

## APPENDIX B

### **PLAYERS CODE OF CONDUCT**

#### **PLAYERS MUST ALWAYS**

Respect the property (dressing rooms) of our centre or any centre that they are visiting.

#### **PLAYERS MUST ALWAYS**

Conduct themselves in a manner that reflects well upon themselves, their teammates, their coaches and parents and RMHA.

#### **PLAYERS MUST ALWAYS**

Be treated as equals by their team mates at all times.

#### **PLAYERS MUST NOT**

Be verbally abusive (e.g., using profanity) towards teammates or coaches.

#### **PLAYERS MUST NOT**

Criticize unduly their teammates.

#### **PLAYERS MUST NOT**

Be physically abusive (e.g., pushes, strikes) towards teammates, coaches.

#### **PLAYERS MUST NOT**

Be under influence of alcohol or a controlled substance, prior to, during, or after games or practice, or provide to teammates (or others) any illegal substance or alcohol during any team event.

#### **PLAYERS MUST NOT**

Throw any object that might cause injury to a fellow player or coach.

#### **PLAYERS MUST NOT**

Direct any unwelcome jokes or teasing about a person's body, looks, race, or nationality toward their teammates.

#### **PLAYERS MUST NOT**

Make condescending, patronizing, threatening or punishing actions that undermine teammate's self-esteem.

#### **PLAYERS MUST NOT**

Participate in practical jokes which may cause embarrassment, or may endanger a team mate's safety.

#### **PLAYERS MUST NOT**

Participate in any form of hazing.

#### **PLAYERS MUST NOT**

Make unwanted or unnecessary physical contact with their team mates.

# RMHA MANAGERS GUIDE

## APPENDIX C

### RMHA DRESSING ROOM POLICY

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When the players are preparing for games or practice, there must be a member of the coaching staff within earshot of the door at all times. This means that if there is a problem, a player can simply open the door and address the issue with a team staff member immediately. In addition to this, a staff member should check the room briefly at least every ten minutes. It is not a requirement of RMHA that a member of the staff be posted in the dressing rooms at all times. Such a policy would fly in the face of any right of privacy for our children and put RMHA in an unfavorable position as a governing body. Teams do have the right to have such a policy, however, approval from all parents is required before you institute such a policy.

Alternately RMHA would rather require that members of the team be assigned duties in the dressing room that would ensure that reasonable order could be expected and enforced. Obviously this player would have to be someone that has the respect and consideration of the rest of the players. In most cases assigning that duty to more than one player can bolster this position. Team captains are an obvious choice for this assignment. These individuals should have a clear understanding of what their duties are. These players need to be audited on a regular basis to ensure that there are not activities occurring in the dressing room that they cannot, or are unwilling, to address because of possible backlash or peer pressure from the other players.

A “CODE OF CONDUCT” for the dressing room must be drafted and agreed upon by all members of the team. Staff members must ensure that the policy is clearly understood and accepted by all players and staff members. This policy should be distributed to the parents so that they know what is required of the players and what are the acceptable limits of behavior.

# RMHA MANAGERS GUIDE

## APPENDIX D

### PLAYER MEDICAL REPORT

Player \_\_\_\_\_

Age \_\_\_\_\_ Date of birth \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone (Bus.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Medical Insurance Number \_\_\_\_\_ Team \_\_\_\_\_

Coach \_\_\_\_\_ Family Dr. \_\_\_\_\_ Phone (Bus.) \_\_\_\_\_

Significant medical conditions (e.g., epilepsy, diabetes, orthopedic problems, dangerous allergies)

**Head, Back, Joint Injuries (in the past 2 years)** \_\_\_\_\_

Medications taken regularly (excluding vitamins) \_\_\_\_\_

Last tetanus booster (check one)

Less than 3 yrs.  3-5 yrs.  More than 5 yrs.

Parent's Signature \_\_\_\_\_

### INJURY History

DATE	INJURY	Return date.
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# RMHA MANAGERS GUIDE

## APPENDIX E

### RIVERSIDE MINOR HOCKEY ASSOCIATION 50/50 BALANCE SHEET

TEAM NAME: \_\_\_\_\_ MANAGER: \_\_\_\_\_

GAME DATE: \_\_\_\_\_ OPPONENT: \_\_\_\_\_

TICKET COLOUR(s) used for this draw: \_\_\_\_\_

FIRST TICKET NUMBER SOLD: \_\_\_\_\_

LAST TICKET NUMBER SOLD: \_\_\_\_\_

TOTAL NUMBER OF TICKETS SOLD: \_\_\_\_\_

TOTAL MONEY COLLECTED: \_\_\_\_\_

WINNER'S SHARE (50%): \_\_\_\_\_

RMHA'S SHARE (50%): \_\_\_\_\_

WINNING TICKET	WINNER'S TICKET

MANAGER'S SIGNATURE: \_\_\_\_\_

WINNER'S NAME (PRINT): \_\_\_\_\_

WINNER'S SIGNATURE: \_\_\_\_\_

# RMHA MANAGERS GUIDE

APPENDIX F

## BLUEWATER HOCKEY LEAGUE NOTICE OF GAME CHANGE

**CENTRE REQUESTING CHANGE**

**OTHER CENTRE**

**GAME #**

**TODAYS  
DATE:** \_\_\_\_\_

(DATE OF ORIGINAL GAME)	CHECK APPROPRIATE CATEGORY						
	MAJOR	<input type="checkbox"/>	MINOR	<input type="checkbox"/>			
	CHECK APPROPRIATE DIVISION						
DAY	DATE	TIME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			NOVICE	ATOM	PEEWEE	BANTAM	MIDGET

**CHANGE TO**

\_\_\_\_\_  
**DAY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**TIME**

**ARENA (IF CHANGED)** \_\_\_\_\_

**REASON FOR CHANGE** \_\_\_\_\_

**REQUESTING CENTRE REP** \_\_\_\_\_

**CONFIRMED WITH** \_\_\_\_\_

**ON** \_\_\_\_\_

REP

DATE

VIA: \_\_\_\_\_  
TELEPHONE    FAX    E:MAIL

CHECK METHOD OF TRANSMISSION

# RMHA MANAGERS GUIDE

APPENDIX G  
RIVERSIDE



## RIVERSIDE MINOR HOCKEY ASSOCIATION REFEREE PAYOUT SHEET

GAME DATE: \_\_\_\_\_

DIVISION: \_\_\_\_\_  
NOVICE, ATOM, PEEWEE, BANTAM, MIDGET, JUVENILE

ARENA: \_\_\_\_\_

VISITING TEAM: \_\_\_\_\_

GAME TYPE: \_\_\_\_\_  
LEAGUE, EXHIBITION, PLAYOFF, PLAYDOWN

MANAGER: \_\_\_\_\_

### OFFICIAL #1

NAME: \_\_\_\_\_

GAME FEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TRAVEL FEE: \_\_\_\_\_

HOME: \_\_\_\_\_

TOTAL PAID \_\_\_\_\_

### OFFICIAL #2

NAME: \_\_\_\_\_

GAME FEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TRAVEL FEE: \_\_\_\_\_

HOME: \_\_\_\_\_

TOTAL PAID \_\_\_\_\_

### OFFICIAL #3

NAME: \_\_\_\_\_

GAME FEE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TRAVEL FEE: \_\_\_\_\_

HOME: \_\_\_\_\_

TOTAL PAID \_\_\_\_\_

TOTAL PAID THIS GAME: \_\_\_\_\_

MILEAGE TO BE PAID TO ONE OFFICIAL ONLY

# RMHA MANAGERS GUIDE

## APPENDIX H BANNER POLICY

RMHA will sanction the use of Sponsor banners for Travel teams if the following conditions are met:

1. A TEAM sponsorship must first be procured as per RMHA guidelines. Deadline is July 1<sup>st</sup>. By that date if no TEAM sponsorship is in place then a sponsor banner will not be allowed.
  - a. Funds received from the team sponsorship will revert to RMHA
2. Additional sponsors may be procured by the team however a list of DND (Do not Disturb) vendors will be provided to the teams. The vendors / business on the DND list may not be approached for inclusion to the sponsor banner.
3. The order / design / purchase of the sponsor banner will be the sole responsibility of the travel team.
4. Banners will be restricted to pull-up style or hanging style (size restrictions TBD) and must be pre-approved by the RMHA Board. (electronic image of banner should be submitted to VP Travel)
5. Banners may not be permanently affixed to any wall or structure at our home arena or any away facility.
6. Banners will be the sole property of the Travel team inclusive of maintenance and storage.

The procurement of additional sponsors for the banner must adhere to the following stipulations:

- Banner sponsors will be available at a minimum cost of \$480.
  - o The team will owe RMHA \$180 for each sponsor that is procured for the banner
  - o Vendor / Sponsor will provide RMHA with a Business card sized ad that will be used in the RMHA Bantam-Midget tournament program
  - o Remaining funds will be left with the travel team as part of their regular fundraising budget requirements.
  - o No vendor / business with ties to alcohol or gaming is allowed.

The banner design must adhere to the following design stipulations:

- The TEAM sponsor will have the dominant font size / location on the banner. No exceptions
- Additional sponsors can be situated on the banner as per team design.
- ALL banners must bear the approved RMHA logo as well as the TEAM name / yr (i.e. Ranger 09's or RMHA Atom Major)

The DND list can and will be modified on a regular basis. The list as of May 2019:

- AM800 / CTV
- City of Windsor including all Council members
- Donna's Deli
- Fryer Industries
- Holiday Inn Select Huron Church
- Koolini Italian Catering
- Metro Grocery
- Monarch Office Supplies
- National Sports
- Public officials (i.e. MP's, MPP's)
- Sooters Photography
- Tim Hortons
- Trophy Boys
- Unifor
- WFCU
- Windsor Chrysler
- Windsor Star
- Zehrs Grocery
- All other Houseleague or Travel team sponsors are prohibited from additional contact (lists will be provided yearly by July 1<sup>st</sup>).

