

# GUELPH MINOR HOCKEY ASSOCIATION



## Representative Hockey HANDBOOK

2018/2019

*A COMMITMENT TO EXCELLENCE*

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## **Recent Modifications:**

<b>Page #</b>	<b>Topic</b>	<b>Addition / Modification</b>
9	Quitting Players	Refund policy updated
13	Suspensions	New suspension report, now on the website
15	Coaches Evaluation Guidelines	Explanation of evaluation tactics for coaching positions
15	Coaches Certification and Expenses	Explanation that no compensation is to be made from GMHA

## Dates to remember:

May 1 <sup>st</sup>	GMHA Early Bird Registration opens
May 30 <sup>th</sup>	All REP players must be registered with GMHA with paid fees
June 30 <sup>th</sup>	Early Bird Registration Closes
August 1 <sup>st</sup>	Tournament requests due to ice scheduler.
August (late)	Midget and Select Tryouts
September 30	Team Budgets need to be sent in to GMHA
November 15 <sup>th</sup>	Representative Fees Due
November	Team photos will be taken
Mid Dec	Second parent meeting, parent survey
End of Dec /early Jan	Coach applications for next season to be handed in.
January 15	Hockey Canada Final Rosters Set
March 1 <sup>st</sup>	Rep Passes (tryout) available
Mid-April	Rep AAA, AA, A Tryouts (Monday immediately following OHF Championships)
April 30 <sup>th</sup>	Bank Accounts Closed
May 15 <sup>th</sup>	Final budget to actual submitted to GMHA office

## Team Helpers:

Managing a team takes more than one person. Here are some other roles that you may want to ask the player parent's to help out with:

**Website:** GMHA has created "team" websites within the website. This is very useful if you have more than one child in hockey as it allows a calendar to be printed or subscribed to by family. Your team can also keep stats, have their own communication page, announce upcoming games and practices, etc.

**Fundraising:** This task is made much easier if a parent – or 2 or 3 – get together and organize the fundraising initiatives; how much are they going to make per initiative, securing the forms and location, etc.

**Sponsorship:** Although all families are encouraged to get sponsorship money for the team, someone has to be responsible for putting out the letter, arranging for the banner, arranging for a token gift for the sponsor from the team and the end of the season. This is made much easier if there are 2 or 3 parents involved.

The **Administrator** is the "right hand" to the coaching staff of a hockey team. Assuming all off ice administrative duties including, gathering all rostering players accepted forms, your team's official information, and handing this into the GMHA office as soon as possible, team finances and fundraising, tournaments, games and scheduling extra ice. Along with the formal duties there are many unwritten responsibilities that go along with administering a hockey team. The Administrator is the team communicator who must be informed and knowledgeable about OMHA and GMHA rules and regulations. You should always keep a copy of GMHA and OMHA rule books with you at all times, be approachable and available to the parents and rely on the convener of your division for support. You are the link between the coaches and the parents. Most importantly BE ORGANIZED!!

A good team administrator is the back bone of any hockey team, where they can be the difference in having a successful, memorable season or one that everyone would rather quickly forget. All off ice duties have to be completed in order for a team to start, complete and finish a season. In closing remember why you are here...THE KIDS...and to make hockey an even greater sport that we already know it is.

## **Rep Hockey Costs: (2018-2019 costs)**

### **Early Bird Base Registration** (watch website for details)

Skills Development 1 & 2    \$484

Tyke ADP                                \$1100

Tyke – Novice:                        \$500

Atom:                                    \$535

Minor Peewee – Midget    \$560

**Late Registration** (after July 31) the fees will be **\$50** more than the early bird rate. The reason we have the early bird registration is that it allows us to have a more accurate estimate for how much ice we will need. Places are first come, first placed. If a division is full, players will go on a waiting list. It is important to sign up during the Early Bird registration.

NOTE: Rep Players should register before June 30. This will allow us to roster the Rep teams.

### **Representative Player fees for AE, A & AA – due by team to GMHA Nov 15**

These fees are in addition to the Base Registration. All Rep players must complete the base registration. The Rep fees will be collected by the team. Team fees will be in addition to all registration fees.

#### **2018-2019 Team Fees** (Fees will be invoiced to teams via dropbox)

<b>2018-2019 Rep Fees</b>					
	<b>Select</b>	<b>AE</b>	<b>A</b>	<b>AA</b>	<b>AAA</b>
<b>Novice</b>	\$ 8,245	\$ 16,575	\$ 16,575	\$ 16,575	\$ -
<b>Minor Atom</b>	\$ -	\$ 18,275	\$ 18,275	\$ 18,275	\$ 19,975
<b>Atom</b>	\$ 8,925	\$ 18,275	\$ 18,275	\$ 18,275	\$ 19,975
<b>Minor Peewee</b>	\$ -	\$ 18,275	\$ 18,275	\$ 18,275	\$ 19,975
<b>Peewee</b>	\$ 9,520	\$ 18,275	\$ 18,275	\$ 18,275	\$ 19,975
<b>Minor Bantam</b>	\$ -	\$ 18,275	\$ 18,275	\$ 18,275	\$ 19,975
<b>Bantam</b>	\$ 10,625	\$ 20,400	\$ 20,400	\$ 20,400	\$ 20,400
<b>Minor Midget</b>	\$ -	\$ -	\$ 20,400	\$ 20,400	\$ 23,800
<b>Midget</b>	\$ -	\$ -	\$ -	\$ 20,400	\$ 37,000

## **Bank Account**

The Manager of the team is responsible for opening the bank account and managing the teams' finances. The account must be opened at a **TD Canada Trust in the city of Guelph**. You should request a Community Plus Plan and you must have another member of the team with you to open the account. This second person will also be required to sign any cheques that are written on the account and they will have to be present when the account is closed. Bank letters are available through in your teams Dropbox.

## **Team Budget**

There are two types of budgets: one with a non-parent coach and one with a parent coach.

Non-parent coaches are entitled to claim expenses when they are travelling with the team or to team practices, games, functions. There is a guideline included in this package.

The budget should be proposed at the first parent meeting, discussed and amended. A final budget is to be approved by the parents on your team where the majority rule applies, this includes tournaments and fundraising.

Suggested categories include:

- Extra practice ice.
- Tournaments
- Miscellaneous (expected to be minimal)
- Rep fees
- Guest instruction/Training
- Exhibition games (including costs of referees, timekeepers, and ice)
- Cresting
- Sponsorship/Team recognition plaques
- Practice Jerseys/ Socks
- Team Equipment/ Supplies
- Police checks
- Team Functions/ Team meals
- Non parent Coaching fees
- Banking fees
- Team travel (bus rentals)/ Tournament accommodations

**Full details outlined in GMHA Budget Policy.**

## **GMHA Guidelines for Non-Parent Coach Expenses**

Non-Parent coaches are entitled to claim reasonable expenses that they incur over the course of the season. These expenses are to be paid monthly and will coincide with the expenses being submitted by the coach on the approved GMHA Expense Forms. Coaches can pick up the forms in our office and submit to the team.

If the coaching staff consists of any Non-Parent coaches, these guidelines must be discussed at a team meeting prior to the beginning of the season, and the team must agree to terms for reimbursement. The terms must be conveyed to the coach(es) and to the Director of Rep Hockey.

1. Lodging: Hotel accommodations are to be paid for by the team for away tournaments.
  - i) If the team is staying at a hotel;
  - ii) Two coaches per room if more than 1 Non-Parent coach on team; however if coaches do not want to share a room it is hard to force them too, hopefully they can work it out.
2. Meals: Allowance up to \$50 dollars per day to be covered by team. Excludes any alcohol. This is for away tournaments only.
3. Mileage:
  - i) .55 cents per kilometre up to \$75 each way for out of town games;
  - ii) Carpooling is expected if there is more than 1 Non-Parent coach; they can share the gas expense allowance.
  - iii) Any other travel expenses (e.g. tolls, far away tournaments) are to be discussed and approved by the team before they are incurred/charged to the team.
4. Clothing/Additional Team Expenses
  - i) All team clothing shall be paid for by team funds for Non-Parent staff members. (E.g. track suits, jackets)
  - ii) Coaching aids such as pylons and pucks will be paid for with team funds.
  - iii) New items, power skating, extra ice, additional training must be submitted by the coaching staff and agreed to by the team if they are not included in the original budget.
  - iv) Any fee associated with entry to a tournament or event that the team expects the Non-Parent coach(es) to attend, must be paid for by the team.

## **Fundraising & Sponsorship**

If you have an event in mind, but don't know whether it will be approved or not, you best ask first. The big no-no's are any kind of fundraising that involves gambling or alcohol - or even a tag day outside of an LCBO is a no-no - if you are going to say that the proceeds are going to the GMHA team. GMHA does not issue lottery license applications

Please remember is that there is fundraising and then there is sponsorship. They are VERY different and must be two separate entities within your budget. **Fundraising** are the boys and parents banding together to raise money. Selling chicken, tag day BBQ, bottle drive, car wash, etc. This sort of event should be "mandatory" meaning that a dollar-figure is set - 10 boxes of chicken or \$50, whatever. If the kids/families don't want to or can't participate, then they write a cheque. This way each family is contributing the SAME dollar amount and regardless avoiding any animosity on the team. Any monies left from these events left over after the season is done, is split 17 ways and returned to each family.

**Sponsorship** is where you have a local business/person, donate money to the team. This money is for TEAM events only. Events are where the entire team is PRESENT and participating. Things such as power skating, sessions at a hockey facility (I.e. the Hockey Loft, The Zone Training, etc.), team dinners at a tournament (paying for the players only), team building events (paying for the players only), etc.

- **\*\*THERE SHOULD BE \$0 LEFT OF SPONSORSHIP MONEY AS NONE OF THIS CAN BE RETURNED TO THE FAMILIES\*\***

## **Gryphons Clothing/ Jerseys**

All teams are required to be in uniform to and from their games. Teams Peewee and below can wear the Gryphon approved track suit with mock neck sweater. Players must all wear Gryphon jacket. It is suggested that Bantam and above players wear dress shirt, dress pants, shoes and tie, although Gryphon track suit is allowed. All players must be dressed in a similar way.



All team staff must wear dress shirt, tie (optional) , dress pants and dress shoes while on the bench. The team trainer can wear the approved Gryphons tracksuit. Outerwear jackets must also be worn by the officials.

**NO JEANS ALLOWED.**

Jersey numbers that are not allowed or retired are: **12, 21 and 69.**

## **Parent Meetings**

Two parent meetings are to be held during the season. The first one will be shortly after the team has been picked. This meeting will introduce the staff and the team handbook. Tournaments may be discussed at this time, however all tournaments must be approved by parents via a blind vote where majority rules.

The second parent meeting will occur during the month of December. The manager should ask the parents and coach for agenda items and send out the agenda prior to the meeting.

## **Rostering**

### **Team Official Information**

On the GMHA website under the Rep tab you will find Team official Information forms. All this information must be completed not just the person's name. GMHA board must approve all Assistant Coaches and Trainers before they may be rostered. Please be aware of the Rules of Operation around selected coaches as it pertains to their years of service at the same age. If the individual is to be on the roster then this will count towards a year of service for this age group. This applies to all team officials, including Head Coach, Assistant Coaches, Trainers or Assistant Trainers and the Manager on the roster.

Officials will not be approved by OMHA without proper minimum certification for the level they are coaching. Please refer to the OMHA handbook/website for the minimum certification for each level of rep hockey.

### **Police Check**

Any person who will be coaching, training, assisting, or just helping on-ice during the season requires a police check. Anyone who may be in a one-on-one situation with a GMHA player **MUST** have a police check completed. Once a police check has come back approved they are filed in a binder, each year the person who has a completed approved police check will need to fill out a declaration form. This form is to verify that no change has occurred on the police record. **YOU WILL NOT BE OFFICIALLY ROSTERED UNTIL YOU OBTAIN A POLICE CHECK AND HAVE PROVIDED PROOF TO GMHA.**

If you live in the city of Guelph, then you must complete the Vulnerable Sector Check Form and drop it off at the GMHA office for processing.

If you live outside the city limits, then you must complete the OPP form – Form 2 – and take it to the OPP station CLOSEST TO YOUR HOME ADDRESS. You must present the form and ID yourself to the administrator of the station. If you are told you require additional documentation, please email the Director of Rep Hockey for further assistance.

The forms are available on the GMHA website

### **Team Roster Sheet**

Once the office receives all the players signed **Offers of Commitment** forms, the **Team official form** completed with proper certification and completed **police checks** then a roster can be requested by GMHA to OMHA. A copy will be deposited into the teams **Dropbox**. Once you receive it please check for any errors or omission immediately. **This document belongs to the team.** This roster should be photocopied for a couple of the official members on the team to carry with them at all times, so that anyone can complete the game sheet in the unexpected absence of the Manager. Verification of any players or coaches can be demanded at any time by an opposing team.

**Please note that a player cannot be rostered if at minimum one parent does not have their Respect in Sport Parent Program Certificate**

## Affiliate Players

An affiliate player (AP) is a substitute player that can be called upon to play in the event of illness or injury. OMHA regulation permits each team to affiliate up to 19 players from a lower category or lesser age team from within the organization.

An AP player can only be on one team's AP list and once the player has been listed on a team's list he cannot be removed and put on another team's list. The deadline for submitting a final AP list is January 10<sup>th</sup>. You may add any player names to this list for OMHA approval until this date. After which any player not listed on the AP list is not eligible to play for the team after the above stated deadline. See Hockey Canada ruling 35 a, b. **TYKE TEAMS DO NOT HAVE AP PLAYERS.**

Coaches looking to AP a player should approach the AP players' rostered team coach first before approaching the player out of courtesy. When completing the AP form, the player, parent, registered team coach, the offering team coach and the Director of Rep hockey must all sign the document or it will be returned by the OMHA

GMHA suggests that each AP list must have two goalies from different teams; at times the AP goalie may not be available so you will have back up if needed.

**When calling up an AP, the Affiliate coach must contact the registered coach for prior approval. The registered coach has the right of choice if he feels it will affect his teams' outcome.**

## Moving Players & Players Quitting During the Season

Every year a coach realizes that he may have signed a player that does not fit in with the level or team. If the Head Coach wants to move a player to a lower level and bring a different player up GMHA prefers any of these changes occurs before the end of November. Any of these changes must be discussed with the Director of Rep prior to any conversations with the player, parents and coach of the other team.

Players may decide to quit a team for various reasons during the season. If the player is staying in GMHA at another rep level or House League then any monies exchanged will be between the team and the player/incoming player. Team fees are paid to GMHA by the team as a whole. The quitting player will forfeit any fundraising or sponsorship they obtained to be on that team. Any monies due to the Quitting player will follow the Rules of operations refund minus the cost of his rep jerseys.

## Facility & Ice Rentals

This form must be completed if you are renting ice for your team or a facility room, gym. This extends the coverage provided to us by OMHA to insure your team when you are on someone else's ice. Check with the office if the form is needed for the facility you are interested in renting. Cambridge, Puslinch and all Guelph facilities are generally covered. The form must be sent to the GMHA office manager at least two weeks before the first scheduled ice time, so that she can send it to OMHA and they can return to her the insurance document that you will be asked for when you rent the ice. A copy is on the website.

Ice secured by the GMHA ice scheduler on behalf of the team will be identified on the team calendar as "team Ice". At the completion of each month, GMHA will invoice any team that has booked "Team ice". The invoices will be placed into the teams' Dropbox. Ice rental fees are as follows and **subject to change** throughout the season:

City of Guelph Arenas	\$150/hour
Sleeman Centre	\$170/hour
U of G	\$160/hour non prime ice Mon – Fri before 4:00pm
U of G	\$291/hour prime ice Mon – Fri after 4:00pm and all day Sat/Sun

No tobacco products (smoked or smokeless) or sunflower seeds are allowed in any arena in town. This is also part of the GMHA tobacco policy. Failure to obey these rules may result in cleaning fees, fines and removal of practice time. Please clean up the tape balls etc. after each use of the change rooms.

## Game Sheets

It is imperative that game sheets are filled out correctly for many reasons. If ever there needs to be reference made to the game after the game has been played for scores, rulings or disputes of any kind. It is much easier to refer to a correctly completed game sheet, than one that cannot be found or is incomplete. A Head Coach can only go into the

Head coach spot on the game sheet, same as the manager. If your head coach is missing the assistant coach then would move into the head coach spot on the game sheet. Manager does not have to be listed on the game sheet. **Please read the handout under the rep tab regarding game sheets**

## Length of Games

The length of each period must also be filled in for the Referees and timekeeper to know prior to game time. (See box in right hand upper corner of game sheet, this box also has an overtime (OT) indicator that is used for playoffs and tournaments which is to be checked off if it applies). Each division has specified period lengths:

10, 10, 15	10, 15, 15	15,15, flood 15	15, 15, flood, 20
Novice	Minor Pee Wee	Major Bantam	Major Midget (AAA only)
Minor Atom	Major Pee Wee	Minor Midget	
Major Atom	Minor Bantam	Midget	

Some Centres may have longer games than above. This is up to the Centres. Please do not ask GMHA to change our period lengths to match other Centres, as we simply cannot due to the amount of ice available in Guelph

## Group/ League/Division are:

Level	League Division	Website
AAA	SCTA	Sctahockey.com
AA	Bowen	Tcmhl.com
A	Smith	Tcmhl.com
AE	Harrison or Russell	Tcmhl.com

If it is a Playoff game it must be noted on the game sheet (by circling the word playoff game) a check mark is required to indicate whether it is an OMHA playoff game or a League playoff game, along with; which game in the series it is. e.g. Game 1 of 5. If there is a curfew time it must also be indicated (box beside playoff game information) as well as what the OT allowance is (see length of game box, upper right hand corner).

## Player Information

There are two team list boxes one for home and visitor. Print which teams are playing in these boxes. ie. Home – Guelph / Visitors – Oakville, this also becomes a reference for the game being played.

Team player lists can be done on computer stickers to make filling the game sheet out faster. Player's number and then player's name are to be printed in list format with the goalies at the top. If you do not wish to use team list stickers print player's numbers & names neatly. DO NOT overlap the space below the players list where the suspended players' names are to be printed. You may only dress 19 players per game, 17 skaters and 2 goalies. If there are any Affiliate Players playing they are to have the letters AP beside their names on the game sheet.

Captain/assistant captains are to be notated beside the players name on the game sheet with a C or A accordingly.

When a player is not playing, their name is to be crossed off of the game sheet; any player that has a suspension is to be listed under the suspended player's portion of the team list.

Stickers are NOT to be used for the Coaches information as signatures are required.

All OMHA game sheets have 4 portions:

**White copy** – OMHA

**Pink copy** – Visitor Team

**Canary copy** – Home Team

**Green copy** – Home Team's Association

All GMHA home games have an addressed, stamped envelope to accompany it. The envelope is to be given to the Referees prior to game time so that the white copy (OMHA) of the game sheet can be mailed in once the refs have completed their part of the game sheet.

Team Administrators are responsible to collect their team's portion of the game sheet regardless of being the home or visiting team.

**Green copy of the game sheet is to be handed into the GMHA office; there is a file folder on the table in the front hall way to put these game sheets.**

## **Travel Permits**

A Travel permit **must be approved prior** to applying for a tournament or exhibition game. Any team travelling outside scheduled league games must notify GMHA and the Ice Scheduler to avoid ice scheduling conflicts. It is a great idea to apply for your tournaments in the summer to avoid ice conflict and availability. Travel permits are approved by the OMHA electronically and once approved our office administrator will put a copy in your mailbox.

Travel permits forms are able to be completed online on the website.

## **Games and Practices**

The GMHA Ice Scheduler enters all changes into the schedule software. This will automatically update onto the GMHA website. The website is what all teams must go by. If the change is less than 14 days away an email will be sent automatically notifying you of the change provided you have subscribed to the teams calendar. Greater than 14 days, no notification will be sent. Therefore check the website often. Once the game is complete please enter the score within 24 hours (Home team).

Cancelling of games may only be due to weather related issues. This is up to the travelling team officials in coordination with the ice scheduler. It is the teams' responsibility to make every effort in getting their game in. If you feel the conditions are too dangerous then you may ask the ice scheduler to reschedule. GMHA is not responsible for officially cancelling a game. If you do decide to cancel a game please be prepared to play in back to back nights.

The city requires a minimum of 15 days' notice to cancel practice ice otherwise GMHA is charged. GMHA gets a subsidized ice rate (about half price) for the ice that is used. If GMHA gives the city 15 or more days' notice, that ice can be given back free of charge. **If GMHA keeps the ice and it sits empty – that ice is then charged at the non-subsidized rate.** The difference between the subsidized rate and the full rate will be charged to teams that do not use their allotted practice ice times. It's better to have a couple players show up for an "optional" practice than to leave the ice empty

Changing practice time between teams is allowed but you will have to work it out amongst your teams. The ice scheduler will not do this for you. Please notify the ice scheduler if you do trade practice times with another team. Practice ice will not be made up if cancelled.

### **League Centres (subject to change annually)**

#### **AAA - South Central Triple A (SCTA) Centres:**

Halton Hills, Guelph, Oakville, Southern Tier, Grey-Bruce, Brampton, Burlington, Hamilton, Niagara North and Buffalo.

#### **AA - Tri-County AA League Centres:**

Burlington, Oakville, Guelph, Brampton, Stoney Creek, Orangeville, St. Catharines, Halton Hills, Caledon, Milton and Niagara Falls

#### **A/ AE – Tri-County A League Centres:**

Milton, Caledon, Centre Wellington, Halton Hills, Owen Sound (M. Peewee to Midget), Dundas, Arthur, Flamborough, Ancaster, New Hamburg, Woolwich, Oakville, Burlington and Erin Hillsburgh

## **Exhibition games**

An exhibition game is mainly for try outs and before the regular season begins. GMHA strongly discourages Exhibition games during the season as they are not beneficial for player development and for teams to add practice instead. **Two** Exhibition games will be paid for by GMHA up to the beginning of the season. This includes spring try outs as well.

If you choose to have an Exhibition game during the season, the following rules apply:

- **EFFECTIVE FOR 2018-19 SEASON THERE ARE TO BE NO EXHIBITION GAMES PRIOR TO SEPTEMBER 1<sup>ST</sup> AS PER OMHA GUIDELINES**
- Travel permit is required for all out of town games and approval by GMHA rep director for all away exhibition games at least one week prior to game.
- For home games GMHA (office admin and Rep director) must be informed by the team manager once they have been confirmed by our ice scheduler.
- Payment for the refs and timekeepers will be invoiced by GMHA at the end of each month. Ref fee schedule is located in the OMHA handbook. Time keepers are \$13 per game Tyke – Peewee and \$30 per game for Minor Bantam – Midget. **(This is subject to change)** GMHA requires payment no later than 7 days after the invoice is sent. Failure to pay in a timely matter may result in lost ice time.
- GMHA practice ice is NOT to be used for exhibition games, teams will have to find their own ice for these games.
- Game sheets and stamped envelopes are the teams' responsibility to pick up from the office prior to game; teams will not have any extra in their package for exhibition games.
- Limit of 1 home game and 1 away game per month.
- Ice scheduler will not change schedules to accommodate exhibition games. League games and playoffs will take first priority over any exhibition games.

## **Referees & Time Keepers**

The Guelph Referee Association is linked to our system. As soon as a game is entered the Referee Association is notified. This association is not part of GMHA. We have a supply agreement with them to provide referee services and timekeeper services.

## **Tournaments**

**AAA Teams** may enter **3** tournaments during the regular season. This does not include the Christmas vacation period, any tournament played before September 15, or any tournament played after the playoffs have concluded but before the OHF official tryouts beginning date.

**AA, A & AE Teams** may enter **2** tournaments during the regular season. This does not include the Christmas vacation period, any tournament played before September 22 or any tournament played after the playoffs have concluded but before the OHF official tryouts beginning date.

Christmas Vacation Period Dates are Boxing Day Dec 26-Jan 1 only. After Jan 1 and before the boys go back to school is not considered Christmas Vacation period. League games are often scheduled on Jan 2

The earlier you send your entries in the better. OMHA, NHAO, Alliance and GTHL (Toronto) have tournament web sites by division that can be used to find the tournaments for the season. The Ice Scheduler and Dir. of Rep require all tournaments dates to be submitted by each team for approval by August 01. This is in order to avoid any conflict of league games and tournament weekends. Tournaments booked after that date **MAY NOT BE APPROVED** if the scheduling of ice is an issue.

Every time the team travels outside of regular season play; a travel permit needs to be filled out and approved before the team is allowed to play. Travel permits must be completed on the GMHA website for approval at least 2 weeks before the start of the tournament.

## Tournament Links:

[www.OHMA.net](http://www.OHMA.net)

[www.alliancehockey.com/tournaments.asp](http://www.alliancehockey.com/tournaments.asp)

[www.gthlcanada.com/rinkside/tournaments.html](http://www.gthlcanada.com/rinkside/tournaments.html)

- ✓ Remember to book your tournaments early
- ✓ Travel permit required
- ✓ Tournament Sanction # -Tournaments must be registered with Hockey Canada or Hockey USA
- ✓ Hotels booked
- ✓ Does the Tournament have gate fees?

All teams are **prohibited** from entering tournaments **after Jan 6<sup>th</sup>** as this is when teams will start Playdowns and Playoffs. This applies to AA, A and AE only.

## Playdowns/Playoffs

All AAA will play in a home and home series with their represented group. The top two teams from each pool will play best of five series to determine the representing team in the OMHA tournament.

### OMHA Play downs

All other GMHA rep teams enter into the OMHA play downs in addition to their league playoffs. Your standing within the league decides who you will play to start your play downs. ie. 1<sup>st</sup> plays last, 2<sup>nd</sup> plays second last etc. Schedules can often change weekly, be organized and prepared for this. Often they are set up as a Round Robin series as well

A copy of the series "contract" is given to you before any games are played. The contract outlines, the team you are playing, the times dates and arenas where the games will be played. This must be kept on hand at all times during the series. You will also be give the correct number of games sheets for each series all stamped and addressed with maybe a different rem. Each series will either be the 4 point series or 6 point series.

### League Playoffs

Generally league playoffs start just after the first round of OMHA play downs. If your team continues through and past the first round of OMHA play downs you will not be part of league playoffs. The teams that have been eliminated from OMHA playdowns will play these games. These games are also played in series fashion; either 4 or 6-point series will be played. Your Ice Scheduler along with the league scheduler will determine this.

**PLEASE NOTE GAMES WILL BE PLAYED DURING THE MARCH BREAK WEEK!!!!**

## Player & Coach Suspensions

Please complete the Suspension report on the website under the rep tab/ rep forms/ submit a suspension. When completed please scan the game sheet and email to [rep@guelphminorhockey.com](mailto:rep@guelphminorhockey.com)

## GMHA Website

All teams are encouraged to use the GMHA website for scheduling of team events. This helps the ice scheduler in completing your schedule and rescheduling. Each **home team** is responsible for updating the website for their scores no later than 24 hours after the game. If not entered after 24 hours then the visiting team may enter the score. With a smart phone you may update right at the completion of the game.

When a game is entered it automatically updates the team schedule on the website everyone is encouraged to subscribe to their perspective teams site. Schedule changes greater than 2 weeks out will not create a notification. Changes less than 2 weeks away will be automatically notified to subscribed users

# **Coaching Evaluation Guidelines**

## **Parent Survey**

- ☐ Three main customers
  - 1) Players
  - 2) Parents
  - 3) GMHA
- ☐ Completely anonymous (via Survey Monkey)
- ☐ Feedback on you and your staff

## **Adherence to Rules Of Operation / Coaches Pledge**

- ☐ Fair Ice Time
- ☐ Suspensions
- ☐ Etc.

## **Development**

- ☐ If you follow Development plan i.e. 5 pillars
- ☐ Engagement and Response to Technical Director feedback
- ☐ Engagement and attendance at required meetings/clinics
- ☐ Overall attitude and willingness to continue to learn/practice preparation (plans)

(Technical Director Will Not Be Part of Coach Selection Committee)

## **Team Performance**

- ☐ W-L-T
- ☐ Record Progresses over season

## **Interview**

Maximum Years of Coaching same team still applies - three.

# **Coaches Certification and Expenses**

All clinics are available to our members at no cost. Receipts can be submitted online to the office for reimbursement no later than Dec 1<sup>st</sup>. Any hotel, meal or gas mileage expenses are to be covered by the coach and are not the responsibility of GMHA.



## **Contacts** (most may be found on the website as well)

**Ice Scheduler** - Penny Hunter, [ice@guelphminorhockey.com](mailto:ice@guelphminorhockey.com)

The ice scheduler's job is to take direction from the GMHA Board not the rep coaches and managers, while working within the reality of the ice contract. She will make every attempt with each team to satisfy their needs as much as possible (and when they don't conflict with the general direction that's been set out by the Board).

**GMHA Office** - (519) 824-5910, Jackie Ristelli, [info@guelphminorhockey.com](mailto:info@guelphminorhockey.com)

Please do not call the office for matters that you could find on the website or this manual.

**Finance/Webmaster**- Rhonda Gatto, [finance@guelphminorhockey.com](mailto:finance@guelphminorhockey.com)

Please contact this email for any website questions or finance questions

**Director of Rep Hockey:** Craig Dool, [rep@guelphminorhockey.com](mailto:rep@guelphminorhockey.com)