PETROLIA MINOR HOCKEY

COACH HANDBOOK

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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**

* Respect in Sport - Parents
* Getting Ready for Tryouts – Pre Skates Information
* PMHA Tryout letter and Fair Play Pledges-to be completed by all players trying out.
* Developmental Pyramids for Goaltenders and Players
* Eating Well with Canada’s Food Guide

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

* Rosters-OMHA!
* Bench Staff Qualifications **- Must be submitted and approved prior to any travel permits being approved. Deadline for rosters are December 1st or 2 Weeks prior to any tournament if before the Dec 1st deadline.**
* Shamrock League
* Four County League
* Tournament/Loans
* Team Finances and Fundraising Guidelines
* Promissory Bond and Positions
* Team Communication

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**Part 1: Year at a Glance**

**One Parent/Guardian MUST complete Respect in Sports – Parent online (One Time only)**

**JUNE/JULY**

1. Coaches selected for upcoming season review Coach Handbook on website. It is **YOUR** responsibility to ensure you have current and valid credentials based on the age group and level you are coaching in the upcoming season. These credentials should be confirmed 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. The date and time will be posted on the PMHA website.
3. Contact PMHA webmaster to set up your team for upcoming season.

**AUGUST**

1. Tryouts to be announced on PMHA website @ [**www.petroliaminorhockey.com**](http://www.petroliaminorhockey.com)

* All players trying out **MUST** complete a PMHA Try Out Form prior to stepping on the ice for tryouts. These forms can be found on the PMHA website, but we also suggest you bring along some forms for those players who have not completed them.
* **Remember all players who wish to tryout for either B or C must attend at least 1 B try out to be eligible to participate in the C try outs. Acceptations can be made on a case by case basis based on circumstances.**

1. Prepare your try out agenda and timeline.
2. Select your try out helpers and evaluators.
   * Make sure to run through your tryout agenda for each session.
   * Educate the evaluators on their roles and responsibilities.
   * Identify key evaluation criteria you are looking for.
   * Outline the tryout scoring system if applicable.

**SEPTEMBER**

1. All bench staff positions to be confirmed.
   * Assistant Coach(es)
   * Trainer
   * Assistant Trainer or Manager
2. Bench Staff credentials should be obtained or validated. All vulnerable sector checks / declarations must be completed following the OHF process & guidelines Any delays in making sure all credentials, critical documents being signed and/or the completion of the Vulnerable Sector Check may cause delays in rosters and in turn the inability to register and participate in early season tournaments.
3. Rep Teams should be selected, and player rosters entered on PMHA team page.
4. Offer of Commitment Letters to be distributed and completed prior to first practice. These can be found on the PMHA Website under “FORMS” –
5. Fair Play Player Code of Conduct and Parental Code of Conduct Letters to be completed and submitted to offered team. These forms can be found on PMHA Website under FORMS Fair Play Online Forms. Please make sure both player and parent complete their forms.
6. Respect in Sport – Parent to be completed (one time by one parent/guardian/caregiver).
7. Select your tournaments. Tournaments fill fast so be sure to be on top of these entry submissions.  **All Teams will be registered for Regional Silverstick prior to season by PMHA.**
8. Please see Tournaments / Loans section for how to request a travel permit and a loan for payment of entry fee.

**OCTOBER**

1. Hold first parent meeting and assign volunteer positions. All volunteer positions outlined in Promissory Bond section of manual.
2. During parents meeting remind / explain what volunteer hours are required and what occurs if they are not completed or scheduled to be completed prior to end of current season.
3. Reach out to PMHA Treasurer to confirm what person will need access to Scotia Bank Online Bank Account (accounts already set up for every team by PMHA Treasurer prior to season). This person can send and receive transfers. Actual deposits will have to be given to PMHA Treasurer. This will save time having to go to Scotiabank. Once the Treasurer has the designates email, they can be set up in the system (ScotiaConnect).
4. Ensure Assistant Coaches and Manager have read this manual (it will save headaches!).
5. Ensure your team page is up and running. Roster lists will have to be updated on website team page. Anyone with questions on how to do this can contact the Communication Coordinator for assistance.
6. After tournaments are selected send a list of the tournaments and dates to Shamrock Rep and Ice Scheduler. This must be completed ASAP for league scheduling purposes.
7. Ensure all bench staff have qualifications, have signed all critical documents in the Spordle / HCR Portal, and have Vulnerable Sector Checks completed and uploaded as per OHF requirements. Submit roster ASAP if it has not already been submitted.
8. Rosters for all rep teams (this includes U9 MD) should be completed and submitted to PMHA Registrar by October 1st. All Timbits and U7 to be submitted no later then November 1st. **No rosters or qualifications will be accepted after December 1st.**
9. Rep teams to begin AP process and submit completed paperwork to PMHA registrar. For AP Players to be eligible to be on a roster as an AP they must be rostered on their own team. Please provide all AP players completed forms ASAP. These need to be submitted no later then December 15th or prior to first tournament for rosters to be updated and players to be eligible to play.
10. AP players **MUST** be on the team’s roster prior to playing a game (this means exhibition, tournament, regular season, or playoffs).
11. AP players must play for their rostered team first if there are any conflicts (see AP process)
12. Prepare fundraising submissions (form and information found in section on Fundraising in Manual).
13. Team budget and basic tracking log should be created for team finances. Any questions reach out to the PMHA Treasurer for clarification.

**NOVEMBER**

1. U5 - Timbit/U7 - IP/ 4C rosters are due to PMHA Registrar (December 1st is last date).
2. Bench staff qualifications due by December 1st-no exceptions.
3. Remember all of this must be done prior to playing in any tournaments / festivals.

**DECEMBER**

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

**JANUARY**

1. PMHA Treasurer will be issuing tournament loan statements for payment by Jan 20th. Loans due by February 28th.

**FEBRUARY**

1. Tournament loans must be repaid to PMHA February 28th.

**MARCH**

1. Awards days announced.
2. Close team accounts

**PRESKATES**

As per Hockey Canada guidelines all age groups will get a minimum of 4 pre-skates prior to any player evaluations skates (tryouts). These skates are for anyone in the scheduled age group to get back on the ice prior to try outs. PMHA will work in cooperation with assigned head coaches to organize and run preskates. Players must skate with their age specific groups. (i.e. U5 skates with U5, U7 skates with U7, etc…)

**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 PRIOR to stepping on the ice) This can be done on-line and wil be sent to assigned Head Coach of team.**

* 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. Once the B1 (REP) team has been selected, please ensure that the coach on the B2 (AE) team get the Tryout Letters provided to the B Head Coach. PLEASE take the time to provide these signed letters and your player evaluation forms to C (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 Registrar and PMHA Webmaster with a list of your bench staff contact information as soon as possible (Head coach, assistant coach/s, manager, & trainer).

***PETROLIA MINOR HOCKEY ASSOCIATION***

***B (REP) TRYOUTS 20XX – 20XX 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.**

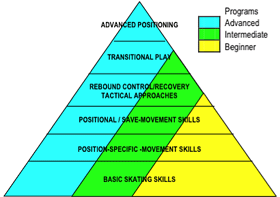
I have read and understand the above information.

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

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

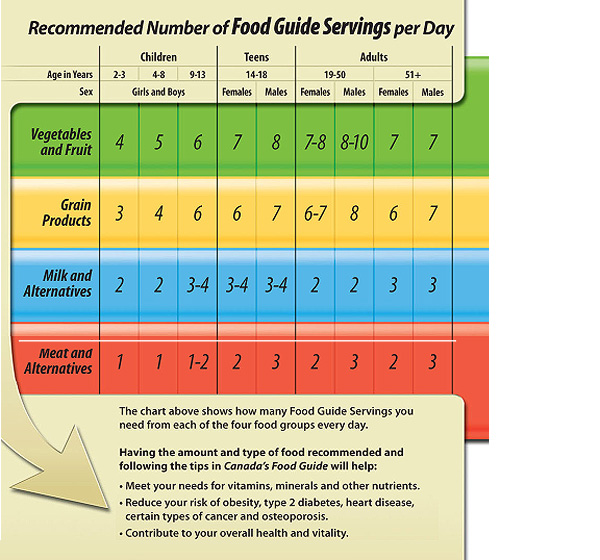
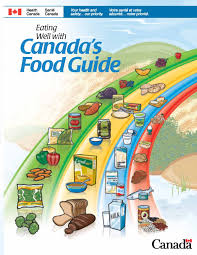
Now – consider these stats taken during an EFFECTIVE 60 minute practice

* 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

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 / Parent Rep Roles and Duties**

Petrolia Minor Hockey Association Team Managers /Parent Reps are directly responsible to the Head Coach who shall be responsible for delegating specific duties. In general, team managers / parent reps 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’ / Parent Reps’ responsibility to be sure everyone is informed of what is happening throughout the season. This includes communicating with league rep, OMHA rep, coaching staff and players/parents. (See website for list of current PMHA Executive and contacts)**

**MANAGER BINDER**

It is suggested the team manager / parent rep 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, travel permits for tournaments/exhibition games, and tournament rules.
* Team medical information sheets and blank injury/incident forms
* Player/parent contact list.
* Copy of Fundraising form (included)
* Copy of Budget submission sheets (will be emailed to you)
* Parent/Guardian and Player Fair Play Pledge, signed (\*Mandatory) or completed list from on-line entry
* 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 on PMHA Website & 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 file in binder. **Blank copies of these letters are available on the PMHA website under the library section**.
* All parents/guardians and players to sign a Fair Play Pledge
* 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.
* **One parent/guardian must complete Respect in Sport Parent Program before their child can be rostered to a team.**

**OMHA TEAM ROSTERS & BENCH STAFF CREDENTIALS**

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.
* **B1 teams should submit rosters by October 1st, B2 Teams should submit rosters by October 15th and LL teams should submit rosters by November 1st. You must have an official roster to attend all tournaments**
* ***U5 - 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 Respect in Sport-Leader and Gender Identity & Expression training (no expiration date- and required of ALL staff on ice and roster). These courses can be taken online at [Respect in Sport for Hockey Canada Activity Leaders - Getting Started (respectgroupinc.com)](https://omha.respectgroupinc.com/) and [HCR - Hockey Canada Registry](https://register.hockeycanada.ca/clinics). This course in addition to the Respect in Sport – Parent.
* All participants must be a minimum of 16 years of age.
* Team rosters must include a list of players and bench staff
* Team rosters may include 5 bench staff. It must include a Head Coach & Trainer. The other 3 positions can be made up of Assistant Coaches, Assistant Trainer, and / or Manager.
* **REMEMBER OMHA requires a minimum of Head Coach and Trainer on the bench for ALL games**
* Coaches and Trainers, MUST have current and appropriate division qualifications to be on the official OMHA roster (see attached chart). **If qualifications are expired, it is your responsibility to ensure your qualifications are updated PRIOR to being a Coach or Trainer for a team. If you need to renew of update your training please refer to the**  (please check [HCR - Hockey Canada Registry](https://register.hockeycanada.ca/clinics)) Once there you can sort by the clinic you require.
* Trainers only-you may take the Trainer and Trainer Refresher courses online at [Hockey Trainers Ontario: (htohockey.ca)](https://htohockey.ca/) please be sure you print your receipt and course certificate
* please submit your name, team and course receipts to the PMHA Treasurer for reimbursement **if you are rostered on team bench for current season**. Please use correct reimbursement form. This can be found on the PMHA website under “Form” – PMHA Request for Reimbursement 2023/24.
* 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.

**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 send 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, Silverstick or OMHA play downs or playoffs without being approved on official roster-NO EXCEPTIONS.
* **AP Players must be rostered on their team first before you are able to roster them on a AP card**.

**SHAMROCK / FOUR COUNTRY LEAGUE**

**The Shamrock / Four County Rep for PMHA is responsible for:**

* attending all scheduled League meetings as required
* acting as the liaison between PMHA and the Shamrock / Four County League.
* All issues and concerns for the Shamrock / Four County League are brought to the league's attention by the Shamrock/Four County League Rep arranging for all game changes using established game change protocol as implemented by the Shamrock / Four County 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**)
* Electronic game sheets must be uploaded as soon as possible and no later then 24hrs. after games.
* Attend any Shamrock / Four County League functions as required.

**Protocol for Game Changes and Tournament Scheduling**

* Manager/Coach to forward email to Shamrock / Four County 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 / Four County Rep will forward game change information to Shamrock / Four County League Officials.
* The Ice Scheduler will provide the proposed new date to the other centre rep/ice scheduler.
* Shamrock / Four County League Rep will forward the proposed new date to the other centre rep/ice scheduler.
* **Team tournaments- Once confirmed, all managers/coaches must send team tournament dates to Shamrock / Four County 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.**

**Electronic Game Sheets for ALL teams (OMHA – Shamrock Four County 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 all players as playing, sitting out, or suspended (this goes or both full time and AP players).
* 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.
* 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.

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 are available on the OMHA website **at** [**www.omha.net**](http://www.omha.net)**. Please contact OMHA Rep and Four Counties 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 in the new year.

* When requiring funds for a tournament please use correct reimbursement form. This can be found on the PMHA website under “Form” – Tournament Request Form. Once this is completed, please contact the PMHA Treasurer to confirm receipt of form and that payment will be sent ASAP to secure your registration.

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

* These 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 (PMHA TREASURER)**

* **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)**
* 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 can be sent to your team from PMHA Treasurer then completed on email and returned to PMHA Treasurer)**
* Each Teams Manager or designate is accountable for the management of team funds. Bank accounts have already been set up for each team by the PMHA Treasurer. Once the PMHA Treasurer has the manager or designates email they will be given access through the ScotiaConnect system to be able to send and receive transfers. Actual cash or cheque deposits will have to be given to the PMHA Treasurer. This will save time having to go to Scotiabank in Sarnia. At the end of the season if funds are remaining the manager/designate can set up a timeline to have these funds moved out of the team account with the Treasurer so passwords can be rest for the following year.
* Each team must maintain a set of financial records. Bank accounts should be reconciled monthly. Any issues/concerns over team finances should be communicated in writing immediately to the PMHA President or Treasurer for investigation.

**FUNDRAISING (Fundraising Coordinator)**

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 Fundraising Coordinator)**

* **Requests must be submitted to PMHA 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 **PMHA Vice President / President.**

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

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 / IPAD Coordinator)**

**$500 equipment deposit (post dated April 1st) must be provided to equipment manager no later than November 1st for ALL U11 – U18 Representative and Four County Teams-at time of equipment pick up. U5 (TimBits), U7 (IP), & U9 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 IPADs 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 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 (Equipment / IPAD Coordinator)**

• If you have a sweater that needs 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 repair.

• 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

**VOLUNTEERS / PROMISSORY NOTES**

**The following volunteers will be selected. Every parent/guardian has agreed to a Promissory Note at the time of registration \*\*see waiver wording below\*\*. This Promissory Note is held to ensure a minimum of 12 hours of volunteer work is completed by a parent/guardian for the season (must maintain position for entire season).** *Managers/Parent Rep to complete a tracking sheet for these parents to ensure volunteers will get credit to cover their requirements of volunteer hours and so the Promissory Notes will not be applied to the following year’s registration.*

* Coach, Trainer, Assistant Coach, Manager, Assistant Coach/Assistant Trainer (5)
* Clock 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
* Penalty box- one parent will work the penalty box

**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.**

**\*\*WAIVER - PROMISSORY NOTE\*\***

Principal Amount: $500.00 Date: April 2024 FOR VALUE RECEIVED, the undersigned registrant, (hereinafter "the Promisor"), promises to pay to the order of Petrolia Minor Hockey Association, (hereinafter "the Promisee"), the principal sum of Five Hundred Dollars ($500.00), from the date hereof until paid in full, if it is determined that 12 hours of approved volunteer activities have not been completed prior to the completion of the 2024-25 season on April 30th, 2025. In the event that these hours are not completed according to the above stipulated date, the sum will be added to the account of the player and the player will not be able to complete the registration for the upcoming 2025-26 season until these fees are paid. This note is given in lieu of a cheque for the purpose of volunteer activities to support the Petrolia Minor Hockey Association located in Ontario, Canada. All volunteer activities will be required to be in accordance with the approved list of activities which support Petrolia Minor Hockey Association and the local community. All other activities will be vetted and confirmed by the board of Petrolia Minor Hockey Association prior to the beginning and through completion. This note will be construed in accordance with and governed by the laws of the Province of Ontario. By clicking the button below, the Promisor confirms their understanding of this waiver and the actions to be taken for non-compliance. Promisor: Primary Contact associated with the HCR account being registered. The undersigned hereinafter agrees to the previous statement.