



ASSOCIATION HOCKEY MINEUR  
**CASSELMAN**  
MINOR HOCKEY ASSOCIATION



# Manager's Handbook

Rev. October 2023

***Thank you for taking on a leadership role within your team. Without volunteers such as yourself your team within Casselman Minor Hockey Association could not operate. Your time and efforts required for the upcoming season are very much appreciated!***

Team managers are responsible for most of the organizational and administrative tasks to allow the coach and assistant coaches to concentrate on teaching and player development. It is recommended that you do not try to manage the entire team on your own and that you arrange for other parents to assist you.

Many hands make light work!

The manager is the first line of communication between parents, coaches and others in the association. You are responsible for calling team meetings and the organization of team activities. It is also your responsibility to stress to your team's parents the importance of keeping their emotions under control in the arena, in front of players and other parents.



# Duties



- Line of communication between coaches, parents and association
- Organization of parent meetings as required
- Supervise and monitor collection of money and fundraising
- Present financial statement to the parents and the CMHA
- Book tournaments prior to start of season. The moment you receive your team level, please book your tournaments and advise the ice scheduler
- Notify ice scheduler immediately of any scheduling mistakes, or if your team is double booked.
- Verify refs are present 20min before home games. If not, contact your VP or the President
- Be aware of the emergency procedures at the home and away rinks and of addresses in case 911 services are required.
- Overseeing the Call Parent, Jersey Parent, Time Box and Penalty Box Parent for scheduling, if you had divided up some of the responsibilities.

# Opening of a Team Bank Account



- Teams must have a team bank account with the account being under the team's name
  - A letter from the association is required to open such account ([Letter sample](#))
- 2 signatories strongly recommended. However, due to etransfers being needed, we will accept 1 signatory with team approval
- You must provide transaction reports and Bank Statements to your team at their request
- Twice a season (December and April) you will need to provide the CMHA Treasurer with a bank statement and transaction report. Furthermore, you will need to send a detailed budget.
  - [CMHA Team Budget Template](#)

# Tournaments



- The moment teams are finalized, managers need to book their tournaments. Tournaments book quickly.
  - Only 3 sanctioned tournaments are allowed per season (this includes Fundays, Jamborees, 67's game day experience etc.)
  - To view list of HEO sanctioned tournaments, [click here](#)
  - To save time, managers may discuss tournaments with Head Coach and pre-select the tournaments with the Head Coach's approval. Meaning without going through the team – exception out of country or province tournaments, for that you must receive permission from the CMHA and the parents. To find these tournaments you will need to google them and contact the organizer to ensure it is the correct level and that they are sanctioned.
  - Most tournaments require payment upfront. You may front the money for your team, or wait until the team fees are collected (see next slide)
  - Tournaments will ask you to provide an OFFICIAL TEAM ROSTER. Skip that step for now. Teams were just created and it's impossible to have the Official Team Roster yet. This takes time.
    - How to skip? Complete registration forms and send payment
    - Send an email to the tournament organizer informing them that your team was just finalized, and you will provide the official roster once it becomes available to you.
    - All tournaments require a [HEO Travel Permit](#). The form can be found in the CMHA Managers folder shared with you. Once your Travel Permit has been filled, please send to the scheduler ([president@casselmanminorhockey.ca](mailto:president@casselmanminorhockey.ca) – for now)

# Forms and team binder



- Each team should have a team binder with the below completed forms. The binder should be brought to every practice, game and hockey event.
  - Signed [Parent Code of Conduct](#)
  - Signed [Player's Code of Conduct](#)
  - Completed [Player's Hockey Canada medical form](#)
  
- Hard copies of your game sheets should also be kept in the team binder
- The Official Team Roster
- Travel permits for each tournament
- Completed affiliation forms



# Team Fees

- Team fees are the additional cost per player to participate in the season
  - This includes tournaments, socks, name bars, seamstress, team pictures, team snap, bank fees etc....)
  - [TEAM FEES TEMPLATE](#)
  - Season cost must be divided equally between ALL players. No exceptions.

# Team Meeting



- We highly suggest you host a team meeting at the beginning of the season
  - Introduce your coaching staff
  - Collect any outstanding items (fees, forms etc.)
  - Talk about the season, the team's goals and rules
  - Answer any parents' questions
- In the past, teams have reported that hosting a team event early in the season helps the team to built trust and cuts the awkwardness between teammates and parents
  - Host a team BBQ
  - Organize an outing (restaurant, laser quest etc.)



# Sponsorships



- [Sponsor Letter Template](#)
  
- Sponsors that require a receipt
  - Need to make the cheque to Casselman Minor Hockey Association
  - Once the CMHA received your sponsor cheque, they will provide them with a receipt
  - The CMHA will then write a cheque to the team
  
- Some Sponsors prefer to purchase items (bottles, coats etc...) and pay the supplier directly. Should they do this, the CMHA cannot provide a receipt

# Fundraising



- Teams can do some fundraisers without the CMHA approval like:
  - Little Caesar Pizza kits, Epicure, Flip Give
  - Draws and baskets
  - **DO NOT SELL TICKETS OR DO A DRAW AT THE ARENA – ITS AGAINST THE LAW AS WE DO NOT HAVE A LOTTO LICENSE**
    - Tickets and draws are to be done online and/or on your personal social media ONLY
    - You are not allowed to sell tickets on-site within the village of Casselman without a lottery license (teams have been caught and suspended from the arena) If you do something virtual, that is fine. Just never on-site.
  
- Any public fundraising needs to be approved by the CMHA , HEO and the Municipality like:
  - Boot drive
  - Bottle drive
  - BBQ's

# Team Pictures



- Teams are responsible to book their own team pictures
- We have partnered up again with StewArt photography
- To book, please contact StewArt photography by email at [stewartphoto12@gmail.com](mailto:stewartphoto12@gmail.com)
- On ice pictures will need to be done during one of your practices
- If you want off-ice pictures, please book a room

**Book your team or association by email: [stewartphoto12@gmail.com](mailto:stewartphoto12@gmail.com)**

### Most Popular Pack

**\$50**  
Save \$8  
One - 8" x 10" combo  
Two - 5" x 7" portraits  
Eight - MVP Trading cards

The collage features a central 8x10 inch photo of a player in a red jersey with the number 29, identified as Aaron Stewart. Below it is a team photo of the Casselman Vikings U13-B1 team. To the right are two 5x7 inch portraits of the same player. At the bottom are eight MVP trading cards, each featuring the player's photo and name. A price tag of \$50 is prominently displayed in the center, with 'Save \$8' written below it. The text 'Most Popular Pack' is at the top of the collage. A Viking mascot head is partially visible in the bottom left corner.

# Jersey Policy



- The CMHA has always prided itself on having immaculate jerseys. Our last set lasted us 9 seasons and could have lasted another 2. Therefore, we have high standards in how we take care of them:
  - U7 Timbits (players keep their jerseys with them , it is their jersey forever)
  - Vikings (U9 to U18)
    - All name bars need to be sewn by a professional seamstress.
      - This is the only approved seamstress : Suzanne Prud'homme 613-668-5425
    - Players are never allowed to bring their jerseys home
    - Each team needs a jersey rep
      - That person is responsible to ensure the jerseys are clean and at the games 1 hour before puck drop
    - Only water should be drunk while wearing game day Vikings jerseys. Sports drinks stain jerseys.

**!!! SHOULD A VIKING JERSEY BE DAMAGED DUE TO NEGLIGENCE,  
\$150/JERSEY WILL BE CHARGED TO THE TEAM !!!**

# Coaching Staff Uniforms



## ➤ COACHES:

### Practices

- NO jeans, shorts, skirts or dresses
- Helmet, gloves and skates must be worn on ice
- Track pants are mandatory, track coat highly recommended

### Games

- No shorts, skirts or dresses
- Closed shoes only (no sandals, heels, open toe)
- Should a trainer or coach need to go on ice they must wear a helmet
- Coaches must be seen as professionals and present themselves in an appropriate clean attire.

# Player Uniforms



## ➤ Players

- All players must wear the appropriate hockey equipment as stipulated by Hockey Canada ( no exceptions) at all times when on the ice (even at Halloween Fun practices)
- All Players must wear the same socks/shells over their shin guards (to be purchased through the CMHA ONLY)
  - Same color
  - Same material
  - Ensure players wear matching socks for the games. This is actually a rule in the Hockey Canada rule book, players that do not wear matching socks can be removed from the game
- All Players must have the same colour name bars on their jerseys, no exceptions
  - Name bars can be purchased at Drouin Creations ([christiane@drouincreations.com](mailto:christiane@drouincreations.com))
- No dress code for House players for arrival and departure from the arena



# Schedule

- The schedule can be found on our website under master schedule  
<http://casselmanminorhockey.ca/>
- Review the online schedule OFTEN, the schedule changes frequently. The scheduler will try their best to communicate changes with you
- The online GAME schedule is the correct one. If your team are using a scheduling app, the website trumps that
- Tournament dates: Once you have your tournament dates, send them ASAP to the scheduler at [president@casselmanminorhockey.ca](mailto:president@casselmanminorhockey.ca) (for now). This will avoid scheduling conflict
- No schedule changes after November 24, 2023 (this is a District rule)



# Schedule

- Each team from U9 to U18 will receive 1 weekday practice (U9 to U13 receive half ice practices)
  - We try to keep a very consistent schedule for practices
- Each U7 team will receive 2 weekend practices until they start games. Then games will trump practices
- The Season starts dates are different for each level
  - U7 – Dev now, Games after December
  - U9 – October 22, 2023
    - Full ice Fundays allowed after March 1st (EPR is hosting a full ice Funday)
  - U11 – October 14, 2023
  - U13-U15 – October 7, 2023
  - U18 – October 21, 2023
  - U21 – September 30, 2023



# Playoffs and Blackout periods



- U11 to U21 Playoffs are from February 27<sup>th</sup> to April 6<sup>th</sup>
  - Teams need to be available to play in that time frame – No exceptions
- U7 and U9 will have a Year End Jamboree/Funday (TBC – usually end of March)
  
- Blackout periods (No CMHA scheduled hockey activities)
  - Christmas break (December 22<sup>nd</sup> to January 1<sup>st</sup>)
  - March Break ( March 10<sup>th</sup> to March 16<sup>th</sup>)

\*If the team chooses to do a tournament during the blackout periods, just make sure all parents are on board.

# Game Format



## ➤ U7 and U9

- Coaches are to install and remove the boards (not the arena staff)
- Two 23-minute Periods (running time)
- 90 sec buzzer for quick line changes
- 4 on 4
- Don't keep score
- No penalties and no stoppage of play (referee would inform coaches if a player deserved a penalty. Coach's responsibility to discipline.)
- Suspensions (almost impossible)

## ➤ U11 to U18

- Three periods (10 min, 10min, 12 min) – Stop time
- Normal Hockey Rules (5 on 5, offside, icing etc.)
- Penalties (recorded and served)
- Suspensions (recorded and served)

## ➤ U21

- Three periods (15 min, 15min, 18 min) – Stop time
- Normal Hockey Rules (5 on 5, offside, icing etc.)
- Penalties (recorded and served)
- Suspensions (recorded and served)

# Home Games - U9 to U21



- You must prepare the game sheet
  - Stickers
  - [Game #](#)
  - Manager is responsible to get both coaches to sign game sheet
- Must provide a Score keeper and Timekeeper
  - If you do not have anyone on the team familiar with this. You need to find volunteers to do it. Some teams do a rotation with the parents
  - If you need training, if I am available, I will come show you. However, a cheat sheet is available in the time box
- Must report the game to D3 within 48h
  - D3 will provide you with a login (U11 to U18)
  - Must save a digital copy of the game sheet and send to the VP House [vp.house@casselmanminorhockey.ca](mailto:vp.house@casselmanminorhockey.ca)
- Additional information
  - Should your team receive a major penalty and/or a suspension, you must immediately contact the VP House and send them a copy of the game sheet
  - Should one of your players get injured, you must immediately contact Risk and Safety [risk.safety@casselmanminorhockey.ca](mailto:risk.safety@casselmanminorhockey.ca) and complete an [injury report](#).
  - Should your team hide an injury, the team will be suspended immediately and forfeit any games that are scheduled during the suspension



# Home Games – U7

- You must prepare the game sheet even if you do not have a referee- this is for insurance purposes
  - Stickers
  - [Game #](#)
- Must provide a Score keeper and Timekeeper
  - If you do not have anyone on the team familiar with this. You need to find volunteers to do it. Some teams do a rotation with the parents
  - If you need training, if I am available, I will come show you. However, a cheat sheet is available in the time box
- Must report the game to the CMHA
  - Send a digital copy of the game sheet VP of U7 & U9 [vp.u7.u9@casselmanminorhockey.ca](mailto:vp.u7.u9@casselmanminorhockey.ca)



# Away Games

- Game Sheet
- Bring stickers and add them to the game sheet provided by the home team
- Make sure your head coach signs
- Ask for a copy of the game sheet for your records
- Everything else, the home team will take care of



# Game Sheets

- Use the example shared with you [here](#)
- Suspensions
  - Need to be visible on the game sheet
  - The referee must sign as a confirmation that the suspended person was not playing/coaching. Therefore, serving their suspension
  - Coaches that are caught playing a suspended player or have a suspended coach in the arena, will be suspended immediately by District. An additional suspension will be given by the CMHA.

# CMHA Executive Contact Information



- Please limit communications to the executive to the Manager and Head Coach

Coordonnées des membres exécutifs de l'AHMC 2023-24		
2023-24 CMHA Executive Members Contact Information		
Rôle/Role	Nom/Name	Courriel/Email
Présidente/President	Amy Desjardins	<a href="mailto:president@casselmanminorhockey.ca">president@casselmanminorhockey.ca</a>
VP House	Marc Desjardins	<a href="mailto:vp.house@casselmanminorhockey.ca">vp.house@casselmanminorhockey.ca</a>
VP U7 & U9	VACANT	<a href="mailto:vp.u7.u9@casselmanminorhockey.ca">vp.u7.u9@casselmanminorhockey.ca</a>
VP Rep B	Julie Brisson	<a href="mailto:vp.rep.b@casselmanminorhockey.ca">vp.rep.b@casselmanminorhockey.ca</a>
Secrétaire/Secretary	VACANT	<a href="mailto:secretary@casselmanminorhockey.ca">secretary@casselmanminorhockey.ca</a>
Greffière/Registrar	Andrea Licari	<a href="mailto:registrar@casselmanminorhockey.ca">registrar@casselmanminorhockey.ca</a>
Mentor des entraîneurs/Coach Mentor	Francis Savage	<a href="mailto:coach.mentor@casselmanminorhockey.ca">coach.mentor@casselmanminorhockey.ca</a>
Gestionnaire de l'équipement/Equipment Manager	Marc Buteau	<a href="mailto:equipment.manager@casselmanminorhockey.ca">equipment.manager@casselmanminorhockey.ca</a>
Planificatrice de glace/Ice Scheduler	Amy Desjardins	<a href="mailto:president@casselmanminorhockey.ca">president@casselmanminorhockey.ca</a>
Risque et sécurité/Risk and Safety	Adam Boulet	<a href="mailto:risk.safety@casselmanminorhockey.ca">risk.safety@casselmanminorhockey.ca</a>
Coordinatrice des relations publiques/Public Relations Coordinator	Natalie Savage	<a href="mailto:cmha.ahmc@casselmanminorhockey.ca">cmha.ahmc@casselmanminorhockey.ca</a>
Trésorière/Treasurer	Acting - Amy Desjardins	<a href="mailto:president@casselmanminorhockey.ca">president@casselmanminorhockey.ca</a>
Arbitre en chef/Referee in Chief	Justin Leroux	<a href="mailto:referee.chief@casselmanminorhockey.ca">referee.chief@casselmanminorhockey.ca</a>



# Links

- Season Schedule: <http://casselmanminorhockey.ca/>
- Season Stats: <http://district3hockey.com/>
- HEO Tournaments: <https://www.hockeyeasternontario.ca/tournaments/>
  
- NEED A ROSTER?
  - Contact Andrea, our registrar: [registrar@casselmanminorhockey.ca](mailto:registrar@casselmanminorhockey.ca)





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**MERCI!!!**

**THANK YOU!!!**