

SOUTH DUNDAS



LIONS

FOR MANAGERS
2023/2024 Season

South Dundas Minor Hockey Association would like to welcome you to your role as Manager. This role is critical for any hockey team, and we want to thank you in advance for donating your valuable time to service your team to this capacity. You play an integral part in organizing the team and helping ensure that the players have an enjoyable season.



Contacts for Current SDMHA Executive

Amber Kelly	President	president.sdmha@gmail.com
Joyce Latulippe	Past President	joytulip@hotmail.com
Juliane Robinson	1 st Vice President (Trophies and Awards)	1stvicepresident.sdmha@gmail.com
Karin MacPherson	Secretary	sdmha.secretary1@gmail.com
Lezley McCann	Registrar	sdmharegistrar@gmail.com
Joe McCooeye	Treasurer	treasurer.sdmha@gmail.com
Marianne Sears	Ice Scheduler	icescheduler.sdmha@gmail.com
Justin Elliott	Coach Mentor	coachmentor.sdmha@gmail.com
Todd Larocque	Development Coordinator	development.sdmha@gmail.com
Matt Thompson	Equipment Manager	equipment.sdmha@gmail.com
Chris VanBeilen	Referee In Chief	ric.sdmha@gmail.com
Penny Lemire	Ref Assigner	ric.sdmha@gmail.com
Cody Cassell	Risk and Safety	riskandsafety.sdmha@gmail.com
Vacant	Rules and Discipline	
Lesley Bland	Fundraising Chair	fundraising.sdmha@gmail.com
Shannon Pellegrini	Communications	sdmhahockey@gmail.com

Manager's Responsibilities

- ❖ Be point of contact for the team
- ❖ Responsible for all communication in **SportsHeadz** app
- ❖ Responsible for scheduling events, exhibition games, etc. in **SportsHeadz**.
All league game changes will be done by league convenor

Game Play

- ❖ Prepare Game Sheets for Home Games/Complete Game Sheet for Away Games
Game Sheet Instructions:
<http://www.heominor.ca/system/files/HEO%20Game%20Sheet%20instructions.pdf>
Pre-print label sheets:
Avery 5263 Shipping Labels 4" x 2"
(include Player #, Names, Coaches, Trainer with Trainer # and Manager)
- ❖ Arrange Time Clock and Game Sheet Volunteers (required for every home game)
- ❖ Game results must be entered into OneDB from the UCMHL website; instructions and logins will be sent out to Head Coach and Manager or delegate
- ❖ Game Sheets need to be emailed to Alex McLeod (amcleod000@gmail.com) and your Division Convenor following each game. A clear photo or scan from phone works best. Please do so within 24 hours following a regular season game
- ❖ Suspensions must be entered in TTM (link on UCMHL site). Please call/text Alex within 24 hours for suspensions (not after 9pm).
When a suspension occurs, please ensure you indicate the player is serving the suspension in bottom portion where label/names go.
(i.e. John Smith 1 of 2)

Scheduling

When requests are received to change date and/or time of an away game

Once you come to an agreement with home team manager on new date/time, please email SDMHA Ice Scheduler with the following information:

Game ID #

Previous Date and Time

New Date and Time

When requests are received to change date and/or time of a home game (in Morrisburg Arena)

Manager to reach out to Ice Scheduler notifying that a home game needs to be rescheduled. Ice Scheduler will provide alternate dates/times. It will be up to the home and away Managers to work together to determine the best day and time for the rescheduled game. Once an agreement has been made the Manager will send another email to Ice Scheduler, SDMHA ref assigner (Penny Lemire) at ric.sdmha@gmail.com, and your League Convenor (ex. U11 Convenor for UCMHL) including the following information:

Game ID #

Previous Date and Time

New Date and Time

Tournaments

- ❖ Work with team coaches to select tournaments
<https://www.hockeyeasternontario.ca/tournaments/tournament-directory/>
- ❖ Register for tournaments, submit team rosters, travel permits, etc.
- ❖ It is advised to refrain from scheduling tournaments in March at this time for U9-U18

Fundraising

- ❖ Teams can decide to do a maximum of 2 team fundraisers. There must be an option to pay a flat fee in lieu of for parents who wish to not participate
- ❖ Do not solicit local businesses for team funds. The Association already does this to benefit all players

Jerseys/Socks

Jerseys are loaned to all players from U9-U18 and are proprietary to South Dundas Minor Hockey.

- ❖ Each player will receive one home and one away jersey
- ❖ Each player will receive one pair of home socks and one pair of away socks to show uniformity within SDMHA. It is the bench staff's responsibility to encourage uniformity including matching socks (no one blue, and one white)
- ❖ Jerseys are carefully inspected upon distribution by Equipment Manager and upon receipt at the end of season. Any jerseys that are received damaged (does not include normal wear and tear) or lost will incur a charge to the player's family of \$75.00 per jersey
- ❖ Name Bars may be used and loose stitched onto jersey and must be carefully removed at the end of the season

Team Safety

Dressing Room Etiquette

RULE OF TWO

As per Hockey Canada:

Rule of Two

To best ensure safety for all participants, all minor hockey programs sanctioned by Hockey Canada and its Members are required to implement the 'Rule of Two' for all dressing rooms. The 'Rule of Two' requires two trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. The Rule of Two remains in place when showers are in use.

CELL PHONES IN DRESSING ROOMS

As per Hockey Canada:

Prohibition on Recording in Dressing Rooms or Dressing Environments

To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing environment for the purposes of controlling music played in those spaces.

Dispute Resolution

The purpose of this guideline is to provide a positive and productive forum for parents/guardians to express a grievance.

Step 1

SDMHA strictly enforces a 24 hour "cooling off" period before any action can be taken. Parents/Guardians will not approach team officials immediately after an issue to air a grievance. To prevent further escalation and poor communication, parents and team officials must observe the 24 hour "cooling off" period.

Step 2

After 24 hours, discussion should take place at the team level (e.g. coach-parent-player or parent rep and coach, etc.) If coach is not comfortable having this discussion, an Executive member will be appointed to sit in and support.

Step 3

If no resolution after Step 2, the complainant will discuss with the Rules and Discipline

Note: if the complaint deals with a coaching problem, the Coach Mentor will be involved and a discussion will take place with the head coach, assistant coach, or manager to see if a solution can be made

Step 4

If after Step 3 has been followed and no resolution has been made, a written complaint via email to Rules and Discipline. Complaint must be dealt with in less than seven (7) days.

Step 5

If no resolution after Step 4, submit a written complaint to SDMHA President. Complaint must be dealt with in less than seven (7) days.

Note: There will be no action taken unless the proper procedures as stated above are followed. It is strongly suggested that all grievances are accurately documents in a timely fashion. Grievance documents should include:

- Description of the incident
- Names of those involved including witnesses
- Date, time and other relevant information

For any questions or assistance with anything pertaining to being a Manager, please reach out to:

Amber Kelly – president.sdmha@gmail.com

Marianne Sears – icescheduler.sdmha@gmail.com