

Team Manager Handbook

**PGHA Ice Kats
2024-2025 Season**



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**Welcome to the 2024/2025 hockey season.
First and foremost, thank you for volunteering your time!**

Team Budget and Financial Statements

Team Budget

- The team budget is one of the most important items, so it is critical to make sure it is accurate. If your budget is too low, you will need to ask for more money from families. If your budget is too high, you will end up handing back big refunds at the end of the season.
- To determine the amount of money needed from each team member throughout the season, it is imperative to set a team budget that captures all expenses that will be incurred by the team throughout the season.
- This budget should include both revenue and expenses and come to a zero balance at the end of the season.
- Once you have determined how much money the team will take in and how much money the team will spend, you can calculate how much each player needs to pay per month.
- All teams are required to submit a team budget to the **PGHA Treasurer, VP of Rep**, and the **VP of Business** prior to their first parent meeting. For an example of a team budget **CLICK HERE**.

Team Bank Account

- All teams are required to have a team bank account through Scotiabank.
- The PGHA Treasurer will assist teams with getting these accounts set up.

Bank Fees

- This includes monthly fees, statements, e-transfer fees, etc.
- Budget approx. \$250.00 for the season.
- Some accounts are considerably less than this.
- Scotiabank **Fee Structure**

Team Financial Statements

- Team financial statements **MUST** be sent to the players' families as well as the **PGHA Treasurer, VP of Rep** and the **VP of Business** by the 15th of each month.
- Financial statements must include bank statements and the budget summary update.
- Team financials must be completed using the **PGHA Budget Template**.

Team Income

Monthly Player Fees

- Determining monthly fees for players will be based on the team budget.
- These fees will be higher or lower depending on how many players are rostered on your team.
- This will also be dependent on the level of hockey (e.g., U18 AA needs a higher budget than U9 A, due to 1.5-hour ice slots and higher referee fees).
- Monthly fees generally range from \$200.00 to \$350.00, depending on the budget set.
- Fees can begin at any time.
- Regular monthly payments typically begin in September, with them concluding in March or April.
- Monthly player fees are separate from the PGHA Registration fee.
- **Any activities through the summer should not be included in the team budget and these activities should not be mandatory.**

PGHA Registration Fees

- Effective with the 2024-2025 season, Rep registration fees will be \$1,250.00 per player.
- The registration fee can be split into 4 payments, payable in May, June, July, and August.
- The PGHA Registration fees include:
 - ✓ First 40 hours of ice (per team)
 - ✓ Referee fees for the regular season games
 - ✓ Timekeeper fees for the regular season games
 - ✓ OWHA Team fees.
 - ✓ OWHA Player/Staff Insurance (max 5 staff)
 - ✓ OWHL League Registration fees.
 - ✓ Administrative fees
 - ✓ \$1500 development credit (This is up from previous years)
 - ✓ \$500 year end celebration credit
 - ✓ Home and away game socks
 - ✓ Practice Jerseys
- There are various organizations that provide financial assistance to kids in sports here are a couple of links to pass along to families with more information.
 - ✓ **Financial Assistance**
 - ✓ **Ice Kats Stake Strong Fund**

Sponsorships

- Sponsorship is a way for teams to increase their revenue and lower the cost to parents. **Sponsorships are not to be used as a rebate program for parents**, this means that all sponsorships are directed toward the entire team, not an individual player.
- Sponsorship typically comes from local businesses that members of your team

- can secure sponsorship from.
- The more money raised from sponsorships; the less families will have to pay for the season. However, sponsorships revenue cannot eliminate team player fees.
 - Please be sure to treat your sponsors well.
 - Please note that we **will not be permitting sponsor bars on game jerseys going forward.**
 - Sponsors can be recognized in many ways, through printing on team t-shirts, helmet stickers, patches for hockey bags, window stickers, etc. Get Creative!
 - Sponsors can be added to your team website, as well as to any team social media.
 - Sponsor banners for the arena lobby are also another way to recognize sponsors if your team secures enough in sponsorship to warrant the cost of the banner.
 - PGHA sponsorship letter/forms are located on the PGHA Website under Libraries - **Sponsorship Documents**. If you have any questions regarding sponsorships, please reach out to the PGHA **Sponsorship Coordinator** or **PGHA President**.
 - At the end of the season, please be sure to recognize and thank all your teams' sponsors.

Fundraising

- Fundraising is meant to be used to enhance and supplement the program that is paid for by the parents.
- It is a means to allow an extra team party, player awards, extra practice ice, a team bus, etc.
- Fundraising should be done with a whole team approach, where everyone on the team benefits from the fundraising.
- It is not to be used as a rebate program for parents. This means that parents should not be using fundraising to pay their players registration fees.

Team Expenses

Ice Fees/Payments

- The first 40hrs of ice time for each team is covered through registration fees.
- City of Peterborough Ice = \$207.03 per hour (approximately).
- Teams will be sent ice bills once these hours have been used. Please confirm the accuracy of the bill and make your ice payment by the date set out in the email.
- If you sell ice time/trade ice to another team, please ensure the **Ice Scheduler** is made aware by emailing the change.
- Ice is tracked through the website so if the website is accurate, your ice bill should be as well.
- For this reason, it is critical the website reflects your ice times accurately and all ice changes made on the site.

Referees/Timekeepers

- Costs vary by division.
- Cost of referees/timekeepers for home games (regular and exhibition) is included in the PGHA registration fees – **teams are not responsible for these games.**
- The 2024-2025 rates are posted on the PGHA Website under the [Referee/Timekeeper tab](#).

Tournament Fees

- Will vary from approximately \$1200.00 to \$2000.00 (each tournament is different).
- Check the [OWHA website](#) for a list of tournaments to gauge the cost of the division you are playing in and available tournaments.
- **Register early for tournaments, they fill up very quickly.**
- Teams can request the PGHA to cover the tournament fees at time of registration with the understanding that the team will be billed in the fall for any payments made. To request payment please complete this [FORM](#).

Practice Jerseys and Practice Socks

- Practice jerseys/socks and game socks are covered in the PGHA registration fees. Teams will need to supply a list of sizes to the [PGHA President](#) and [Imprinted Apparel](#) by the deadline provided to teams following tryouts.
- Team Sponsors can be added to the practice jersey, teams would cover the cost of this, make sure to discuss this with [Imprinted Apparel](#).
- All team orders will go through [Imprinted Apparel](#), contact [Clinton Smith](#) with any questions 705-749-1136.
- It is strongly recommended to not have players use their game socks for practice.

Team Photos

- As per PGHA policies, teams must provide a player photo and a team photo to each player. This expense will be paid for by team funds.
- Depending on who you use, photos can cost \$500.00 to \$1,300.00.

Water Bottles

- It is an OWHA policy that each player has their own water bottle, clearly marked with their name.
- Either the team must supply them, or the team must ensure each player has their own.

Other Expenses to Consider

- Team events.
- First-aid kits/Trainer Kit.
- Extra bench staff insurance is approx. \$60 per staff (PGHA covers insurance for 5 staff).
- Sponsor plaques.
- Sponsor banners.
- Team supplies (pucks, pylons, equipment repair items, tape, etc.)

Team Apparel

- Imprinted Apparel is the official supplier for the PGHA, orders can be placed in store or by visiting the [PGHA ONLINE STORE](#)
- All questions can be directed to [Clinton Smith](#) at 705-749-1136.

Season Structure

OWHL League Play

- **2024/2025 Season information is typically released at the end of August.**
- OWHL Southern Loops (teams you will play against) are initially released in early September but not finalized until the end of September.
- Teams have until mid-September to re-classify their level of play.
- Season typically begins the first week of October and concludes around the third week of February.
- Seasons typically consisted of 22 regular season games (11 home/11 away) followed by playoff rounds and then Championship Weekend.
- OWHL League fees for 2024/2025 will be \$300 per team, this is paid by the PGHA through registration fees.
- The format for playoffs will be released in the fall.

OWHL Playoffs & Championship Weekend

- OWHL Championship weekend is typically held the first weekend in April. You only attend OWHL Championship Weekend if your team qualifies, which is determined through the playoffs.
- This past season, the playoff format consisted of the top 4 teams in each division competing for League Championship in a 2-round playoff series, and teams 5-8 competing for the Consolation Championship in a 2-round playoff series. The winners of the final round in each series move forward to a championship game during the Championship Weekend.
- Playoffs begin once the regular season concludes (late February) and end at the end of March.
- **There are no blackout dates, playoffs games can be scheduled during March break.**
- **Teams should budget for additional costs associated with playoffs including games, travel, and referee/timekeepers.**
- More information will be shared with teams as soon as we hear from the OWHL.

OWHA Provincials Playdowns

- OWHA Provincials are typically held the second weekend in April.
- Teams must qualify for provincials by competing in Provincial Playdowns.
- Playdowns typically begin at the start of February and conclude on the second Sunday in March.
- **There are no blackout dates, playdown games can be scheduled during March break.**
- Your team will be responsible for fees that are associated with the OWHA Provincials.
- The fees for Provincials in the 2024/2025 season were:
 - U22 AA \$1900.00, U18 AA \$1800.00.
 - U11-U15 all levels - \$1500.00.
 - U9 teams compete in a Jamboree format.
- **You only pay for OWHA Provincials if your team qualifies.**
- Teams will be notified by the OWHA by February 1st who they are playing in playdowns and the format.

Ice Allocation

- The **Ice Scheduler** will communicate with teams about ice for the season.
- In previous years, teams received their ice time for the season in two separate blocks. That is the hope again this season.
- September ice time will be provided at some point in August.
- October to March ice will be provided toward the end of September.
- February to April ice will be provided in January to accommodate playoffs and playdown ice requirements.
- **You will need to provide tournament dates and extra practice ice to the ice scheduler as they are booked. This will help to avoid conflicts.**
- All ice time booking through the City of Peterborough **MUST** go through the ice scheduler.

Season Scheduling Meeting

- The OWHL has not yet indicated how the scheduling meeting will occur this year, for the last several years this was done virtually using a google spreadsheet and each division was given a specific time when their spreadsheet would be 'live'. **More information about this will come out mid-late September.**
- The **Ice Scheduler** will be available to assist with ice conflicts.
- Following the scheduling of games, any ice conflict will be resolved by the ice scheduler and the final schedule will be released.
- Ice times are not made public until after the schedule has been completed, this is done purposely to avoid confusion as the times will likely be adjusted.

RAMP

- RAMP electronic game sheets are used for **ALL league and exhibition games**.
- Once season games have been scheduled you must enter all **HOME** games into the [RAMP GameSheet Website](#) – **you are typically given 48 hours to get this completed**.
- Please be sure to have all your home games entered by the deadline set out at the scheduling meeting, failure to input your games can result in a fine.
- Detailed instructions on entering league games and exhibition games as well as many helpful guides and checklists are in the [PGHA Resource Libraries – RAMP Information](#).

Hotel Accommodations

- For away tournaments, make sure you book hotel rooms as early as possible.
- Several tournament organizers use a central booking agency called **HTG SPORTS**. This takes away the need for the manager to do all the administrative work.

How HTG works:

- You will be directed to the appropriate HTG hotel booking site through the tournament website.
- The site will list all the hotel options available and provide details about the hotel and hotel room styles available.
- You then select your hotel of choice.
- You will be emailed a link to send out to parents, which will allow parents to individually go online and book their hotel room.
- There will be a cutoff date that they must have their room booked by.
- You will then go onto the website and click the button that says, "Submit Completed List".
- Be sure to do this step by the specified date.
- This will send notification to HTG Sports that your teams have booked all their rooms.
- HTG Sports will communicate all the details to the hotel.
- HTG Sports will send all parents their hotel confirmation numbers.
- You then proceed as normal and check-in to the hotel as per hotel policies.

Helpful Resources

- OWHA Handbook (By laws & Policies) - [Handbook](#)
- Ontario Women's Hockey League (OWHL) – [Rules and Regulations](#)
- RAMP Games and Portals Information – [CLICK HERE](#)
- PGHA Resource Libraries – [RAMP Information](#).

Rostering Teams

After Tryouts

- Submit a list of your proposed bench staff to the VP of Rep and PGHA President for approval.
- Once approved, submit a list of all bench staff and players to the Registrar
- It is the manager and coaches' responsibility to ensure the registrar has all the necessary information to roster the team (NCCP/Coaching Numbers, Trainer Certification Numbers & Respect in Sport). Any missing information will be sent to the Coach/Manager to follow up with.
- All players and staff must register in RAMP by the deadline provided to teams once tryouts have been completed.
- Delays in rostering teams could result in delays for teams to play exhibition or regular season games.

Team Registration

- **All team staff** – Coaches, assistant coaches, trainers, managers, den moms etc. are all required to be registered in RAMP for the current season.
- **All players** are required to register for the season in RAMP.
- **All Third-Party Instructors** are required to register in RAMP and have a current VSC to be assigned to a team roster
- Once all staff and players are registered in RAMP rosters can be sent to OWHA for approval.
- When the rosters are approved your team will be sent an official OWHA roster by the registrar.
- It is a good idea to have the copy of your OWHA Roster laminated for safekeeping. You are required to have the OWHA roster available for examination if requested at all games.
- You will also require a copy of your roster when you register at a tournament. It is suggested you have a copy in your trainer's kit and a copy with the manager.
- **Be sure to double and triple check names and birthdates on the roster for any errors.**

Team Staff Requirements

- All staff must have the minimum qualifications as set by the OWHA Team official qualification requirements.
- All staff must obtain a Vulnerable Sector police check (VSC) every two years. You will need to submit a volunteer letter from the PGHA outlining your role on the team.
- PGHA Offence declarations must be submitted on the years when an updated VSC is not required.
- **NEW REQUIREMENT:** All team staff including den mom's, managers and third-party instructors are required to upload their VSC to the OHF Screening Portal – this is a **MANDATORY** step in addition to registering in RAMP.

- Anyone who steps foot on the ice/bench needs to be in **RAMP** and rostered to a team to be insured.
- Team staff that do not need to be insured (manager/den mom) are still required to be registered in **RAMP**, have a valid VSC and **RIS** and upload their VSC to the **OHF Screening Portal**.
- **Friends/siblings are not allowed on your ice.** If you have a player in a mentor roll, they need to be added to your roster.
- Anyone who does not have the required qualifications at the time of rostering will be removed from the team and not allowed to participate in team activities until all requirements have been met.
- If coaching requirements are needed, please visit the **OWHA website - Coaches Clinics** and watch for available courses. Courses are typically offered over the summer.
- The PGHA will cover insurance for 5 bench staff for each team.
- Additional staff insurance will be billed to the individual team.
- Trainers who need complete the **HTCP certification** please visit the **HTO Website**
- **Letters for VSC** checks can be found **HERE**
- To complete **Respect in Sport for Activity Leaders** click **HERE**
- **OHF Screening Portal - Instructions**

Scheduling Referees/Timekeepers

- **Each team is responsible for scheduling their own referees/timekeepers.**
- For exhibition games, prior to the start of regular season – games must be submitted to the Jeff Chartier, Referee in Chief and the timekeeper scheduler Carole Wagner, you can email both at **Ptboreftk@gmail.com**.
- Once your regular season schedule is complete, you will be asked to complete a spreadsheet with your season schedule and submit the completed document to Jeff and Carole who will schedule referees and timekeepers for all home games.
- **Costs for referees & timekeepers for regular season home games are included in the registration fees. Teams are responsible for covering the cost of any exhibition, playoff and playdown games played and will be invoiced directly for these games.**

Communication

- **Keep parents and players informed.**
- Use your teams PGHA website. You can manage page content (game scores, news articles, events, sponsors, etc.), manage coach & player rosters for your team as well as input team activities, events, dryland, etc. into your own schedule. Anything that has ice attached to it you cannot enter yourself; please contact the **Ice Scheduler** to do that for you.
- Parents can sync the calendar to their phones by going to your team website, click on the team calendar tab then click subscribe and follow the directions.
- If your team uses TeamSnap, you can also sync team snap to the PGHA calendar for a \$25 fee.

- You also have the option of using the **FREE** SportsHeadz app which offers the same features as TeamSnap such as team attendance and team chat. If you need more information, please contact the [Website Administrator](#).
- Weekly ice time reminders are a good idea. Generally, on Saturday or Sunday a reminder can be sent out to each family with the week's plan.
- All managers and coaches will have administrative access to your teams' PGHA team Website. If you do not have access, please reach out to the [Website Administrator](#).
- Team Webmaster [How to Video](#)

Game Results

- All game results will populate from RAMP to the OWHL Southern Stats page which can be found via the [OWHA Website](#).
- Make sure to also update scores on your teams PGHA website – this can be done from a phone or computer.

Suspensions

- All suspensible penalties **MUST** be reported to [OWHA Stats](#) as well as copy the [PGHA President](#), the [OWHA Rep](#) and the [VP of Operations](#) with the following information within 24 hours of completion of the game (or prior to your next game, if your next game is sooner such as in a tournament).
- Make sure to include:
 - ✓ Name of suspended player/staff
 - ✓ Team name, OWHA team number, division, category
 - ✓ Opponent Team name, OWHA team number, division, category
 - ✓ Date, period & time of the game suspension issued
 - ✓ Type of the suspension issued (e.g. GM, MP)
 - ✓ When submitting confirmation of suspension served be sure to include the details of the games served (i.e.: 1 of 4 or 3 of 4 games) as well as all the above information and the date & the time of suspension served.
- The OWHA will assess the suspension and reply with the number of games the player or staff member is expected to serve before returning.
- **Failure to report suspensions within 24hrs will result in the head coach of the team receiving a two-game suspension as well as a possible further suspension for the player/staff who received the original suspension** so please ensure the OWHA and both PGHA contacts are sent the details.

Important Reminders

- **Absolutely NO games or controlled scrimmages (or any other similar terminology) may be played from JUNE 1 until mid-AUGUST 14 (a specific date will be shared when released by OWHA).**
- Only pre-approved OWHA activities, skills and development are permitted during this time.
- IMPORTANT: Teams, players, and staff may **NOT** participate in any **NON-**

SANCTIONED practices, games, activities, programs etc.

- **Competitive Team Rosters** need to be approved by OWHA **BEFORE** your first exhibition game, tournament or league game or by October 1st.
- **House League Team Rosters** need to be approved by OWHA **BEFORE** your first exhibition game, tournament or league game or by November 15th.

U9 Programs

- **As a reminder to all U9 teams, games are to be played half-ice from October through December and may transition to full ice January 15th, or later.**
 - Use September as a development month – no games, just practices.
 - Play a limited half-ice game schedule from October to January 15th.
 - Use January as a development month, helping transition kids to full ice.
 - Play a full-ice game schedule beginning January 15th or later.
- Please see the [U9 Program Seasonal Structure document](#) on the OWHA website for any further inquiries.

Pre-Season Exhibition Games

- **All U9 and U11 teams are REQUIRED to play two (2) mandatory OWHA sanctioned games against two (2) different teams at their own OWHA registered level or higher to place their team in the most appropriate category.**
- All other divisions are highly recommended to also play two (2) OWHA sanctioned games to best categorize their respective teams.

Important Dates

2024-2025 season dates

- Final date for associations to identify League changes to team(s) category prior to the start of the season – September 22, 2024. **Any request to change your teams OWHA category (to go from U11 A to U11 BB) must be submitted and approved by the PGHA executive.**
- **Regular Season** – First week of October 2024 and conclude February 2025.
- **Playoffs** – following regular season – no dates have been given at this time
- **OWHL Southern Championship Weekend** (Location: GTA) – tentative date is March 28-30, 2025.
- **Provincial Playdowns** – no dates have been given at this time
- **OWHA Provincials** – tentative date is April 10-13, 2025
- **Team Re-Categorization** (for provincials) – Dec 31st, 2024. **Any request to change your teams OWHA category for provincials must be submitted and approved by the PGHA executive.**