



## REP B MANAGER’S MANUAL FOR the 2021-2022.

Welcome to all our Rep B Managers, thank you for taking on the role within the team management. Please familiarize yourself with the Rules and Regulations of the HEO, HEO Minor, GHA, and MDHA.

### Team Management:

The Team Manager (75% of team parents must vote in agreement for this volunteer role) is an important role for any team. The team manager should never be a spouse of a Head Coach or Assistant Coach;

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. They are responsible for completing all Off-Ice tasks that the Team will need. It is important that the Team Manager is an effective communicator with everyone, both verbally and written. Team Managers should be organized, has access to the internet/email in order to communicate well. The Team Manager must engage other parents to participate in performing tasks as much as possible, as there are too many responsibilities for one person. Delegation or co-managing is the key to a successful and semi un-stressful year. The activities and responsibilities of the Manager are broken down into the following sections.

## Start of the Season

### Team Credentials

It is important that all Team Officials have the proper certification for their role.

Rep B Position	Vulnerable Sector Police Check	Respect in Sport for Activity Leader	Gender Course	Coach Credentials	Trainer Credentials
Head and Asst Coach - Novice	Yes	Yes	Yes	Coach 1	
Head and Asst Coach – U10 and u11	Yes	Yes	Yes	Coach 2	
Head and Asst Coach – U12-U18	Yes	Yes	Yes	Development 1	
Trainer U10 and U11	Yes	Yes	Yes		Trainer 1
Trainer – U12-U18	Yes	Yes	Yes		Trainer 2
Manager	Yes	Yes			

### **Certification Reimbursement**

Clinic reimbursement of bench staff, who have completed their certification requirements as listed above will be reimbursed the clinic fee as long as they are listed on the teams Official TRF, and/or hold the position of timekeeper/scorekeepers for the season. Receipts are to be submitted by email to the MDHA Treasurer at [treasurer@metcalfejets.ca](mailto:treasurer@metcalfejets.ca) and an [expense form](#) is created online. Reimbursements will be issued once the receipt is submitted and it is reflected on the volunteers HCR profile.

### **Police Record Check**

All Rep B Head and Assistant Coaches, Trainers and Managers must have a current Police Records Check for Service with the Vulnerable Sector. PRCs are to be renewed every three years. The Ottawa Police Services now offer on-line applications. A volunteer letter from the Registrar is required to waive the application fee. Instructions on the PRC may be found on the [MDHA Risk and Safety page](#).

### **Player Medical Information Form:**

The player medical information form must be provided to each player's family on the team, and must be collected as soon as possible from each player's family. These 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:**

The fair play pledge forms for Coaches / Parents / Players are found on the MDHA website under [Hockey Forms](#). They will be collected by each Team Manager and provided a copy to the MDHA VP Competitive for each player/family.

### **Name and photo permission form:**

Each player's family and Bench Staff must sign the name and photo permission form and return it to the Team Manager who will keep these in their possession or the entire hockey season.

### **Team Roster**

The MDHA Registrar generates an Official Team Roster (TRF) that must be verified by the Team Manager for accuracy of itemized information (i.e. player's names, date of birth, address, volunteer roles etc.). The Team Manager must inform the MDHA Registrar if there is any information that is inaccurate as soon as possible, as this document is vital for the Team and must be accurate. The MDHA Registrar will make any adjustments if required and provide to the District Registrar for approval of the TRF, and in turn provide the Team Manager with a signed copy by the District Registrar.

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 as they are required to complete registration for tournaments for the Team. 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, payable to the MDHA prior to October 10th. The Team Manager will be contacted by the MDHA Treasurer verifying what amount if any is owed to the MDHA.

### **Team Contact List:**

A Team contact list should be generated by the Team Manager and distributed to all the parents and team officials. It should list the players with their hockey jersey number and contact information (home number, cell phone, email address). It should also list the Bench Staff and their contact information as well. Another idea is to create a mini team list (laminated) for all parents of the Team.

### **Liaison for Parents (24 Hour Rule):**

Act as the Liaison for the team and the coach and ensure 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. Ensure all parents are familiar with the MDHA Dispute Resolution Process if there are any issues or concerns. Firstly parents are to contact the Team Manager or Head Coach with a concern or issue. If they feel that they are unable to do so due to a conflict then they must go to their Convenor of their child's respective division. If there is no satisfaction with the Convenor, then they may approach the VP. Competitive

All Risk & Safety matters must be sent to the Risk and Safety Executive Member

## **Team Schedule**

### **Practice Schedule:**

The practice schedule will be distributed by the MDHA Ice Convenor usually on a monthly basis. As Team Manager you will (along with the Coach) receive an email with your teams' schedule. If you are not receiving the ice schedule emails then send an email to the MDHA Ice Convenor at [iceconvenor@metcalfejets.ca](mailto:iceconvenor@metcalfejets.ca) immediately (this is vital). In the email please include Your Name, Team (U11 ie.), Your Position (Coach or Manager) and Your Email Address.

The MDHA will upload the game schedule for each team to their website Schedule. It will be the Manager's responsibility to maintain the schedule for the team if there are changes.

Please be proactive and provide to the MDHA Ice Convenor your Team's list of tournaments as soon as they have been approved by the Team. This allows the MDHA Ice Convenor the opportunity to black out these dates ahead of time for practices.

### **League Games:**

The game schedule is generated by the OBMHL and is posted on their website. MDHA will upload the game schedule for each team to their website Schedule. It will be the Manager's responsibility to maintain the schedule for the team if there are changes.

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## Game Swap Request

The screenshot shows the official website of the Ottawa B Hockey League. At the top, it says "OFFICIAL SITE OF THE OTTAWA B HOCKEY LEAGUE" with a logo featuring a hockey player and the letters "OBMHL". Below this is a navigation bar with "Home", "News", "Schedule", "Results", and "League Stats". The main content area is titled "Swap Game Request" and contains the following text:

**To request a game swap, please submit the following downloadable form to your convenor.**

Teams requesting a game SWAP are responsible to inform the Home Team.

[Ottawa B League Game Swap Request Form \(198 kb\)](#)

**» DOWNLOAD**

On the right side of the page, there is a weather widget for Ottawa (Kébec) showing a temperature of 23°C and a "Wind:" indicator. Below the weather widget is the Environment Canada logo.

On the left side of the page, there is a vertical menu with the following items:

- Home
- About us
- Board of Directors
- Constitution
- Important Dates
- Rules & Regulations
- Reporting Game Scores
- Reporting Suspensions
- Discipline & Appeals
- Re-Schedule Game Request
- Swap Game Request
- How to Fill Out a GS

## Rescheduling a Game

OFFICIAL SITE OF THE  
**OTTAWA B**  
**HOCKEY LEAGUE**

Home News Schedule Results League Stats

Home  
About us  
Board of Directors  
Constitution  
Important Dates  
Rules & Regulations  
Reporting Game Scores  
Reporting Suspensions  
Discipline & Appeals  
Re-Schedule Game Request  
Swap Game Request  
How to Fill Out a GS

### Re-Schedule Game Request

To request a game to be re-scheduled, please submit the following downloadable form to your convenor.

1. Visiting Teams Must Attempt To Switch Game Prior to Re-scheduling Request
2. Approval from your League Convenor will be required before you approach the opposing team.

[Ottawa B League Game Reschedule Request Form \(199 kb\)](#)  
**>> DOWNLOAD**

Ottawa (Kanat Orléans), ON 20°C  
Wind: SSE  
Today 23°C  
Tonight 11°C  
Tue 23°C  
Environnement Canada

## 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.

Managers are usually the last out of the dressing room and is required to lock up while everyone is on the ice. However, this could be assigned to one of the coaches. 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 (Metcalf), 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.

## The Jersey Caretakers:

Assign a designated parent or parents to carry the jerseys for the team for the season, Home and Away. These individuals are responsible for the care of the jerseys for the Team. The Team Manager is to ensure the Jerseys are laid out prior to the game in the dressing room and collect afterwards and returned to the jersey caretakers. They need to be washed periodically and hung to dry. **No players are to keep their Jerseys for the season unless preapproved by the MDHA Executive.**

**Game sheets: Rep B Game sheets are delivered as per the OBMHL rules.**

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 Convenor.

Each team must ensure that the scorekeepers for the team have been certified as per the OBMHL Playing Rules. Official scorekeepers clinics are offered through HEO.

When filing out the game sheet, each one (there are 4 copies per sheet) should have a list of the player's names and jersey numbers. The goalies need to be identified with the letter "G" by the name or separated out from the rest of the team) Ensure you have circled the starting goalie for the game on all 4 game sheets. 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**, 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 has to serve. The Referee has to initial where a suspended player is indicated.

**Affiliated Player** should also be marked on the game sheet and beside the players name the abbreviation "AP" must be written.

**Game sheet labels:** 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.

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. The Manger has to fill out the top portion of the game sheet including:

- OBMHL Game Number – *from the schedule on the OBMHL website*
- Location – Arena name
- League – OBMHL
- Division – ( i.e. minor/major - atom to midget)
- Date – *fill in the date played*
- Game Type – scheduled or exhibition
- Visiting Team – *team designate from OBMHL*
- Home Team – *Metcalfs Jets* \_\_\_\_
- Official Scorer – name and phone number
- Length of Game – 10/10/12 or 15/15/18
- Flood between – check off appropriate box

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 then the top sheet is for the Home team), second sheet is for the Visiting Team, third sheet is for Home team fourth sheet is the Referees, if they so choose to take it. (Otherwise the home team manager holds onto the extra copy).

Game sheets must be provided to the OBMHL Convenor. The home team is responsibility to fax or scan the original copy of the game sheet for all home games to the division convenor, within 72 hours of the completion of the game. (the appropriate fax number may be found on the OBMHL site under Board of Directors for their division convenor) The manager must enter the game results on B League Pointstreak site after the conclusion of the game, all entries must match the game sheet in their entirety.

**Scorekeeper / Timekeeper: Rep B Teams must have certified Score Keeper/Time Keepers as per the OBMHL rules.**

It is the home team's responsibility to supply a scorekeeper / timekeeper for each home game (including exhibition games). Instructions on how to operate the clock should be printed on a sheet and located by the clock, otherwise ask the arena staff. 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.

It is also a good idea that the parent responsible for the clock at a home game brings with them 2 or 3 Frozen Pucks. Keep them in a cooler bag and give one to the Referee at the start of the game. The Frozen Puck will work much better and prevent frost build up on the puck.

**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 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 LEAGUE GAME SCORES – HOME TEAM’S RESPONSIBILITY:

OFFICIAL SITE OF THE  
**OTTAWA B**  
HOCKEY LEAGUE

Home News Schedule Results League Stats

Home  
About us  
Board of Directors  
Constitution  
Important Dates  
Rules & Regulations  
**Reporting Game Scores**  
Reporting Suspensions  
Discipline & Appeals  
Re-Schedule Game Request

### Reporting Game Scores & Penalties

#### OBMHL On-line Statistics

1. Head Coaches & Managers received their team login at the Coach/Manager meeting held in early October.
2. It is mandatory for the Home team to report the scores & penalties on-line within 72 Hours during League Play and within 4 hours during Playoffs.
3. Game sheets are the official record of the game and must be also be faxed/scanned or emailed to the the division convenor per Item 2 above. See Section 12 of the [Rules and Regulations](#) page.
4. Click here for the Step by Step Guide (PDF) how to enter the game score on the B League website.
5. For the mandatory goalie win/loss/tie decision, this is assigned to the goalie that ended their shift at the 3rd period buzzer.

If you have any questions, please contact: [web@ottawableague.ca](mailto:web@ottawableague.ca)

Ottawa (Kan Orléans), ON 20  
Wind: S:  
Today 23°C  
Tonight 11°C  
Tue 23°C  
Environnement Canada

## ENTERING MAJOR PENALTIES

**IN THE GHA DISTRICT DISCIPLINE DATABASE:** <http://www.gloucesterhockey.ottawa.on.ca>

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

5. Go to DISCIPLINE on the top bar
6. Go to Reporting Major Penalties
7. Enter your Team Credentials
8. Complete all boxes
9. Submit
10. An email will follow to the GHA, GHA Discipline, GHA District Chair, GHA Vice President, Area President and Area Discipline Chair -
11. The Team may print a report from the Team Infraction Report for their team only.

**NOTE: YOU MUST STILL PROVIDE AN ELECTRONIC COPY OF YOUR GAMESHEET TO THE GHA DISCIPLINE CHAIR, MDHA PRESIDENT AND VP DISCIPLINE within 24 hours of the infraction.**



**TO THE OBMHL:**

**Reporting Suspensions**

Please refer to the current Code of Conduct on the [ODMHA site's Documents page](#).

All suspensions/incidents are to be **reported according to your District's procedures**, in addition all suspensions incurred in-league and out-of-league must be reported to your B League Division Convener via email and fax.

Please include the following information:

- Your name and position with the team.
- The penalty received as shown on the game sheet, including:
  - date of the game;
  - type of game; league, playoff, exhibition or tournament game
  - player/official's name & number or position;
  - penalty/penalties assessed;
  - period and time;
  - other information (if necessary) - 1st fight, 2nd, 3rd, etc.,
- Dates the discipline (suspensions) will be served.

\*\*\*Please refer to your District for the Code of Discipline.

\*\*\*Here is a helpful spreadsheet to track your team's suspension and served games:

[OBMHL Suspension Log \(53 kb\)](#)

**DOWNLOAD**

**Affiliated Players**

It is recommended to affiliate a minimum of 6 forwards, 3 defense and 1 goalie.

Affiliated Players must be recorded in the GHA Affiliation Database prior to the player touching the ice for the affiliated game for both Rep B and House League Teams. Hockey Canada has changed the affiliation rule and players **can only affiliate 10 times to a higher team.** ONLY when the affiliated player's team has been removed from league play or playoffs can the affiliated player be used more than the maximum 10 times.

The **Affiliation Form** must be completed and have all required signature in place prior to providing to the MDHA Registrar for signature. Refer to the GHA Rules and Regulations Appendix "C" for the affiliation chart. Once a house league player is affiliated to a competitive team, that player is no longer part of the league club affiliation system.

**SPECIALLY AFFILIATED PLAYER PERMISSION FORM**

The purpose of this form is to ensure coaches, players, and parents understand the affiliation process.

Season 20 No. of 19

**RULES & CONDITIONS**

- 1) Prior to a team placing a player's name on its team list as an affiliate, that team must receive permission from the team to which the player is a registered member.
- 2) Permission to use an affiliated player must be obtained on a game by game basis from the player's original team as per Hockey Canada Regulation 7.
- 3) A player may only play 10 games with the higher category/division team in the entire season as per Hockey Canada. It is the responsibility of the player, coach and parent to keep track of the number of meaningful games played. Tournament and exhibition games are not included in the affiliation rule. For a goaltender, a game only counts against the affiliation number if the player participates in play.
- 4) 10 play-ins may be affiliated after January 1<sup>st</sup>.
- 5) A player is only permitted to participate as an affiliated player with ONE (1) hockey team of a higher division or category during a playing season.
- 6) **Only** to a player participating in a game as an affiliated player, the player's name must appear on the affiliating team's team list. Also, this form must be duly approved (by signature) first by the Association and second by the District Registrar.
- 7) Parents of players affiliated to teams competing in higher division leagues shall be so notified by the coach of the team requesting the player affiliation. The signature team will confirm notification and in discussion with regard to body checking.

All suspensions incurred in the higher category/division game must be served with the lower team.

*Note: The exception to this rule is: an affiliate or an out-of-division player may serve his suspension at the momentous.*

Should the number of games to serve be greater than the games remaining, then the suspension shall be served with his team.

A minor aged player assigned to a major aged team may affiliate to a higher category minor team for league purposes only within the ODMHA framework. Note that this rule applies only to league and play-off games that take place within the ODMHA and does not apply to tournaments or exhibition games.

PLAYER INFORMATION	
PLAYER/HOCKEY REGISTRY NUMBER:	Date of Birth: (mm/dd/yyyy)
NAME OF AFFILIATED PLAYER (PRINT):	
SIGNATURE:	
PARENT INFORMATION	
PARENT NAME (PRINT):	Date:
The affiliating team has body contact	
OR	
The affiliating team does not have body checking	
PARENT SIGNATURE:	PARENT SIGNATURE:
AFFILIATING TEAM INFORMATION	
CATEGORY OF TEAM (Print)	
NAME OF TEAM (Print)	
LEAGUE OF TEAM (Print)	
COACH NAME (Print)	
COACH SIGNATURE:	Date:
PLAYER TEAM INFORMATION	
CATEGORY OF TEAM (Print)	
NAME OF TEAM (Print)	
LEAGUE OF TEAM (Print)	
COACH NAME (Print)	
COACH SIGNATURE:	Date:
REGISTRAR INFORMATION	
HOME ASSOCIATION REGISTRAR (last signature)	DISTRICT REGISTRAR (last signature)
Name of Association (Print):	Name of District (Print):
NAME (Print)	NAME (Print)
SIGNATURE:	SIGNATURE:
Date:	Date:

All required signatures must be completed prior to being passed to the registrar.

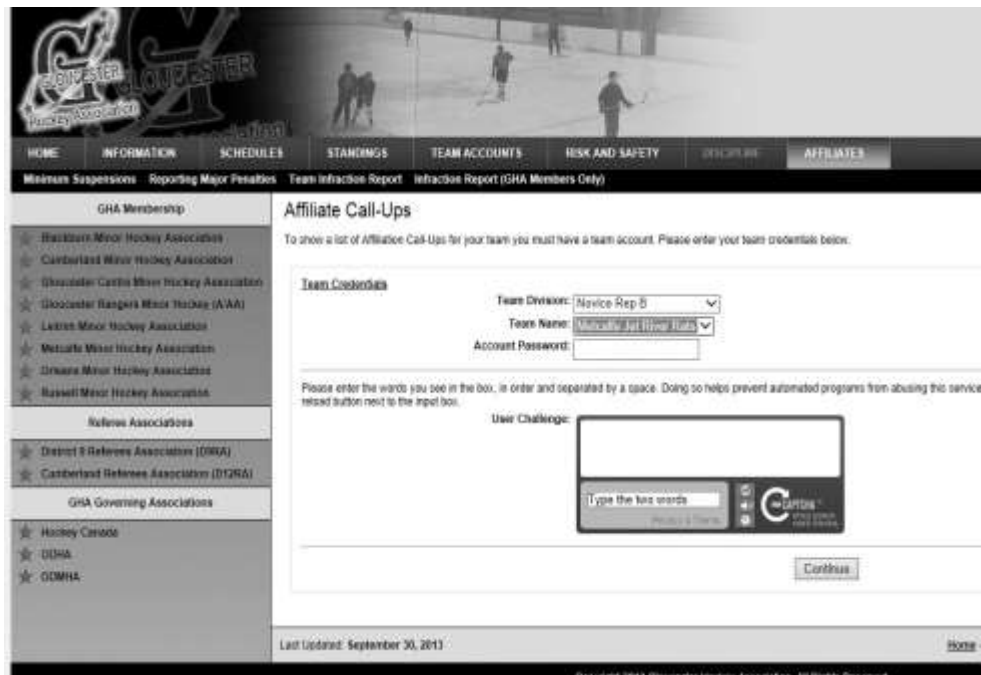
## Administration Duties – Recording in Database

**Affiliation in GHA Database:** To Add an Affiliate to your team - select Affiliation - Affiliate Player List - you will need to enter your team name (select from the drop down list) and password

Add as many players as you have on your affiliate list or one at a time but they will have to be entered before the next step..

Complete "Affiliate Player Call-Up Notification form and submit

The next 3 are reports available to your team/group. The password for a team is the same as your team password. A password is available to your group and reports are available for all teams.



## Tournaments

Register – Do it early!! A lot of the tournaments fill up so quickly so it is best to get an idea from the parents on the team how many they want to do and what distance they want to travel. The majority (60%) of parents must agree on how many tournaments they want to do and what distance they want to travel.

Article 5.1.1 Rules and Regulations: 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, the head coach must ensure a team vote takes place. A minimum of 60% of the team families must vote in favor of increasing the number of out-of-branch tournaments in order for a team to attend more than two (2) out-of-branch tournaments.

Any tournaments that are approved and voted upon by the Team that exceed four (4) must be submitted to the VP Competitive 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 submitted to the VP Competitive or your respective level as soon as they are confirmed, as well as notifying the MDHA Ice Convenor.

### Travel Permits:

All Travel Permits must be **typed** not hand written and sent to the MDHA President for approval. IF you know when your team is traveling, then please get the travel permits in 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 ODMHA Team Travel Permit. Scan it and email it along with the Team TRF to the MDHA President. Verification of tournament sanctioning will be performed before approval by the

MDHA President and District 9 Chair. If the TRF does not accompany the Travel Permit then this will not be approved and will cause a delay for the team.

If traveling to the USA, complete the ODMHA Team Travel Permit AND the USA Hockey & Hockey Canada Travel Permit for US and email it along with the Team TRF to the MDHA President. Verification of tournament sanctioning will be performed before approval by the MDHA President and District 9 Chair. If the TRF does not accompany the Travel Permit then this will not be approved and will cause a delay for the team.

You may find the forms on the MDHA website under Hockey Forms tab.

### **Responsibilities:**

Whether it is the team manager or another parent who is taking on the tournament profile, when signing up for a tournament you will usually provide:

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

When preparing for the tournament you should:

- Hotel booking – if overnight travel is required
- Direction, Schedule and Rules – for the coaches and parents so they know the details
- Team meals – 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

When arriving you will need to register (day of) and 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

### **City of Ottawa 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) and the MDHA Secretary will make the arrangements to obtain the permit and send it back to the team. You will then be notified by the MDHA Treasurer with the amount owing on said rental. The MDHA Secretary is the main contact for the organization with the City for hall/facility rentals.

## **Special Events**

Any activity outside of what MDHA issues the team must be insured. This includes fundraising activities, Christmas parades, back yard team skating events, team parties, etc... The team must submit the completed **Certificate of Insurance Request Form** to HEO (ODHA) for approval. Once the insurance company has approved your request, HEO will email the Certificate of Insurance to you. Please allow at least 72 hour (weekday) for it to be completed. Copies of your approved insurance request must be on file with the Risk & Safety Director before any event takes place. Enclosed is a copy of Hockey Canada's Event Sanctioning Manual for reference.

Your team will never receive insurance for events such as other sport activities (bowling, baseball, etc.) tobogganing parties, laser tag, bake sales, etc...

Please note: fundraising may not include raffle or 50/50 tickets. A permit is required under the City of Ottawa law and the Ontario Game and Lottery. MDHA does not have a permit. If your team wishes to obtain a permit, please contact the City of Ottawa. You will be required to provide proof of the permit to the MDHA Risk & Safety Director.



**CERTIFICATE OF INSURANCE REQUEST FORM**

**FIELDS WITH AN ASTERISK MUST BE FILLED IN AT ALL TIMES**

Please allow 7-10 business days for processing.

\* This is to certify to: (name of facility/school/identity requesting a certificate) \_\_\_\_\_

\* Address: \_\_\_\_\_

that the following described policy(ies) or binder(s) in force at this date have been effected to cover as shown below:

Name of Insured:	HOCKEY CANADA 801 King Edward Avenue, N204, Ottawa ON, K1N 6N5
Name of Insured:	HOCKEY EASTERN ONTARIO 1247 Kiborn Place, Suite D380, Ottawa ON, K1H 6K9

\* Name of Team / Association: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

\* Description of Event(s): \_\_\_\_\_

\* Location of the event(s):  
(name and address) \_\_\_\_\_

\* Date(s): \_\_\_\_\_

TYPE OF INSURANCE	INSURER	POLICY N°	POLICY PERIOD	* LIMIT OF INSURANCE (CANADIAN FUNDS)
Commercial Liability Insurance	Great Insurance Company of Canada	0000000	September 1 <sup>st</sup> , 2013 to September 1 <sup>st</sup> , 2014	\$1,000,000 General Liability Insurance

Please check if Liquor Liability is required  # of days for cancellation notice (if required) \_\_\_\_\_

Please include a copy of your lease agreement.  Please check if a copy of the lease agreement is attached.   
Please check if additional list attached. \_\_\_\_\_

\* **ADDITIONAL INSURED:**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

THE ABOVE ENTITIES WILL BE ADDED TO THE POLICY AS ADDITIONAL INSURED BUT ONLY WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED DESCRIBED ABOVE. THE CERTIFICATE APPLIES TO THE MEMBERS AND AUTHORIZED PERSONNEL OF THE INSURED WHILE OPERATING WITHIN THE SCOPE OF THEIR DUTIES AND APPLIES ONLY TO THE DATES OF THE EVENT AS MENTIONED ABOVE.

This certificate's request form has been approved by: \_\_\_\_\_

## **Sponsorship and Donation Coordinator:**

This parent helps the team to coordinate the sponsorship and donations for the team. Sponsorship and donations collections can offset team fees for parents or can be used to complement 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.

## **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 City of Ottawa – as per their Bylaws.

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.

### **Team Fees**

Maximum \$700.00 per player. The team fee can be paid with personal money, sponsorship money or a combination of both. However, sponsorship money cannot be refunded to players at the end of the season.

### **Team Bank Account**

Each team needs to obtain a letter from the MDHA Treasurer. Bank accounts are to be in the name of the team, no personal bank accounts are to be used. When submitting the request to the MDHA Treasurer, please include the full (legal) name of the Team Treasurer and co-signor.

### **Team Budgets**

Updated team budgets, including all sources of revenue and expenses, need to be emailed to the Convenor and Treasurer on a monthly basis

### **Sponsorship Money**

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 (including date, name and amount received) The Sponsor Receipt template for teams to use is located on our website under the 'Guides/Forms' tab.

All Sponsorship money can be used towards the player's obligation within the team fees. For example, once the budget is proposed and approved by the parents, each player's commitment may be as follows:

Team Fee	\$250.00
Sponsorship - \$125.00/bar	\$250.00
<hr/>	
<b>Total required commitment from <u>each</u> player</b>	<b>\$500.00</b>

If a player obtains \$500.00, the sponsorship money can be directed to that specific Player's Sponsorship requirement (\$250.00) **as well** as their Team Fee obligation (\$250.00).

If a player obtains \$750.00, the sponsorship money can off-set the Sponsorship requirement (\$250.00), the Team Fee obligation (\$250.00) and the balance of \$250.00 would be retained by the team to off-set other team expenses.

Note: It is **critical** for the Team Treasurer to track within their workbook which player obtained what Sponsorship money and how it was applied (distributed to team fees, sponsor bars and/or retained).

### **Donation Money**

Donation money still needs to be tracked within your Excel Budget Workbook, however if the donor wished to remain anonymous, please mark for name "Anonymous"

### **Emailing the Executive and Team**

As we have many teams and some parents have multiple children in hockey, please not in the subject line of the email which team/level you're referring to (i.e.: U12). This helps everyone identify which team the email pertains to and save time,

**MDHA Contacts: Please visit the MDHA website under Executive for current contact information:**

**Forms**

All forms (Special Events Certificate, Fair Play Pledges, Medical Forms, etc...) can be found on the MDHA website.

## IMPORTANT DATES – AS PER OBMHL WEBSITE

Important Dates – 2018-19	
Event	Date and Details
Team Declarations & Ice Submissions	September 9, 2021
Coach / Manager Meeting	TBD  <b>Meeting is mandatory for all coaches / managers to attend</b>
League Start (U10 to U11 )	October 22, 2021
League Start (U16 and U18) U12-U15	October 15 2021  October 4, 2021
Thanksgiving Weekend	October 9-11, 2021
Halloween	October 31, 2021
Christmas / Holiday Break	December 23, 20 to January 2 (6 pm), 2022
Regular Season End Date	February 3, 2021
Playoff Dates: A Side	
Round 1	TBC
Round 2	TBC
Round 3	BC
Playoff Dates: B Side (Consolation(	
Round Robin	TBC
Consolation Championship	TBC

