

Managers Information

Team App

- NEW this year, ALL teams are required to use the Sports Headz app.
- This app is FREE, syncs directly to the Georgian Shores Website, and has all required functions to run a great season.
- Please email secretary@gsmha.net to be added as the manager of the app.
- If you have any questions, please also ask secretary@gsmha.net

Booking Tournaments

- Visit the [OMHA Tournament Listings](#)
- When choosing, be mindful of Home Tournament and other Georgian Shores activities, refer to the calendar
- It is challenging to attend tournaments during playoff season and year end ones
- You can pay for them personally and then ask to be reimbursed by Georgian Shores. Email receipts to treasurer@gsmha.net . The team MUST pay back the association by March 1st at the latest.
- Notify icescheduler@gsmha.net so that your tournament can be added to the team calendar and any ice/game adjustments can be made
- Notify your director to get a travel permit (repdirector@gsmha.net, lldirector@gsmha.net, u9director@gsmha.net)
- Ensure that you have a copy of your team roster. Email registrar@gsmha.net
- Book hotels
- A day tournament, a close by weekend tournament, or a hotel stay tournament are the options. Be mindful of your team and their needs when making the decisions. Hotel stays ask a lot of the families. Remember that you have a Home Tournament as well.
- Georgian Shores prefers that teams keep tournament expenses to \$3000/season/team

Exhibition Games

- Georgian Shores will only pay for an exhibition game when it is absolutely necessary for team selection.
- The cost of the timekeepers and referees are the FULL responsibility of the team.
- A travel permit is required. Email the appropriate director.
- Email icescheduler@gsmha.net so that the game can be added to the calendar. This will also notify the Ref Scheduler and TimeKeeper Scheduler.
- These are booked on your teams ice slots.
- Email GameSheet Inc to have the visiting team added to the Exhibition team list. This will allow you to use the iPad for score keeping.

Fundraising

- NEW this year, all Fundraising monies collected with a lottery license MUST filter through Georgian Shores Bank Account
- A [Fundraising Application](#) must be submitted to the board for approval. The board meets the second Monday of each month. Email the completed application to your appropriate director(repdirector@gsmha.net, lldirector@gsmha.net, u9director@gsmha.net)
- A lottery license is required when you are selling raffle tickets, 50/50 Draws, Grand in Your Hand. Anytime that a prize is awarded from purchasing a ticket. Silent Auctions DO NOT require a lottery license.
- Lottery License can be obtained at The Town of the Blue Mountains Town Hall. They require at least 30 days in advance.
- A lottery report must be completed upon completion.
- The treasurer can assist, treasurer@gsmha.net

Website

- Email secretary@gsmha.net to obtain access to your teams page on the GS website.
- This will also allow you to access OneDB (Suspension Submission), add tournament scores and games to your calendar and post any news articles.

Suspensions

- One person on your team is responsible for entering suspensions into OneDB. This needs to be done within 24 hours of the game.
- If you need assistance, please contact your appropriate director.

Cash Box

- Your team will be given a cash box for the season. This will have monies to pay for HOME game Ref Fees, Ref Mileage & TimeKeeper Fees.
- You MUST record each time money is given out, and this MUST be done prior to the start of the game.
- Refs only get mileage once. Ex. If you are the first game of the day, you will pay the mileage. The next team, if the refs are the same DO NOT get mileage again.
- You will be given envelopes for the fees on a monthly basis.
- If you are getting low on mileage money, please email treasurer@gsmha.net to get more.
- This box MUST be handed at the end of the season in a timely manner, preferably before Match 30th.

Jerseys

- Each team is responsible for a Home and Away set of jerseys
- They should be washed on a regular basis, and HUNG to dry
- They are NOT to be given to individual players for the season, but kept with a Jersey Person (can be you as the manager, or another parent)
- Your team will have a locker in the Thornbury arena, and will be given a jersey bag for transportation.
- The WHITE jerseys are home, and the DARK jerseys are away, and are ONLY for games
- Only the assigned GS jerseys are to be worn for games.
- There are older jerseys available to be used for practices if need be
- Questions should be directed to equipment@gsmha.net

iPads

- These are stored in locked boxes in each arena. You will be given the combination for each of them.
- You will receive the GameSheet Inc invite code from your director. This will allow you to upload your roster using the code from your team roster OR you can enter each player individually. This should be completed BEFORE your first game. You can access [here](#).
- You will need to load your HOME game and get the coaches to complete the game sheet. The HOME coach should be last to sign and ensure that they review all game details before signing. They will take the iPad across the ice to the timekeepers.
- At the end of the game the iPad MUST be picked from the Refs, and ensure that the game has been uploaded. Then plug it in and lock it back up please and thank you

Team Commitments

- Georgian Shores runs on volunteers.
- We need a parent from each team to join each of the following committees
 - Tournaments (tournaments@gsmha.net)
 - Sponsorships (director@gsmha.net)
 - Awards Banquet (president@gsmha.net)
- Please email the names of the parents to the appropriate individuals

Team Financials

- Team Financials need to be submitted at the end of the season. This is so that the Exec is aware of how the team spent their fundraising money for the season.
- A spreadsheet is a great idea.
- Please submit by March 30 to president@gsmha.net AND treasurer@gsmha.net

Thank you for being a team manager!

If you have any questions, please reach out to your directors.