



Guelph Minor Hockey Association

23/24 HOCKEY HANDBOOK

Revised November 2023



The GMHA is committed to serve each generation of young people in the City of Guelph. Our desire is to provide for the highest interest of everyone involved through the cooperative efforts of the officers, the executive, the coaches and managers, the officials, the parents and players.

Our hope is that through their experience our youth will discover the warm fellowship of team play, the friendly rivalry of competition, leadership and athletic skills, and a vision for their future.

Together we will strive to work with a clear commitment to excellence, with the very best interests of our youth foremost in our minds and with a vivid attitude of pride in our association, our city, our country and the game of hockey.



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1. DATES TO REMEMBER

May 15	Early bird registration opens
June 30	Early bird registration closes
June 30	Rep players must be registered, and registration fees paid in full
August 1	Registration re-opens
September 1	Rep Team budgets must be submitted via Google Drive
October 3	Tournament requests due to ice scheduler.
October 31	Select and U9ADP team budgets must be submitted via Google Drive
November 15	Rep. Select and ADP Fees due
December	Second parent meeting, parent survey sent out
December 31	Coach applications for next season due
January 10	Final AP list due
January 15	Hockey Canada final rosters set
March 15	Rep Passes (tryout) available
March 31	All requests for expense reimbursement to be submitted
April	Rep AAA, AA, A, BB Tryouts (Monday immediately following OHF Championships)
April 30	Bank accounts closed
May 31	Final budget to actual submitted via Google Drive

Note: Dates are subject to change throughout the season.

2. HOCKEY COSTS

A. BASE REGISTRATION

Amount	Program
\$208	Skating School Session 1
\$208	Skating School Session 2
\$500	Skills Development 1 & 2
\$525	U8 Skills Development 3
\$525	U9
\$600	U10 – U14
\$600	U15 – U16
\$560	U18

B. LATE REGISTRATION

- A. The registration fees outlined above are categorized as "Early Bird" rates, effective until July 1. This Early Bird deadline is instrumental in ensuring a precise assessment of the required ice allocation for the upcoming season.
- B. Subsequent to July 1, there will be an incremental fee increase of \$50.
- C. Rep Players are encouraged to complete their registration by June 30 for teams conducting spring tryouts and by September 15 for teams with fall tryouts. This enables us to facilitate the rostering process for the Rep teams.

C. REPRESENTATIVE TEAM FEES

- A. These fees are supplementary to the Base Registration.
- B. It is mandatory for all Representative, Select, and ADP players to complete the base registration.
- C. Rep Team Fees should be gathered by the respective team and submitted to GMHA no later than November 15. Invoices for Rep Team Fees will be issued to teams via Google Drive. The Team Fees will be equitably distributed among the participating players on each team.
- D. 2023/2024 Representative Fees are as follows:

	Select	BB	A	AA	AAA
U8 ADP	TBD				
U9 ADP	TBD				
U10		TBD	TBD	TBD	TBD
U11	TBD	TBD	TBD	TBD	TBD
U12	TBD	TBD	TBD	TBD	TBD
U13	TBD	TBD	TBD	TBD	TBD
U14	TBD	TBD	TBD	TBD	TBD
U15	TBD	TBD	TBD	TBD	TBD
U16	TBD	TBD	TBD	TBD	TBD
U18		TBD	TBD	TBD	TBD

3. TEAM HELPERS

Effective team management requires a collaborative effort. We encourage player parents to take on various roles to support the team:

A. Website Management:

- i GMHA offers dedicated "team" websites within the Association's online platform. This feature is particularly beneficial for families with multiple children in hockey, as it allows for shared calendars, communication tools, game and practice announcements, and stat tracking.

B. Fundraising:

- i Organizing fundraising initiatives is more efficient when parents come together to plan and coordinate these efforts. Determine fundraising goals, organize forms, and secure suitable locations to maximize results.

C. Sponsorship Coordination:

- i While all families are encouraged to seek sponsorships for the team, it's vital to have a dedicated individual or a small team responsible for soliciting sponsorships. This includes sending sponsorship letters, arranging for banners, and planning a token gift for sponsors at the end of the season.

D. Administrator / Manager:

- i The Administrator / Manager plays a pivotal role as the coaching staff's right hand. This role encompasses off-ice administrative duties such as managing player acceptance forms through DocuSign, compiling team officials' information for submission to the GMHA office, documenting team finances and fundraising in the team budget, and scheduling tournaments, exhibition games, and additional ice time.
- ii Beyond these formal duties, the Administrator / Manager serves as the team's communicator. They must be well-informed about OMHA and GMHA rules and regulations, maintain a copy of GMHA and OMHA rule books, be approachable and accessible to parents, and seek support from the Director of their division. The Administrator / Manager acts as the

crucial link between the coaches and parents and should prioritize organization.

- iii It's essential to distinguish between a Bench Manager and an Admin Manager. While the roles are similar, Bench Managers are allowed on the bench during games, whereas Admin Managers are not.
- iv Administrator / Manager do not require background checks or certifications. They are granted access to the team website to assist with team management, but they are not included on the official roster and are not permitted on the bench.

E. Bench Managers:

- i The Bench Manager possesses equivalent access and privileges to Admin Managers, in addition to their role within the bench staff and inclusion on the authorized team roster. Bench Managers are mandated to furnish a Vulnerable Sector Police Clearance and successfully complete the "Respect In Sport - Activity Leader and Gender Sensitivity" certifications.

The allocation of roles within a team may vary. Some teams opt for separate Admin Managers and Bench Managers, each entrusted with specific responsibilities, while others may consolidate these responsibilities into a single position.

4. BANK ACCOUNT

- A. The team is required to designate a Treasurer responsible for initiating the establishment of a team bank account and overseeing financial matters. The Treasurer can be the team Administrator/Manager or any other parent group member.
- B. A bank account must be opened at a TD Canada Trust branch in Guelph and should be set up under a Community Plus Plan. To ensure financial security, each team bank account necessitates a minimum of two (2) authorized signatories. Notably, signatories cannot be immediate family members. All team account cheques must bear two signatures, and the presence of all signatories is mandatory when closing the account.
- C. In cases where non-parent coaches are entitled to receive cheques for expense reimbursements or coaching fees, it is essential that they do not sign their own cheques. Instead, a third party should be duly authorized to endorse these cheques.
- D. To obtain the necessary bank letters, your coach should send a request via email to rhonda.gatto@guelphminorhockey.com, specifying the names of all authorized signatories on the account. Once the letters are prepared, they will be securely stored in your team Google Drive for reference.
- E. Please be aware that U8 ADP teams are not eligible to establish team bank accounts, as their program structure does not entail additional team expenses.

5. TEAM BUDGET

A. There are two distinct budget categories to consider:

- i Teams with a non-parent coach.
- ii Teams with a parent coach.

B. Non-parent coaches, who do not receive an honorarium, are eligible to request reimbursement for expenses incurred during team travel to out-of-town practices, games, and events. Detailed guidelines are available below, and a budget template can be accessed in the "common to all" folder on .

C. The budget should be initially proposed and discussed during the first parent meeting, with flexibility for subsequent amendments as necessary. The final budget must be formally approved by the team's parents, following the majority rule, accounting for expenses related to tournaments and fundraising efforts.

D. Suggested budget categories encompass:

- Additional practice ice.
- Tournament expenses.
- Miscellaneous costs (expected to be minimal).
- Rep Team Fees.
- Guest instruction/Training fees.
- Exhibition games (including referee, timekeeper, and ice costs).
- Cresting expenses.
- Sponsorship and team recognition plaques.
- Spare jerseys for AP players with number conflicts.
- Practice jerseys and socks.
- Team equipment and supplies.
- Team functions and team meals.
- Non-parent coaching fees.
- Banking fees.
- Team travel (bus rentals) and tournament accommodations.

E. Full details are outlined in GMHA Budget Policy: [Team Budget Policy](#)

6. GUIDELINES: NON-PARENT COACH EXPENSES

Non-Parent Coaches on AA, A, and BB teams have the right to request reasonable expenses in accordance with the guidelines set out in the Team Budget Policy. These expenses should align with the approved GMHA Expense Forms and will be disbursed monthly by the team. If any of the Team Officials are Non-Parent Coaches, these guidelines must be discussed at a team meeting before the season commences, and the team should collectively agree on the terms for reimbursement. These terms must be communicated to the Coach(es) and the Director of Rep Hockey.

A. Lodging:

- i The team is responsible for covering hotel accommodations during away tournaments.
- ii Non-Parent Coaches are entitled to separate rooms. While it is recommended that two coaches share a room if there are multiple Non-Parent Coaches on the team, it's recognized that room-sharing preferences can vary, and individuals should strive to reach a mutually agreeable arrangement.

B. Meal Allowance:

- i Up to a maximum of \$50 per day is to be provided by the team for meal expenses, excluding any alcohol. This allowance is applicable to away tournaments only.

C. Mileage:

- i Coaches are eligible for a reimbursement rate of \$0.55 per kilometer, up to a maximum of \$75, for away games only.
- ii Carpooling is encouraged when more than one Non-Parent Coach is traveling, allowing them to share gas expenses.
- iii Any other travel-related expenses, such as tolls and costs associated with distant tournaments, should be discussed and approved by the team before incurring or charging such expenses to the team.

D. Clothing / Additional Team Expenses:

- i All team clothing for Non-Parent staff members should be financed by team funds.
- ii Coaching aids like pylons and pucks will be covered by team funds and must be included in the budget, provided valid receipts are submitted.

- iii New items, such as power skating, extra ice time, or additional training, should be proposed by the coaching staff and agreed upon by the team if they are not part of the original budget.
- iv Any fees related to entry into tournaments or events that the team expects Non-Parent Coach(es) to attend must be funded by the team.

E. Honorariums:

Non-Parent Coaches on AAA Teams from U10 to U18, and U18 AA, are entitled to an honorarium, which will be integrated into the Rep Fees. The GMHA will disburse this honorarium in three payments: 45% on Oct 1, 45% on Dec 1, and 10% on Mar 1. This honorarium is designed to cover all expenses, including mileage, hotels, clothing, and meals. The Head Coach is guaranteed at least 50% of the honorarium and shall distribute the remaining balance among other non-parent coaches as agreed upon at the start of the season, in accordance with the approved team budget.

F. 2023/24 Non-Parent Honorariums

Team	Amount
U10AAA	\$10,000
U11AAA	\$10,000
U12AAA	\$12,000
U13AAA	\$12,000
U14AAA	\$15,000
U15AAA	\$15,000
U16AAA	\$15,000
U18AA	\$10,000
U18AAA	\$15,000

7. FUNDRAISING & SPONSORSHIPS

Teams can generate funds through two distinct approaches – fundraising and sponsorship.

It is crucial to maintain a clear distinction between these two financial streams and to secure approval before proceeding with any event to ensure transparency and equity in team finances.

A. FUNDRAISING

- A. This method involves parents and players collaborating to raise funds through activities such as selling chicken, organizing bottle drives, or hosting car washes. Fundraising events of this nature are typically considered "mandatory," where a predetermined dollar amount is established and agreed upon by the team (e.g., 10 boxes of chicken or \$50). Families are expected to participate in these events, or if they are unable to do so, they should cover the financial obligation. This approach ensures that each family contributes equally, minimizing potential discord within the team.
- B. GMHA operates as a non-profit organization and holds an exemption from corporate federal income tax under paragraph 149(1)(l) of the Income Tax Act. The association's primary mission is to promote amateur athletics for the betterment of social welfare. It's important to note that GMHA is not a registered charity.
- C. Any fundraising initiatives conducted by GMHA teams should clearly communicate the organization's non-profit status.
- D. Fundraising events organized by the teams must refrain from portraying the Team or GMHA as a charitable organization, and no assertions should be made regarding the tax deductibility of funds contributed for personal or corporate purposes.
- E. At fundraising events where minors are in attendance, the consumption of alcohol is strictly prohibited.
- F. Any remaining proceeds from team fundraising efforts (excluding sponsorship) may be refunded to parents who contributed funds to the team budget, up to a maximum limit equivalent to their individual contributions, on a pro-rated basis.

B. SPONSORSHIP

- A. In this approach, local businesses or individuals provide financial contributions specifically for Team events where the entire team is present and actively participating. Such events may include specialized activities like power skating sessions, additional hockey training, team dinners during tournaments (covering players only), team-building activities (covering players only), and similar endeavors.
- B. GMHA is responsible for annually securing sponsorship for all House League teams.
- C. U9 ADP, Select, and Rep Teams have the autonomy to secure their own sponsorships.
- D. Sponsorship recognition on GMHA jerseys must adhere to the GMHA Jersey Brand guidelines, with separate guidelines for AAA and AA & Below teams.
 - a. [AAA Jersey Brand Guide](#)
 - b. [AA & Below Jersey Brand Guide](#)
- E. GMHA will impose a fee, the amount of which will be determined on an annual basis by the Board, for placing sponsor logos on the GMHA website's home page.
- F. Teams have the option to issue receipts for sponsorships of \$500 or more. GMHA letterhead for this purpose is available in the "common to all" folder on Google Drive.
- G. Funds obtained through sponsorship activities are earmarked for player development and may not be disbursed to parents. Any surplus funds generated through sponsorship that remain unused by the end of the hockey season for the designated team must be returned either to the Sponsor or to GMHA, with the deadline for this transfer being no later than April 30.

8. GRYPHON DRESS CODE

- A. All players are required to wear approved Association sponsorship attire when traveling to and from games. Players must be dressed uniformly, such as in approved track suits or a shirt and tie. If players opt for a shirt and tie, they must also wear dress pants. Regardless of the attire chosen, all players must don an approved Association sponsorship jacket.
- B. Team Officials are expected to wear a dress shirt or mock neck, dress pants, and casual shoes, along with an Association sponsorship jacket for all games. Jeans are not permitted for this dress code. Trainers are allowed to wear a warm-up suit and appropriate footwear.
- C. Association-branded clothing must be obtained from an authorized GMHA supplier. Additional team sponsor names are not allowed on any approved Association jacket or warm-up suit.
- D. The following jersey numbers are prohibited or retired: 12 and 69.

Note: Jersey Number 12 is retired in memory of Nicholas Lambden, who tragically passed away in 2007. Nicholas, a 10-year-old player in GMHA, lost his life in an accident on an outdoor skating rink. In remembrance of Nicholas, GMHA decided to honor his memory by retiring his number 12.

9. PARENTING MEETINGS

Two parent meetings are scheduled for the season.

- A. The first meeting will take place shortly after the team selection process. This initial meeting will serve to introduce the coaching staff, present the team handbook, and outline the proposed budget. Discussions about tournaments may be included; however, all tournament participation decisions will be subject to approval by parents through a blind vote, with majority rule determining the outcome.
- B. The second parent meeting is slated for December. The Manager/Administrator should solicit agenda items from parents and the Coach, and the agenda will be distributed to participants before the meeting for transparency and preparation.

10. ROSTERING

A. TEAM OFFICIAL INFORMATION

- A. On the GMHA website, [under the Rep tab](#), you can access Team Official forms. It's imperative that all required information for each official is completed, not just their names.
- B. The approval of Assistant Coaches and Trainers by the GMHA board is a mandatory step before they can be officially rostered.
- C. Please be mindful of the [Rules of Operation](#) concerning selected coaches and their years of service at the same age group. In cases where an individual is added to the roster, this will count as one year of service for that specific age group. This rule applies to all team officials, encompassing the Head Coach, Assistant Coaches, Trainers or Assistant Trainers, as well as the Bench Manager on the roster.
- D. OMHA approval of Team Officials is contingent on meeting the minimum certification requirements for the level they are coaching. For specific certification requirements for each level of Rep hockey, please refer to the [OMHA handbook/website](#).

B. VULNERABLE SECTOR CHECK

- A. Anyone involved in coaching, training, assisting, or participating in on-ice activities during the season is required to undergo a Vulnerable Sector Check (VSC). A VSC remains valid for a duration of three years. During the interim years, team officials and volunteers must complete a Criminal Offence Declaration. It is important to note that you will not be rostered until you obtain a VSC and provide proof of it to GMHA.
- B. If you reside within the City of Guelph, please follow the specific instructions outlined in the Vulnerable Sector Check Instructions, [available here](#).
- C. If you reside outside the city limits, you must complete the OPP form – Form 2 – and deliver it to the nearest OPP station based on your home address. You will need to present the form and identification in person to the station administrator. If you are informed that additional documentation is required, please contact the GMHA office for further assistance.
- D. Costs associated with obtaining a VSC are eligible for reimbursement and should be submitted to GMHA, similar to expenses for coach certification. To request

reimbursement, please use the link in the “Rep Forms” section on the GMHA website: [Expense Reimbursement Form](#).

C. TEAM ROSTER SHEET

- A. Upon receiving all players' signed Offers of Commitment through DocuSign, completed Team Officials Forms with the appropriate certification, and processed VSC paperwork, the GMHA can request a roster from OMHA. A copy of the roster will be securely stored in the team Google Drive folder. Upon receipt of the roster, it is crucial to promptly review it for any inaccuracies or omissions. This document is the property of the team, and a duplicate of the roster must be retained and carried by Team Officials at all times to facilitate the completion of the game sheet in the event of the Manager's unforeseen absence.
- B. Verification of any player or coach may be requested by an opposing team at any point during the season.
- C. Please be aware that a player cannot be rostered unless at least one parent possesses a valid [Respect in Sport Parent Program Certificate](#).

D. AFFILIATE PLAYERS

- A. An affiliate player (AP) serves as a substitute player available to step in due to illness or injury. OMHA regulations allow each team to affiliate up to 19 players from a lower-level or younger-aged team within the organization (or within our zone for AAA).
- B. An affiliate player can only be listed on one team's AP list, and once added to a team's list, they cannot be removed and placed on another team's list. The deadline for submitting the final AP list is January 10. You can add player names to this list for OMHA approval until this date, after which any player not listed on the AP list will be ineligible to play for the team after the specified deadline. All affiliations must conform to [Hockey Canada Regulations](#).
- C. Coaches interested in affiliating a player should first approach the AP player's rostered Head Coach as a matter of courtesy.
- D. When completing the AP form, the player, parent, registered team Head Coach, the offering team Head Coach, and the appropriate Director of Rep hockey must all sign the document; otherwise, it will be returned by the OMHA.

- E. GMHA recommends that each AP list includes two goalies from different teams to ensure backup options in case the primary AP goalie is unavailable.
- F. An affiliate player must be called up a minimum of three times throughout the season, which may include practices and games. An affiliate player should not participate in more than ten games during the season without prior approval from the Director of AAA Rep Hockey or Director of AA – BB Rep Hockey. When calling up an AP, the Affiliate Coach must seek prior approval from the registered Head Coach, who has the right to choose based on the potential impact on the team's performance.

E. MOVING PLAYERS & PLAYERS QUITTING DURING THE SEASON

- A. Each year, there may be instances where a coach realizes that a player may not be a suitable fit for their current level or team. If the Head Coach intends to move a player to a lower level and bring in a different player, it is preferred that any such changes occur before the end of November. However, it's essential that all these changes are discussed with the Director of AAA Rep Hockey or Director of AA-BB Rep Hockey before any conversations take place with the player, parents, and the coach of the other team.
- B. If a player decides to leave a team for various reasons during the season and chooses to stay within GMHA, whether at another Rep level or House League, any financial arrangements will be handled directly between the team and the departing player or incoming player. Rep fees are paid to the GMHA by the team as a collective entity. The player who decides to quit the team will forfeit any funds obtained through fundraising or sponsorship to be on that team. Any outstanding financial matters due to the quitting player will be addressed in accordance with the Rules of Operations.

11. FACILITY & ICE RENTALS

- A. Before renting a facility, it's important to check with the office to determine if an insurance form is required. This form extends the coverage provided by OMHA, ensuring that your team is insured while using someone else's ice. Generally, facilities in Cambridge, Puslinch, and all Guelph locations are covered.
- B. The insurance form should be submitted to the GMHA office coordinator at least two weeks prior to the first scheduled ice time. This allows sufficient time for the form to be processed by OMHA, and they will provide the insurance document you will need when renting the ice. A copy of the form is [available here](#).
- C. Ice that has been secured by the GMHA ice scheduler on behalf of the team will be labeled as "Team Ice" on the team calendar. At the end of each month, GMHA will issue invoices to teams that have booked "Team Ice." These invoices will be placed in the team's Google Drive folder, and payment to GMHA for these invoices is expected upon receipt.
- D. Ice rental fees are subject to change throughout the season. The current rates are as follows:

Arena	Hourly Rate:
City of Guelph Arenas	\$162
Sleeman Centre	\$190
U of G	\$160 (Non-Prime Time; Mon – Fri before 4PM)
U of G	\$283 (Prime-Time; Mon – Fri after 4PM; all day Sat – Sun)

- E. In all arenas in town, the use of tobacco products (smoked or smokeless), vaping, cannabis, or sunflower seeds is strictly prohibited. This policy is in accordance with the [GMHA tobacco policy](#). Failure to adhere to these rules may result in cleaning fees, fines, and the loss of practice time. It's essential to be considerate and maintain clean change rooms after each use.

12. GAMESHEETS

A. GAMESHEET

- A. All teams will be utilizing electronic game sheets, specifically GameSheet.
- B. It is crucial that electronic game sheets are completed accurately, similar to paper game sheets, for various reasons. In case there is a need to refer back to the game after it has been played, whether for scores, rulings, or resolving disputes, having a properly completed game sheet is significantly more efficient than one that is either missing or incomplete.
- C. The Head Coach should only be listed in the Head Coach position on the game sheet, and the Manager should be designated as the Manager. If, for any reason, the Head Coach is absent, the Assistant Coach can then be placed in the Head Coach position on GameSheet.
- D. Listing the Manager on GameSheet is not a requirement.

B. GROUP/LEAGUE/DIVISIONS

	League Division	Website
AAA	OMHA AAA West	www.omha-aaa.net
AA	Bowen	www.tcmhl.com
A	Smith	www.tcmhl.com
BB	Harrison	www.tcmhl.com

C. PLAYER INFORMATION

- A. Electronic game sheets have two team list boxes, one for the home team and one for the visitor team. The teams' approved rosters are pre-loaded into the electronic game sheets. Make any necessary adjustments for injuries or suspensions.

B. Captains and Assistant Captains should be indicated beside the player's name on the game sheet with a "C" or "A," as appropriate.

C. Coaches' signatures remain a requirement on the electronic game sheets.

D. LENGTH OF GAMES

A. The duration of each period and the total game time must be filled in for the reference of the Referees and Timekeeper.

B. The overtime (OT) indicator should be marked, as necessary, and is primarily used during playoffs and tournaments.

C. At the U15, U16, and U18 AAA levels, an overtime format of five-minute stop-time sudden death, 3-on-3, will be employed.

D. Each division has specific period lengths (in minutes):

	P1	P2	P3		P1	P2	P3
U10BB	10	10	15	U14BB	10	15	15
U10A	10	10	15	U14A	10	15	15
U10AA	10	10	15	U14AA	10	15	15
U10AAA	10	15	15	U14AAA	10	15	15
U11BB	10	10	15	U15BB	15	15	15
U11A	10	10	15	U15A	15	15	15
U11AA	10	10	15	U15AA	15	15	15
U11AAA	10	15	15	U15AAA	15	15	15
U12BB	10	15	15	U16BB	15	15	15
U12A	10	15	15	U16A	15	15	15
U12AA	10	15	15	U16AA	15	15	15
U12AAA	10	15	15	U16AAA	15	15	20
U13BB	10	15	15	U18BB	15	15	15
U13A	10	15	15	U18A	15	15	15
U13AA	10	15	15	U18AA	15	15	15
U13AAA	10	15	15	U18AAA	15	20	20

13. TRAVEL PERMITS

- A. It is essential to obtain approval for a Travel permit before applying for a tournament or exhibition game.
- B. Any team planning to travel outside of their scheduled league games should inform GMHA and the Ice Scheduler to prevent scheduling conflicts. It is advisable to apply for tournaments during the summer to secure ice availability and avoid conflicts.
- C. Travel permits are electronically approved by the OMHA. Once approved, a copy will be placed in your mailbox by the GMHA office administrator. [Travel permit forms](#) can be conveniently completed online through the website.

14. GAMES & PRACTICES

- A. The GMHA Ice Scheduler records all changes in the scheduling software, which is automatically updated on the GMHA website. All teams should rely on the [GMHA website](#) for scheduling information.
- B. If a change is less than 14 days away, an automated email notification will be sent to those subscribed to the team's calendar. For changes greater than 14 days ahead, no notification will be issued, so it's important for teams to regularly check the website.
- C. After a game is concluded, the Home Team is responsible for uploading the results via GameSheet within 3 hours of the game's completion.
- D. Game cancellations are generally permitted only due to weather-related issues. The decision lies with the traveling team officials, in coordination with the ice scheduler. Teams should make every effort to complete their games as scheduled. If conditions are deemed too dangerous, the ice scheduler can be contacted to reschedule the game. GMHA is not responsible for officially canceling games. In the event of a cancellation, teams should be prepared to have the game rescheduled on back-to-back nights.
- E. The City of Guelph requires a minimum of 30 days' notice to cancel practice ice, or GMHA is charged. GMHA benefits from a subsidized ice rate for the ice used. If GMHA provides the City of Guelph with 30 or more days' notice, the ice can be returned without charge. However, if GMHA retains the ice and it remains unused, it will be charged at the non-subsidized rate. Teams failing to use their allocated practice ice times will be responsible for covering the cost difference between the subsidized and full rates. It is advisable to have a few players attend an "optional" practice to avoid leaving the ice unused.
- F. Changing practice times between teams is permissible, but the coordination for such changes must be managed by the teams involved. The ice scheduler will not handle these arrangements. It is important to inform the ice scheduler if practice times are traded with another team to ensure the schedule remains accurate. Practice ice will not be rescheduled if it is canceled.

15. LEAGUE CENTRES

<p><u>AAA – OMHA AAA-West Centres</u></p>	<p>Buffalo Burlington Credit River Grey-Bruce Guelph Halton Hamilton Niagara North Oakville Southern Tier</p>
<p><u>AA – Tri-County AA League Centres</u></p>	<p>Brampton Burlington Caledon Centre Wellington (U11 & U12 only) Flamborough Garden City Glancaster Guelph Halton Hills Milton Niagara Falls Oakville Orangeville Stoney Creek West Niagara</p>
<p><u>A/BB – Tri-County A League Centres</u></p>	<p>Brampton Burlington Caledon Centre Wellington Erin Hillsburgh (U15 & U18 only) Flamborough Guelph Halton Hills Hespeler Milton New Hamburg Oakville Orangeville Owen Sound Woolwich</p>

16. EXHIBITION GAMES

- A. Exhibition games for Representative and Select teams primarily serve as try-outs and take place before the regular season begins.
- B. GMHA strongly discourages exhibition games during the season, as they may not be conducive to player development. Teams are encouraged to replace exhibition games with practices instead. GMHA will cover the cost of up to two exhibition games before the start of the season.
- C. If a team chooses to have an exhibition game during the season, the following rules apply:
 - i. Exhibition games are not permitted before August 28, as per OMHA guidelines.
 - ii. For out-of-town games, a travel permit is required, and approval from the GMHA AAA Rep Director or GMHA AA-BB Rep Director is needed at least one week before the game.
 - iii. For home games, the Team Manager must inform GMHA (office admin and applicable Rep Director) once the games have been confirmed by the ice scheduler.
 - iv. Payment for referees and timekeepers will be invoiced by GMHA at the end of each month, with the fee schedule determined by the annual rates provided by the Guelph Hockey Referees Association (GHRA). Payment is expected no later than 7 days after the invoice is provided to the teams. Delays in payment may result in the loss of ice time.
 - v. GMHA practice ice cannot be used for exhibition games; teams must secure their own ice for such games.
 - vi. The ice scheduler will not adjust schedules to accommodate exhibition games. League games and playoffs take precedence over exhibition games.

17. REFEREES & TIME KEEPERS

- A. The [Guelph Hockey Referees Association](#) is integrated into our system.
- B. Once a game is scheduled, the Referee Association is automatically informed. It's important to note that this association is not a part of GMHA. GMHA has an agreement with them to supply referee and timekeeper services.

18. TOURNAMENTS

- A. AAA Teams are permitted to participate in up to three (3) tournaments during the regular season. This allowance does not encompass the Christmas vacation period, any tournaments occurring before September 15, or any tournaments taking place after the playoffs have ended but before the OHF Official Tryout Start Date.
- B. AA, A, and BB Teams can also enter up to three (3) tournaments during the regular season. Similar to AAA teams, this excludes the Christmas vacation period, tournaments held before September 15, or tournaments played after January 6, as teams typically commence Playdowns and Playoffs from that point onward.
- C. Select Teams have a limit of three (3) tournaments for the entire season, regardless of the timing of the tournament, including those scheduled during the Christmas vacation period.
- D. The Christmas Vacation Period spans from December 26 to January 1. It's important to note that any tournaments taking place after January 1 but before the players return to school are not considered part of the Christmas Vacation period. League games are often scheduled on January 2.
- E. It's advisable to submit tournament requests as early as possible. [OMHA](#), [NHAO](#), [Alliance](#), and [GTHL \(Toronto\)](#) have tournament websites categorized by division, which can be consulted to find suitable tournaments for the season.
- F. The Ice Scheduler and Directors of Rep require all tournament dates to be submitted by each team for approval by October 3. This is to prevent conflicts with league games and tournament weekends. Tournaments booked after that date may not be approved if ice scheduling poses an issue.
- G. When a team travels outside of regular season play, a travel permit must be filled out and approved before the team is allowed to participate in the tournament. Travel permits need to be submitted on the GMHA website for approval at least 2 weeks before the tournament start date.
- H. Key points to keep in mind:
 - i Book your tournaments well in advance.
 - ii Request your travel permit.
 - iii Take note of the Tournament Sanction #, as tournaments must be registered with Hockey Canada or Hockey USA.

- iv Arrange for accommodations (book hotels).
- v Be aware of any gate fees at the tournament.

I. Tournament Links:

- i www.OHMA.net
- ii <https://www.noha-hockey.ca/>
- iii www.alliancehockey.com/tournaments.asp
- iv www.gthlcanada.com/rinkside/tournaments.html

19. PLAYDOWNS & PLAYOFFS

A. AAA

- A. All AAA teams will be placed into their respective groupings for Qualifiers (U10 to U12) and Round Robin Playoffs (U13 to U18) based on the Templates provided on the OMHA AAA website.
- B. In both formats, the top two teams from each group will advance to play against the top two teams from the other group in a six (6) point series. This series will determine which teams will represent OMHA AAA-West at OMHA's event.

B. AA - BB

- A. All other GMHA Rep teams participate in the OMHA playdowns in addition to their league playoffs.
- B. League standings before the Christmas break will not be a factor in determining playoff standings.
- C. The format and scheduling for the rest of the season following the Christmas break will be communicated to coaches and the membership through the [GMHA website](#) as soon as the information becomes available.

20. PLAYER & COACH SUSPENSIONS

- A. Please fill out the Suspension report on the website using the "[Report a Suspension](#)" feature.
- B. Once the report is completed, kindly send the game sheet to:

Level	Email:
AAA	repaaa@guelphminorhockey.com
AA – BB	repaa-md@guelphminorhockey.com
Select	houseleague@guelphminorhockey.com
ADP	development@guelphminorhockey.com

21. GMHA WEBSITE

- A. It is strongly recommended that all teams utilize the [GMHA website](#) for scheduling team events. This facilitates the work of the ice scheduler in creating and, if necessary, rescheduling your team's calendar.
- B. The responsibility for uploading the GameSheet within 3 hours of a game's conclusion lies with the home team. If the game sheet is not entered within 24 hours, the visiting team may enter the score.
- C. When a game is entered, it automatically updates the team schedule on the website.
- D. Everyone is encouraged to subscribe to their respective team's site.
- E. Changes to the schedule that are more than 2 weeks away will not trigger a notification. Changes within a 2-week timeframe will be automatically communicated to subscribed users.

22. COACHING EVALUATION GUIDELINES

When selecting coaches, the Coach Selection Committee considers various criteria (listed below), which may change from year to year. The criteria will be posted when Coach Applications are open:

- A. **Parent Surveys:** Surveys are conducted to gather feedback on the Head Coach and coaching staff. These surveys are anonymous and are designed to collect input from players, parents, and GMHA.
- B. **Adherence to Rules of Operation / Coaches Pledge:** Coaches are evaluated based on their compliance with the Rules of Operation and Coaches Pledge, including:
 - i Fair distribution of ice time.
 - ii Handling of suspensions.
 - iii Adherence to the maximum of three years coaching at the same age group.
- C. **Development:** Coaches are assessed on their commitment to player development, including:
 - i Implementation of the GMHA Development plan.
 - ii Responsiveness to feedback from the Technical Director.
 - iii Participation and attendance at required meetings and clinics.
 - iv Overall attitude and willingness to continue learning and practice preparation (plans).
- D. **Team Performance:** Evaluation of team performance, including:
 - i Win-Loss-Tie record.
 - ii Progress of the team's record over the season.
- E. **Interview:** The Coach Selection Committee may conduct interviews as part of the coach selection process.

These criteria help in selecting coaches who are dedicated to player development, adhere to GMHA policies, and prioritize fair play and skill development.

23. COACHES CERTIFICATION AND EXPENSES

- A. All clinics are available to GMHA members at no cost. Participants can submit receipts for expenses incurred, such as meals, online to the GMHA office for reimbursement, but this must be done no later than December 1.
- B. For High Performance 1 (HP1) Certification Reimbursement for Head Coaches, the GMHA offers the following reimbursement structure:
 - i. The GMHA will cover the full cost of the HP1 certification course, including meals, mileage, and hotel expenses, as approved in advance by the GMHA. Reimbursement will be provided in two stages: 50% at the beginning of the first season coaching for GMHA at the HP1 level and the remaining 50% at the beginning of the second season coaching for GMHA at the HP1 level.
 - ii. The following expenses are eligible for reimbursement and should be submitted by the Head Coach through the GMHA website:
 - iii. Meal allowance, up to a maximum of \$50 per day (excluding any alcohol).
 - iv. Mileage allowance at a rate of \$0.55 per kilometer, up to a maximum of \$75.
 - v. Hotel allowance, up to a maximum of \$150 per day.

24. CONTACTS

Role:	Name:	Email:
Ice Scheduler:	Penny Hunter	ice@guelphminorhockey.com
GMHA Office:	Bryan Smith	info@guelphminorhockey.com
Finance:	Rhonda Gatto	finance@guelphminorhockey.com
Director of AAA:	David Belliveau	repaaa@guelphminorhockey.com
Director of AA – BB:	Alex Gruevski	repaa-md@guelphminorhockey.com
Director of House League (Select):	Jamie Baggio	houseleague@guelphminorhockey.com
Director of Development:	Ted Annis	development@guelphminorhockey.com

- A. The ice scheduler's role is to follow the directives of the GMHA Board, rather than the rep coaches and managers, while adhering to the constraints of the ice contract. The ice scheduler will work with each team to accommodate their needs to the best of their ability, as long as these needs align with the overall direction set by the Board.
- B. Before reaching out to the GMHA office, please check the GMHA website and this manual for relevant information.
- C. For financial inquiries, please contact finance@guelphminorhockey.com.

