

---

# Team Manager 101

---

“The Volunteer Who  
Misunderstood the  
Question”

---

Orleans Minor Hockey  
Association

September 2010  
Revised October 2013

---

# Table of Contents

<b>The Hockey Hierarchy .....</b>	<b>6</b>
Hockey Canada .....	6
Ottawa District Hockey Association (ODHA) .....	6
Ottawa District Minor Hockey Association (ODMHA) .....	6
Gloucester Hockey Association (GHA).....	6
Orleans Minor Hockey Association (OMHA) .....	6
Teams .....	7
<b>Roles and Responsibilities .....</b>	<b>7</b>
Coach .....	7
Assistant Coaches .....	7
Trainer .....	8
Team Manager .....	8
<b>The Tryouts.....</b>	<b>10</b>
<b>The Parent Meeting.....</b>	<b>10</b>
Choosing the Location .....	11
Setting the Agenda .....	11
The Follow-up.....	12
<b>The Team Binder .....</b>	<b>13</b>
<b>Financial Matters.....</b>	<b>13</b>
The Budget .....	13
Team Fees.....	14
The Team Bank Account.....	14
Sponsorships.....	15
Sponsorship Bars .....	15
Budget Reports.....	16



<b>Police Checks .....</b>	<b>16</b>
<b>Insurance .....</b>	<b>17</b>
<b>Season Startup .....</b>	<b>18</b>
Sweaters and Equipment Pickup .....	18
Name Bars / Cs and As.....	19
The Association Meeting .....	20
The League Meeting .....	20
Official Team List .....	21
Team Schedule .....	22
Team Websites .....	22
Important Reference Websites .....	23
<b>Resolving Game Conflicts.....</b>	<b>23</b>
Simple Reschedule.....	24
Cancellation and Rescheduling.....	25
<b>Other Cancellations .....</b>	<b>26</b>
Inclement Weather .....	26
Officials or Opponent 'No Shows' .....	27
Facility Breakdown .....	27
<b>Ice .....</b>	<b>28</b>
<b>Exhibition Games .....</b>	<b>29</b>
<b>Tournaments .....</b>	<b>31</b>
Sanctioned Tournaments .....	32
Tournaments Within the ODMHA .....	32
Tournaments Outside the ODMHA .....	33
Tournaments in the U.S.....	34

Body Checking .....	35
Upon Arrival at the Tournament .....	36
<b>Discipline, Discipline Code and Reporting.....</b>	<b>37</b>
Suspensions .....	38
<b>Game Sheets and Reporting .....</b>	<b>40</b>
Game Sheets.....	40
Prior to the Game .....	40
Following the Game.....	41
At the House League Level .....	41
At the Competitive Level .....	42
<b>Player Affiliations .....</b>	<b>42</b>
Registering a Player as an Affiliate .....	43
Affiliated Player Call up Procedure.....	44
Affiliate Play Restrictions after January 10th .....	46
Emergency Goalie Replacement .....	46
<b>Booking Officials .....</b>	<b>46</b>
Booking Process.....	46
Payment.....	47
Compliment or Complaint .....	48
<b>The Playoffs.....</b>	<b>49</b>
House League Level .....	49
Competitive Level .....	50
<b>Championship Banners.....</b>	<b>50</b>
<b>Team Photos.....</b>	<b>51</b>
<b>Season Wrap-up.....</b>	<b>52</b>

Sweaters and Equipment Return .....	52
Year-end Party .....	52
Final Budget Report .....	53
Team Website.....	53
Team Bank Account.....	53

**List of Appendices ..... 54**

Appendix 1	Hockey Canada Medical Information Sheet
Appendix 2	Parent Contact List
Appendix 3	Admin List
Appendix 4A	Example of Proposed HL Budget
Appendix 4B	Example of Proposed Competitive Budget
Appendix 5	Parent Budget Ratification Form
Appendix 6	Interim Budget Report
Appendix 7	FINAL Budget Report
Appendix 8	Assigned Sweater List
Appendix 9	Official Team List Submission Form
Appendix 10	Team Schedule
Appendix 11	D9RA Pay Rates Matrix
Appendix 12	Tournament Checklist
Appendix 13	Application for Team Travel Permit (Domestic)
Appendix 14	Consent to Travel Abroad Parent-Guardian Letter
Appendix 15	USA Hockey and Hockey Canada Travel Permit
Appendix 16	GHA-OMHA Player-Parent Fair Play Pledge
Appendix 17	OMHA Situation Report
Appendix 18	Game Sheet Label Template
Appendix 19	Specially Affiliated Player Permission Form
Appendix 20	Affiliate Use List
Appendix 21	ODHA-ODMHA Officiating Complaint and Compliment Form
Appendix 22	ODMHA Code of Discipline 2009/10
Appendix 23	Police Records Check for Service with the Vulnerable Sector
Appendix 24	Instructions on Completing a Game sheet
Appendix 25	Manley Clock Instructions
Appendix 26	Senecal Clock Instructions
Appendix 27	Team Fees

# Team Manager 101



## The Hockey Hierarchy

**Hockey Canada** - the overarching governing body for hockey in Canada. It is responsible for development and publication of Official Rule Book, development of National Skills Standards and Testing Program, Officiating Program, Coach Certification Program and Safety Program (i.e. Speak Out and Fair Play).

**Ottawa District Hockey Association (ODHA)** - is the governing body of Amateur Hockey within its defined boundaries. It is composed of amateur hockey teams up to and including Junior Division level and their associated leagues and associations located within its geographical jurisdiction that are willing to comply with the By-laws, Regulations and Rules of the ODHA. Its jurisdiction comprises that part of Ontario lying east of and including the Counties of Lanark, Renfrew and Leeds except the town of Gananoque and the portion west of Highway No. 32 and south of Highway 15 in the Province of Ontario.

**Ottawa District Minor Hockey Association (ODMHA)** - The ODMHA is an integral part of the Ottawa District Hockey Association (ODHA) and by virtue of this affiliation is a member of the Hockey Canada, the governing body of amateur hockey in Canada. The 10 Districts of the ODMHA cover that part of Ontario lying East of and including the Counties of Lanark, Renfrew, and all of Leeds except the town of Gananoque and the portion west of Highway No. 32 and south of Highway No. 15 in the province of Ontario. Stretching from Brockville to Hawkesbury and from Cornwall to Ottawa, the ODMHA boasts more than 28,000 participants.

**Gloucester Hockey Association (GHA)** - The GHA administers to Minor hockey for the communities of Blackburn, Gloucester Centre, Leitrim, Metcalfe, Orleans and Russell which comprises District 9 of the ODMHA. Registration has surpassed the 3000 mark. It is administered under the jurisdiction of the ODMHA. (see *Figure 3 – GHA Organization Overview – Org Chart*)

**Orleans Minor Hockey Association (OMHA)** – The OMHA operates within District 9 as one of the governing bodies for the administration and delivery of minor hockey programs for children located within the K1C postal code (see *Figure 1- OMHA Organization Overview – Org Chart*)

**Teams** - Teams operating under the jurisdiction of the OMHA due so in accordance with its Constitution, Rules and Bylaws and policies (see *Figure 2 - Team Organization Overview – Org Chart*)





## **Roles and Responsibilities**

### **Coach**

The Coach is ultimately responsible for all aspects of the team; most importantly, all of the 'on ice' activity. They are in effect "the boss" and they choose the Team Manager, Assistant Coach(s) and the Trainer(s). The Coach reports directly to the Convener of the specific Division of play (i.e. Atom, Peewee, and Bantam etc.).

The duties of the Coach include –

- to be a role model for players
- establishes expectations for player behavior – on and off the ice
- prepares practice drills that challenge athletes
- provides skill instruction
- provides clear evaluation and correction on an ongoing basis
- motivates athletes through using a variety of methods including but not limited to the establishing and defining achievable goals, providing variable and fun practice sessions, positive reinforcement
- emphasizes physical conditioning
- promotes parental communication
- builds the Coaching team

### **Assistant Coaches**

Assistant Coaches are selected by the Coach normally from within the parental group. They work on the ice for the Coach during practices and behind the bench during the games. There are typically two assistant coaches.

The duties of the Assistant Coaches include:

- provides pre-practice explanations
- conducts team warm-up
- assists in the preparation and execution of practices
- teaches actively
- supervises physical conditioning
- works on individual skills/tactics
- analyzes game play and recommends action and strategies to the Coach
- gives players feedback/encouragement/encourages their input
- acts as liaison between players and Coach
- fair and consistent
- provides leadership
- fosters mutual respect
- emphasizes team play, spirit and sportsmanship - "We not I"
- makes Coach's job more successful/enjoyable



## **Trainer**

Each team requires one trainer behind the bench during a game. It is helpful to have a couple of parents with their Trainer certification in the event that the official team trainer is unavailable.

The duties of the Trainer include –

- distributes and collects Player Medical Forms
- manages the puck bag and water bottles at all practices and games
- checks and verifies safety of equipment as is and as worn
- checks and verifies safety of arena, rink surface
- available and prepared to render first assistance
- works behind the bench during games (medical assistance, equipment repairs etc.)
- Fills out and submits injury report forms.
- Ensures the water bottles are full with fresh potable water and the trainer kit stocked and ready prior to all games and practices

## **Team Manager**

While the Coach looks after all 'on-ice' activities, the Team Manager looks after everything else. The Team Manager is one of the most important roles on the team. Team Managers should be organized, have access to the internet/email and must be able to communicate effectively. The Team Manager should ensure that as many parents participate as possible with the various tasks associated with the running of a team since there are simply too many for one person to do. One of your first tasks as a Manager, and probably the most important, is to recognize your own limitations and seek out those who can fill the gaps. Delegating or enlisting the services of others with co-managing is the key to a successful and fun year for all. It levels the load, reduces the stress, and creates parental 'buy-in' and 'ownership'.

The duties of the Team Manager include:

Away from the rink –

- securing additional practice ice
- coordinating exhibition matches including ice and officials
- Managing all the team paperwork (receipt, distribution, completion and forwarding). Such paperwork includes – the Official Team List, Situation Reports, game sheets, affiliation forms, tournament entries, travel permits, insurance forms, etc.
- Orchestrating the preparation and sewing of name bars and Cs & As
- Developing, distributing and maintaining practice and game schedules to parents and Coaching staff



- planning and participating all off-ice activities (i.e.: meetings, meals, outdoor events)
- Organizing and coordinating Tournament entries including arrangements for hotel accommodation, bus transportation, team meals and other 'special' events.
- opening a team bank account with cheque and debit card privileges
- Identifying a Treasurer and, in conjunction with the Coach, developing an appropriate budget. Authorizes all collections and expenditures.
- Creating and coordinating team support functions (i.e. phone committee, fundraising committee, timers, scorers etc.)
- prepares/inputs to newsletters, websites
- whatever else the Coach asks

While at the rink –

- being a role model
- Determines appropriate dressing room and ensures suitability for team use (i.e. adequate size, cleanliness, facilitates for girls etc.)
- Monitors dressing room activity with Coaching staff
- Opens, closes and secures locker room when team is on the ice
- Maintains the key and assists Coaching staff and parents should access to the room be required while the team is on the ice
- Provides for 2<sup>nd</sup> adult in dressing room when Trainer attending to players
- available and prepared to summon help/ambulance
- organizes time and score keepers including the preparation of game sheets and labels pre-game
- retrieves completed sheets from Officials or opposition and records scores with league, as directed, post-game
- provides payment to officials for exhibition games in advance of match
- distributes and collects evaluation forms
- whatever else the Coaching staff asks

**The most important role of the Team Manager, however, is to act as the daily liaison between the Coach and the Parents.** The Team Manager is responsible for understanding, supporting, conveying (and clarifying, when necessary) the objectives and directives of the Coach to the Parents. Similarly, the Team Manager is also responsible for understanding, supporting, conveying (and clarifying, when necessary) the perspective and feedback of the Parents to the Coach on all matters concerning the functioning of the team.

Regular and ongoing communication with both the Coach and the parents is critical to being a successful Team Manager. Remember that those who are the most vocal are not necessarily those with the most meaningful information to convey. They may be simply the loudest.



Make an effort to touch-base periodically with every parent - especially on extremely sensitive issues (i.e. financial commitments) prior to making such critical decisions. And, when a deep divide is readily apparent, ensure to bring the matter to the Coach for the final decision. You can never forget that he is the 'Boss' and is the sole Team member held directly accountable by the Board.



## **The Tryouts**

As Team Managers are normally not selected until such time as the teams are formed, there is no defined role for the Team Manager during the tryout sessions. Tryouts are coordinated and conducted by the Director, Convener and selected Coaches of each Division.

A variation to this process occurs when a non-parental Team Manager is selected in advance by the Coach. Occurring most often within Competitive teams, a Team Manager in such a non-parental position is often tasked by the Coach to assist in the paperwork and off-ice coordination of the tryout sessions (scheduling, telephone call out, session registration, distribution of tryout jerseys etc.).

Often, such sessions include the coordination of Home-and-Away exhibition matches against other competitive teams of similar Level within the Ottawa Valley. In such situations, as with regular season exhibition matches, the Team Manager must coordinate the ice, officials, payment of officials, scheduling etc. with the opposition Team Manager or Coach to ensure a successful event.



## **The Parent Meeting**

This is the first pre-season meeting the Team Manager attends. In the House League environment – especially at the younger Divisions - the Team Manager is often only selected at this meeting and thus no advance preparation is required. The Coach will call the meeting and make all necessary arrangements to locate a suitable meeting room and to create the necessary agenda.

At the more senior House League Divisions, and as the norm within the Competitive environment, Team Managers are selected immediately after the completion of tryouts by the Coach in order to assist in the preparation and facilitation of this most important meeting. In such case, the task falls to them to coordinate the facility and the agenda with the Coach.



## Choosing the Location

Book at least 1.5 hours for this initial meeting as there is much information to convey, discussions to be had and decisions to be made, paperwork to get out of the way and questions to respond to. The Bob McQuarrie Rec Complex has several rooms which may be rented at reduced rates through the OMHA for this purpose. Several restaurants in the area also have rooms or areas set aside which are suitable for such purpose.

## Setting the Agenda

Agenda for the meeting should include but not be limited to:

Coach –

- Explanation of role and responsibilities of the various positions within the Coaching staff (i.e. Assistant Coach, Trainer, Manager) and identification of individuals to fill these roles, if not already done
- The Coach's ground rules and expectations (i.e. arrival times for practices and games, dress for tournaments, contact process for absences and general communication etc.)
- how many tournaments he would like to attend
- Body checking exhibition games/tournaments or not
- explain consequences for missing practices, games, dressing room/bench misconduct
- work ethic
- respect of team officials, refs, and opponents
- behavior on and off the ice
- Process for selection of C and As
- Process for formal player evaluations (mid-season and year-end) and ongoing feedback

Trainer –

- Medical forms - distribute and explain (*see Appendix 1 - Sample Hockey Canada Medical Information Sheet*)
- Identification of other certified / qualified individuals for backup (i.e. Nurses, doctors)
- Trainer Kit – description of contents of and process to access
- Action Plan in case of emergency (i.e. player to dressing room, player to hospital etc.) [buddy system, paperwork to travel with player, Trainer to remain on bench with team]

Manager –

- Explanation of role and responsibilities
- Commence completion of Parent Contact List (*see Appendix 2 - Sample Parent Contact List*)



- Description of Bank Account (name, access and restrictions, decision of one vs. two signatures)
- Review and ratification of proposed budget (Note: if the Team Manager is only selected at the Parent Meeting, this budget ratification process may be delayed a couple of weeks to allow the Coach and Team Manager to develop collaboratively the Team budget and present it to the Parents for ratification. It must be noted, however, that such delays the approved expenditure of team funds and necessitates the coordination of another Parent meeting to review and formally ratify the proposed budget. Thus, every effort should be made to present and approve the initial budget at the 1<sup>st</sup> meeting of the Parents)

**Note: Presentation of proposed Budget must include a clear and candid discussion on fundraising expectations including methodologies towards achieving the objectives and player and parental time involvement. The Team Manager must be aware of any Association guidelines or policies concerning team finances including sponsorship activity. Parental agreement as to the amount and type of fundraising activities being agreed to via the budget ratification process must be obtained. There should be no surprises when families are on the hook to sell massive quantities of chocolate bars or Christmas wrapping paper after such activities have been ratified via their signature as part of this Budget Ratification process.**

- Commence collection of Team Fees, payment for team socks, collection of Medical Forms, Birth Certificates and OHIP numbers (*see Appendix 3 - Sample Admin List*)
- Identification of individuals for support roles, as deemed required
- Explanation of manner of communication and frequency
- Issuance of first Team Schedule to familiarize parents with format and inform of upcoming week(s) activity, if known.

### **The Follow-up**

It is extremely important that minutes of the Parent Meeting be taken. Within such minutes, points of agreement must be clearly stated (i.e. number and location of tournaments, Team Fee payment dates, plan for purchase of extra ice, key process to be used for communication of schedule and other team activities, designated individuals for volunteer positions etc.). Key actions items

to be undertaken over the following two week timeframe should be identified along with who has been tasked to carry out the tasks.

The minutes should be distributed to all concerned as quickly following the meeting as possible in order to ensure that there is a common understanding of



the financial and time commitment expected of the Team (and therefore the Parents) nor the sharing of the workload. As with any project, good planning, understanding of the plan and 'buy-in' by those tasked to delivering the plan are keys to success.

## **The Team Binder**

Immediately following your selection as Team Manager, you should acquire and begin to prepare a Team Binder for your use throughout the year. The Team Binder will quickly become your 'best friend' for the season virtually never leaving your side at practices, games or tournaments.

It will be used to house player information, parent contact information, association and league contact information, game schedules, medical forms, tournament registrations, budget and financial records and reference materials.

The following represents a typical Table of Contents for a Team Binder –

1. Schedule (Full)
2. Team Roster / Team Lists / Affiliations
3. Budget / Finances
4. Medical / BCs
5. Situation Reports / Discipline (incl. Code of Discipline)
6. Tournament 1 – Date and Location
7. Tournament 2 – Date and Location
8. Tournament 3 – Date and Location
9. Tournament 4 – TBD
10. Ice Contracts / Swaps
11. General Correspondence
12. Contacts
13. Game Sheets

## **Financial Matters**

### **The Budget**

The Team Budget is put together at the start of the season as collaborative effort between the Coach, the Team Manager and the Parents. The proposed budget should reflect, at a high level, all anticipated costs to be incurred over the course of the season. Where exact costs are unknown, err to the safe side in your projections as it is always easier to collect less than the agreed upon amount from Parents as opposed to more.



## **Team Fees**

In addition to the annual player registration fee, team fees are to be paid for each player within the OMHA. The specific amounts to be paid vary by Division (Novice, Atom, Peewee, Bantam, Midget and Juvenile) and Category (A, B, C or Rep B). Such amounts are determined by the OMHA Board of Directors annually and are based on the projected cost of ice and officials for the upcoming season. (*See Appendix 29 – Team Fees*)

Team fees are a necessary cost for the privilege of playing hockey. Parents are advised of at the time of registration of the specific amount to be incurred and that the payment of such fees is mandatory. Should the payment of such fees become an irresolvable issue with any parent during the course of the year, the matter should be referred to Coach for further action.

Team fees are established to cover the cost of extra practice ice, exhibition games/officials and tournaments for the upcoming season. As such, OMHA policy states that such funds may not be used for the purchase of team clothing, team parties and other 'non-hockey operations' expenditures. Sponsorships and team fundraising efforts should be utilized to pay for such expenditures.

Should you have any question as to whether or not team fees may be used for a specific expenditure, check with your Coach. Remember, after all is said and done, it will be the Coach who will be held accountable to the OMHA for all expenditures.

It is best to collect full payment of team fees as soon after the team is formed as possible. However, it must be recognized that families are burdened by many competing financial demands and that, on occasion, payment plans may be requested and considered over longer periods of time. Agreement with respect to such plans must be reached between the Team Manager and the requesting family as early into the season as possible. Ensure to advise the Coach in advance of any requests and consideration of payment plans as, once again, he will ultimately be held accountable to the Board for all team financial matters.

## **Team Bank Account**

Most major banks and trust companies have community service accounts available for use by non-profit agencies such as sports teams. These accounts charge reduced fees for banking services (i.e. cheque, withdrawal and administration fees) and may often reverse such fees if and when charged.

It is recommended that the Team Bank Account require co-signors for any cheques drawn on the account. This is most easily accomplished by the Team Manager and Coach being identified as co-signatories to the account or, if a Treasurer is appointed, the Treasurer and the Team Manager. In rare occasions, the Team Manager may be identified as the sole signatory on the account. However, such should only occur with the full agreement of Parents



and the Coach as, again, the Coach is ultimately responsible to the Board for all actions and activities of the Team. Such responsibility includes accountability for all financial matters associated with the Team.

Most accounts offer ATM access and web management features. Such tools often prove useful in managing the day to day activities of a busy team. However, beware of additional bank fees which may be levied by your institution in providing access to these services as fees for these 'luxury' services are often not reversed for Community Service accounts.

## **Sponsorships**

Under the terms of the OMHA Constitution, Team Sponsors may be actively sought, for purpose of helping to offset individual team's expenses during the year. Sponsorship may be accepted from all businesses, groups and establishments, whether in or out of the Orleans area. Player canvassing, however, is to be restricted to the old boundaries of the City of Gloucester only.

The team must seek approval from the OMHA Executive for all major team sponsorships (>\$2,000) and or fundraising activity. All team fundraising is strictly voluntary and no parent or player should feel obligated to participate in fundraising activities or contribute additional financial support to the team beyond the Team Fees established annually by OMHA policy (see *Appendix 29 – Team Fees*).

## **Sponsorship Bars**

All proposed sponsors seeking sponsorship bars must be approved by the OMHA prior to acceptance of any funds. The Team should submit such proposals in writing to their Convener indicating the name of the Sponsor, the funds to be received as sponsorship and the proposed text to be displayed on the sponsorship bars. The Convener will forward the submission to the Board for their review and approval. Such approval will not be unreasonably withheld.

The sale of sponsorship bars to be displayed on the rear hip portion of the team jerseys is an excellent source of team revenue. While there is no maximum to the value of the sponsorship to be received for this privilege, a minimum of \$750 per set (Home or Away) of sweaters has been fixed by the Association.

Of the minimum \$750 received, \$100 per set of sweaters (Home or Away) is to be provided to the OMHA to offset potential damage caused as a result of the sewing and removal of the bars for each individual sponsorship bar set sold. This figure is reduced to \$150 for both sets if sold to one sponsor. The use of individual sponsorship bars is permitted **only if all sweaters on the given sweater set (Home or Away) have such individual bars.**



The cost for producing and sewing of the sponsorship bars is to be borne by the Team from the sponsorship funds received. As with the name bars, sponsorship bars may only be produced and sewn by Houle Sports. Arrangements with Houle should be made, accordingly.

## **Budget Reports**

There are 3 key budget reports which must be submitted by all OMHA teams –

- 1 **Ratified Budget** – a copy of the Ratified Budget, including the *Parent Budget Ratification Form* signed by all families, must be submitted to the OMHA Treasurer/Registrar prior to November 1<sup>st</sup> (see *Appendix 4 - Example of Proposed HL Team Budget and Appendix 5 – Example of Proposed Competitive Team Budget*) with the completed Parent Budget Ratification Form (see *Appendix 6 - Parent Budget Ratification Form*)
- 2 **Interim Budget Report** – provided to all parents for their information, review and approval at the halfway point of the season at the House League level (just prior to Xmas break) and monthly at the Competitive level (see *Appendix 5 - Interim Budget Report*). A copy of the Interim Budget Report must be submitted to the OMHA Treasurer/Registrar by January 1<sup>st</sup>
- 3 **Final Budget Report** – a copy of the Final Budget Report, attested to by signature of either the Coach, the Team Manager or both, must be submitted to the OMHA Treasurer/Registrar prior to April 15th (see *Appendix 8 - FINAL Budget Report*)



## **Police Checks**

Every year, all OMHA volunteers occupying the position of Coach, Assistant Coach, Trainer, Team Manager and on-ice help must obtain a police criminal indices check. It is the responsibility of the Team Manager to ensure that each member of the Coaching staff completes and submits the required form and providing proof of such to the OMHA.

Police checks obtained in the spring for coaching soccer, football or work with any other community organization are now valid for meeting this requirement. **Everyone** occupying one of these positions of parental trust must obtain a police check, regardless of occupation.



Obtaining a police criminal indices check is a simple process if the following steps are followed –

- Provide a copy of the form "POLICE RECORDS CHECK FOR SERVICE WITH THE VULNERABLE SECTOR" to each member of the staff (see *Appendix 24 – Police Records Check for Service with the Vulnerable Sector*) and a copy of the OMHA letter recognizing the holder as a volunteer within the organization provided by your Convener. (see *Appendix 25 – Example of Recognition as a Volunteer Letter*)
- Each individual must complete the form (Note: on the form 'Agency' = Orleans Minor Hockey Association) and submit it individually along with the volunteer letter to the Ottawa Police Services.
- Each individual must appear in person with the required documentation and originals of the required personal identification indicated on the form to either the Orleans branch or downtown branch (Elgin Street) of the Ottawa Police Services.

**Note: If you fail to provide the *Recognition as a Volunteer Letter* at the time of submission to the Ottawa Police Services you will be charged a \$15 dollar processing fee. Such fees are not to be reimbursed from Team funds.**

- Request from the attending Officer a photocopy of the submitted form stamped with the Ottawa Police Services stamp as proof of submission. The stamped forms must be returned to the Team Manager who will drop them off at the OMHA office by the submission date identified annually by the OMHA as proof of the Team having met this extremely important requirement.

**Note: Persons refusing to submit to a police records check must be prohibited from further involvement with Team activities until the requirement and the OMHA advised, accordingly.**

## **Insurance**

All players and members of the Coaching staff identified on the Official Team List are covered under the umbrella Hockey Canada insurance policy. The policy is administered within the ODMHA by the ODHA. Any specific questions concerning coverage under the policy should be directed, in writing, to the ODHA office.

However, there are some key points regarding insurance that should be noted in developing your season plan –

- Coverage commences from the date of the 1<sup>st</sup> tryout session and ends the last day of scheduled league play (i.e. elimination from playoffs). Should extended coverage be required in order to participate in a previously scheduled tournament (i.e. for Competitive Level - Tournament of Champions), a formal request for extension must be made to and approval received from the OMHA, in writing, prior to participation in the event.
- Only those individuals (Players, Coaches, Trainers, Team Manager and On-ice Assistants) listed on the Official Team List are covered by under the umbrella insurance policy.
- The OMHA covers the cost of insurance for five (5) team officials at the time of team registration with the league. The names of these specific individuals must be included on the Official Team List. Additional names may be added at additional expense to the team.

**Note: Only those individuals whose names are included on the Official Team Roster are deemed to be insured and may participate on-ice or on the bench in practices and games.**

- Team off-ice activities are covered under the insurance policy for those individuals listed on the Official Team List (i.e. dry land training, skating parties, bottle drives etc.).
- 5-on-5 play at any time is prohibited without a certified Referee on-ice to officiate. 4-on-4 play is permitted.
- Parent / player games are strictly prohibited.



## **Season Startup**

The first weeks are always hectic and prove to be a good coaching staff relationship-building exercise as numerous tasks off-ice must be carried-out for which the Coach will provide assistance and for which you will collaboratively be able to accomplish on behalf of the team in advance of your first scheduled game.

## **Sweaters and Equipment Pickup**

Shortly after Teams are selected, your Coach will receive an email from the OMHA advising of the sweater and equipment (pucks and pylons) scheduled



pickup date, time and location. Coaches often choose to carry out this task themselves as it provides them their first and last opportunity prior to commencement of the season to touch base with the Board executive. However, especially in the older age groups, the task is assigned to the Team Manager.

At the time of the sweater and equipment pickup, the OMHA will have two sets of sweaters (Home and Away) suitable for your Division and Category bundled in sweater bags ready for you. The Association's Equipment Manager will, in your presence, review the condition and numbers assigned to your team for each set of sweaters. All assigned numbers will be recorded on the Team Equipment List that is retained within the records of the OMHA and you will be asked to sign receipt for same.

You will be asked to recognize receipt of the sweaters and equipment via signature on the Team Equipment List. A deposit of \$350 by cheque addressed to "OMHA" (\$150 for each of the Home and Away sets) must also be provided at this time. The deposit will be returned at the end of the season upon return of full sets of the assigned jerseys. Should the team bank account yet to be established and/or sufficient team funds yet to be collected, the deposit is often fronted by either the Coach or the Team Manager and marked for repayment as soon as team funds are available.

**Note - if you lose a sweater(s) or one gets unreasonably damaged, the OMHA reserves the right to withhold all or part of the team deposit to offset the cost of repair or replacement of the damaged or misplaced sweater(s).**

### **Name Bars / C & As**

Name bars are worn on the upper portion of the sweater above the numbers to readily identify players to both Coaches and fans. Within the OMHA, Houle Sports is the sole designated retailer with authority to produce and sew name bars onto OMHA sweaters.

Normally at the first practice after pickup, sweaters are assigned to players. Record the assigned numbers against each player in numerical order for the purposes of submitting such list to Houle Sports for the production of name bars and their sewing (*see Appendix 9 - Assigned Sweater List*).

Players who have played previously within the OMHA may already have name bars from previous years on file with Houle. For those that do not, name bars will have to be made. Charges are incurred for each name bar which must be made and for their individual sewing. Name bars held on file by Houle are provided and sewn on a first-come-first-serve basis. Thus, if two 'SMITH' name bars are held on file and your player 'SMITH' is the third jersey of the season for which a name bar is required, you will be charged for its manufacture.



Coordinate your sewing directly with Houle to take place either in advance of your first game, if possible, or between assigned games, if necessary. Ensure to confer with your Coach in advance to determine how many Assistants he wishes to assign to the team. You should order your Cs and As at the same time as your sewing in order that they are ready for distribution as soon as the recipients are identified by the Coaching staff. Iron-on Cs and As should not be used as they damage the sweaters by leaving adhesive residue when removed.

### **The Association Meeting**

The Association meeting is called a couple weeks before your season starts. Coaches and Managers for all OMHA teams (House League and Rep) attend this very important meeting. Date, time and location of the meeting are normally conveyed by the Association through the respective Conveners to the Coaches.

Here, the Association Executive is introduced to the Coaching staffs, important league and association information is conveyed, new rules and rule clarification provided and operational and administrative questions are fielded. It is an excellent time meet and network with other Coaches and Managers and to share from the wealth of experience in the room. It is a meeting that should not be missed and careful notes taken for future reference during the season.

### **The League Meeting**

The League is a mandatory pre-season meeting called by the Rep B League Executive for all Coaches and Managers of the Rep League. The meeting normally takes place 2<sup>nd</sup> week of October - a day or two prior to the first league game. The meeting is held at the ODMHA branch office on Kilborn Ave.

Specific times are allotted for each Division (Atom, Peewee, Bantam and Midget). At each of the allotted sessions, the league officials hand out the preliminary season schedule, game sheets and pre-addressed stamped envelopes to be used for submitting completed game sheets. They will discuss any new rules and remind you of old rules.

You will meet the convener for your specific Division (Min Peewee or Peewee or Minor Bantam etc...). Coaches and Managers break up into their respective

groups to table and questions and to discuss any concerns with their convener and peers. It is a good time to quickly look over your schedule to see if you have any known conflicts with tournaments and league games already scheduled and to identify such to your convener.



## The Official Team List

The ODHA Official Team List is the document prepared by the Association Registrar to formally register each Team, its respective players and coaching staff as formally recognized members of the Team within the CHA.

Only those Players and Team Officials whose names appear on the Official Team List are insured under the CHA insurance policy. Thus, only those individuals who appear on the Official Team List may be involved with any on-ice activity (i.e. practices, games etc.). The Association covers the insurance costs for 5 Official members of the Coaching staff normally comprising the Coach, Assistant Coaches, Trainer and Manager. Additional names may be added on the Official Team List at an incremental cost for on-ice practice helpers, if so desired.

The Official Team List is required by all tournaments in order to complete the tournament registration process. It is thus extremely important to gather and submit the required information to the Association Registrar as soon as possible after the Team is selected in order to ensure its timely development and provision to you.

The following information is required for every player, member of the Coaching staff and others individuals to be listed on the Official Team List (*see Appendix 9 - Official Team List Submission Form*) –

- ✓ Sweater Number
- ✓ Last Name
- ✓ First name
- ✓ Contact Telephone Number
- ✓ Sex
- ✓ Date of Birth (mm-dd-yy)
- ✓ Position (i.e. Player, Coach, On-ice Assistant etc.)

The Association Registrar will transpose the information provided into the ODHA registration system which produces the Official Team List. The Roster, once developed, will be forwarded to you by the Registrar for signature by each person listed on it against the information listed concerning them. This is usually best accomplished at the first available practice or game following receipt of the Roster.

Once all signatures have been provided, make a copy of the form for your future use retaining the copy within the Team Binder. Return the original copy with all original signatures back to the Association Registrar for forwarding to the ODHA for registration.

The names of all players affiliated to your team must also appear on your Official Team List. In order to do so, the required player information for the Official Team List as listed above must be provided to the Association Registrar. Refer to the



Affiliation section within this document for further information as to how this is accomplished.

## **The Team Schedule**

Games, practices, team events and social activities all require careful scheduling in order to inform and to identify and resolve potential conflicts. This is accomplished by the development and ongoing maintenance of an accurate Team Schedule.

Information to be displayed on the Team Schedule comes from a number of sources. Game dates, times and locations are provided by the League Assigned practice date, times and locations are provided by the Association. With the addition of exhibition games, tournaments, social events and team outings for a 7-8 month period, you quickly can see that an up-to-date, well-balanced Team schedule is most critical to a successful and enjoyable hockey season. (See *Appendix 11 - Team Schedule*)

There can only be one 'Official' Team Schedule. Be certain that you establish upfront with the Parents how the 'Official' Team Schedule will be distributed (i.e. via email from you, the Coach or posted on a Team Website). If distributed by email and subsequently posted onto a Team website, it is extremely important that the webmaster modify the site schedule as soon as the emailed version is received. Review it often to ensure both its currency and accuracy to avoid costly team confusion including the possible waste of expensive practice ice or, more importantly, a missed league or exhibition game. A good trick that some teams use is to distribute a weekly schedule reminder via e-mail to ensure that everyone is aware and up-to-date regarding team activities for the subsequent seven days.

## **Team Websites**

The development of a Team Website for display of the Team Schedule, providing notice of important Team events and post stories and photos of Team activities and on-ice success is always fun. However, as the Internet remains an unpoliced information highway prowled by those of ill intent, it must be done with caution and consideration of potential impact.

Some words of warning –

- Do not post player names and other personal information without security access. The reason for this restriction is self-explanatory
- Do not post detailed player scoring and assist statistics. Such statistics, while fun to accumulate, may be used inappropriately among team-mates and between teams in schoolyards – especially, at the younger levels. If



such statistics are to be collected, use them as an internal Coaching aid. In the big scheme of things, it's a team effort; who cares who ultimately put it in the net?

- Be extremely careful if posting a Team Schedule that your webmaster remains current in maintaining it. There is nothing worse than notifying via email of a game change (date, time or location) and only half the team showing up due to confusion caused by an outdated Team Schedule on the website. Identify clearly at your initial Parent Meeting how the 'official' Team Schedule and information will be distributed

## Important Reference Websites

You should bookmark these websites for regular reference -

<http://www.orleansminorhockey.ca/>

<http://www.gloucesterhockey.ottawa.on.ca/>

<http://www.odmha.on.ca/>

<http://www.odha.com/>

<http://www.webruler.com/d9ra/> (you will find links to other referee associations here)

<http://www.arenamaps.com/arenas/Ontario.htm>

<http://ottawableague.pointstreaksites.com/view/ottawableague#.Uk9-ORBzblU> - competitive league schedule and stats



## **Resolving Game Conflicts**

It is almost guaranteed that you will be faced with re-scheduling at least one game over the course of a season due to a tournament conflict for either you or your opponent.

Rescheduling a game can be either very simple or very complicated. The key is to remain calm, think clearly, communicate well and ensure you follow-up with all implicated - Team Officials, Referee Assignor, Director, Convener and anyone else identified by the League – in writing (email) and maintain the written record for future reference within the Team Binder.



## Simple Reschedule:

When all teams concerned are under the GHA, we can trade game times with them for any home games we need to reschedule. Doing so minimizes the impact on all concerned avoiding rescheduling of on-ice Officials and reallocation of ice. Example -

### *Simple Scenario #1:*

*You are scheduled to play a Home game vs. Cumberland on Saturday, Jan. 18<sup>th</sup> at the Bob McQuarrie Rec Complex. The game conflicts with a tournament you are attending out of town that same date. This is game #140 at Armstrong @ 15:30 on the league schedule.*

*In reviewing the league schedule, you note that Gloucester is scheduled to play a Home game vs. Cumberland on Monday, January 20<sup>th</sup> at Earl Armstrong. This game is #142 @ 17:00 on the league schedule. You note that your schedule is free on the 20<sup>th</sup> and that Gloucester has no league game scheduled on the 18<sup>th</sup>.*

*You contact the Gloucester Team Manager in order to determine if, indeed, they are available to play a League game vs. Cumberland as their Home game on Saturday, January 18<sup>th</sup> on the Bob McQuarrie Rec Centre sheet of ice. You, in turn, would play your Home game vs. Cumberland on Monday, January 20<sup>th</sup> on the Earl Armstrong Sheet of ice. If agreed to, the written confirmation to be forwarded to the Gloucester Team Manager, the Cumberland Team Manager, and the Convener (as well as anyone else identified by the League or Association) would read as follows -*

*“Due to a tournament conflict for Orleans, Orleans and Gloucester have agreed to swap their Home games vs. Cumberland on Saturday, January 18<sup>th</sup> (Game #140) and Monday, January 20<sup>th</sup> (Game #142), respectively, as follows -*

**Game #140** - Orleans (H) vs. Cumberland (V) originally scheduled for Saturday, January 18<sup>th</sup>, 15:30 hrs at Bob McQuarrie Rec Complex rescheduled to Monday, January 20<sup>th</sup>, 17:00 hrs at Armstrong

**Game #142** – Gloucester (H) vs. Cumberland (V) originally scheduled for Monday, January 20<sup>th</sup>, 17:00 hrs at Armstrong rescheduled to Saturday, January 18<sup>th</sup>, 15:30 hrs at Bob McQuarrie Rec Complex

*Pls. confirm receipt of this notice of rescheduling via return email.”*



If the game you need to re-schedule is an Away game, you can try to swap the game with another team who would be the visiting team that is scheduled to play the same Home team on another date. Example -

*Simple Scenario #2 -*

*You are scheduled to play MTK in Almonte on December 1<sup>st</sup> and Nepean White is scheduled to play MTK on January 4<sup>th</sup> in Almonte. If Orleans does not have game scheduled for Jan 4 and Nepean White does not have a game scheduled for Dec. 1, as with Scenario #1 above, the Nepean White Team Manager should be contacted and Nepean White's availability to play on Dec. 1 confirmed.*

*If confirmed, written confirmation of the agreement reached similar in format and level of detail as provided in Scenario #1 above should be forwarded to all concerned including the request to confirm receipt of the change via return email.*

**Cancellation and Rescheduling:**

If, in order to resolve a game conflict, you cannot swap a game with another team as described in the scenarios above, it will be necessary to find alternate ice on a date, time and location suitable to both teams to which the game may be rescheduled. Such will require the cancellation and rescheduling of on-ice Officials and, potentially, the waste of valuable ice. Such should thus be avoided, whenever possible.

If you are the Home team and are necessarily seeking to cancel an existing League game (i.e. no suitable team can be found to switch Home games with as in Scenario #1 above), you must notify your Convener, your opponent and the association (GHA). For House League, all game switches, cancellations and reschedule's MUST be reported to the Orleans Game Change Convener a minimum of 18 days prior to the date of either the cancellation or the reschedule. The team requesting the rescheduling must provide the Orleans Game Change Convener with the game number, date, Level, location, time and opponent of the original scheduled game as well as for the rescheduled date. Rep teams must also advise their Convener and the Ottawa Minor Hockey webmaster in order that the online schedule may be revised, accordingly.

The GHA will cancel and rebook the referees. For House League, the reschedule will appear on the website within 72 hours of confirmation. For Rep teams, the reschedule will appear as soon as confirmed by the Convener. Please ensure to check the respective website to ensure that the reschedule information has been captured correctly.



The GHA pays for the referees scheduled on GHA ice and Cumberland Minor Hockey pays for the referees scheduled on Cumberland ice. Therefore, it is important that you try to keep rescheduled games on ice with District 9.

When games are cancelled, the Home team retains the ice for practice purposes. If the Home team is unable to use the ice, they may sell or trade this ice to compensate for the rescheduled game ice. The visiting team has no claim to the cancelled sheet of ice. At all costs, ice should not be left idle as this may affect the ice allocation to the OMHA the following year. Cancelled games should be rescheduled as close as possible to the original game date.

**Note: If the GHA is advised of a cancellation at least 18 days in advance of the originally scheduled date, no additional charges will be incurred for rescheduling of Officials to the new date. Should the cancellation notice not be provided within 18 days, the cost of Officials on the rescheduled date must be borne by the Home team.**



## **Other Cancellations**

Scheduled games could also be cancelled and need to be rescheduled for a variety of other valid reasons including inclement weather, improper scheduling of Officials, double-booking of ice or a facility problem (i.e. power outage, compressor breakdown etc.). Remember – our goal is to play hockey. Thus every effort should be made to make accommodation to successfully reschedule cancelled games when requested.

### **Inclement Weather**

**Rep Teams** - Only the League may cancel a scheduled game due to inclement weather. Normally, such decision is made by the League a minimum of 5 hours in advance of game time and the GHA is advised, accordingly. The GHA, in turn, advises both teams and the scheduled Officials of the cancellation.

**House League Teams** – if a decision is made between two teams to cancel a game due to inclement weather, you must confirm such cancellation immediately via email with the opposing team. You must also contact the GHA VP House League or GHA Treasurer to cancel the referees. You must provide a minimum of 3 hours notice or you will be charged the full cost of the officials.

When such decision is made, the ice remains with the Home team for its use as practice ice. The Home team is subsequently responsible for obtaining ice at its cost on a suitable alternate date on which to play the scheduled game.



The OMHA, Rep B and GHA Ice Conveners, as appropriate, can assist in locating such ice.

Under no circumstances is a team to fail to show due to inclement weather on without the advance approval of the League. If they do, they will be liable to find suitable alternate ice and coordinate the provision of on-ice Officials at their cost without compensation from either the opposing team or the League or else forfeit the game. Other disciplinary measures may be taken by the League or Home Association.

### **Officials or Opponent 'No Show'**

On-ice Officials must arrive a minimum of 30 minutes prior to all games. Thus, at approximately 25 minutes before game time, the Team Manager should check the Referee Room to ensure that Officials are present.

Human errors do occur, however, with enough notice they may be corrected. If an Official is missing, the other Officials know the procedures to follow to find the missing ref or call for help. If, however, all Officials are missing, attempts should be made to first contact the District 9 Referee Assignor (D9RA) via cell at 613-688-7126 in order to confirm that Officials were indeed assigned and, if so, to the right rink at the right time. If unable to contact the D9RA, the District 9 Referee-in-Chief (D9RIC) should be contacted via cell at 613-720-1493.

Quite often, the situation may be corrected with alternate Officials within 20 minutes of being notified of the problem. Thus, the importance of checking the Referee Room 25 minutes in advance to allow time, if necessary, to locate replacement Officials, if possible.

If either on-ice Officials or the visiting team fails to show at an otherwise scheduled game time slot, the Home team is to utilize the available ice for practice purposes. One of their assigned practice times shall be used as an offset for purposes of holding the rescheduled match.

When the Home team fails to show, the visiting team may proceed to utilize the free ice without having to provide compensation to the Home team. The Home team shall be responsible for finding suitable alternative ice at their cost, including the coordination and cost of on-ice Officials, upon which to play the rescheduled game or the game may be forfeited.

**Facility Breakdown** – hockey arenas are gigantic refrigeration machines which require power to operate and do, on occasion, suffer breakdown. Although always inconvenient, it must be recognized that such incidents are not planned and normally cannot be resolved instantaneously by the on-site staff.



When games must necessarily be cancelled due to a facility breakdown, both the League and your Convener should be advised within 24 hours in order that the

City can be notified and the ice credited to the GHA. The GHA will find a suitable alternate date, time and location for both teams upon which to play the rescheduled match. In all situations such as this, the cost for the rescheduled game (ice and Officials) will be borne by the GHA.

## Ice

The game of hockey is played on ice; the more opportunity to play it, the greater the skill development. Thus, the more ice available to a team, the quicker such development will occur.

Ice time, however, is expensive. More and more of Ottawa's recreational facilities are being made available on a 'user pay' basis with fees geared to market demand. Within the Ottawa area – a.k.a. 'Hockey Country' – demand is high. In addition, existing facilities continue to age and are either being taken off-line for retrofit or closed. No new sheets are currently planned for the Ottawa region.

Competitive Level teams are generally comprised of Coaching staff, Parents and Players all seeking the same objective when it comes to ice. You find the ice and they will find a way to pay for it – the more the better!

House League teams, on the other hand, are a different breed. Some teams formed seek as much ice as financially possible within the limits of their team fees and, at times, with some additional fundraising. Other House League teams determine that their scheduled League games combined with their OMHA practice allocation is fully sufficient to make a good season. And yet other House League teams present a mix of both camps.

As a Team Manager, you have the delicate task of trying to obtain consensus among Coaching staff, Parents and Players as to what may be considered 'sufficient' ice to make an enjoyable and, with luck, successful season. Reaching consensus on an ice plan, especially within House League teams, and then locating suitable ice to carry out the plan, is perhaps the most difficult task of all Team Manager duties. The key, once again, is to reach consensus on an ice plan at your initial Parent Meeting, to review it frequently with the Coach and Parents and to discuss any proposed variation to it with the Parents – especially when it involves increased costs or time commitment – in advance of making such commitment.

The 'Sale Ice' page of the OMHA website is the first place to start looking for ice. It is OMHA policy that Orleans Minor Hockey Association assigned ice (game or practice ice) be offered first to OMHA teams. If unable to get rid of it by word of

mouth, such sheets are subsequently offered for sale on this page. OMHA ice is normally located within east end of Ottawa and thus convenient to families. As it is acquired from the City at a reduced rate for Minor Hockey, it is also most often the cheapest at resale.

**Note: Every effort must be made to sell or trade ice among OMHA teams. Failure to do so may result in a reduction in ice allocated to the OMHA the following year. However, no hockey association wants unused ice to lie idle. Should you have exhausted every reasonable avenue to trade or sell your ice, the President of the OMHA should be contacted and advised. Sale or trade of OMHA ice to non-OMHA parties is prohibited unless otherwise authorized by the President of the OMHA. Teams not adhering to this requirement will be penalized.**

Similarly, the GHA posts available ice on its website under its 'Ice for Sale' tab. Ice posted on this page will be located throughout the GHA jurisdiction. It again is offered at the Minor Hockey rate at resale.

Other formal ice contacts which may be tapped include municipalities, the Universities, private facility operators and other minor hockey associations. Such ice is normally more expensive than ice offered within the OMHA or GHA envelope and may have other restrictions (i.e. must be returned to the facility as opposed to traded or sold to others, if not to be utilized) or benefits (i.e. some ice purchased at the Civic Centre provides reduced-price ticket offerings for 67s games) associated with it.

Your most important source with which to seek available ice, however, is your hockey contact network. Building and maintaining good contacts among other Team Managers, Coaches, Parents and Players at all levels provides information avenues with respect to ice availability which can be tapped. Remember, however, that they are searching for ice as hard as you are. Thus, ensure that you are open to 'giving' as well as 'receiving' ice opportunities to/from others.

Quite simply, there is no magic formula with which to find additional ice. It is a daily hunt, a constant challenge but a great source of pride for the Team Manager when the Team Manager meets the target and does so within the established financial envelope.



## **Exhibition Games**

Exhibition games are often used in preseason for evaluation of game play fundamentals during tryouts, to fill schedule gaps over the course of season play and to challenge opposing teams from outside of the League.



While the entire Coaching staff actively pursues leads towards finding suitable opponents for potential exhibition matches, the responsibility to ultimately coordinate and facilitate such matches falls with the Team Manager. To do so, the following steps should be followed –

- ✓ Identify suitable available ice within your schedule (assigned practice ice or purchased sheets) available for use for an exhibition game
- ✓ Identify a couple of potential opponents and contact them in order of preference to determine availability and interest in playing
- ✓ Establish whether the costs (ice and Officials) will be offset by a return match on the opponents Home ice or whether costs will be split evenly between the teams
- ✓ Utilize the electronic Exhibition Game Request Form located on the District 9 Referee Association (D9RA) website - [www.webruler.com/d9ra/](http://www.webruler.com/d9ra/) - to book officials and to confirm costs
- ✓ Confirm arrangements (date, time, location and allocation of costs) in writing with the opposing team
- ✓ Approximately 15-20 mins in advance of game time, locate the Referee Room, confirm that Officials have arrived, advise them of the Division and Category of play and provide payment. Note – payment for all exhibition matches must be made in cash in advance of the Officials taking to the ice. Payment should be made in accordance with the appropriate Division and Category of play and duration of the exhibition match (i.e. Peewee A HL – 60 mins; Minor Midget Rep B – 90 mins.). Such information is readily available on the D9RA website (*see Appendix 12 – D9RA Pay Rate Matrix*)
- ✓ Locate the Team Manager of the opposing Team and obtain payment to offset costs incurred or to confirm return exhibition game arrangements, as agreed
- ✓ Sit back and enjoy the game

The OMHA operates within District 9 of the ODMHA. If you purchase ice outside of your district for your exhibition game, you will have to book Officials directly from that District. If, for some reason, Officials are not available to work the game from within that District, you should contact the D9RA who will make every effort to coordinate with the District concerned in order to provide suitable Officials for your game.



A travel permit must be completed and signed by the O.M.H.A. President, District Chairman or Branch Chairman as the case may be, for all teams travelling out of area for exhibition games (distance beyond 100 km in or out of Province or any travel to the province of Quebec requires a permit).

**Note – under no circumstances is a 5 on 5 exhibition game to be played without certified Officials on-ice. To do so voids the CHA insurance provisions placing liability upon the respective Coaching staffs, the Association and the League. Coaches not adhering strictly to this requirement will be subject to immediate suspension and potential further disciplinary measures.**



## Tournaments

Tournaments are an extremely important part of the minor hockey experience for both parents and players alike. They provide an excellent team building opportunity, allow Parents time to mix and mingle in a relaxed atmosphere and, even when unsuccessful, provide lifetime memories for those involved.

Tournaments, however, do add a great deal to the overall cost of minor hockey for a family. Aside from rising tournament fees due to ever-increasing ice costs, travel and accommodation costs can have a significant financial impact on some families; especially, when more than one child is involved in sport activity. This must be considered carefully when establishing your season tournament schedule with your Parents.

Normally, it is suggested that teams between the Novice and Bantam at the House League level enter a minimum of three tournaments over the course of the season – two at home and one away. For Competitive teams, five tournaments – three at home and two away – are suggested. These numbers may be exceeded with the approval of the parents and advance written permission of the Association.

At the House League level, the search for tournaments usually begins immediately after the team is formed. Finding good ones to fit your schedule and your budget is a collaborative effort among the Team Manager, Coaching staff and Parent group some of whom may provide a wealth of experience based on the participation of older siblings in previous years.

As a result of your earlier Parent Meeting, you should have reached agreement on the number and general location of tournaments (i.e. “2 Ottawa and 1 Toronto” or “2 local and 1 within a 5 hour driving distance” etc.) you wish to attend during the season. For House League teams, it is also important to establish whether or not you will attend any “contact” (i.e. body-checking)



tournaments. If the intention is to do so, it is important to have such parameters clearly established prior to beginning your tournament search as there are simply too many permutations and combinations to consider without.

A travel permit must be completed and signed by the O.M.H.A. President, District Chairman or Branch Chairman as the case may be, for all teams travelling out of the ODMHA Branch for tournaments.

## **Sanctioned Tournaments**

Any tournament you register for must be sanctioned by a Hockey Canada approved association. For example, all tournaments held in the ODMHA geographic boundaries, MUST be sanctioned by the Ottawa District Minor Association (ODMHA).

Note that if your team enters a tournament that is NOT officially sanctioned, the implications are:

- The coaching staff and players are subject to suspensions; and,
- The players and team officials are not insured under Hockey Canada's insurance policy.

## **Tournaments within the ODMHA**

For tournaments within the ODMHA, visit the ODMHA branch website – [www.odmha.on.ca](http://www.odmha.on.ca) – and select either the House League or Competitive Tournament tab on the top bar. You may then identify both your Division (Novice, Atom, Peewee, Minor Bantam etc.) and your Category (A, B, C or Rep B). You will now be provided with a full listing of sanctioned ODMHA tournaments and their dates. Select a tournament listed and you will be brought to a page providing tournament contact information. Contact the Tournament Director via the contact information provided, indicate your interest and enquire as to registration process.

For tournaments outside of the ODMHA, it is easiest to search the website of or contact directly by phone the Minor Hockey Association of the area to which you are considering to travel; for example, Pickering Minor Hockey Association for tournaments in the Pickering area or Kingston Minor Hockey Association for tournaments in the Kingston area. If they themselves are not hosting a tournament suitable to your needs, they may lead you on to other Associations who are.

Most Associations hosting tournaments will have websites that they will direct you to from which tournament information and the applicable registration forms may be downloaded, completed and mailed back with the payment enclosed.



Some more advanced tournaments (i.e. those that take place at the Sensplex) have online registration available requiring immediate payment by credit card at the time of registration.

As a minimum, the following is required to be submitted with an ODMHA tournament registration –

1. A completed tournament registration form identifying –
  - The name of the team
  - The home association
  - The Division and Category of the Team
  - The name and telephone number of the Coach
  - The name and telephone number of the team contact (normally, the Team Manager)
  - Indication of both Home and Away sweater colours
  - A complete roster of the team indicating sweater number, last name, first name
2. A cheque or bank draft in the name indicated on the registration form and covering the full amount of the tournament registration fee
3. A copy of the Official Team List (if not available at the time of registration, a copy must be provided upon arrival at the tournament to the Tournament Director) (*see Appendix 13 – Tournament Checklist*)

**Note: Fewer and fewer tournaments are accepting post-dated cheques every year due to demand. Do not assume that because the tournament is a number of months away, post-dated cheques will be accepted. If not specifically addressed within the tournament registration information, contact the Tournament Director to verify requirements.**

### **Tournaments outside of the ODMHA**

As a minimum, the following is required to be submitted with for registration in a tournament outside of the ODMHA boundary –

1. A completed tournament registration form identifying –
  - The name of the team
  - The home association
  - The Division and Category of the Team
  - The name and telephone number of the Coach
  - The name and telephone number of the team contact (normally, the Team Manager)



- Indication of both Home and Away sweater colours
  - A complete roster of the team indicating sweater number, last name, first name
2. A cheque or bank draft in the name indicated on the registration form and covering the full amount of the tournament registration fee
  3. A copy of the Official Team List (if not available at the time of registration, a copy must be provided upon arrival at the tournament to the Tournament Director)
  4. An ODMHA Application for Travel Permit signed by the OMHA President and the ODMHA District Chairperson (*see Appendix 14 – Application for Team Travel Permit (Domestic)*). To obtain an authorized Permit, fill out three copies of the Application (one for you, one for your association and one for your District Chair). Give all three copies to your Association President for signature. After his signature, you must provide all copies to the District Chair for signature. Upon receipt of that signature, a fully executed copy will be returned to you for your records. The other two will be filed with your Association and the District, respectively.

**Note: Do not leave Permit authorization to the last minute. It could take a couple of days or, depending on availability, a week to get all of the forms signed off.**

For some tournaments outside of the ODMHA, registration will only be accepted from out of town teams if they utilize hotels identified by the tournament.

### **Tournaments in the U.S.**

Travel for tournament play in the U.S. requires consideration of a number of different factors which do not come into play for domestic tournaments –

- As of June 1<sup>st</sup>, 2009, travel for Canadians to the U.S. requires all individuals to have a valid passport. This must be taken into account when considering registration to tournaments in the U.S. as not all players or family members may not have the required documentation. Having to acquire such may substantially increase the price of participation in such a tournament for a Canadian family.
- Many Canadian Health plans, including that provided under the CHA, do not cover medical attention, if required, during travel abroad. Others have severe limitations on such coverage. It is thus recommended that additional insurance coverage be obtained by for players and family members attending a team event in the U.S. Such may be done on an individual basis or through Group insurance coverage.



- Families comprising separated or divorced parents who share guardianship or custody of the player concerned must obtain written permission from the individual with whom they share custody with in order to allow them to take the player across the border. (*see Appendix 15 - Consent to Travel Abroad Parent/Guardian Letter*)

As a minimum, the following is required to be submitted for registration in a tournament within the U.S. –

1. A completed tournament registration form identifying –
  - The name of the team
  - The home association
  - The Division and Category of the Team
  - The name and telephone number of the Coach
  - The name and telephone number of the team contact (normally, the Team Manager)
  - Indication of both Home and Away sweater colours
  - A complete roster of the team indicating sweater number, last name, first name
2. A cheque or bank draft in the name indicated on the registration form and covering the full amount of the tournament registration fee
3. A copy of the Official Team List (if not available at the time of registration, a copy must be provided upon arrival at the tournament to the Tournament Director)
4. A USA Hockey & Hockey Canada Travel Permit signed by the OMHA President and the ODMHA District Chairperson (*see Appendix 16 - USA Hockey & Hockey Canada Travel Permit*)

**Note: May tournaments now request copies of game sheets from your last five games – sometimes at the time of registration or at the time of signing in before the first tournament game. It is for this reason that it is important to keep at least your five (5) most recent game sheets within your team binder at all times.**

## Body Checking

The GHA House League is a non-body checking League. House League teams wishing to participate in body checking exhibition games and tournaments may do so after completing a body checking clinic conducted by an Instructor recognized by the OMHA with the advanced written permission of the OMHA.



## Upon Arrival at the Tournament

Upon arrival at a tournament, the Team Manager's first responsibility is to register the team's arrival at the Tournament Registration Desk.

It is at this time that you will be asked to produce a copy of your Official Team List and, if an away tournament, a copy of your authorized Travel Permit. Many tournaments require that they retain a copy of both documents as part of the tournament sanctioning requirements. Thus, aside from retaining copies within your Team Binder, it is always good to make copies in advance for the Tournament Desk and to simply provide them upon arrival.

In Quebec, it is common practice for teams to have to provide their Team Binder to the Tournament Desk who retain it for the duration of the Tournament. Don't panic – it will be returned intact. Sometimes, prizes are even awarded for the best organized!

The Tournament Desk will assign you your dressing room. It may provide you with a key for securing it or it may assign a member of the tournament committee to secure the room for you. It is important in such situations that during a game you know the key can be found as you don't want to waste time looking for it if your player comes off the ice for equipment failure, or worse, due to injury and requires access.

The tournament desk will also provide you with a copy of the tournament rules. Take the time to review them with your Coach. The time to ask questions is before you take to the ice....not after. Some common questions to clarify in advance are –

- Is it points per period or straight play?
- How long are the periods? Is it running or stop time?
- Is there overtime? If so, what's the format?
- Are there any timeouts? If so, how many and how long? In the overtime?
- If a shootout in case of a tie are the shooters chosen to be in advance or are they selected at the end of regulation?
- Is there any flood between periods?

It is always a good idea to provide a copy of the tournament rules to the Coach for his retention on the bench during the game. Should a question of play arise, he and the Coaching staff can quickly check the rules. If they're located with you on the other side of the rink, they can't.

In some cases, the tournament desk will provide you with refreshments for the dressing room and, often, the tournament player participation awards. It is best to provide these awards at the end of the first game thus avoiding disruption prior to the team taking to the ice for its first match and you having to carry them around to subsequent games.



At the end of the tournament, whether you win or lose, remember to make a point of stopping by the Tournament Desk and thanking those present for the time and effort they've expended in providing you a great weekend!



## **Discipline, Discipline Code and Reporting**

Hockey is a contact sport. Penalties will occur and serious penalties – for the most part, those which jeopardize the safety of a player and/or officials - will draw suspensions and, depending on the severity, other disciplinary measures.

The ODMHA Code of Discipline (see Appendix 23 – ODHA Code of Discipline) applies to all play within the District for both House League and Competitive levels. A copy of the Document should be retained within your Team Binder for

ready reference, and referred to when needed. (*see Appendix 23 - ODMHA Code of Discipline*). Suspensions which occur elsewhere (i.e. another District, another Province or the U.S) are fall under the Code of Discipline of that jurisdiction if equal to or more severe than the ODMHA Code or the ODMHA Code, if less. All suspensions, regardless as to where they occur, must be reported through the designated OMHA Situation Report process.

The Fair Play Code for Parents and Guardians as set out by Hockey Canada is agreed to by all Parents and Guardians at the time of player registration in a document entitled “Fair Play Pledge”. This Code along with the Constitution, By-laws, Rules, Regulations and decisions as set by the Orleans Minor Hockey Association and the Gloucester Hockey Association governs the actions of Parents and Guardians while at the rink. Violation of any of the principles and policies is taken extremely seriously by all concerned and can generate ejection from the rink by on-ice Officials and, in extreme cases, banishment from all further team activities including games, practices and other team activities (*see Appendix 17 – GHA/OMHA Fair Play Pledge*).

In all cases where an incident occurs on-ice causing the ejection of a player or Team Official (Coach, Assistant Coach, Trainer or Team Manager) from the game that warrants a suspension either under the ODMHA Code of Discipline or that of another District, the incident is to be reported within 24 hours by the Team Manager, in writing, to the Discipline Chair of both the OMHA and the GHA. An OMHA Situation Report is to be completed for this purpose and forwarded, along with a copy of the game sheet for the match concerned, to each of the Discipline Chairs indicating clearly the details surrounding the incident and the resulting action intended to be taken (*see Appendix 18 – OMHA Situation Report*). Scanning and emailing the required documentation is acceptable for meeting this requirement.



## Suspensions

All incidents resulting in a game misconduct, a gross misconduct or a match penalty normally result in a suspension. The typical infractions which lead to this result include (but are not limited to) –

- major penalties,
- fighting,
- checking from behind,
- head checking,
- abuse of officials, and
- unsportsmanlike conduct

The OMHA Discipline Chair will review the incident, as reported, and determine whether or not further action (i.e. hearing, appeal etc.) than that identified within the Report needs to be taken (i.e. OMHA hearing, enhanced suspension etc.).

He will confer with the GHA Discipline Chair, if necessary. The OMHA Discipline Chair will advise should further action be necessary. For further information on Disciplinary hearings and appeal, refer to the ODMHA Rules and Bylaws which may be accessed through the ODMHA branch website – [www.odmha.on.ca](http://www.odmha.on.ca).

**NOTE** - if a player is suspended for a game, they are **not allowed on the bench** while they are suspended. They are to sit in the stands.

Referees typically sign off on all game sheets and indicate game misconducts with a GM followed by a number; for example, 'GM30'). However, occasionally Referees fail to make such notations. Confusion results. It is thus extremely important to clarify the situation while it is fresh in everyone's mind.

If you are not sure if the infraction warrants a suspension:

- **During the game** – the Coach may call the referee to the bench and ask for clarification.
- **After the game** – you as Team Manager should visit the referee dressing room and request clarification. Ensure the game sheet has the correct infraction marked by the Referee prior to leaving the rink.

Remember, you are asking for a clarification **on the infraction, not the suspension**. The suspension is determined by the ODMHA Code of Discipline and will be confirmed by the OMHA Discipline Chair upon review of the documentation forwarded (Situation Report and Game Sheet) via return email. Thus, it is extremely important that you forward the documentation within 24 hours OR before your next game if it occurs in less than 24 hours.



**Note: Allowing a suspended player to play in the next game results in a 5 game suspension to the coach.**

Suspensions incurred during a game are to be served during the next 'meaningful' game. "Meaningful" games comprise regular season league games, tournament games and playoff games. They do not include exhibition games or practices.

Thus, if a suspension occurs as a result of a league game immediately prior to a tournament, the next meaningful game will be the first game of the tournament. If a suspension occurs as a result of the first tournament game, the first meaningful game will be the second tournament game.

If a suspension occurs as a result of the last tournament game, the first meaningful game will be the next league game or the first game of the next tournament, whichever comes first. Exhibition games do not qualify as a 'meaningful' game. The player may also participate in practices and other team activities while serving out the suspension.

When a suspension during a tournament game within the ODMHA occurs, the ODMHA Code of Discipline will apply and the OMHA reporting process will apply (see Discipline section below).

When a suspension during a tournament game outside of the ODMHA occurs, the Code of Discipline within the sanctioning District shall apply if equal to or more severe than that of the ODMHA. If less severe, the Code of Discipline of the ODMHA shall apply. In all cases, the OMHA reporting process will apply (see Discipline section below).

Questions often arise as to whether or not a player is to receive a suspension when a Misconduct (M) penalty is assessed. In short, a Misconduct received in a game, does not warrant a game suspension. However, a suspension shall be incurred should the same player receive a second Misconduct in the same match. At all times when a Game Misconduct (GM) penalty is assessed, the receiving player will also be served a suspension of some duration depending on the nature of the occurrence.

**Note: A player who receives a game suspension of "x" number of games, may practice with his team. The player is not allowed to play in any league, exhibition or tournament games until the specified number of 'meaningful' games have been served. The exception to this rule is if the exhibition game is as a team tryout. In such case, written permission to participate must be received, in advance, from the GHA Chair. Should, however, the suspension incurred be a 'time' suspension (i.e. 14 days), the player is prohibited from taking part in any team activity including league and tournament games, exhibition matches and practices.**





## **Game Sheets and Reporting**

### **Game Sheets**

It is the responsibility of the Team Manager of the HOME team to ensure that the following are provided for each Home game:

- game pucks
- scoreboard operator
- game sheet official.
- the game sheets properly completed, signed by both teams and at the Scorer/Timer box for review by the Referee prior to commencement of the game. Note: If it is not completed correctly and information is missing, the your team may be penalized for delay of game

Prior to the game (preferably, prior to arriving at the rink), prepare the score sheet. At many tournaments, this will be done for you by the Tournament Registration Desk. When this occurs, you will be required to verify the information contained on the sheet regarding your team and validate it by signature, accordingly.

While it is fully acceptable your Team Roster in handwritten format on the game sheet, it is much easier to prepare team game sheet labels in advance. The Avery No. 5163 or 08163 4" x 2" (10.2 x 5.1 cm) White Mailing Labels should be used for this purpose. The label text may be prepared utilizing the Game Sheet Label template found within the Forms section of the OMHA website (see *Appendix 19 – Game Sheet Label Template*)

### **Prior to the Game**

The ODMHA game sheet is comprised of four identical pre-carbonated sheets. Prepare your game sheet on a hard surface in order to ensure that the information written on the front copy will transcribe clearly onto all three copies behind it. Complete the top portion of the game sheet by filling in the following required information (see *Appendix 26 – Instructions for Completing a Game Sheet*) –

- Official League game number from League schedule
- Location of the game (Arena and Rink No., if applicable)
- League (GHA for House League and ODMHL for Competitive)
- Division and Category (i.e. Novice C, Peewee A, Minor Midget Rep B)
- Date of game
- Indicate Exhibition, League, Playoff or Tournament game
- Identify name of Scorer and contact no. (should any questions arise at a later date)



- Identify scheduled duration of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> period play
- Place a team label on all 4 sheets in the Home section (in the Visitor section if an Away game).
- Stroke out any individuals who you know will be absent for the game due to injury (Inj), suspension (Sus) or for other reason. Affiliate players participating must be added onto the label and identified (AP)

**Note: Players whose names are stroked off the game sheet cannot be added to it again after the game commences. Further, players whose names are stroked off the game sheet cannot be on the player's bench as the bench is only for players in uniform and registered on the game sheet.**

- If absent due to suspension, ensure to identify the player by sweater number, name and number of games served (i.e. 1 of 1, 1 of 2 etc.) within the List Suspended Players portion immediately beneath the Team label portion of the game sheet.

Bring the game sheet to the Visitor dressing room at least 20 minutes before the game. They will fill in their portion of the game sheet and return it to you. Give the completed game sheet to the designated Official Scorer or bring the game sheet to the scoreboard control box directly.

### **Following the Game**

Immediately following the game, the Officials will take the game sheet to the Referee's Room and verify all information on the game sheet. It is responsibility of the Home Team Manager to go the Referee Room after each Home game to get the game sheet. In a game without an ejection, all four copies will be returned to you.

If a player ejection has occurred during the match, the Referee will have to prepare a written report of the events surrounding the ejection on the back of the game sheet. He will retain the original copy for forwarding directly to the League and provide you with the three remaining copies.

You must provide the opposing team a copy. After an Away game, the Home team must provide you with a copy. Do not leave the rink without a receiving a copy of the game sheet from the other team.

**At the House League Level**, the game sheets should be distributed as follows:

- ✓ Pages 1 & 4 - drop them off at the drop box at the GHA office at Earl Armstrong arena within 48 hours of the game. Enter the arena from the



**right side entrance**, since the front doors may be locked. Go into the arena and go up the stairs in the north-east corner, turn left and you'll see the mail slot for the GHA office.

- ✓ Page 2 - give to the visiting team.
- ✓ Page 3 - keep for your records preferably within the Team Binder. You may be requested at any time to show them at a tournament to verify player status, to confirm level of play etc.

**At the Competitive Level**, the game sheets should be distributed as follows:

- ✓ Pages 1 & 4 – to be mailed by the Home Team Manager to the League Statistician immediately after each game using the self-addressed, postage pre-paid envelopes supplied to all teams at the pre-season League meeting.
- ✓ Page 2 – give to the visiting team
- ✓ Page 3 - keep for your records preferably within the Team Binder. You may be requested at any time to show them at a tournament to verify player status, to confirm level of play etc.

Competitive teams are also asked to record all game stats (score, goals, assists and starting goalie) on the Ottawa B League website. Whether or not such stats will be recorded shall be at the discretion of the Coach. By contacting the site administrator, you receive an account giving you update rights for the site by logging on and following the instructions. Agreement should be reached with the Coach in advance of the season as to who will enter this information after each game.

**Note: While recording of game results in this manner is mandatory, recording of individual player statistics is optional. The pros and cons of doing so should be discussed with the Coaching staff prior to doing so.**



## **Player Affiliations**

Players are permitted to be 'affiliated' to higher Division or Category teams in order to –

1. Provide the higher Division or Category team to dress the maximum number of players allowable for a game in accordance with the Playing Rules; and,



2. to give players a chance to develop their skills by playing for a higher level team.

In accordance with the Bylaws of Hockey Canada, and in accordance with the 'Specially Affiliated Player' guidelines which the ODMHA adheres to in its operation, any team may –

- affiliate up to a maximum of nineteen (19) 'specially affiliated' players
- of which two must be goaltenders
- from lower Division or category teams
- operating within the sub-division (organizational structure) in which the selecting team operates,
- providing that all players and teams are properly registered with the Branch
- as defined and approved by the team's Branch.

A geographic subdivision may include a city, town, municipality, rural area or zone as established from time to time by a Branch within its own jurisdiction.

A player is only permitted to participate as an affiliated player with one Minor hockey team of a higher division or category during a playing season.

### **Registering a Player as an Affiliate**

Prior to participation as an affiliated player, the player's name must be registered on the team's affiliation list filed within the Branch and on the Official Team List within the Association. The following process must be strictly followed in order to properly register an affiliated player –

- ✓ Upon identifying an affiliation prospect from a lower Division or Category, contact the Coach of the team and ask permission to approach the concerned player (and parents) to seek their agreement to affiliate to the higher team. If the player has not yet been affiliated by another team, such permission shall not be otherwise unreasonably withheld.
- ✓ Arrange a date, time and location with the concerned Coach convenient to the player (i.e. before or after a practice or a game) to approach the player and parents
- ✓ At the meeting, discuss the opportunity to be provided and expectations. Such discussion should include not only the opportunity for call-up for league game play but the capability to practice with the team and potential for tournament play. Expectations should include time to arrive before practices and games, dress and deportment when playing with the higher level team (especially applicable at the Competitive level)



- ✓ Prepare a 'Specially Affiliated Player Permission Form' (see Appendix 19 - Specially Affiliated Player Permission Form) ensuring that all signatures – Parent or Guardian, both the Coach of the lower and higher level team and the Player – are received
- ✓ Retain a copy of the completed form within your Team Binder
- ✓ Submit the original of the completed form to the OMHA Registrar for inclusion on the Official Team List as an Affiliated Player
- ✓ After registering the Player on the Official Team List, the OMHA Registrar will forward the form to the District Chair for registration on the Teams Affiliation List held by the Branch
- ✓ The District Chair will register the affiliate on the Team Affiliation List held by the Branch, sign the *Specially Affiliated Player Permission Form* and return the fully executed form back to the Team Manager via fax or email

**Note - An affiliated player can actively participate as an Affiliated Player with the higher level Division or Category team only once the Team Manager has received the fully executed Specially Affiliated Player Permission Form indicating the player as having been registered as an affiliated player with both the Association and the Branch and the Association.**

### **Affiliated Player Call-up Procedure**

The following procedure should be followed in order to call-up an affiliate player –

- ✓ Meaningful games of an affiliate player's home team take precedence over call-up for affiliate play or practice with the affiliated team. Thus, check the affiliate player's team game schedule on the League website to determine if the Player has a league game scheduled
- ✓ If no league game is scheduled, contact the affiliate Player's Coach and request permission to contact the Player for affiliate play or practice
- ✓ If the affiliate Player's team has no tournament game on the intended affiliate play date, the player may be made available to for affiliate play
- ✓ Contact the player and Parent/Guardian to request the Player's participation as an affiliate and provide details with respect to date, time and location
- ✓ Notify the District Chair of the intended use of the Affiliated Player via email



- ✓ As with any other team member, offer transportation, if required
- ✓ Ensure to have a clean team sweater (and socks, if available) upon arrival
- ✓ Ensure to record the affiliate player on the game sheet prior to the commencement of the game identifying such as “AP” next to the Player’s name on the game sheet
- ✓ Thank the player for their participation at the end of the game providing encouragement for their effort

Other important points concerning affiliation and affiliated players –

**Note: For tournament play, a player recorded on the Official Team List for one team playing in a tournament may not play as an affiliate for another team in the same tournament even though the player may be properly affiliated to the second team.**

- Once part of a team’s Affiliated Player List, the Player may not be dropped from the list and replaced over the course of the season unless the team to which the Player was originally registered releases him.
- No player may be added to the team’s Affiliated Player List after January 15<sup>th</sup>.
- No player is permitted to be affiliated to more than one team during the season.
- Any suspensions, if incurred by an Affiliated Player, are to be served with the lower category team regardless of with which team the player incurred the suspension
- Novice players are not permitted to affiliate to body checking teams
- A Coach cannot deny a player the opportunity to affiliate
- A Coach may provide blanket approval for affiliate participation
- When House League players (Atom level or higher) are affiliating with competitive teams, they may only affiliate with the lowest competitive category Team (i.e. they may affiliate to Rep B team but not a AA)
- Within the House League, a player affiliating to a higher age Division may play below his letter Category at the higher age level except for when affiliating to the House League “C” level where this level is for developmental purposes.



**Note:** A minor-aged player assigned to a major-aged team may affiliate to a higher category minor team for league game purposes only within the ODMHA Branch *Why?* - ODMHA House League teams do not differentiate between age Categories [Minor and Major] within the Division. Thus, House League players are always considered to be playing at the Major level during League play. They are subsequently determined to be ineligible for Minor tournaments played within the ODMHA.

### **New restrictions as of 2013**

As of the beginning of the 2013 season, affiliates may only be used a maximum of 10 times throughout the season. Once the player plays his eleventh game with his affiliate team, he then becomes a member of that team and can no longer play for his original team. Use the *Affiliate Use List* found in the Appendices to track the number of times your affiliates are used.

### **Emergency Goalie Replacement**

As a general rule no replacement can be made for any ill or injured player by a player of the same Division and Category. The only exception to this rule is the emergency replacement of a goaltender from the same division and category, when no affiliated goalie is available. The replacement must come from within the same district. Written permission must be obtained from the District Chairman (or designate) and, where the replacement is necessary due to medical condition, with a doctor's note restricting the team's regular goalie from playing for a specified period.



## **Booking Officials**

### **Booking Process**

All requests for Officials for exhibition games must be made utilizing the electronic form found on the Exhibition Game Request Form of the District 9 Referee Association website –

<http://www.webruler.com/d9ra/ExhibitionGames.cfm>

This form should be used to book all exhibition games. Once filled, requests are automatically sent to the D9RA Referee Assignor who will do his utmost to book the officials.

All boxes in the form must be filled out to submit this request. You will receive a copy of the booking request sent to the Assignor. If you do not receive a copy of



the booking request within two hours, assume your request has not been correctly received and please resubmit it.

Please note that ALL exhibition game requests in a District 9 arena must be made with a minimum of 72 hours notice. Any request submitted less than 72 hours prior to game time will result in a \$10 surcharge and a possibility that the game may not be booked pending availability of Officials.

## **Payment**

For all exhibition games a total of \$8.00 (\$6 assigning + \$2 admin fee) must be included on top of the game fees paid to the Officials. In a two-Official system (Novice through to Peewee House League), it is to be added and split between the two officials. In a three-Official system (Bantam through to Juvenile House League and all Competitive hockey levels), it is to be added to the Referee's game fee only.

For Current Pay Rates approved by ODMHA, refer to the Pay Rate matrix located on the D9RA website –

<http://www.webruler.com/d9ra/PayRates.html>

Use the correct amount based upon the time of your Category, Level and duration of your proposed game (ex. Peewee A HL 60 minutes).

Exhibition games being played in arenas outside of District 9 must have Officials assigned by the local Referee association concerned. Contacts for other district assignors are listed below the electronic exhibition game request form on the D9RA website to help you make proper contact.

**Note - do not fill out this form if the game will not take place in a District 9 arena. You must call and book your game with the referee assignor of the District in which your game will be played.**

Occasionally, previously scheduled games (league or exhibition) need to be cancelled. Those most seriously affected by such cancellations are often the Officials scheduled for the match as their work allocations are usually based on officiating multiple games consecutively at the same location. One cancellation often represents an hour of idle time between games for these Officials for which they receive no compensation. Thus, cancellation should be the absolute last alternative.

For exhibition matches booked through the online booking tool located on the District 9 Referee Association website, the same tool should be utilized in order to cancel or reschedule the match.



For cancellation of Officials for a scheduled League game, please refer the Section “Resolving Game Conflicts” above for further information.

### **Compliment or Complaint?**

What is the easiest thing to do in the youth sports world? Criticize the referees. There are indeed times when calls are missed – absolutely – and times when ‘they got the wrong guy’. Such calls can, unfortunately, directly affect the outcome of a contest.

That said, by and large, those who officiate at youth hockey games are a) hardly over-compensated, and b) give it an honest — and often quite competent — effort. At worst, they usually at least try to be fair and objective.

On that note, outbursts from parents on the sideline made toward the on-ice officials only signal to our children on the ice that they can blame the refs for anything that goes wrong. Learning early in life to make excuses and to blame others is not a formula for success in sports — or life.

Yelling out comments such as “Good call, ref” or “Thanks ref” may only serve to alienate an official. The ref always assumes they made the proper call, that’s why they made it. Trying to show superficial support because the call went ‘your’ way is simply annoying to the officials, and to anyone within earshot.

It is the Team Manager’s responsibility to monitor the mood and decorum of the Parent group in the stands, to notify the Coach if unacceptable behavior takes place and to collaboratively develop and implement a plan to correct such activity, as deemed necessary.

If you have a problem with the officiating of a game which the Coaching staff feels must be brought to the attention of the League OR wish to compliment a referee for doing an outstanding job, please do the following:

- ✓ **Wait 24 hours** – this is the ‘cool down’ period. Take time to think about the game and what exactly happened
- ✓ **Download** – the Referee Complaint Form and fill it out (*see Appendix 21 – ODHA / ODMHA Officiating Complaint & Compliment Form*)
- ✓ **Email** – the completed form to the ODHA President, the OMHA President and your Convener.



## **The Playoffs**



**House League Level** - The GHA House League playoffs normally commence immediately following the March Break and conclude by mid-April. The format is such that all teams participate in the playoffs. The format is modified slightly each year to reflect the existing number of teams at each level. However, in all cases, it is designed to allow a reasonably equitable three game round robin format for each level and to include some level of fairness so that all teams have some opportunity of winning (the automatic first versus last scenario as an overall match-up format is discouraged). The specific format to be used in any given season is published by the GHA in mid-February each year along with the specific rules of play. Each will be posted to the GHA website for the information of all teams.

Typically, all levels with more than 16 teams (i.e. 17 teams or more) are split in two thus creating a Division I Championship Pool and a Division II Championship Pool. The split is divided evenly within the divisions (i.e. 10 – 10 or 9 – 10) dependent on the number of teams and the standings at year end. Where there are an odd number of teams in a level, the first place team overall will receive the first game "bye".

Teams play within their Division throughout the playoffs vying for the Division Championship within the Category (i.e. Novice B Division 1 Champions).

Categories with one playoff grouping vie for the Championship within the Category (i.e. Atom B Champions). Semi-Finals and Finals will be played within each Division or Division Pool to ultimately declare a Champion. Quarter-Finals will be played in Divisions or Division Pools with more than 11 teams.

Immediately upon arrival at the rink, the Home team must be decided by coin toss between teams. Try to conduct this toss as soon as possible after your arrival at the rink as the players need to know which colours to wear in order to dress for the game. Each team is also required to provide a person in the box as a co-scorer and co-timekeeper. Assignment of these duties should be done in advance of the game day to diminish game time responsibilities for you.

The winning team is responsible to forward via email the final score and penalty minutes to the GHA within 12 hours of completion of the game. The game sheet must be dropped off at the GHA Office (Armstrong Arena) within 24 hours of completion. Teams failing to meet fulfill these responsibilities may be penalized.

Other than at the Finals, season mementos are given to the various Associations for distribution to their teams in March. There will be no on-ice presentations except during Final games. Champions receive Championship banners.

## **Competitive Level**

***Note: Competitive Teams who make the Playoffs are responsible for coordinating with the OMHA Ice Convener in order to acquire the necessary ice for their playoff run. While the Association is responsible for assisting you in providing such playoff ice, it must be noted that all costs associated with such games are to be borne by the Team (i.e. ice and officials). Such costs should thus be included as part of your initial***

Upon completion of regular season play, all teams are invited to participate in either an A Pool Championship or a B Pool Championship. The A Pool will be the top teams in the league and the B Pool the teams that ordinarily do not make the playoffs.

Teams identified for the B Pool, while encouraged, are not required to play. They must inform the League 1 week prior to the end of the season of their intention to participate or not.

The teams in both pools play a Round Robin playoff. The B Pool must schedule their games to complete their playoff round robin and their championship game prior to the March Break.

The A Pool competes in a round robin designed to eliminate 4 teams by March Break. Immediately following the March Break, the 4 remaining teams participate in a Semi Final format resulting in 2 teams to play on a scheduled 'Championship Weekend' for the Level and Category title.

The Championship Weekend is composed of the Championship games of each Category and Level of competitive play. Each game is played one after another with media exposure and other events. Keepsakes are provided to all who participate.



## **Championship Banners**

Championship banners are provided to hang from the rafters inside the team's home rink to memorialize their success for years to come. Prior to doing so, the OMHA has authorized the inclusion of player and Coaching staff names on the banners including the reimbursement of costs for such.

As Team Manager, arrangements for adding the name tab to a Championship banner should be made through *The Sign Shop* on St. Joseph Blvd. in Orleans. The provision to them of a Player and Coach roster along with the Championship banner is required. Production usually takes approximately one week. The paid invoice is to be submitted to the OMHA Treasurer for reimbursement.





## **Team Photos**

The OMHA arranges through a private contractor to have Team photos (team and individual shots) taken for all teams over the course of one weekend. This usually occurs in the month of November in order to have photos distributed prior to Christmas for use as Christmas presents for friends and relatives, if desired.

The OMHA will notify all Coaches and Team Managers of the specific date and location of the photo shoot (normally between rinks on the upper level of the Bob McQuarrie Rec Complex) and, in collaboration with the Team Managers, allot timeslots for each team based on team availability against game, practice and tournament schedules.

Order envelopes are provided to each team usually one week in advance of the scheduled shoot to allow parents time to review and consider their requirements. Envelopes are to be completed with the order detail and payment by cheque enclosed and brought to the photo shoot. Spare envelopes will be available at the shoot.

While there is no specific requirements as to dress for the team photos, teams between Initiation and Bantam normally dress in full gear. Midget and Juvenile teams often select shirt and tie with team sweater. Teams may decide individually which - Home or Away – sweaters are to be worn.

For teams choosing full gear, the team dressing rooms of the Rec Complex may be used to change less skates. Teams then proceed up the back staircase to the upper level where chairs are setup at skates may be tied-up and removed.

Under the direction of the photographer, individual photos are taken first followed by the team shots. Immediately following the team shots, skates may be removed, the teams may return to the dressing room and change. The entire event in front of the photographer should take no longer than 30 minutes.

Within two weeks of Christmas, Coaches and Team Managers are advised by their Convener as to when and where photos are to be picked up. Once picked-up, they should be distributed as soon as possible to players in order to ensure completeness of the order and to bring any discrepancies to the attention of the OMHA for corrective action.

A reshoot date is set at a later date (normally well after Christmas) for those requiring such.



## **Season Wrap-up**

The say that 'all good things must come to an end' - and so it is with every hockey season. However, the final whistle has not yet blown on the duties of the Team Manager as a good wrap-up of the season is as important as a good start-up.



## Sweaters and Equipment Return

The OMHA will forward all Coaches and Managers an email prior the end of March identifying the date, time and location of the sweater and equipment return. Ensure to place this date on your calendar as funds may be deducted from your team sweater deposit if sweaters are not returned on this date.

All sweaters must be collected from the players, washed, divided into Home and Away sets, put in numerical order and placed back into the sweater bags provided for return to the OMHA. Pucks and cones should also be collected from the Coaching staff for return. While return of the exact number of pucks initially provided is not of concern, failure to return a full complement of sweaters and cones could result in a reduction of the equipment security deposit returned.

**Note: Name bars, Cs and As and Sponsorship bars are not to be removed. Removal is contracted by the OMHA to a third party to minimize damage. Removal otherwise may result in a deduction from your equipment security deposit.**

## Year-end Party

Year-end parties are a ritual amongst hockey teams. They provide a time to reflect on what hopefully was an enjoyable and fun-filled season for Players and Parents, to recognize special achievements and thank your Coaching staff and parent volunteers for their efforts throughout the season.

There are no restrictions on the type, timing and locale of your year-end festivities. However, should any on-ice activity be planned as part of this event (i.e. year-end tournament), extended insurance coverage will be required (see 'Insurance' section within this document for further info).

At the party, a year-end report by the Coaching staff and Team Manager should be provided. While the Coaching staff will provide a summary of the on-ice activity, the Team Manager should present the proposed Final Budget Report for their approval and be able to respond to any questions regarding the details contained therein.

## Final Budget Report

The approved Final Budget Report, attested to via signature of either the Team Manager, Coach or both, must be submitted to the OMHA Treasurer / Registrar not later than April 15. (See the 'Financial Matters' section within this document for further info).



## **Team Websites**

The internet is littered with thousands upon thousands of team websites from years gone-by. Pls. ensure to make plans to take down your team website as soon as it is no longer required. Where sites are hosted by others (i.e. League Lineup or Ottawa Minor Hockey.com), advise the site administrator thanking them for the use of their site throughout the season.

## **Team Bank Account**

Old Team bank accounts also litter the financial system. Stay on good terms with your bank as you may need their assistance with future teams. Pls. ensure to closeout your team account.

OMHA





## List of Appendices

- Appendix 1 - Hockey Canada Medical Information Sheet
- Appendix 2 - Parent Contact List
- Appendix 3 - Admin List
- Appendix 4 - Example of Proposed HL Budget
- Appendix 5 - Example of Proposed Competitive Budget
- Appendix 6 - Parent Budget Ratification Form
- Appendix 7 - Interim Budget Report
- Appendix 8 - FINAL Budget Report
- Appendix 9 - Assigned Sweater List
- Appendix 10 - Official Team List Submission Form
- Appendix 11 - Team Schedule
- Appendix 12 - D9RA Pay Rates Matrix
- Appendix 13 - Tournament Checklist
- Appendix 14 - Application for Team Travel Permit (Domestic)
- Appendix 15 - Consent to Travel Abroad Parent-Guardian Letter
- Appendix 16 - USA Hockey and Hockey Canada Travel Permit (Foreign)
- Appendix 17 - GHA-OMHA Player-Parent Fair Play Pledge
- Appendix 18 - OMHA Situation Report
- Appendix 19 - Game Sheet Label Template
- Appendix 20 - Specially Affiliated Player Permission Form
- Appendix 21 - Affiliate Use List
- Appendix 22 - ODHA-ODMHA Officiating Complaint and Compliment Form
- Appendix 23 - ODMHA Code of Discipline 2010/11
- Appendix 24 - Police Records Check for Service with the Vulnerable Sector
- Appendix 25 - Example of Recognition as a Volunteer Letter
- Appendix 26 - Instructions on Completing a Game sheet
- Appendix 27 - Manley Clock Instructions
- Appendix 28 - Senecal Clock Instructions
- Appendix 29 - Team Fees

