

# St. Catharines Minor Hockey Association



## **Parents Auxiliary Handbook 2010-2011 Season**

[www.scmha.ca](http://www.scmha.ca)

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# WELCOME TO THE SCMHA PARENTS AUXILIARY



Thank you for accepting the role as a Team Parent for the St. Catharines Minor Hockey Association (SCMHA) for the 2010 - 2011 season. Your commitment to volunteer in this role will positively impact the outcome of the season for everyone associated with your team.

We are looking forward to an exciting hockey season, full of learning and good competition for our players and enjoyment for everyone who supports this organization.

## WHAT IS THE PARENTS AUXILIARY?

The Parents Auxiliary is a group of parent representatives (2 from each team) who meet once a month to discuss SCMHA activities, fundraising, and business of the Board of Directors. The Parents Auxiliary acts as the primary liaison between the Board and the membership – parents, coaches and players – supporting the activities of the Board. The Parents Auxiliary also provides the necessary manpower for a variety of SCMHA fundraisers. Sub-committees within the Auxiliary host annual events such as the Awards Banquet, the Vic Teal Tournament, and the Break-the-Ice Event.

## RESPONSIBILITIES OF THE TEAM PARENT

The primary responsibilities of the Parents Auxiliary Team Parents are:

1. Attendance at monthly Parents Auxiliary Meetings (first Thursday of every month).
2. Communication of all information presented at the meetings to parents.
3. Regular communication of team news and business to the parent group.

Additionally, it is the responsibility of the Team Parents to work with other parents on the team to ensure the following activities are properly managed and executed:

1. Team budget
2. Forwarding of team fundraising monies on behalf of the team to the Association (ie. for tournaments, sponsor bars and other approved expenses)
3. Monthly reporting of team fundraising financial details to team parents and Association Treasurer.
4. Communication of details regarding optional Honorarium Fund volunteering
5. Fulfillment of additional parent obligations with respect to SCMHA fundraising activities
6. Team fundraising activities
7. Sourcing and ordering of team gear
8. Organizing team parties

## PURPOSE OF THIS HANDBOOK

This handbook is designed to assist you in being successful in your role as Team Parent and member of the Parents Auxiliary. In it you will find all the information you will need as you manage the various components of your position.



# ADMINISTRATIVE INFORMATION

## AUXILIARY ADMINISTRATION

The Parent's Auxiliary is administered by the following volunteers:

<b>Chair</b>		(905)	<a href="mailto:parentsauxiliary@scmha.ca">parentsauxiliary@scmha.ca</a>
<b>Communications</b>	Chris Kosturek	(289) 257-0034	<a href="mailto:ckosturek@gmail.com">ckosturek@gmail.com</a>

## PARENTS AUXILIARY MEETING SCHEDULE

Meetings are scheduled the **first Thursday of every month** from 7:30 - 9:30 pm, and take place in the Jr. Falcons Room (upstairs at Bill Burgoyne Arena). Dates for the 2010 – 2011 meetings are as follows:

Thursday, September 2	Thursday, February 4
Thursday, October 7	Thursday, March 3
Thursday, November 4	Thursday, April 7
Thursday, December 2	Thursday, May 5
Thursday, January 6	Thursday, June 2

## ATTENDANCE AT MEETINGS

It is very important that each team be represented at every meeting. If neither Team Parent is able to attend, please make every effort to send a replacement. It is the responsibility of the TeamParent(s) to ensure that they receive all information from every meeting to keep their team informed.

If the team cannot be represented for any reason, a Team Parent is expected to contact the Parents Auxiliary Chair, Vice Chair or Secretary to advise them and ensure that they are up to speed on current events.

## TEAM MAILBOX

There is a “mailbox” for every team located in the small kitchen adjacent to the Jr. Falcons room. This mailbox is used for correspondence from the Board, team statements, etc. (**Note:** Coaches, Conveners and Board Members all have access to the Jr. Falcons room.)

## WEBSITE ([www.scmha.ca](http://www.scmha.ca))

The Parents Auxiliary section of the website is designed to support Team Parents and is your main source of information throughout the year. Most of the information contained in this handbook is available on the website, including support forms and documents. Please check it regularly for new and updated information.

## ADMINISTRATIVE INFORMATION



### JR. FALCONS ROOM (Bill Burgoyne Arena)

SCMHA teams may use the room free of charge. Non-SCMHA groups must be approved by the Jr. Falcons Room Manager and are charged a \$100.00 cleaning and maintenance fee per usage. For information on availability and how to book the room, please visit the website and contact;

**Cheryl Edl** (905) 937-6148 [cheredl@cogeco.ca](mailto:cheredl@cogeco.ca)

**Kelly Chase** (905) 988-5082 [jchase@sympatico.ca](mailto:jchase@sympatico.ca)

### EXECUTIVE & BOARD MEETINGS

<b>President</b>	Rick Martin	
<b>Past President</b>	Albert Venneri	
<b>Vice President - Operations</b>	Stephanie Winstanley	
<b>Vice President - Administration</b>	Karen MacKiddie	
<b>Secretary/Registrar</b>	Leigh Martin	
<b>Treasurer</b>	Mike Lopinski	
<b>Directors</b>	Paul Allan	Kelly Chase
	Randy Conlon	Phil Court
	Serge D'Ilario	Dave Frizzell
	Lynsey Gregoire	Chris Kosturek
	Randee Loucks	Jymm Miller
	Al Nolan	Frank Prantera
	Samantha Roberts	

**(Please see the SCMHA website for full contact information of all Board Members, Coaches and Conveners.)**

### BOARD MEETINGS

Board Meetings are generally held the second Wednesday of every month, at 7:00 pm in the Jr. Falcons Room; however, during the summer months, the schedule may be adjusted. If a team would like to bring an item forward at the Board Meeting, details must be emailed to the SCMHA Secretary a minimum of one week in advance.

**Leigh Martin** (905) 685-5434 [lam7@cogeco.ca](mailto:lam7@cogeco.ca)



## TEAM BUDGET AND FINANCES

### TEAM BUDGET

A budget template (Xcel file) is available on the website (Parents Auxiliary – Forms & Support).

The Team Manager and Coach work with the Parent Rep to develop the team budget. Team budgets are to be approved by all parents and submitted to the Treasurer for approval by September 1, 2010.

At the end of the season, a final accounting should be made and presented to the parents for approval.

Budgets should be managed carefully with the goal of covering all approved team expenses. The budget should cover the costs of the following approved expenses:

1. Entry fees for tournaments during the season
2. (up to \$600 - \$1,500/tournament)
3. Team parties (up to \$1,000 per year)
4. Additional hockey skills and off-ice training
5. Group transportation to out of town games
6. Purchase of off-ice equipment that will remain the property of SCMHA at season's end.
7. Purchase of off-ice garments/uniforms as made available by SCMHA suppliers up to \$150 limit per player or 1 higher priced item. (The limit is required to satisfy our sponsors that proper allocation of donated funds is being exercised.)

### TEAM ACCOUNT PROCEDURE

The Treasurer will set up a general ledger account for each team. Essentially what this means is that the SCMHA will hold an “internal bank account” for each team.

All the funds raised by team activities will be deposited into the SCMHA account and allocated to the team’s general ledger account.



Here's how it works:

1. All cheques and cash received as team fundraising must be hand delivered to the Treasurer. (Note: Cheques are to be made out to the SCMHA.)
2. At time of receipt, the Treasurer will count and verify the funds received and will issue a receipt to the team.
3. The funds received will be allocated to the team's general ledger account.
4. On a monthly basis, the Treasurer will issue statements of each team's general ledger account. These statements will be placed in the team mailboxes.

Monthly team account statements provided by the Treasurer will show:

### **1. OPENING CASH BALANCE FORWARD**

### **2. EXPENSES**

Any charges or credits relating to the number of players over or under the required 14 + 2 registrations.

Team charges for sponsor bars, currently set at \$200 per registered player.

Tournaments paid by the Association on behalf of the team.

Any other approved expenditures paid by the Association (*ie. extra ice, extra exhibition games, extra player development, bus costs, other approved expenditures*).

### **3. REVENUE**

- All funds collected and provided to the Treasurer to cover above expenses.

### **4. CLOSING MONTHLY BALANCE**

## END OF SEASON ACCOUNT BALANCE

Teams are encouraged to manage their fundraising and expenses carefully and discouraged from fundraising in excess of their budget needs. Teams are requested to plan for either a zero balance or minimum surplus balance. If there is a negative balance at the end of the year, the Team Parents will be expected to collect the outstanding amount from their parents.

In the event of an additional surplus of funds in a team account at year end, those funds will be returned to the team the following year, ensuring that any excess money stays with the age group.

## HANDLING OF INCOMING CASH

All incoming cash should be forwarded as soon as possible to the Treasurer. It is recommended that incoming cash not be kept "on hand" by the Team Parent(s) to pay team expenses, as this opens up an opportunity for financial tracking mishaps.



## TEAM BUDGET AND FINANCES

When incoming cash is received by a Team Parent(s), we recommend that a note of the transaction is made and initialled by the individual submitting the cash, as well as by the individual receiving it. This system is designed to prevent any cash from “going missing” by accident.

### HANDLING OF INCOMING CHEQUES

All incoming cheques are to be issued to the Association in the name of: St. Catharines Minor Hockey. The following information should be written on the back of each incoming cheque:

1. Last name of player
2. Team
3. Source/reason for cheque (ie. Sweater Sponsor, Banner Sponsor, etc.)

### PAYMENT OF TOURNAMENT FEES

As the manager of each team registers for tournaments, he/she advises the SCMHA Treasurer of the pertinent tournament information and fees. Payment of tournament fees to the host organization is made by the SCMHA and then the fee amount is posted to the team’s general ledger account as an expense.

### PAYMENT OF OTHER TEAM EXPENSES

To pay any other expenses incurred by the team, a cheque request must be submitted to the Treasurer. All cheque requests must be supported by either a invoice or a receipt.

### JANUARY (WEEK 1): MONIES DUE TO SCMHA

Payment of all invoices from the SCMHA to the team for tournament fees, arena fund, etc., are due in full at the first Parents Auxiliary meeting in January.

### RECEIPTS FOR SPONSORS

Business receipts for sponsorships are available from the Treasurer. **Note:** These are “tax-deductable”, but are not charitable donation receipts, as the SCMHA is not qualified to issue such receipts.

The Treasurer will automatically issue a receipt for any incoming funds that are designated as sponsorship funds (ie. note on the back of a cheque or attached to cash submission).



## TEAM BUDGET AND FINANCES



When receipt(s) are ready, they will be placed in the team mailbox. It is the responsibility of the Team Parent(s) to forward the receipts to the appropriate parent who will then forward it to their sponsor.

### QUESTIONS:

Please forward any questions about team budgets or finance to the SCMHA Treasurer:

**Mike Lopinski** (905) 380-1188 [mlopinski@winklca.com](mailto:mlopinski@winklca.com)



## SCMHA FUNDRAISING OBLIGATIONS

Each individual player is responsible to the SCMHA for specific fundraising activities. Funds for some of these activities are pre-paid at registration and refundable upon completion of the activity, while others require submission of separate monies to the Treasurer, via the Parents Auxiliary Representative.

### PRE-PAID WITH REGISTRATION FEES

#### **Honorarium Fund (\$50)**

See information below.

### PAID VIA TEAM ACCOUNT (SEPARATE FROM REGISTRATION FEES)

#### **Sweater Bar Sponsorship (\$200)**

Each player is responsible for obtaining a sponsor for his/her sweater. The name of the sponsor will be printed on a bar on the back of the player's home jersey. Sweater sponsorship funds are forwarded to the Team Parent(s) who then submit the monies to the SCMHA Treasurer.

Sponsorship of away jerseys is managed at the Association level by the Chair of the Sponsorship Committee.

The sponsor name must be a registered organization. Players names are NOT allowed on the bars, unless the last name of the player is "... a registered operating business name."

**Deadline for submission of Sweater Sponsorship monies is the first Parents Auxiliary meeting in September.**

### HONORARIUM FUND

#### **What Is The Honorarium Fund?**

The SCMHA has established to give the board the opportunity to pay honorariums to volunteers who help the Association during the season. A \$50 contribution to the Honorarium Fund is pre-paid at registration and reimbursed to the player's family upon completion of one Association approved activity. To be reimbursed for the initial \$50 contribution, members have the opportunity to sign-up for Association approved activities\* through their Team Parent.

\* (See list of included approved activities on page ?.)



## Managing Honorarium Fund Volunteering

During an early season team meeting, Team Parents will offer the opportunity to volunteer for approved activities. Team Parents will complete an Honorarium Fund Tracking Form and ensure that each volunteer is represented on the sheet.

When the completed Honorarium Forms are submitted, the names and phone numbers of each volunteer will be forwarded to the chairperson of each committee.

Note: It is important that names and phone numbers are READABLE AND ACCURATE for this purpose. Once the approved activity is completed, the chairperson of the activity committee will communicate the information to the Treasurer. The Treasurer will then issue a cheque of \$50 to the member.

**Important:** First time volunteers will be given priority over repeat members. Completed forms can be emailed

to: **Lynsey Gregoire** [parentsauxiliary@scmha.ca](mailto:parentsauxiliary@scmha.ca)  
**Karen MacKiddie** [kmackiddie@sympatico.ca](mailto:kmackiddie@sympatico.ca)

## Honorarium Fund Approved Activities

### AWARDS BANQUET

- Set-up of hall day of the banquet
- Working the door during the banquet
- Participating on the planning committee

### VIC TEAL TOURNAMENT

- Work at raffle table
- Team registration at arena
- Arena convener
- Organize championship games & awards
- Other jobs as identified by the planning committee
- Participating on the planning committee

### OTHER APPROVED ACTIVITIES

- This may include any new Association fundraising activities initiated by the Board.



## FUNDRAISING FOR TEAM BUDGET

### APPROVED EXPENSES ON TEAM BUDGET

Each team is required to raise funds to cover the costs of the following approved expenses:

1. Entry fees for tournaments during the season (\$600 - \$1,500/tournament)
2. Team parties (up to \$1,000 per year)
3. Additional hockey skills and off-ice training
4. Group transportation to out of town games
5. Purchase of off-ice equipment that will remain the property of SCMHA at season's end.
6. Purchase of off-ice garments/uniforms as made available by SCMHA suppliers up to \$150 limit per player or 1 higher priced item. (The limit is required to satisfy our sponsors that proper allocation of donated funds is being exercised.)

### CHOOSING FUNDRAISING ACTIVITIES

Every family should have an equal contribution to the process of deciding which fundraising activities are right for the team and how the funds are spent. All considerations should be voted on fairly, with a majority vote required to move forward with any activity.

### APPROVED FUNDRAISING ACTIVITIES\*

- Collecting money directly from parents (See special rules below.)
- 50/50 draws held at home games (Note: It is not permitted to run 50/50 draws at away games.)
- Time of last goal or similar lottery style pools
- "Lotto 649" or similar style pools
- Car Washes or similar activities
- Bar-B-Qs, spaghetti dinners, euchre tournaments and similar activities
- Sponsor Banner or Player Programs\*
- Golf Tournament

**\*No funds may be received from any alcohol or tobacco corporation.**

Any other fundraising methods must obtain "PRE-APPROVAL" from the Board. For pre-approval, a team representative must attend a board meeting and present their fundraising idea which will be recorded in the minutes.



### Money Collected Directly From Parents For Non-Approved Uses

Money can be collected by Team Parent(s) for non-approved uses (ie. team jackets, party costs above the SCMHA limits, lunches, dressing room snacks, etc.) with some restrictions:

1. These funds must not be generated from sponsorship or fundraising.
2. These funds cannot be deposited into the SCMHA ledger accounts. (Once deposited into an SCMHA ledger account, they become property of SCMHA and are subject to all the fundraising restrictions.)
3. The collection of these funds must be entirely VOLUNTARY. No parent can be forced to contribute.

If Team Parent(s) choose to collect funds for non-approved purposes, we strongly recommend that the exchange of monies be documented. **IMPORTANT:** *The SCMHA is not involved, party to, associated with or accountable for collection of this type of funds.*

### THE FOLLOWING FUNDRAISING ACTIVITIES ARE NOT PERMITTED

- Tag Day
- Any badge, crest or logo being worn during games, practices or on official team dress by players or coaches (Team Uniforms and dress code are regulated by the association.)

### PENALTY FOR BREACH OF POLICY

Any fundraising activity undertaken by a team that is not pre-approved will be subject to all or partial confiscation of the funds by the Association. Failure by the team to turn over or repay funds requested can result in cancellation of all team tournament travel permits or other sanctions as agreed by the executive including the placement of families as members not in good standing.



## SCMHA SPONSORSHIP CREDIT PROGRAM

The SCMHA Sponsorship Committee has designed a tiered approach to Association level sponsorship for the 2010 - 2011 season. Committee and Board Members have actively been soliciting sponsorship throughout the summer and we have begun to post ads on the new website.

The four levels of Association sponsorship opportunities are:

1. **Away Game Jerseys** (per team)
2. **Website Advertising** – Sponsor Level  
– Partner Level  
– Team Level

For full descriptions of the various sponsorship opportunities, please read below. Information about the opportunities listed here is also now available on the website for public access.

### PARTNERING WITH TEAM PARENTS

To promote the active solicitation of Association level sponsorship by all of the SCMHA constituents, the Sponsorship Committee has developed a revenue sharing model, in which a portion of the sponsorship revenue will be credited to any team who actively generates a sponsor. Credits to teams from the SCMHA will be as follows:

Level Fee	To	SCMHA	To Team
Away Jerseys	\$1,000	\$700	\$300
Website Advertising			
– Sponsor Level	\$750	\$350	\$400
– Partner Level	\$500	\$250	\$250
– Team Level Only	\$250	\$50	\$200

#### Process for Forwarding a Sponsor to the Association

All sponsorship offers should be funnelled through the Team Parent. It is through this process that we will be able to track sponsors that teams have actively generated and will be able to issue credits to the appropriate team account.

#### Payment of Sponsorship Fees

Payment is preferred in cheque form, payable to SCMHA. Receipts are available upon request. Once the sponsor's cheque is received by the Treasurer, a credit will be posted to the team account.

#### Submit Digital Ad File for Website Advertising

Send web-ready digital file is to:

Chris Kosturek (289) 257-0034 [ckosturek@gmail.com](mailto:ckosturek@gmail.com)

# SCMHA SPONSORSHIP CREDIT PROGRAM



## SPONSORSHIP LEVELS

### **AWAY JERSEYS (PER TEAM): Sold Out for 2010 - 2011 Season**

**Fee: \$1,000**

This is the perfect opportunity for a company to gain exposure throughout Southern Ontario. Select a team to sponsor and receive:

1. Company name on the back of all away game jerseys
2. An ad in the sponsor section on our newly designed website ([www.scmha.ca](http://www.scmha.ca))
3. A full page ad in the Vic Teal Tournament Program
4. A thank-you gift for display in your place of business
5. One free distribution of printed promotional material to the parents
6. One email offering to parents handled by the SCMHA
7. First right-of-refusal on renewing your sponsorship for the following season

### **PLEASE NOTE:**

SCMHA has the right to approve sponsorship on apparel and jerseys, and, therefore, has the right to refuse any sponsorship deemed inappropriate or in conflict with the aims and objectives of SCMHA, OMHA and OHF.

## **WEBSITE ADVERTISING**

### **SCMHA Sponsor Level**

**Fee: \$750**

Sponsorship at this level provides:

1. Advertisement in the sponsor section of all the Main Association Pages of our new website
2. Advertisement in the sponsor section of all the Team Home Pages of our new website
3. An active link from your advertisement to your business (activated by clicking on the ad)
4. An opportunity to distribute printed material to the parents of our organization
5. An opportunity to participate in an email to each of the parents
6. A half page ad in the Vic Teal Tournament Program
7. A thank-you gift showing you as a sponsor of the St. Catharines Minor Hockey Association

### **SCMHA Partner Level**

**Fee: \$500**

Sponsorship at this level provides:

1. Advertisement in the sponsor section of all the Main Association Pages of our new website



## SCMHA EVENTS

2. Advertisement in the sponsor section of all the Team Home Pages of our new website
3. An active link from your advertisement to your business (activated by clicking on the ad)
4. A thank-you gift showing you as a sponsor of the St. Catharines Minor Hockey Association

### Team Level

**Fee: \$250**

Sponsorship at this level is for one specific team (vs. organization wide) and provides:

1. Advertisement in the sponsor section of ALL (except the schedule page) pages on the Team Pages.

### PICTURE DAY

- Date:** TBC, October 2010  
**Time:** Schedule TBC  
**Location:** Jr. Falcons Room (upstairs at Bill Burgoyne Arena)

As part of registration with the SCMHA, players receive individual and team pictures at no cost. Additional products (ie. mugs, cards, etc.) customized with a players image will be offered for purchase by the photography company.

A detailed schedule indicating the time booked for each team. will be distributed to Team Parent(s) approximately 1 - 2 weeks prior to Picture Day.

### VIC TEAL TOURNAMENT

- Dates:** December 27 - 30  
**Major AA Teams:** December 27 - 29  
**Minor AAA Teams:** December 28-30

All SCMHA AA and Minor AAA teams, as well as the Tyke and Major Novice AAA teams, play in the Annual Vic Teal International Tournament.

Tournament fees are as follows and additional information is provided on the website:

<b>SCMHA/GCMHA Teams</b>	\$995/\$595 CD (*See below for more details)
<b>OMHA Teams</b>	\$995 CD
<b>Out-of-Branch Teams</b>	\$995 CD
<b>US/International Teams</b>	\$995 USD

\* SCMHA teams will be charged \$995 for the Vic Teal Tournament. A \$400 credit will be given to each team which fulfills 4 volunteer hours during the tournament. Teams must contact the Vic Teal Tournament Chairperson by November 30 with their volunteer names. The Tournament Chairperson will do their best to accommodate scheduling requests; however, please remember that the priority is to create a schedule that supports the tournament flowing smoothly, rather than individual needs.

A planning committee is established each year to run the tournament. For more information, contact:

**Kelly Chase** (905) 988-5082 [ichase@sympatico.ca](mailto:ichase@sympatico.ca)

## AWARDS BANQUET

**Date:** Thursday in April 2011 TBC

**Location:** Quality Inn Convention Centre

The annual Awards Banquet is held in April each year, and honors Association players, coaches and volunteers. For a description of the awards presented, please visit the website.

Players and coaching staff attend the Awards Banquet free of charge. All others wishing to attend the banquet are required to purchase a ticket in advance through the Parents Auxiliary. A committee of volunteers is required to assist with the planning and execution of the event.

For a description of the awards presented, please visit the website.

## SANTA CLAUS PARADE

**Date:** Sunday, TBC

**Start Tme:** 2:30 pm

**Start Location:** Montebello Park

The SCMHA will be participating in the Annual Santa Claus Parade again this year. The parade will start at Montebello Park and wind its way through downtown.

If your team is interested in supporting this event please contact:

**Lynsey Gregoire:** [parentsauxiliary@scmha.ca](mailto:parentsauxiliary@scmha.ca)



## OTHER SPONSORSHIP & FUNDRAISING

### GSNAP SPONSORSHIP

(Greater St. Catharines/Niagara Accommodation Partners)

The SCMHA has entered into a multiple year sponsorship agreement with the hotels that make up the GSNAP group (Holiday Inn, Days Inn, Comfort Inn, Quality Inn, Four Points by Sheraton, Travelodge and Best Western). In exchange for a substantial financial commitment, the GSNAP group has their logo on the sponsor bars on all the away jerseys. Additionally, SCMHA has agreed to advertise and promote these hotels for all hockey related events and tournaments.

**NEW!! GSNAP hotels have generously offered a YEAR-ROUND discount to SCMHA friends and family of between 10 and 15% off regular rates. Please promote this to your parents ... to get a discount on any hotel needs throughout the year, all anyone has to do is mention the SCMHA when the reservation is made. The more rooms that get booked and tagged with the SCMHA, the more likely we are to maintain and grow the relationship with GSNAP.**



## SCMHA RULES OF OPERATION

A copy of the SCMHA Rules of Operation can be accessed through the Association website (Parents Auxiliary – Forms & Support). This document should be used as a reference tool by Team Parent(s) in their role as liaison between the Board and the team. All parents in the Association should be encouraged to read this document. For clarification on content of the Rules of Operation, please contact:

**Karen MacKiddie** (905) 934-9204 [kmackiddie@sympatico.ca](mailto:kmackiddie@sympatico.ca)

## SCMHA CONSTITUTION

The SCMHA Constitution is the legal document that directs all activities of the organization. Amendments to the Constitution can only be made at the Annual General Meeting (AGM) held in March each year. Any recommendations for an amendment need to be brought forward in writing to the SCMHA Secretary 30 days prior to the date of the AGM. A copy of the SCMHA Constitution can be accessed through the Association website (Why Choose SCMHA – General Information). For clarification on content of the Constitution, please contact:

**Randee Loucks** (905) 682-5860 [randeeloucks@cogeco.ca](mailto:randeeloucks@cogeco.ca)

## ON-ICE ATTIRE

All players are required to provide and wear full hockey equipment which is current CAS approved and per current OMHA regulations. Directors, conveners and coaches must advise players or parents of players of improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.

SCMHA team players will wear black hockey gloves, pants and helmets. The Association supplies socks for games only. Players should not wear them at practices.

## OFF-ICE ATTIRE

Team officials and players shall wear to all games dress pants, shirt, ties and dress shoes or the Board approved warm up suit. It is the desire of the Association that all team officials and players be suitably attired at their league, exhibition and tournament games. (Constitution Section 12.11.2.4)

**All players must display the stop sign sticker on the back of their helmet beginning 2010-2011 season.**

## USE OF SCMHA LOGO

The use of the SCMHA and SCMHA Jr. logos on any AA or AAA items or apparel is restricted and must be approved by the SCMHA Board of Directors.



## TIPS FOR A SUCCESSFUL PARENT GROUP

### GUIDE TO MONTHLY ACTIVITIES

A guide to monthly activities for Team Parents will be handed out at each Parent Auxiliary meeting and will outline your responsibilities for each month.

### COMMUNICATION IS KEY!

Clear, timely, accurate communication is key to running a successful team and you find that your parents will require two streams of information: Association related and team specific.

For all Association related information, please refer your parents to the website. (Note: If you or they find any information on the website unclear, or there are recommendations for additional information to be added, please send an email to [communications@scmha.ca](mailto:communications@scmha.ca)).

Team communications are best issued via a standard format (ie. email or hard copy newsletter). If you choose email as your primary method of communication, ensure proactively that you have an accurate email address for your team's parents. **As of June 10, 2010, it is mandatory that every member have an e-mail on file with the Association.**

If you choose the paper method as your primary mode of communication, establish a "newsletter" type format with bold headings and a standard format. If you have any questions, or would like some coaching in this area, please bring them to the meeting.

### SPREAD OUT THE RESPONSIBILITIES

As you identify and define the fundraising tasks and obligations with your team, encourage your parents to step up and be responsible for different areas. For instance, ask for an individual volunteer to gather sweater sponsor information, etc. By breaking the responsibilities down into small, manageable chunks, it's easier for people to step up and volunteer. (See the tips for running the first meeting for more details.)

Additionally, it's important to communicate to the parents that they, as a group (and not only you) are responsible for the successful operation of the team within the SCMHA. Building a sense of group obligation and responsibility will support smooth operations throughout the year.

### HOW TO HANDLE QUESTIONS AND CONCERNS

If your parents have any questions or concerns, it's important to minimize the possibility of upset or drama. Direct people to the Team Manager or Convenor. Funnel questions about the Association and or proper handling of team events through the Parents Auxiliary Chair, Team Manager or Convenor. If you are aware of an upset or situation, direct the parent(s) to the Team Manager or Convenor.

**Note:** The role of the Convener is to act as the team liaison with the board/executive and is main contact person for resolving conflicts/issues of their respective teams. Liaison with the Team Manager is key, especially with respect to arrangements for tournaments and exhibition games.



# RUNNING A SUCCESSFUL FIRST MEETING



Use the following as a guideline for the topics to cover in your first team meeting of the season.

Allocate approximately 60-90 minutes for this meeting and ensure that you have a location where the distractions are minimal and you will be able to communicate clearly. The purpose of this meeting is to ensure that all parents understand the structure of the Association, the philosophy of the coaching staff, and the responsibilities towards Association and team fundraising.

- Welcome and introductions of coaching staff, manager and parents
- Overview purpose of the meeting:
  - Association organizational structure (who's who)
  - Coaching philosophy
  - Association events, fundraising and Honorarium Fund
  - Team budget and fundraising
  - Assign volunteers to various positions
- Roles and responsibilities of coaching staff, manager, convener, parents
- Presentation by Head Coach (philosophy, rules, communication)
- Waivers & Agreements to Share Information:
  - Obtain agreement to share contact information
  - Sign waivers to post photos on the team website
- Organizational structure of Association:
  - Roles of Executive, Board, Coaches, Managers, Conveners, Team Parents
- Explain website as primary reference for team and Association information
- Overview Association fundraising & events (description of event, date, purpose, responsibilities):
  - Picture Day
  - Vic Teal Tournament
  - Home jersey sponsorship deadline
- Explain Honorarium Fund and volunteering for approved fundraising activities
- Review team financial needs:
  - Preliminary budget
  - How team account works
  - Monthly reporting (to team and Treasurer)

