



REP RANGERS

MANAGER'S MANUAL

2017/18 SEASON

MOHA Team Manager's Manual

The team manager is the central figure in creating the flow of communication within the team, the organization (MOHA), referees, other teams, officials, etc. This does not mean that the manager has to do all of the work alone: he or she will ensure that everything gets done by delegating certain tasks.

The team manager position ensures that the operational aspects of the team are completed which enables the coach to focus on player development, both on and off the ice.

This manual will provide information and instruction on the key topics within this position specific to rep teams within the Minor Oaks Hockey Association.

Within this manual, the Minor Oaks Hockey Association will be referred to as the MOHA and the Ontario Minor Hockey Association will be referred to as the OMHA.

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Code of Conduct

All youth participating in the hockey programs of the Minor Oaks Hockey Association (MOHA) enjoy the following rights and are entitled to the protection of these rights.

- **SPORTSMANSHIP:** You have the right to participate in a program in which sportsmanship, honesty and integrity are the cornerstones.
- **RESPECT:** You have the right to the respect of your coaches, coaching staff, your team-mates, the coaches, coaching staff and players of the opposing team, the referees and spectators and each of them has the right to expect the same of you.
- **PARTICIPATION:** You have the right to participate fully in the activities of your team, but not necessarily equally.
- **SKILL DEVELOPMENT:** You have the right to learn about your sport and develop your skills to the maximum of your potential.
- **FREEDOM FROM ABUSE:** You have the right to say no to physical contact or interaction with any member of the coaching staff or any other person in a position of authority or influence.
- **FREE SPEECH:** You have the right to speak freely without fear of recrimination.
- **FAIR TREATMENT:** You have the right to be treated fairly and with impartiality.
- **FUN:** You have the right to have fun.

MOHA upholds a zero tolerance policy for drugs and alcohol for any Association events or activities regardless of location for its members and any individuals attending or participating

MOHA accepts responsibility for the behaviour of its members and will take the necessary disciplinary actions against any individual (Parents/Guardians, players, coaches, coaching staff and spectators) who fail to comply with the

codes; this may result in disciplinary measures, including suspension and/or expulsion.

Players Code of Conduct:

1. I am responsible for my conduct at all times, I will always be a positive representative of the MOHA and the Town of Oakville.
2. I will always play by the rules of hockey, and in the spirit of the game.
3. I will, regardless of the outcome of the game, congratulate my teammates, coach, coaching staff as well as the players and coach, coaching staff of the opposing team in a genuine and positive manner.
4. I will respect the referee's decision, I will let the coach or team captain address the referees and then shall do so only in a civil tone and manner.
5. I will control my temper, behavior and language - fighting or "mouthing-off" can spoil the activity of everyone.
6. I will work at achieving my personal best and to not get discouraged if it's not the best.
7. I will work hard to improve my skills at practice and in games. I will make every reasonable effort to attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if I am unable to attend for any reason.
8. I will respect the rights and consider the safety of other players; I will not set out to intentionally maim or injure another player, in actions, words, conduct or inaction and I shall not encourage, support or approve of this such behaviour by others.
9. I will do my best to be a team player.
10. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are as important.
11. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Parent/Guardian/Spectator Code of Conduct:

1. I will remember that my youth and all players participate for their fun and enjoyment, not mine.
2. I will promote the emotional and physical well-being of my youth and all players ahead of any personal desire to win.

3. I will teach my youth and encourage all players that doing one's best is as important as winning so that my youth and all players will never feel defeated by the outcome of the game.
4. I will remember that youth learn by example. I will applaud good plays and performances by all players involved in the game.
5. I will not speak negatively about players, coaches and coaching staff, referees, other parents/guardians or spectators.
6. I will respect the referee's decisions and I will encourage all players to do the same.
7. I will remember that the locker room is where the team prepares for a game and not a place for me to hang out or give instruction.
8. As a Parent/Guardian, I will practice and encourage open communication with the coaches and coaching staff. I will bring concerns forward and adhere to a 24 hour cool down period be required to address an issue or contentious point. I will respect the coach's decisions and not interfere with or undermine the coaches or coaching staff.
9. As a Parent/Guardian, I should inform the coach of any ailment that may affect the safety of my youth or the safety of others and I will not permit my youth to compete without complete and safe equipment.
10. As a Parent/Guardian, I will make every reasonable effort to have my youth attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if my youth is unable to attend for any reason

Coaches and Coaching Staff Code of Conduct

1. I will lead by example and I will work to create a desire for our players to do their best while playing the greatest game on earth – Hockey.
2. I will remember that players need a coach they can respect. I will be generous with praise and set a good example at all times through my actions and words.
3. I will teach my players to play fairly and to respect rules, officials, team-mates, opponents, parents/guardians and spectators.
4. I will ensure my players get fair instruction, support and playing time.
5. I will not ridicule or yell at my players for making mistakes or for performing poorly.
6. I will remember that players play hockey to have fun and must be encouraged to have confidence in themselves.

7. I will obtain proper training and will continue to upgrade my coaching skills.
8. I will be reasonable when scheduling extra practices and team events, remembering that players have other interests and obligations.
9. I will co-operate with on and off ice officials for the benefit of the game and players.
10. There is a need for regular, open communication with parents/guardians, coaching staff, players and Association officials. As a coach I will be approachable at any time regarding anything to do with players or the team 24 hours after a game.
11. I will be responsible for all activities associated with my team.

Association (MOHA) Code of Conduct:

1. We will make sure that all players are given the same opportunity to participate, regardless of gender, ability, ethnic background, or race.
2. We will make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all players, coaching and volunteers wherever MOHA activities take place.
3. Make sure that age, skill level and maturity level of the players are considered in program development, rule enforcement, and scheduling.
4. Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
5. We will make sure that appropriate and thorough screening of all those who provide service on behalf of MOHA, both before, but especially after they are involved, seeking to have coaches, coaching staff, officials and other volunteers who are capable of promoting fair play as well as the development of good technical skills.
6. We will distribute, publicize, promote, implement and enforce the Codes of Conduct

MOHA Harassment and Abuse Policies:

MOHA strictly adheres to the Bullying Harassment and Abuse Policies outlined by Hockey Canada:

<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Speak-Out.aspx>

MOHA's goal is to eliminate all forms of harassment and abuse, including physical and sexual abuse. MOHA's first priority is to protect its players and at the same time, Coaches, Parents, and Officials can also be the targets of harassment and abuse.

MOHA believes that you should have the ability to discuss any concerns that might be classified as harassment or abuse. MOHA also believes that false allegations can be devastating to a person's career and personal life.

If you believe there is a need to discuss any incident that, in your opinion, is issues of harassment or abuse please contact one of many MOHA Officials available to receive your concern. These MOHA Officials are VP Rep, CHAIR of Discipline, MOHA President or MOHA Ombudsmen.

Any incidents of harassment and/or abuse will be handled directly by representatives of the MOHA or MOHA Board of Directors.

Beginning of Season

Once the team has been selected and players have been signed, the Manager/Coach should arrange a parent meeting (some coaches will want the players to attend). It is important that there be communication between members of the team. At the initial meeting it is a good idea to take minutes and later distribute to parents. Following are items that should be discussed:

1. Introductions of team staff and all others present should take place.
2. Team budget/fundraising objectives/parent assessments/etc.
Assign a treasurer, if one hasn't yet been assigned.
3. Team rules/League rules/Code of Conduct.
4. Tournaments/Dry-land training.
5. Coaching philosophy.
6. League schedules.
7. Official division loops will be given when Tri-County teams are finalized.
8. Medical consent forms (MOHA web-site).

9. Player/Parent contact list.
10. Arena maps (arenamaps.com).
11. Committees: i.e., fundraising, banner, communications, stats, 50/50, team clothing, socials, hotel bookings, restaurant bookings, etc.
12. Identify all personnel who will need police checks and make sure that the MOHA office has up-to-date copies.
13. Socials.
14. Conflict resolution.
15. Emergency Action Plan.

***It is a good idea to have as much parent participation as possible.
Communication is Key!!!***

*****IMPORTANT*****

***Please have your list of team staff and police clearances into the MOHA office
by June 15th. List of tournaments, the team's seasonal plan.
(Exceptions: Tyke 1/ Tyke 2/Tyke 3/Midget)***

Budgets/Team Funds/Fundraising

The coach and manager should develop a preliminary budget to be presented to the parents at the first team meeting.

The budget monies are over and above the registration fees and the assessments levied on each rep team by the MOHA. Please refer to the MOHA Budget policy for individual team budget limits.

Assessments are not to be levied against AP's.

The objective of having teams prepare budgets using the suggested classifications below is to promote consistency among team practices.

The following categories are suggested:

- Tournaments
- Extra practice ice

- Play-down/playoff costs—All AAA teams will write a cheque to cover the expenses for their SCTA Qualifier Weekends (approx. \$1300.00) to the Centre hosting the event.
- OMHA finals all AAA will write a check to cover entrance fees (aprox \$1400) to the centre hosting the event.
- All Tri-County teams will be invoiced by the OMHA for all OMHA (\$750) play-downs. All teams will allocate enough funds to pay for these costs.
- Guest instruction/Training
- Exhibition games(including costs of referees, timekeepers, and ice)
- Playoff games (including costs of referees, timekeepers)
- Cresting
- Sponsorship/Team recognition plaques
- Team Equipment/ Supplies
- Police checks
- Team Functions/ Team meals
- Player Apparel (costs of new jackets and hockey bags that only some parents will incur each year should be outside of the hockey team budget)
- Coaching Apparel
- Banking fees
- Team travel (bus rentals)
- Team website
- Miscellaneous (expected to be minimal)
- League assessments
- Non-Parent Coaches expenses

Preliminary team budgets are to be submitted to the MOHA Treasurer by June 15th. Final budgets/ financial results are due to the Treasurer by March 15th. A copy of the pre-season, mid-season and final budget should also be distributed to parents. Managers must open a bank account in the team name at the Royal Bank, Speers Road and the Fourth Line. A MOHA Bank Authorization form must be completed and signed by the MOHA office prior to opening the account (security measure so that the bank knows MOHA is authorizing accounts to be opened with their name). Once the account has been opened please fill out the account number on the bank authorization form and email or return to the MOHA office. It is recommended that the manager and at least one parent sign bank card. (It is highly recommended that spouses DO NOT

share in the signing of team cheques). Statements of accounts must be maintained and be available to parents. All statements will be put in the team mail box or sent directly to the team manager.

All forms required for all banking purposes may be found on the MOHA website under **MOHA Forms/Rep Rangers**.

League assessments are to be paid by post-dated cheques, dated November 15th, November 30th, December 15th and January 2nd. Cheques made payable to MOHA and submitted by October 30th at the latest.

Teams are NOT permitted to “sell items” outside of Liquor or Beer stores. MOHA does not issue lottery license applications.

The fundraiser request form (see attached) will provide details of all fundraising activities proposing to generate revenue of over \$5000.00. Teams wishing to do dance/auction, golf tournament etc. must submit their request with a budget plan prior to the event. A final budget summary of event must be submitted to the office after the event.

Team members should be informed of team fees and what the expectation will be when raising money for team. It should be made very clear to the parents as to how money will be spent and what expenses will be covered. Advise parents of payment options and deadlines for fees.

Budgets will be assessed for structure when received by the MOHA Treasurer. Team financials will be reviewed for compliance with the expectations in this document and for validity of expenses.

When asked, teams will be expected to make their receipts available to the Treasurer.

Penalties for inappropriate practices may include meeting with the Rep and/or Discipline Committee regarding suspension, loss of ice, and/or loss of team.

All team accounts are to be closed at the very latest by May 30th. A stamped copy of the closure is to be returned to the MOHA office. All funds raised through parent levies but not fully utilized during the season are to be returned to the parents. Funds raised through sponsorships but not fully utilized during the season are to be returned to the sponsor or provided to charity. Sponsorship funds are not to be given back to the parents of the team.

Rosters

All players and parents sign a commitment letter when they are selected to a Rep team at tryouts. All players must be registered with the MOHA prior to any team rosters being approved. Rosters are done electronically from our office through the OMHA. Managers will receive a copy of the approved roster once all staff members/players have been approved. As of 2014, the OMHA has mandated that at least one parent of every player registered in the OMHA must complete the one time Respect in Sport Parent program. Players who do not have a parent RIS certification on their profile will not be approved to any OMHA roster.

Managers must carry team approved rosters to all games. (Regular season, tournaments, playoffs/play downs).

There can be up to 5 people on your roster bench staff, however, OMHA mandates that each team must have a coach, manager, and trainer. All staff must have valid police clearances, Speak Out/Respect in Sport (RIS) Activity Leader and current coaching/trainer certification.

If anything is missing or not up-to-date then a roster for your team will NOT be made available and your team will be unable to play in any games until this is rectified. Therefore, it is a good idea for the manager to ensure that all personnel have the proper certification in order to allow sufficient time to process the roster with the OMHA. As well ****Police clearances**** are mandatory for all team bench staff including on-ice volunteers. Originals must be brought to the office where a copy will be taken prior to your team stepping onto the ice. Police clearances are good for four years and each year submission of a Criminal Offence Declaration will keep them valid

AP Rosters

Teams may AP up to nineteen players from the team below or division below, i.e. Bantam AAA may AP from Bantam AA and Minor Bantam AAA. No player may be carded as an AP to more than one team. Coaches need to communicate with each other which players they will be listing as AP's as a player may only be used as an AP to ONE team. AP forms need to be in the office by October 31 as they are sent to the OMHA for approval. Managers will then receive an approved copy of roster including their AP's, and this roster will replace the initial roster. This new roster should be photocopied and brought to all games, tournaments, etc.

No affiliated player's name can be added to a teams' roster after January 15th.

It is recommended to use as many different AP's throughout the season as possible, as this is a learning opportunity for all players involved. Coaches must communicate with each other when a player is needed for game/practices *****a coach may not contact the parent/player directly.*****

Coaches are expected to cooperate and support the affiliation program. Every month a list of all AP's that have been utilized by your team must be completed and submitted to the VP of Rep.

*****DO NOT FORGET*****

Enter the Affiliated Player's name on game sheet as you would with any other player and clearly indicate AP in the margin next to the player's name. Ensure you have a copy of the team roster with all AP's properly listed.

Hockey Canada approved an amendment to Affiliation Regulation E.35 a). which will impact the use of AP's for the 2014-2015 season. Below is how the regulation now reads:

E.35 a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated

team, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see Regulations B.42, E.36 (b).

This regulation will be applied to any player registered on a team or affiliated to a team eligible for Branch (OHF), Regional or National Championships.

These players may affiliate to a maximum of ten (10) games before becoming ineligible to affiliate. If a player plays an 11th game as an affiliate while his registered team is still in regular season or playoffs he is considered an ineligible player with his affiliate team and the sanctions, within OMHA Regulation 8.1i), for playing an ineligible player will apply.

A Goalie who is called up as an AP's but does not participate in the game will not count as one of the 10 allowable AP appearances.

Medical Information

All players are required to fill out a medical information form which will be kept in the strictest confidentiality within the coaching staff and especially the trainer. This form is found on the MOHA web-site under "MOHA Forms" in the "Trainers / injuries / Concussions" folder. Each team must have a form for each player at all practices and games in case of a medical emergency.

Contact Lists

It is very important for the manager to have a complete list of players, parents, home addresses, emails, and phone numbers, in case of an emergency or game/practice cancellations/changes. It may help to provide this complete list to all parents in order to assist with travel accommodations of players for games/practices.

Practice and Game Schedules

Game/Practice schedule will be loaded onto MOHA Team site as quickly as it is confirmed. Any changes to your schedule will come through your Ice Scheduler and/or the MOHA website. Games will not be rescheduled due to team functions (fundraisers, birthday parties) or private ice rentals. You should inform parents that games *may be* scheduled during March Break, Super Bowl Sunday, Family Day. Please keep in mind that team budgets are restricted and that extra ice can account for a large amount of a team's budget. Scheduled MOHA ice must always be utilized and never left vacant.

Teams are not permitted to sell MOHA assigned ice. There will be NO ACCOMODATIONS made by the ice scheduler to try and work the MOHA ice allocations around a team's private ice.

It should be noted that teams purchasing "private ice" (example: Appleby College) must also apply for insurance coverage by completing a Certificate of Insurance Request through the OMHA. SEE ATTACHED FORM called Facility and Ice Rental Insurance Cert. Request.

Accidents / Insurance Reports

In the event of a player being injured while participating in a game or team event, an injury report (found on MOHA web-site, under MOHA Forms/Trainers-Injuries-Concussions – Hockey Canada Injury Report Form) **must** be filled out by the trainer and returned to the OMHA office.

A copy will be kept on file at the OMHA should a hockey injury claim be made. A copy must also be submitted to the MOHA office and head trainer.

The hockey injury forms are to be completed by trainer and parent if claim is being submitted. These forms are available at the MOHA office. Any player requiring medical attention due to injury will need to produce a doctor's note to the trainer, to return to play.

Teams who are traveling out of province should be purchasing additional coverage, such as Blue Cross, as Hockey Canada insurance program reimburses in Canadian dollars. It should also be noted that expenses incurred while traveling out of province or out of country must be first claimed through OHIP. The claims should be sent to Blue Cross or to claimants health care provider and then to Hockey Canada. Always submit original receipts. Any team planning to host an event outside of the regular scheduled games or practices, i.e. fundraiser, must complete the Certificate of Insurance Request form and forward to the OMHA office at least two weeks prior to event. The request will then be sent to the OHF office for approval. Please note that parent-child games are not covered under the Hockey Canada Insurance Program. If purchasing extra ice from the Town of Oakville, they will add the extra insurance into the cost of your rental. If purchasing from a private facility, the Facility and Ice Rental Insurance Cert. Request. Form along with the rental terms and conditions of the facility must be filled out and sent to the OMHA for approval.

Game Sheets

Teams will be given game sheets with their schedules and these may be picked up by the manager/delegate from the hockey office during regular

business hours from your team slot. Contact the hockey office if you need extra game sheets for exhibition games.

Game sheets from home/away games, tournaments and exhibition games are to be **submitted to the hockey office within 48 hours of game**. If you are unsure of a penalty code, please call the discipline chair for verification. Make sure that game sheets are completed with the **assigned game number**, division, location, length of game, and team names. **Head coach is responsible to verify with referee** the penalty assessed before leaving the arena.

If your trainer is not available for your game, you must ask the opposing team's trainer to cover both teams. When a trainer is doing so, their name must appear on their side of the game sheet only and a note stating the trainer will cover both teams must be noted on the back of the game sheet. You may also contact the MOHA office to request a trainer on an open card. If using an open-carded trainer, his/her name and signature must appear on your side of the game sheet.

Suspended players/bench staff must also be indicated on game sheet in the listed suspension box, i.e. #18 Billy Smith games 1 of 3, 2 of 3, and then 3 of 3, served in consecutive games. This is important as player and coach could be suspended for an extra game(s), if information is not recorded correctly. Any player whose name appears on the game sheet is considered as having taken part in the game with the exception of an AP goalie who does not participate in the game. If a player is away or ill he should not be listed on the game sheet. ***If using labels make sure player has been crossed off on all the copies of the game sheet. ***

Also, if you are using labels, they are not to cover up the suspension section of the game sheet.

It is important, after a game, to check that the information on the game sheet has been properly recorded.

Oakville does NOT put curfews on their rep. level game sheets. Some other centres do, therefore, do not argue with any other centre about curfew times as it is totally beyond their control.

If another centre does put a curfew on a game sheet (meaning the game has to be finished by a certain time) then you must get your coach to initial the game sheet in recognition of this.

****Please note that if one of the team's bench staff will be away for an extended period of time (due to suspensions, illnesses, etc.) there are people that have open-cards with the MOHA that can assist any rep. team within the organization. Please contact the Operations Manager at the MOHA office if you are ever in this situation. ****

PLEASE NOTE: Only rostered bench staff and/or open-carded bench staff are allowed to sign the game sheet. Also, all bench staff coaching on the bench must be rostered to your team or be on an open card.

Referees and Timekeepers

Referees and timekeepers are automatically assigned to league games. Managers should check **about 30 minutes prior to game that the officials (referees and timekeepers) have arrived.** If they have not arrived, a call needs to be placed to the Referee in Chief. Do not assume that there is a game before your game that these officials will be officiating your game.

Teams will pay referees and timekeepers for all playoff games. Managers must arrange for referees and timekeepers for all exhibition games and these officials are to be paid out of team funds as well.

Travel Permits

Any team wishing to enter a tournament or wanting to play an exhibition game **MUST** have a valid travel permit. These permits must accompany the team to tournaments or exhibition games and be available for verification of coverage. If a team is participating in an OMHA sanctioned tournament a travel permit will be issued by the OMHA office and no fee is charged. Any tournament outside of the OMHA (GTHL, Alliance, NOHA, ODHA, USA) must have an approved OMHA travel permit. The cost for this permit is \$20.00, but will now be covered by the MOHA. It is recommended that you apply for all permits early, as it takes a few days for processing and approval

from the OMHA. You will find the travel permit request form on our web-site at www.moha.ca [MOHA Forms/Rep Rangers]. For teams travelling to the United States, it is a good idea to purchase additional insurance and to ensure that all documentation is in order and in your possession. **Travel permits cannot be issued until the team has an approved OMHA roster.**

Equipment/ Team Clothing/ Dress Code

The manager will be responsible for sweaters. Sweaters will be ordered and distributed through Corbett's Source for Sports, 450 South Service Rd W, Oakville, ON.

All coaches and volunteers will wear helmets with chin straps done up for all on ice activities. For insurance reasons, ONLY carded players, carded team officials and volunteers sanctioned by the MOHA are to be on the ice surface. (See volunteer form on MOHA website). Managers/coaches will make sure that players wear full equipment for practices. This includes neck guards and mouth guards.

All coaches and players must abide by the dress code as set out by the MOHA. Players are required to wear to all games (tournament, league, exhibition, and playoff) navy or black pants (no jeans), a white shirt, and either a blue or red tie; an Oakville Ranger's jacket should be worn as soon as the weather permits. Tyke and Novice players may wear white Turtlenecks. Hockey bags must be red/blue/white, style may vary. Red hockey pants and white helmets are also mandatory. Tracksuits may be worn to practice and dry land training. They are not to be worn to league or tournament games.

Coaches are to wear Ranger jacket, shirt and tie. Trainers should wear running shoes or other rubber soled shoes for safety purposes. Due to the nature of their jobs, the trainer is the ONLY person authorized to wear a Ranger track suit to games.

All Ranger approved (with logo) clothing shall be purchased from the approved distributor as outlined by the league. At this time, this supplier is Corbett's Source for Sports at 450 South Service Rd W in Oakville, ON. Teams should contact Corbett's for team appointments for sizing of players.

All on-ice Coaches, Trainers, Assistant Coaches/Trainers, Volunteers, and Players are required to wear CSA approved helmets during all on-ice activities. Failure to do so will result in suspension of offender.

Tournaments

A preliminary list of tournaments requested by each team must be submitted by June 15th to Helen Ford for approval and a copy of this same list of tournaments must be sent to the VP of Rep. Teams are allocated a certain number of tournaments each season, which will be explained at the first coaches'/managers' meeting after tryouts. Teams are not permitted to participate in a tournament while in playoffs/play downs. It is a good idea to book early, as tournaments tend to fill quickly. All minor teams (in addition to Pee wee AA and Bantam AA.) **MUST** participate in the Richard Bell Tournament held here in Oakville at Christmas.

Managers need to take roster and travel permits to tournaments for registration of team. It is recommended that Managers or the team designate will research hotel/motel accommodations and make arrangements for all tournaments that are not within driving distance.

All Minor teams (in addition to Pee wee AA and Bantam AA.) participate in the Richard Bell Tournament at Christmas, with the exception of the Minor Midget AAA team. There is no charge to Oakville teams for this tournament. More information concerning this tournament will be given to all Minor teams as the season progresses.

Managers should provide families with the schedule and web-links for upcoming tournaments as soon as they become available. Most tournaments require players to be available on Friday for games. For those parents who cannot get time off, managers should encourage families to help those children who will require transportation.

Any team wishing to apply to host an OMHA or an OHF must first put their interest forward to the Rep VP. These endeavors are huge undertakings and

will be discussed at the Town Rep committee level to determine MOHA approval. Once approval is received then the team will be directed to put a package together to be sent off for approval from the OMHA or OHF levels.

Teams wishing to participate in pre-season tournaments must have an approved OMHA roster and travel permit in order to be covered under the Hockey Canada insurance policy.

Richard Bell Tournament

For the Oakville Teams participating in this tournament, it is expected that each team will provide; travel permit, team roster and also submit a completed application.

As there are a number of teams from overseas, families from certain divisions will be responsible to billet players.

More information on this tournament will be provided to the teams throughout the season.

Dressing Rooms / Arenas

Team officials and players are responsible for the condition of their dressing rooms. Tape, paper or garbage should be placed in waste containers. Dressing rooms (home and away rinks) are to be left clean and orderly. Dressing rooms should be locked while team is on the ice (practice or game). Any damage to dressing rooms or arena will be billed directly to the team.

No player is allowed to step onto the ice until the zamboni is completely off the ice and the zamboni door is closed. Safety precautions must be taken during games and practices by checking that all doors have been securely closed.

No player shall be allowed on the ice without a team official present. *Dressing rooms must be supervised at all times with at least two Team Officials present. Under no circumstances should there be only one adult in room with player(s).* All female players (*M Peewee and up*) will be assigned a separate dressing room.

Team managers are advised to carry their own lock for dressing rooms as some arenas may not be properly equipped.

Conflict Resolution/ Communication

If a player/parent requires a meeting to discuss a problem, the following steps should be taken. Coaches/parents/players are advised to adhere to the 24-hour rule. Meeting should be arranged by the Manager of the team as a first step. If resolution cannot be agreed to, then the parties involved should make contact with the coach mentor of their division. If after all of these options have been completed and the problem has still not been resolved, then the VP of Town Rep along with the Town Rep Committee, and, if need be, the MOHA Discipline Chair will be advised to handle the matter.

Team Rules

The following are topics to consider when establishing team rules/conduct.

- Conduct at practices, games, events and team functions
- Dressing room conduct
- Team attitude
- Respect
- Harassment
- Commitment
- Drugs/alcohol
- Fairness in implementing rules
- Resolving of Disputes

Dry-land / 3rd Party Service Providers/ Seasonal Plans

All teams from Minor Bantam and up will attend some form of dry land training. Teams will be responsible for scheduling of sessions.

Teams may choose to attend any facility, but notification must be given to the Development Committee as to where your team will be attending sessions. As well, the Development Committee must be given a list of all 3rd party service providers the team plans on using throughout the year. This information could be added into the teams' seasonal plan.

All teams Peewee and down are encouraged to partake in some form of physical training in order to improve cardiovascular capabilities of players, although this does not have to be as structured as in the older age groups. This could include simple stretching exercises and/or games of dodge ball, basketball, floor hockey, etc.

Seasonal Plans must include detailed information on what the team will be working on throughout the season and should be given to the Town Rep's VP.

Coaches Meetings

Throughout the year meetings will be held for coaches and their staff. It will be expected that coaches and/or staff attend and take back to their teams any updated league information. Minutes from these meetings are emailed out to all coaches and managers a couple of days after these meetings are held. (Tentative meeting dates; Feb; March; August, September and December.)

Picture Day

As in the past, pictures will be scheduled during the month of November. More details will follow.

Parent Surveys

Online surveys will be conducted throughout November. All parents will be asked to complete a survey as they are utilized for the following year's coaching selections.

Banners

The MOHA will make arrangements for banners to be purchased for those teams which have won the OMHA's. If your team has won, please fill out a "banner order form" and send in your request before April 30th to the VP of Rep.

Teams may order small "individual" banners for their players, however, these costs will come out of the team budget.

Player Information

A team binder should be kept with the following information:

- Medical History (some trainers will insist on keeping the forms themselves- they **must** be brought to every game and practice the team attends)
- Team Roster
- Schedules
- Team Rules/Code of Conduct
- Team info/phone numbers, etc.
- The manager's binder should be available at all times. The medical information will be required by the attending Physician should the player require medical attention at a hospital.

Miscellaneous

**** Most forms required by the team will be located on the MOHA website under "MOHA Forms" ****

Ranger pins (\$1.00 each) and license plates (\$5.00 each) may be purchased at the MOHA office.

Oakville Town pins may be obtained from the Town of Oakville for the purpose of trading or giving to opposing teams at tournaments.

All on-ice volunteers need to have a police check, complete the Respect in Sport- Activity Leader/Speak Out course, and must fill out an on-ice volunteer insurance form.

No sponsor bars or sponsor recognition is allowed on player jackets. The intention is so that players from year to year can use the same jacket if it fits without concern for a different sponsor.

No player names on jackets, just numbers.

No player names on bags, just numbers.

The above suggestions are for security reasons.

****No use of MOHA/Ranger's logo****

Water Bottles- It is recommended that each player have his/her own water bottle. For health concerns the sharing of water bottles should be avoided.

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