

**Coach/Manager Meeting
Tuesday, October 1, 2024**

Thank you to the Board Members who have worked countless hours over the last 4 weeks. And thank you to all of you for stepping up to coach or manage your team. Hockey does not happen without volunteers.

Information Resources

- **Gloucester Hockey Association's Website:** Schedules, important dates, league rules are all found here. For League and team rules, affiliation charts, game change forms, etc.; Look under Information/Documents on the Home page.
- **Orleans Minor Hockey Association's website:** About OMHA/Governance Documents/Rules, Duties & Regulations covers team officials and team rules; Links to important documents, including this one, can be found under Volunteer Resources/Team Managers.
- **HEO's website** is where you can find what you need to know for credentials as bench staff, register for courses, look for tournaments.
- **Board members** are available to help answer your questions. All of our contact information can be found on the website: Home/About Us/OMHA Executive. Feel free to reach out with your questions.

Credentials for Team Officials

- All Team Officials in contact with players require a valid Level 3 Vulnerable Sector Police Check from Ottawa Police Services. VSCs are valid for 3 years, unless requested by the OMHA Executive.
- Respect in Sport (Activity Leader) is required for all Team Officials in contact with players.
- Gender Identity Training must be completed by all Team Officials in contact with players.
- Coaches and Trainers must familiarize themselves with the Rowan's Law information found on our website.
- Our Director of Risk & Safety, Nadia Roy, will be following up with Team Officials over the next few weeks to confirm credentials. This is a massive amount of work and very time consuming. When she reaches out, please follow up with her right away. Delays in submitting credentials may result in Team Officials being removed from team rosters.
- As per HEO: ***"(...) if the Head Coach were not available to start a House League game, an appropriately qualified NCCP Coach would be required to act as the Head Coach."***

Roster

- Our Registrar, Sophia Alleyne, is currently working on official rosters for teams. Ensuring that team officials complete roster requirements as requested by Nadia will help speed up that process.
- The association will cover the cost of insurance for up to 6 rostered Officials per team. Beyond that, the team will be billed for the insurance cost. Someone rostered to more than one team is only counted once for insurance purposes.
- ***Only rostered Team Officials may stand or enter behind the bench area at any game.***
- Managers are not required to be on the roster unless they go on the ice or on the bench.

Bank Accounts

- Contact our Assistant Treasurer, Lisabeth Sharkey, for your bank letter. They will need the name of your two signatories, your team, and the coach's name.
- The two signatories on the account must **not** be partners, spouses or family members of any type. It is recommended that the Head Coach **not** be a signatory.
- Several banks have low-cost community account options.
- A minimum of 75% of any funds acquired from team fees, fundraising and sponsorship must be directed toward hockey operations.
- Maximum team fees are set at:
 - U9 & U11 - \$250
 - U13 - \$350
 - U15, U18 & U21 - \$450
- ***Team Budgets must be submitted to the Treasurer and are due:***
 - November 1st - Initial budget
 - January 1st – Interim budget, signed by parents
 - April 15th – Final budget, signed by parents

Name Bars

- Name bars must be ordered and sewn on your jerseys by Houle Sports in Orleans (contact Ralph).
- We have name bars from last season and ones for their team will be given out to the coaches.
- At the end of the season, **LEAVE YOUR NAME BARS ON THE JERSEYS** as they are to be removed by the association, not the team.

Sponsor Bars

- All sponsors must be approved by the OMHA Executive.

- If sponsor bars are approved, there is a fee of \$150 per set of jerseys for bars, in addition to the cost of having the name bars sewn on at our approved location.
- Sponsor bars must remain on the jerseys for removal by our equipment manager at the end of the season.
- Sponsor bars must be for the complete set of jerseys.
- Sponsor Banners are a cost effective, high visibility alternative for sponsors.

Equipment/Jerseys

- A \$500 jersey deposit is required from teams, within the first two weeks of the season. When the jerseys are returned at the end of the season, the jersey deposit will be returned to teams less any amounts required for repair or replacement of damaged jerseys.
- **PLAYERS ARE NOT PERMITTED TO KEEP THEIR OWN JERSEYS, NO EXCEPTIONS.** There must be a designated Equipment Manager(s) to carry the jerseys to and from the rink. Teams found allowing players to carry their own jerseys will receive a warning for the first occurrence. Subsequent occurrences may result in fines, to be deducted from the jersey deposit, at the discretion of the OMHA Board.
- Third jerseys are **NOT** permitted under OMHA rules, except for the GCMHA Hubert Seguin Memorial Tournament.
- HEO strongly recommends for all registered players to wear mouth guards during all on-ice activities (games and practices).
- **Players on the ice surface, as well as any on-ice volunteers aged 15 years and younger, must at all times wear the full list of safety equipment required by HEO.**

Practice Ice Allotment

- The GHA assigns practice ice to OMHA, based on what they receive from the City
- Our Ice Scheduler, Judy Waldron, assigns practice ice to all OMHA HL teams and Blues teams hosted by Gloucester and Orleans.
- Teams automatically receive practice ice allotment as follows:
 - U9, U11, U13 - receive 9 hours of full ice (18 half ice) *one hour was deducted from original allotments to partially cover ice costs for Development*
 - U15 - 8 hours of full ice (16 half ice)
 - U18 - 5 hours of full ice
 - U21 - 2 hours of full ice
- Practice ice will typically be allocated with the following considerations in mind:
 - U7, U9 and U11 will be mostly on the weekends

- When possible, U13 will also be on the weekend with the possibility of week night practices
 - U18 will mainly have week night practices
 - 7am practice times will be shared among the U7-U13 age groups
 - U9 and U11 will be assigned as half-ice practices unless requested otherwise
- OMHA extra ice will be allocated on a first come, first served basis. We strongly encouraged teams to book OMHA ice before looking elsewhere.
- Once ice is assigned, the team owns it and it will count toward their allocation.
- **Any ice requested above the hours automatically allotted to teams will be billed to teams at the end of the season. Track your hours so there are no surprises.**
- Teams can sell and trade ice but all transactions are between the two teams involved. Any financial arrangements are between the teams.
- Ice switches should be made with similar age levels. Teams can only share ice with the level directly above them & directly below their age division.
- Judy has created a schedule and a shared Excel spreadsheet. Level Directors will provide her with coach email addresses for distribution.
- Judy tries to account for game schedules and even tournaments when she is scheduling practice ice, if she knows about them early enough, but it is not always possible. If you have conflicts, you are responsible to trade, sell, etc.
- Judy will let us know when we need to have our tournament dates to her for consideration for blackout dates.
- Expect to see the schedule released in phases.
- **NEVER BURN THE ICE THAT HAS BEEN ALLOCATED TO YOU** as this will affect the GHA allocation next year.

Game Sheets

- Each team will be provided with 15-20 game sheets to cover all of their home games and playoffs. Extra sheets are \$0.50 each.
- To purchase extra game sheets, contact your Director.
- During the regular season, the Home teams are responsible for entering the scores and penalties in TTM within 48 hours after a game. The team can be fined by the GHA for submitting the score late. This applies to all levels U9+. Scores are not kept for U9, though.
- During Playoffs, the winning team must enter the score within 4 hours of end-of-game. We will remind you of that when it's time for playoffs.
- Game sheets, when attending out of town tournaments, must be entered within 24 hours of returning to Ottawa.

Affiliation

- Please refer to the GHA website under Rules and Regs #20.
- Affiliation is encouraged and very easy to do since the GHA uses Club affiliation.
- Each affiliate can play a maximum total of 15 games during the regular season and playoffs combined. Exhibition and tournament games don't count toward that total.
- **All intended call-ups are to be entered into the GHA affiliation database (TTM), prior to the game being played, and their participation confirmed in TTM after the game.**
- Affiliation forms are only required for out of district games, tournaments or for house league players that are affiliating to competitive teams. Our Registrar, Sophia, is the one to reach out to if you have questions on affiliation. An affiliation form will be sent out shortly.
- Failure to notify the GHA regarding any affiliation prior to the game may result in a 5 game suspension to the coach for using an ineligible player! (will be covered at R&S/Discipline session, date TBD)
- Goalie affiliation is very important. DO NOT rely on the EMERGENCY GOALIE rule, as you will need the approval of the OMHA president and the GHA chair which takes time.
- U9 Players may not affiliate to U11 teams until after January 15th and, even then, only second year U9 players may affiliate.

Suspension Reporting

- All major infractions must be entered in TTM within 24 hours.
- Game served information must be entered in TTM within 48 hours.
- Suspensions during tournaments must be entered within 24 hours of returning to Ottawa (immediately is the best practice)
- Suspension and reporting guidelines and procedures are available in TTM, under Help Center.
- Will be covered at R&S/Discipline session, date TBD

Travel Permits

- Travel permits are required for all tournaments and exhibition games being played outside of HEO minor district. This includes practices or any activities in Gatineau.
- Travel permits need to be signed by the OMHA President AND by the GHA District Chair before a team can participate in tournaments and/or exhibition games being played outside of the ODMHA district.
- Please get your travel permits completed and signed well in advance as the required multiple signatures. **Do not leave it to the last minute.** Please make sure that your manager is aware of this requirement.

- Normally, travel permits are to be scanned and sent to the OMHA President via e-mail, who, in turn will pass it on to the GHA District Chair via e-mail. This may change to an all-electronic format this season.
- ***NEW*** With HEO wanting to track tournaments for U15 teams and younger, this year these teams will be asked to put all of their tournaments (in and out of branch) on the single travel permit form. U18-U21 teams still only have to put the out of branch tournaments on their travel permits.

Tournaments

- U18-U21 teams are allowed to participate in a maximum of five tournaments, including two out-of-town. For the purpose of this guideline, out-of-town means outside of 100 km radius.
- A team may make application to the Executive to participate in more tournaments provided such applications are made in writing and include the signatures of all team parents in favour and opposed.
- ***NEW*** The number of tournaments allowed for U9-U15 House League teams, as per the pathways, are as follows:
 - U9-U11: 3 Tournaments, including 1 away
 - U13-U15: 4 Tournaments, including 1 away
- U11 teams are required to participate in the OMHA U11 Tournament. U15 teams are strongly encouraged to participate in the Hubert Seguin Memorial Tournament.
- Note that Sensplex tournaments are not affiliated with the association, aside from some of them potentially offering a discount.

Game Change/Switch

- Teams may only refuse to switch or reschedule games if they already have a league or tournament game scheduled within 4 hours of the suggested "New" date/time.
- Teams may not refuse because of scheduled practices or because players/team officials are not available.
- Teams are responsible to reply to all game switch or game reschedule requests within 24 hours.
- If you run into issues with team contacts not respecting the rules above, reach out to our Game Change Convenor, the Manager Mentor, or your Level Director.
- Our Game Change Convenor is Leonard Howley. Once all teams have agreed, email your game switch information to him. Copy/paste the games to be switched from the GHA website and let him know who from each team has agreed to the switch. He can also help identify potential switches if you run into difficulty finding options.

Fair Play (FAIR ice time)

- House League “FAIR Ice Time” Rule must be adhered to ALWAYS – no exceptions will be tolerated.
- All players MUST get equal ice time. This includes the last minute or two of a regular season, tournament and playoff game. Remember the OMHA player development philosophy – all players need to learn how to play in all types of on-ice situations
- There shall be no dedicated power play and/or penalty killing lines. We roll the lines.
- Do not leave it to the players to decide if they want a power play, penalty kill or the five best players/last two minutes, peer pressure will make players suffer in silence.
- Will be covered at R&S/Discipline session, date TBD

Photography

- **NO CAMERAS** are permitted on the player bench or penalty box area.
- **NO CAMERAS** are permitted in the player dressing room, cell phones must only be used for listening to music

Communication with Referees

- During games, if you need to talk to a referee, step down from the bench, use respectable language and appropriate tone.
- There should only be one voice talking to the Ref from your bench- that of the Head Coach.
- There is a referee compliment and complaint form on the GHA website. The form must be sent to your Level Director or the OMHA President once it's filled out.
- DO NOT send any complaints to the Referee-in-Chief or to any GHA Board Members.
- Will be covered at R&S/Discipline session, date TBD

Risk and Safety/Code of Conduct Info Session

- We will host a Risk and Safety/Code of Conduct Info Session this month, date TBD
- All U15 and U18 aged players **are required** to attend this session
- All U9-21 Head Coaches, or their designated team representative **are required** to attend this session

Development

- Development sessions will follow the same model as last season- a combination of Hockey Skills Sessions run by our Head of Player Development, Pat Brookes, and Power Skating sessions run by Carl Menard
- Encourage your players to attend these sessions

Mentorship

- Our Mentorship Committee is led by our Director of Mentorship, Joel Neuheimer. There are many on and off ice Whiteboard Sessions planned for this season already. Emails will go out to Coaches and Assistant Coaches with session details. House League and Blues coaches are invited to attend.
- The Mentor for each level will be in touch with Head Coaches shortly. Their contact information can be found on the Mentorship page of the Orleans Minor Hockey website, if you have questions before you hear from them.
- Mentors are there to support, not judge. Please do not hesitate to contact them with any team questions or concerns