



HOUSE LEAGUE MANUAL  
September 2014

### ***House League Program – General Information***

All hockey functions shall operate under the rules as stated in the CHA, OMHA and GMHA with the following additions and enhancements.

1. *In the divisions Novice and above*, each player is entitled to as equal a share of ice time as possible. Each player should receive their equal share of ice time, including the opportunity to participate in power play, shorthanded and final minute situations. Failure to attempt providing equal ice time may result in a warning or suspension by the Divisional Convenor in conjunction with the Director of House League. Subsequent violations will result in the offender being subject to further actions by the Director of House League.
2. Any special requests must be submitted in writing to the Convenor for approval by the Convenor and the Director of House League prior to player selection.
3. Convenors shall assign a goalie to each team in their division. All goalies are the property of the division and shall be interchangeable where and when a situation makes such an interchange necessary in the interest of completing a team without a goalie.
4. Convenors shall have until November 1<sup>st</sup> to move players from one team to another. Any player movement requires the approval of the convenor, coaches, player and parent/guardian.
5. No team may start a game with less than 6 players. In the event of a team having less than 6 players, the game shall be deemed a forfeit and shall be recorded as such.

All players will shake hands at the beginning of each game so that the officials can complete their visual inspections of each player's equipment.

The goaltender position in the GMHA house league is not a guaranteed position in the Mite to Atom divisions. Teams will be responsible for ensuring that all players that are interested in playing goal have the opportunity to try the position.

The Division Convenors will assign a coach to each team at the beginning of the season. Novice to Midget will have two evaluation skates at the beginning of each season. ALL coaches are responsible for evaluating EVERY player on every team during this time. Convenors will use the rating sheets provided by each coach and form a draft list of all players in their respective rating order. Only the children of the head coach, team manager, assistant coach and/or trainer can be protected. Coaches will now draft their hockey team with the list provided by the convenor.

No player may play for more than one GMHA team except for periods that may be deemed necessary by the Divisional Convenor. An exception maybe made in emergency situations when a goaltender is required for another team in the same division because one is not available from that team. All affiliate player requests must go through the Division Convenor in the House League program.

This application of the rule does not apply to participating with Select Teams or players affiliated by AP status to rep hockey.

Each House League team is required to have a minimum of 3 rostered, certified bench staff.

Profanity will not be tolerated from any team official, player, parent or spectator on or off the ice. Foul, abusive language or profanities will result in an immediate suspension and the offender will be dealt with under the rules of suspension listed in the OMHA Manual of Operations. Offenders will have to meet with the GMHA Director of House League prior to being allowed to participate in GMHA functions.

No rostered staff shall yell at, harass or abuse any referee under any circumstance. If a coach has a concern, request the referee to speak with you at the bench, but remember the player and parents are watching and listening. Be professional, have your say and then end it.

The decision of the referee is final. They will not change their decision. If a rostered staff has concerns regarding clarification of a rule, bring the matter to the attention of the referee and allow them to handle the matter. Any disputes regarding game play must go through the Division Convenor to the Director of House League and will be forwarded to the Referee Liaison.

No person participating or in attendance at any GMHA function is permitted to abuse any referee or game official, either verbally or physically. Any person found to abuse an official will receive the maximum penalty from the referee and be reported to league officials.

The home team is the one listed second on the schedule. The visiting team is responsible for completing their portion of the game sheet first and then handing it to the home team for completion in a timely fashion. Game sheets must be filled out completely and properly and it is the home team's responsibility to have it ready for the time keeper's area for the start of the game. Both teams should be aware of their status for each game and ensure the proper dressing room is taken by each team to allow proper entrance and exit from ice surface.

No GMHA ice for practices or games can be used for other activities such as family skates. Any violation of this rule will result in the immediate suspension of the team officials who will be subject to further discipline by the Director of House League. Any team who violates this rule is liable for any and all injuries incurred by any person participating. The GMHA insurance will only cover approved GMHA ice time. All practice times and locations for any house league team must be obtained through the Division Convenor.

The coach is responsible for retaining all extra team jerseys and equipment which is the property of the GMHA. All unused jerseys and socks must be returned to the GMHA Technical Director at office in a timely fashion.

In game play, each team is entitled to one (1) time out. The time out shall be thirty (30) seconds and the referee shall be notified of the intention.

Any player who receives three (3) minor penalties during the same game shall be ejected from that game only.

Coaches must inform Division Convenors of all details of any suspension received within twenty four (24) hours of the occurrence (refer to the OMHA Manual of Operations rule #52). The House League Committee may review repetitive suspensions or any suspension beyond two (2) games and may elect to issue further disciplinary action. Convenors must be made aware of any suspensions occurring at tournaments. Tournament game sheets must be provided to the convenor before said team's next house league game.

## CODE OF CONDUCT & ETHICS

### ***Member Agreement:***

- a) Members of the Guelph Minor Hockey Association are required to confirm their acceptance of the GMHA Member Agreement annually at the time of registration.

The agreement reads as follows:

I/My participating child hereby agree to abide by and support the current Ontario Minor Hockey Association Code of Conduct, and rules, regulations and decisions of the OMHA, OHF, HC and the Guelph Minor Hockey Association. The OMHA Code of Conduct identifies the standard of behaviour, which is expected of all OMHA members and participation. The Guelph Minor Hockey Association being a member of the OMHA, which for the purpose of this policy shall include all players, parents, guardians, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees.

GMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of GMHA shall conduct themselves at all times in a manner consistent with the values of OMHA and GMHA, which includes fairness, integrity and mutual respect. During the course of all OMHA and GMHA activities and events, members shall avoid behaviour, which brings OMHA, GMHA or the sport of hockey into disrepute, including but not limited to the use of alcohol and use of non-medical drugs.

GMHA members and participants shall at all times adhere to OMHA operational policies and procedures, rules and regulations governing OHA events and activities, to rules and regulations governing any competitions in which participants on behalf OMHA and to the GMHA by-laws, rules of operation, policies and procedures that govern GMHA.

I as a member and participant of GMHA shall not engage in any activities or behaviours which interfere with a competition or with any player or team's preparation for a competition or which endangers the safety of others.

I as a member of GMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated and will be dealt with under OMHA's Harassment Policy and GMHA's By-laws.

I as a member and participant acknowledge that from time to time, I/my child will be travelling from place to place, sleeping away from home, and eating away from home. I/my child may reserve the right to take action against a wrongdoer but, subject to that, I release the OMHA and the Guelph Minor Hockey Association and including all members, coaches, managers, and directors from any responsibility.

I hereby understand and appreciate that participation as a hockey player carries risks to me or my participating child of serious injury, including permanent disability, paralysis, or death, I/my participating child voluntarily and knowingly acknowledge, accept and assume these risks.

Failure to comply with this Member Agreement may result in disciplinary action in accordance with the Discipline Policy of the OMHA and GMHA By-laws. Such action may result in the member losing the privileges that come with membership in GMHA and OMHA, including the opportunity to participate in GMHA and OMHA activities and events, both present and future.

I the participant/parent have become subject to the rules, regulations and decisions of the OMHA, OHF, HC and the Guelph Minor Hockey Association and its Board of Directors which may restrict in some areas such as movement from team to team, conduct etc. and agree to abide by such rules, regulations and decisions of the OMHA, OHF, HC and GMHA. I am aware that these rules and regulations are available to me through my local associations and certify that the provided information is true.

I signify my agreement to the above terms and conditions when I register my child.

***Membership Code of Conduct***

- b) All members of GMHA are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season.

***Players Code of Conduct:***

- c) Players within the Guelph Minor Hockey Association are required to abide by the Bylaws, Regulations and Rules of Operation of the Guelph Minor Hockey Association, the Ontario Minor Hockey Association, the Ontario Hockey Federation and Hockey Canada.

***Coaches and Team Officials Code:***

- d) Coaches & Team Officials within the Guelph Minor Hockey Association are required to abide by the Bylaws, Regulations and Rules of Operation of the Guelph Minor Hockey Association, the Ontario Minor Hockey Association, the Ontario Hockey Federation and Hockey Canada.

## **JOB DESCRIPTIONS**

### **Responsibility of Coaches:**

All coaches shall be active participants in the GMHA Coach Mentor Program and ensure the proper observance of the Constitution and By-Laws of GMHA and OMHA Coach Guidelines. Coaches are required to have the following qualifications as laid out on the OMHA website

[http://assets.ngin.com/attachments/document/0044/0922/2014-2015 -  
TEAM OFFICIAL QUALIFICATION REQUIREMENTS.pdf](http://assets.ngin.com/attachments/document/0044/0922/2014-2015_TEAM_OFFICIAL_QUALIFICATION_REQUIREMENTS.pdf)

Coaches will, in partnership with their managers:

- Exercise control in the conduct of their players and themselves.
- Shall endeavor at all times to prevent disorderly conduct before, during and after games or practices on or off the ice or in any arena or while taking part in GMHA activities.
- Ensure that the appropriate authorized Travel Permits are obtained for tournaments with a copy to be provided to the office.

GMHA will hold coaches responsible for player conduct. As a coach you are responsible for player conduct on the ice, on the bench and in the dressing rooms. As well GMHA will hold the coach responsible for the unacceptable actions of both their staff and the team parents. Emphasis should be placed on fair play between players. Unsportsmanlike conduct will not be tolerated.

Coaches should have a complete understanding of the OHF Insurance Guide as it relates to fund-raising and team events and to obtain the necessary Insurance Certificates and provide a copy(s) to the GMHA Executive.

### ***Responsibility of Trainers:***

Trainers are required to have the OMHA Trainer certification as laid out on the OMHA website [http://assets.ngin.com/attachments/document/0044/0922/2014-2015 -](http://assets.ngin.com/attachments/document/0044/0922/2014-2015_TEAM_OFFICIAL_QUALIFICATION_REQUIREMENTS.pdf)

[TEAM OFFICIAL QUALIFICATION REQUIREMENTS.pdf](http://assets.ngin.com/attachments/document/0044/0922/2014-2015_TEAM_OFFICIAL_QUALIFICATION_REQUIREMENTS.pdf) along with a police check. The team trainer supervises the health and incidents of injury of the players on the team. Please refer to the OMHA Trainer Manual (HDCO) for medical history sheet for all players and medical release requirements for any injured player that has as the result of an injury lost significant playing time prior to the player returning to the team for both games and practices.

He/she ensures that the team parent group is familiar with procedures involving the Emergency Action Plan (EAP) for all games and practices. Ensure that the trainer's kit is available at all games and practices (at the trainer's expense).

The trainer of the team is responsible for forwarding a copy of the OMHA Case Report to the GMHA office and to the OMHA. He/she also ensures that a copy of the completed medical release is received by the team and kept by the team should it be required. Copies of these documents can be located on both the GMHA and Hockey Canada websites. The trainer will keep all player medical history sheets with him/her for all team events, practices, games.

***Responsibility of Managers (Select):***

Team Managers, in partnership with their coaches:

- Shall ensure the care, keeping and return of all GMHA equipment used by the team(s) during the season.
- Ensure the efficient operation and image of their teams throughout the season. The manager shall ensure that the By-Laws of GMHA and the Rules and Regulations of the OMHA are strictly adhered to by all.
- Shall ensure that only rostered team officials and players are on the bench during games and practices and shall have the option to remove all people not related to the team from the dressing room.
- Keep and maintain a record and account of the team's financial affairs per the Team Budget Record (this can be found under forms on the GMHA website). Parents shall be given receipts for all monetary contributions.
- Ensure all team fundraising activities are approved by the Director of House League.
- Provide a completed and signed game sheet to the game timekeeper prior to the commencement of any game. To include all suspended players and officials.
- Collect your team's copy of the game sheet.
- Understand and follow the procedures regarding affiliated player use and permanent player movement.
- Ensure that the appropriate authorized Travel Permits are obtained for tournaments with a copy to be provided to the office and to your convenor.

Have a complete understanding of the OHF Insurance Guide as it relates to fund-raising and team events and to obtain the necessary Insurance Certificates and provide a copy(s) to the GMHA office.

***Responsibility of Convenors:******Duties and Functions***

The House League convenor should apply best practices according to the GMHA Code of Conduct and assist in ensuring that the following items are carried out before, during and after the hockey season.

***Preseason***

1. Along with the appropriate Director of House League, select the head coaches in your respective division
2. Assist in confirming two evaluation skates for your division
  - Working with the director and ice schedulers, two evaluation skates should be confirmed prior to the start of the hockey season
  - Communicate approved dates to the coaches in your respective division
3. Organize and attend the evaluation skates
  - Confirm which authorized volunteers will be assisting with on ice execution of the evaluation skates prior to the start of the events
  - Ensure the division coaches have developed and understand which drills and should be used to evaluate players
  - Encourage the coaches to complete the player rating spreadsheet during the evaluation skates in a honest and fair manner
  - Player rating forms will be provided by the GMHA head office prior to the evaluation skates
4. After the evaluation skates; sort and organize, by position and ranking, the player rating form and provide a copy to all coaches in your division prior to the Player Draft

5. Organize and execute a Player Draft shortly before or after the completion of the evaluation skates  
Upon completion of the Player Draft, submit an organized and completed draft roster to the Director of House League and distribute appropriate materials to coaches and their staff
  - Including, but not limited to; schedules, equipment (including socks, jerseys, pucks and goalie equipment where required), House League manual
6. Provide the GMHA with updated contact information for all coaches and their respective staff

### ***Regular Season and Playoffs***

1. Collect and identify any changes needed to the practice or regular season games
  - a. Collect all tournament requirements for each team in your division and identify how these will affect scheduling
  - b. Work with the Ice Scheduler (<mailto:ice@guelphminorhockey.com>) to make appropriate changes and try to accommodate these changes where possible using best practices
2. Monitor and assess the impact of players pertaining to Team Balancing
  - a. Make recommendations and provide coach feedback to the Director as to Team Balancing not prior to Week 2 of the schedule but not any later than Week 4 of the schedule
  - b. Schedule a meeting with the Director to determine and finalize any team balancing by week 4 of the schedule if necessary
3. Collect game sheets and input necessary data to the Guelph Mercury
4. Attend Championship day games and ceremonies and organize the distribution of awards/trophies and any other pertinent activities to ensure a successful event

### ***End of Year***

1. Assist the Technical/Equipment Director where necessary to ensure the return of GMHA assigned equipment
2. Provide feedback that will assist in developing better practices for the upcoming season
3. Encourage the coaches to complete the player rating spreadsheet in an honest and fair manner for player placement in the next season.

### ***At All Times***

1. Be the “go-to” person for parents with an issue which is not being recognized at the team level
  - Please document and send all parent/player concerns to the Director of House League
  - Work with your GMHA staff to address these concerns and provide feedback to the appropriate persons, do not leave any issue unaddressed
2. Ensure that coaches and team managers appropriately address all player and coaches suspensions where applicable

### ***Supervised Dressing Rooms***

Must follow OMHA Rules and Regulations, specifically with respect to policies outlined in the PRS/Speak Out program



## ***Suspensions***

All suspensions incurred during game play shall be dealt with in accordance with OMHA Rules and Regulations.

All match penalties and team official suspensions are to be reported by a team official of the affected team within 24 hours to the Director House-League Hockey.

The Director of House-League Hockey shall have the power to suspend or discipline, with just cause and after due process, any player, coach, manager, trainer and or convenor under their respected jurisdiction for conduct detrimental to the Association for one game and/or turn the matter over to the Review, Counselling and Discipline Committee depending on the severity.

Any member/player who does not abide by the OMHA Rules and Regulations in regards to suspensions may be required to appear before the Review, Counselling and Discipline Committee.

## ***Alcohol and Illegal Substances***

There will be zero tolerance to alcohol or illegal substances use by team officials, players and/or parents while participating in any GMHA event including associated transportation where minors are present.

## ***Team Meetings***

Every GMHA coach will hold a parent meeting prior to the start of the season to explain their philosophy in regard to ice time and other issues which govern the team's operation. GMHA policies and procedures as outlined in the House League Manual will be reviewed and discussed. Individual team rules will be distributed which will include ice time, player position rotation, discipline, costs, extra practices, tournaments, fundraising and communication.

## ***Complaint Procedure***

Persons making the complaint are asked to wait 24 hours before addressing a problem with the team coach/manager. This will ensure that the person voicing their complaint has had time to consider their point of view.

- The player, parent or other involved person shall direct the complaint to the team coach/manager.
- The coach/manager shall attempt to resolve the complaint at the team level
- If unable to resolve the complaint to all parties' satisfaction, the matter shall be referred to the Division Convenor. At this stage, a formal written complaint will be required to be submitted.
- If the Division Convenor is unable to resolve the complaint, that matter shall be referred to the Director of House.
- If the complaint is still unresolved to the satisfaction of either party involved, the matter can be appealed in writing to the GMHA Council and Discipline.

Note: the nature and type of complaint will be considered at each step of the procedure.

The coach should provide a copy of the Complaint Procedure to each player and their parent at the beginning of the season and upon request thereafter. There may be exceptions when the complaint is of such a serious nature that to delay investigation of the complaint might put a player or other person(s) in a position where their health, safety and well-being are being placed at risk. In these cases the person(s) involved in making the complaint should notify the coach, team official, Division Convenor of the GMHA immediately. This should be included in the team rules/discipline guidelines provided to each player and their parent at the beginning of the year.

### ***Equipment***

It is mandatory that all players in the GMHA wear approved hockey equipment as stated in the CHA and OMHA Manual of Operations. This rule shall be in effect at all times when involved in any game or practice, including tournaments and exhibition play. Failure to comply with this rule may result in a player suspended from participation until the approved equipment rule has been satisfied. Further failure to comply with this rule may result in suspension of the player and team officials by the Division Convenor. This rule will also be in effect for all team officials assisting or participating in any on-ice activity (must wear C.H.A. approved helmet with chin strap done up).

Each season the GMHA will make goaltending equipment available to each house league team from SD to Atom divisions, if required. The team coach or other designated team official shall maintain this equipment at all times when not used for team activities. It is the responsibility of the coach or team official who signed out the equipment to return the assigned goalie equipment at the end of each season in good repair. Goalie equipment cannot be loaned out to individuals during the off season.

Each coach shall be provided with a complete set of hockey jerseys and socks. The coach or other designated team official shall retain possession of goalie equipment (SD – Atom divisions) and shall be responsible for the cleaning and maintenance of the equipment. Deliberate misuse of any GMHA equipment, resulting in damage, will result in suspension to the offending person and the issuing of the replacement or repair cost for the damaged equipment to that person.

### ***Tournaments***

Tournaments should be planned and committed to by December 15th. This will allow the Select Program team to also book tournaments. If the House League team has planned and booked their tournaments by December 15th all players that also participate in the Select program must play for their House League team in the event of a tournament scheduling conflict. If teams book their tournaments after December 15th and the Select coach has booked a conflicting tournament **first** (dates will be verified as per the signed travel permit) then the Select players may play for the Select team instead of the House League team.

Each coach will be responsible to submit to the GMHA office a travel permit fourteen (14) days prior to attending any tournament. Tournaments cannot conflict with regular scheduled league games. If a conflict does occur, the coach must request through the Division Convenor a league schedule change. If the Division Convenor is unable to make the necessary changes, the team will be responsible for any costs incurred by the loss of scheduled GMHA ice time or any fees submitted to the tournament prior to approval being granted by the Division Convenor.

All tournament entry fees are to be paid by the team. Funds should be collected from team members or use monies collected from approved fundraising events. Prior consultation with team members should take place to ensure that a majority is in agreement and no scheduling conflicts occur.

When planning to attend a tournament, teams will need to supply the host centre with the following documents: travel permit, OMHA approved team roster, letter of permission to participate.

Every house league coach must obtain an OMHA Travel Permit to participate in an OMHA sanctioned out of town tournament or exhibition game. "Out of town" means outside of Guelph. REMEMBER: YOUR TEAM IS NOT INSURED UNLESS YOU OBTAIN AN OMHA APPROVE TRAVEL PERMIT FOR OUT OF TOWN TOURNAMENTS OR EXHIBITION

### ***Resources***

GMHA now has numerous resources available to teams and coaches.

The Technical Director can provide practice plan samples, on ice assistance, referrals, workshops and clinics to your team and/or coaching staff members.

The electronic classroom located in the GMHA office is equipped with a Chalk board, projector, dry erase board, tables and chairs for team or coach meetings. Please contact Jackie Ristelli at <mailto:info@guelphminorhockey.com> to reserve the boardroom

### ***Team Photos***

Each season teams will be provided a date and time for individual player and team photos. Players are asked to come 10 minutes early and dressed appropriately for their photo. There are two dressing room areas designated for changing. SD to Novice will be dressed in full equipment including stick (excluding helmet). Minor Atom to Midget will be dressed in black pants, white collared shirt, GMHA assigned hockey jersey. Gloves and stick are required for M Atom to Midget. Players must wear their assigned jersey and socks for photos. Each player will receive a team photo and 1 individual player photo the cost of which is included in their GMHA registration.