



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**

**ORMHA**

**Coaches & Managers Meeting**

**2022/2023**

**WELCOME**

**THANK YOU FOR VOLUNTEERING!!**

# Agenda

1. ORMHA Executive:
  - General Processes
  - Referees
  - Risk and Safety
  - Equipment
2. LCMHL
3. Team Information
4. Important Dates



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



## **ORMHA Executive**

# ORMHA Executive

Position	Name
President	Cameron Legault
VP House League	Rob Panchuk
<b>CONVENORS</b>	
U7	Jay Higgins
U9	Gord MacGregor
U11	Kevin Murphy
U13	Rob Panchuk / Seeking Volunteer
U15	Tara Hawkins Kavanagh
U18	Brad McMahon
U21 (no play this season)	Steve Moffat

# ORMHA Executive

Position	Name
Past President	Kevin Bean
Secretary	Steve Fry
Registrar	Elizabeth Klassen
Certifications	Caren Hollinger
Webmaster	Dave LeBlanc
Treasurer	Jennifer Bill
Referee in Chief	Lou Matura
Equipment	Contact <a href="mailto:firstvp@ormha.ca">firstvp@ormha.ca</a>
Risk and Safety	Steve McMaster
Ice Scheduler	Nicole Amadio



**OSGOODE RIDEAU  
MINOR HOCKEY ASSOCIATION**



**REGISTRAR**

# Registrar

Registrar: Elizabeth Klassen

[registrar@ormha.ca](mailto:registrar@ormha.ca)

- Registration Issues
- Team Rosters: Team list/roster must be submitted to Registrar by October 31<sup>st</sup>.
- Rosters must include affiliates. No games for affiliates without being on your roster.
- Teams with early tournaments will get priority roster approval
- Roster template found on [www.ormha.ca](http://www.ormha.ca) under Forms and Resources tab (Manager's Resources)



# Registrar Con't

- Bench staff must have completed RIS, GIT and the online portion of Coach 1/2 (as applicable) and have a current PRC before the roster can be submitted
- New to Hockey? Player born in 2011 or later?  
**RIS for Parents** must be added to the **PLAYER'S** profile  
<https://heoparent.respectgroupinc.com/secure/>
  - if the course is not completed by the parents, the child will not be permitted on the ice.

# Registrar Con't

- Official approval of roster required from District Registrar
- List all players & team staff:
  - (Head Coach, Assistant Coach(es), Trainer & Manager).
- Roster approvals use Hockey Canada Record # (HCR) to track volunteer credentials. If no HCR#, direct volunteer to create one. Instructions are on website under Registration
- Team staff must have required certifications for approval.
- **Approval may take 2-3 weeks.**



**OSGOODE RIDEAU  
MINOR HOCKEY ASSOCIATION**



**REFEREE IN CHIEF (RIC)**

# Referee in Chief (RIC)

Referee in Chief: Lou Matura  
[RIC@ormha.ca](mailto:RIC@ormha.ca)



- Referee scheduling
- Notify referee assignors of game changes, or new games.

# DISTRICT 4 RIDEAU CARLETON

ODMHA - OTTAWA DISTRICT MINOR HOCKEY ASSOCIATION

## Green Armband Program

- **ALL** officials under the age of 18 are required to wear a Green Armband on their left arm.
- The Green Armband signifies that the official is a minor.
- Officials that are under the age of 18 are also wearing the Green Armband for AA and AAA hockey.
- The objective of the Green Armband program is to reduce harassment and abuse of younger on-ice officials by clearly identifying them as minors to coaches, parents, players, and league officials.
- **Why?** To protect the psychological and physical safety of minor officials. It's a game. There is no need to have children become adults suffering from PTSD.
- 1 out of every 3 officials quit after their first year. Over half quit after two years and 65% are no longer officials after 3 years. Harassment and abuse are often quoted as a reason why they have decided to quit officiating.
- Increased minimum supplementary discipline would only apply for team officials, not players.
- Infractions impacted include:
  - GM20, 21- Harassment of Officials (11.1 C/B)
  - GRM21- Taunts, Discriminatory Comments re: race, gender, sexual orientation, etc. (11.4)
  - GRM23, 24- Travesty of Games (11.2E)
  - MP20- Threatens, Attempts to Strike (11.5A)
  - MP21- Intentional Contact (11.5C)
  - MP22- Deliberate Striking (11.5D)
- Increased supplementary discipline should be assessed regardless of which official on the ice makes the call; The official being targeted, another green armband official or a more senior official.

A black and white photograph of a hockey helmet on the left and a hockey puck on the right, set against a dark background with some light splatters.

# DISTRICT 4 RIDEAU CARLETON

ODMHA - OTTAWA DISTRICT MINOR HOCKEY ASSOCIATION

## Green Armband Program (continued)

- **Rationale for Increasing Supplementary Discipline**

- The objective is to reduce harassment and abuse of officials at all levels but particularly amongst the most vulnerable (i.e., minors).
- Education campaign is important but won't address all problems.
- Increased minimum supplementary discipline for incidents involving young officials demonstrates HEO's commitment to eliminate harassment and abuse from the game.
- Increasing Supplementary Discipline recognizes the severity of team official's actions who abuse and/or harass officials under the age of 18.

A black and white photograph of a hockey helmet on the left and a puck on the right, set against a dark background with some light splatters.

# DISTRICT 4 RIDEAU CARLETON

ODMHA - OTTAWA DISTRICT MINOR HOCKEY ASSOCIATION

## Coach/Referee Interactions

- There is no rule that says a referee must talk to, coaches.
- If there is a discussion with the bench, it is only with the Head Coach.
- There needs to be a limitation on the number of discussions at the bench. Why?
  - They take time.
  - Games get curfewed; which leads to complaints from players and parents.
  - Benefits the team that is leading the game by chewing up the running time clock.
  - Minor penalties should be discussed between periods.
- There are 3-4 situations where discussions are required:
  - Major Penalties (Including Injuries)
  - Dangerous/Dirty Play
  - Disputed goals
- Timekeepers are considered as off ice officials and are part of the officiating team. Issues with game time and penalty times should be directed to the referee.
- It is recommended that a parent be in the penalty box in case there are discrepancies, and the Head Coach chooses to file an appeal regarding the game.



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



# **CERTIFICATIONS**



# Certifications

Certifications: Caren Hollinger  
[certifications@ormha.ca](mailto:certifications@ormha.ca)

- Monitors Team Staff Certification Requirements
- Schedules Coaching and Scorekeeping Clinics
- Manages reimbursements for approved clinics/courses
- Maintains PRC Database

# Team Staff Certification

Coach Level	Head Coach	Assistant Coach	Trainer
U7	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• Coach 1 -Intro to Coach – (1 Day session) Trained Status</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• Trainer Level 1</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>
U9	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• Coach 1 -Intro to Coach – (1 Day session) Trained Status</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• Coach 1- Intro to Coach – (1 Day session ) Trained Status</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• Trainer Level 1</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>
U11, U13, U15, U18, U20	<ul style="list-style-type: none"> <li>• HU – Online Coach 1/2</li> <li>• Coach 2 (1 Day In Class Session. Note: The HU – Online component must be completed before a coach can register for the in-class Coach 2 Session)</li> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>	<ul style="list-style-type: none"> <li>• HU – Online Coach 1/2</li> <li>• Coach 2 (1 Day In Class Session. Note: The HU – Online component must be completed before a coach can register for the in-class Coach 2 Session)</li> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• Trainer Level 1</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>
All Managers	<ul style="list-style-type: none"> <li>• Respect In Sport - Activity Leader</li> <li>• Gender Identity and Expression</li> <li>• PRC-VSC (<b>not Criminal</b>)</li> <li>• <i>HU - Planning a Safe Return to Hockey (Optional)</i></li> </ul>		

# Team Insurance

- **5** team staff insurance-coverage fees are paid by ORMHA
- Insurance for any additional team staff (above the 5 spots covered by ORMHA) will need to be covered by team budget – approx. \$50.00 per person.
- All Staff members must register at their level for their particular bench staff role. This is through Spordle (HCR 3.0) and will include Head Coach, Assistant, Manager and Trainer



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



# **WEBSITE**

# Webmaster

Webmaster: Dave Leblanc

[webmaster@ormha.ca](mailto:webmaster@ormha.ca)

- Web Content
- Team Webpages
- Email Blasts to Membership
- Goalline Log-In Requests for Managers



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



## **TOURNAMENTS**

# ORMHA Tournaments

Tournament Committee: [tournaments@ormha.ca](mailto:tournaments@ormha.ca)

## **ORMHA Fall Classic C Level (U11 - U15) - First wknd November**

Every ORMHA team whose division is hosted must participate

- Sanction includes C teams
- ORMHA teams are required to register using the application form (on website under Tournaments)
- ORMHA teams must provide two cheques with application form:
  - one for registration fee less \$200
  - one for \$200 (will be returned if team volunteer hours are completed)
- Each team provides volunteer hours, normally 10-12 time slots per team (averages out to 1 hour per family/team)

# ORMHA Tournaments

Tournament Committee: [tournaments@ormha.ca](mailto:tournaments@ormha.ca)

## **ORMHA Winter Classic A/B Levels (U11 – U18) - Last wknd Jan**

Every ORMHA team whose division is hosted must participate

- Sanction includes all A and B
- ORMHA teams are required to register using the application form (on website under Tournaments)
- ORMHA teams must provide two cheques with application form:
  - one for registration fee less \$200
  - one for \$200 (will be returned if team volunteer hours are completed)
- Each team provides volunteer hours, normally 10-12 time slots per team (averages out to 1 hour per family/team)



# Tournament Participation

- In order to sign up for tournaments, you will need your official roster ASAP
- You can pay out of pocket for tournaments until your bank account is setup
- If you leave D4 (LCMHL Territory), you will need a travel permit from HEO. Signed first by our President, then the D4 Chair. Form is available on the HEO website. **PLEASE SUBMIT ASAP TO ENSURE PROCESS IS COMPLETED ON TIME**



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



## **ICE SCHEDULING**

# Ice Scheduling

**All communication with Ice Scheduler must be in writing from HC or manager and must include a CC to your Convenor.**

**Email: [icescheduler@ormha.ca](mailto:icescheduler@ormha.ca)**

Ice scheduling includes the following:

- Game and practice allocation
- Game and practice changes (swaps)
- Game and practice cancellations

# Ice Scheduling

- Aim is to allocate ice in one month blocks.
- Make sure team calendar online has ALL tournaments and team events entered. This is the only place the ice scheduler will look when scheduling practices.
- SWAP REQUESTS: must respond within 48 hours
  - No response within 48 hours = ice allocated to another team

**NOTE: Some practice ice may be allocated on short notice as ice times reserved for game reschedules are freed-up.**

# Ice Scheduling

**If practice dates & times don't work for your team...**

Coaches are responsible to trade with other Coaches:

- Notify Ice Scheduler (cc Convenor) of any trades.
- Ice Scheduler will only facilitate a switch if there was an error in the schedule.
- **Please review for conflicts as soon as schedule is received**
- **Goalline must be updated**

**Ice not used when allocated**

- Teams must return ice at least 72 hours out or risk paying for it

# Game Changes

- Notify the ORMHA Ice Scheduler of any changes (home or away). Please CC your Convenor.
- Update your online schedule with any game changes.
- Follow LCMHL Procedures regarding notification to teams, LCMHL statisticians and Referees



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**RISK AND SAFETY**

# Risk and Safety

Risk and Safety: Steve McMaster  
[risk@ormha.ca](mailto:risk@ormha.ca)

**Volunteer Letters are provided upon request  
If required, forward completed VSC for review and approval**

- Discipline
- Issue Management
- Rowans Law
- Respect Committee



# Risk and Safety

## **All ORMHA members must adhere to ORMHA Code of Conduct.**

- Zero tolerance for infractions:
  - Infractions will be addressed by the ORMHA Risk & Safety Committee.
- Incidents to be reported immediately
- ORMHA Respect Policy to be followed
- Committee can recommend suspensions or revocation of membership.
- Increased focus on Harassment of Official / Green Armband Initiative
  
- Two deep at all times
- Absolutely no cameras & cellphones.
- No horseplay on or off the ice.
- No bullying - incidents will be dealt with swiftly c/w suspensions.

# Risk and Safety

## **Gender Identity and Expression**




- teams **must** have a pre-season talk with all players and parents
- for younger levels, please ensure you meet with parents first
- template presentation/information provided
- Please advise Risk and Safety of the date of your talk (we will have an Executive member available to assist)

**Deadline to complete: October 26th**

## **Rowans Law**

- mandatory for all players and coaches
- links available on ORMHA website

# Remember the 24 hour rule...

- **Follow the proper ESCALATION procedures:**  
HC/Manager  Convenor  VP  President
- **No one should ever approach:**
  - Bench staff of the other team.
  - Players & Parents of the other team.
  - The Referees.
- **No one is allowed in the opposing team's Change Room or in the Referee Room.**



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



# **EQUIPMENT**

# Equipment

Equipment Manager: Greg Sergeant  
[equipment@ormha.ca](mailto:equipment@ormha.ca)

- Puck bags
- Jerseys
- Jersey forms: Jersey deposit required
- Trainer Kits (IP, Novice, Atom)
- Goalie Gear Loans



**OSGOODE RIDEAU  
MINOR HOCKEY ASSOCIATION**



**LCMHL**

# LCMHL



<http://lanark.goalline.ca/>

# LCMHL Game Length

## **U11 to U21:**

- 2x10 minute STOP TIME periods, 1x12 minute STOP TIME period.
- 50 minute running curfew clock.

## **End of game (whatever happens first):**

- The third period ends.
- The curfew clock expires.
- The arena staff ends the game.

Warm-ups to be limited to 2 minutes in order to complete the game.



# LCMHL Game Length

## **U9:**

- 2x23 minute halves
- Running time
- 3 minute warm-up
- 50 minute running clock.

## End of game (whatever happens first):

- The second half ends.
- The curfew clock expires.
- The arena staff ends the game.

# LCMHL

## **Head Coach & Manager Meeting**

October 5<sup>th</sup> 2022

6:30 pm

Zoom Virtual Meeting

**Mandatory Attendance**



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



## **Team Information**

# Team Information

- Team Website
- Team Wear
- Team Finances
- Room Bookings
- Communication
- Forms and Documentation
- Scorekeepers/Timekeepers
- Suspension Reporting

# Team Website

- Practices, games and game results will be on ORMHA site.
- Keep it updated (exhibition games, tournaments)
- ORMHA login will be emailed to you once you request it from [webmaster@ormha.ca](mailto:webmaster@ormha.ca)
- ***Parents can subscribe to Goalline team calendar so it will go directly to mobile devices, Google calendar, etc.***
- TeamSnap...use at own risk. PRACTICE schedule must be uploaded to Goalline even if you choose to use TeamSnap.
- Any issues? Contact: [webmaster@ormha.ca](mailto:webmaster@ormha.ca)

# Team Wear

## **Team wear off ice:**

- Team's choice.

## **Team wear on ice:**

- ORMHA jersey & socks:
  - Away: Red name bar on red jersey, red game socks.
  - Home: White name bar on white jersey, white game socks.

**ORMHA socks must be worn during all league games. The socks must be the same colour.**

# Team Wear

Purchasing name bars and socks.

**Contact:** Larry Bellinger, Hockeyhead Sports

**Email:** [hockeyheadsports@gmail.com](mailto:hockeyheadsports@gmail.com)

- Socks (take 1-2 weeks)
  - Youth sizes (20" & 24")
  - Adult sizes (28" & 32")
- Name bars (name in CAPITAL LETTERS)
- Place orders by email:
  - Include team name, head coach and manager.

# Team Finances

**Team Treasurer needs CRC (or PRC if also performing other duties)**

Needs to be accountable to your team:

- Open new team account at start of season – **You will need a Bank Letter from ORMHA (email [firstvp@ormha.ca](mailto:firstvp@ormha.ca)) to open your account.**
- **No personal bank accounts.**
- Two signing signatures, provide VP with names
- Budget must be reviewed by VP prior to the start of the season
- Present budget to parents & provide monthly budget updates to team
- Submit final budget to VP by March 31, 2019
- End of season balance must be \$0.00.
  - Team to decide at the start of the season what will be done with any funds that remain at the end of the season (e.g. refunds to families, team donation to charity, etc.)



# Pictures

- ORMHA will have a picture day this season.
- Will be in Osgoode in early November.
- Details will be shared soon.
- Each time will be given a time to come for individual and team pictures.
- If a team misses picture day, we will work with that team on a re-shoot date.

# Bingo

Bingo Manager : Virginia Legault

[bingo@ormha.ca](mailto:bingo@ormha.ca)

- Team Fundraising Opportunity
- Requires 2 volunteers on Sunday Evenings 4pm to 6pm at Bingoland on South Slack Road and Merivale.
- Bingo duty earns the Team \$300.
- Contact Virginia to book (email above)

# Room Bookings

ORMHA Secretary: Steve Fry

[secretary@ormha.ca](mailto:secretary@ormha.ca)

- Room bookings must be done through the Association in order to secure our preferred rate.
  - Manotick Arena Upstairs Hall
  - Osgoode Arena Fred A Room, Upstairs Hall
  - Other City of Ottawa Venues

Association letter available for booking other venues (e.g. school gymnasiums, etc.)

# Communication

## **LCMHL Statisticians:**

- Game changes, weather concerns, LCMHL scheduling info, suspensions.

## **ORMHA House League Convenor:**

- Ice allocation, conduct issues, procedural questions.

## **First Vice President:**

- Conduct concerns, Association issues & suggestions, bank account letters, game appeals, suspensions, etc.

# Forms and Documentation

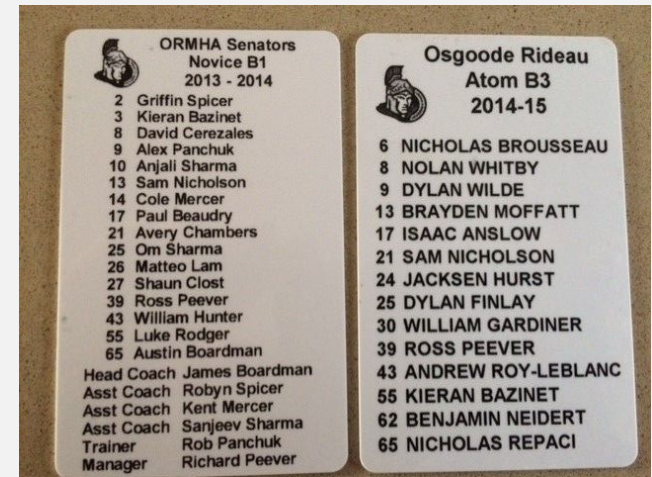
## Contact information for the team:

- Credit Card style Contact Cards
- Team Labels for gamesheets:

Please ensure you include Trainer's Certification #

## Required Forms:

- Medical Form (kept on hand by Trainer).
- Parent/Player/Coach Code of Conduct.
- Jersey Form.
- Photo Permission Form.



**All forms to be submitted to Convenors by Nov. 1, 2022**

# Forms and Documentation

## Special Event Permit (new version):

<https://sports-cert.bficanada.ca/?BRANCH=HEO>

- For dryland training, bottle drives, team parties, etc.
- This ensures members are insured during off-ice team events

## Hockey Canada Injury Report

[http://ormha.goalline.ca/files/2016\\_injuryreport\\_heo.pdf](http://ormha.goalline.ca/files/2016_injuryreport_heo.pdf)

- To be completed by trainers.

# Scorekeepers/Timekeepers

**Required for all of our home games.**



- Game sheets must be completed in full.
- Game number (1-24) & Division printed clearly.
- Coach & Trainer number (team stickers).
- Game sheets with a suspension to be clearly identified on all 4 copies.
- Report within 48 hours.
- Recommend one person per team attend Scorekeeper course.

**Scorekeeper Clinic – will be organized if enough demand.  
Please advise Convenor of number of people who wish to  
take it. Must be 14 or older to take course**

# Suspension Reporting

## **TTM - Total Team Management**

### **Online suspension reporting tool:**

- Register as soon as possible.
- Submit player information and infraction (within 24 hours).
- Scan game sheet:
  - For each game served must input info.
  - Coach will be suspended if player does not serve.
- Login information will be provided from LCMHL.



# Suspension Reporting

## **What to report:**

- All Major Penalties (5 min), Misconducts (10 min) and Suspensions for regular league, tournament and exhibition games.
- ALL incidents of Head Contact (HC) and Checking From Behind (CFB).
- Remember bench staff can also get penalties.

**All reports MUST be within 24 hours from the infraction.**



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



## **Important Dates**

# Important Dates – LCMHL

Event	Date(s)
LCMHL Coaches Meeting	October 5, 2022
Season Starts (U9, U13, U15)	October 11, 2022
Season Starts (U11)	October 18, 2022
Season Starts (U18)	October 18, 2022
Holiday Break	December 23, 2022 to January 2, 2023
Season Ends	February 13, 2023
Playoffs Start	February 21, 2023 (no tournaments)
Playoffs End	March 11, 2023 (no tournaments)
March Break	March 12-20, 2023
Finals occur	March 21-31, 2023



# **OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION**



**QUESTIONS?**