

YORK SIMCOE EXPRESS HOCKEY ASSOCIATION

2005 / 2006 MANAGERS MANUAL

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President's Welcome

On behalf of the York Simcoe Express Hockey Association, I would like to thank you for making the commitment to manage one of our nine hockey teams. As a team manager you have assumed a position that requires a high degree of commitment and dedication. This manual will provide you with information you will require to ensure that your team is managed in a responsible fashion. Upon reading this document you will find there are many obligations that each team has to the players, parents and organization.

Please remember that there are numerous individuals on the executive as well as on other teams who can answer any questions or concerns you might have.

I would like to wish you and your team all the best in this upcoming season. Thank you once again for your support.

Sincerely,

Paul Martini

President
York Simcoe Express Hockey Association

York Simcoe Express Hockey Association

2005 – 2006 Executive

President	Paul Martini	905-775-2834
V.P Hockey Operations	Greig Baxter	905-476-4333
Treasurer	Carol King	905-895-6651
Ice Director	Bob Hancott	905-898-1713
Secretary	Denise MacNeil	905-726-4365
Registrar	Rosanne Hanley	905-476-5669
Equipment Manager	Mark Murphy	905-727-0368
Publicity Director	Paul Dineen	905-830-1705
Fundraising Director	Dan Kuzmyk	905-775-0567
Bingo Administrator	Debbie Graham	905-775-7240
Newmarket Rep	Ruth-Anne Harrison	905-895-1524
Aurora Rep		905-
Bradford Rep	Nelson Barroso	905-775-0583
Referee in Chief	Les Dodman	905-953-4114
Past President	Clayton Harris	905-775-6333

INTRODUCTION: WHO WE ARE

The York Simcoe Express Hockey Association is a member to the Eastern Triple A League, ETA www.eta-hockey.com, which is the sister league to the South Central Triple A League, SCTA. Combined, these two leagues are the AAA league of the Ontario Minor Hockey Association. www.omha.net.

York Simcoe fields nine teams at the following age groups:

- Novice
- Minor Atom
- Atom
- Minor PeeWee
- PeeWee
- Minor Bantam
- Bantam
- Minor Midget
- Midget (only age group with 2 years of eligibility)

Aside from Midget, players are eligible to play only one year at each age group. A player may play up a year, and then return the following year to compete with his own age group, but under no circumstances may a player play below his age group. The league is comprised of 12 teams:

East Division:

- Quinte Red Devils (Belleville)
- Peterborough Petes
- Central Ontario Wolves (Lindsay)
- Clarington Toros
- Oshawa Generals
- Whitby Wildcats

West Division:

- North Central Predators (Orillia)
- Barrie Colts
- York Simcoe Express
- Richmond Hill Stars
- Markham Waxers
- Ajax/Pickering Raiders

NOTE: There are only 10 teams at the Novice age group as Quinte in the east and North Central in the west do not enter the league until the Minor Atom age group.

Your team will play 32 regular season games:

- Two home and two away with each team in the West division
- One home and one away with each team in the East division

REGISTRATION AND FEES

As a manager, you have volunteered for a position that is akin to a full time job. It is your responsibility to oversee every aspect of the teams operation. Once your coach has selected his team and has indicated that he would like you to assume the position of Manager, and you agree to such, you now assume a number of responsibilities.

Once a coach has selected his team, each player is required to sign a card committing him to the team for the season. Each player submitting a cheque to the team in the amount of \$250.00 formalizes that commitment (see below). Your coach sometimes collects this initial cheque, but your coach may ask you to administer the collection and recording of these funds.

For OMHA tracking purposes, every player is required to register with his home centre. i.e.; a player from Aurora must register with the Aurora Minor Hockey Association. At the time of such registration, the player must inform Aurora Minor Hockey that he/she has signed a card with YSEHA. Most centres will not require any payment. This registration is strictly for tracking purposes, but it must be done.

Registration fees are a three-part process. There is a player fee of \$850.00 (the amount budgeted for the 2005/2006 season), which can be submitted, in the form of post-dated cheques made payable to **YSEHA**, not to your specific team. The dates and amounts for these cheques are as follows:

End of Tryouts:	\$250.00 upon signing of commitment form
July 1	\$250.00
September 1	\$350.00 (plus any increase as budgeted by YSEHA)

If these fees are not paid in full by September 1, the player will not be allowed to practice or play on ice delegated by YSEHA.

Each team is assessed a fee of \$8,500.00 (the amount budgeted for 2004/2005) which is payable to YSEHA. The team assessments are due in full by November 15th. (later date for the Major Midget Team) The combined player fee and team assessment covers all ice time, practise and regular season games, for the season. The YSEHA Ice Director will assign practice ice from mid September until mid March or until such time as ice contracts expire.

BANKING

As Team Manager, you are required to open a bank account in the name of your team, i.e.: YSEHA Minor Atom. All cheques received are to be made payable to your team account. Under no circumstances are you to have team funds made payable to a personal account. As there will be numerous funds moving in and out of this account over the course of the season, you should be one of the **two** signing agents for this account.

BUDGET

In consultation with your coach and team, you are required to draft and submit a proposed budget for the season. This budget is to be submitted to the YSEHA Executive for approval in time for the October Executive meeting. The **only** acceptable form of submission is the enclosed template. No other format is acceptable. Your team budget must be balanced and will not be approved by the Executive unless this condition is met.

SAMPLE TEAM BUDGET TEMPLATE

200X / 200X Team Name Budget

REVENUES

Sponsorship

Fundraising

Total Revenue

0

EXPENSES

YSE Assessment

Additional Ice

Administration

Clothing & Equipment

Sweater Deposit

Tournament Fees

Coaches Expenses

Team Functions

Team Training

Travel Permits

Promotions/Awards

Buses

Miscellaneous

Total Expenses

0

Surplus (Deficit)

0

NOTE: A printable copy of this form in both .pdf and .xls formats are included for your convenience on the team website www.ysehockey.com

EQUIPMENT

It is YSEHA policy to provide each team with two sets of sweaters, home and away. Upon receipt of the team's sweaters, a sweater deposit of \$500.00 must be submitted to YSEHA. Each sweater set will include two goalie sweaters # 1 and # 30 as well as 15 player sweaters numbered 2 –12, 14 – 18. At the conclusion of odd numbered seasons, i.e.: spring of 2005, the team is to return the set of white sweaters to the Equipment Manager. Each player will keep his or her black sweater. At the conclusion of even numbered seasons, i.e.: spring of 2006, the team is to return the set of black sweaters. Each player will keep his or her white jersey.

Under this policy, each year YSEHA will purchase one new set of sweaters and each set will be used for two seasons. At the conclusion of each season the set of returning sweaters are to be washed and have all player/sponsor plates removed. It is critical that the name and sponsor plates are **NOT**, repeat, **NOT GLUED** to the sweaters. Plates glued to sweaters cannot be successfully removed and the offending team will then be responsible for the entire set of returning sweaters, a cost of approximately \$1,500.00. **The only acceptable means to attach plates to sweaters is by hand or machine stitching.** Upon the Equipment Manager approving the condition of the returned set of sweaters, your team will be refunded the \$500.00 sweater deposit.

The YSEHA Equipment Manager will supply your team with a set of home (20 pairs) and away (20 pairs) socks. A second set of socks, both home and away, will be distributed to your team mid season, usually around Christmas time.

The issue of a stock set of sweaters by YSEHA is an effort to keep costs down. If a player does not wish to wear a stock number, he can order his own set of custom sweaters. He will require both a home and away sweater as YSEHA forbids the removal of numbers off of stock sweaters. Any player wishing a custom number is to make his number choice known to his team manager who will forward the request to the YSEHA Equipment Manager. The cost of the two custom sweaters (home & away) is approximately \$ 160.00.

The YSEHA Equipment Manager has a limited number of extra sweaters and will do his best to accommodate any sizing issues.

PRE SEASON

It is important that as soon as the team is selected the coach and manager/parents meet (early May) to discuss and decide what tournaments the team would like to participate in. This is critical as applications need to be submitted and paid for and most importantly, you will need to know what dates those tournaments will take place on so as to avoid conflicts when you attend the ETA Scheduling meeting. This will also be a factor in determining the team budget.

On a Saturday in late August you and your coach will be required to attend the Eastern Triple A (ETA) scheduling meeting. At this meeting, every ETA organization will be represented and it is your responsibility to book the required games, home and away, with each team. The YSEHA Ice Director will inform you of your home game times, dates and locations. Past experience has shown that it is in your best interest to attempt to book your longest road trips in times of fair weather. You may also consider attempting to book a weekend road trip to play Quinte and Peterborough or Lindsay. In doing so, you will complete your longest road trips in one weekend. You will be assisted by the YSEHA Ice Director who will be present at the meeting should you have any difficulties in resolving any booking conflicts/issues. Upon approval, your schedule will be posted on the OMHA website, www.omha.net.

Inevitably over the course of the season, you will find it necessary, due to tournaments and inclement weather, to reschedule games. Under **no circumstances** are you allowed to reschedule directly with the team involved. You are to direct all requests for scheduling changes to the YSEHA Ice Director.

GAME DAY

Game Sheet

As Manager you are responsible for the game sheet at all home games; exhibition, regular season, and playoffs. These game sheets can be obtained from the YSEHA VP of Hockey Operations (Greig Baxter). They are to be filled out **in full** (Players names as well as the names, signatures and NCCP #'s of Coaching Staff) by both teams and presented to the referee prior to the game. Upon game completion, the referees will sign off the game sheet and there are four (4) copies to be distributed accordingly. The White copy is to be submitted to the OMHA office, the Pink copy to the Visiting Team, the Canary (yellow) copy to the visiting team and you will have the green copy as an extra. You may find it in your interest to computer generate team rosters on a sticker that will fit on the game sheet. Remember that you will need 4 stickers for each game as the game sheet has four copies. Please remember to “scratch” any player not dressing and add any Affiliated Players should they dress. Details pertaining to Affiliated Players can be found in rule # 23 of the OMHA rulebook. This information is critical come playoff time!

Suspensions

As Manager it is your responsibility to keep track of any suspensions incurred by your players / coaching staff over the course of the season. You will be provided with a current OMHA rulebook that you should become very familiar with and carry with you at all times. Suspension rulings change from year to year and it is your responsibility to be current on such matters. Any questions regarding suspensions should be directed to the VP of Hockey Operations.

Referees

It is the responsibility of YSEHA to book referees for all of your regular season home games. It is vitally important that should you have a rescheduled home game, you may wish to contact the Ice Director to confirm that referees have been booked for your rescheduled game. Should you host an exhibition game, you are to request referees through the Referee in Chief. Playoff referees will be assigned by the OMHA.

It is the responsibility of your team to pay the referees at your home games. This compensation includes not only the fee for the game, but mileage for **ONE** referee only. Traditionally your gate fee has covered these fees, which currently is \$ 4.00 per **visiting adult**. Children and Seniors are admitted free of charge. On days where YSEHA has consecutive games, you are advised to check with the manager of the YSE team on the ice before or after you to see if the referee crew is working more than one game. The travel cost for the crew may then be split between two or more teams, thus reducing your team cost. The current per

game cost per referee and the mileage rate (one referee only) can be found in rule # 30.4 & 30.5 in the OMHA rulebook.

As the home team, you are responsible for providing two individuals to run the clock and administer the game sheet. If possible, it is best if two parents from your team will volunteer to do this for the entire season.

Game Time Length

For the 2005 / 2006 season, YSEHA has allotted 2 hours for every home game. This time period allows all teams to play 15 / 15 / 15 minute periods and all games should be able to be completed within the 2 hours. It is critical on days when YSEHA has consecutive games on the same ice pad that all teams be prompt on their start times. All managers must do everything possible to complete their games within the allotted time. The final game of the day is otherwise compromised, as there is a hard curfew at the end of the day.

PLAYOFFS

Upon completion of the regular season, if you are not one of the top 4 teams in your division, you do not advance to the OMHA playoffs. Your team will now have to wait until the first round of the OMHA playoffs are complete. Upon completion of the OMHA first round, the teams which did not make the OMHA playoffs as well as the first round losers will now play in an ETA Championship round robin play down.

Should your team finish top in the top 4 in your division, your team advances to the OMHA playoffs. Currently all series are first team to six points. Matchups are as follows:

Round One

Ser. 1 1st place West vs. 4th place West **Ser. 3** 1st place East vs. 4th place East
Ser. 2 2nd place West vs. 3rd place West **Ser. 4** 2nd place East vs. 3rd place East

Losers of Round One go back into ETA Championship round robin.
Winners of Round One advance to Round Two.

Round Two

Series 5: Winner of Series 1 vs. Winner of Series 4
Series 6: Winner of Series 2 vs. Winner of Series 3

Winners of series 5 & 6 advance to the OMHA Championship weekend. Losers are finished for the season and **do not** go back into the ETA Championship. In

the situation where the OMHA Championship weekend is held in an ETA Centre and that centre advances to the Championship weekend, there will be a Wildcard game to be played by the losers of series 5 & 6. The winner of that one game also advances to the OMHA Championship weekend as the fifth team. Should the host centre not advance to the Championship weekend; there is no Wildcard Game.

During the OMHA playoffs, there is a contract for each playoff round that will advise you of your dates, times, locations and game details of all games for that round. The YSEHA Ice Director will forward the contract to you and you must have it, or a copy of it on hand for every game of that given round. The referees will request to see the contract, as the game sheet details must match the terms specified in the series contract.

Should your team advance to the OMHA Championship weekend; there are a number of items you are to be aware of:

- 1) You must bring and have with you for the entire weekend, the original set of cards signed by the players.
- 2) Also of importance is to have your original list of Affiliated Players, as AP's will not be allowed to dress unless the original list is presented.
- 3) If possible, contact the YSEHA Treasurer and request a cheque from the organization, as there is a registration fee of approximately \$1,000.00 payable to the OMHA for the weekend. If you cannot obtain a cheque in advance, bring a cheque from your team account and the YSEHA will reimburse you.

TOURNAMENTS & INSURANCE

Upon receiving acceptance into a tournament, you are required to obtain a permission to travel form, which is obtained from the OMHA and must be signed by the YSEHA VP of Hockey Operations.

For insurance reasons, it is important that all tournaments entered are sanctioned by one of the member bodies of the Ontario Hockey Federation; OMHA, GTHL, Alliance, ODMHA, NOHA. Please review the enclosed OHF Insurance information pertaining to insurance and your team.