

TECUMSEH SHORELINE MINOR HOCKEY

Representative Managers Manual

2015-2016 Season



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Introduction

Welcome to the Tecumseh Shoreline Minor Hockey Association (TSMHA) Representative (Rep) Managers manual. TSMHA is governed by the Ontario Hockey Federation (OHF), Ontario Minor Hockey Association (OMHA) by-laws, regulations and procedures as well as TSMHA by-laws & regulations.

TSMHA provides you with this Representative Managers Manual to assist you in carrying out the manager duties throughout the season. This manual explains the many intricacies, policies and procedures you need to become acquainted with in order to have an efficiently run team and avoid any last minute crisis.

This manual is an overview of most situations that managers will need to deal with and also reference the OMHA Manager manual which will also be beneficial to assist you throughout the year. Although not all situations can be covered within this document you can contact the travel committee at any time to ensure your questions are answered.

Should you have any questions feel free to contact a travel committee member as listed below.

TSMHA VP of Travel

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Email

TSMHA Director

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Team Meeting

One of the first items after being selected as the Team Manager is scheduling a team meeting. This meeting is very important as the Coaching staff will establish the season team rules and discuss what the expectations of the players and parents will be. The following is a recommended minimum outline of the meeting agenda:

- Introduction – Introduce coaching staff and ask that each parent introduce themselves and who their child is.
- Coaching Overview – What the goals are for the team and the plan on developing towards that goal. (eg. Reducing turnovers in the defensive zone by developing new break out systems).
- Player Expectations – Time commitment, respect of teammates and coaching staff, conduct in the dressing room and team activities etc., discipline for breaking team rules.
- Budget – review all costs with the team and try to involve the parents in the decision making of such items as team apparel (within TSMHA policy) and any extra items that increase the cost of the team budget that may not be absolutely required. Also this is the best time to hold the vote on fundraising and what ideas each parent may have on fundraising.
- Expectations of the Parents / Volunteers – this is the opportunity to address team needs for fundraising champions, parent liaison (should you need one), treasurer/bank account co-signee, etc. Outline how parents are to communicate to the coaching staff with concerns (use parent liaison, manager, coach etc.) after following the 48 hour rule.
- Questions

TIP: Distribute any TSMHA forms at the beginning of the meeting to ensure you can collect them before they leave.

Publish meeting minutes to ensure that everyone understood the decisions made and the information communicated. This prevents issues later on in the season in case there is a dispute.

It is recommended to hold regular meetings during the season to keep the parents informed of team progress, team finances and addressing any questions/concerns.

Season Requirements

After the parents meeting is completed several tasks need to be completed in order to ensure your season is ready before your first official practice/game. After these tasks are complete you get into the weekly/monthly season requirements. Below is a list of the major items that need to be completed:

- 1) **Set up of Team bank account** – this requires the VP of Finance and VP of Travel to approve the budget that was reviewed during the parents meeting. Once you receive budget approval the VP of Finance will provide you with the necessary documentation to get your account set up. You will need to finalize everything and sign for the account, along with the co-signor selected during the parents meeting, the account will then be open for team activities.
- 2) **Schedule tournaments** – this needs to be done as soon as possible and then communicated to the ice scheduler so that your practice and game schedule can be finalized. Additionally, book the hotel rooms to ensure you get hotel of your choice. Remember that you have to book with hotels affiliated with the tournament provider. You will be given that list through the tournament website.
- 3) **Apparel sizing** – you will receive an email from the TSMHA equipment manager informing you of your teams scheduled fitting time. This is important for ordering any items or placing a team order for apparel. Remember that we have only one approved apparel provider and that all orders **MUST** go through the TSMHA equipment manager. Team's are not permitted to purchase apparel from any other supplier.
- 4) **Bluewater scheduling meeting** – you will receive an email from the VP of travel when the Bluewater scheduling meeting will take place (usually the second Sunday in August). A few days before the meeting the TSMHA Ice scheduler will send you a list of allotted game dates/times in which to schedule with other teams in your division. You will need to schedule 2 home and 2 away games with all AA centres and 1 home and 1 away game with A centres. After the meeting your schedule will be preliminary set (there may be changes still depending on if some reason there are conflicts in scheduling) however for the most part it should be pretty close.
- 5) **Fundraising** – If your team chose to fundraise you can schedule your first fundraiser to take place before the start of the season. Refer to the section later on in this document to give you the outline of fundraising rules.
- 6) **Season start** – The season has started. You need to secure a timekeeper for home games. Be sure to forward your home game schedule to them and make sure you get a back up.
- 7) **During the season** – you will need to ensure that the VP of Finance receives monthly team finance reports. Collect player registration based on the agreed upon payment schedule. Schedule regular parent meetings to keep them updated on team activities and finances.
- 8) **End of season** – The first thing required is to collect all practice (if required) and game jerseys and place them into the locker. Then email the TSMHA equipment manager for your credit to the team account. Schedule a team party to celebrate the teams successes during the season. Finalize the budget and whatever funds are remaining shall be divided evenly and returned to the parents. The refund should be returned by cheque to ensure that there is a record of the transaction. Remember to keep \$100 in the account after all of the refunds are processed. Finally ensure any team equipment (pucks, trainer bag, water bottles etc.) are placed into the team locker to ensure that can be passed along to the team the following year. This helps to reduce ongoing costs.

Coach and On-Ice Volunteers Certifications and Qualifications

All TSMHA coaching staff and on-ice volunteers must have the following certifications/qualifications:

Head Coaches

Coaches Certification – must maintain the appropriate coaching certification for the age group they are coaching.

Speak Out – one time certification

Police Clearance – renew every four years with

Criminal Declaration – must complete annually

Assistant Coaches

Coaches Certification – it is recommended that a minimum of 1 Assistant coach on the staff have the same certification as the Head Coach.

Speak Out – one time certification

Police Clearance – renew every four years

Criminal Declaration – must complete annually

Managers

Speak Out – one time certification

Police Clearance – renew every four years

Criminal Declaration – must complete annually

Trainers

Trainers Certificate – must be current

Speak Out – one time certification

Police Clearance – renew every four years

Criminal Declaration – must complete annually

All on-ice volunteers

Speak Out – one time certification

Police Clearance – renew every four years

Criminal Declaration – must complete annually

NOTE: In addition to the above qualifications all TSMHA approved volunteers must be wearing a photo ID lanyard as provided by TSMHA prior to the beginning of the season at all times.

Player Movement

The Additional Entry (AE) teams and the Affiliated Player (AP) process is an element of Tecumseh Minor Hockey's commitment to continually develop players. The AP process is designed to recognize and provide those players with the appropriate skill and commitment an opportunity to compete at a higher level of play through an affiliated Tecumseh Minor Hockey team; and to assist the affiliated team in fulfilling a player vacancy that has been created due to player absence.

All rep team rosters will contain a minimum of 15 skaters and 1 goalie. Along with the roster, an Additional Player list will be registered. Each rep team AP list will contain a minimum of 5 Additional Players including 1 goalie. Any deviation from either of these must be approved by the VP of Travel.

Each Rep team must complete the proper OMHA AP form for each AP player to be added to the team roster. The form must be completed and signed by the coach, player and parent/guardian. A list of alternate players (AP) will be included as part of the team roster.

TIP: Try to AP at least 8 players and 2 goalies from a mix of both AE and AA. Players will be sick, injured, suspended or away on vacation. Signing AP's can take 3-5 days to be processed and added to your official roster so start the process early.

Player movement between AE to AA teams on a full time basis

This can only be done with the approval of the VP of Travel. **If a player refuses to be moved, with the exception of the Head Coach's son/daughter, then that player will be removed from the TSMHA Travel program and re-assigned to Houseleague.**

Player movement between House League to AE or AA teams on a full time basis

This can only be done with the approval of the VP of Travel. **If a player refuses to be moved, with the exception of the Head Coach's son/daughter, then that player will be removed from the TSMHA Travel program and re-assigned to Houseleague.**

Player movement between AA, AE and House League teams as AP's

When a coach requires an AP Player (for a game or practice), they must initially contact the AP player's Head Coach or Manager to make the request. If approval is received, the coach can then contact said player directly. AP players will not be allowed to play for the requesting team without the appropriate approval.

Only in an **Emergency situation** (calls in sick etc. hours before game or practice) when a coach is requesting a goalie will Coaches be able to utilize an AP Goalie without the proper approval. This is only acceptable if all attempts to contact the Coach/Manager have failed and it is a time sensitive situation. In this case, the VP of Travel and Coach/Manager must be notified of the circumstances.

NOTE: AP's can only play a maximum of 10 games (including exhibition and tournaments) with the affiliated team. After the 10th game they must be rostered to the team in which they are affiliated. If an AP Goalie does not play then it does not count towards the 10 game maximum.

AA/AE Player Movement Consent Form

The Additional Entry (AE) teams and the Affiliated Player (AP) process is an element of Tecumseh Minor Hockey's commitment to continually develop players. The AP process is designed to recognize and provide those players with the appropriate skill and commitment an opportunity to compete at a higher level of play through an affiliated Tecumseh Minor Hockey team; and to assist the affiliated team in fulfilling a player vacancy that has been created due to player absence.

Player vacancies occur on teams for various reasons throughout the season. While all attempts are made to minimize player movement between teams, it is sometimes necessary. The following explains the rules for player movement between teams:

Player movement between HL, AE and AA on a part time basis

At any time during the season a player may be requested to participate in practices and/or games with the AE or AA teams. Rules to facilitate this are outlined in the TSMHA Travel Manual.

Player movement between AE to AA teams on a full-time basis

At any time during the season a player may be reassigned from AE to AA **or** from AA to AE on a full time basis. Any player refusing this assignment will be reassigned to House League (player will be placed at the bottom of the wait list if there is a wait list for that division). (The only exception will be the son/daughter of the Head Coach). Approval of the VP of Travel is required.

Player movement between House League to AE or AA teams on a full time basis

At any time during the season a player may be reassigned to House League on a full time basis. Approval of the VP of Travel is required.

I acknowledge that I have read and understand the guidelines for player movement. By accepting a position on an AE team, I agree that I will follow the reassignment guidelines if player movement is requested by the VP of Travel.

Player _____ Signature _____

Parent _____ Signature _____

Parent _____ Signature _____

Date _____

Game / Practice / Dry-land Obligations for an AP Player

PLEASE REFER TO 2014-2015 OMHA MEMORANDUM ON PLAYER MOVEMENT FOR FURTHER REFERENCE: HOCKEY CANADA REGULATION E35.A) – AFFILIATION

Roster Team = Team where that player is signed as a player

AP Team = Team where that player is signed as an AP player

During the regular season and BW playoffs:

- A Roster Team game should take priority over an AP Team game
- An AP Team game should take priority over a Roster Team practice or Dry land training
- An AP Team practice may take priority over a Roster Team practice or Dry land training

**** Note: These are general guidelines and can be negotiated between coaches. Scheduling conflicts and players requested (ex: the respective coach being requested to provide an AP player has the discretion to send a player of their choice as the AP) will be resolved by the respective coaches. The VP of Travel will be responsible to arbitrate any dispute in this regard.**

During the OMHA Play downs:

- If the Roster Team has been eliminated from the OMHA Play downs and the AP Team is still in the OMHA Play downs, all OMHA Play down games **with the AP Team** will take priority over any remaining BW playoff games with their Roster Team.
- If a coach requests an AP Player during OMHA Play downs, the Roster Team coach cannot provide different player at their discretion and must provide the player being requested.

Exception – House League Players and HL Playoffs

The only exception to this player movement for APs relates to House League players. If a House League player is an AP for a travel team, and **if their House League team is playing in their league playoffs**, they **must** attend their playoff game on their roster House League team as a priority over any AP Player games or practices regardless of the status of the season of the travel team (OMHA play downs, BW playoffs or regular season game).

Note: TSMHA requires that all internal TSMHA player movement on a travel roster be completed by Nov 1st of each season. Only under exceptional circumstances will this policy be waived. (See below: Player Movement after Tryouts are complete)

Rep Team Dress Code

All TSMHA Travel Team members must adhere to a team dress code. The intent of the dress code is to display a proper visual representation of the TSMHA Rep program. TSMHA provides a variety of styles but stress that TEAM uniformity is important.

This dress code will be enforced with disciplinary action taken by those that do not adhere. For example, a player may be suspended until such time as the dress code has been met.

All players, coaches and on-ice volunteers/instructors when on the ice or on the bench shall wear proper equipment as per OMHA regulations whether at practices or games.

ON ICE

Full equipment must be worn at all times

- Black hockey pants/Shells (No exceptions)
- Black helmet (No exceptions)
- Black gloves (majority) in color
- Issued team socks with proper upkeep
- Issued team jersey, worn appropriately. Jerseys are the property of TSMHA and cannot be altered in any manner without the approval of the board of directors. This includes but not limited to: shortening, changing of numbers, and name bars.

OFF-ICE

- Dark, clean shoes
- Dark pants (no jeans)
- Uniformly colored shirt as designated by the coaching staff
- Shirts may be mock neck, turtle neck or collared at the discretion of the coaching staff.
- Baseball caps/winter caps/toques are allowed as long as they are TSMHA approved & part of the team uniform
- Logo team jackets must be TSMHA approved.
- Logo TSMHA approved Track suits allowed with clean running shoes.

Note: Ensure that this item is discussed during your initial team meeting so that all parents understand the cost and dress code requirements. Additionally all TSMHA logo items must be purchased through BR Source for Sports through the TSMHA Equipment manager. No team/player/parent is to go to TSMHA's supplier and place orders for apparel. Sponsor Logo items must be approved by TSMHA..

Team Commitments / Practices and Games

There is an additional level of commitment a player must make to participate on a rep team. However, we must take into account the importance of school work and other priorities. The following guidelines are strictly enforced and any deviation or exceptions must be approved by the VP of Travel.

Days of Commitment per week – team activities will not exceed 4 days in a week. This will include games, practices and dry land training activities.

Time at the arena:

Practices – the total time a player is expected to be at the arena (from the time of their arrival to departure) is a **maximum of 2 hours**. This includes time to dress and undress and practice/dry land time for a total of 2 hours. Any exceptions must be approved by the VP of Travel. No extensions for dry land activities will be approved.

Games – players will be required to be at the arena a **maximum of 45 minutes** before any game. Any exceptions must be approved by the VP of Travel.

An example of an approvable deviation to this rule would be if a team has a slotted 2 hour ice practice then obviously a player would need to be there closer to 2.5 hours. Only an ice time related time extensions will be granted.

Female Players / Dressing Rooms

Parents and players are to be advised that TSMHA and Tecumseh Arena provide female players with an individual dressing room to change and dress for activities. Female players are requested to use this dressing room at all times.

No male parents/guardians are allowed to enter this room unless accompanied by an adult female as per the posted direction of Tecumseh Arena. The facility door must be closed at all times.

A female parent or female guardian of the team will be assigned to supervise the activities of this dressing room during a game or practice if female participants are involved in the activities. Coaches are responsible for assigning this female parent/guardian to the room and they must ensure that they have taken the appropriate Respect in Sport course and have obtained a police clearance. These certifications are a must and will be submitted to the registrar.

Once the female players are dressed for the activities, they are to proceed to join the team in the assigned dressing room once all male players are appropriately dressed in game attire.

Game / Practice / Tournament Scheduling

Game and Practices

On an annual basis, ice is purchased from the Tecumseh Arena based on the number of teams we will have for that season. Once TSMHA receives their allocated ice, it is allocated to teams as fairly as possible. (Due to tournament activity, game conflicts, events at Tecumseh and decisions made by coaching staffs, the actual ice time will vary. Some week's teams receive less ice but overall ice time is balanced throughout the season.)

Rep teams are allocated ice slots for the entire regular season and their game schedule is created when they attend the Bluewater scheduling meeting for all Rep teams in August each year. Coaches from all centers and ice schedulers work together to schedule all regular season games into each team's allocated ice slots. If an ice slot becomes a practice or a game is determined by a number of factors including coaches preference and scheduling ability and/or conflicts at the scheduling meeting.

TIP: You are responsible for scheduling a timekeeper for all home games. Make sure that you schedule one early and remind them closer to the day in case there are changes. The game cannot start without a timekeeper.

Referees are scheduled by the Windsor Essex County Referee Association and therefore TSMHA has no control over scheduling. Failure for a referee to show up for a league game is not the responsibility of TSMHA, the team coach or the manager. Coaches and managers are reminded to check the referees room 30 minutes prior to the game to ensure that the referees for your schedule game are present, if they are not they are to contact the referee in chief immediately or the ice scheduler to assist in rectifying the situation.

Any ice time may be cancelled and/or rescheduled on the authority of the TSMHA Ice Scheduler. If any ice is not going to be used, the ice scheduler must be notified immediately so that it may be redistributed accordingly. Failure to notify the ice scheduler of any unused ice may result in a monetary penalty being applied to the cancelling team.

Tournaments/Exhibition Games

Teams are allowed to participate in three (3) tournaments per season. Any additional tournaments must be approved by the VP of Travel.

Once the team has selected their tournaments, they must communicate their request to both the VP of Travel and the Ice Scheduler.

The appropriate Travel permits must be completed and approved prior to any team participating in a tournament. As well, the team roster must be completed and approved by the OMHA prior to participating.

TIP: Make sure you contact the VP of Travel before any exhibition games or tournaments. Travel permits are required.

Bring a copy of your latest roster and travel permit to ensure there are no issues during registration.

Travel Permits

To obtain the appropriate travel permit the travel team representative (i.e. Manager) must contact the Travel Director.

- Guidelines for obtaining the appropriate travel permit for tournaments and exhibition games:
- An OMHA travel permit is NOT required if the tournament is from another OMHA center. All that is required is a letter from Tecumseh Minor providing permission to attend.
- A travel permit is required if the tournament that you are attending is not from an OMHA sanctioned center. Examples include: Alliance, US tournaments, etc.
- Travel permits are required for exhibitions games that are scheduled outside of the OMHA.

Team Finances

The Rep team Manager/Treasurer will be fully responsible for all team finances.

All bank accounts are provided under the TSMHA umbrella of accounts. These accounts are the property of TSMHA and are provided to the teams year after year. **No other bank accounts are allowed.**

TSMHA will pay for the monthly service charges and each team will receive any remaining printed cheques from the previous years' team. Should new cheques be needed, TSMHA will cover the cost of basic cheques.

Two signatures are required on each cheques. The manager or treasurer will be the first signature and a parent representative that is not related to anyone on the team's coaching staff will be the second once approved by the Treasurer of TSMHA.

TIP: During your initial parents meeting enlist a volunteer to act as a co-signor or treasurer.

Each month, your rep team manager/treasurer will distribute the same detailed financial statement to each player's parent/guardian that is submitted to the TSMHA Treasurer. If you are not receiving this monthly statement please contact the TSMHA Treasurer.

Travel Fees are an extra fee that only Rep players are required to pay. These fees are to cover costs not included in your base registration fee. Travel Fees are payable from the Rep Teams to TSMHA in two equal installments due October 1st and December 1st. Rep team managers will build the Travel fees into the annual budget and collect cheques from players directly. If a player does not pay on time and/or has not setup alternative arrangements with the Treasurer of TSMHA, the player will be suspended from team activities until paid in full.

AT NO TIME IS CASH ALLOWED TO BE SUBMITTED TO THE TEAM MANAGER OR TSMHA TREASURER.

PLEASE USE CHECKS OR MONEY ORDERS ONLY.

*TIP: Prepare a budget according to the **template in** the appendix and make sure you take all costs into account. It is very hard to go back and ask for additional funding during the season. Communicate this during your initial team meeting and ensure everyone understands the commitment and payment schedule..*

Team Fundraising / Sponsorship

Team Fundraising

Travel teams incur extra financial costs and often teams will have fundraising activities to supplement the additional costs. Costs may include referee fees, apparel, tournaments and team activities.

Teams with non-parental coaching staffs may apply monies from fundraising to cover “Pre-Approved Non-Parental” expenses. The following is what TSMHA has approved for Non-Parental expenses:

- ***Hotel room, maximum two rooms per team per night***
- ***Meals, a maximum of \$40.00 per day per coach with receipt***
- ***Fuel, maximum \$200.00 per team per out of town (approx 75km’s) tournament or exhibition game***

Prior to the season starting, coaching staff and managers will determine the required team budget for the team for the season. The team budget will be reviewed by parents and items approved. The budget is then submitted to the TSMHA Treasurer for approval.

The following are guidelines for Team Fundraising activities:

- A limit of three (3) team fundraisers per season is allowed. This may include one (1) fundraiser prior to the end of Labor Day weekend (only with the approval of the VP of Travel and the TSMHA Treasurer).
- Teams may choose not to fundraise but rather fund their team expenses directly. This would split the seasons operating costs equally amongst the players (on a per player basis) or a combination approach (for example, one major fundraiser and divide up the remaining costs on a per player basis).
- If the team roster, coaches or parents change throughout the season for any reason the original team direction with regards to fundraising will continue.
- No TAG days are allowed, as a fundraising initiative, due to liability and insurance reasons.

Sponsorship

Team sponsor bars are incorporated into the travel fees for each team at \$1000. Each team can now get one sponsor or two to fulfill their sponsorship for the sponsor bar IF THEY SO CHOOSE.

Communication Policy

Any public communication that contains any form of criticism, complaint or otherwise negative overtones concerning any member of the TSMHA Association, on any team shall not be permitted at any time.

Contravention of this policy will be subject to a discipline committee hearing and penalties can range from suspension to the revocation of your TSMHA membership.

Should you have an issue with a team, player, coach or any TSMHA member you must notify the team manager and if the issue cannot be resolved to mutual satisfaction, the VP of Travel and the Risk Management Officer of TSMHA will then be contacted.

All information on the code of conducts can be found at www.tsmha.net.

Note: TSMHA is responsible for the conduct during "Team Activities" only. Issues that arise at home or school is not the responsibility of TSMHA.

Parents / Guardians

General Guidelines

Parents and Guardians attending any TSMHA –OMHA function are required to abide by the TSMHA-OMHA signed Codes of Conduct. Parents are to familiarize themselves with the TSMHA and OMHA Codes of Conduct as attached.

Parents **are not allowed** behind or near the bench area during practices and games due to insurance and liability reason.

Although TSMHA endeavors to subscribe to progressive discipline any serious breach of the code of conduct may result in an immediately suspension. The TSMHA Board may request to the Tecumseh Arena manager that a certain person(s) who pose a threat to any member of TSMHA be served with a legal notice not to trespass on the arena property. Parents are

reminded that violations also include inappropriate conduct with TSMHA members away from the arena.

Respect in Sport Program For Parents

Effective immediately for the 2014-2015 season, the OMHA has implemented and mandated the: "Parent Respect in Sport Program". This is mandatory through the OMHA that at minimum one parent or legal guardian is required to take the course. If a parent has not taken the course by September 1st or by the 1st practice, that player cannot step on the ice. As well the player cannot be put on a team's roster until the course has been taken.

Note: This is a mandatory one-time course requirement for the prevention of bullying, harassment and abuse in the game of hockey.

The course can be found on the OMHA website: <http://www.omha.net/page/show/865446-parents>.

Discipline

The following guidelines will be adhered to with regard to discipline issues within TSMHA:

Player/Coach Removal from a Team

No coach, staff member, or player can be removed from a team without VP of Travel's approval.

Player Suspensions

A head coach and the VP of Travel will have the authority to suspend a player for one (1) game per season.

Under exceptional circumstances, if a suspension and/or removal a player for more than 1 game is warranted, the head coach shall report, in writing, to the VP of Travel with supporting facts and documents. The VP of Travel will then report to the Board of Directors.

The VP of Travel or the President can convene a discipline committee to determine a plan of action. The VP of Travel and President can determine the following until the committee meets to review the details:

1. The player will be permitted to play pending a hearing
2. The player is suspended until the committee meets

Any investigations and/or disciplinary actions will be in accordance with the OMHA Policy and Procedures. A Risk Management Officer will be appointed to each case.

Once the investigation has been completed a recommendation will be made to the Legal Counsel for TSMHA and its Board of Directors. The VP of Travel will report all findings to the Board of Directors and they will decide on the actions to be taken with regard to the player and his/her placement or replacement on the team.

Should a further investigation be required the parents will be advised to follow the steps of the Grievance Procedure.

Note: The intent of this policy is to provide a means to discipline player(s) with respect to unacceptable conduct or acts detrimental to their team or teammates that are in violation of the TSMHA and the OMHA Codes of Conduct.

Grievances

Any grievance initiated will have a 72 hour waiting period prior to any discussions or review.

A grievance can be formally submitted to the VP of Travel after it has been decided that it cannot be resolved within the coach/manager/parent liaison dynamics. All grievances must be submitted in writing to the VP of Travel. Grievance forms must be sign and dated by the individual(s) submitting the grievance. Any unsigned letters or grievances received by the VP of Travel or TSMHA Board of Directors will be disregarded and disposed of immediately.

Each step must be followed throughout the grievance procedure. No exceptions.

If any parent, guardian, player or relative, publish a complaint/grievance in any form via a team wide e-mail, social media or public posting, it will result in immediate suspension of the player/parent from all levels of TSMHA and that member's status with TSMHA will be reviewed. Coaches, players and families are encouraged to report this type of inappropriate activity as it is detrimental to all TSMHA members.

The grievance escalation points are as follows:

- **Level 1 - Team Coaching Staff**
- **Level 2 - VP of Travel**
- **Level 3 - Board of Directors**

Level 1 - Team Coaching Staff

In the event the parent of a team player or player is aggrieved by the action of the Rep Team Coaching Staff who are responsible for that player, the parents or player will request a meeting with the team coaching staff via the manager. A meeting will take place within 72 hours of the

request. The coaching staff will convene a meeting to discuss the incident and prepare a resolution. The Rep team coaching staff will then provide an explanation for his actions and propose a resolution to the problem.

Level 2 – VP of Travel

In the event that the aggrieved party is not satisfied with Level 1, they must file in writing their complaint to the VP of Travel within 48 hours of their meeting with the team coaching staff. The written complaint must detail the circumstances, providing the date of the action as well as the result of Level 1. The VP of Travel will convene a meeting as required to attempt to resolve the conflict within 72 hours of the request.

Level 3 - Board of Directors

In the event that the aggrieved party is not satisfied with Level 1 & Level 2 they must request in writing that the President of TSMHA present the matter to the Board of Directors for the final decision. This request must be filed 48 hours after decision of the VP of Travel has been delivered to the aggrieved party. The Board of Directors will respond within a reasonable time frame with its decision.

Note: All grievances lodged by parents, players or coaching staff will be held in the strictest of confidence. Only under extreme circumstances will ice time grievances be considered.

Ontario Hockey Federation Two Deep Dressing Room Policy

FOR IMMEDIATE DISTRIBUTION Release Date: July 10, 2013

CAMBRIDGE – The Ontario Hockey Federation (OHF) is introducing a new policy intended to provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

Note: Parents that have taken the Respect in Sport can act as part of the Two Deep policy as long as one of the officially rostered coaching staff is also present.

Two Deep Dressing Room Policy:

It will be the Policy of the Ontario Hockey Federation that, when any player under the age of 19 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person associated with the team.

In the situation of Juvenile or U21 hockey the coach may use an adult player over the age of 19 to be the second adult associated with the team.

Sanctions:

Any person found to be in violation of this policy will receive a warning for a first offence, a two week suspension for a second offence, and a one year suspension for a third offence.

Effective Date:

The policy will be in effect beginning 2013-2014 season.

The OHF is one of three Hockey Canada Branches operating in the Province of Ontario and is the largest of all thirteen across Canada. The OHF is comprised of seven Member Partners and has a membership base that represents over forty percent of Hockey Canada.

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For more information please visit www.ohf.on.ca and/or contact:

Sue Campbell
Coordinator, Risk Management and Insurance
Ontario Hockey Federation
Phone: (226) 533-9073
Email: scampbell@ohf.on.ca

Appendix

- 1) Game Sheet
- 2) AP Form
- 3) Injury report

How to Fill Out a Game Sheet

Insert Game Number from OMHA Website

Insert Date

Insert Arena

Insert Home Team Name

List all Goalies appearing in game, in order of appearance

List all players in the game, with jersey no, first & last names. If using labels, cross off players not in attendance, and use a label for every copy of game sheet

Team staff present for game.

Game No: _____

Date: **October 1, 2015**

Location of Game: **Tecumseh**

OMHA Logo

ONTARIO MINOR HOCKEY ASSOCIATION

Insert Division: **Novice/Atom/Peewee**

Category: **AA or AE**

Group/Leag. Division: **Bluewater**

Check box: LEAGUE EXHIBITION TOURNAMENT

OFFICIAL SCORER (PRINT NAME) _____

Phone # _____

Length of Game: 1st _____ 2nd _____ 3rd _____ OT 10 30

League: _____

HOME TEAM NAME: **HOME**

VISITOR TEAM NAME: **VISITOR**

PER. NO. Min Code Infractn Off Start On

HOME PENALTIES

HOME SCORING

VISITOR PENALTIES

VISITOR SCORING

Enter Curfew time. Head coach to initial home or visitors side

If you are the visiting team enter everything on the visitor side as you did for the home side

Enter Period Length

Head Coach SIGNATURE _____ OMHA NCCP # _____

Trainer SIGNATURE _____ OMHA HTCP # _____

Manager SIGNATURE _____ OMHA CERT # _____

Asst. Coach SIGNATURE _____ OMHA NCCP # _____

Asst. Coach or Asst. Trainer SIGNATURE _____ OMHA CERT # _____

Referee SIGNATURE _____ CHOP # _____

Referee/Linezman SIGNATURE _____ CHOP # _____

Linezman SIGNATURE _____ CHOP # _____

Time Game Started _____

Ended _____

Forward White Copy Immediately to: _____

Penalty Coding (See Reverse for Codes & Abbreviations)

OMHA Logo

STOP Sign



HOCKEY CANADA INJURY REPORT



CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE: ____/____/____

INJURED PARTICIPANT: Player Team Official Game Official Spectator

Name: _____ Birthdate: ____/____/____ Sex: (M) (F)

Address: _____ City/ Town _____

Province: _____ Postal Code: _____ Phone: (____) _____

Parent/Guardian: _____

See reverse for mailing address

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.

DIVISION:

- Initiation Novice Atom PeeWee
 Bantam Midget Juvenile

CATEGORY:

- AAA AA A B BB C CC
 D DD E House Major Junior Minor Junior
 Senior Adult Rec. Other _____

BODY PART INJURED: * visit the Hockey Canada web-site for an optional questionnaire *

- | | | | | | | | | | |
|---|--------------------------------|----------------------------------|-----------------------------------|--|--------------------------------|--------------------------------|-------------------------------|-------------------------------|--------------------------------|
| Head | Back | Trunk | Arm | <input type="checkbox"/> Left | <input type="checkbox"/> Right | Pelvis | Leg | <input type="checkbox"/> Left | <input type="checkbox"/> Right |
| <input type="checkbox"/> Eye Area <input type="checkbox"/> Face | <input type="checkbox"/> Neck | <input type="checkbox"/> Ribs | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Hand/Finger | <input type="checkbox"/> Hip | <input type="checkbox"/> Thigh | <input type="checkbox"/> Foot | | |
| <input type="checkbox"/> Throat <input type="checkbox"/> Dental | <input type="checkbox"/> Upper | <input type="checkbox"/> Chest | <input type="checkbox"/> Upperarm | <input type="checkbox"/> Forearm/Wrist | <input type="checkbox"/> Groin | <input type="checkbox"/> Knee | <input type="checkbox"/> Toe | | |
| <input type="checkbox"/> Skull | <input type="checkbox"/> Lower | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Elbow | <input type="checkbox"/> Collarbone | <input type="checkbox"/> Shin | <input type="checkbox"/> Other | | | |

NATURE OF CONDITION:

- Concussion Laceration Fracture Sprain Strain
 Contusion Dislocation Separation Internal Organ Injury

ON-SITE CARE: On-Site Care Only Refused Care

- Sent to Hospital, by: Ambulance Car

INJURY CONDITIONS: Name of arena/ location: _____

- Exhibition/Regular Season Playoffs/Tournament Practice Try-outs Other
 Warm-up Period #1 Period #2: Period #3 Overtime # _____
 Dry Land Training Gradual Onset Other Sport Other: _____

Was the injured player in the correct league and level for their age group? Yes No

Was this a sanctioned Hockey Canada hockey activity? Yes No

CAUSE OF INJURY:

- Hit by Puck Collision with Boards Non-Contact Injury
 Hit by Stick Collision on Open Ice Collision with Opponent
 Fall on Ice Checked From Behind Collision with Net
 Fight Blindsiding

LOCATION:

- Defensive Zone Offensive Zone Neutral Zone
 Behind the Net 3 ft. from boards Spectator Area
 Parking Lot Dressing Room Bench
 Other: _____

WEARING WHEN INJURED:

- Full Face Mask Intra-Oral Mouth Guard
 Half Face Shield/Visor Throat Protector
 Helmet/No Face Shield No Helmet/No Face Shield
 Short Gloves Long Gloves

ADDITIONAL INFORMATION:

- Has the player sustained this injury before? Yes No
 If "Yes" how long ago _____
 Was a penalty called as result of the incident? Yes No
 Estimated Absence from hockey? 1 week 1-3 weeks 3+ weeks

DESCRIBE HOW ACCIDENT HAPPENED:

(Attach page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photostatic/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____ Date: _____
 (Parent/Guardian if under 18 years of age)

TEAM INFORMATION: (To be completed by a Team Official)

Association: _____ Team Name : _____
 Team Official (Print): _____ Team Official Position: _____
 Signature: _____ Date: _____

HEALTH INSURANCE INFORMATION:

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

- Occupation: Employed Full-time Employed Part-time Unemployed Full-Time Student
 Employer (If minor, list parent's employer): _____
 1. Do you have provincial health coverage? Yes No Province: _____
 2. Do you have other insurance? Yes No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)
 3. Has a claim been submitted? Yes No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATION OF BENEFITS)
 Make Claim Payable To: Injured Person Parent Team Other: _____

Branch APPROVAL

PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic : _____ Address: _____

Nature of Injury: _____ Date of First Attendance: _____ / _____ / _____

_____ Claimant will be totally disabled:

_____ From: _____ To: _____

Is the injury permanent and irrecoverable? No Yes

Give details of injury (degree) : _____

Prognosis for recovery : _____

Did any disease or previous injury contribute to the current injury? No Yes (describe): _____

Was claimant hospitalized? No Yes (give hospital name, address and date admitted): _____

Names and addresses of other physicians or surgeons, if any, who attended claimant: _____

I certify that the above information is correct to the best of my knowledge,

Signed: _____ Date: _____

DENTIST'S STATEMENT

Limits of coverage: \$1,000 per tooth, \$2,000 per accident
Treatment must be completed within 52 weeks of accident

	UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.	I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM/HER
P A T I E N T	D E N T I S T	SIGNATURE OF SUBSCRIBER
LAST NAME GIVEN NAME ADDRESS APT. CITY PROV. POSTAL CODE	PHONE NO.	

FOR DENTIST'S USE ONLY – FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES, OR SPECIAL CONSIDERATION.

I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT.

I ACKNOWLEDGE THAT THE TOTAL FEE OF \$ _____ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR SERVICES RENDERED.

I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR.

DUPLICATE FORM

SIGNATURE OF (PATIENT/GUARDIAN)

OFFICE VERIFICATION

DATE OF SERVICE DAY / MO. / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE.

**TOTAL FEE
SUBMITTED**

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

**Mail completed form to:
Ontario Minor Hockey Association
25 Brodie Drive, Unit #3, Richmond Hill, ON L4B 3K7
Phone: 905-780-6642 Fax: 905-780-0344**