



## House League Team Manual 2019/2020 Hockey Season

Welcome to the Metcalfe District Hockey Association....home of the Metcalfe Jets. The hockey season is made possible thanks to the generosity of our volunteers. Included in this manual is an outline of the team bench staff, along with roles and responsibilities to ensure a great hockey season.

### BENCH STAFF ROLES + RESPONSIBILITIES

We ask that all bench staff take some time to familiarize themselves with the Rules and Regulations of the following:

- HEO Minor** <http://www.heominor.ca/documents>
- GHA** <http://www.gloucesterhockey.ottawa.on.ca/documents/GHARulesRegs-Nov4th-20162.pdf>
- MDHA** [http://metcalfejets.ca/files/constitution\\_amend\\_12\\_and\\_13\\_-\\_jun\\_2016.pdf](http://metcalfejets.ca/files/constitution_amend_12_and_13_-_jun_2016.pdf)

- Teams are required to carry their current roster (TRF) to every game, practice or team event.
- Only members of the team (as listed on the roster) and Affiliates that have been entered in the GHA Affiliation Database may go on to the ice.
- **Only Team Officials**, as listed on the Official Team Roster of a GHA Team, or members of your Association Executive/GHA **may stand or enter behind the bench area at any game.** (NO Parents, Siblings or Photographers)

HOUSE LEAGUE POSITION	VUNERABLE SECTOR CHECK	RESPECT IN SPORT ACTIVITY LEADER/ SPEAK OUT	GENDER IDENTITY AND EXPRESION COURSE	COACHING CREDENTIAL	TRAINER CREDENTIAL
Head Coach (Novice)	YES	YES	YES	Coach 1 (Note 4)	NO
Head Coach (Atom-Juvenile)	YES	YES	YES	Coach 2	NO
Assistant Coach	YES	YES	YES	NO (Note 1)	NO (Note 2)
Manager	YES	YES	NO	NO	NO (Note 2)
Trainer	YES	YES	YES	NO	Level 1
Treasurer	NO	NO	NO	NO	NO
Scorekeeper	NO	NO	NO	NO (Note 3)	NO
Timekeeper	NO	NO	NO	NO (Note 3)	NO

Note 1 – A certified coach is required on the bench for all games. It is, therefore, recommended that one or more Assistant Coaches be coach trained, in order to fill in for the Head Coach when absent.

Note 2 – It is recommended one or more team managers or assistant coaches be trained as backup Level 1 trainers.

Note 3 – Although not mandatory, it is recommended that off-ice officials (Scorekeepers and Timekeepers) take the Score Keeper course.

Note 4 – Starting in the 2017/2018 season Novice Head Coaches require the Coach 1 course (previously Coach 2). Novice Head Coaches that were trained previous to the 2017/2018 season who have obtained Coach 2 Trained status do not have to complete Coach 1.

### **POLICE RECORDS CHECK (Vulnerable Sector Check):**

- Police Records Checks (PRC) must be completed by all Executive Members, Head and Assistant Coaches, Managers and Trainers every three years.
- Treasurers do not require police checks.
- Cost of PRC will be reimbursed by MDHA.
- The PRC process may be found at: [http://metcalfejets.ca/page.php?page\\_id=39620](http://metcalfejets.ca/page.php?page_id=39620)

### **REIMBURSEMENT OF CREDENTIALS:**

- Clinic reimbursement of bench staff, IP Helpers and timekeepers/scorekeepers who have completed their certification requirements as listed above will be paid back the clinic fee as long as they are listed on the teams Official TRF, and/or hold the position of team treasurer or timekeeper/scorekeepers for the season.
- Receipts are to be submitted by **completing the Reimbursement Form** found here: [http://metcalfejets.ca/page.php?page\\_id=80799](http://metcalfejets.ca/page.php?page_id=80799) and **emailing to the MDHA Treasurer** at [treasurer@metcalfejets.ca](mailto:treasurer@metcalfejets.ca).
- Reimbursements will be issued once the receipt is submitted and it is reflected on the volunteers HCR profile.

### **PRACTICE ICE/GUEST INSTRUCTORS:**

- Teams may sell or trade practice hours to other teams within the GHA, excluding Russell Minor Hockey Association, but may not sell or trade ice outside the GHA.
- Head Coaches are responsible to ensure that everyone on the ice (players, trainers, assistant coaches, manager) wears a CSA approved hockey helmet; affixed and securely fastened to their head.
- - at least one age group higher - may be used as on-ice helpers at practices, but may not participate in games. Those age 15 and under must wear full equipment.
- Head Coaches are responsible to apply to the HEO for a "**Special Event - Certificate of Insurance**" prior to any occasion that they would like to bring a **Guest Instructor** on to the ice. Guest Instructor refers to anyone NOT already on the Roster of a GHA Team, or a qualified member of a Member Association's Executive/GHA/HEO.

### **STUDENT ON-ICE HELPERS:**

- Student volunteers should be chosen carefully; it is not an opportunity to get extra ice time
- Student volunteers must be a registered minor hockey players and listed on the roster of a team within your same association
- Must be a minimum of one age group higher than the group/team (e.g. Atom helps Novice)
- Under age 16 must wear full hockey equipment

- Over age 16 must wear, at minimum, a CSA approved helmet with facial protection, neck guard, hockey gloves and skates
- If over age 16 and not a registered team official MUST complete the Respect In Sport
- May be a demonstrator/helper but may not provide instruction
- May not participate in any activity such as scrimmages or drills
- “On-Ice Helper” is limited to those under age 20 who wish to give something back to the game, perhaps become involved in coaching or obtain high school volunteer credit hours

## HEAD COACH

- the Coach is appointed by the MDHA Executive.
- the Coach is responsible for the overall direction of the team.
- the Coach is expected to plan out team practices in advance to maximize ice time and player development.
- the Coach must have a team meeting before the start of the season to elect a Manager & Treasurer, approve team budget and to ensure all parents have information about how the team will function; determine budget, select tournaments and determine team merchandise, etc... This is a great opportunity for the Coach to set out team guidelines (for example: expectation on arrival times for practices and games, dressing room policies, gender expression awareness, what parents should do if they have an issue, how he/she plans to run practices).
- The Coach should have a team meeting with Players. This is the opportunity to discuss with players team goals, dressing room policies, expectations, gender expression awareness, arrival times, team rules etc....
- It is important that the Coach confirm with parents the tournaments they would like to enter for the season. The majority (60%) of parents must agree on how many tournaments they want to do and what distance they want to travel.
- Once your team has determined the tournaments they would like to enter, you are encouraged to register ASAP as most tournaments fill up fast.

### **The Head Coach is responsible for the following** (MDHA R&R 5.2):

- The conduct of team players and staff on and off the ice for all games and practices.
- To ensure that the coaching staff is knowledgeable and upholds the directives of the CHA Risk Management booklet.
- To **suspend players for one game for insubordination to coaches or officials** and without delay notify the MDHA President or VP House Operations or Vice-President Competitive as well as VP Discipline of such action and the details of the insubordination/infraction. Further he/she shall inform the player at the time of the suspension that an additional penalty may be imposed by the Executive. Abusive language, insubordination, and/or conduct detrimental to the team are unacceptable. MDHA expects that the head coaches and their staff will strictly enforce suspensions for all such infractions and will ensure players are aware that MDHA will if warranted impose additional penalties.
- To ensure that all players are aligned fairly to balance the team line/player composition allowing for the most equitable amount of **fair ice time by all players**. Refer to GHA R&R 25 – Playing Rules.
- Ensure that players are physically and mentally ready to participate. Coaches should: set goals and objectives for all game situations and practices, provide constructive criticism to the individual players and to the team units as to their past accomplishments and provide direction for advancement of the team as a unit.
- Set lesson plans for practices which include drills to improve/challenge player skills for all positions.  
**Do not waste precious ice time giving instructions or talks; these belong in the dressing room.** Set

the parameters and ensure maximum use of ice time. Ensure that qualified on ice instructors (coaching staff) are able and available to demonstrate drill objectives to players and the team.

- Follow all MDHA and GHA By-Laws and Regulations. The GHA By-Laws and Regulations shall take precedence over those of the MDHA.
- Head Coaches are encouraged to **affiliate players** to their team and are required to ensure that all affiliated players are given the opportunity to attend **no less than one (1) practice a month** with their affiliated team as well as provide their division Convenors the names of all affiliated players called up for practices and/or games on a monthly basis to ensure that affiliated players are being utilized.
- Head Coaches are responsible to have read and understand all the various Rules & Regulations of Hockey Canada, HEO MINOR, GHA and the MDHA.
- To ensure **all team bench staff read** and understands CHA, HEO MINOR, GHA and MDHA **Rules & Regulations**.

### **GHA HEAD COACH Rules & Regulations:** (GHA R&R 19)

- **NUMBER OF OFFICIALS ON THE BENCH: 19.1**
  - A maximum of five (5) and minimum of two (2) qualified team officials must be present on the bench at all games.
- **ON-ICE OFFICIAL MISSING: 19.2**
  - The Head Coach of the Home Team is responsible for reporting within 24 hours whenever an On-ice Official is missing or late for a game to the VP of House.
- **REPORTING SUSPENSIONS & GAMES SERVED: 19.3**
  - Head Coaches must **report** and uploading game sheets for **suspendable offences within 24 hours** to both the GHA Game Results and the Discipline Data Base on the GHA website; for League, Exhibition & Tournament Games.
  - Head Coaches must upload game sheet/s for Player/Official of games served for the offence within 48 hours to the GHA Data Base.
  - Out of town tournament game sheets must be uploaded within 24 hours of returning to Ottawa
  - Head Coaches shall retain their copy of all game sheets for future reference if required during the season (up to May 15th, at the end of the season).
- **COACH-IMPOSED SUSPENSIONS & SITTING PLAYERS: 19.4**
  - Head Coaches are responsible for reporting Coach-imposed suspensions within 24 hours, through the GHA website.
  - NOTE: Coaches may only exercise a Coach-imposed suspension to any Player for a maximum of one game per season.
  - Coaches are responsible for reporting through TTM all occasions of a player being sat for one or more regular shift rotations, explaining why the coach determines such a breach of fair ice time to be warranted.
- **COMMUNICATING SUSPENSIONS: 19.5**
  - Head Coaches are responsible to follow, confirm with the MDHA VP of Discipline, and communicate with the Players and Parents, as to the required time and/or game suspension/s posted in the HEO MINOR Code of Discipline.
  - Any coach who permits a player/team official to participate in a game while under suspension shall be suspended pending the results of an HEO Minor hearing.
- **RECORDING GAMES SERVED ON GAME SHEETS: 19.6**
  - Head Coaches are responsible to ensure that the suspensions are reported properly on the

following official game sheets (e.g. John Doe Suspension 1of2) and that these game sheets are then uploaded through the GHA website.

- **RESPONSIBLE FOR YOUR TEAM: 19.7**
  - Head Coaches are responsible for the actions of their team, with respect to any damages or breach of rules/policies set by the facilities that are being used at any game or practice. *(see the HEO Dressing Room and Accommodation Policies - on the HEO Minor Website)*

## **TEAM MANAGER** (MDHA R&R 5.3)

- the Team Manager is an important role for any team
- the Manager must be voted in by 75% of team parents for this volunteer role
- The Manager should never be a spouse of a Head Coach or Assistant Coach; however, a co-management role with another volunteer would be acceptable, as the non-spouse co-Manager could be the point of contact for parents to discuss any “coaching” issues that may arise.
- the Team Manager is a coordinator and facilitator of all communication on the team, not only amongst the players, parent and coaches, but also with the MDHA, other Team Managers, Referees, Officials, etc.
- the Team Manager is responsible for completing all Off-Ice tasks that the Team will need. Delegation is the key to a successful year.
- Ensure all ice times are used and after exhausting all efforts to have another team use the ice contact the Ice Coordinator.
- Provide the MDHA Ice Coordinator with a copy of the team schedule by the league of play and ensure they are given revised schedules as provided by the league. Notify the GHA Referee Assignor at least two days in advance of the changes to league scheduled games or exhibition games to ensure that officials are assigned or cancelled as necessary.
- Ensure that the team sweaters are used only for games.
- Liaise with the MDHA Equipment Manager to ensure sponsor bars are provided to the team and follow up to ensure the bars are affixed to the player sweaters at the bottom of the sweater. Players are to provide and affix name bars to the top of the sweaters.
- Ensure team sponsor banners are displayed at home and away games to provide maximum exposure for the sponsor.
- Responsible to become familiar with all the various rules and regulations of Hockey Canada, HEO MINOR, GHA and MDHA.
- Managers are responsible to the Head Coach to ensure all documentation on the team is complete and forwarded to the Convenor of their division in a timely manner.
- Managers at the start of the season shall confirm with the MDHA Registrar that the Official Team Roster (TRF) is correct; that all team officials, players are correct and that all goalies and affiliates are listed as such.
- Responsible to obtain a key to the change room and ensure the room is locked when team is on the ice surface.
- Managers are responsible to report to their division Convenor each time a Head Coach is absent and an Assistant Coach takes on the role of the Head Coach in his/her absence.
- Responsible to prepare all game sheets, and ensure they are completed fully/properly.
- Responsible for obtaining travel permits as required and that all respective approvals are in place and accepted prior to a teams travel.
- Responsible to complete the discipline database on the GHA website as required.

## **TOURNAMENTS** (MDHA R&R 5.1.1):

- Teams are allowed up to four (4) tournaments with maximum of (2) out- of-branch tournaments.

- In order to increase the number of out-of-branch tournaments a team attends, a minimum of 60% of the team families must vote in favor of additional tournaments.
- Any tournaments above four (4) must be submitted to the Division Convenor who in turn will bring to the Executive for approval. Please keep in mind that the higher number of tournaments the more difficult it becomes for possible game rescheduling and ensure practice time slots are met.
- All tournament dates must be entered in to the TTM and Goalline to ensure dates are blacked out for Ice Scheduler.
- For a listing of the local tournaments within the HEO visit their website at <http://www.heominor.ca/tournaments>.
- You may also book tournaments outside the HEO, but for that you will need a Travel Permit (see below).

### **TOURNAMENT RESPONSIBILITIES:**

Registering for a tournament you will usually provide:

- Cheque – the money for registering, (do not provide cash)
- Roster – a team list TRF (including affiliated players) – must be signed by the District Registrar
- Logo – used for program or dressing rooms
- Labels – for game sheets

Preparing for the tournament you should:

- Book hotels – if overnight travel is required
- Obtain Directions, Schedule and Rules – for the coaches and parents so they know the details
- Book Team meals/activities– book a restaurant or a room in the hotel to have a team meal together if time permits.
- Hotel Rules – what is allowed and what is not allowed i.e. mini sticks

Registering the day of the tournament you will provide to the tournament organizers:

- Travel permit – if travelling outside the ODMHA
- Official Team List – obtained at start of year (TRF)
- Affiliation Forms – if you have affiliated players attending the tournament
- Game sheets – copy of your previous game sheets
- Labels – for game sheets

### **TRAVEL PERMITS** (GHA R&R 24):

- 24.1/2 The Head Coach must:
  - ensure that they have approved Travel Permit before playing any game outside of HEO MINOR boundaries. Boundary info available here <http://maps.heominor.ca/aba>
  - upload a copy of all Tournaments/Exhibition game sheets within 24 hours upon return for the tournament/game to the TTM database
  - upload any necessary game sheets with suspendable offences to the GHA Discipline database
- All Travel Permits must be sent to the MDHA President for approval.
- If you know when your team is traveling, then please apply for travel permits early.
- Include all Affiliated players, just in case a rostered player can't make it at the last minute.
- **If traveling in Canada:**

- complete the HEO Team Travel Permit  
[http://www.heominor.ca/system/files/Team%20Travel%20Permit%202018\\_0.pdf](http://www.heominor.ca/system/files/Team%20Travel%20Permit%202018_0.pdf)
- Scan it and email it along with the Team TRF to the MDHA President
- Verification of sanctioning will be performed before approval by the MDHA President and District 9 Chair.
- Ensure the TRF accompanies the Travel Permit or it will not be approved and will cause a delay for the team.
- **If traveling to the USA:**
  - complete the HEO Team Travel Permit  
[http://www.heominor.ca/system/files/Team%20Travel%20Permit%202018\\_0.pdf](http://www.heominor.ca/system/files/Team%20Travel%20Permit%202018_0.pdf)
  - complete the USA Hockey & Hockey Canada Travel Permit for US  
[http://www.heominor.ca/system/files/USA\\_Can\\_Travel\\_Permit.pdf](http://www.heominor.ca/system/files/USA_Can_Travel_Permit.pdf)
  - email **both** Permit Applications **and** the Team TRF to the MDHA President
  - Verification of tournament sanctioning will be performed before approval by the MDHA President and District 9 Chair
  - Ensure the TRF accompanies the Travel Permit or it will not be approved and will cause a delay for the team.

### **24 HOUR RULE:**

- The Team Manager serves as the Liaison for the team and the coach and ensures that all parties use the “24 Hour Rule” with issues they would like to discuss.
- Concerns and issues must be addressed in a mutual and respectful manner and with the upmost confidentiality.
- Managers are asked to ensure all parents are familiar with the proper reporting structure if there are any issues or concerns:
  - **Step 1:** Parents are to contact the Team Manager with a concern or issue. If the issue involves the Coach, the Manager will work to set a time for the parent, Coach and Manager to discuss the issue.
  - **Step 2:** If they feel the issue has not been resolved, they must go to their Convenor of their child’s respective division.
  - **Step 3:** If there is no satisfaction with the Convenor, then they may approach the VP House Operations. Refer to MDHA Team Dispute Resolution Process.
  - **Note:** All Risk & Safety matters must be sent to the Risk and Safety Executive Member.

### **TEAM CONTACT LIST:**

- Each Coach and Team Manager will be given a team contact list from their respective Convenor/s.
- A team contact list can be generated and shared with the parents and team officials.

### **TEAM ROSTER:**

- The MDHA Registrar generates an Official Team Roster (TRF) that must be verified by the Team Manager for accuracy of information.
- TRFs are available on the MDHA website under Official Rosters. Password will be provided by Division Convenor [http://metcalfejets.ca/page.php?page\\_id=80799](http://metcalfejets.ca/page.php?page_id=80799)
- The Team Manager is to keep the original in their possession for the complete hockey season, (once the season is over the document is to be destroyed).
- The Team Manager will provide copies of their Teams TRF to tournament organizers.

- The MDHA includes insurance for up to **6 Bench Staff per Team**. If a Team exceeds the 6 person limit, the Team will be responsible to pay the cost of insuring those extra members at a cost of \$45 each, payable to the MDHA prior to October 31st. The Team Manager will be contacted by the MDHA Treasurer verifying what amount if any is owed to the MDHA.

### **DRESSING ROOMS:**

- The Team Manager must always ensure the **“2 Deep Rule”** of 2 Team Officials in the dressing room at all times is in effect. If there are players in more than one dressing rooms, all rooms must be supervised.
- Managers are usually the last out of the dressing room and are required to lock up while everyone is on the ice. However, this could be assigned to one of the coaches or another parent volunteer.
- You can pick up the key from arena staff.
- Once the game/practice is over, unlock the door in a timely fashion, prior to the players getting to the dressing room. For the last person out of the room, if any items have been forgotten, collect them and bring them to the next ice session or team event.
- Return the key to the arena staff after you have finished with the dressing room.
- In the Larry Robinson Arena (Metcalfe), a white board is located as you enter the lobby area, indicating which dressing rooms have been assigned by the hour/or half hour, please ensure you use only these dressing rooms as assigned by arena staff.

### **CO-ED DRESSING ROOM POLICY (Pee-wee-Juvenile):**

- The procedure is based on Option 1 of the HC and HEO Dressing Room Policies. If a separate change room is not available, the team will move to Option 2.
- **Option 1 Designated Change Room:**
  - The team staff will ensure the availability of a designated change room for all practices and games for the lesser represented gender player(s) on the team. When available, the designated change room will be a separate change/locker room. In facilities where this is not possible, the co-located team dressing room washroom may be used (if there is adequate privacy and space to dress/undress) OR the team dressing room will be used and players of different genders will dress, undress and shower in shifts.
  - Team staff will ensure constant supervision of the players and guarantee the privacy/separation of players of different genders while they dress, undress and shower in all change room situations.
  - **Prior to Ice Time:** Upon arrival, all players are welcome in the team change room while the coaches speak with the team. Before the warm-up, the lesser represented gender player(s) will change into warm-up gear in the designated change room. While doing so, the remaining players will transition from their street clothes to their warm-up clothes. All players will then conduct their off-ice warm up together. Upon completion of the warm-up, the lesser represented gender player(s) will proceed back to the designated change room to change from warm-up clothes to their first layer of equipment. During this window, the other players will also change from their warm-up clothes to their first layer of equipment. “First layer of equipment” is deemed to be undergarments (including shirt) and hockey pants. The lesser represented gender player(s) will enter the main change room when all players are in their first layer of equipment. The process of changing into the first layer of equipment will be done in a reasonable time so that the amount of time all players are together is maximized. If a player arrives past the recommended arrival time for a practice or a game, this player will use the designated change room (if it is empty and available) or



any other available change room to transition from their street clothes to their first layer of equipment. From this point until accessing the ice, players should continue normal activities.

- **Post Ice-time:** After a practice or game, players are to assemble in the main change room and remain dressed (with the exception of helmets and gloves) following their ice time until after the coaches speak to the team, or after any other post-ice events have occurred. Once these activities are completed, the lesser represented gender player(s) will return to the designated change room in order to change into to street clothes. Only at this point will the other players undress, shower and change into their street clothes.
- **Option 2 Undesignated Change Room:**
  - If the facility does not have separate change areas available, teams shall address the issue by having the players dress, undress and shower in shifts. It is the responsibility of the team to ensure the safety of individual players when they are dressing, undressing and showering.
- All players are advised that there is a 15-minute window to vacate all rooms.
- The aforementioned procedures are to be strictly observed at every practice or game, and includes playoffs, tournaments and exhibition games.

## **FORMS:**

- Managers are responsible for ensuring that all player forms are filled out by each family
- Most are completed during the evaluation process and will be passed on to the Teams by the Convenor.
- Forms and Resources are available here [http://metcalfejets.ca/page.php?page\\_id=80798](http://metcalfejets.ca/page.php?page_id=80798) under Safety Forms.
- **Player Medical Information Form:**
  - The player medical information forms should be held by the Team Trainer(s) or Manager for use in case of emergency during a game or practice.
- **Fair Play Pledges:**
  - Must be signed by Coaches, Parents & Players. Coaches may have to complete once teams are formed and coaches are selected.
- **Media Consent Form:**
  - Each player's family and Bench Staff must sign the Media Consent Form and return it to the Team Manager who will keep these in their possession for the entire hockey season.
- **Rowan's Law Concussion Awareness:**
  - A parent for each child under 18 (or player over 18) must annually review one of three formats of Concussion Awareness Resource and sign an Acknowledgement Form.
  - These forms will be retained by the MDHA for a period of seven years and may be audited at any point.

## **GENDER IDENTITY & EXPRESSION AWARENESS:**

- Team Officials are required to complete the Gender Identity & Expression e-learning training.
- It is important, and a requirement of the training that this information be passed on to the parents and players of your team as you create a safe and inclusive environment for the coming season.
- Team Officials are required to include a "pre-season chat" specific to Gender Diversity at the beginning of each season. This is to ensure that players understand their rights and responsibilities in relation to Hockey Canada's Ontario Branch anti-discrimination policies that pertain to gender identity and gender expression.
- Coaches may shape these conversations in consideration of the age group, social dynamics, and prior

knowledge of the team they are coaching.

- Conversations about discrimination should not end with the pre-season chat but should be reinforced as needed throughout the season
- Checklist resource is available here: <http://www.hockeyeasternontario.ca/docs/Pre-Season%20Chat%20Checklist.pdf>
- The Checklist should include:
  - Introductory Pronoun Check-Ins
  - Discuss Players' Rights/Responsibilities pertaining to Gender Identity/Gender Expression
  - Define "Accommodations" and discuss related Rights/ Responsibilities
  - Stress importance of respecting the Confidentiality of Others

### **ICE SCHEDULE:**

- Coaches (and Managers) are responsible for **checking the TTM schedule weekly** to ensure your Goalline Calendar is accurate. The GHA Schedule is always considered the correct version. If a team misses a game due to a calendar mistake the Coach will be suspended.
- This can be done by checking the GHA TAB, located under TEAMS on the MDHA website

### **HALL RENTALS for Team Meetings/Events:**

- All team meetings or events that require hall rentals must be submitted in writing (via email) to the MDHA Secretary at [secretary@metcalfejets.ca](mailto:secretary@metcalfejets.ca)
- The MDHA Secretary will make the arrangements and obtain the permit and send it back to the team. The MDHA Secretary is the main contact for the organization with the City for hall/facility rentals.
- The MDHA Treasurer will notify you with the amount owing on said rental.

### **SPECIAL EVENTS:**

For events such as

- Team functions & Hall bookings for meetings, team parties, bottle drives, etc...
- Practices – when ice is purchased by the Team and not supplied by the Association
- Off Ice training at 3<sup>rd</sup> party facility
- The Special Events form is to be completed when your team is having any sort of team function outside of ice supplied by the Association for practices and games.
- Please complete the form through the link below. You will be emailed confirmation that can be provided if requested.
- LINK: <https://sportscert.bficanada.ca/?BRANCH=HEO>

### **TRAINER** (MDHA R&R 5.4)

**The Trainer shall ensure the safety of the players and team on the ice by:**

- Ensuring that players are equipped with **CSA approved equipment**, by performing regular visual inspections and physical measurements of equipment citing improper fit or deformities to players and parents.
- Ensuring that players who are prohibited from play due to injury be discouraged from being on the bench. If an injured player is allowed on the bench it is mandatory that they be fully equipped.

- **Ensuring the environment is safe**, ie. dressing rooms are supervised at all times by a least one team staff member, ice surface is clean, boards and glass are safe, back up goalies are warmed up in safe area to protect the spectators.
- Allowing the team to **go on the ice only after the ice resurfacing is completed**, arena staff and equipment have left the ice and a team staff member is supervising on-ice activities or instruction.
- Ensuring that players are given appropriate **warm up** prior to games and practices to avoid injuries.
- Being familiar with the **availability of emergency services** - medical and ambulance facilities in the vicinity of the arena, emergency phone numbers, etc. Ensure that a first aid kit with appropriate supplies is part of the team equipment and is stored near the player's bench during practices and games. (See trainer course requirements by level/league).
- Ensuring via the game referee that the play is stopped if a player is injured and further have the trainer attend to the player. Never allow an injured player to return to active play.
- Ensure that all Rules are adhered to as set out by the CHA, HEO MINOR, GHA and MDHA.
- Responsible to **complete accident/incident reports** and file with the Director of Risk & Safety.

### **TEAM TREASURER** (R&R 5.6)

- Responsible to open a team bank account at a recognized Canadian financial institution soon after the first team meeting.
- Ensure the team **bank account** is set up to requiring **two (2) signatures** for team cheques arms' length.
- Team bank accounts can have a deposit only Debit Card and cheques are not permitted to be written out to Cash.
- It is the team treasurer and the 2nd Signatory responsibility to **close the team bank account before May 30<sup>th</sup>** each year.
- The team treasurer along with the team manager are required to ensure that all fundraising money and sponsorship money are completely spent before refunds of team fees can be given to the parents, if there is money left in the team account at the end of the season. Funds must not be kept in an open account.
- Be responsible for **keeping the team budget** as set out at the 1<sup>st</sup> parent meeting up-to-date and provide each parent with an up to date financial report on a monthly basis.
- **Send the team budget to the Division Convenor for approval by Oct. 31<sup>st</sup>** and an actual-to-date team budget on or before **Jan 31<sup>st</sup>** for review.
- Ensure that no more than the **maximum team fee of \$250.00** shall be collected from each family for their team.
- Discuss with parents prior to any transactions taking place any unforeseen expenses/payments that may arise outside of the approved budget.
- **Keep the Head Coach informed of the team's finances**, and notify the Head Coach immediately if there are any discrepancies pertaining to the team budget/bank account.
- Ensure full disclosure of all sources of revenue and expenses paid out must be provided to all parents.
- Answer any financial questions or concerns raised by the parents along with the team manager.

### **TEAM FEES:**

- Novice to Juvenile teams are permitted to set and collect per player a team fee of up to \$250.00 (maximum).
- Initiation teams are permitted to set a team fee of up to \$125.00 per player (maximum).
- Unpaid team fees should be reported to the MDHA Treasurer for collection

## **SPONSORSHIP & DONATIONS:**

- A parent should be selected to coordinate the sponsorship and donations for the team.
- Sponsorship and donations help offset team fees for parents or can be used to complement team fees.
- All Sponsorship money can be used towards the player's obligation within the team fees.
- Sponsors can receive advertising for contribution such as sponsor bars on jerseys, name on team banner, and/or on the team website.
- Companies or individuals wishing to make a "donation" can in turn have their name kept anonymous, however the monies donated must be reported in the team budget.
- Donors do not receive any advertising for their donation to the team.
- All sponsorship money obtained by the Team is to be made payable to the team bank account name, and not the Association.
- Teams are to track on a separate tab within their excel budget workbook a detailed list of Sponsors & Donors (including date, name and amount received); donors wishing to remain anonymous must be recorded as such.
- If a sponsor requires a receipt the template is located on the website under the Guides/Form tab.

## **FUNDRAISING COORDINATOR:**

- Fundraising may include silent auctions, bottle drives, selling chocolates, yard waste bags, etc...
- If you wish to conduct a 50/50 or raffle then please contact the Fundraising Coordinator for the MDHA as they would be able to assist your team in obtaining a lottery license through the Municipality of Ottawa.
- If you are having a special fundraising event i.e. bottle drive etc... Please remember to fill out the Special Event Request form on the MDHA website. All teams are required to fill out and submit this form when fundraising or when having off-ice team get together/ off-ice training sessions

## **SCOREKEEPER/ TIMEKEEPER:**

- The Home team must supply a timekeeper for each home game
- The Away team must supply a scorekeeper
- It is good to have 2 sets of parents who know how to run the clock / fill in the game sheet so there is a backup in case one cannot be there.

## **JERSEY CARETAKERS:**

- Each Team needs two Jersey Caretakers – one for the Home jerseys and one for the Away jerseys.
- The jersey caretakers are responsible for:
  - ensuring the jerseys are at the rink and laid out in the dressing room prior to game time
  - collection of the jerseys after the game
  - Periodically washing and hanging jerseys to dry
- Players are not to keep their jerseys for the season.
- Players should refrain from drinking sports drinks while wearing their jerseys.

## **TEAM APPAREL:**

- All orders go through the MDHA Merchandise/Equipment Coordinator.
- The MDHA currently has a contract with Lacroix Orleans for all Merchandise.
- Name bars and sponsor bars should also be ordered from the supplier
- Name bars go on the top of the jerseys (white with green writing on Green (away) and green with white

letters on White (home).

- Sponsor bars go at the bottom of the jerseys.

### **METCALFE JETS LOGO USAGE:**

- The MDHA has trademarked the “Metcalf Jets”™ logo ensuring that future usage of the logo generates funds for the association for years to come.
- The sales from merchandise with logo generate funds for the MDHA and directly benefit all participants.
- The Logo is available for usage on paper as a JPEG (jpg) format, in green over gold lettering or in black. It can be used for external purposes only with written consent of the MDHA Merchandise Coordinator or MDHA President.
- Please respect the Logo and only order Metcalfe Jets merchandise through our Merchandise coordinator.

## **PLAYING RULES (GHA R&R 20/21)**

### **FAIR PLAY:**

- 20.1 Each player shall play a regular shift throughout each game. Coaching strategies may NOT include players sitting on the bench. Coaches may NOT use specialty teams. Goalies must either share games, ½ and ½ or rotate game on/off throughout the season. Players are to share fair opportunities of double rotation when uneven line combinations exist ie. 8 forwards, 5 defence (**FIT Policy**)
- Coaches found NOT observing rule 20.1 during the regular season or regular season shall be subject to suspension

### **OPPONENTS FOR GAMES OR PRACTICE:**

- 20.4 **No Team may play** a game or practice with a **school, church or other unsanctioned hockey team** unless those are within a league sanctioned by Hockey Canada or USA Hockey
- 20.5 **No Team may play** a game or practice with the **Players vs. Parents**
- 21.2 Games of Players vs. Parents or **House League vs. Competitive are forbidden**

### **ON-ICE VOLUNTEERS:**

- 20.6 Players on the ice surface, as well as any on-ice volunteers aged 15 or younger, must at all times wear full equipment

## **DISCIPLINE (GHA R&R 23)**

### **PENALTIES/SUSPENSIONS**

- 23.1 - As a minimum, all penalties shall be served in accordance with the HEO MINOR Code of Discipline and Hockey Canada Rules & Regulations
  - Third misconducts (9.2A/B, 9.2D, 9.2E, & 6.7F) or any combination of in a season = 1 game suspension
  - Fourth and subsequent misconducts (9.2A/B, 9.2D, 9.2E, & 6.7F) or any combination of in a season = 2 game suspension & Suspended until D&A Hearing
  - One Match Penalty & One Gross Misconduct in a season = Suspended until D&A Hearing
  - Gross Misconduct for a Racial Slur = Suspended until D&A Hearing
  - Match Penalty or Gross Misconduct for any post game incident = Suspended until D&A Hearing
  - Match Penalty for Intent to Injure (unless hearing held by HEO MINOR) = Suspended until D&A Hearing
  - 3rd Double Minor and a Game Misconduct for Slew footing in a season, as well as 3rd Minor and a Game Misconduct for Checking from Behind in a season = 1 game suspension
  - 4th Double Minor and a Game Misconduct for Slew footing in a season, as well as 4th Minor and a Game Misconduct for Checking from Behind in a season = 2 game suspension & suspended until D&A hearing.

### **SUSPENSIONS DURING TOURNAMENTS OR EXHIBITION GAMES:**

- 23.2 Teams playing in tournaments or exhibition games outside of HEO MINOR boundaries shall follow the **Code of Discipline of the Host Tournament**. Upon returning all remaining suspensions must be served to the higher of either the away tournament suspension or the GHA/HEO MINOR Codes of

Discipline, whichever is more severe.

#### **SITTING A PLAYER DURING GAME:**

- 23.3 Coaches are responsible for **reporting on TTM all occasions of a player being sat** for one or more regular shift rotations, explaining why the coach determines such a breach of fair ice time to be warranted.

#### **COACH IMPOSED SUSPENSION:**

- 23.4 Coaches are empowered to exercise a **Coach-imposed suspension** to any Player on their team, for a **maximum of one game per season**, for specific incidents that the Coach determines to be an infraction to the Code of Conduct/Team Rules

#### **MAJOR PENALTIES:**

- All Major Penalties (5 minute penalties) will result in an automatic game misconduct and will receive supplemental discipline as per the HEO Minor Code of Discipline and GHA R&R 23.1.

#### **GAME MISCONDUCTS:**

- The ONLY Game Misconducts that do not receive supplemental discipline are the following (unless in the last 10 minutes of the game) in their 1<sup>st</sup> and 2<sup>nd</sup> offence of the season are;
  - a. Double Minor for Slew Footing & Game Misconduct
  - b. Minor Penalty for Checking from Behind & Game Misconduct

#### **SUSPENSIONS:**

- Meaningful Game Suspension:
  - when a player and/or coach is **suspended for meaningful games**, this means the **player can still attend team practices and team function while under suspension**.
  - Meaningful games are League, Playoff, and Tournament Games. Players are not allowed to participate in exhibition games until the suspension is complete.
- Time-Suspension:
  - when a player and/or coach is **suspended for a Time-Suspension**, they are **not allowed to participate in any hockey activities** until the time-suspension is complete.
  - Time-Suspension mostly occurs when a player and/or coach is suspended until a hearing.

## **HOUSE LEAGUE RULES (GHA R&R 26)**

- **GOVERNING RULES** (26.1): All teams participating in the Corporation's House League are subject to the rules included within these R&R, Hockey Canada's Official Playing Rules and the HEO MINOR Code of Discipline.
- **INELIGIBLE PLAYERS** (26.2): Any league or playoff games played by a team using one (1) or more ineligible players will be declared forfeited, regardless of the circumstances. The non-offending team shall be declared the winner and the score shall be recorded as 5-0 if the non-offending team was not in the lead.
- **BODY CONTACT** (26.3): All league games in House League or Tournaments will be played with rules for **no deliberate body checking**.
- **NUMBER OF GAMES** (26.4a)

- i. Novice, Atom, and Peewee: 20 regular season games.
- ii. Bantam: 24 regular season games.
- iii. Midget: 30 regular season games.
- iv. Juvenile: 20 regular season,  
with no games from the first week of December until the first week of January.
- **PERIOD/GAME LENGTH (26.4b):** All games shall be played in **stop-time** periods as follows:
  - i. Novice Tier 2-4: two minute warm up; two 21 minute run-time periods (updated Nov 2019)
  - ii. Atom to Midget: 1st & 2nd periods: 10 minutes each, 3rd period: 12 minutes.
  - iii. Juvenile: 1st & 2nd periods: 15 minutes each, 3rd period: 18 minutes.
- **RUNNING TIME (26.4c):** For all games where scores are recorded, if at any time after the end of the 2nd period, there is a difference of seven (7) or more goals between the two teams, the game will be played out as running time (not to revert back to stop time, regardless of the score).
- **PENALTIES (26.4d):** shall be served in accordance with Hockey Canada's Official Playing Rules and/or the Code of Discipline of the HEO MINOR.
- **THREE STICK INFRACTIONS (26.4e):** In any game where minor penalties are being recorded, any player incurring a total of three (3) or more stick infraction penalties (high sticking, cross-checking, slashing, spearing, and buttending) during the same game shall be ejected from the game.
- **THREE MINOR PENALTIES (PEEWEE-JUV) (26.4f):** Applicable to Peewee and above House League divisions, any player who receives 3 minor penalties in a regular season or playoff game will receive an automatic game ejection. A double minor penalty counts as one infraction for the purpose of this rule.
- **DELAY OF GAME (26.4g):** If a team causes a delay in the start of a game, the game clock will be started and the team will be awarded a delay-of-game penalty. The referee will be responsible for the start of all games.
- **GAME CURFEW (26.4h&i):**  
Games will curfew (must end) at the scheduled time, i.e. scheduled start time plus 50 minutes, Novice to Midget, or scheduled start time plus 80 minutes for Juvenile. Games that curfew will be considered complete if more than half the running time is played (past 25 minutes/ 40 minutes).

The clock located in the rink area will be used for calculating start and curfew times. The game clock located in the time box will be used for game time, periods and penalties. The timekeeper will ensure, that the buzzer to end the game is sounded as soon as the correct stop time (game clock) for the third period has expired or immediately when the running time limit for the game has elapsed.

- **TEAM RESPONSIBILITIES (26.4 j&k):**
  - **JUVENILE** teams are responsible to supply for each game:
    - **HOME:**
      - Pucks
      - A game sheet (properly completed and signed prior to the start of the game)
  - **NOVICE-MIDGET** teams are responsible to supply for each game:
    - **HOME :**
      - Pucks
      - A timekeeper (16 years or older)
      - A game sheet (properly completed & signed prior to the start of the game)
    - **VISITORS:** 1. A scorekeeper (16 years or older)



## REGULAR SEASON GAMES –

Upon completion of each game

- the Home Team shall collect the game sheets from the Referees
- one copy is to be provided to the Away Team
- one copy is meant to be saved for their own Team Records
- **upload gamesheet within 48 hours** of the game completion; the score and penalty minutes must be entered and the top copy of the game sheets must be uploaded through the GHA website
- failure to comply to the above within the requisite time will result in disciplinary action up to a \$50 (fifty dollar) fine to the Home Team as determined by the VP house.
- all game sheets must be uploaded to the GHA database **within 4 hours of your last game of your regular season.**

## PLAYOFF GAMES -

Upon completion of each game

- the game sheets, scores and penalty minutes must be uploaded and entered through the GHA website within 4 hours
- failure to comply to the above within the requisite time will result in disciplinary action up to \$50 (fifty dollar) fine to the responsible team as determined by the VP house.
- **TIE-BREAKING RULES (26.4m):** The following criteria will apply for breaking ties in House League and Playoffs standings:
  - Winner of head to head game, (Playoffs Only) If more than two teams are tied in points then head to head does not apply. Go to #2 to seed the tied teams.
  - Most wins.
  - Least losses.
  - The best ratio of "goals for" divided by "goals for plus goals against"
  - Least penalty minutes.
  - Least goals against.
  - Coin toss.
- **DRESSING ROOM DAMAGE (26.4n):** Any irregularities or damages to the dressing rooms should be reported immediately to the arena manager. It should be noted that the team can be held responsible for any damage(s).
- **ABUSE OF OFFICIALS (26.4o):** No team official, player or employee of any club may enter into any acrimonious discussion with any referee during or after a game. No person, except the President of the Branch or league or his representative, shall be allowed to enter the officials' dressing room on the day of the game. For any infraction of this rule, the matter shall be reported by the referee to the Corporation President for further action.
- **DRESSING ROOM USE (26.4p):** Dressing rooms are for the use of the team officials and the players ONLY, unless authorized by the team officials.
- **POSTING/RECORDING SCORES (26.4q):** While the score keeper must continue to record all goals on the official game sheet, regardless of any lopsided scores, the timekeeper should never post a goal on the game clock which shows an advantage of more than 5 goals to one team.
- **DIVISION POOLS & RE-BALANCING (26.4r):** The Corporation House League may choose to group

teams within a division's category into pools for play during the season. At any given time, the Corporation may re-balance teams amongst those pools to help achieve equity in competitiveness.

## **REFEREES & LINESMEN**

- Treat officials with respect.
- Abuse of officials will not be tolerated.
- No one is to enter into any acrimonious discussion with any referee/official or enter the referee dressing room before or after a game.

### **REFEREE COMPLAINTS/COMPLIMENTS:**

- all Completed Referee Compliment/Complaint Forms are to be forwarded to YOUR Association President.
- These forms are NOT to be forwarded directly to the District Chair, RIC or Discipline Chair.

### **REFEREES MISSING:**

- If 1 on-ice official is missing (and ONLY one), the game is to be played and the Coach of the Home Team is responsible to advise the VP House League immediately after the game.
- **If more than 1 on-ice official is missing**, the scheduled ice time is automatically converted to a **shared ice practice** - SCRIMMAGES ARE NOT ALLOWED BETWEEN ASSOCIATIONS - and the Coach of the Home Team is responsible to advise the VP House League immediately after the practice (cancelled game), the Home Team providing a replacement ice time.
- **NOTE: Coaches are required to carry their skates/helmet/practice plan to every game.**

### **REFEREES FOR EXHIBITION GAMES:**

- Once House Evaluations are completed and teams are formed, you may request officials for exhibition games. Go to <http://www.d9ra.ca/exhibitiongamerequestformmain.cfm> Please ensure you read instructions regarding payment of officials.

## **GAME SWITCHES**

Alternatives (if needed)

Novice A-C	can switch with	Atom A-C	or Vice-Versa
Atom A-C	can switch with	Peewee B-C	or Vice-Versa
Peewee A	can switch with	Bantam A-B	or Vice-Versa
Midget has no alternative levels to switch with.			

28.3 Teams may only refuse to switch or reschedule games if they already have a league or tournament game scheduled on the suggested "New" date/time. Teams may not refuse because of scheduled practices or because of players/team officials who would be absent because of the "New" date/time.

28.4 Teams are responsible to **reply to all game switch** or game reschedule **requests within 24 hours**. The requesting team is responsible for reporting to their GHA Convenor if the team has not responded within this time limit.

28.5 House League teams are permitted to switch an unlimited number of regular season games with other teams from within their division (Novice/Atom etc.) regardless of their A/B/C classifications. Alternatively; teams are permitted to switch games with teams on the list of divisions/classifications approved as an acceptable alternative for their division (see below). The team making the request must submit the GHA Game Switch form to their GHA Convenor providing a minimum of 7 days notice

28.6 House League teams **may request the re-schedule of one game per season**. The team making the request is responsible WITH A MINIMUM OF 7 DAYS NOTICE to:

- (1) notify the other team - who may use the original game time for a practice,
- (2) submit a GHA Game Switch form to their GHA Convenor, and
- (3) provide an ice time for the newly rescheduled game time. NOTE: The cancelling team is giving away any rights to sell or trade the original ice time to the other team.

28.7 The requesting team must provide a minimum of 7 days notice for the rescheduled game time/date to

- (i) the other team and
- (ii) their GHA Convenor along with the GHA Game Reschedule form.

***All Game Switches and Reschedules received by Sunday at noon will be posted each Monday night.***

28.8 All **game reschedules must be done by January 10th** of the hockey season. Any game reschedules done after January 10th, if approved by the GHA Board of Directors, will be at the full expense of the team making the request.

28.9 The GHA Convenor must verify and approve all game switch and cancellation/reschedule requests.

**INCLEMENT WEATHER:** 28.10 The Head Coach of a House League Team who decides to cancel a game due to **inclement weather** is responsible to contact:

1. the Head Coach of the opposing team (who may choose to run a practice),
2. the Assignor of Referees,
3. the Corporation Office Manager, and
4. the GHA VP House League.

The team requesting the cancellation is responsible to (1) provide a new hour of ice and (2) pay the referees for the rescheduled game.

***(see GAME SWITCH or RESCHEDULE TEMPLATE - under Info/Documents/Forms on the GHA Site)***

## **GAME SHEETS**

- The Team Manager is responsible for preparing the game sheet for all home games. Blank game sheets should have been provided to you during the start of the season.
- If you require additional copies check with your respective Convenor.
- If you are missing a game sheet, you can check with arena staff or the arena snack bar for copies.
- You can find a sample of a game sheet on the GHA website [www.gloucesterhockey.ottawa.on.ca](http://www.gloucesterhockey.ottawa.on.ca) (Click on the 'Information' tab, then select 'documents' – the sample game sheet can be found under section 3).

- An electronic copy of the Game Sheets must be uploaded within 48 hours of the game being played. All hard copies of game sheets must be kept by the Manager/Coach for the season until May 15<sup>th</sup>.

#### **FILLING OUT GAME SHEETS:**

- Each copy of the game sheet (there are 4 copies per sheet) should have a list of the player's names and jersey numbers.
- Goalies need to be identified with the letter "G" by the name or separated out from the rest of the team).
- If a player is running late and you are not sure if they'll show up for the game, do not strike off a player's name that is absent. You should write **ABS** (abbreviation for absent) beside his/her name. Therefore, if they show up you can just stroke out the ABS. If you know for sure the player is not showing up then it is safe to strike out the player's name.
- In the case of a **Suspended Player, Bench Staff**, their name should be struck off the game sheet and clearly identified on each of the four copies with suspended and the designation 1 of 1 beside their name. (Or whatever the length of the suspension is for 1 of 1, 1 of 2, etc.). This indicates that this is the first suspended game of a one game suspension. These numbers change depending on the number of suspended games the player/bench staff has to serve. The Referee has to initial where a suspended player/bench staff is indicated.
- Game sheets must be properly completed, signed and ready before game time. It is the home team's responsibility to provide the game sheet and have it completed properly and in the hands of the referee prior to the game. If it is not completed correctly add the information that is missing, the home team will be penalized for delay of game.
- After verifying that all the information is correct, the Coach signs in the verified spot, then gives it to the visiting team manager or coach to complete their areas. When they have completed it, they return it to you and you will give it to the scorekeeper.
- After the game, the referee will validate the games sheet and leave for the teams to collect.

#### **Labels for Game Sheets:**

- Instead of writing all of the player's names at each game, it is more efficient to make and print off your team list with game sheet labels.
- Use Avery #5163 or #8163 as these are the correct sizing for game sheet labels.
- These must be affixed to each of the four copies of the game sheet. Remember if you make a change on one label you must ensure the other three reflect the same change. (i.e. strike through a missing player, etc.). The lineup must be correct on all 4 labels.

#### **Exhibition and Tournament Game Sheets:**

- all Exhibition and Tournament Game Sheets must be scanned and emailed to the MDHA President within 24 hours of the Exhibition game and within 24 hours from returning back to MDHA from a tournament.

#### **On-ice Infractions - Discipline**

- When in doubt call or email the MDHA President or VP Discipline, especially when you are out of town.

## ENTERING GAMESHEET DATA INTO TTM

### ENTERING HOUSE/REP MAJOR PENALTIES to the Discipline Database:

1. Go to Team Accounts on the top Bar
2. Select your Team Division from the drop-down box
3. Select your team name
4. Enter your Team Email Address - this must match the address provided to the GHA (if access is denied contact [gha@gloucesterhockey.ottawa.on.ca](mailto:gha@gloucesterhockey.ottawa.on.ca))

#### **Steps 1. to 4. only to be done on initial entry**

1. Go to DISCIPLINE on the top bar
2. Go to Reporting Major Penalties
3. Enter your Team Credentials
4. Complete all boxes
5. Submit
6. An email will follow to the GHA, GHA Discipline, GHA District Chair, GHA Vice President, Area President and Area Discipline Chair –
7. The Team may print a report from the Team Infraction Report for their team only, or the area or Minor Rangers can print one from the Infraction Report for all teams in their area or the Minor Rangers but only their area.

**NOTE: You must still provide an electronic copy of the gamesheet to the GHA VP Discipline, MDHA President, and MDHA VP Discipline within 24 hours of the infraction.**

### ENTERING HOUSE LEAGUE GAME SHEETS (Scores and Penalty Minutes):

It is the **- HOME TEAM's** responsibility to enter game scores and penalties

1. Go to Team Accounts on the top Bar
2. Select your Team Division from the drop down box
3. Select your team name
4. Enter your Team Email Address - this must match the address provided to the GHA

(NOTE: These will be based on those received from your home Association - please be sure to provide the correct information - if access is denied contact [gha@gloucesterhockey.ottawa.on.ca](mailto:gha@gloucesterhockey.ottawa.on.ca))

#### **Steps 1. to 4. only have to be done on initial entry**

1. Go to SCHEDULES on the top bar
2. Select your level and game - if the button beside the game is green select it
3. Enter your Team Credentials
4. Enter the score for the Home and Away teams
5. Enter the penalty minutes for the home and away team
6. Check your entries prior to submitting as once saved they can only be changed once the game sheet is received at the GHA Office
7. Submit - the button will turn yellow and you may not update this game a second time. Once the results have been verified against the original game sheet the button will turn red
8. A hard copy of the game sheet must be kept by the coach/manager until May 15<sup>th</sup> of the hockey season.

# **AFFILIATIONS**

MDHA will be using the **Specialty 19 Affiliation System**.

Coaches should review the MDHA Affiliation Guidelines here:

[http://metcalfejets.ca/files/mdha\\_affiliation\\_guidelines\\_2019-20.pdf](http://metcalfejets.ca/files/mdha_affiliation_guidelines_2019-20.pdf)

- Players may only affiliate to certain higher category/division teams **ONE TEAM PER CATEGORY**, not just one team (see Appendix C & D):
- A category is defined as A/B/C/RepB/AA/AAA/U18.
- Appendix C **GHA House Affiliation Chart** [http://metcalfejets.ca/files/gha\\_house\\_affiliation\\_chart.pdf](http://metcalfejets.ca/files/gha_house_affiliation_chart.pdf)
- Appendix D **GHA Competitive Affiliation Chart** [http://metcalfejets.ca/files/gha\\_rep\\_affiliation\\_chart.pdf](http://metcalfejets.ca/files/gha_rep_affiliation_chart.pdf)

The player must be affiliated by completing the Specialty Affiliation Form available on the MDHA website here:

[http://metcalfejets.ca/files/affiliation\\_permission\\_form20186.pdf](http://metcalfejets.ca/files/affiliation_permission_form20186.pdf)

The following affiliate guidelines should be observed:

- Convenors will help coordinate the affiliation of players at House and to Rep to ensure that affiliates are evenly distributed among teams
- Prior to affiliating a player **permission must be received from the coach, parent and player**.
- Once the form is signed by the player, parents, and coaches it is submitted to the Registrar for approval by the District Chair prior to participating (game or special event). The player will be added to your TRF.
- It is the coach's responsibility to ensure that the player plays no more than **15 games per affiliated team (goalies may play unlimited games)**, has been called up on the TTM site and has been duly recorded on the game sheet as an "AP". Missing players should be crossed off.
- The coach wishing to use a player as an affiliate **MUST ask permission of the coach** of the player's registered team prior to asking the player. This is a courtesy among coaches and also ensures that suspensions and other issues are known and respected.
- The Affiliate **is not to report if he would miss a meaningful game with his regular team except with his Coach's Permission**
- Coaches using affiliated players must notify the affiliate's regular coaching staff following a game should injuries or suspensions occur.
- Suspensions are always served with the registered team (it does not matter which team the player got the suspension with) unless the affiliate is away at a tournament with his/her affiliated team; then they are considered a full member of that team until the tournament is complete.
- Teams should affiliate players from more than one team so game conflicts can be avoided.
- Only players that will be used should be affiliate
- Affiliates must be given the opportunity to **practice at minimum 1 time per month** with their affiliated team
- Coaches must send an affiliate report to their Convenor monthly; including affiliate names and times called up for games and practices

Reviewed & updated by:

**Cheryl A. Cooper**

VP House Operations MDHA 2019 11 18