

GUELPH MINOR HOCKEY ASSOCIATION



Representative Hockey HANDBOOK

2019/2020

A COMMITMENT TO EXCELLENCE

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Dates to Remember:

| | |
|---------------------------|---|
| April 3 rd | Early bird registration opens |
| May 30 th | Rep players must be registered and paid |
| June 30 th | Early bird registration closes |
| August 1 st | Tournament requests due to ice scheduler. |
| August (late) | Midget and select tryouts |
| September 1 st | Team budgets must be submitted via Dropbox |
| November 15 th | Rep Fees due |
| December | Second parent meeting, parent survey sent out |
| December 31 st | Coach applications for next season due |
| January 10 th | Final AP list due |
| January 15 th | Hockey Canada final rosters set |
| March 15 th | Rep Passes (tryout) available |
| April | Rep AAA, AA, A, AE Tryouts (Monday immediately following OHF Championships) |
| April 30 th | Bank accounts closed |
| May 15 th | 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 your 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 acceptance forms, your team officials' 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 operating 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!!

Rep Hockey Costs (2019-2020 costs):

Early Bird Base Registration

| | |
|--------------------------|-------|
| Skills Development 1 & 2 | \$485 |
| Minor Novice | \$500 |
| Novice | \$500 |
| Minor Atom and Atom | \$535 |
| Minor Peewee – Midget | \$560 |

Late Base Registration

After July 1st 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 for House League. **NOTE:** Rep Players should register before May 30th as this will allow us to roster the Rep teams.

Representative Player Fees (Rep Fees)

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 and are due to the GMHA by November 15th. Rep Fees will be invoiced to the teams via dropbox. Team fees will be in addition to all registration fees.

| 2019-2020 Rep Fees | | | | | |
|--------------------|--------------|--------------|--------------|--------------|--------------|
| | Select | AE | A | AA | AAA |
| Minor Novice | TBD | | | | |
| Novice | TBD | | | | |
| Minor Atom | | \$ 18,275.00 | \$ 18,275.00 | \$ 18,275.00 | \$ 19,975.00 |
| Atom | \$ 8,925.00 | \$ 18,275.00 | \$ 18,275.00 | \$ 18,275.00 | \$ 19,975.00 |
| Minor Peewee | | \$ 18,275.00 | \$ 18,275.00 | \$ 18,275.00 | \$ 19,975.00 |
| Peewee | \$ 9,520.00 | \$ 18,275.00 | \$ 18,275.00 | \$ 18,275.00 | \$ 19,975.00 |
| Minor Bantam | | \$ 18,275.00 | \$ 18,275.00 | \$ 18,275.00 | \$ 32,475.00 |
| Bantam | \$ 10,625.00 | \$ 20,400.00 | \$ 20,400.00 | \$ 20,400.00 | \$ 33,900.00 |
| Minor Midget | | | \$ 20,400.00 | \$ 20,400.00 | \$ 38,800.00 |
| Midget | | | | \$ 20,400.00 | \$ 52,000.00 |

Bank Account

The Manager or Administrator of the team is responsible for opening the bank account and managing the finances for the team. 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. It is best practice if you will be receiving cheques from the team for reimbursed expenses or coaching fees, in the case of non-parent coaches, it is best to not be a signing authority or to have a third person authorized to sign your cheques. Bank letters must be requested by your coach via email at finance@guelfhminorhockey.com. The request must include all names to be put on the account. Once the letters are prepared they will be saved in your team 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 to out of town team practices, games, and functions. There is a guideline below. There is a budget template available in dropbox. 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. Some 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; 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 on AA, A, AE and MD teams and AAA Peewee and below are entitled to claim reasonable expenses (and in compliance with the rules set out in the Team Budget Policy) 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. Coaches can pick up the forms in our office and submit to the team. If any of the Team Officials are 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.
 - a The team must also be staying at a hotel;

- b Non-Parent Coaches are entitled to have separate rooms.
- 2. Meal allowance up to a maximum of \$50 dollars per day to be covered by team. Excludes any alcohol. This is for away tournaments only.
- 3. Mileage:
 - a \$0.55 per kilometre up to \$75 for away games only;
 - b Carpooling is expected if there is more than 1 non-parent Coach; they can share the gas expense allowance.
 - c 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
 - a All team clothing shall be paid for by team funds for non-parent staff members
 - b Coaching aids such as pylons and pucks will be paid for with team funds and will be included in the budget provided they are submitted with receipt.
 - c New items such as 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.
 - d 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.

Non-Parent Coaches on AAA Teams from Minor Bantam to Midget are entitled to an honorarium that will be built into the Rep Fees. Compensation will be as follows: \$12,500 for Minor Bantam AAA; \$13,500 for Bantam AAA; \$15,000 for Minor Midget AAA and \$15,000 for Midget AAA. The GMHA will distribute to the Team in three (3) equal payments (by the end of September, December and March) to be distributed. This is to cover **ALL** mileage, hotels, clothes and meals. The Head Coach is entitled to at least 50% and shall allocate the remaining balance between the other non-parent coaches as agreed upon at the beginning of the season and detailed within the approved team budget.

Fundraising & Sponsorship

If you have an event in mind, but don't know whether it will be approved or not, you best ask first. 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 players and parents banding together to raise money, selling chicken, 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) and agreed upon by the team. If a family does not want or cannot participate, then they write a cheque. This way each family is contributing equally avoiding any animosity on the team. Any monies left from these events after the season is done, is split evenly 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, team dinners at a tournament (paying for the players only), team building events (paying for the players only), etc.

Fundraising

- 1. GMHA is a non-profit organization that is exempt from corporate federal income tax pursuant to paragraph 149(1)(l) of the Income Tax Act. GMHA is an association organized for social welfare through the promotion of amateur athletics. GMHA is not a registered charity.
- 2. Any team fundraising efforts should disclose the status of GMHA.
- 3. Team fundraising events must not represent the Team or GMHA as a charitable organization and no representation can be made regarding the tax deductibility of funds contributed for personal/corporate purposes
- 4. No alcohol may be consumed at any fund-raising event where minors are present.
- 5. The remaining proceeds of any unutilized team fundraising (excluding sponsorship) may be returned to parents that contributed funds to the team budget to a maximum limit of such contribution on a pro-rated basis.

Sponsorship

- 1. GMHA shall be responsible for securing sponsorship annually for all House League teams.
- 2. Select and Rep Teams are free to securing their own sponsorship.
- 3. Sponsorship recognition on GMHA jerseys or the GMHA web site home page must be approved by the Director of Sponsorship and Fundraising prior to teams making commitments. GMHA will require the payment of a fee, amount to be determined on an annual basis by the Board, for sponsor logos being placed on GMHA jerseys or the GMHA web site home page.
- 4. Teams may choose to issue receipts for sponsorships of \$500 or greater. GMHA letterhead is saved in the "common to all teams" folder in dropbox to use for this purpose.

- Monies collected through sponsorship activities must be used for development of players and cannot be distributed back to parents. Any excess funds collected through sponsorship and not used by the end of the hockey season for the team for which it was provided shall be transferred back to the Sponsor or to GMHA by no later than April 30th.

Gryphon's Dress Code

For all games, players shall wear to and from games, approved Representative sponsorship wear. The players' must all be dressed in a similar fashion (examples: all in approved tracksuits or a shirt and tie). Players' that are dressed in a shirt and tie must be in dress pants. All players regardless of the attire must wear an approved sponsorship jacket. For all games, Team Officials shall wear dress shirt or mock neck, dress pants, casual shoes and Association jacket. **NO JEANS ALLOWED.** Trainers can wear warm-up suit and suitable footwear. Association crested clothing must be purchased by an approved GMHA supplier. Auxiliary team sponsor names will not be permitted on any approved Association jacket or warm-up suit.

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 as well as the proposed budget. 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/Administrator 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 forms. All the information must be completed for each official (not just the person's name). The GMHA board must approve all Assistant Coaches and Trainers before they will 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. Team 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 helping on-ice during the season requires a Vulnerable Sector Check (VSC). A VSC will be good for three years. For the years in between team officials and volunteers are required to fill out a Criminal Offence Declaration. **YOU WILL NOT BE ROSTERED UNTIL YOU OBTAIN A VSC AND HAVE PROVIDED PROOF TO GMHA.**

If you live in the City of Guelph, then you must complete the Vulnerable Sector Check Form online at <https://polickcheck.guelphpolice.ca>.

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 in person to the administrator of the station. If you are told you require additional documentation, please email the Director of Rep Hockey for further assistance.

Team Roster Sheet

Once the office receives all the players signed **Offers of Commitment**, the **Team Officials Form** completed with proper certification and completed **VSC paperwork** then a roster can be requested by GMHA to OMHA. A copy will be saved in the team **Dropbox** folder. Once you receive it please check for any errors or omissions immediately. **This**

document belongs to the team. This roster should be photocopied for a couple of the Team Officials 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 10th. 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. All affiliation must be in compliance with Hockey Canada Regulations.

Coaches looking to AP a player should approach the AP players' rostered Head Coach first before approaching the player out of courtesy. When completing the AP form, the player, parent, registered team Head Coach, the offering team Head 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.

An Affiliated Player must be called up a minimum of three times, which may include practices and games throughout the season. **When calling up an AP, the Affiliate Coach must contact the registered Head 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 the 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. Rep 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 it can be sent to the OMHA and they can return 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 folder. 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 | \$164/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), vaping, cannabis 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 be respectful and leave the change rooms clean after each use.

Game Sheets

For the 2019-20 Season all of our rep teams will be transitioning to electronic game sheets. The games sheet look very similar electronically instructions will be updated when available. It is imperative that electronic game sheets are filled out correctly just as normal game sheets 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. The 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. The overtime (OT) indicator, that is used for playoffs and tournaments, 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 |
|-------------------|-------------------|------------------------|--------------------------|
| Minor Atom | Minor Pee Wee | Major Bantam | Major Midget (AAA only) |
| Major Atom | Major Pee Wee | Minor Midget | |
| | 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/Divisions

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

Player Information

There are two team list boxes one for home and visitor. Electronic game sheets have the teams approved roster loaded in. Make any adjustments that are required for injuries or suspensions.

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

Coaches signatures are still required.

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 scheduling 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 team's 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 team's' 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 it 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. Teams are encouraged to add a practice instead. **Two** Exhibition games will be paid for by GMHA up to the beginning of the season including try outs as well. If you choose to have an Exhibition game during the season, the following rules apply:

1. **THERE ARE TO BE NO EXHIBITION GAMES PRIOR TO SEPTEMBER 1ST AS PER OMHA GUIDELINES**
2. 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.
3. 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.

4. 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. GMHA requires payment no later than 7 days after the invoice is sent. Failure to pay in a timely manner may result in lost ice time.
5. GMHA practice ice is NOT to be used for exhibition games, teams will have to find their own ice for these games.
6. Limit of 1 home game and 1 away game per month.
7. 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 15th, or any tournament played after the playoffs have concluded but before the OHF Official Tryout Start 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 15th or any tournament played after the playoffs have concluded but before the OHF Official Tryout Start Date. All teams are **prohibited** from entering tournaments **after Jan 6th** as this is when teams will start Playdowns and Playoffs.

Christmas Vacation Period Dates are Boxing Day Dec 26-Jan 1 only. After Jan 1 and before the players 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 01st. 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.

- 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?

Tournament Links:

www.OHMA.net

www.alliancehockey.com/tournaments.asp

www.gthlcanada.com/rinkside/tournaments.html

Playdowns/Playoffs

All AAA teams will be positioned into their groupings for Qualifiers (Minor Atom to Minor Peewee) and Round Robin Playoffs (Peewee to Midget) as per the Templates found on the SCTA website. In both formats the top two teams from each group will crossover to play the teams in the other group for a six (6) point series to determine who represent SCTA at OMHA's.

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. 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. 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 a 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/report a suspension. When completed please send game sheet to 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 smartphone 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

When selecting coaches the Coach Selection Committee takes a number of criteria into account (see below for typical criteria). Each year the criteria may change but will be posted when Coach Applications are opened.

1. Parent Surveys. There are three main customers, Players, Parents, and GMHA. The survey's are completely anonymous (via Survey Monkey) and are designed to get feedback on you and your staff.
2. Adherence to Rules of Operation / Coaches Pledge
 - a. Fair Ice Time
 - b. Suspensions
 - c. Maximum Years of Coaching same team still applies - three.
3. Development
 - a. If you follow Development plan
 - b. Engagement and Response to Technical Director feedback
 - c. Engagement and attendance at required meetings/clinics
 - d. Overall attitude and willingness to continue to learn/practice preparation (plans)
4. Team Performance
 - a. W-L-T
 - b. Record Progresses over season
5. Interview

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 1st. High Performance 1 (HP1) Certification Reimbursement for Head Coaches is as follows.

1. Where approved by GMHA in advance, the full cost of the course, meals, mileage and hotel will be paid for by the GMHA such that 50% will be reimbursed at the beginning of the first season coaching for GMHA at the HP1 level. The remaining will be reimbursed at the beginning of the second season coaching for GMHA at the HP1 level.
2. These expenses will be paid after the expenses are submitted by the Head Coach on the approved GMHA Expense Forms. Head Coaches can complete the forms on our website.
 - a. Meal allowance up to a maximum of \$50 dollars per day. Excludes any alcohol.
 - b. \$0.55 per kilometre up to \$75.
 - c. Hotel allowance up to a maximum of \$150 dollars per day.

Contacts

Ice Scheduler: Penny Hunter, 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: Bryan Smith (519) 824-5910, info@guelphminorhockey.com

Please check the website and this manual for information prior to contacting the office.

Finance/Webmaster: Rhonda Gatto, finance@guelphminorhockey.com

Please contact this email for any website questions or finance questions.

Director of AAA Rep Hockey: rep@guelphminorhockey.com

Director of AA-MD Rep Hockey: rep@guelphminorhockey.com