

2023/24

# ORHC HOUSE LEAGUE MANUAL



Last Update: Eric Watson  
March 4th, 2024

# TABLE OF CONTENTS

ORHC Code of Conduct.....	Page 4
---------------------------	--------

## COACHES AND BENCH STAFF

Coach Selection .....	Page 7
Bench Staff Requirements .....	Page 8
Bench Staff Responsibilities.....	Page 9
Coach Responsibilities .....	Page 10
Trainer Responsibilities .....	Page 10
Manager Responsibilities .....	Page 11
Bench Staff Certifications .....	Page 12

## SEASONAL SETUP AND STRUCTURE

Team Composition.....	Page 13
Seasonal Structures .....	Page 15
Evaluation Formats .....	Page 17
Draft Regulations .....	Page 18
Protections .....	Page 18
Same Team and Specific Coach Requests .....	Page 19
Siblings and Twins.....	Page 20
Player Movement .....	Page 20
Draft Objectives .....	Page 21
Draft Process.....	Page 23

## TEAM SETUP AND STRUCTURES

Team Expectations .....	Page 24
Pre-Season Parent Meeting.....	Page 25
Team Budgets, Sponsors, and Fundraising.....	Page 25
Team Budget and Finances .....	Page 25
Team Bank Account.....	Page 27
Team Sponsors and Fundraising.....	Page 27
Medical Information and Contact Lists.....	Page 28
Concussion Code of Conduct and Rowan's Law .....	Page 29
Affiliate (AP) Players .....	Page 31

*Please Note: all the information, policies, processes and procedures contained within this manual may be subject to exception and change without notice depending on situation and circumstance.*

# TABLE OF CONTENTS

## GAMES AND PRACTICES

Practice and Game Schedules .....	Page 32
Arenas and Dressing Rooms .....	Page 32
Referees and Timekeepers .....	Page 33
Electronic Gamesheets .....	Page 34
Serving Suspensions .....	Page 35
ORHC Fixed Playing Structure.....	Page 36
Gameday Operations.....	Page 38
Before the Game .....	Page 38
During the Game .....	Page 40
At the End of the Game .....	Page 41
Practices.....	Page 43

## PLAYOFFS AND AWARDS

House League Awards .....	Page 46
Standings, Playoffs, and Championships .....	Page 47
Tiebreaking Rules .....	Page 47
Playoff Formats.....	Page 50
Overtime Regulations .....	Page 51

## TRAVEL PERMITS AND TOURNAMENTS

Travel Permits.....	Page 53
Tournaments .....	Page 54

## MISCELLANEOUS

Team Rules & Conflict Resolution .....	Page 55
ORHC Sportskeeper .....	Page 55
Picture Day.....	Page 55
Parent Surveys .....	Page 55
ORHC and Town of Oakville Pins .....	Page 55
Important Links.....	Page 56
Key Contact Information.....	Page 56

*Please Note: all the information, policies, processes and procedures contained within this manual may be subject to exception and change without notice depending on situation and circumstance.*

# CODE OF CONDUCT

All youth participating in the hockey programs of the Oakville Rangers Hockey Club (ORHC) 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.

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

ORHC 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 ORHC 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 team-mates, 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 decisions; 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 (ORHC) CODE OF CONDUCT

1. We will ensure 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 ORHC 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 ORHC, 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

## ORHC HARASSMENT AND ABUSE POLICIES

The Oakville Rangers Hockey Club 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>

ORHC's goal is to eliminate all forms of harassment and abuse, including physical and sexual abuse. The ORHC'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.

ORHC believes that you should have the ability to discuss any concerns that might be classified as harassment or abuse. ORHC 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 the many ORHC Officials available to receive your concern. These ORHC Officials are the VPs of House League, the ORHC Chair of Discipline, the ORHC President, or any other member of the ORHC Board of Directors or Executives. The list of Directors and Executives and their contact information can be found on the ORHC Website at: [https://oakvillerrangers.ca/Pages/2674/Executive\\_and\\_Board\\_of\\_Directors/](https://oakvillerrangers.ca/Pages/2674/Executive_and_Board_of_Directors/)

Any incidents of harassment and/or abuse will be handled directly by representatives of the ORHC or ORHC Board of Directors. Any concerns are to be submitted via the ORHC Complaint Intake Form, locate on the website at [https://oakvillerrangers.ca/Public/Documents/Discipline/ORHC\\_Complaint\\_Intake\\_Form\\_-\\_2018.pdf](https://oakvillerrangers.ca/Public/Documents/Discipline/ORHC_Complaint_Intake_Form_-_2018.pdf).

## ORHC Social Media Policy

If ORHC receives a screenshot of a negative or threatening or rude or mean-spirited or sexual or intolerant or racist social media post or text or email that is at all related to minor hockey involvement and an ORHC member wrote it, filmed it, created it, posted it, sent it or forwarded it - they will automatically be suspended for a minimum of 3 league games (no appeal) and up to 10 games. Serious cases will be forwarded to the club's External Dispute Resolution Committee (EDRC), the police and/or Hockey Canada for further investigation and possible incremental penalties. Multiple infractions will have you removed from the club with no refund.

## COACH SELECTION

Interested coach applicants will be required to complete and submit a volunteer application prior to the deadline date set. The ORHC will identify a Coach Selection Committee who will provide feedback and make recommendations based on the information gathered during the season such as parent surveys, evaluations, reference checks and any other relevant information that will ensure selection of the best possible candidates.

The ORHC and the Coach Selection Committee will, or will not, assign coaches at their sole discretion and as they see fit. All decisions made by the ORHC and the Coach Selection Committee are final and are not open to appeal.

Every effort will be made to have coaches named by the end of March or early April. Naming coaches early allows them the opportunity to spend the summer establishing their bench staff, completing required certifications or renewals, and planning for the upcoming season. Coaches are reminded not to book tournaments or extra ice time during this time – financial commitments are not to be made without the consent of your Parent Group.

### *If I commit to coaching a team now is my child committed to playing in that Division next season?*

The answer is NO! If you commit to coaching a team and your child is selected to a higher Division you will be released from your commitment. At no time will the ORHC ever hold a player back from being selected to a team because their parent or guardian has volunteered at a lower level. This scenario happens all the time, in both Rep and House League. When a player is selected to a team at a higher Division than that which their parent or guardian has volunteered for the parent or guardian is released from their commitment and the ORHC and Coach Selection Committee will work to back fill the position with a new candidate.

### COACH SELECTION CRITERIA

- i. Head Coaches should have a strong coaching background and hockey experience
- ii. Applicants should demonstrate strong hockey knowledge, have a plan to teach skill development and willing to attend clinics to upgrade teaching skills
- iii. Feedback from Parent Survey and previous Convenors will be a tool used to assess team and coach
- iv. Compliance with the Code of Conduct and ORHC policies and procedures will also be considered
- v. Other considerations as determined and established by the ORHC and the Coach Selection Committee at their sole discretion

## BENCH STAFF REQUIREMENTS

All House League teams should try to assemble a complete bench staff as soon as possible to both lighten the load on the coach, as well as to encourage more active participation by the parent group of the team. The ability to attract and involve “assistants” will significantly impact our ability to develop individuals as Head Coaches and Trainers for other roles in future years.

**All Team Officials must be 19 Years of Age or older and are subject to approval by the ORHC**

Every team must have, at a minimum, a Head Coach and a Trainer. Each team is allowed a max of 5 people in their Bench Staff. The ideal bench make-up is a Head Coach and an Assistant Coach, a Trainer and an Assistant Trainer, and a Bench Manager. Simplistically, the “standard” roles that should be established for each team are as follows:

Team Official	General Responsibility	Additional Information
Head Coach	Overall responsibility for the team, both on and off the ice	<b>Required on every bench.</b> Required Certifications: <ul style="list-style-type: none"> <li>- Coach 1 and Coach 2-Coach Level Trained</li> <li>- Respect in Sport Activity Leader</li> <li>- Gender Sensitivity Certification</li> <li>- Vulnerable Sector Police Clearance</li> </ul>
Trainer	“Risk Management”, First Aid, and Safety “expert” for the team. Usually acts as the team’s “Equipment Manager” as well.	<b>Required on every bench.</b> Required Certifications: <ul style="list-style-type: none"> <li>- HTCP Level 1 Certification</li> <li>- Respect in Sport Activity Leader</li> <li>- Gender Sensitivity Certification</li> <li>- Vulnerable Sector Police Clearance</li> </ul>
Bench Manager	Manages and maintains all administration, information and activities for the team as directed by the coach – often serves as the treasurer as well.	Optional. Required Certifications: <ul style="list-style-type: none"> <li>- Respect in Sport Activity Leader</li> <li>- Gender Sensitivity Certification</li> <li>- Vulnerable Sector Police Clearance</li> </ul>
Assistant Coach	Backup for the coach on hockey issues and a key participant in practices and bench management during games.	Recommended. Required Certifications: <ul style="list-style-type: none"> <li>- Coach 2-Coach Level Trained</li> <li>- Respect in Sport Activity Leader</li> <li>- Gender Sensitivity Certification</li> <li>- Vulnerable Sector Police Clearance</li> </ul>
Assistant Trainer	Backup and support for the Trainer role, with the same responsibilities.	Recommended. Required Certifications: <ul style="list-style-type: none"> <li>- HTCP Level 1 Certification</li> <li>- Respect in Sport Activity Leader</li> <li>- Gender Sensitivity Certification</li> <li>- Vulnerable Sector Police Clearance</li> </ul>
On Ice Volunteers	Assist on the ice during practices but are not permitted on the bench during games. Must be registered and approved by the ORHC for insurance purposes.	Optional. Required Certifications: <ul style="list-style-type: none"> <li>- Respect in Sport Activity Leader</li> <li>- Gender Sensitivity Certification</li> <li>- Vulnerable Sector Police Clearance</li> </ul>



# BENCH STAFF RESPONSIBILITIES

## GENERAL RESPONSIBILITIES

I will lead by example

I will work to create a desire for our players to do their best while playing our great Canadian game – Hockey

I will remember that players need a coach they can trust and respect

I will not ridicule or yell at my players for making mistakes or for performing poorly

I will always be generous with praise and set a good example through my actions and my words

I will cooperate with all on and off ice officials for the benefit of the game and players

I will teach my players to play fairly and to respect the game and its rules, officials, team-mates, and opponents

I will ensure my players get fair instruction, support, and playing time

I will remember that players play hockey to have fun and must be encouraged to have confidence in themselves

I will obtain proper training and will continue to upgrade my coaching skills

I will be reasonable when scheduling extra practices and team events, respecting players have other interests and obligations

I understand the need for regular, open communication with parents, coaching staff, players and officials

I will be approachable at any time regarding anything to do with my players or my team

First and foremost – **BE A ROLE MODEL**. One of the primary responsibilities of any team official, especially the Head Coach, is to provide a behavior model for their players, parents, and other team officials. This is not a responsibility to be taken lightly. The kids on your team look up to you – it is critical you set a positive example.

- Before all else you are a teacher. Check your competition at the door – you are not here to win. Your goal should be to teach and develop your players and above all else to have fun!
- At all times keep a cool head and use common sense. Coaches should not get involved in heated discussions with Referees, Convenor(s), spectators, other coaches, players, parents or officials - on or off the ice!
- As a Coach or a member of the Bench Staff you are a representative of the Oakville Rangers Hockey Club and are expected to conduct yourself in a manner consistent with that responsibility. These expectations apply both on and off the ice, as well as when in Oakville or representing the ORHC in another centre.

Familiarize yourself with and adhere to all the policies, procedures, rules and regulations relevant to the Oakville Rangers Hockey Club including:

- ORHC's Code of Conduct/Discipline
- Anti-Harassment and Abuse, Respect in Sport ("Speak Out") policies
- The ORHC Playing Rules
- The guidelines established in this document
- Requirements for OMHA bench staff certification and OMHA team rostering
- The basic rules of hockey (Hockey Canada, OHF and OMHA) in addition to the ORHC Playing Rules

## BENCH STAFF RESPONSIBILITIES

All coaches must also comply with Hockey Canada, OHF and OMHA risk management requirements or other regulations as stipulated from time to time by those associations or by the ORHC. Currently there are three key risk management requirements:

1. All on-ice Volunteers including coaches, Trainers, Assistant Coaches, Assistant Trainers or other Volunteers are required to submit a valid Vulnerable Sector Police Clearance (VSPC) every 3 years and on the “off” years will be required to sign and submit a declaration confirming they have not been convicted of any criminal activity.
2. All on-ice coaches or bench staff must have completed the Respect in Sport - Activity Leader course which is an on-line, anti-harassment and abuse training program. This program takes approximately 4 hours to complete.
3. All coaches and bench staff must have completed the Understanding Discrimination based on Gender Identity and Gender Expression Training which is an on-line training. This program takes approximately 1.5 hours to complete.

**There will be ZERO TOLERANCE for any disrespectful behaviour towards other teams, on ice officials, off ice officials and/or any players or their families. Violations are subject to the ORHC Discipline and Dispute Resolution Process up to and including suspension and removal from the ORHC.**

### COACH RESPONSIBILITIES

The Head Coach is ultimately responsible for the team in every way. In addition to their “coaching” responsibilities (developing the kids, game and practice plans, etc.) the Head Coach is also responsible for, but not limited to:

- their team’s and staff’s conduct during the season
- fostering an atmosphere of co-operation amongst players, team officials, parents, other teams and referees
- ensuring only bench staff approved by the ORHC and listed on the team’s official roster are on the bench
- ensuring that only rostered and OMHA approved players and team officials are listed on the game sheet
- making sure that all team staff present sign the game sheet - failure to do so may result in OMHA suspensions
- ensuring suspended players and coaches serve the correct number of games
- understanding and enforcing the ORHC Fair Play Policy, including the Fixed Playing Structure
- being familiar with the ORHC House League Manual and the OMHA Manual of Operations - which is available on-line on the ORHC web site

### TRAINER RESPONSIBILITIES

The primary objectives for the Team Trainer are the prevention and proper injury management when the situation requires. The Trainer is the leader amongst a team’s staff in enhancing the safety of players and other participants within the Team. Safety, both on and off the ice is the Trainer’s top priority at all times. Trainers are also responsible for, but not limited to:

- Ensuring that there is a certified trainer on the bench during every game
  - If the trainer is unavailable for a game, a request to the opposing team may be made to have their trainer serve as the team’s trainer. If this is agreeable the trainer must sign both sides of the game sheet and the referees must be notified prior to the commencement of the game.

## BENCH STAFF RESPONSIBILITIES

- Referees will not start a game unless a certified Trainer is available. If there is no Trainer on either bench the game will be cancelled.
- Another alternative is to contact Cheryle Hinder ([chinder@oakvillerangers.ca](mailto:chinder@oakvillerangers.ca)) at the ORHC office well in advance of the game to request a Trainer-at-Large attend the game.
- A trainer must also be present at every practice - they do not have to be on the ice, but they should be close by, on ice level, and monitoring the practice
- Ensuring that safety is maintained during all team activities
- Completing accident reports for injuries requiring outside medical attention
- Ensuring that a first aid kit is always stocked and available
- Confining themselves to the duties of a Trainer. Trainers should not be door openers if there are other bench staff members available to do this.

### MANAGER RESPONSIBILITIES

The Team Manager is the central figure in creating the flow of communication within the team, the organization (ORHC), other teams, tournament directors, etc. This does not mean that the manager must do all of the work alone: they will ensure that everything gets done by delegating certain tasks.

Picking a strong, organized Manager is one of the most important appointment's a coach will make. 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. The Manager does not need to be a "hockey" person. Instead, look for someone with impeccable Administrative skills to fill this role:

- Good Time Allocation and Management skills
- Exceptionally organized with an attention to detail
- Strong Communication skills, both verbally and written
- Easy going and relaxed (this role can be high stress at times), but also motivated and energetic

### The Difference Between a Bench Manager and an Admin Manager

It is important to understand the difference between a **Bench Manager** and an **Admin Manager**. The two roles are identical with only one small but distinct difference – Bench Managers are allowed on the bench during a game. Admin Managers are not.

**Admin Managers** do not require a background check or any certifications. They are given access to Sportskeeper to assist with the management of the team, but they are not included on the roster and they are not allowed on the bench.

**Bench Managers** have the same access and permissions as Admin Managers but are also a part of your bench staff and are included on your approved roster. They are required to submit a Vulnerable Sector Police Clearance and to complete the Respect In Sport - Activity Leader and Gender Sensitivity certifications.

## BENCH STAFF CERTIFICATIONS

Only proceed with obtaining any of the below certifications if you have been directed to do so by the ORHC Office. If you have any questions about these requirements please contact Cheryle Hinder ([chinder@oakvillerangers.ca](mailto:chinder@oakvillerangers.ca)).

### NCCP COACH 1 – INTRO TO COACH AND COACH 2 – COACH LEVEL

Coaches for U9 and younger must have the *Coach 1 – Intro to Coach* NCCP Training while U10 and older must have *Coach 2 – Coach Level* Training. Coach 1 does not expire, but Coach 2 must be renewed every 5 years. The universal expiry date is August 31<sup>st</sup> and there is no grace period. NCCP Coaching Clinics are provided to ORHC Members at no cost. The dates and times for upcoming clinics are listed on the ORHC website at [https://oakvillerangers.ca/Pages/6876/Upcoming\\_Clinic\\_Dates/](https://oakvillerangers.ca/Pages/6876/Upcoming_Clinic_Dates/), as well as instructions on how to register.

### HTCP TRAINER – LEVEL 1

All Trainers and Assistant Trainers require the HTCP Trainer – Level 1 Certification. This certification is offered by the HDCCO and must be renewed every 3 years. The course can be accessed at <https://www.hdcolearning.com/>. The course costs \$85 and the renewal (when your certification is about to expire) is \$65. You will have to pay this fee upfront. Email the receipt to Cheryle Hinder ([chinder@oakvillerangers.ca](mailto:chinder@oakvillerangers.ca)) to be reimbursed.

### RESPECT IN SPORT – ACTIVITY LEADER

This is the only required certification that the ORHC is not able to provide to its members at no cost. All team officials, regardless of designation, are required to complete this certification. The Respect In Sport – Activity Leader course can be found at <https://www.omha.net/page/show/885515-education> and costs \$30 to complete. **Make sure you select the *Activity Leader* option.** This certification does not expire and is used in many sports.

### GENDER IDENTITY AND EXPRESSION COURSE

All team officials, regardless of designation, are required to complete this certification, which is provided free of cost. This certification does not expire. The online course is taken on the eHockey site and can be found at <https://ehockey.hockeycanada.ca/ehockey/ClinicDetail.aspx?cid=126232>.

### VULNERABLE SECTOR POLICE CLEARANCE

A Vulnerable Sector Police Check is also required prior to volunteering with the team. Once received, the original must be brought to ORHC office for verification and a copy will be taken. Security clearances are good for 3 years - a [Criminal Offence Declaration](#) must be submitted in the “off” years. If you are not able to come in during office hours you can leave your Police Check (again, it must be the original) in our 24-hour drop-box. We will take a copy and mail the original back to you. Vulnerable Sector Checks are performed by your local police. For Oakville residents, visit <https://www.haltonpolice.ca/about/courtsrecords/vsc.php> for more information.

**If you are a new coach or if your clearance is expiring do not waste any time in getting this done!**  
It can take as much as 6 weeks to get your clearance back once requested.

# TEAM COMPOSITION

## U9 AND YOUNGER DIVISIONS

In U9 and younger, teams will be made up of 18 skaters whenever possible, however (dependant on the number of registrations for the Division) it may be necessary for teams to have less. Skaters are not to have a dedicated position (Forward, Defence, etc.). Players should be rotating between Forward and Defence on a regular basis.

*These Divisions will not have a dedicated goalie.* The ORHC will provide each team with two sets of goalie equipment – the expectation is that every player on the team will take at least one turn in net. It is very important that every player on the team be exposed to the position. Once every player has been in net once you can then give a second chance to all the players that want it. Once you are through your second round you can start giving a third opportunity to those that want it, so on and so forth. The idea and hope here is that by the end of the season you'll have had three or four players that wanted multiple turns in net, and that is maybe a fulltime goaltender in the making.

In U9 especially, you may have a player or two who now wants to be a full-time netminder. Identify these players and inform the ORHC. We will get them as much net time as we can (for example, a U9 player that wants to be a fulltime goalie could be used as a call-up for U10), but there will be no exceptions to this rule – U9 and younger teams are not to have a fulltime goalie. It's a tricky balance - we want to encourage these players to become goalies, but we also need to expose as many players as we can to the position, in hopes of creating more goalies for the future. If you have a player that wants to be a fulltime goalie get them in the net as often as you can, but you have to make sure that every other player on your team is still getting at least one opportunity as well.

## U10 AND OLDER DIVISIONS

In U10 and older, the ideal Team Composition is 16 players – 15 skaters and a goalie. However, subject to registration demands and our interest in affording as many players as possible with the opportunity to play, there may be instances where we will increase or decrease the overall number of players for a team or the number of teams within a division. Teams will not be assigned more than 19 players or less than 12 in any scenario, except for U21 where the minimum is 15 and the cap is 20.

Fulltime, dedicated goalies are allowed. In U10 and U11 all skaters are to play both Forward and Defence – there is to be no early position specialization, except for goaltenders. In compliance with the Fixed Playing Structure, players in U10 and U11 will only be designated as a “Forward” or “Defenceman” and will be played in rotation. In U12 and older players can start to specialize in a specific position.

## SHARED PLAYERS

House League players are not eligible to play on more than one House League team. The exception is goalies, both shared and as emergency replacements. Notwithstanding the above, under certain circumstances (injury, evaluation, etc.) and at the sole discretion of the ORHC a House League player may be called upon to participate on another House League team. House League teams are not allowed to “pick up” player(s) to supplement their bench for tournament or exhibition games. For all tournaments and exhibition games, the use of additional players outside those rostered to the team will follow the OMHA Affiliate Player procedures.

## TEAM COMPOSITION

### SHARED GOALIES

There is a shortage of goalies from coast to coast in Canada. Hockey Canada and the ORHC are taking steps to help make the position more accessible and appealing for younger players to embrace, but it is going to take time for that to have a lasting effect. There is no quick fix for this issue. As a result, it is possible that your Division may have less goalies than teams. In these instances, certain goaltenders may be offered the opportunity to play for two teams - one in their own age group and typically one year above. Candidate goaltenders will be identified and chosen by the ORHC. Selected goalies will be officially rostered to both teams under the OMHA Affiliation Regulations, specifically regulation **4.2(b)** and section **7.0**.

The shared goalie's first priority is to the team in their proper age group. For example, if there is a conflict with a U12 goalie who is being shared between U12 and U13, the U12 team takes precedence as that is the goalies proper age group. If you have a Shared Goalie, there are several considerations you will need to keep in mind:

#### Burn Out

These kids are playing in two games a week, two practices a week, and the goalies in U13 and younger also have their Goalie Development session every other week. Odds are good that most of these goalies will register for the Goalie Development Sessions, and many teams also schedule extra practices. That is a ton of ice time... Quite frankly, it is potentially too much ice time. Different kids have different thresholds. It is up to the coaches and the parents to make sure you are watching them closely for fatigue. If they are getting tired, don't be afraid to speak up. Skip a few practices. Let them get a rest when they need it. Burn out is a very major concern for these kids, and it is all our responsibilities to monitor them closely and ensure we aren't pushing them past their limits.

#### Scheduling

While every effort will be made to ensure that there are no league schedule conflicts, coaches of both teams are expected to support the priority of ensuring the goaltender is available for all games. In cases where these goaltenders are absent due to a tournament commitment for either of the teams the ORHC will assist in finding a suitable replacement. If a conflict does arise that can't be resolved, the goalie's first responsibility will always be to their primary team.

#### Tournaments

It is the responsibility of the coaches sharing the goalie to coordinate their tournaments so as to not overlap. If a conflict is created the shared goalie will attend whichever tournament was booked first. If the tournaments were booked at the same time, if one or either of the tournaments were booked before the draft, or if the timeline in which the tournaments were booked can not be definitively established, the shared goalie will attend the tournament of their Primary Team. Using a "back-up" goalie for a tournament is not an option. At a tournament you can only use the players that are listed on your official roster. Meaning, if you and the other coach book a tourney the same weekend you can not simply just invite a goalie from another team to come with you.

#### Team Budget

Teams with a shared goalie are expected to exclude that goalie from their team budget. These families are already on the hook now for two sets of tournaments on top of the doubled schedule. That's double the hotels, double the travel time and expenses, double the Fridays off work. These shared goalie families are already taking on a much larger time and financial burden by being a shared goalie, and as such the ORHC does not feel it is appropriate or reasonable to also ask them to contribute to two team budgets as well.

## U5 Jr. Timbits

- Evaluation Format: N/A
- Team Selection Process: Auto-Draft
- Season Format: 1 Shared Practice per week
- Season Length: Approximately 15 weeks for a total of roughly 15 practices
- Game Format: N/A
- Period Lengths: N/A
- Playoff Structure: N/A

## U7 Jr. Rangers (formerly U7 Initiation Program)

- Evaluation Format: 4-week Preseason Development Sessions
- Team Selection Process: Auto-Draft
- Season Format: 4 -week Preseason followed by 1 Game and 1 Shared Practice per week
- Season Length: Approximately 15 weeks in length
- Game Format:
  - Cross-Ice with a Blue Puck and small nets (when available)
  - 4-on-4 format
  - 2 Periods, 22.5 minutes each, run time
  - 1.5-minute buzzer for line changes
  - No scores, stats, or standings are kept
- Playoff Structure: Gala Day

## U8 and U9 Jr. Rangers (formerly Novice House League)

- Evaluation Format: 4-week Preseason Development Sessions
- Team Selection Process: Auto-Draft
- Season Format: 4 -week Preseason followed by 1 Game and 1 Shared Practice per week
- Season Length: Approximately 15 weeks in length
- Game Format:
  - Half-Ice with a Blue Puck and small nets (when available)
  - 4-on-4 format
  - 2 Periods, 22.5 minutes each, run time
  - 1.5-minute buzzer for line changes
  - No scores, stats, or standings are kept
  - U9 may transition to Standard Full-Ice as of January 15<sup>th</sup>
- Playoff Structure: Gala Day

## U10 and U11 (formerly Atom)

- Evaluation Format: 3-week Preseason featuring a mix of Evaluation Skates and Exhibition Games
- Team Selection Process: House League Coaches Draft
- Season Format: 1 Game and 1 Shared Practice per week
- Season Length: Approximately 18 weeks for a total of roughly 18 games
- Game Format: Standard Full-Ice
- Period Lengths: 10 x 10 x 10 (U11 can transition to 10 x 10 x 12 at the Convenor's discretion)
- Playoff Structure: Round Robin, Semi-Finals, and Championship Week



# SEASONAL STRUCTURES

## U12 and U13 (formerly Peewee)

- Evaluation Format: 3-week Preseason featuring a mix of Evaluation Skates and Exhibition Games
- Team Selection Process: House League Coaches Draft
- Season Format: 1 Game and 1 Shared Practice per week
- Season Length: Approximately 18 weeks for a total of roughly 18 games
- Game Format: Standard Full-Ice
- Period Lengths: 10 x 10 x 12
- Playoff Structure: Round Robin, Semi-Finals, and Championship Week

## U14 and U15 (formerly Bantam)

- Evaluation Format: 3-week Preseason featuring a mix of Evaluation Skates and Exhibition Games
- Team Selection Process: House League Coaches Draft
- Season Format: 1 Game and 1 Shared Practice per week
- Season Length: Approximately 18 weeks for a total of roughly 18 games
- Game Format: Standard Full-Ice
- Period Lengths: 10 x 10 x 12
- Playoff Structure: Round Robin, Semi-Finals, and Championship Week

## U16 (formerly Minor Midget)

- Evaluation Format: 2-3 Fall Evaluation Skates
- Team Selection Process: House League Coaches Draft
- Season Format: 1 Game/week, 1 Game every other week, and no practices.
- Season Length: Approximately 20 weeks for a total of roughly 25 games
- Game Format: Standard Full-Ice
- Period Lengths: 10 x 10 x 12
- Playoff Structure: Round Robin, Semi-Finals, and Championship Week

## U18 (formerly Midget)

- Evaluation Format: 1-2 Fall Evaluation Skates
- Team Selection Process: House League Coaches Draft
- Season Format: 1 Game/week, 1 Game every other week, and no practices.
- Season Length: Approximately 20 weeks for a total of roughly 25 games
- Game Format: Standard Full-Ice
- Period Lengths: 10 x 10 x 12
- Playoff Structure: Round Robin, Semi-Finals, and Championship Week

## U21 (formerly Juvenile)

- Evaluation Format: 1 Fall Evaluation Skate
- Team Selection Process: House League Coaches Draft
- Season Format: 1 Game/week with extended period lengths
- Season Length: Approximately 20 weeks for a total of roughly 18 games
- Game Format: Standard Full-Ice
- Period Lengths: 12 x 15 x 15
- Playoff Structure: Round Robin, Semi-Finals, and Championship Week



## EVALUATION FORMATS

House League Evaluations are conducted in a variety of formats, impacted by the players age and the size of the Division, and can vary from season to season. The below information discusses the evaluation process *in general* and does not necessarily reflect what is happening this season with your Division.

### COACH EVALUATIONS

Whether your division has a Fall Evaluation Skate, a Pre-Season, or no evaluation at all – all evaluations start and end with the Coach Evaluations. At the end of each season the Coaches are asked to complete an evaluation of each player on their team. These evaluations are only accessible by other coaches within the Division and by the ORHC - *they are kept in strict confidence*. Properly completed player evaluations are a key component of our ongoing program. Coaches, working with their Convenor, must ensure that evaluations are completed on each player in a complete, consistent and objective manner. Player information must be as complete and accurate as possible, both in term of player characteristics and their performance. These evaluations MUST be completed and submitted prior to the completion of the regular season. Incomplete, inaccurate, or inappropriate information can be misleading or harmful and properly completed evaluations are essential in successfully getting the following season off to a good start. Coaches not completing or submitting these evaluations as directed may be suspended for the playoffs and/or denied coaching privileges in the following season.

### FALL EVALUATION SKATES

Fall Evaluation skates are typically held for the younger Divisions, where there is not such a drastic difference between the top and bottom players and it is not as complex to evaluate the players, and in the older Divisions where the majority of the coaches have at least a few years experience in the Division and, for the most part, are already familiar with the players in the Division. The Fall Evaluation Skates can be held in a number of fashions and will vary from season to season depending on ice availability and the number of players, but typically they will include a separate goalie session and one or two skates for the players. Players will be divided into groups for each session and will be sent an Evaluation Schedule by the league. Coaches are expected to attend all Evaluation Skates for their Division.

### ORHC PRE-SEASON

The ORHC Pre-Season was successfully introduced in the 2019/20 season. Following the 2018/19 season, 77% of our survey respondents were in favor of a Pre-Season and emphasized a strong desire for better balanced divisions. The concept is simple. All the Division players will be divided into groups based on the previous season's Coach Evaluation then will play a series of Exhibition Games and Skills Sessions. Each of the Division coaches will be given an opportunity to look at every single kid in their Division, as well as the bubble kids between the divisions, for at least one session before their draft. The idea here is that this time will allow the coaches to become very familiar with the kids in the Division, which should make for an informed Draft and truly balanced teams following the Draft.

Ideally the Pre-Season will be held in a single weekend using a Tournament format, and the Division Drafts would follow immediately after. We would hold Goalie Specific Evaluations for the goalies and a Skills Session for the players on the Friday then each player would play 2 games on the Saturday and 2 games on the Sunday - all in the same arena. This approach allows all the coaches to come together in a single place, making for a very clean and smooth process. That is, of course, very dependant on ice availability. This structure is not a guarantee, but it is the template the ORHC will build on when planning the Pre-Season. All coaches are expected to attend all Pre-Season sessions for their Division.

The objectives of Player Evaluation, both the Fall Evaluation and the Pre-Season, are to provide a fair and impartial assessment of a player's total hockey skills during individual technical skills demonstrations and scrimmage/exhibition sessions. We must ensure that all players have a reasonable opportunity of being fairly assessed prior to the draft. Coaches are provided with the opportunity and flexibility to build a team based in part on their own coaching philosophy, and to form teams that will maintain balanced and competitive play within the Division, where the players can develop and participate equitably, while having fun playing hockey. The ORHC has the final say and authority in all player placement.

### PROTECTIONS

Contrary to popular belief, *the protections have absolutely nothing to do with the player that is being protected*. This policy does not exist to allow coaches to "scoop up" certain players outside of the draft. The purpose of this policy is to allow coaches an opportunity to keep their established Bench Staff together for the coming season. Coaches are not picking players to be protected, they are picking parents to be on their bench.

While we will do our best to keep current bench staffs together the goal of the draft is to ensure that the teams are well balanced. To avoid moving players and balancing during the season, it may not always be possible to honor protection requests. Where requested protections may affect the competitive balance of the teams, there will be discussion at the draft and ideally will have a mutual agreement by all involved. The final decision on any allowed protections will be made by the ORHC.

Each team can protect up to a maximum of 3 players (including the Head Coach's child) as follows:

- At least one adult associated with the player must be committed to the bench staff for the coming season
- The adult associated with the player must have the appropriate certification requirements for the role they will be filling, or is enrolled to get said certification, before the draft begins
- **(NEW!)** The protected player must have been on the Head Coach's team last season (first year coaches are excepted from this rule)

It is not mandatory that each team use all, or even any, of their protections. Absolutely no exceptions will be made to allow additional protections.

### Placement of Protected Players

Prior to the draft the coaches will be provided with the Draft List. The Draft List is a list of the players in the Division and a projection of what round they will be drafted in. Protected Players will be placed based on that projection. Whichever round the protection is projected in will be filled by that protection

- For example, let's say that Johnny Hockey is one of Coach Mike's protections, and the Draft List shows him in the sixth round - Coach Mike's 6th round pick will automatically be Johnny Hockey
- If two of the protections for the same team are shown to be in the same round the Coach will have the choice of either dropping one of the protections or moving one up to a higher round (only up, not down). So, let's say Coach Mike has both Johnny Hockey and Jimmy protected and they both project at the 6th round – Mike would have the choice of either dropping one of them or using his 5th round pick (assuming it wasn't already taken by another protection) to continue to protect the other player
- If the overlap is in the first round the coach will have no choice but to drop one of the protections

- In the event of protected siblings that are both projected in the first round, they will be placed in rounds one and two and that team will automatically be assigned the last Goalie pick
- The same team will not be permitted to protect both a goalie and a first rounder

The draft placement of players is provided on the basis that there is general agreement that the player's evaluation is a fair assessment of the player(s)' ability. Should this be disputed, the ORHC Official in charge of the draft is empowered to place those individual(s) in the round(s) they feel is appropriate. The ORHC has the final say and authority in all player placement. Should a team's protected player(s) be deemed to be impact players to the extent that their normal assignment could significantly impact the balance of the league, the draft order or selection process may be altered to compensate.

### Goaltenders

Please note that only the Head Coach's child can be a protected Goalie.

### Siblings and Twins

In the case where there is a protection request for 2 siblings, such as with twins, they will only count as a single protection. Do not look at this as "*now that coach is getting an extra protection!*". Remember, the protections are not about the player that is being protected, they are about the parent that is volunteering for that bench. How many children that parent has on the team is irrelevant.

### SAME TEAM REQUESTS AND REQUESTS FOR A SPECIFIC COACH

Requests to be placed on the same team as another player or to be placed with a Specific Coach **WILL NOT** be accepted at the draft. Coaches are not to arrive at the draft and state that player X wants to be on their team. Same Team and Specific Coach requests must be submitted using the request form on the ORHC Website or they will not be considered. There are absolutely no exceptions to this rule. If a parent reaches out to a coach requesting that coach draft them the coach is to direct them to fill out the Request Form.

Prior to the draft each Head Coach will be provided a list of the players, if any, that have specifically requested to be on their team. These players will not be protected to that team - it will be up to the coach to draft those players, if they so chose – they are not required to do so.

Each season the ORHC also receives several emails from parents requesting NOT to be placed with a certain coach or with certain other players. These requests WILL be honored. No list is sent out in advance for these - we are not looking to shine a spotlight on it. But should a Coach happen to draft a player that has requested not to be on their team, or if that coach has already selected a player in which the player they've just drafted has requested to avoid, the Coach will be advised as such and will be required to make a new pick.

In regards to Friend Requests or Same Team Requests - the request form specifically states "*there is absolutely no guarantee whatsoever that your request can be met. The fact is, more often than not these requests actually cannot be accommodated.*". It will be at the discretion of the Coach whether or not they want to honor these requests - they have no obligation to do so. Prior to the draft each coach will be provided a list of the Friend Requests and their projected rounds (based on the Draft List). When a player with a valid Friend Request is drafted the coach will then have the opportunity to also protect the requested player *if they so choose*. All protection rules for Player Placement will still apply.

A Friend Request that involves a Protected Player is not valid.

### DRAFTING SIBLINGS & TWINS

Similar to Friend Requests, siblings within the same Division will also be identified prior to the draft, along with their projected Draft Round, based on the Draft List. Unlike Friend Requests, when a coach selects one of the siblings they have no choice but to also take the other. There is also the rare exception in the Friend Requests where the ORHC will make it mandatory that “these two players must be on the same team”. These exceptions are rare and are usually a result of a verified medical condition. These mandatory Friend Requests will be listed with the Siblings and will follow the same rules. When placing siblings, all protection rules for Player Placement will still apply.

### PLAYER MOVEMENT

The ORHC House League policy is that players can move up any number of playing levels during the draft (i.e. Blue to Red) so long as their performance and evaluations dictate that they are ready to compete in the level they are drafted. Conversely, the House League policy also dictates that players can only drop one playing level (i.e. Red to White) from season to season. This does not apply to goalies. Any exceptions must be approved by the ORHC.

That being said, while coaches do have the freedom to select any player they want it is frowned upon to “pull up” a player. Remember – if you are pulling up a player who would be better served playing in the division below, you aren’t actually doing that player or your team any favors. Asking a player to compete in an environment where they plain and simply can not keep up not only hurts both their confidence and their development, it can also be dangerous. The ORHC has the final say and authority in all player placement and reserves the right to veto any pick and any time at their sole discretion.

## DRAFT OBJECTIVES

Our objective for each division is to provide as level a playing field as possible by providing quality player evaluations, extensive opportunity for coaches to evaluate the players in their Division, as well as trusting and empowering our coaches to pick fair and balanced teams. The ORHC's priority is creating teams that are fairly balanced and competitive, in an attempt to ensure that every player in the Association has a fair and equitable season. While we will do our best to ensure that the drafted teams are well balanced it is sometimes necessary to incorporate provisions for balancing teams early in the schedule.

In-Season Balancing is when players are shuffled between teams in an effort to strengthen weak teams while weakening strong teams. To be clear, in-season balancing is not a good thing and should be avoided as much as possible, only being utilized as an extreme last resort. History has proven that in-season balancing plain and simply does not work. The team that is given the "stronger players" to improve their performance rarely actually improve following the trade. And what's worse, it has shown to be detrimental to the player being moved. No matter what we say to these players – it is very common that at least one of them feels that they are being moved because they have either "*done something wrong*" or because they are "*the worst player in the league*". It is not uncommon for players moved as a result of balancing to either quit or to not return the following season.

Ideally the need for balancing is kept to a minimum and if need be can be dealt with early on. The objective is to provide an environment for each division where any player can come to the rink on any given day and feel that their team has an opportunity to win. Should the need arise, this balancing provision is being clearly spelled out in our rules, identified on our registration forms, and coaches are asked to remind all players and parents of this process at the beginning of the season.

We expect that at the beginning of the season, when coaches have had an opportunity to assess their players on the ice as a team, that they share an open and honest assessment of their team (strengths and weaknesses) with their Convenor and the other coaches. Convenors will try to approach balancing on a "consultative" approach. However, coaches are reminded that Convenors are authorized to make initial balancing moves based solely on their own assessment. Balancing is not intended as an ongoing process. Coaches should also be clear that after the initial balancing there will not be any player movement except for exceptional circumstances, and then only under the direction of the ORHC. Coaches, parents and players should also be aware that once a balancing decision is made it is not negotiable. Therefore, if there are any personal or situational issues that should be taken into consideration that may affect the player decision, they need to be brought to the attention of the Convenor prior to the moves being decided.

The ultimate objective of the Draft, whether it be Auto or Manual, is to get it right the first time. The ORHC empowers its volunteer coaches to have a say in who they want, or do not want, to coach. We entrust our coaches to work towards the common goal of balanced, competitive teams at the draft. To be clear, this does not mean that there won't be stronger and weaker teams, or that some coaches won't do a better job in developing the talent on their team over the course of the season. Hockey is a sport and as it is in all sport - someone has to win and someone has to lose. It is to be expected that there will be a team or two that wins more than they lose, and a team or two at the other end of that spectrum. That is fine – we aren't aiming for every team to finish the season with 20 ties. What we are striving for is balance. We don't want a team that is getting blown out every week. Every team should be coming to every game with at least a chance of winning.

# HOUSE LEAGUE DRAFT OBJECTIVES

## NON-DRAFTED LEAGUES (U9 DIVISIONS AND YOUNGER)

Under most circumstances ORHC's intent is to include 18 players on every House League team in U9 and younger, with no dedicated goalie. However, subject to registration demands there may be instances where we will increase or decrease the overall number of players for a team or the number of Teams within a division.

Players will be assigned to teams using an Auto-Draft. Team assignments will be based on a combination of prior year ratings (where available), on-ice assessments and the Fall Evaluations, and where possible the consideration of parental requests. Head Coaches are expected to attend the organized on-ice evaluations for all players for consistency reasons and to assist with the evaluations. Once evaluations are complete and a rating has been assigned to every player in the Division an Auto-Draft will be run to form the rosters.

Coaches will be sent their rosters upon completion of the Auto Draft and at that point have access to their team in Sportskeeper, including all contact information. Coaches are directed to call or email their players within 24 hours to let them know they have been selected. This ensures families are aware of the child's placement in a timely fashion and reduces the number of follow-up calls that are directed to the Association Office. If a Coach is unable to reach a family within 72 hours, please notify the ORHC Office for assistance.

## DRAFTED LEAGUES (U10 DIVISIONS AND OLDER)

Team selection is normally established by a player draft. Ideally each team will include sixteen players - 15 skaters and a dedicated goalie. However, subject to registration demands there may be instances where we will increase or decrease the overall number of players for a team or the number of Teams within a division.

The draft can be a "stressful" situation for those involved but runs much smoother and with fewer problems if participants spend the appropriate preparation time and know the rules. A well-managed draft sets the tone for the rest of the year and can eliminate the need for subsequent balancing moves. Being properly prepared for the Draft is essential. There are a number of other conditions that are necessary for, and contribute to, an effective draft.

- The ORHC will set a deadline for submitting your protections - be sure to submit the names of your protected players as early as possible
- Be prepared! The Draft List will be provided well in advance of the draft. Review it carefully; drafting 12 forwards that shoot left and no defence is not a good idea...
- If you feel there is a problem or error with the draft list, bring it to the attention of the ORHC ASAP – only players on the list or announced by the Draft Official at the draft are eligible
- Share information with your peers – if you know something about players, especially new players, share it with the group. Remember, the next person looking for help just might be you!
- Be reasonable in your requests or assessments – don't artificially inflate or deflate a player's assessment in order to improve your position
- Be willing to compromise in order to reach decisions. If need be, the ORHC will make the decision for you, but it is better if you decide on your own...
- Respect the "confidentiality" of the data. Players and parents do not need to know who was drafted in what order or what rating was assigned to an individual player. Incomplete or inaccurate data taken out of context is dangerous.
- Only the Head Coach and one other member of his bench staff may attend the draft

# HOUSE LEAGUE DRAFT PROCESS

## ***WHAT HAPPENS AT THE DRAFT STAYS AT THE DRAFT!!!***

*Coaches are reminded that all conversations at the draft regarding players, parents, and evaluations are strictly confidential and are not to be discussed outside the draft room*

Each draft will be run by an ORHC Official. This official is the ultimate authority in the draft and has the final say in everything related to the draft, including placement, draft order, process, and exceptions. Their decisions are final and are not open to appeal. Outlined below is the standard process for the House League draft and is subject to modification at the Draft Official's discretion:

1. The Draft List will be shared well in advance of the draft and will be open to discussion and modification based on the assessment and feedback of the Division Coaches. The Draft list will also include all siblings within the Division, Friend Requests, and request for a Specific Coach.
2. Coaches will be notified of the date and time of the draft at least 7 days in advance. Head Coaches should make every effort to attend. Every team is required to send at least 1 representative to select their team, and a maximum of 2. If a Head Coach is not able to attend their Division draft they are to notify the ORHC as soon as possible. Drafts will usually happen very quickly following the completion of the Pre-Season or Fall Evaluation Skate.

When you arrive at the draft:

1. A final review of the Draft List will be completed and any final decisions on placement completed
2. Coaches will draw numbers to determine the draft order
  - a. Coaches with a goalie protected or with a player protected in the first round will be assigned a draft position based on the placement of that player
  - b. The team that draws number 1 will be given the choice between picking a goalie or a player first
  - c. The first round of player picks will be in opposite order of the goalie picks
3. The draft begins. Round 1 is for goalies and each subsequent round is for players. **(NEW!)** The draft will follow a traditional Snake method, where the draft order is reversed from round to round and the team that picks last in the current round will pick first in the following round.
4. The draft will continue until either:
  - a. The pre-designated number of players per team is reached by all teams, or
  - b. All players have been drafted

## **POST DRAFT TRADING**

Teams are allowed to conduct trades amongst themselves following the draft, but all trades must be completed and approved by the Draft Official before you leave the draft! Once you leave the draft your roster is considered final. All trades are to be approved by the Draft Official and can be vetoed at their sole discretion.

## **FOLLOWING THE DRAFT**

Coaches will have access to their team in Sportskeeper immediately following the draft, including all contact information. Coaches are directed to call or email their players within 24 hours to let them know they have been selected. This ensures families are aware of the child's placement in a timely fashion and reduces the number of follow-up calls that are directed to the Association Office. If a Coach is unable to reach a family within 72 hours, please notify the ORHC Office for assistance.



## TEAM EXPECTATIONS

Teams should not be booking Tournaments (unless the tournament will allow a withdraw and full refund if need be), Extra Ice-Time, or making any other financial commitments for their team prior to the initial parent meeting.

Team Staff are to ensure that all on-ice and dressing room activities have the proper adult supervision (*the 2-deep rule must always be utilized!*). Teams will leave all dressing rooms in a clean and orderly fashion. Costs of any damages will be the responsibility of the team.

All players and Team Staff are to abide by the ORHC Rules and Code of Conduct, as well as the OMHA Manual of Operations. The Head Coach is ultimately responsible for all activities surrounding their team.

### PERIODIC TEAM MEETINGS

Team Staff are expected to maintain open communication with parents. Coaches are expected to hold a Parent and Players Meeting soon after the draft and within a month of the team being selected. In that meeting coaches will discuss team rules, budgets, and expectations including philosophy, seasonal plan, discipline, ice time, playing time and other aspects as it relates to the team. All team rules will be clearly defined. Additional team meetings can be scheduled as required.

It is recommended that coaches hold periodic meetings with their players and parents to make sure everyone is informed of any issues that impact their team or division. Player and/or parent meetings also ensure that everyone is afforded an opportunity to present their ideas or opinions and help to prevent misunderstandings.

- The ORHC office can be booked for team meetings at no cost to the team. Contact the ORHC office to check availability and for booking.
- An Initial players meeting followed by an initial parents meeting is the only mandatory meeting
- Coaches are also expected to attend “coaches” meetings with their Convenor, which will cover:
  - The draft / team allocations
  - Pre-Season – establish the ground rules for working with you, any specific rules that relate to your division / level, and key ORHC issues - fair play, code of conduct, etc.
  - Balancing (if applicable)– after initial games to identify and deal with any issues
  - Playoff - make sure you know the playoff rules and format and reinforce the fair play requirements with the members of your bench.

### PROPER CSA APPROVED EQUIPMENT

Team Staff are responsible for ensuring that all players wear protective equipment while on the ice. Players who are not fully equipped shall be asked to leave the ice surface and will only be allowed back on once they are fully equipped.

All Players, Team Staff, On Ice Volunteers, and 3rd Party Service Providers MUST wear a CSA approved helmet with chinstraps properly fastened during all on-ice activities. Coaching Staff should be familiar with the OMHA Rule 2.4.1. The ORHC will suspend the allocation of practice ice for coaches violating this rule and offending individuals will be suspended, as per OMHA regulations. BNQ approved throat protectors and approved mouth guards are compulsory and must be worn at all times when on the ice (practices included).

ORHC Members/Teams contracting third party service providers must insist that helmets be properly worn by any personnel conducting any on-ice activities including any third-party service providers.



## PRE-SEASON PARENTS MEETING

Once the team has been selected the Coach is to arrange a parent meeting (some coaches will want the players to attend as well). Note – the ORHC Office can be booked for Team Meetings at no cost to the team. 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. The following are some of the 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.
3. Assign a treasurer, if one hasn't yet been assigned
4. Team rules / League rules / Code of Conduct
5. Tournaments / Extra Practices / Dry-Land Training
6. Coaching philosophy
7. League schedules
8. Medical consent forms (available on the ORHC website)
9. Player / Parent contact list
10. Request for volunteers to fill any roles still needed on the team
11. Socials
12. Conflict resolution
13. Emergency Action Plan

## TEAM BUDGETS, SPONSORS, AND FUNDRAISING

### TEAM BUDGET AND FINANCES

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. It is the responsibility of the Coach and Manager to be familiar the ORHC Team Budget Policy and to ensure their team's budget falls with the proscribed guidelines. The Team Budget Policy can be found at [https://oakvillerrangers.ca/Public/Documents/ORHC\\_Team\\_Budget\\_Policy\\_2019\\_V4.pdf](https://oakvillerrangers.ca/Public/Documents/ORHC_Team_Budget_Policy_2019_V4.pdf).

The intent of these budgets is to ensure that teams are operated on a fiscally responsible basis and that the league can reasonably respond to any issues that may be raised. Coaches and/or the ORHC must be in a position to respond to any parental requests for verification of any team's budget or spending. Coaches are cautioned that the ORHC reserves the right to contact individual parents directly should the association feel that this is necessary to validate parental support of team programs. These calls will be made on a confidential basis and may be used as part of the decision-making process regarding budget approval.

All teams must complete budgets, fill out the ORHC Team Budget Form, and submit it to [budgets@oakvillerrangers.ca](mailto:budgets@oakvillerrangers.ca). The ORHC Team Budget form can be found on the Oakville Rangers website at [https://oakvillerrangers.ca/Public/Documents/Houseleague/ORHC\\_HL\\_Budget\\_Form.pdf](https://oakvillerrangers.ca/Public/Documents/Houseleague/ORHC_HL_Budget_Form.pdf). It is a fillable PDF and can be easily filled out on your computer and submitted by e-mail.

The objective of having teams prepare budgets using a standard form and the suggested classifications below is to promote consistency among team practices. In most cases the two primary expenses will be incremental ice time and tournament entry fees. The following is intended to provide examples of typical "expense budget" items:

- Tournaments (entry fees, team activities and meals)
- Extra practice ice

## TEAM BUDGETS, SPONSORS, AND FUNDRAISING

- Guest Instruction/Training
- Exhibition games (including costs of referees, timekeepers, and ice)
- Jersey Lettering
- Sponsorship / Team recognition plaques
- Team Equipment / Supplies
- Team Functions / Team Meals / Social Activities
- Team Apparel
- Coaching Apparel
- Banking fees
- Miscellaneous (expected to be minimal)

Note that the cost of Security clearances cannot be expensed as they can be used for multiple purposes and multiple years.

Preliminary team budgets are to be submitted to [budgets@oakvillerangers.ca](mailto:budgets@oakvillerangers.ca) by November 15<sup>th</sup>. Final budgets / financial results are due by April 15<sup>th</sup>. A copy of the pre-season, mid-season and final budget should also be distributed to parents. Should there be a material change in a team's financial status during the year, through revised plans, donations and/or fundraising opportunities, an amended budget needs to be filed with the ORHC at the time the change occurs.

Financial assessments are limited to a maximum of \$500 per player. Coaches are reminded that ORHC policy stipulates that a player may not be denied participation in team functions based on a parent's unwillingness or inability to pay a team assessment. House League budgets, including all assessments, donations, sponsorship, and fundraising are not to exceed \$15,000.

Failure to comply with budget policy will result in a suspension to both the coach and team manager.

1. Any team wishing to secure approval for a team budget outside of these guidelines must submit a detailed proposal to the ORHC and the VP of Finance for consideration and may be called upon to present/defend their situation.
2. Any unused or excess monies from the budget will be returned to parents/players at the end of the hockey season up to the amount otherwise contributed by each parent. Any excess monies over the amounts contributed by parents must be returned to the ORHC. There will be no refunds provided during the season.

Financials will be reviewed for compliance with the expectations in the policy and for validity of expenses. When asked, teams will be expected to make their receipts available to the VP of Finance and the ORHC. Penalties for inappropriate practices may include meeting with the VP of Finance and/or Discipline Committee regarding suspension, loss of ice, and/or loss of team.

Budgets can be a challenging issue and difficult to "normalize" due to different circumstances and approaches followed by each team, as well as the preferences of the coach and parents to be more or less active in fund raising and overall team activities. The key is to be actively aware the wants and capabilities of your parent group. Discuss the budget as a group and come to a consensus before making any financial commitments for your team.

## TEAM BUDGETS, SPONSORS, AND FUNDRAISING

Remember – for every vocal parent on your team that thinks you should be operating with an NHL budget, there is a shy parent in your group that isn't saying anything but is getting more and more stressed with every dollar added to your budget. There is a happy medium between them – you just have to find it.

Regardless of the amount of any team budget, it is important that the final budget is determined in consultation with parents, and that the team's financial status is clearly agreed to and communicated to parents on a regular basis. Be completely open and transparent with your parent group about the team's finances.

### TEAM BANK ACCOUNT

The Manager and/or Treasurer must open a bank account in the team name at the [Royal Bank located at Speers Road and the Fourth Line](#). An ORHC Bank Authorization form must be completed and signed by the ORHC office prior to opening the account. This is a security measure so that the bank knows ORHC is authorizing accounts to be opened with their name. The Bank Authorization Form is available for download as on the ORHC website at [https://oakvillerrangers.ca/Public/Documents/General%20Admin/Bank\\_Account\\_Authorization\\_Form\\_-\\_2015\\_-\\_Fillable.pdf](https://oakvillerrangers.ca/Public/Documents/General%20Admin/Bank_Account_Authorization_Form_-_2015_-_Fillable.pdf).

Once the account is opened the bank will stamp the form and provide the Account Number. The completed form is then to be returned to the ORHC Office. It is highly recommended that spouses **DO NOT** share in the signing of team cheques. It is also common that the Head Coach is not a signatory. While this is not a policy or requirement of the ORHC, it is a practice that is recommended.

All team accounts are to be closed by no later than April 30<sup>th</sup>. A stamped copy of the closure is to be returned to the ORHC 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.

### TEAM SPONSORS AND FUNDRAISING

The ORHC is a non-profit organization that is exempt from corporate federal income tax pursuant to paragraph 149(1)(l) of the Income Tax Act. ORHC is an association organized for social welfare through the promotion of amateur athletics. **The ORHC is not a registered charity.** Team fundraising must not represent the Team or the ORHC as a charitable organization and no representation can be made regarding the tax deductibility of funds contributed for personal/corporate purposes. **Neither the Team nor the ORHC will issue charitable donation receipts for any fundraising activities.**

Teams need to be sensitive to the fact that additional "sponsor" fund raising must not detract from the support or identification given to their primary sponsor. Any funds provided to the team must be made out to the team account and not to the ORHC. The ORHC will not act as a clearance centre for team funds.

Teams are NOT permitted to "sell items" outside of Liquor or Beer stores. The ORHC does not issue lottery license applications. 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 the 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.

### 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 ORHC website under “ORHC 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. Any player that has been injured and/or been under health practitioner’s care must have written permission from said health practitioner before they are permitted to participate in games and practices.

### ACCIDENT / INSURANCE REPORTS

In the event of a player being injured while participating in a game or team event, an injury report (found on ORHC website, under ORHC Forms / Trainers-Injuries-Concussions – Hockey Canada Injury Report Form) must be filled out by the trainer and submitted to the ORHC Head Trainer, who will in turn provide it to the OMHA. A copy will be kept on file at the OMHA should a hockey injury claim be made.

The hockey injury claims forms are to be completed by the trainer and parent if a claim is being submitted. These forms are available at the ORHC 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 are encouraged to purchase additional coverage, such as Blue Cross, as the 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 the claimant’s 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, the ORHC can provide you blanket coverage – contact the office for the form. If purchasing from a private facility you will be required to purchase their insurance coverage as well.

### CONTACT LISTS

It is very important for the manager to have a complete list of players, parents, emergency contact(s), 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.

This list should also include all Bench Staff, including Non-Parent staff.

## ROWAN'S LAW ACKNOWLEDGMENT REQUIREMENT

The Ontario Government has enacted Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19, the Act requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis. A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

The Ontario Hockey Federation has been working with Hockey Canada on the implementation of Rowan's Law since the adoption of the Rowan's Law Concussion Safety on March 7, 2018. The OHF is in full support of the intent of Rowan's Law to create awareness of concussion, change the culture on concussion and provide safe sport participation.

As per the OHF and the Ontario Government, every Player, Team Official and On-Ice Official (parent as well if the individual is under 18) in order to register/participate must review the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and complete a form acknowledging Rowan's Law.

## Requirements

- All Registrants must review the information and complete the acknowledgement
- All Team Officials are required to complete the review of information and acknowledgement

Applicable age appropriate Concussion Awareness Resources are located at [www.ontario.ca/concussions](http://www.ontario.ca/concussions) or by clicking the links below for the age appropriate resource. The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

## Resources

- OHF Concussion Code of Conduct:  
<https://www.ohf.on.ca/media/3v4bbj14/ohf-rowan-s-law-acknowledgement-form.pdf>
- Ages 10 and Under Concussion Awareness Resource:  
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-10-and-under>
- Ages 11-14 Concussion Awareness Resource:  
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-11-14>
- Ages 15 and Over Concussion Awareness Resource:  
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-15-and-up>

## Acknowledgement

It is mandatory that you review the resource and complete the acknowledgement form before you can participate in the upcoming season!! This acknowledgement is now being collected as part of the registration process in the Hockey Canada Registry.

<https://www.ohf.on.ca/media/3v4bbj14/ohf-rowan-s-law-acknowledgement-form.pdf>

## OHF CONCUSSION CODE OF CONDUCT

*(Updated as of 2019-07-10)*

### **I will help prevent concussions by my commitment to:**

- Wearing the proper equipment for my sport and wearing it correctly;
- Respecting the rules of my sport or activity; and
- My commitment to fair play and respect for all\* (respecting other athletes, coaches, team trainers and officials).

### **I will care for my and others health and safety by taking concussions seriously, and I understand that:**

- A concussion is a brain injury that can have both short- and long-term effects;
- A blow to the head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion; and
- A person doesn't need to lose consciousness to have had a concussion.

### **I will commit to:**

- report any possible concussion received during participation in the OHF to a designated person;
- recognizing a concussion or possible concussion and the reporting to a designated person when an individual suspects that another individual may have sustained a concussion;
- sharing any pertinent information regarding incidents of a removal from sport with the Player's school and other sport organization with which the player has registered;
- sharing any pertinent information regarding incidents of a concussion that have occurred outside of participation in the OHF to a designated person with your/individuals Team;
- Complete Injury Report forms in a timely manner and ensure they are submitted to the Member;
- Give commitment to providing opportunities before and after each training, practice and competition to enable participants to discuss potential issues related to concussions; and
- Maintain an open dialogue with all athletes and participants (and parents/guardians in cases of minors) about their health and any signs and symptoms of concussion they may experience.

### **I will commit to respect the OHF Removal and Return to Play Protocol by:**

- Understanding that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have medically cleared to return to training, practice or competition;
- Understanding I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition;
- Respect the roles and responsibilities of all coaches and health care professionals in Return to Play protocol; and
- Respond appropriately with Return to Play protocols if a participant is experiencing concussion related symptoms or if you suspect any participant has sustained a concussion.

# AFFILIATE PLAYERS (AP)

## WHAT IS AN AFFILIATED (AP) PLAYER

An Affiliated player, also known as an AP, is a player from a lower Division or Level that can be “called up” to fill in for another team. APs are rarely utilized in House League, and only in extenuating circumstances with ORHC approval, but it is still something House League coaches should be familiar with.

*Please note that U8, U9, and Select Teams are not allowed to utilize APs  
U8 and U9 Rep Teams are allowed to invite House League players to their practices*

Remember – a Player does not have to be an AP to be invited to Rep or Select practices. They only have to be officially AP’d if the team is going to use them in a game (including Tournaments and Exhibition Games).

## WHO CAN BE AFFILIATED

APs can be pulled from the team Division below. For example, U15 can pull APs from U14. Note that Red teams **can not** AP from White teams in the same Division, nor White teams from Blue teams. It has to be from a lower Age Group – Hockey Canada and the OMHA do not recognize our Sub-Divisions.

## House League Players AP’d to a Rep Team

As mentioned above, players can not be AP’d until they are on an approved Electronic Roster with their primary team. Meaning, if you have a player on your team that is being offered an opportunity to AP to the AE or MD team in your Division, that player can not be submitted as an AP until your roster has been submitted and approved. That can not happen until all of the coaches and bench staff have completed all of their certifications.

### House League Player’s Order of Priority

- 1: House League Game
- 2: Select Team Game
- 3: Rep Call-Up Game
- 4: House League Practice
- 5: Select Team Practice
- 6: Rep Practice

When calling up a House League player it is **mandatory** that the Rep Coach notify the player’s House League coach as well. The player’s first obligation is to their HL team, then to their Select team (if applicable). They are not to be skipping their House League and/or Select commitments to attend Rep games or practices. They can skip a House League or Select Practice to play in a Rep game, but skipping a House League or Select game can result in disciplinary action, up to and including suspension from play and/or being removed as an eligible AP. The only exception to this rule is if the House League player has been invited to attend a tournament with them. The HL Player can miss his House League or Select game if he is away for the weekend at a Rep tournament but doing so requires approval from the House League Coach and the ORHC.

## Shared Goalies

Shared goalies will be rostered directly to their Primary team then AP’d to their secondary team. This allows the goalie to be on the Official Roster for both teams and as such to attend the tournaments of both teams. Shared Goalies are not to be confused with a fill-in goalie. A Shared Goalie is the teams permanent goalie and will play the majority of the games. A fill-in goalie is a goalie that is filling in for one or two games while your regular goalie is away. A Shared Goalie is on the Official Roster and can go to a Tournament with the team. A fill-in goalie can not.

## Shared Players

In rare and extenuating circumstances the ORHC will approve an exception for a Player to be shared between two teams in two different Divisions. In these scenarios the same rules and procedures in place for Shared Goalies will apply.



## PRACTICE AND GAME SCHEDULES

Game/Practice schedules will be loaded and managed on the ORHC website. Any changes to your schedule will come through the HL Ice Scheduler and/or the ORHC and will be reflected on the website. Games and/or Practices will not be rescheduled due to team functions (fundraisers, birthday parties, etc.) or private ice rentals. 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 ORHC ice must always be utilized and never left vacant. Teams can **TRADE** their practice ice amongst themselves but are not permitted to sell ORHC assigned ice. The ORHC must be notified of any and all practice ice that has been traded.

Game/Practice schedules are subject to change **without notice**. It is the responsibility of the team to monitor the ORHC site and be up to date on their schedule. Teams utilizing applications such as Team Snap to manage their team's schedule must be especially diligent about watching for changes.

## ARENAS AND DRESSING ROOMS

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 the dressing rooms or the arena as a result of neglect, abuse, or vandalism will be billed directly to the team.

There are to be no cell phones, cameras, or recording devices of any kind within the Dressing Room.

No player is permitted on 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 on the bench. Players in U13 and younger are not to step on the ice until the Referees have arrived.

**Dressing rooms must be supervised at all times with at least two Team Officials present**  
**Under no circumstances whatsoever should there ever be only one adult in the room with the player(s) – this is also known as the 2-deep rule.** All female players in U12 and older will be assigned a separate dressing room.

Team's must be sure to vacate the Dressing Rooms within 30 minutes of their game or practice ending.

There is a growing issue where parent's are simply dropping their kids off at the arena and leaving, then returning an hour later to pick them up. This practice should be strongly discouraged by the Coach and Staff. It is expected that each player will have at least one parent or guardian present in the building. After each game and practice the last Bench Staff to leave is responsible for ensuring that a parent is present and waiting for any players that are still there. If the parent is not present the Team Official is expected to wait with the player until the parent arrives – the player should not be left on their own, unsupervised.

Should this scenario arise the Coach will inform the Convenor so the incident can be documented. The Convenor and the ORHC will advise the parents that they are to remain at the arena while their child is on the ice. If the issue continues the ORHC may elect to suspend or remove the player from the team. A player being accompanied by another parent on the team is acceptable, of course. The idea here is that we don't want the players just "dumped off" at the arena. There must be a parent or guardian responsible for the player while they are on the ice.



## REFEREES AND TIMEKEEPERS

Referees and timekeepers are automatically assigned to all games. Referees and Timekeepers for a hosted Exhibition Game are requested in Sportskeeper – you would request the officials at the same time you request your Travel Permit. The cost for the Officials varies depending on the level of play and will be communicated to you when the Officials are confirmed. Teams will pay referees and timekeepers for Exhibition games in exact cash prior to the start of the game. Failure to do so may result in the officials' refusing to proceed with the game.

**(NEW!) When submitting an Exhibition Permit and requesting Officials a MINIMUM of 10 days notice is required!**

### LATE OFFICIALS PROCEDURE

In the past, there have been occasions where Officials (this includes timekeepers) have been late showing up for games, and possibly not at all. The following is the process to follow in these situations. Typically, the Convenor will manage these situations. However, should the Convenor be unavailable the Team Managers will proceed.

1. 20 minutes prior to the scheduled game time, check the Referees room for officials. Timekeepers have been instructed to check in with Referees also. If all are there, have fun and play safe!
2. If any Official is missing, please get names of all official(s) already at the rink
3. Contact the people listed below (call and text), one at a time and in the order listed, until you reach someone. ALWAYS leave a quick message, including your number, on any answering machine, including names of officials already present, rink and time.
  - a. HL Referee Scheduler
  - b. Rep Referee Scheduler (acts as a backup for the HL Scheduler)
  - c. Timekeeper Scheduler
  - d. Referee-In-Chief

The phone numbers for each of the people listed above is available on the ORCH website and is also listed below. Coaches and Managers should have this contact info saved in their phones. You can also text any of the number below. Please note, keep calling and texting the numbers until you receive a response. If any missing Official shows up after you have left a message, sent a text, emailed, or talked to someone, please communicate again that the official has arrived. This eliminates unnecessary duplication of officials.

[https://oakvillerangers.ca/Pages/23861/2020\\_21\\_Rep\\_Rangers\\_Coaches\\_and\\_Key\\_Contacts/](https://oakvillerangers.ca/Pages/23861/2020_21_Rep_Rangers_Coaches_and_Key_Contacts/)

HL Referee Scheduler	Dave Irwin	<a href="mailto:rep_assignor@oakvillerangers.ca">rep_assignor@oakvillerangers.ca</a>	(289) 439-7599
Rep Referee Scheduler	Chuck MacGregor	<a href="mailto:hl_assignor@oakvillerangers.ca">hl_assignor@oakvillerangers.ca</a>	(905) 484-2671
Timekeeper Scheduler	Ruth Riddle	<a href="mailto:tk_assignor@oakvillerangers.ca">tk_assignor@oakvillerangers.ca</a>	(289) 838-9085
Referee in Chief	Bob Langlois	<a href="mailto:ric_oakville@oakvillerangers.ca">ric_oakville@oakvillerangers.ca</a>	(416) 625-7801

## ELECTRONIC GAMESHEETS

The ORHC utilizes Electronic Gamesheets, with service provided by Gamesheets Inc (GSI), for all House League games. Paper Gamesheets will still be utilized for Exhibition Games and many Tournaments, but all League Games will be tracked electronically.

Each Division Convenor is assigned an iPad(s) prior to the start of the season for use with the Electronic Gamesheets. It is the responsibility of the Convenor to ensure the iPad is ready to go at game time:

- There are only two times when the iPad must be connected to Wi-Fi – when you are loading the games, and to upload the game after it has been played. While there is Wi-Fi available at all of the Town arenas, it is notoriously unreliable. Because of this, you should always load your games from home before heading to the Arena.
- Charge the iPad the night before your games – come to the Arena with a full charge. Understand that the cold temperatures in the arena can have an unpredictable effect on the battery life of any electronic device – be prepared with a charger just in case.
- Especially early in the season, ensure you are comparing the Bench Staff on the roster to what has been loaded in Sportskeeper. GSI does not capture changes to the Bench Staff – if a change is made to the Bench Staff you will have to update the roster on the iPad manually. Sportskeeper is your source of information regarding who is allowed on the bench and who is not – it is your responsibility to keep up to date with those changes and ensure only approved Bench Staff are listed on the Roster.

Suspended players and bench staff must be indicated on the Gamesheet and marked as suspended on the Roster screen, 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 players and coaches could be suspended for an extra game(s) if the information is not recorded correctly. It is the responsibility of the Coach to be aware of suspensions to their players or staff and to ensure those suspensions are served. Any player whose name appears on the game sheet is considered as having taken part in the game. If a player is away, ill, or injured he should not be listed on the game sheet.

Only rostered bench staff and/or open-carded bench staff are allowed to sign the game sheet. All bench staff coaching on the bench must be rostered to their team or be on an open card. Coaches are expected to review their roster and Bench Staff to ensure accuracy before signing. Changes to attendance can not be made after the fact.

### **\*\*\* DO NOT FORGET \*\*\***

*When using a fill-in goalie or player for a game they MUST be reflected on the Gamesheet. On the GSI Gamesheet App, on the Roster screen, there is a section at the bottom specifically for AP Players. (NEW!) Listed in this section is a generic “Fill-In Goalie” and “Fill-In Player”. By default these two “players” are marked as away. If your game is utilizing a fill-in the appropriate fill-in player in this section should be updated to “Playing” and thie jersey number for the game assigned.*

## SERVING SUSPENSIONS

When a suspension must be served and when a suspended player can and can not play is always a source of confusion. It is a confusing topic. OMHA Regulation 8.2 discusses this in detail – take the time to read and understand this section of the OMHA Manual.

Ultimately, it is the responsibility of the Coach to know and enforce these rules. If an ineligible player plays or ineligible coaches or staff are on the bench the Head Coach will receive a suspension – “*I didn’t know*” will not get you an exception from the OMHA.

The chart below helps to break it down. There are certain extended rules that apply to the timing of Playoffs, but that is all explained in the OMHA Manual of Operations.

WHEN SUSPENSION IS SERVED										
WHEN SUSPENSION OCCURRED	GAME MISCONDUCT (GM) OR GROSS MISCONDUCT (GRM)					MATCH PENALTY (MP)				
	REGULAR SEASON	LEAGUE PLAYOFFS	OMHA PLAYDOWNS	TOURNAMENT	EXHIBITION	REGULAR SEASON	LEAGUE PLAYOFFS	OMHA PLAYDOWNS	TOURNAMENT	EXHIBITION
REGULAR SEASON	YES		Only when eliminated or withdrawn from League Playoffs	NO Player or Coach eligible to participate		YES			NO Suspended Player or Coach not eligible to play	
LEAGUE PLAYOFFS (Tri-County)	Not Applicable	YES	Only when eliminated or withdrawn from League Playoffs							
OMHA PLAYDOWNS		Only when eliminated from OMHA Playdowns	YES							
TOURNAMENT	YES			YES Only in tournament where penalty earned	NO Player or Coach eligible to participate	NO Suspended Player or Coach not eligible to play				
EXHIBITION				NO Player or Coach eligible to participate						
HL SELECT GAME OR TOURNAMENT GAME	YES	YES	YES	YES Only in tournament where penalty earned	NO Player or Coach Ineligible to Participate					
NOTES	* No game may be scheduled or rescheduled to lessen suspension * An affiliated player must serve any suspension with his registered team unless his registered team has been eliminated from all League or OMHA Playoffs					* No game may be scheduled or rescheduled to lessen suspension * An affiliated player not permitted to play until suspension served in full				

The list of suspension codes and the number of games is also listed in the OMHA Manual of Operations. If you have any questions regarding how many games a suspension will be or whether a player/coach is eligible reach out to your Convenor for clarification.

While suspended, a suspended player or coach is allowed to attend practice. They are also allowed to attend games and watch from the stands, but they are not to be on the bench or in the dressing room.

# ORHC FIXED PLAYING STRUCTURE

The Fixed Playing Structure is at the heart of House League hockey. Fair Play starts with the Fixed Playing Structure. The Fixed Playing Structure is designed to help ensure equal ice time for all the players. Its intent is to force teams to stick to a line up and roll their players out in a “next man up” fashion. It’s not perfect by any means, but it helps. The structure is based on the number of skaters a team has (excluding their goalie) and it outlines how many Defenceman and Forwards the team is to have.

Players must remain in their designated position for that entire game. A player that starts at defence cannot switch to forward and vice versa during that game. Likewise, a player cannot change lines unless an injury occurs where the coach is down a player for the remainder of the game and this is necessary to adhere to the fixed playing structure for the new number of players available for the game.

*\*Note that the ORHC Fixed Playing Structure does NOT apply to Advanced House League teams competing in the MHL Red or A divisions.*

## **(NEW!) U10 AND U11 DIVISIONS FIXED PLAYING STRUCTURE**

Recognizing that teams in U10 and U11 are not to have position specialization, meaning there are no dedicated “Centers” or “Wingers” on these teams, the Fixed Playing Structure for these two Divisions is a little different:

- **16 Skaters:** 9 Forwards and 7 Defensemen, played in rotation
- **15 Skaters:** 9 Forwards and 6 Defensemen, played in rotation
- **14 Skaters:** 9 Forwards and 5 Defensemen, played in rotation
- **13 Skaters:** 8 Forwards and 5 Defensemen, played in rotation
- **12 Skaters:** 6 Forwards and 6 Defensemen, played in rotation
- **11 Skaters:** 6 Forwards and 5 Defensemen, played in rotation
- **10 Skaters:** 6 Forwards and 4 Defensemen, played in rotation
- **9 Skaters:** 5 Forwards and 4 Defensemen, played in rotation

## **U12 AND OLDER FIXED PLAYING STRUCTURE**

Teams in U12 Divisions and older will adhere to the Fixed Playing Structure as follows:

- **16 Skaters:** 3 Forward Lines (9) and 7 Defensemen played in rotation
- **15 Skaters:** 3 Forward Lines (9) and 3 Defense Pairs (6)
- **14 Skaters:**
  - Option One: 3 Forward Lines (9) and 5 Defensemen played in rotation
  - Option Two: 2 Centers played in rotation, 3 sets of Wingers (6), and 3 Defense Pairs (6)
- **13 Skaters:** 3 Forward Lines (9) and 2 Defense Pairs (4)
- **12 Skaters:**
  - Option One: 2 Forward Lines (6) and 3 Defense Pairs (6)
  - Option Two: 2 Centers played in rotation, 3 sets of Wingers (6), and 2 Defense Pairs (4)
- **11 Skaters:**
  - Option One: 2 Forward Lines (6) and 5 Defensemen played in rotation
  - Option Two: 3 Centers, 2 sets of wingers played in rotation (4), and 2 Defense Pairs (4)
- **10 Skaters:** 2 Forward Lines (6) and 2 Defense Pairs (4)

# ORHC FIXED PLAYING STRUCTURE

## ADDITIONAL STIPULATIONS

Now – if one team is killing another, some coaches will want to move their more offensive players back to D just to slow down the score a bit. Some Convenors will turn a blind eye to that one, and that is okay. Ultimately, Fair Play comes down to judgement – are they playing fair and are they ensuring that all their kids are getting as close to equal ice time as possible? If the Convenor feels the answer to that is no there is a problem that needs to be addressed.

When teams have 8 skaters or less the Fixed Playing Structure no longer applies. With so few players, the team's options are so limited that they pretty much must do whatever they can to make it work, including rotating players between Forward and Defence.

A goaltender may be pulled at any time provided that the replacement player is from the next forward or defense shift.

Coaches will establish their own objectives and practices regarding shift lengths and line changes. However, these practices must be applied equally to all players and lines. This also implies that teams will not employ "power play" or "penalty killing" units as these tactics are not consistent with the ORHC's fair play and skill building philosophy.

Teams should proactively be rotating which players on their team take the opening face off each game. By the end of the season every player on the team should have had the opportunity to be part of the "starting line-up" at least once.

At the start of the season the Convenor will distribute a stack of ORHC Line-Up Cards to each team in their Division. Teams are required to fill out a Line-Up card and present it to the Convenor prior to the start of each game. The Line-Up card outlines what position each player will be playing in the upcoming game and in the event of a Playing Structure with multiple options the Line-Up Card will define and display which of the two options are being utilized. The Convenor will use these Line-Up Cards throughout the game as a tool to help monitor the Fair Play. Teams deviating from the line-up provided may be subject to disciplinary action.

Coaches not adhering to these principles are subject to game forfeiture and / or Suspension up to and including being removed from the team. Head Coaches are ultimately responsible for their team. If the Fair Play Structure is being violated by one of the Assistant Coaches working a door the Head Coach may still be held responsible.

Should there be concerns in this area, refer the situation to the Division Convenor. Under no circumstances will this type of behaviour be ignored or condoned. The Convenor will investigate the concern and take action or escalate to the Discipline Committee as required. From time to time the ORHC will also make random spot checks of games to ensure Fair Play is being adhered to and enforced.

It is not mandatory that a team playing an Exhibition Game or in a Tournament adhere to the Fixed Playing Structure during those games. However, the ORHC still strongly encourages fair play and encourages all teams continue to follow this policy, even when playing Exhibition Games or at a Tournament.

## BEFORE THE GAME

### On-Site Convenors

The ORHC is represented at every game by an on-site ORHC Division Convenor. The primary duty of the Convenor is to manage the Gameday Operations and the activities of the players, teams, and coaches within a specific division. Convenors are expected to be familiar with the ORHC House League Operations Manual as well as the Fixed Playing Structure, Fair Play Policy, and the Rules of Play.

- There is to be an identified Convenor on-site for every game. Normally this will be the assigned Division Convenor. However, in the event that the Division Convenor cannot be present a clearly identified replacement will be arranged and in attendance prior to the game.
- Coaches must follow the direction of the Convenor with respect to basic playing rules, rink instructions, and general division operating issues.
- The Convenor represents the coaches' official avenue to raise issues or concerns with the ORHC. If the Coach's concern is regarding the Convenor the matter should be addressed with the ORHC. Concerns will NOT be addressed unless this process is followed.

### Arrive On-Time (early)

Arrive at the arena with plenty of time to prepare for your game (ideally at least 30 minutes prior to the scheduled start). Upon arrival, check with the Convenor to pick up any updates or information – Convenors aim to arrive 30 minutes prior to the start of the first game. Let the Convenor know if there are any potential issues or concerns with your team that may need to be shared with the other coach(es) and / or the game officials.

### Electronic Gamesheets

Some Convenors will bring the iPad to the Dressing Room for coaches to sign, others will set up a table in the Arena for the coaches to come them. Either practice is acceptable and should be established by the Division Convenor early in the season. Convenors will have the game and the team rosters loaded on the iPad in advance of the game. It is the responsibility of the Head Coach to review the roster for accuracy and to work with the Convenor to make adjustments as required before signing. By the signing the iPad the coach is confirming the roster is accurate and taking responsibility for any discrepancies. Remember:

- Only players in uniform are allowed on the bench. The coach is to ensure that only players in attendance are listed (those away or injured are indicated as such on the gamesheet), that their jersey numbers are correct, and that any suspensions being served are indicated.
- Only approved Team Officials are allowed on the bench - those on the OMHA approved roster or on an Open Card (those listed on the team's official roster can be confirmed in Sportskeeper)
- There must be at least one Coach and one Trainer on both benches or the game **can not be played**. One Trainer can cover both benches – in that scenario the Trainer would sign the Gamesheet for **both teams**. In that scenario there should still be at least two adults on each bench.

The gamesheet represents the official record of the game and will be used as the reference source with respect to any issues that may come up. Improper or incomplete gamesheets (including missing team official signatures and unapproved officials on the bench) are potential grounds for forfeit and/or suspension.

### Injured and Suspended Players

Injured Players may come on the bench during the game, but they must be in uniform. They will be required to wear a helmet, and any part of their body exposed above the boards when standing should also be protected. Typically, a helmet, shoulder pads, and gloves does the trick. These players would still be marked as injured on the Gamesheet despite being on the bench.

Suspended Players and Bench Staff are allowed to attend the game and observe from the stands, but they are not to be in the Dressing Room or on the Bench at any time. It is very important that these players/officials be marked as suspended on the Gamesheet.

### Special Considerations for Goaltenders

Given the unique place of goaltenders in the game there are some additional considerations to ensure goaltenders are available for all scheduled games. In the event of injury or illness, short term emergency replacements may come from other teams within the Division. The Division Convenor must be consulted and must approve the substitution. If a fill-in goalie can not be found internally within the Division, the Convenor will make arrangements to use a replacement goaltender from the next lowest division in the same age group or the same division in the next youngest age group.

For longer term injury absences (three games or more) the ORHC will make arrangements to use a replacement goaltender(s) from the next lowest division in the same age group or the same division in the next youngest age group. Ideally it will be the same goalie for all of the games, but this is not guaranteed.

Coaches are not permitted to block the participation of their team's goaltender as a substitute.

### Assigned Dressing Rooms

Your assigned dressing rooms will be posted in the arena. Normally these rooms will be assigned consistent with the location of the Home and Visitor benches and ice access. The intent is to establish separate ice access and egress routes. This ensures that the two teams are separated while moving from their dressing rooms to the ice and especially from the ice to their dressing rooms after the game, when emotions may be high. Please make sure that your players are aware of and follow this process when moving to and from the ice.

### Be Ready On Time. Stay On Time.

Make sure you and your players are ready to begin on time. It is not fair for games later in the time block to be shortened because an earlier game did not start on time. Notify the Convenor of any delays or problems that may affect the schedule. All game and or practice schedules allow reasonable time to complete regular games as well as provision for flood times. "Curfew" times may be assigned to stay on that schedule. Convenors have the right to shorten periods and / or run time at their sole discretion.

To help avoid issues, have your players and team officials leave the ice immediately upon the conclusion of your game or practice. While every attempt is made to avoid curfew situations, recognize and accept that your game may be shortened based on delays and / or injury. If your game or practice time is shortened, recognize the reason(s) for this and accept it with good grace.



## DURING THE GAME

### Set an Example

The Coach is responsible for the actions and behaviour of their players.

- Lead by example – be a role model!
- Demonstrate the type of attitude, composure, and sportsmanship throughout the game that is consistent with our values. As a special note, particularly at the younger levels, remember that we are trying to develop officials as well as players. Calls will get missed, or not go the way you think they should.
- Recognize that whatever you say or do, that behaviour is magnified through your players and is also picked up on and often embellished by spectators in the rink.

### Fair Play

The Coach is responsible for ensuring that fair play practices are being followed at all times by everyone on the bench.

- Fair play applies both in terms of playing time and the use of the fixed playing structure
- Refer to the Fixed Playing Structure section for more details
- Lines are to be played in rotation, and ice time equalized for all players

For non-buzzer divisions, there will clearly be variances within shift lengths subject to the flow of the game. However, over the course of a full game these should “even out”. For example, in a 30-minute House League game with a full bench, each player should ideally receive 10 minutes of ice time. As a “rule of thumb”, recognizing the variances that do happen, our expectation is that each player should receive approximately 10 minutes plus/minus up to 20%, or 8 to 12 minutes of ice time.

- Under the ORHC Fair Play principles, players should not “miss” shifts, nor should the same player(s) regularly get “short shifted” in penalty, injury, or other bench management situations.
- We recognize there are times when players simply will not come back to the bench when called, artificially inflating their playing time. In extreme or consistent cases, the Coach may “bench” said player for a shift and must report doing so to the Convenor immediately following the game.
- Also under the ORHC Fair Play principles, the same players must not start the beginning of every game. Coaches are expected to rotate which players start the game. The next line up is to start each period within the game - the rotation of players must be maintained from period to period.

Coaches will establish their own objectives and practices regarding shift lengths and line changes. These practices must be applied equally to all players/lines. Teams will not employ “power play” or “penalty killing” units. Under no circumstances will this type of behaviour be ignored or condoned. Coaches must also recognize that this is not a perfect system and mistakes and discrepancies will occur. Coaches not adhering to these principles are subject to game forfeiture and / or suspension as determined by the Convenor and the ORHC.

It is neither financially justifiable nor reasonable to expect that every minute of every game will be monitored. However, Convenors are expected to evaluate their games on an ongoing basis and forward any concerns. The ORHC will also conduct random spot checks on games from time to time, monitoring for Fair Play violations.

Should there be continued abuse of the Fair Play rule in any division, the ORHC reserves the right to revert to a “buzzer” system at any time and in any Division!



### Stay on Time!

Maintain a quick tempo during the game in order to maximize ice time utilization. Quick line changes and period transitions will help to ensure that your team gets their maximum playing time and potentially permit longer games (at the Convenor's discretion).

- Period transition "coaching" breaks are to be kept to 30 seconds or less and "time-outs" are not allowed in House League play (except in Semi-Final and Championship games).
- Referees will be instructed to assess a bench minor "delay of game penalty" for abuse of this rule.

### Risk Management – Play Safe and Be Prepared!

In the event of an injury or accident, the Coach and/or Trainer must be prepared to support the implementation of an "Emergency Action Plan". The Convenor will assist as directed by the Team Trainer - in most cases, the Trainer of the team involved will be the "Person in Charge" as defined by the "EAP". In the event of a serious injury the Trainer of the opposing team may also be called upon to assist, as directed by the Team Trainer. The opposing Trainer should only get involved if requested by the Trainer of the team involved and must recognize that that Trainer is the EAP Person in Charge.

Under OMHA and ORHC rules:

- There MUST be a certified trainer available for all games
- If a team will not have their regular trainer(s) it is the responsibility of that team to ensure that there is a trainer available, either from the other team or consult with the ORHC to arrange a Trainer-at-Large.

The Trainer will ensure that there is access to a telephone and that they have all the appropriate emergency numbers (Police, Ambulance, and Fire Department). The Trainer will ensure that they have this information for any facility used for games or practices either at home or when travelling out of town.

"Call Persons" are reminded that emergency calls for assistance "911" should always be made, where possible, from a land line and not a cell phone. Land lines allow for a more accurate and efficient dispatch process from the Emergency Response Teams as well as guard against lost or dropped signals.

- Any serious injuries must be reported via the Hockey Canada Injury Report  
[https://oakvillerrangers.ca/Public/Documents/Bench%20Staff%20Resources/Hockey\\_Canada\\_Injury\\_Report.pdf](https://oakvillerrangers.ca/Public/Documents/Bench%20Staff%20Resources/Hockey_Canada_Injury_Report.pdf)
- Trainers must ensure that this form is completed promptly and returned to the ORHC Head Trainer

It is strongly recommended that any player who is removed from a game or misses any ice time due to injury, (whether hockey related or not) provide the Coach and/or Trainer with a doctor's note authorizing resumption of play before that player is allowed to participate in any on-ice activity.

### AT THE END OF THE GAME

The Convenor will upload the Gamesheet and Results to GSI following each Game. Convenors are asked to complete this upload as soon as possible, but as the Wi-Fi in the arenas is very unreliable at times, it may sometimes be necessary for the Convenor to delay until they are home to do so. Sportskeeper monitors GSI for these uploads and at that time will "grab" the Gamesheet and email it to the Head Coach and Manager. Once uploaded, gamesheets are also available for download in Sportskeeper:

- Review your gamesheet to ensure accuracy and that it has been fully completed
- Ensure that you make note of any major penalties or suspensions and that you understand what has been assessed and the impact of those calls

- Clear up any confusion immediately with the Convenor! If there are any discrepancies in the Goals and / or assists assigned report it to the Convenor within 24 hours
- Penalties assessed by the referees are not negotiable and the league convenor has no say in the assessment of any penalties. The ORHC does, however, reserve the right to add penalties after the fact or to increase a penalty assessed from a Minor to a Major, as well as any applicable GMs that may be tied in with that. At no time will a penalty be reduced or removed.
- Remember that once the Gamesheet has been signed off by the game officials it constitutes the official record for that game. Once everyone has left the rink, the Gamesheet becomes the official record and cannot be changed except by the ORHC.
- Once a game has been uploaded the attendance (including the marking of suspended players or officials as serving their suspension) can not be altered. This is not policy driven - the ORHC literally does not have the capability of modifying the attendance on a completed Gamesheet.

### Game Suspension Policy

Coaches are reminded that the ORHC operates under the auspices of the OHF and the OMHA and is therefore governed by their rules.

- All Gamesheets indicating suspensions will be forwarded to the Discipline Committee for information, confirmation, and tracking purposes
- Convenors are required to notify the ORHC of any GM, GRM, or MPs assessed immediately following the game, along with a report of the situation
- Minimum suspensions attributed to physical infractions, or nonphysical suspensions limited to two games or less, are not subject to review or appeal
- Coaches should clearly understand that any “carry-over” or “outstanding” game suspension penalties incurred in tournament or exhibition play **MUST** be reported and served in league play
- Failure to report or comply with this rule will result in additional game(s) suspensions for both the coach and player(s) involved
- Any games played with an ineligible player as per the above are also subject to forfeit

### Dressing Room Rules

Once your team has finished playing:

- Vacate the dressing room as soon as possible
- Leave the room in good shape (clean) for the next team
- Vandalism in dressing rooms will not be tolerated and will lead to discipline or suspension
- Coaches should clearly understand that any facility damages caused by their team as a result of neglect, abuse, or vandalism will be charged back to the team

OMHA guidelines require:

- that all dressing rooms for players under 18 must be supervised by a minimum of two adults at all times
- this applies to both game and practice situations
- No coach should leave a dressing room unsupervised nor should they allow themselves to be put into the position where they are alone with a player or player(s). **The “Two Deep” rule as reinforced in the Respect In Sport - Activity Leader program is there for everyone’s protection!**

At the start of the season, coaches should establish and clearly communicate to parents their dressing room “rules”. In many cases, coaches identify the ten to fifteen minutes prior to game time and / or the five minutes immediately after the game as “their time” with the players and restrict access to the dressing room for that period. For older age groups (once players can “dress” themselves) many coaches also follow a “no parents in the dressing room” policy. Both policies are acceptable and will be supported by the ORHC.

## PRACTICES

Perhaps the most difficult and challenging aspect of your role as an ORHC Coach is to design and execute an appropriate and effective practice program. For many coaches the philosophy is that “games are for fun, practices are where you learn”. However, in order for productive learning to take place:

- players must be actively engaged in the process
- practices must be both enjoyable and challenging to the players to keep them interested and involved
- the content must be appropriate to the age and experience level and delivered in a manner that encourages understanding and improvement
- coaches that accomplish this are usually rewarded with well-attended practices and invariably teams that perform well in games.

The ORHC, the OMHA, and Hockey Canada provide a number of tools and resources that can help you plan and execute a successful Practice Plan. There are a few links listed below for your reference. We would strongly recommend spending some time getting to know the Hockey Canada Network, especially the Drill Hub. These are fantastic resources and available free of charge.

- **Hockey Canada Network:** <https://www.hockeycanadanetwork.com/>
- **Hockey Canada Drill Hub:** <https://www.hockeycanada.ca/en-ca/hockey-programs/drill-hub>
- **Hockey Canada Player Development Resources:** <https://www.hockeycanada.ca/en-ca/hockey-programs/players/essentials/downloads>
- **OMHA Coach & Player Resources:** <https://www.omha.net/page/show/885485-coach-and-player-resources>
- **ORHC Coaching Resources:** [https://oakvillerangers.ca/Pages/6889/Bench\\_Staff\\_Resources/](https://oakvillerangers.ca/Pages/6889/Bench_Staff_Resources/)
- **Additional Resources:** [https://oakvillerangers.ca/Libraries/6890/Bench\\_Staff\\_Resources/](https://oakvillerangers.ca/Libraries/6890/Bench_Staff_Resources/)

### GENERAL PRACTICE PRINCIPALS

The following points are intended as some “best practices” for planning and executing an effective practice program. Besides dealing with “engaging” the players, these points are intended to address the fact that ice time is limited and expensive. Use it wisely!

- Plan your practices in advance. Don’t show up at the rink and “wing it”. Knowing what you want to do and how you want to do it will save you valuable time at the rink and on the ice. There are a number of resources available to help you plan your practice. A sample practice planner form has been included in this document.
- Establish a standard warm-up / cool down process for your players so that they all know what to do when they hit the ice. This will save time that you can better use for teaching.
- Establish and enforce clear practice “rules”. For example, no shots after a whistle, one whistle means stop, two quick whistles mean gather on me. This will also save time if players know what you want.
- Get your players to arrive as early as you can. That will give you some time to stretch / teach before going on the ice. Have players dressed early and you can utilize the time in the Dressing Room before you hit the ice to save time while on the ice.
- Explain what you want to do and how – in the dressing room – before the practice.

- Give your players diagrams and descriptions of the drills you want to cover so they can see what they are expected to do. This can be accomplished in many ways:
  - in a handout at the beginning of the season
  - after practice or game, the week before
  - in the dressing room or hung on the glass

Remember to keep in mind the age and experience level of your players

- Describe – demonstrate – do. It is critical that everyone understands what they are expected to do. Try it once, correct as necessary and do it again. Use your assistants and On-Ice Volunteers to work with players who need additional instruction or to minimize group size.
- Relate activities to results. It is important that players understand the objective and how it will improve their capabilities, the “what’s in it for me?” factor. Don’t just tell them what you want them to do - teach them why.
- Break it up, both in terms of groups and activity. Use your assistants and volunteers to break up into smaller groups for more personalized instruction or more role specific work.
- Build from the basics – start with a simple concept and add progression/complexity as the players master the current level. For example, basic skating without, then with a puck, simple pattern then more complex, without, then with a puck, etc.
- Work with your goalie(s) – keep them actively involved. They are not there simply as targets. See if someone on your team has goalie “expertise” or interest and involve them as your goalie coach.
- Don’t beat it to death - don’t stay with any drill or activity too long (4–8 minutes) and other than your quick warm-up program, don’t do the same things every week. Always consider how well something works for you and watch what works for other coaches.
- Be responsive to your players – watch for and understand their reactions to what you’re doing and respond appropriately. If they are not “engaged” they won’t learn – you’ll see it, find out why and fix it.
- Plan your breaks – players cannot go full out for fifty minutes. Plan your water breaks (make sure water is available) and other interruptions to work into the flow of your activities.
- Ask for help and advice – nobody knows it all and good coaches are always looking for and finding ways to improve their programs. Get someone to come out with you and either run your practice or assist. Offer to do the same for them.
- Use the ice – Regardless of whether you are using full or half ice, use it all. With shared ice it often makes good sense to work together “full ice” for at least part, if not all of the practice time.
- Use “scrimmage” carefully. Simply scrimmaging is not practice. It can become an expectation for your players and cause them to “resent” any other practice activity. Treat it as a reward and monitor and use it as a teaching experience.



HOCKEY CANADA  
Practice Plan Template / Gabarit d'un plan d'entraînement



LINE UP / FORMATION								
FORWARDS / AVANTS			DEFENSE / DÉFENSEURS			GOALIES / GARDIENS DE BUT		
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

DATE: \_\_\_\_\_ DURATION/DURÉE: \_\_\_\_\_ FOCUS/POINT DE MIRE: \_\_\_\_\_

<div>Time / Temps</div> <div>Drill Name &amp; Description / Nom de l'exercice et description</div>	
<div>Key Teaching Points / Points pédagogiques clés</div>	
<div>Time / Temps</div> <div>Drill Name &amp; Description / Nom de l'exercice et description</div>	
<div>Key Teaching Points / Points pédagogiques clés</div>	
<div>Time / Temps</div> <div>Drill Name &amp; Description / Nom de l'exercice et description</div>	
<div>Key Teaching Points / Points pédagogiques clés</div>	

## U9 DIVISIONS AND YOUNGER

For players in U9 and younger Divisions the season is celebrated at a Gala Day. Every player will have at least one game on Gala Day. Names are announced, anthem and music, and at the end of the game awards are presented. Every player receives a participation award.

## U10 DIVISIONS AND OLDER

### House League Awards

There are 5 Standard Awards for the House League season:

- Top Goalie, as voted by the Division Coaches
- Most Sportsmanlike, as voted by the Division Coaches
- Top Defensive Player, as voted by the Division Coaches
- Division MVP, as voted by the Division Coaches
- Each player on the team that finishes first overall in the regular season is also presented with an award.

The voting aspect of this is a three-step process:

1. Each Coach nominates two players from their team for the Top Defensive Player Award, MVP Award, and Most Sportsmanlike Award.
2. Each coach casts three votes for each of the awards
  - For each award they will vote for their 1st, 2nd, and 3rd place. Coaches are not allowed to vote for their own player. A first-place vote is worth 3 points, 2nd place is worth 2 points, and 3rd is worth 1 point.
3. At the end of the voting, the player with most points wins the award. The Convenor will notify the Division Coaches who has won each of the awards. The amount of votes each nominee received and who each of the coaches voted for is kept confidential.

### **Players nominated for an award should be kept confidential**

**Players/Parents should not be advised or made aware they are being considered for an award!**

There are also a number of Memorial Awards presented in many of the Divisions. Some of them are presented in place of or in conjunction with the standard awards listed above, some are separate with their own criteria. The Convenor will notify the Division Coaches if their Division has a memorial award to be considered.

It is the responsibility of the coach to let the players/parents know when they've won an award. Some coaches like to make it a surprise, others let them know right away - that's up to you. All of the awards, including the League First awards, are presented at the Championship Ceremonies, following the Championship Game. It is also the Coach's responsibility to ensure their player(s) are there to receive the award. The team that finished first overall in the regular season should ensure the whole team is there, including the bench staff.

# STANDINGS, PLAYOFFS, AND CHAMPIONSHIPS

## TIEBREAKING RULES

A team's position in the standings will be determined by using the order of the following criteria. Once a team's rank has been determined any remaining teams positioning will be determined by going back to Step 1 and starting the process again.

1. Most Points
2. Most Wins against Team(s) tied with (*only applicable if all teams have played each other*)
3. Most Wins
4. Goal differential (GF%) (*"Goals For" divided by the total of "Goals For" plus "Goals Against" - higher value advances*)
5. Most Goals
6. Fewest Goals Against
7. Fewest Penalty minutes

### Example One

Team	GP	W	L	T	Pts	GF	GA	GF %
TEAM ONE	28	19	2	7	45	102	46	0.689
TEAM TWO	28	16	10	2	34	76	68	0.528
TEAM THREE	28	11	10	7	29	77	60	0.562
TEAM FIVE	28	10	12	6	26	68	72	0.486
TEAM SIX	28	9	11	8	26	68	70	0.493
TEAM FOUR	28	9	11	8	26	74	86	0.463
TEAM SEVEN	28	10	13	5	25	54	64	0.458
TEAM EIGHT	28	4	19	5	13	51	104	0.329

As you can see in the example above, we have a three-way tie for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>:

- We first must look at the record for each of them against the other two. This tiebreaker only applies if **ALL THREE TEAMS** have played an **EQUAL NUMBER** of games against each other.
- In this example we will say no one pulls ahead of both others based on the head-to-head, so we move on to the next tiebreaker, which is Most Wins:
  - TEAM FIVE (10 Wins)
  - TEAM SIX (9 Wins)
  - TEAM FOUR (9 Wins)
- TEAM FIVE beats both other teams and wins that tiebreaker, that locks him in 4<sup>th</sup> place
- That leaves TEAM SIX and TEAM FOUR now tied for 5<sup>th</sup> and 6<sup>th</sup>. At this point the tiebreakers reset and we start again, just comparing these two teams
- Once again, the first thing we are looking at is their record against each other:
  - TEAM SIX vs TEAM FOUR: 2-1-1 (5 points)
  - TEAM FOUR vs TEAM SIX: 1-2-1 (3 points)
- TEAM SIX wins the tiebreaker and gets 5<sup>th</sup> place
- TEAM FOUR gets 6<sup>th</sup> place.



## STANDINGS, PLAYOFFS, AND CHAMPIONSHIPS

$$\text{GOAL DIFFERENTIAL (GF\%)} = \frac{\text{GOALS FOR}}{\text{GOALS FOR} + \text{GOALS AGAINST}}$$

### Example Two

Team	GP	W	L	T	Pts	GF	GA	GF %
TEAM ONE	28	19	2	7	45	102	46	0.689
TEAM TWO	28	16	10	2	34	76	68	0.528
TEAM THREE	28	11	10	7	29	77	60	0.562
TEAM FIVE	28	10	12	6	26	68	72	0.486
TEAM SIX	28	9	11	8	26	68	70	0.493
TEAM FOUR	28	9	11	8	26	74	86	0.463
TEAM SEVEN	28	10	13	5	25	54	64	0.458
TEAM EIGHT	28	4	19	5	13	51	104	0.329

This is the same example as we used in Example One, but in this scenario we are going to pretend that Team Six and Team Four have an even record against each other.

- First, we look at the record for each of them against the other two. In this example no one pulls ahead of both others, so we move on to the next tiebreaker, which is Most Wins:
  - TEAM FIVE (10 Wins)
  - TEAM SIX (9 Wins)
  - TEAM FOUR (9 Wins)
- TEAM FIVE beats both other teams and wins that tiebreaker, that locks him in 4<sup>th</sup> place
- That leaves TEAM SIX and TEAM FOUR now tied for 5<sup>th</sup> and 6<sup>th</sup>. At this point the tiebreakers reset and we start again, just comparing these two teams
- The first thing we are looking at is their record against each other, In this example we are saying they have an even record:
  - TEAM SIX vs TEAM FOUR: 2-2-0 (4 points)
  - TEAM FOUR vs TEAM SIX: 2-2-0 (4 points)
- So, nothing gets settled there and we move on to the next tiebreaker
- Goal differential (GF%) is calculated as *"Goals For" divided by the total of "Goals For" plus "Goals Against"*. The team with the higher GF% value advances.
  - TEAM FOUR has a 0.463 GF%
  - TEAM SIX has a 0.493 GF%
- TEAM SIX wins the tiebreaker and gets 5<sup>th</sup> place
- TEAM FOUR gets 6<sup>th</sup> place.

## STANDINGS, PLAYOFFS, AND CHAMPIONSHIPS

### Example Three

Team	GP	W	L	T	Pts	PIM	GF	GA	GF %
TEAM SEVEN	3	2	1	0	5	2	8	6	0.571
TEAM ONE	3	2	0	1	4	0	18	12	0.600
TEAM FIVE	3	1	1	1	3	4	11	8	0.579
TEAM EIGHT	3	1	1	1	3	2	10	12	0.455
TEAM THREE	3	1	1	1	3	2	5	6	0.455
TEAM TWO	3	1	1	1	3	6	5	6	0.455
TEAM FOUR	3	1	0	2	2	2	3	8	0.273
TEAM SIX	3	0	1	2	2	12	4	6	0.400

One more example, much more complex. The above is a Playoff example, and as you can see we have a four-way tie for 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>.

- All four teams have not played each other an equal amount of times, so the first tiebreaker is by-passed
- All four teams have 1 Win, so that doesn't settle anything
- The next tiebreaker is GF% - **TEAM FIVE** beats all three of the other teams and locks up 3<sup>rd</sup> place
- That still leaves **TEAM TWO**, **TEAM THREE**, and **TEAM EIGHT** tied for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. We reset and start again comparing those three teams
- Once again, the first thing we are looking at is their record against each other, and once again all three teams have not played each other an equal number of times, so that is a wash
- All 3 teams have 1 win, that is a wash
- All 3 teams have the same GF%, so that is also doesn't break the tie
- The next tiebreaker is the team with the most Goals For - **TEAM EIGHT** wins the tie-breaker and secures 4<sup>th</sup> place.
- That now leaves **TEAM TWO** and **TEAM THREE** tied for 5<sup>th</sup> and 6<sup>th</sup>. Once more, we reset and start again comparing those two teams
- **TEAM TWO** and **TEAM THREE** did not play each other, so Head-to-Head does not come in to play
- They both have 1 win
- They are tied for GF%
- They have identical GF and GA
- This one comes right down to Penalty Minutes, the final tiebreaker. **TEAM THREE** has 4 less PIMs in the Playoffs and gets 5<sup>th</sup> place.

Had **TEAM TWO** and **TEAM THREE** had the same number of Penalty Minutes they would remain tied. In that event the league will **ATTEMPT** to book a one-game playoff between the two teams. There are several reasons why that may not be possible. If a single game tiebreaker can not be scheduled, the tie will be settled by coin toss.

# STANDINGS, PLAYOFFS, AND CHAMPIONSHIPS

## PLAYOFF FORMATS

Depending on the number of teams in the Division, there are several different Playoff Formats utilized by the ORHC. All Playoffs are conducted Tournament Style and include a Round Robin followed by a Semi-Final and a Championship Game. Rather than giving a statistical advantage to the teams that finish higher in the Regular Season, the Round Robin series are laid out in such a way that every team has, more or less, an “equal” opportunity of making the Semi-Finals. The team that finishes first overall is already being awarded for their accomplishment – giving them, or any other team, an advantage in the Round Robin is not consistent with the spirit and principals of the ORHC Fair Play Policies.

### 4 Team Division

- 3-Game Round Robin
  - Each team will play each of the other 3 teams once.
- Semi-Finals: 1<sup>st</sup> plays 4<sup>th</sup> and 2<sup>nd</sup> plays 3<sup>rd</sup>
- Championship Game: Winner of each Semi-Final Game

### 6 Team Division (NEW)

- 3-Game Round Robin, based on Regular Season Standings:
  - Teams are divided into 2 pools:
    - Pool A: 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>,
    - Pool B: 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>
- Teams will cross over to play the 3 teams in the opposite pool.
- Semi-Finals: based on Round Robin results, no crossover: 1<sup>st</sup> in Pool A plays 2<sup>nd</sup> in Pool A, 1<sup>st</sup> in Pool B plays 2<sup>nd</sup> in Pool B.
- Championship Game: Winner of each Semi-Final Game

### 8 Team Division

- The Division will be split in to two pools, based on Regular Season Standings:
  - Pool A: 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup>
  - Pool B: 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup>
- Each team will play a 3-Game Round Robin against the other three teams in their pool
- Semi-Finals: based on Round Robin results Pool A 1<sup>st</sup> plays Pool B 2<sup>nd</sup> and Pool A 2<sup>nd</sup> plays Pool B 1<sup>st</sup>
- Championship Game: Winner of each Semi-Final Game

## PLAYOFF GAME FORMATS

The ORHC may utilize Shoot Outs. Additionally, we make use of Overtime periods in Semi-Final and Championship Games, but we must also be aware of our ice time restrictions. Overtime is setup in a way that encourages a quick but fair resolution.

### Round Robin Games

There will be no change in format between the Regular Season and Round Robin Games. The Fair Play Policy will continue to be enforced. Teams will continue to play the same Period Lengths they used during the season, no timeouts are allowed, and games can finish in a tie.

### Semi-Final and Championship Games

Semi-Final and Championship games will continue to use the same Period Lengths as were used in the Round Robin, and the Fair Play Policy will still be enforced. Depending on ice availability U21 may have to be reduced from 10 x 15 x 15 to 10 x 12 x 12 or 10 x 10 x 12 at the discretion of the Convenor. Each team will be allowed a single timeout. Games tied at the end of regulation time will advance to Overtime – see below for details.

## OVERTIME REGULATIONS

Should a Semi-Final Game be tied at the end of regulation time the teams will advance to a 20-minute run time, 3-on-3 sudden death Overtime period. In a Championship Game teams will first play a 5-on-5 sudden death 5-minute overtime period before advancing to a 15-minute run time, 3-on-3 sudden death overtime period. Should a Semi-Final or Championship Game remain tied at the conclusion of the 20 minute- 3 on 3 Overtime, teams will advance to a 3-round shootout. Timeouts are **not** allowed during Overtime. Teams will not change ends between the 3<sup>rd</sup> period and Overtime.

- During a 5-on-5 Overtime Period will be 5-minutes in length. All Fixed Playing Structure and Fair Play policies still apply. Teams may change on the fly or during stoppages as normal.
- During a 3-on-3 Overtime:
  - Each team will present the Convenor with an Overtime Card prior to the start of the game.
    - The Overtime card outlines the order in which your players will play during the 3-on-3 Overtime Period. This card is not shared with the opposing team. Once you have submitted your Overtime Card to the Convenor it is final.
  - You must send out the players in the order indicated on the Overtime Card.
  - Teams are permitted to change on the fly.
  - Players must complete a minimum shift length of 35 seconds before being eligible to change, injury or equipment issues are the **only** exception to this rule.
  - Players are only allowed to enter play once during overtime, regardless of the amount of time played due to injury or penalty, until one team has completed their list.
  - Once **either** team has exhausted their list **both** teams will be allowed to send any player from their bench. Double shifting is not allowed!! When a team is on their final shift they will advise the official as such, who will in turn will advise the other bench and the Convenor.
  - In the event of an injury the next player on the list will come on - neither the substitute player nor the injured player will be eligible to return until all remaining players have skated
  - Teams are not permitted to pull their goalie during Overtime
  - Convenors will be present in the Timekeeper box to monitor and track line changes

- Violation of these rules may result in disciplinary action, up to and including forfeiture of the game.
- During a Shootout
  - Coaches must submit their shootout lineup at the conclusion of 3 on 3 overtime.
  - Any 3 skaters can be selected to shoot.
  - In the event of a tie after 3 rounds, the shootout will continue as a single round-sudden death shootout.
  - In the event of a single round- sudden death shootout, coaches must choose a new shooter for each round that has not yet shot. ALL players on the bench must have an opportunity to shoot before a player can be used a 2<sup>nd</sup> time.
  - After all players have had the opportunity to shoot- coaches may send out any player on their bench an unlimited number of times.

## STANDINGS, PLAYOFFS, AND CHAMPIONSHIPS

### Ejections and Injuries

If a player is injured during regulation time and leaves the game, they are eligible to return for Overtime if able to do so and with the approval of the Team Trainer. If a player is injured during Overtime and must leave the game the next player on the list will come on. The injured player will not be eligible to return until all remaining players have skated.

If a player is ejected from the game during regulation, they are **not** eligible to return for Overtime. The team will skip their spot in the Overtime Line up. In the event of a GM / GRM, Minor + Ejection, etc. during Overtime where a player has been ejected and another player must serve the penalty the next player on the list will serve.

### Managing Penalties

During 3-on-3 Overtime periods a Minor Penalty will be assessed as a 1-minute penalty and a Major will be assessed as 2-minutes. The penalized player will go to the box and each team will send out the next player on their list. At this point the non-penalized team now have 4 skaters on the ice, creating the advantage. At the end of the penalty the penalized player will then return to play, evening the advantage. At the next stoppage of play the penalized player and the “extra” player (the 4<sup>th</sup> player on the list that entered the ice) would then leave the ice, bringing each team back to 3 players.

In the event of offsetting penalties, where neither team would be shorthanded, the two penalized players will simply return the bench and will not be eligible to return to play until one of the teams has completed their list.

In the event of coincidental penalties, where both teams would be shorthanded a player, both penalized players will sit the penalty. Both teams will play a man short at 2-on-2. Play will continue at 2-on-2 until the penalty expires.

A team can only be 1 player short at any time. In the event of any penalty that would involve a team being down a 2<sup>nd</sup> or more player:

- The non-penalized team will be awarded a Penalty Shot for each infraction. The Penalty Shot must be taken by a player on the ice at the time of the infraction.
- If the Penalty Shot does not end the game the penalized team remains only shorthanded by a single player, for the amount of time remaining on the original penalty

### The Convenor's Role

Do not assume the Referees are familiar with our Overtime Rules – odds are they are not. Convenors are expected to be in the Timekeepers box during Overtime to complete the following tasks:

- Advise and instruct the Timekeeper on Period and Penalty lengths
- Monitor line changes and shift lengths – ensure players are not being left out for extended shifts and that coaches are following their line-up cards
- Managing penalty situations and assisting the Refs and Coaches to understand how each scenario will be handled, as per the above regulations

## TRAVEL PERMITS

Any team wishing to enter a Tournament or wanting to play an Exhibition Game MUST have a valid travel permit. This includes Exhibition Games being hosted in Oakville and/or Exhibition Games against other Oakville teams. 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, HEO, USA Hockey, etc.) must have an approved OMHA travel permit. The cost for this permit is \$20.00, but that fee is now covered by the ORHC. Apply for your permits early, as soon as your plans are made. 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 well prior to your travel.

***A MINIMUM of 10 days notice is required for all Permit Requests!  
Do not leave your Travel Permit Requests to the last minute!!***

Travel Permits are requested and managed through Sportskeeper. There are step by step instructions for requesting and managing your Travel Permit requests available for download on the Oakville Rangers website at [https://oakvillerrangers.ca/Libraries/18972/Sportskeeper How To and Information/](https://oakvillerrangers.ca/Libraries/18972/Sportskeeper%20How%20To%20and%20Information/).

Your Permit Request will go through three levels of approval:

1. League Official Approval: the Official will ensure that your Tournament is within the allowed limits and that it does not conflict with any League Games or Activities
2. Office Approval: The ORHC Admin ensures that you have a valid, approved roster, that you have provided a valid Sanction Number, and that your Tournament is properly sanctioned
3. OMHA Approval: The final approval comes from the OMHA

Once you have submitted your Travel Permit Request the rest of the process is automated. Your Convenor will receive an email advising them of the request and they will provide the first approval. Once the Convenor has given their approval the ORHC Office is responsible for the second level. Following the ORHC approval the Permit it is automatically sent to the OMHA. Once the OMHA approves it the approved Permit is then emailed to the Coach and will also become available for download in Sportskeeper.

The system does not submit Travel Permit requests to the OMHA until 45 days prior to the start of the event. This delay allows time for the event to be modified or cancelled before the ORHC has paid for the Permit request. The typical OMHA turnaround time is roughly 7-14 days, so in waiting until 45 days prior to the event to submit the request – you will still receive your approved permit back a month before the event begins.

You do not have to wait until you have been accepted to a tournament to submit your Travel Permit request. Submit your request as soon as you've decided to attend.



## TOURNAMENTS

Each team is permitted a maximum of 3 tournaments per season, only 2 of which may have an impact on the House League schedule. U8 teams are allowed to attend 3 Jamborees **within Canada**, after December 1<sup>st</sup>. U8 teams are not permitted to attend Jamborees in the US. U9 is allowed to attend Jamborees **within Canada** prior to January 15<sup>th</sup> or Tournaments after January 15<sup>th</sup> (including tournaments in the US) and may attend a maximum of 3 combined. The ORHC has elected to restrict U8 and U9 teams from attending American Jamborees as we are unable to verify whether or not these tournaments are compliant with the Hockey Canada Pathway requirements.

Teams are not permitted to book Tournaments or Exhibition games during Playoffs, including the Round Robin. Teams are permitted to book a March Break or Post Season tournament (not counted towards the 3 max) provided they have the approval and support of their parent group to do so.

All teams are required to submit a Travel Permit request for all tournaments they are attending by no later than December 1<sup>st</sup>. The ORHC will **attempt** to rebook games that are missed while teams are away **but there is no guarantee** that this can be accommodated. To be clear – the ORHC is not required to reschedule those games. Most Associations do not. If a game cannot be rescheduled the team that is away will forfeit the game missed.

To attempt a reschedule the ORHC must have **AT LEAST 4 WEEKS NOTICE**. Any games missed as a result of a tournament booked and / or reported after December 1<sup>st</sup> will not be rescheduled except under extenuating circumstances and at the ORHC's sole discretion.

Teams in Red Divisions that also have a Select Team must be very careful to coordinate their Tournament schedule with that of the Select Team to ensure there is no overlap and to understand who has priority.

- Select Coaches will be named in the Spring, allowing them the Summer to plan and book tournaments
- The Select Team is required to send a list of their Tournaments to the Red teams in their Division as early as possible, but by no later than October 15<sup>th</sup> and the Select tournaments will have priority – Teams are not permitted to book a tournament on a weekend where the Select Team is away
- As of October 15<sup>th</sup> the priority swaps
- Teams must avoid any weekends the Select Team is going to be away, as per the list the Select Team provides, but as of October 15<sup>th</sup> if the Select Team changes a tournament or books an additional tournament it is now the Select Team's responsibility to avoid any weekends where a team has booked a tournament.

That sounds much more confusing than it really is. What it boils down to is communication – the Select Coach and the HL Coaches need to keep each other up to date on any tournament plans so as to avoid conflict.

Managers need to take their approved roster and travel permits to tournaments for registration of the team. It is recommended that Managers or the team delegate will research hotel/motel accommodations and make arrangements for all tournaments that are not within driving distance. Managers should also 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, and some tournaments in the last few years have been starting as early as Thursday. For those parents who cannot get time off, managers should encourage families to help those children who will require transportation.

## TEAM RULES & CONFLICT RESOLUTION

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 applicable). If after all of these options have been completed and the problem has still not been resolved, then the ORHC along with, if need be, the ORHC Discipline Chair or the EDRC will be advised to handle the matter. 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

Team rules should be clearly defined, documented, and communicated. It is recommended that you combine the Team Rules and Codes of Conduct together and distribute them to the Players and Parents on the team. Players and Parent should sign off, acknowledging they have read and understand both the Team Rules and the Codes of Conduct.

## MISCELLANEOUS

### ORHC SPORTSKEEPER

The ORHC Sportskeeper can be accessed at <https://moha.sportskeeper.org/users/login/>. Only Head Coaches, Bench and Admin Managers have access to the platform. Sportskeeper is where you will go to view your roster, download your approved roster, and request / manage / download your travel permits. The Sportskeeper User Guide is available on the ORHC website at:

[https://oakvillerangers.ca/Libraries/18972/Sportskeeper How To and Information/](https://oakvillerangers.ca/Libraries/18972/Sportskeeper%20How%20To%20and%20Information/)

### PICTURE DAY

The details of Picture Day will vary slightly from year to year as arrangements are made with various providers. More information regarding picture day will be communicated by the ORHC as the details are finalized.

### PARENT SURVEYS

Online surveys will be conducted near the end of the season. All parents will be asked to complete a survey providing feedback on their season and experience as well as their coaching staff. This information is used to plan the next season, as well as utilized for the following year's coaching selections.

### OAKVILLE RANGERS AND TOWN OF OAKVILLE PINS

Oakville Rangers pins can be purchased at the ORHC office for \$1.00 each, and Town of Oakville pins can be purchased at Town Hall on Trafalgar. Pins are a great give away, and many teams have a tradition of trading pins with their hosts and/or opponents when attending out of town tournaments.

## IMPORTANT LINKS

Oakville Rangers Hockey Club Website: <https://oakvillerangers.ca/>

- Registration: <https://oakvillerangers.ca/Register/>
- Coaches&Key-Contacts: [https://oakvillerangers.ca/Pages/32673/2023\\_24\\_House\\_League\\_Coaches\\_and\\_Key\\_Contacts/](https://oakvillerangers.ca/Pages/32673/2023_24_House_League_Coaches_and_Key_Contacts/)
- Forms & Resources: [https://oakvillerangers.ca/Libraries/2192/House\\_League/](https://oakvillerangers.ca/Libraries/2192/House_League/)

Rep Rangers Tryout Portal: <https://tryouts.oakvillerangers.ca/>

ORHC Sportskeeper: <https://moha.sportskeeper.org/users/login/>

Bench Staff Resources: [https://oakvillerangers.ca/Pages/6889/Bench\\_Staff\\_Resources/](https://oakvillerangers.ca/Pages/6889/Bench_Staff_Resources/)

## KEY CONTACT INFORMATION

### Oakville Rangers Hockey Club

3070 Neyagawa Blvd

Oakville, ON L6M 4L6

Phone: (905) 338-9220

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

All contact information for the Executives and Key Contacts is listed on the ORHC Website at:

<https://oakvillerangers.ca/Staff/28878/>