



MANAGERS MANUAL

MAY 2025

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Thank You for Being a Volunteer Hockey Manager

Your dedication and hard work as a Hockey Manager play a vital role in the success of your team and the overall experience for players, parents, and coaches. Your commitment to organization, communication, and support helps create a positive and seamless hockey season.

From coordinating schedules and tournaments to managing paperwork and ensuring compliance, your efforts do not go unnoticed. Thank you for your time, dedication, and passion—your contribution makes a meaningful difference.

 **Thank you for being an essential part of South Simcoe Minor Hockey!** 

GETTING STARTED

First things first – find help! Managing a team is a big job, and having a strong support group will make it much easier. You will need:

- A Treasurer to handle team finances and budget management.
- A Fundraising Coordinator to organize and oversee fundraising efforts.
- A Music Volunteer to manage game-day music and keep the energy high.
- A Social Media Volunteer to help with team communication on social media.

Building a reliable team will ensure the season runs smoothly and successfully!

Treasurer:

- Manage all team finances and maintain accurate financial records.
- Collect and deposit team fees and fundraising proceeds into the team's bank account.
- Ensure the signing officers on the account are not related to any bench staff.
- Track income and expenses throughout the season.
- Work with the Team Manager to prepare and update the team budget.
- Ensure all financial transactions are properly documented with receipts.
- Reconcile accounts regularly and provide financial updates to the team.
- Submit the final financials to the SSMHA Administrator and Comptroller by April 15.
- Ensure compliance with SSMHA budget policies and guidelines.
- Communicate transparently with parents regarding team finances.

Fundraising Coordinator:

- Organize and oversee all team fundraising activities.
- Coordinate with the Team Manager to ensure fundraising plans align with SSMHA guidelines and receive approval from the Marketing Director.
- Complete and submit the required Fundraising Application Form for approval.
- Plan and execute various fundraisers, such as; Bottle drives, raffles, meat sales, or other approved events.
- Ensure fundraisers do not overlap with other teams by coordinating with the Director of Marketing.
- Track and record all fundraising income and expenses accurately.
- Work with the Team Treasurer to ensure all funds are properly deposited and accounted for.
- Communicate fundraising details, goals, and progress to players, parents, and staff.

Music Volunteer:

- Play music during games using a Bluetooth device in the timekeeper's box.
- Follow game protocols, ensuring music is played:
 - During stoppages (e.g., intermissions, timeouts).
 - At appropriate volume levels to avoid interfering with gameplay or officiating.
- The volunteer must not sit in the timekeeper's box or infringe on the official's duties.
- Ensure music selections are family-friendly and appropriate for all audiences.

Social Media Volunteer:

- Create and manage the team's Instagram account (or other social media platforms).
- Promote the team and events by creating engaging posts, including:
 - Game highlights and scores.
 - Player achievements and milestones.
 - Photos and videos from games, practices, and team events.
 - Fundraiser promotions and reminders.
 - Shoutouts to sponsors and supporters.
- Ensure all content is positive, respectful, and aligns with SSMHA's guidelines.

ADMINISTRATION

As a manager, the first step is to create a binder or digital folder containing essential team documents. The binder or digital folder should include:

- A copy of the official team roster.
- Travel Permits: Approved permits for any exhibition games or tournaments.
- Contact Information: List of players, parents, and bench staff with phone numbers and emails.
- Schedules: Current game, practice, and tournament schedules.
- Officiating Documents: tracking sheets and payment chart.

Rosters:

- Always have a printed or digital copy of the team's approved electronic roster with you during games and tournaments.
- The roster can be obtained from the Administrators.
 - Shannon admin@southsimcoeminorhockey.ca
 - Nicole assistantadmin@southsimcoeminorhockey.ca
- Ensure the roster is accurate and up to date.
- It is recommended to print a copy and place it in the trainer's bag inside a ziplock bag or sealed pouch to keep it protected and readily available on the bench if needed.

Rosters - Affiliated Player (AP):

- Ensure the AP forms are completed in full and accurate.
- Submit the completed AP forms to the Administrator by January 10 of the current season.
- Verify that the AP player is added to the roster and obtain an updated roster.
- All AP players must be added to the roster.
- **Players can only AP to one team.**

At Large Bench Staff (AL) Management:

- A roster may include up to 5 Bench Staff and you are permitted to have 5 Bench staff on your game sheet.
- If a coach or trainer is absent, you may At Large (AL) any rostered coach or trainer from another South Simcoe team.
- If you are unsure whether the coach or trainer is rostered and certified, contact the Administrators for confirmation.
- When using an AL:
 - **Trainer** → Indicate on the game sheet as: **Trainer at Large**.
 - **Assistant Coach** → Indicate on the game sheet as: **Assistant Coach at Large**.
 - **Head Coach** → Indicate on the game sheet as: **Head Coach at Large**.
- You **cannot AL** a coach or trainer if they are already rostered to the team.

Vulnerable Sector Checks & Disclosures:

- All team staff in contact with players must have a current vulnerable record check on file with the OHF.
- Vulnerable Sector checks are valid for a maximum of three (3) years under OHF regulations.
- A declaration form must be signed annually confirming no new charges or changes.
- For more information on Vulnerable Sector Checks, visit the OHF website at:
<https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>

Travel Permits:

- A travel permit is required for all exhibition games and tournament games.
- Permits must be **requested at least 15 days** prior to the team event.
- To request a travel permit complete the following links:
 - Tournament: <https://southsimcoeminorhockey.ca/Forms/3512/>
 - Exhibition (both home & away): <https://southsimcoeminorhockey.ca/Forms/3525/>
- Once the travel permit and/or exhibition game permit is approved, you will receive a copy via email at the address provided on the request form.

Game & Schedule Management:

- **Exhibition Games & Tournaments:** Schedule exhibition games and tournaments as requested by the coach.
- **Season Scheduling Meeting:** Attend the meeting or ensure the Head Coach does (time and location depend on division and level).
- **Tournament Calendar:** Notify the Administrators of all tournaments to ensure they are added to the team calendar.
- **Schedule Notifications:** Inform the team of any schedule changes and remind parents to regularly check the website/app for updates.
- **TeamSnap Integration:** If using TeamSnap, log in to the South Simcoe website (obtain username and password from the Administrators) and link it to the association calendar to prevent errors or missing changes.
- **Tournament Schedules:** Add the tournament schedule to the South Simcoe website.

Officiating:

- The Ref/Timekeeper Payment Chart can be found on the website at: [SSMHA Payment Chart](#)

Game Details Sheet:

- Used to fill out the referee and timekeeper game details.
- Assists in tracking payments.
- Ensure officials sign the sheet upon receiving payment – this serves as a receipt for you and your team.
- [Details Sheet](#)

Payment Summary Sheet:

- Used to track all payments in one list.
- Helps you balance with the accounts.
- [Payment summary sheet](#)

Equipment & Apparel:

- All *Storm* apparel is available exclusively through Big League Gear.
- If you wish to purchase any items outside of the approved apparel list, you must submit a written request to the Equipment and Apparel Director for approval prior to ordering.

Requests can be sent to:

- apparel@southsimcoeminorhockey.ca
- equipment@southsimcoeminorhockey.ca

- Please note: Unauthorized orders are the sole responsibility of the purchaser.

● Player Equipment Requirements

All players must adhere to the following equipment standards:

- **Helmet & Gloves:** Navy helmets and gloves are mandatory for all players (goaltenders are exempt).
- **Pants:** Players (excluding goaltenders) must wear **South Simcoe pant shells or pants**.
- **Hockey Bag:** A South Simcoe Hockey Bag is required for all players.

Thank you for helping us maintain a consistent and professional team appearance.

BUDGET

Every SSMHA team must prepare a fiscal budget for the operation and management of the team. The budget must be prepared by the team manager and approved by all team coaches and parents.

Always provide the team with regular updates and maintain transparency.

Budget Submission Deadlines:

- Representative Teams must create a preliminary budget after team assignments and submit it to the SSMHA Administrator and Comptroller by:
 - June 30 for U10-U18 teams.
- A final team budget must be submitted to the SSMHA Administrator and Comptroller by:
 - September 30 for U10-U18 teams.
- The final budget must include the signature of each participating parent for approval.

Final Financial Results:

- The actual final financial results for the season must be submitted to the SSMHA Administrator and Comptroller by April 15 of the current season.
- All budget and financial disclosures must also be presented to the family contact of each team player with their signature for approval.

Fee Collection and Treasurer Responsibilities:

- Collect funds from parents for fees and submit them to the Team Treasurer.
- Parent fees must be collected in full prior to the start of playoffs or the player will be deemed a member in not good standing.
- Ensure the Team Treasurer follows the SSMHA [Budget and Submission Document](#).

FUNDRAISING

Fundraising plays a vital role in supporting youth hockey by helping cover team expenses, reducing player costs, and enhancing the overall experience. Whether through raffles, auctions, sponsorships, or events, these efforts foster community involvement and ensure teams have the resources needed for a successful season.

SSMHA Team Fundraising Guidelines:

- **Approval Process:**
 - Teams must receive approval from the Marketing Director before starting any fundraiser.
 - The Fundraising Application Form can be found here: [SSMHA Fundraising Application](#).

- **Fundraising Regulations:**
 - Many fundraising activities (e.g., bottle drives) follow strict rules and may require town approval or a lottery license (e.g., raffles).
 - Once approved, any stipulations will be shared with the team by the SSMHA Director of Marketing.
- **Raffles:**
 - Plan raffles well in advance with draw dates and prize values established.
 - Team licenses require the signatures of two (2) SSMHA Board of Directors (President, Treasurer, or Board Members with Financial Signing Authority).
 - All teams operate under one joint SSMHA lottery license, which limits the number of raffles per season.
 - Lottery funds (in and out) must flow through the SSMHA Lottery Account at the association level, not the team account.
 - The association is required to submit a financial summary to the Town of Bradford or Innisfil upon raffle completion.
- **Fundraiser Scheduling:**
 - Fundraisers (e.g., bottle drives, meat sales) cannot run concurrently with other teams.
 - The Director of Marketing will maintain a calendar to avoid overlap.
- **Deadlines and Restrictions:**
 - All fundraisers must be completed by January 31 of the current season.
 - Teams must not represent themselves or SSMHA as a charitable organization.
 - No representation can be made regarding the tax deductibility of funds.
 - Neither the Team nor SSMHA will issue charitable donation receipts.
- **Unutilized Funds:**
 - Any unutilized fundraising proceeds (up to the team budget) may be returned to parents who contributed to the team budget, on a pro-rata basis, up to their maximum contribution.

GAME PLAY & OFFICIATING

BEFORE THE GAME

- Obtain the dressing room key and inspect for cleanliness/damage.
- Ensure the dressing room has 2 deep at all times and the team follows the Hockey Canada dressing room policy [Hockey Canada Policy](#)

For home games only

- Prepare or review the electronic game sheet on the provided iPad.
- In case of technical issues, use a paper game sheet and notify the Convener immediately.

Officials:

- Prepare payment for officials using envelopes and complete the officials summary report.

- Pay the officials 15-20 minutes prior to the game start time in the ref room. Officials will sign and complete the Officials Detailed Sheet which is your receipt of payment.
- These two forms are completed and submitted to the Board at the completion of the season.
- Ensure officials and timekeepers arrive at the game on time.
- If a referee or timekeeper is late, immediately call the Referee in Chief (RIC) for assistance.
- If you cannot reach the RIC, contact the Administrators for further support.

AFTER THE GAME

Home Games:

- Retrieve the iPad and upload the game immediately.
- Check for suspensions or major penalties by referencing the [OMHA Manual of Operations](#).

Away Games:

- Review the uploaded game sheet once available.
- Check for suspensions or major penalties by referencing the [OMHA Manual of Operations](#).
- Automatically update when using the iPad/Gamesheet Inc. platform.
- If a paper game sheet is used, obtain your copy and review it for accuracy.

Player Suspensions & Major Penalties:

- It is the responsibility of the coach/manager to review the game sheet after every game to ensure accuracy.
- If there is an issue, contact the Administrators immediately for assistance with corrections.
- The Administrators monitor game sheets and will email the coach and manager regarding player/coach suspensions, penalties, and OneDB updates.
- You and/or the Head Coach may be asked to provide comments or participate in a player and parent meeting if necessary.

TOURNAMENTS

Tournaments are a great way to create fun experiences and lasting memories. Managers are responsible for:

- Booking tournaments and arranging travel permits.
- Arranging hotel accommodations for the team and staff for travel tournaments, following the tournament rules and guidelines.
- Teams are permitted to block out 3 tournament weekends during the regular season for the scheduling meeting.
- Pre-season tournaments and Christmas Break tournaments are not included in the 3 blocked weekends.

- Ensure that all staff, parents, and players traveling outside of Ontario have appropriate travel/medical insurance.
- Please remember to follow the Code of Conduct when attending tournaments – you are representing South Simcoe Minor Hockey and the Association.

Game Sheets at Tournaments:

- Most tournaments use the Gamesheet Inc app.
 - Link your team with the activation code provided.
 - Do not manually input your team roster and staff.

COMMUNICATIONS & COMPLAINTS

Effective communication is essential for the success of every team. Open, clear, and respectful communication between coaches, parents, managers, and players helps build trust, ensures everyone is informed, and promotes a positive team environment. Regular updates, transparency, and professionalism are key to fostering a strong and unified team.

Act as the primary liaison between the Head Coach, players, parents, and the Association.

Complaint Procedure:

- **24-Hour Reflection Period:**
 - All complaints are subject to a 24-hour reflection period before being submitted.
 - This allows time for a cooling-off period and thoughtful consideration.
- **Written Submission:**
 - Complaints must be submitted in writing to the Team Manager or Head Coach.
 - Include specific details such as the date, incident, and individuals involved.
- **Escalation to Risk Management:**
 - Direct parents to complete the online complaints form at https://southsimcoeminorhockey.ca/Forms/1575/Complaint_Form/
 - Risk Management will review the complaint and determine the appropriate course of action.
- **Resolution Process:**
 - The Director of Risk Management may arrange a meeting with the involved parties to address the issue.
 - If the complaint is not resolved, it may be escalated to the SSMHA Board of Directors for further review.
- **Confidentiality and Respect:**
 - All complaints will be handled with confidentiality and professionalism.
 - Respectful and constructive communication is expected throughout the process.

Team Policies & Conduct:

At South Simcoe Minor Hockey, all players, coaches, parents, and team staff are expected to uphold the highest standards of respect, sportsmanship, and professionalism. Treating teammates, opponents, officials, and spectators with dignity is essential to fostering a positive hockey environment. Abusive language, bullying, or unsportsmanlike behavior will not be tolerated, as we strive to create a safe, fair, and enjoyable experience for everyone.

All players, coaches, parents, and team staff are expected to treat arenas, dressing rooms, and facilities with care and respect. Please ensure that all areas are left clean and tidy after use and follow all facility rules and regulations. Any acts of vandalism or property damage will result in disciplinary action and may lead to further consequences from the association or facility management.

SOUTH SIMCOE MINOR HOCKEY CONTACT SHEET

Shannon - Administrator admin@southsimcoeminorhockey.ca
905-778-0471

Nicole - Assistant Administrator - assistantadministrator@southsimcoeminorhockey.ca
289-926-7155

POSITION	CONTACT INFORMATION
PRESIDENT - John Reilly	president@southsimcoeminorhockey.ca
1st VICE PRESIDENT - Mike Anderson	1st.vice.president@southsimcoeminorhockey.ca
VICE PRESIDENT HOCKEY OPERATIONS - Jon Kit	vice.president@southsimcoeminorhockey.ca
VICE PRESIDENT - OMHA DELEGATE - Steve Grass	vice_president@southsimcoeminorhockey.ca
COMPTROLLER - Sonia Marchese	comptroller@southsimcoeminorhockey.ca
SECRETARY - Brianna Perrett	secretary@southsimcoeminorhockey.ca
MARKETING - Janice Tee	marketing@southsimcoeminorhockey.ca
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EQUIPMENT - Shane Saunders	equipment@southsimcoeminorhockey.ca
COACH DEVELOPMENT - Rich Caputi	coachdirector@southsimcoeminorhockey.ca
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RISK MANAGEMENT - TBD	riskmanagement@southsimcoeminorhockey.ca
COMMUNICATION - Steve Bacci	communication@southsimcoeminorhockey.ca
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RIC INNISFIL - Wendy Godmere	wendygodmere@xplornet.com 905-706-3534

