PETROLIA MINOR HOCKEY

COACH/MANAGER HANDBOOK

2019-20

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**The Handbook is divided into two sections:**

**Part 1(pre-season) and Part 2 (during and post-season)**

**The purpose of this handbook is to assist you during the hockey season.**

**PMHA appreciates any feedback you may have to make this handbook more accessible and user friendly.**

**Part 1: Year at a glance for team**

* Getting Ready for Tryouts
* PMHA Tryout letter and Fair Play Pledges-to be completed by all REP/AE tryouts
* Developmental Pyramids for Goaltenders and Players
* Eating Well with Canada’s Food Guide

**Part 2: Coach/Manager Responsibilities (your responsibility to read this section!)**

* **Rosters-OMHA -READ THIS!**
* **Bench Staff Qualifications-READ THIS! Must be submitted before December 1st (chart also on PMHA website and OMHA website)**
* Shamrock League
* Tournament/Loans (Due back to PMHA by January 15th in full)
* Team Finances and Fundraising Guidelines (you must submit request before fundraising)
* Volunteer Cheque Positions
* Team Communication

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**Part 1: Year at a Glance**

**One Parent to complete Respect in Sports on line ( One Time only )**

**JUNE/JULY/AUGUST**

1. Coaches selected for upcoming season and should review Coach/Manager Handbook on website. It is YOUR responsibility to ensure you have credentials are updated BEFORE the start of the season,and that police/Vulnerable Sector checks are valid. **DO THIS NOW. DO NOT WAIT UNTIL THE SEASON STARTS.**
2. Coaches to attend Coaches meeting, date and time TBA (summer of current year for all REP/AE and September for remaining teams)
3. Contact PMHA webmaster to set up your team for upcoming season (summer of current year)
4. Tryouts to be announced on PMHA website @ [**www.petroliaminorhockey.com**](http://www.petroliaminorhockey.com) **(last two weeks of August)**

**Resources:** **Minor Hockey Development (**[**www.omha.net**](http://www.omha.net) **and click on Developmental programs on the left and then Coaches, Downloads and Resources).** Please visit this site and download forms that will be of assistance to you during tryouts and throughout the season. These forms can assist your yearly plans, communications with players/parents and objective skills analysis. **This information is also available at** [**www.petroliaminorhockey.com**](http://www.petroliaminorhockey.com)**, under the libraries section and/or coaches tab.**

* Divisional Core skills
* Player evaluations and goaltender evaluations
* Player rankings
* Practice plans and drills

**Goaltender information (available online at** **www.omha.net and click on Developmental programs and then Coaches, Downloads and Resources). Resource manual also at** [**www.petroliaminorhockey.com**](http://www.petroliaminorhockey.com)**, under the libraries section.**

* Manual (Hockey Canada)
* Evaluation-Overview and Forms
* 25 Simple Goalie Drills
* Yearly Developmental Plan

**AUGUST**

 **Players have completed Concussion base line Assessment**

1. **Coaching/trainer certification expires August 31st, it is YOUR responsibility to have all credentials in place BEFORE the season starts. See** [**www.omha.net**](http://www.omha.net) **for list of clinics.**
2. Bench Staff police checks must be completed and returned to PMHA in October or you will not be on the bench. **Police check forms/letters and instructions on PMHA website.**
3. Tryout schedule posted on PMHA website **(players cannot be on ice without signed Tryout Letter)**
4. Select your tournaments, email PMHA for tournament loan and Shamrock Rep a list of tournaments and dates. You must provide Treasurer with a copy of each tournament registration form! **PLEASE CONTACT OMHA REP FOR A TRAVEL PERMIT FOR ALL TOURNAMENTS ONCE REGISTERED**

**AUGUST/SEPTEMBER**

1. Assign Bench staff and ensure they all have qualifications and police checks completed.
2. Select Rep and AE teams.
3. Rosters sent to PMHA registrar no later than October 1st for Rep, October 15th for AE and November 1st for Timbit/Tyke/Four-county.
4. No rosters or qualifications accepted after December 1st.
5. Hold first parent meeting and assign volunteer positions.
6. Open team bank account (PMHA Secretary can provide letter to Bank).
7. Collect Volunteer cheques and submit to PMHA ASAP.
8. Ensure Coach and Manager have read this manual (it will save headaches!).
9. Ensure your team page is up and running. Roster lists will have to be updated by webmaster. Anyone new to the system ie. Tim bits , tykes or transfers will need to provide webmaster with their date of birth (contact PMHA Webmaster)
10. Select your tournaments/send list of tournaments and dates to Shamrock Rep and Ice Scheduler-must be completed ASAP for league scheduling purposes. **CONTACT OMHA REP FOR TRAVEL PERMIT FOR ALL TOURNAMNETS**
11. **All first time players (usually Timbit and Tyke) must submit to coach a copy of player birth certificates. These must be provided to Registrar.**

**OCTOBER**

1. Ensure all bench staff have qualifications and police checks completed.
2. Rosters sent to PMHA registrar no later than October 1st for Rep, October 15th for AE and November 1st for Timbit/Tyke/Four-county
3. No rosters or qualifications accepted after December 1st.
4. Rep and AE teams to begin AP process and submit completed paperwork to PMHA registrar (must be provided to PMHA no later than December 15th).
5. AP players are NOT permitted in any tournaments unless on official roster (see AP section for more information)
6. AP players must play for their rostered team first if there are any conflicts (see AP process)
7. Collect outstanding Volunteer Cheques and submit to PMHA.
8. All new Timbit/Tyke players must submit a copy of Birth Certificate to PMHA registrar.
9. Prepare fundraising submissions (form in Manual).
10. Team budget due to PMHA Treasurer by December 15th

**NOVEMBER**

1. **Timbit/Tyke/Four-County roster are due to PMHA Registrar (December 1st is last date).**
2. New Timbit/Tyke players must submit copy of Birth Certificate to PMHA registrar.
3. **Bench staff qualifications due by December 1st-no exceptions.**
4. Rep and AE teams to begin AP process.
5. All Volunteer cheques MUST be submitted to PMHA.
6. **Team budget due December 15th to PMHA Treasurer.**
7. Team Fundraising submissions to PMHA.

**DECEMBER**

1. **Bench staff qualifications no longer accepted.**
2. **All teams must be rostered by December 1st.(no roster, no tournaments)**
3. **Budgets are DUE.**
4. **All AP forms must be submitted by December 15th to PMHA registrar for rostering.**

**JANUARY**

1. **Tournament loans due to PMHA Treasurer January 15th.**

**MARCH**

1. **Submit end of year budgets to PMHA treasurer.**
2. Awards days announced
3. **Close team accounts**

**Thank you!**

**TRYOUTS**

1. **First Tryout**-coach/staff to arrive at least 30 minutes prior to scheduled tryout.
2. **Bring copies of Tryout letter and registered PMHA division list to first tryout**

**(All players must complete Tryout letter AND Fair Play Pledges (player and parents) PRIOR to stepping on the ice) This can be done on-line.**

* Coach to assign pinny/numbers to all players
* Coach to meet with on-ice support regarding evaluation criteria (drills/plans)

1. **Second/Third Tryouts**-Coach to prepare selection and non-selection notices for players; coach/staff to arrive at least 30 minutes prior to scheduled tryout
* Coach to assign pinny/numbers to all players
* Coach to meet with on-ice support regarding evaluation criteria (drills/plans)
* Coach to communicate selection/non-selection process with players
* May use website to communicate roster status for tryouts or attached sample notes
1. **Final Tryout-**Coach/staff to arrive at least 30 minutes prior to scheduled tryout
* Coach to meet with on ice support regarding evaluation criteria (drills/plans)
* Select team and communicate this to players
* Set Team meeting date and first practice date
* Players should sign Letters of Commitment and coach to submit to PMHA OMHA Rep for signature and then on to Registrar (place in team file in equipment room)

 ***ALL TEAMS MUST BE SELECTED BY THE END OF THE 3RD TRYOUT, ANY ADDITIONAL TRYOUTS MUST BE APPROVED BY THE EXECUTIVE-IT IS THE HEAD COACH’S RESPONSIBILITY TO CONTACT THE PRESIDENT OR VICE PRESIDENT FOR THIS APPROVAL.***

1. Tryout Letters to AE coaches-PLEASE take the time to provide these signed letters and your player evaluation forms to AE coaches. They do not have the opportunity to have as many tryouts with players and this cooperation among PMHA coaches is appreciated!

Please provide PMHA Secretary and PMHA Webmaster with a list of your bench staff contact information as soon as possible (Head coach, assistant coach/s, manager, trainer, parent rep).

***PETROLIA MINOR HOCKEY ASSOCIATION***

***REP TRYOUTS 2019-2020 SEASON***

Dear Hockey players and parents:

We welcome you to our tryouts for the upcoming season. We kindly ask that you have read and completed this form **prior** to your scheduled tryout. ***Please bring this completed form with you to your first tryout. Only players currently registered with PMHA are eligible for tryouts.***

***Player and parent must bring signed Fair Play Pledge before stepping on ice for 1st tryout.***

**Information for Rep Tryouts***:* Playing rep hockey requires a much larger commitment of time and money than playing recreational hockey. Your coach may determine additional team fees that will be explained to you at the first parent meeting. ***League fee for Novice Rep and Novice AE is $150.00 and is due at first parent meeting-dated November 1st.***

**Player Name: DOB:**

**Position 1st choice: 2nd choice:**

**Team Choices: please circle your choices**

**1st Choice Rep AE Tri-county**

**2nd Choice AE Tri-county**

**3rd Choice Tri-county**

**Attending tryouts for skate only yes or no (please circle one). If attending for skate only, the player will be released after the 2nd skate.**

**IMPORTANT FOR REP COACHES: If not selected for a Rep team, coaches will pass this form to AE coaches ASAP for those wishing to be considered for the AE team.**

I have read and understand the above information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Player signature and date Parent signature and date

**GOALTENDER DEVELOPMENTAL PYRAMID**

Every hockey person in the world must understand the importance of the Goaltender Developmental Pyramid. Before going into specifics, it is important to understand that at the base of the pyramid lies skating. Skating plays a dominant role in goaltending for a variety of reasons. This model provides organizations, coaches, players, parents, and facilitators the framework and outline needed for the successful implementation of all youth programs. **The strength of any triangle is the base**. The base provides the structure and foundation for all other supporting elements. This is the whole concept behind the Goaltender Development Pyramid.



***Understanding the Pyramid:***

***Basic Skating Skills:*** the primary impact of basic skating skills is the edge control that is developed. It is this edge control that gives a goaltender the skills to embark on position-specific movement.

***Position-specific movement***: the second level of the pyramid, is the first skill set that is specific to the goaltending position. It is here, then, that a goaltender truly begins their puck-stopping development. It is the foundation of a goaltender’s game.

***Positional/Save-Movement Skills:*** Movement efficiency, the focus of this broader article, paves the way for positional (level three) growth. This makes sense considering that position is a geographic orientation on the ice. By nature, it requires the goaltender to move about the net area in order to achieve these various targets.

***Rebound Control/Recovery***: save execution (level four) includes increased control, quicker setting, greater volume of positional targets reached, etc.

***Advanced Positioning:*** Finally, a controlled save execution leads to a goalkeeper’s post-save response (level five). The greater the level of control that the goalie has coming out of the initial save, the more dynamic the post-save move.

Communicate with goaltenders and parents the value of understanding the developmental pyramid. Use this pyramid along with the player pyramid to establish practices/drills that are inclusive to all team members**.**

**PLAYER DEVELOPMENTAL PYRAMID**

Every hockey person in the world must understand the importance of the Player Development Pyramid. This model provides organizations, coaches, players, parents, and facilitators the framework and outline needed for the successful implementation of all youth programs. **The strength of any triangle is the base**. The base provides the structure and foundation for all other supporting elements. This is the whole concept behind the Player Development Pyramid.



**Understanding the Pyramid:**

***Technical Hockey Skills:*** The base provides the structure and foundation for all other supporting elements. Our base is Skating, Puck handling, Passing, and Shooting.

***Individual Tactics:*** A player using a combination of technical skills in order to create and or take away the advantage of an opponent.

***Team Tactics:*** A collective action of two or more players using technical skills and/or individual tactics to create an advantage over their opponents.

***Team Play Systems:*** A pattern of play in which the movement of all players is integrated in order to accomplish an offensive or defensive objective.

 ***Strategy:*** The selections of team play systems and tactics that take advantage of the opponent’s weaknesses

***How does the pyramid help coaches, players and parents***?

Educate parents and youth hockey players on the importance of the player development pyramid. Technical hockey skills (i.e. skating, puck handling, passing and shooting) are the foundation of every hockey player’s success. Without this foundation, it becomes nearly impossible for any hockey player, regardless of age and/or experience, to be a valuable asset to his/her hockey club.

When possible, encourage (at least) a 3:1 practice to game ratio with minor hockey players

Now – consider these stats taken during an EFFECTIVE 60 minute practice

* An efficient practice will give a player more skill development than 11 games collectively.
* Each player should have the puck on his or her stick for approx. 8-12minutes.
* Each player should have a minimum of 30 shots on goal

Skating – The most essential technical hockey skill

* Stress the importance of skating. Every other technical hockey skill (puck handling, passing, shooting) is in some way related to skating.
* Remind parents and players that skating is a learned skill. Like anything, you must practice religiously to be great.

Please have athletes follow “Eating Well with Canada’s Food Guide”

Building Team Trust-Petrolia Minor Hockey 2019-2020

I treat all players, parents and fellow coaches with respect.

I treat all players fairly and equally.

I will avoid gossip and rumors.

I will work directly with my follow coaches and avoid talking around or about them.

I will talk kindly about players, parents and fellow coaches, will honor those not present.

I am honest and patient with players.

I am reliable. I follow through on what I committed to do.

I will assist my fellow coaches throughout the season, both on and off the bench.

I will come prepared to all practices and games and team functions.

I am appropriate with all sensitive and private information.

*I agree that I have read and understood the above Building Team Trust and in signing below I indicate that I am willing to follow these guidelines so that I may be a good role model of positive leadership for all players, parents and my fellow coaches.*

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Head Coach Dated

Asst. Coach Trainer

Asst. Coach Asst. Trainer

**(optional)**

**PART 2**

**Manager Roles and Duties**

Petrolia Minor Hockey Association Team Managers are directly responsible to the Head Coach who shall be responsible for delegating specific duties. In general, team managers should assume responsibility for most of the office organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development. **It is the Managers’ responsibility to be sure everyone is informed of what is happening throughout the season. This includes communicating with league rep, OMHA rep, ice scheduler, webmaster, gate scheduler, referee scheduler, coaching staff and players/parents. (See website for list of current PMHA Executive and contacts)**

**MANAGER BINDER**

It is suggested the team manager create a binder of information that they bring to all practices, home/away games and tournaments. This binder should include the following:

* Coaches’ certification levels, dates and numbers (if applicable)
* Approved roster, game sheets (extras), and tournament rules
* Game sheet roster stickers (jersey number/position and player name, manager name and all coaching staff)
* Team medical information sheets and blank injury/incident forms
* Player/parent contact list, PMHA executive list and copy of travel permits for tournaments/exhibition games
* Copy of Fundraising form (included)
* Copy of Budget submission sheets (will be emailed to you)
* Team Rep Sheets (package included)
* Jersey Contract signed by Head Coach
* One Parent complete Respect in Sport
* Parent/Guardian and Player Fair Play Pledge, signed (\*Mandatory) or completed list from on-line entry
* Permission for Photo/Website Disclaimer, signed (\*Mandatory)
* Copy of the Hockey Canada Official Playing Rules and the OMHA Manual of Operations. Become familiar with these books, especially note suspension rules. Contact OMHA Rep to report all suspensions and clarify any questions you might have
* Parent communication/concern record
* Copy of Blank AP forms (available at [**www.omha.net**](http://www.omha.net))

**BEGINNING OF THE YEAR**

* Ensure each player has a **Hockey Medical Form completed** and kept on hand at every game(Manager Binder)
* **All players are required to sign an OMHALetter of Commitment.** Please have these sheets signed and returned to Registrar file by October 15th. **Blank copies of these letters are available on the PMHA website under the library section**.
* All players/parents to sign Website/photo disclaimer form
* All parents/guardians and players to sign a Fair Play Pledge
* Some players and parents to sign Rowan’s Law Acknowledgement Form
* Submit completed roster to PMHA Registrar as soon as possible (please follow roster process in this manual)
* All practices, games, exhibition games and tournaments and all scores will be posted on the team website (Manager or Parent Rep to assume this duty).
* **Inform Ice Scheduler and Shamrock Rep of all tournaments/dates for upcoming season, AS SOON AS POSSIBLE**
* With Head Coach, establish team communication protocol (team meetings, website news/updates)
* Team list of all players/parents contact information to be compiled and emailed to all parents
* If extra ice time is booked at team expense for practice/exhibition, the PMHA Ice Scheduler must be notified prior to date for insurance reasons.
* Assign staff to dressing room-**MUST BE A MINIMUM OF 2 STAFF IN DRESSING ROOM AT ALL TIMES AND THEY MUST HAVE VALID SPEAK OUT (PRS) AND POLICE CHECK-NO EXCEPTIONS!**
* **One parent/guardian must complete Respect in Sport Program before their child can be rostered to a team.**

**OMHA TEAM ROSTERS**

The following process will assist you in ensuring your team rosters are complete and approved by OMHA in a timely manner:

* All rosters are to be sent directly to PMHA Registrar-please **allow TWO weeks** for your roster to be approved
* **Rep teams should submit rosters by October 1st, AE Teams should submit rosters by October 15th and Tri-County/House league teams should submit rosters by November 1st. You must have an official roster to attend all tournaments**
* ***TIMBIT (BEGINNERS) ONLY****: OMHA requires all players registered to provide a scanned copy of their birth certificate. Coach/manager for each Tidbit (Initiation/Beginner) team must provide to Registrar,**a scanned copy of all birth certificates for all players. As well, names and coaching qualifications of all bench staff and on ice helpers must be provided to Registrar for OMHA insurance purposes.* ***ALL staff must have PRS/RIS and appropriate coaching qualifications-see below for additional******information).*** *Most Timbit (beginner) teams do not need an official roster (unless attending a tournament)-however it is necessary for you to provide the Registrar with a list of team players and bench staff once players have been divided into teams. This is the only roster procedure that needs to be completed by Timbit (Beginner) teams.*
* ALL bench staff MUST have taken PRS/Speak Out/Respect in Sport and Transgender Neutral training (no expiration date- and required of ALL staff on ice and roster). This course can be taken online at **www.hdcolearning.com** All participants must be a minimum of 16 years of age to attend a Speak Out! Clinic. Speak Out! "Its More Than Just a Game" is a 3.5 hour interactive workshop focused on the prevention of bullying, harassment and abuse in the game of hockey. Speak Out! is no longer integrated into the Coach Stream & Development 1 clinics and therefore MUST be taken separately from these certifications. The Speak Out! [PRS] certification never expires.
* Team rosters must include a list of players and bench staff
* Team rosters may include 5 bench staff-Head Coach, Assistant Coach, Trainer, Manager and Assistant Coach or Assistant Trainer
* **OMHA requires a minimum of Head Coach and Trainer on the bench for ALL games**
* OMHA will approve rosters with a minimum of Head Coach, Trainer and Manager
* Coaches and Trainers, MUST have current and appropriate division qualifications to be on the official OMHA roster (see attached chart). **Qualifications expire August 31st and it is your responsibility to ensure your qualifications are updated PRIOR to being a Coach or Trainer for a team** (please check [**www.omha.net**](http://www.omha.net)and locate the “clinics” button on the left hand side, you can then pick a course you would like to attend)
* Trainers only-you may take the Trainer and Trainer Refresher courses online at [**www.hdcolearning.com**](http://www.hdcolearning.com)please be sure you print your receipt and course certificate

**Online Credentials-what do I do?**

* PRS/Speak out/Respect in Sport and Trainers taking the ONLINE HDCO Courses, you must complete the HDCO conversion form (attached) and submit this this form along with your course receipt and certification to OMHA direclty
* OMHA will then upload your qualifications in the Hockey Canada Registry Database. Once these qualifications are updated, PMHA registrar is able to access your profile and add you to a team roster to be submitted for approval.
* If you have obtained a coach or trainer certification with an association outside of the OMHA, please complete the **Application for Conversion/Upgrade of Certification** to OMHA so that your certifications can be added to your Hockey Canada Registration (HCR) system record for MMHA roistering purposes. You may have to follow up by phone or email to be sure that the process is completed quickly. Please contact OMHA to obtain this form.
* please submit your name, team and course receipts to your Team Manager or PMHA Treasurer for reimbursement if you are roistered on team bench for current season.
* If your roster is approved, PMHA Registrar will provide you with a copy of your official roster that you must have with you for all games and tournaments-and these are the only bench staff permitted on your bench.
* If your roster is declined due to Bench staff credentials, PMHA Registrar will inform you of the staff that does not have current qualifications and that individual will NOT be permitted on your bench until their qualifications have been updated with OMHA.
* An **At-Large Roster** is available to all teams should you need a qualified coach or trainer for your team.

**Please visit** [**www.omha.net**](http://www.omha.net) **Developmental Programs for additional resources.**

**Affiliated Player Process for OMHA only**

The Affiliated Player (AP) process is an element of Petrolia Minor Hockey’s commitment to continually develop players. The AP process is designed to (i) recognize and provide those players with the appropriate skill and commitment the opportunity to compete at a higher level of play through an affiliated Petrolia Minor Hockey team; and to (ii) assist the affiliated team in fulfilling a player vacancy that has been created due to player absence. Communications between AP and Requesting team coaches is encouraged.

**Selecting an AP:** Coaches should ask themselves the following questions when selecting an AP player:

* Is the player eligible?
* Will the player be able to adequately compete at your level?
* Will the player benefit from the AP experience?
* Will the player help you?
* Does the player want to help you? AP forms must be completed and signed by all parties and then provided to OMHA rep for signature. OMHA rep or Team manager will then **scan** completed AP form to PMHA Registrar.
* **To guarantee approval, AP forms should be completed and returned to Registrar no later than December 30th**. OMHA does not approve rosters during Christmas and New Years. AP forms received after January 1st may not be approved in time for OMHA play downs and play offs**. Please allow two weeks for approvals.** AP players are not permitted in tournaments, Silver stick or OMHA play downs or playoffs without being approved on official roster-NO EXCEPTIONS.

**SHAMROCK LEAGUE GAMES**

**The Shamrock Rep for PMHA is responsible for:**

* attending all scheduled League meetings as required
* acting as the liason between PMHA and the Shamrock League.
* All issues and concerns for the Shamrock League are brought to the league's attention by the Shamrock League Rep arranging for all game changes using established game change protocol as implemented by the Shamrock League
* Ultimately it is the coach’s responsibility to ensure Electronic game sheets are completed properly (**coaching suspensions will occur for games sheets that are not completed properly**)
* Coaches are responsible for updating the game scores on the OneDB website. Typically, the home team will update the scores.
* attend any Shamrock League functions as required
* **supply all scheduling blackout dates/tourney dates to league by Aug 1 each year**

**Protocol for Game Changes**

* Manager/Coach to forward email to Shamrock League Rep and Petrolia Ice Scheduler (see PMHA Contact List) **Game Change and the Game #** (from league schedule) in the subject line. In the body of the email please include **the age division, the date of the game and the opponent**.
* Shamrock Rep will forward game change information to Shamrock League Officials.
* The Ice Scheduler will provide the proposed new date to the other centre rep/ice scheduler.
* Shamrock League Rep will forward the proposed new date to the other centre rep/ice scheduler.
* Once date is confirmed with the other centre the Ice Scheduler will enter the new game info into the OneDB. The Shamrock Reps and Coaches/Managers from both Centres will receive an e-mail update from the OneDB.
* **Team tournaments- Once confirmed, all managers/coaches must send team tournament dates to Shamrock League Rep and Ice Convenor so game changes can be implemented. Tournaments are not confirmed until payment is sent and received by the host centre and e-mail confirmation on acceptance is received.**

**Protocol for Reporting Scores (Shamrock Rep)**

* In an effort to keep the Shamrock League standings current and up-to-date, the Shamrock League has requested that **either team** enters their score on the OneDB system.
* In the **subject line only** please provide the following: **Age Division, Game Number and Score** (e.g. March 11/12-Atom Rep-A202-Petrolia 3 vs Mooretown 0)
* **Do not include anything in the body of the email**

**Game Sheets for ALL teams (OMHA and Shamrock League Reps)**

Managers are to fill out the Electronic Game Sheet prior to each game. For home games, the Manager is responsible to provide the I-Pad/Electronic Game Sheet to the other team to fill out, sign and then take it to the time/scorekeepers. Below is how to fill out the Electronic Game Sheet correctly:

* Download the correct electronic gamesheet.
* Verify the correct Date, location, game number & curfew.
* Team officials must print & e-sign in designated place, one team official from each team must initial curfew time.
* The person on the CHA certificate as Head coach must e-sign in Head coach spot on e-game sheet.
* The Trainer must e-sign in the Trainers spot on the e-gamesheet. If sharing a Trainer, enter the info under “Game notes” or under “voice notes”. At least one Trainer must e-sign to have a valid game.
* Validate the player’s name and numbers.
* Identify “C”, “A”, and any “AP” players.
* Do not list players that are absent (would be considered as having played).
* Make sure any suspended players/coaches are listed under suspensions with number of games (i.e.: 1 of 3) or game will not count as served even if player did not play.
* Make sure score keeper fills in penalties and scores correctly, make sure final scores are marked in the designated area.
* **Use the clock time (time remaining) on game sheets**.
* Be sure referee’s sign off game sheet in designated area.
* Notify (your League Rep or OMHA Rep) of suspensions given.
* Upload the completed e-gamesheet to the Electronic Gamesheet website immediately after the game is complete.
* Enter the final game score on the OneDB website.

Note: All suspension codes should be clarified with the referee immediately following the game. Missing codes or miscoded suspensions cannot be used as an excuse when suspensions are not served properly. Note: Please notify the OMHA rep immediately of any exceptional situations (match penalties, multiple suspensions in a game etc).

**TOURNAMENTS**

OMHA sanctioned tournament lists for your classification (B for Rep and AE Gr3 for AE teams) are available on the OMHA website **at** [**www.omha.net**](http://www.omha.net)**. Please contact OMHA Rep and Tricounty Rep for additional tournaments.** Be sure to sit with the coaching staff early in the year to decide what tournaments you want to enter. Tournaments and accommodations fill quickly. Also you need to know what tournaments you want to enter before the league scheduling meeting to avoid conflicts. Money required for tournament entry fees must be sent with tournament registrations. **You must submit approved tournaments to your Shamrock/OMHA Rep and Ice scheduler ASAP.**

**Borrowing of Tournament Fees (PMHA Treasurer)**

PMHA will advance funds to cover tournament fees so coaching staff does not have to cover fees out of pocket. The fees are to be repaid to PMHA once the team is selected and funds collected from parents by Jan 15th 2018.

**Please provide the following information to your OMHA Rep and PMHA Treasurer:**

* Team Name and Coach/Manager,
* Tournament Name, Copy of Completed Application form, cost of tournament.
* Please ensure Ice Scheduler and your League Rep is copied on your email so they may submit this for division scheduling.

**Travel Permit/Facilty Permit/Dryland Permit/Event** Permits **(**OMHA **Rep)**

* must be submitted for any exhibition games/tournaments played –**CONTACT OMHA REP DIRECTLY**
* Please **allow one week for approval,** copy of approved permit will be provided to team

**FINANCES AND FUNDRAISING**

**Team Cheques to be collected at first team meeting**

* **ALL REP/AE/TRI-COUNTY TEAMS**-At first team meeting, Manager to **collect $150.00 for Novice Rep and Novice AE only post-dated cheque (November 1st)** from all players. ALL TEAM PRACTICES WILL BE CANCELLED UNTIL ALL CHEQUES ARE COLLECTED AND PROVIDED TO PMHA TREASURER. **(Use Travel Cheque form -Team Rep)**
* ***ALL TEAMS****: At first team meeting*, Manager/Parent Rep to collect **two $500.00 post-dated volunteer cheques**, **dated January 15th and April 15th** from all players. ALL TEAM PRACTICES WILL BE CANCELLED UNTIL ALL CHEQUES ARE COLLECTED AND PROVIDED TO PMHA TREASURER**. (Use Volunteer Cheque form –Team Rep)**
* **ALL TEAMS**: At first team meeting, Coach must submit to PMHA **one $500 equipment fee** cheque post-dated April 15th. **Beginner/Tyke/Novice House equipment fee is $250.00.** ALL TEAM PRACTICES WILL BE CANCELLED UNTIL ALL CHEQUES ARE COLLECTED AND PROVIDED TO PMHA Equipment Manager. Team cheques will be cashed if jerseys are not returned in appropriate condition**. ( Equipment Manager)**
* All parents/guardians and players must sign Photo/Website Disclaimer, Jersey Contract and Fair Play Pledge at first team meeting.
* Teams must establish a team budget in order that the appropriate amount of fund raising can be achieved. Team budgets to be submitted to PMHA Executive by **December 15th and April 30th (Electronic budget sheets will be sent to your team from PMHA Secretary-can be completed on email and returned to PMHA Treasurer and PMHA Secretary)**
* Each Teams Manager is accountable for the management of team funds. Each team should open a team bank account, in the team name, separate from any personal funds of anyone on the team and close this account at end of season. Each team must have two signing authorities, who cannot be spouses of each other.  **OPEN BANK ACCOUNT AS SOON AS POSSIBLE, YOU WILL NEED CHEQUES. Please contact PMHA President if you require a PMHA letter to open your account.**
* Each team must maintain a set a set of financial records. Bank accounts should be reconciled on a monthly basis. Any issues/concerns over team finances should be communicated in writing immediately to the PMHA President or Treasurer for investigation.

**FUNDRAISING (as per PMHA Rules of Operations)**

Each team will be allowed to do two fundraising activity per season. Funds raised must be used for the betterment of the entire team. Activities must portray a positive image of PMHA. You are to follow the guidelines set out below.

* **Fundraiser must be approved by majority of parents from team at parent meeting. All team members are expected to participate.**
* **Teams must submit full budget (see Finances) to PMHA Executive at time of fundraising request**
* **Fundraising Request to be submitted to PMHA Fundraising Coordinator (via email)-please allow two weeks for approval (please use attached Fundraising Form)**
* **As per the OLG Policy, PMHA does not endorse team 50-50 (Toonie Draws) draw activities**

Failure to adhere to these guidelines can result in PMHA investigating, taking over funds raised, revoking team ice time and other penalties

**Permitted Activities: You may raise funds for the following purposes:**

* Tournament registration fees, off-ice training, team building, extra ice time, coaching and trainer supplies
* Travel expenses for registered coaching staff that is NOT a parent of a player on the team
* Team apparel (through approved PMHA dealer), parents are expected to cover 50% of the cost. PMHA logo is ONLY to be used by approved supplier.

**Fundraising Limits:** *Maximum allowed to be budgeted is $3000.00/team*. Maximum amount per player is $1000.00. The ability of a player to raise funds should in no way affect their placement on a team. If monies are in excess of $3000.00, they become the property of PMHA for the following only:

* Support registration fees for players who require financial assistance as determined by YMCA Community Fund
* Support PMHA teams that move forward to Regional Division playoffs

**Under No Circumstances will teams be allowed to:**

* Raise funds through Bingo activities or fundraisers that conflict with PMHMA or Silver Stick Committee
* Hold any activities that overshadow your current team sponsor or any existing PMHA sponsors
* Accept donations or support from age inappropriate sources- such as breweries, distilleries, wineries, tobacco companies, adult entertainment establishments, etc.
* Disperse funds raised to parent or coaching staff. Parents may be reimbursed for initial amounts contributed to team slush fund. Parents and coaching staff are not to profit from fundraising in any way
* Approach existing team sponsors for more funds or PMHHA for funds. All requests must be in writing to the PMHA Executive.

**Approvals and Reporting (PMHA Secretary and Fundraising Coordinator)**

* **Requests must be submitted to PMHA Secretary or Fundraising Coordinator 14 days prior to activity**
* **Full team budget must be submitted with request including expected expense, parental contributions, expected fund raising, donations, in kind donations and estimated amount raised by 50/50 draws**
* All transactions, monetary or in kind, donated, collected or fundraised are to be documented in accordance with basic accounting principles, and are subject to approval
* PMHA expects all transactions to occur in cheques, not cash (excluding 50/50)
* Teams must report purpose of fund raising activity, how the money raised will be used
* PMHA will provide you with written Approval of your fundraising activity
* Please use attached Fundraising Form for submissions

**Fundraising Request Form**

**Approval Form for Fundraising (MUST submit via email to PMHA Fundraising Coordinator or Secretary)**

**Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Activity Requested:**

**Fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Representative Signature for Acceptance of Guidelines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Communications**

It is extremely important to keep lines of communication open between players and parents throughout the season. It is recommended that every coach has a minimum of 2 formal communication meetings during the season, beginning and mid season is advised. PMHA Executive is available to attend team meetings if requested.

It is also recommended to use your Team Manager to provide a means of communication to occur with parents who are uncomfortable communicating directly to the coaching staff.

The Team Manager role is to present the parents’ concerns to the Head Coach and schedule a meeting between the Head Coach (and members of the staff if warranted) and the parents at least 24 hours after the incident occurred. This allows both parties to cool down, so that the problem can be dealt with rationally. For highly emotional issues the 24 hour rule is the recommended first step.
Every attempt to resolve the issue at the team level is encouraged with good communication (please keep a written record of these communications). If not seek guidance from your **Coaches Liaison-PMHA.**

**Ice Times on the Website (**[**www.petroliaminorhockey.com**](http://www.petroliaminorhockey.com)**) Ice Scheduler is your contact**

Every effort is made to keep the Ice Schedule up to date on the PMHA website but it is not always 100% accurate as changes tend to happen frequently. E-mail confirmation of your team ice allocation and changes will be the most up to date information on your specific teams’ schedule. However, you should check the schedule on a regular basis and alert your teams to any changes. **Teams are encouraged to maintain their team home pages and sign up for email/text notifications from the website.**

**Uniforms/Equipment (Equipment Manager is your contact)**

**$500 equipment deposit (post dated April 1st) must be provided to equipment manager no later than November 1st for ALL REP/AE/TRI-COUNTY TEAMS-at time of equipment pick up. Beginner/Tyke/Novice House league teams will provide a cheque for $250.00 (post-dated April 1st) no later than November 1st at time of equipment pick up.**

* Coaches are responsible for team jerseys, first aid kits, pucks and game sheets being returned to PMHA at end of season. When returned in satisfactory condition to the Equipment manager, your post dated cheque will be returned to you. (PMHA will announce specific return dates at the end of the season).
* All team uniforms are provided by PMHA, and remain the property of PMHA, under the direction of the Equipment Manager
* Uniforms to be used for all league, playoff and exhibition games and are not to be used as practice equipment
* Uniforms and equipment will be assigned to each coach in accordance with established procedures
* **Coach is responsible for in season care and return at season’s end. Any needs or concerns regarding equipment/uniforms are to be brought to the attention of the Equipment Manager. All jerseys should be washed, hung on white plastic hangers and returned with jersey bag-in good condition or cheque will be cashed. If professional cleaning is required, it will be at the expense of the head coach.**

**Equipment maintenance**

• If you have a sweater that is in need of repair, and cannot be repaired by someone on your team, please contact the Equipment Manager

• Please ensure sweaters are washed prior to taking them in for repairs; • Please do not make alterations to sweaters, (i.e. number changes, size alterations), without first contacting the equipment manager

• Please have all sweaters washed in cold water turned inside out and repaired prior to summer storage

**VOLUNTEER CHEQUES (Team Rep-Volunteer Cheque/Bingo Coordinator is your contact)**

**The following volunteers will be selected and each position will cover 2 x $500 volunteer cheques-minimum of 12 hours (must maintain position for entire season).** *Managers must fill out volunteer form and hand in to Parent Rep Liaison with cheques to ensure volunteers will get credit for their volunteer cheques.*

* Coach, Trainer, Assistant Coach, Manager, Assistant Coach/Assistant Trainer (5)
* Time Box-one parent will work the time clock for the season (1)
* Scorekeeper- one parent will record the game sheet for the season (1)
* Parent Rep-primary responsibility to maintain team website and carry out duties as assigned by PMHA (formerly Hockey Mothers) and collect 2 X $500 volunteer cheques at first meeting (1)
* Penalty box- **one parent will work the penalty box**
* Jersey washing-**no volunteer cheque returned for this job**
* Fundraising coordinators-**no volunteer cheque returned for this job**

**There are many opportunities to complete 12 hours of volunteer service as required by PMHA. Parents are responsible to check website and contact their Parent Rep for a list of additional volunteer positions.**

**Photo / Web site Permission Form**

**2018-2019**

P.M.H.A is requesting your permission to allow us to use your child’s photo (individual, group or team picture) around the P.M.H.A web site, the local newspaper and in the various publications that we may produce during the year.

Please check the appropriate box and ensure that you sign below.

🞏 Yes, I, hereby, give P.M.H.A permission to use my child’s photo

(individual, group or team picture) in the P.M.H.A’s various publications (website,

newsletter, etc.) for the purpose of sharing the many celebrations and activities.

🞏 No, I do not give P.M.H.A permission to use my child’s photo

(individual, group or team picture) in the P.M.H.A’s various publications (website,

newsletter, etc.) for the purpose of sharing the many celebrations and activities.

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your assistance in this matter.

P.M.H.A

**PLEASE RETURN THIS COMPLETED FORM TO YOUR TEAM REP/MANAGER. COMPLETED FORMS ARE TO BE KEPT BY TEAM MANAGER in manager binder**