



Osgoode Rideau Minor Hockey Association
(ORMHA)

House League Manager's Handbook
2017-2018

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Introduction

Every year with the beginning of September there is an excitement in the air with the start of another minor hockey season. From coaching to team selection there is a great deal of activity. The teams are now established and it's now down to the business of running a house league minor hockey team for the season.

The Team Manager is a key individual in the team staff, assisting the coach in running the off ice activities of the team. From organizing name-bars and team jerseys to communicating with the parents, the Manager allows the coaching staff to focus on the hockey side of the team. This is true for all levels of hockey, Novice to Juvenile.

The House League Manager's Handbook puts on paper what many Managers have learned through the years. With this in mind, you may find some of this material light or heavy on information depending on your background. If, after reading this material you have any input for revisions for next year's Handbook, by all means bring it forward to the ORMHA Executive.

ORMHA Teams

1. ORMHA teams are assigned according to a sort out process used by all Associations participating in the Lanark Carleton Minor Hockey League (LCMHL). A formula used by LCMHL calculates the number of teams at each level (A, B & C) with a goal of ensuring balance, equivalence of skills and fun for all players throughout the League. As an example, ORMHA might have 1A, 3B and 1C teams in any given division (Novice, Atom, Peewee, etc).

Team Meetings

1. There are a number of times during the season that the team players; parents and staff may want to meet. The most critical of these meetings is the team start-up meeting. This first meeting sets the ground rules and tone for how the team will function.
2. It is recommended that the start-up meeting be a "parents only" meeting so that everyone can focus on the items at hand and ask any questions without worrying about the players.
3. Items to discuss at the start-up meeting should include: team budget, number of tournaments, the purchasing of extra ice, name bars and socks, etc. You will not have all the answers at this meeting. The meeting is an opportunity to gather information from the parents about their expectations for the season.
4. The start-up meeting is a good time to gather player information that can be distributed to all families including; player names, and contact information (parent names, addresses, telephone numbers and email addresses).
5. You may want to print copies of the forms; Parent and Player Code of Conduct, Medical Information Sheet, Photography Consent, Jersey Policy (provided at the end of this Handbook) and distribute them to your parents to be returned to you. These forms can also be found on the ORMHA Forms and Resources webpage http://ormha.goalline.ca/page.php?page_id=14796.
6. Remember that all activities the Manager does should be coordinated with the Head Coach as a minimum.

Bench Staff Certifications

1. All team staff require a current Police Records Check (PRC) plus:
 - 1) **Head Coaches:**
 1. COACH 1 (IP and Novice) or COACH 2 (Atom to Juvenile) (online and in-class components),
 2. Respect in Sport (RIS) for Activity Leaders,
 3. Gender Identity Training (GIT) (online course, mandatory).
 - 2) **Assistant Coaches:**
 1. RIS and GIT
 - 3) **Team Managers:**
 2. RIS and GIT
 - 4) **Trainers:**
 1. HDCO Trainer Level 1, RIS, GIT
2. **CERTIFICATIONS MUST BE COMPLETED WITHIN 30 DAYS OF BEING NAMED TO A TEAM.**
3. LCMHL and Hockey Eastern Ontario (HEOMINOR) require the official roster in order for your team to be considered officially registered.

Police Records Check (PRC)

1. All PRC's must be logged on the team staff's personal HCR (Hockey Canada Record).
2. Consent forms are to be completed by the member volunteer & submitted online or in person to the Ottawa Police Services.
3. Volunteer letters will be provided **UPON REQUEST** to waive application fees – you can obtain a letter from the Certifications Administrator on the ORMHA Executive website <http://ormha.goalline.ca/exec.php?lang=1>
4. Volunteers need to request a receipt as proof of submission & submit by email to certifications@ormha.ca or forward online receipt by email to certifications@ormha.ca
5. Police Records Checks (PRC) are good for **THREE** seasons.
6. Once PRC is returned to you, it must be viewed in person by the Certifications Administrator or scanned and sent to certifications@ormha.ca.
7. Volunteers need to **retain their original copy**.

On-Ice Helpers (Novice to Juvenile)

1. On ice-helpers (not the Head Coach and Assistant Coaches) require the following;
 1. PRC, GIT, RIS
2. There are no on-ice helpers in IP. All adults who step on the ice for IP must have Coach 1 in addition to the above.
3. A maximum of 5 team staff are covered under the ORMHA insurance policy.
4. Insurance for any on-ice helpers (above the 5 spots covered by ORMHA) will need to be covered by team budget – approx. \$40.00 per person for the season.
5. You will need to submit a list of on-ice helpers to your Convenor and VP for insurance purposes.

ODMHA Roster

1. Every team in ORMHA is required to have an official team roster. The Lanark Carleton Minor Hockey League (LCMHL) and HEOMINOR require the official roster in order for your team to be considered officially registered.
2. The ORMHA Registrar will provide your team with the official form to be filled out and submitted back to the Registrar. The Registrars contact information can be found on the ORMHA Executive list on the ORMHA webpage <http://ormha.goalline.ca/exec.php?lang=1>
3. ORMHA will provide the official form to be used. You will need to provide your team information. You will be required to have all your team members sign beside their names.
4. You will need to provide the complete team list to the Registrar. The completed form includes the following information; player names, jersey numbers and player dates of birth. You will also need the names of the Head Coach, each Assistant Coach, Trainer and Manager. Please ensure all certifications are up to date and complete when providing the team list. You will need the Trainer's Trainer Number and each of the Coaches' certification numbers and date of birth.
5. You will need an official team roster in order to register and participate in tournaments. The official roster needs to be a priority as it may take a long time before you receive the roster. Delays can result from incomplete forms, transferring players from other Associations, etc.

Treasurer

1. Your team will require a Treasurer to look after your funds as they can easily exceed \$4000-\$5000 over the season. To provide transparency a second volunteer to be Vice-treasurer with signing authority will also be required.
2. The Treasurer will need to set up a team budget. There is an example of a team budget at the end of this document.
3. Your team will also require a team bank account for easy tracking of funds. No personal bank accounts shall be used. If needed, ORMHA will provide your team with a "not-for-profit" letter to the bank to help reduce bank fees.
4. You will need a team name. You will want to keep this simple and easy to remember. An example would be 'ORMHA Atom B1'.
5. It is imperative the Treasurer handles all the team funds in a transparent manner and maintains an accurate record of all transactions (monies received and disbursements).
6. Once prepared the team's budget must be provided to the relevant convenor and VP for approval.
7. It is recommended that each player's family be provided a financial statement on a monthly basis to show the financial position of the team.
8. At the end of the season your team may have unspent funds. These funds will need to be evenly distributed to each player's family. Your Treasurer may find it easier to donate the unspent funds to a local charity. You will need to inform the parents of this decision at the beginning of the season and provide proof of the donation to the team.
9. At the end of the season, you must send a copy of the team budget to the ORMHA VP. The VP's contact information can be found on the ORMHA Executive list on the ORMHA webpage <http://ormha.goalline.ca/exec.php?lang=1>

Team Photos

1. ORMHA provides both individual and team photos as part of the registration fee.
2. Insurance requirements with the City of Ottawa do not allow individual and team photos to be taken on the ice surface.
3. Your team is to be in full hockey equipment, less the helmet. Equipment includes skates, neck guards, socks, etc.
4. As the photo date gets closer, you will be informed as to which jersey to wear for the photos, although it is best to bring both jerseys to the photo shoot.

Attendance

1. Parents are to contact both you and the Head Coach if their child will not be attending a game or a practice. It is important the Head Coach knows who will be present at games and practices as it allows for adjustments to be made accordingly.
2. This notice also gives the Head Coach the opportunity to call up an affiliated player to fill in for any absent player if need be. Refer to Player Affiliation on Page 8.

Scorekeeper/Clock

1. Your team requires a minimum of two Scorekeeper and Timekeeper volunteers.
2. It is every team's responsibility to provide both a Scorekeeper and Timekeeper for your team's home games (as well as any exhibition games where you are the home team).
3. If your Scorekeeper and Timekeeper are new to the task, a training session is arranged at the beginning of the season for those who are interested in volunteering. During the season it is a good idea to ask other parents to watch a game from the Timekeepers Box so they can fill in if need be.
4. It is important that your games run on time. Have your volunteers practice and get familiar with running the clock while the kids are on the ice for a practice so that they will not have any troubles during a game.

Game Sheets

1. You are responsible for filling out a game sheet for all of your home games and submitting them to LCMHL after the game. Contact information and deadlines for submission of game sheets and/or game information is described on the LCMHL website at <http://lanark.goalline.ca>. Instructions for filling out a game sheet can be found here http://lanark.goalline.ca/files/how_to_fill_out_a_gamesheet_-_lcmhl.pdf
2. Game sheets are available at the coaches meeting at the beginning of the season. You will need approximately 13 for regular season, 3 to 5 for playoff games and possible 1 or 2 for exhibition games.
3. A game sheet is needed for every game that you host, including exhibition games. If you run out of game sheets during the season please email your Convenor for extras. **Do not show up at a home game without a game sheet.**
4. Before to the game ensure that the home and visitor player information is completed on the form. The game information (Regular Season Game Number, etc.) must be the information from the LCMHL season schedule at <http://lanark.goalline.ca>
5. To make it easier to complete the player information portion on the game sheet, you can print out your team list on stickers and apply these directly to the game sheets. (You will need 4 labels for each copy in the game sheet.) Stickers should have the following information; Official team name, players first and last name, players jersey numbers. You will also need the first and last names of the Head Coach, Assistant Coaches, Manager and Trainer. You will also need the Trainer's Trainer Number.

6. Make sure that your information is accurate and that you use your official team name. Do not use team nicknames. There is normally more than one ORMHA team playing at each level so make sure that your team number is included (i.e. ORMHA Atom B1).
7. Ensure that both the home and visitor Head Coaches or Managers sign the game sheet to verify that the player and coaching staff information is correct.
8. You will need to include any affiliated players on the player list and remove/cross out any player that is not attending the game.
9. Your team needs to have a certified Trainer attend each game. Please make sure your trainer is available to attend each game. Your team may have two Trainers in case one is not able to attend a game. Alternatively, if your Trainer is not available to attend, you may ask the team you are playing if their Trainer can provide assistance for your team. This is a better option than cancelling a game and most teams are more than happy to help out. Do not assume the other team will help out; contact the opposing team long before game time to make sure.
10. After the game, the Scorekeeper will give the game sheet to the Referee. The Referee will sign it and take a copy (required for the Referee to be paid). It is your responsibility to get the game sheet back and provide a copy to the visiting team. If you are the visiting team you will also need to get a copy of the game sheet.
11. Exhibition games do not need to be submitted to LCMHL.

Schedule

1. All Head Coaches will have a complete league schedule for your team. Online schedule information is available at <http://lanark.goalline.ca/> and on the ORMHA Goalline website <http://ormha.goalline.ca>.
2. It is a good idea to break out just your games to hand out to the parents. This especially makes things easier for Novice families who are coming out of Initiation and are unfamiliar with all of the teams in Lanark-Carleton.
3. Practices will come to you once the league schedule is finalized from your Head Coach or Convenor, You will have to update your team schedule as required on the ORMHA Goalline website.
4. There are blackout dates when no games are scheduled. The dates are typically over the Christmas break, Family Day, Reading Week and March Break. The dates can be found on the LCMHL website under Important Dates http://lanark.goalline.ca/page.php?page_id=69758
5. If you need to reschedule a game for any reason (refer to Tournaments below) you should try to trade with other ORMHA teams first. If you are the home team this will avoid rescheduling the visiting team.
6. If you are the visiting team, again, attempt to switch games with another team. This will leave the home teams schedule unchanged.
7. You need approval to seek rescheduling from the LCMHL Statistician for your Division prior to approaching another team. You also need to notify your Statistician 72 hours in advance of a change. The Statistician's email can be found under Contacts on the LCMHL webpage http://lanark.goalline.ca/page.php?page_id=6054
8. You are allowed as many game and practice changes as you like before mid-December.
9. After mid-December there is a maximum of 2 requested changes allowed.
10. Remember to notify the ORMHA Ice Scheduler (via your Convenor) of any changes (home or away) by updating your online schedule on Goalline.
11. There is other team tracking software and applications available to use with caution. You need to keep the LCMHL and ORMHA websites up to date.

Jerseys & Name Bars

1. You will receive home and away jerseys for each player and goalie on your team. Sometimes the jerseys may be too big or small for your players or goalies. You can contact the Equipment Manager on the ORMHA Executive website <http://ormha.goalline.ca/exec.php?lang=1> to replace the jerseys that don't fit.
2. Ask your parents to inspect both of their jerseys and have them contact you immediately if there is any noticeable damage to the jersey. The parents are responsible for any damage at the end of the season when the jersey is returned to you.
3. At the end of the season they jerseys will be returned to you. They will have to remove the name bars and wash the jerseys before being returned.
4. You will need to create a list of all players that require name bars for their jerseys. Each player will need name bars for both their home and away jerseys.
5. The name bars are available from most sports stores. Larry Bellinger at Hockey Head Sports in the Osgoode arena makes name bars for the majority of ORMHA teams.
6. An average cost is roughly \$8 each, depending on the number of letters in the name.
7. If you have two players with the same last name, they will need to add the first letter of their first name to the name bars.
8. You can also get the Captain C's and the A's if your Head Coach wants to have captains and assistants (although this is not a requirement). Another option is to use tape for temporary letters if the positions are being rotated. Please note that only one 'C' is allowed per team at one time, otherwise the Officials can give your team a penalty.
9. Name bars, Captain C's and the A's are to be sewn on only. **NOT GLUED.**

Socks

1. You will need to a list of all players that require socks. Each player will need a pair of socks for both home and away.
2. Larry Bellinger at Hockey Head Sports in the Osgoode arena provides socks for the majority of ORMHA teams.
3. An average cost is \$12 a pair.
4. As part of their uniform, players are required to wear the proper home or away socks to each game. No mixing up home and away socks or wearing non-ORMHA socks permitted.

Tournaments

1. You may want a parent volunteer to focus only on team tournaments.
2. House teams typically register for three tournaments;
 - o One local, easy to drive to during the day and be home at night tournament,
 - o One away (overnight) tournament. Overnight tournaments are a great way for both the parents and the players on your team to bond.
 - o One ORMHA home tournament.
3. Tournaments are priced anywhere from \$600-\$900 or more to register.
4. Tournaments are listed on the Hockey Eastern Ontario (HEOMINOR) website <http://www.heominor.ca/tournaments>. This website is continually updated at the beginning, and throughout the season so keep checking back for new additions.
5. Confirm that you are registering for **House League (HL)** tournaments, not competitive.

6. The earlier that you apply to a tournament the better chance you have of getting in the tournament as they are typically "first come, first served."
7. To register for a tournament you will require the following;
 - o Official Team Roster,
 - o Completed tournament application,
 - o Tournament fee.
8. Don't assume that you are in a tournament until you have a confirmation from the tournament organizers.
9. Stay in touch with tournament organizers.
10. Don't forget to book accommodations for out of town tournaments as early as possible. Even if you are not assured entry in the tournament you can reserve your hotel rooms ahead of time. Make sure you understand the cancellation policies in case you do not get accepted into the tournament.
11. You may also want to reserve seating at restaurants and at other team activities to avoid disappointment. You will find other teams have similar ideas in mind.
12. Travel permits are required for any tournaments located outside of the HEO boundary. Please check with the tournament organizer to confirm if they are in the HEO boundary. You can find information on the boundary on the HEOMINOR website <http://maps.odmha.on.ca/aba>
13. You can find the travel permit along with questions and answers on the ORMHA Forms and Resources webpage http://ormha.goalline.ca/page.php?page_id=14796.
14. A second Travel Permit is required when travelling to the United States. Again, this information can be found on the ORMHA Forms and resources webpage above.
15. Once you have been approved for a Tournament you will need to enter the tournament dates into your Goalline website so the Ice Scheduler knows you will be away on those dates.
16. If possible try to find tournament dates that do not conflict with your LCMHL game schedule. If they do, refer to the Schedule section above for information regarding switching games.
17. Remember to notify the ORMHA Ice Scheduler (via your Convenor) of any changes (home or away) and update your online schedule on Goalline.

Extra Ice

1. ORMHA provides each team with an allotment of practice times and does not cover any additional ice. **The team pays for the cost for any additional ice time.** During your first team meeting at the beginning of the season, you may want to discuss the idea of additional ice times and let the parents know that there will be additional team fees for extra ice times.
2. If your team would like extra ice for practices or exhibition games, you should book the ice as early as possible as ice is hard to come by once the season begins,
3. You may contact other local hockey Associations such as Carleton Place, Stittsville, Almonte Pakenham, etc. Further Associations include; Winchester, Beckwith, Kemptville. Local Association websites and the City of Ottawa may also have available ice to purchase. Some Associations such as Nepean (NMHA) have an "Ice Swap Shop" on their website.
4. Ice costs range from \$60.00 per hour for off peak times to \$200.00 per hour for peak times.

Exhibition Games

1. An exhibition game is an unofficial, friendly game played under regular season conditions and has no impact on the player's or the team's rankings.
2. There are any number of hockey Associations within an hour's drive of Ottawa that have played exhibition games with our ORMHA teams. Teams enjoy the camaraderie and even participate in additional, non-hockey activities together.
3. The ice that you use for an exhibition game is up to you. You can use a sheet of practice ice you have for yourself, or you can purchase extra ice (refer to Extra Ice above).
4. Remember that you must have a full sheet of ice booked for your team if you want another team to play (not a half sheet).
5. All exhibition games follow the same guidelines outlined in the ORMHA Parent and Player Codes of Conduct.
6. You will require insurance for your exhibition game. You can fill out the form on the BFL Canada website <https://sportscert.bflcanada.ca/?BRANCH=HEO>.
7. You will require Referees for your exhibition game. Referees can be booked through the ORMHA Referee Scheduler for games at the Osgoode or Manotick arenas. The cost for the Referees are your responsibility. (Note: Referees for regular season home games and the playoffs, are coordinated and paid for by ORMHA).

Fundraising

1. If you would like to keep your team fees low you may want to fundraise. Fundraising is a great way to raise additional funds for purchasing trophies, t-shirts and hats, tournament fees, extra ice. Fundraising is a great way for your team to bond and help out your community.
2. ORMHA do not receive any of the funds raised by your team.
3. Some ideas on raising money include:
 - a. Run a 50/50 draw at all of your home games. Some teams just rotate each parent per game to do the 50/50, get a volunteer or elect someone. It is only recommended that you do this at your home games only.
 - b. Raffling off tickets to Ottawa 67's or Ottawa Senator's hockey games.
4. Confirm with your parents if this would be something your team would be interested in doing as it may impact your team fees.
5. To raise additional funds your team may want to volunteer for BINGO. You can contact the Bingo Coordinator on the ORMHA Executive website <http://ormha.goalline.ca/exec.php?lang=1>.

Trophies

1. ORMHA does not supply trophies for teams playing in the Lanark Carleton Minor Hockey League (LCMHL).
2. If your team would like end of year trophies for the players your team will need to purchase them.
3. SGA Signs-Gifts-Awards on Richmond Road supply ORMHA tournament trophies. They may give you a discount if you mention your team is with ORMHA. You can contact them through their website <http://www.sgasigns.com>.
4. The price for a reasonably sized trophy will be \$7-\$10 plus taxes.
5. Check with your vendor on delivery time and plan for a 2 to 3 week turnaround, more time may be required if you order at the end of the season as they will be busy.

Player Affiliation

1. An affiliated player is a player who is eligible to play on their own registered team, plus one other team at a higher age division. This can be a great experience for the player as they have an opportunity to develop their skills and play at a higher level.
2. Affiliations are only allowed up one level above your own teams playing level. (i.e. Novice to Atom).
3. ORMHA operates as a club for purposes of affiliation so that House League players can be used on higher level teams without any forms.
4. Affiliation to competitive teams requires an affiliation form to be filled out by the affiliated team's Head Coach (the team the player is going to be playing on). Once the player is registered, the player will be restricted from affiliating between house teams. There is also a time limit for the forms to be submitted. There are a number of signatures required before a player can play on your team as an affiliated player.
5. Game sheets **MUST** indicate any affiliated player with name, number and the notation 'AP'.
6. Please refer to the HEOMINOR link for more information regarding player affiliation <http://www.heominor.ca/node/6157>.

Team Photographer/Reporter

1. Your team may want a volunteer team photographer. The photographer can help out with the photos for the end of season scrapbook. Please remember that no photos are to be taken in the Change Rooms, this includes coaching staff and players.
2. You may want to ask a parent, or player to volunteer to write a story, or report on a couple of games or tournament that can be put in the local newspapers. The kids love to see their name in print. Sometimes the papers will even do photos of special occasions.
3. Be aware that some team parents may have concerns with publishing this information so this should be addressed at a team parents meeting. Refer to the signed Photo Consent form that was signed at the beginning of the season.

Scrapbook

1. A team scrapbook (yearbook) is one of those items that the players and parents will look back on with fond memories in the future. It is not always easy to gather the information (photographs, newspaper articles, etc.) necessary to do this, especially at the end of the season. If your team would like to put together an end of season scrapbook, it is a good idea to assign the gathering of this information to one of your parent volunteers at the beginning of the season.
2. At the end of the season, a group of team parents could get together and compile the information gathered into a format for photocopying and distribution to the players.
3. Remember to add the cost of the scrapbooks to your team budget. You may want to research delivery times as well.

Additional Non-Hockey Activities

1. Teams like to get together for additional activities such as Ottawa Senator's or Ottawa 67's games, pizza and movie nights, team 'mixers', Christmas and end of year parties. Team outings build up team spirit and get all of the players and families together on a social note that does not have the pressures that some teams experience on the ice.
2. It is advisable to get a number of parent volunteers to be the Social Coordinators.
3. **You will require insurance for every team outing, as they are not covered by ORMHA.** Forms are available on the BFL Canada website <https://sportscert.bflcanada.ca/?BRANCH=HEO>.

Volunteers

1. Being a team Manager is a large responsibility, you need as much help from the other parents on your team as you can get.
2. Between you and your Head Coach, delegate as many jobs as possible, it will make the year more enjoyable as well as making everyone feel like they have contributed.
3. Here is a list of the main team positions:

Hockey	Head Coach	Assistant Coach(s)	Trainer
	Timekeeper	Scorekeeper	
Administration	Manager	Treasurer & Vice-treasurer	Team Photographer/Reporter
	Social Committee	Tournament Organizer	Fundraising

Contests

1. There are many organizations that provide incentives to Minor Hockey teams such as Hockey Development Centre for Ontario http://www.hdco.on.ca/penalty_details and their "Penalty Free Sweepstakes" program.
2. An application is submitted and there are opportunities to win prizes for the team. Even if no prize is won, there are usually consolation gifts such as certificates, pucks, coupons, etc.
3. Note that ORMHA does not endorse or approve of any particular program or activity.

Communications

1. One of the Managers most important jobs is to keep all players and/or player's families current on all team activities, on and off the ice.
2. The Manager also is the primary parent contact if any issues arise between the players, the Head Coach, coaching staff, Officials, etc.
3. Regular parent meetings before and after games and practices can be difficult due to noise and other information that the coaching staff is trying to get across to the players about the practice or game. Therefore it is encouraged that a weekly email with reminders on the next week activities be sent out to keep everyone informed and up to date.
4. When handing out paper forms etc., to the team, put each player's name and number on the front and hand them out. You will know who did not receive the handout.
5. Create a calling list; a form with all players' names and phone numbers that can be used as a checklist when making calls.

Additional Information and Contacts

1. The Head Coach receives a great deal of additional information that you as a Manager may find useful. You can review the Coaches Information Manual on the Forms and Resources page on the ORMHA website http://ormha.goalline.ca/page.php?page_id=14796.
2. The contact list for the ORMHA Executive on the ORMHA webpage <http://ormha.goalline.ca/exec.php?lang=1>
3. Hockey Canada have a Mangers Handbook accessed through their website <https://www.hockeycanada.ca/en-ca/news/2007-gn-075-en>

Good Luck during the season and remember.....HAVE FUN!!!

OSGOODE-RIDEAU MINOR HOCKEY ASSOCIATION (ORMHA)

Parents Agreement

It is the intention of this agreement to promote proper behaviour and respect for all participants within ORMHA. All parents are required to sign this agreement before being allowed to participate in ORMHA programs and must continue to observe the principles of fair play throughout the course of the season.

CODE OF CONDUCT FOR PARENTS:

1. I will not force my son/daughter to participate in hockey.
2. I will remember that my child plays hockey for his/her enjoyment, not mine.
3. I will only encourage my child to play by the rules and to respect the officials at all times.
4. I will teach my child that effort is a cornerstone of any team sport.
5. I will encourage my child to feel like a winner every time by offering praise for competing fairly and working hard.
6. I will never ridicule or yell at my child or anyone else's for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public or in private. I recognize officials are learning the game in the same way the players are learning the game.
9. I will support all efforts to remove verbal and physical abuse from ORMHA games and other games I am party to.
10. I will respect and show appreciation for the volunteers who donate their personal time to the benefit of my son/daughter.

I agree to abide by the principles of this CODE as approved and supported by the ORMHA to the best of my abilities. I also agree to abide by the Constitution, By-laws and regulations as approved by the ORMHA, the HEOMINOR and Hockey Canada.

PRINT NAME(S): _____

SIGNATURE(S): _____

DATE: _____

STEPS TO RESOLVING ANY ISSUES THAT MAY ARISE:

1. Following a 24 hour "cooling off" period, talk to your team Manager. This should resolve most if not all issues you may have.
2. If you cannot obtain a satisfactory response from your team Manager, contact your Convenor.
3. If no satisfactory solution is obtained from your Convenor, contact the Vice-president.

**OSGOODE-RIDEAU MINOR HOCKEY ASSOCIATION
(ORMHA)**

Player Agreement

I promise to follow the ORMHA Code of Conduct to the best of my abilities.

CODE OF CONDUCT FOR PLAYERS:

1. I will play hockey because want to, not because my parents, family or coaches want me to play.
2. I will play by the rules of hockey, for the fun and enjoyment.
3. I will control my temper at all times. Fighting, arguing or injuring my opponent is not fun for anyone.
4. I will respect my opponents, the officials, my teammates and my coaches at all times.
5. I will do my best to be a team player.
6. I will remember that winning isn't everything, that having fun, improving my skills, making friends and giving a solid effort are more important.
7. I will support my teammates.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect at all times.

I agree to do my best to make my parents and coaches proud of me on and off the ice.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

PLAYER TEAM: _____

**OSGOODE-RIDEAU MINOR HOCKEY ASSOCIATION
(ORMHA)**

Jersey Policy

This is to acknowledge that I have read the following conditions and will make every effort to maintain the condition of my child's jerseys. Failure to do so will result in a loss of the jersey deposit of \$150 presented at the time of jersey acquisition.

- Inspect your jerseys (home and away) once they are received and inform your team Manager if there are any rips or stains on the jersey.
- A jersey bag is mandatory for all players. Players are not to be throwing their jerseys into their hockey bag.
- Jerseys are to be hung in the jersey bag using **plastic hangers only**, as wire hangers may rust and/or stain the jersey.
- Gatorade or similar coloured beverages will not be used on the benches or in the change rooms. Based on past history, this is one of the main reasons for jersey deposits to be cashed and not returned to the parents.
- Player name bars may appear on the back of the players jersey above the numbers (across the shoulders). Name bars **must be hand stitched**. No double-sided iron on mounting is allowed on the jerseys as they may ruin the jersey.
- Only Captain C's and A's provided by your team or ORMHA are to be used on the jersey. These are to be **sewn** on only.
- If your jersey gets soiled, it is to be washed in **cold water and hung to dry**.
- No other items are allowed to be attached to the jerseys (i.e no sponsor bars).

Parent's Name (please print) _____

Parent's Signature: _____

Child's Name: _____

Jersey #: _____

Team: _____

**OSGOODE-RIDEAU MINOR HOCKEY ASSOCIATION
(ORMHA)**

Publication of Player Information/Photographs Consent Form

I hereby agree to allow the Osgoode Rideau Minor Hockey Association (ORMHA) to post photographs and team-related information on the ORMHA website www.ormha.goalline.ca. This may include the players name, team number, team photographs, team related photographs etc. No other identifying information will be displayed on the website such as address, school etc.

On special occasions, team information and/or photographs may be published in the local newspapers.

I, _____ hereby give permission to team staff to publish photographs of my child on the ORMHA website.

- as a member of the team only,
- as an individual player and/or in a group,
- under no circumstances.

I, _____ hereby give permission for photographs of my child to be published in the local newspaper.

- as a member of the team only,
- as an individual player and/or in a group,
- under no circumstances.

I, _____ hereby give permission to use my child's:

- Child's full name,
- Child's last name only,
- Child's first and last initials only,
- Neither my child's name nor initials.

I am the parent/legal guardian of _____ (player name) and I give permission for hockey related information to be published on the website and the local newspaper as indicated above.

Parent/Guardian: _____

Dated at _____ this _____ day of _____, 20_____



MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____

Telephone: (____) _____ Cell: (____) _____

Provincial Health Number (optional): _____

Parent/Guardian #1: Name _____

Business Phone Number: (____) _____

Parent/Guardian #2: Name _____

Business Phone Number: (____) _____

Alternate emergency contact (if parents are not available)

Name: _____

Relationship to Player: _____

Telephone: (____) _____ Cell: (____) _____

Doctor's Name: _____

Telephone: (____) _____

Dentist's Name: _____

Telephone: (____) _____

Date of last complete physical examination: _____

Before a player participates in a hockey program it is recommended that they have a medical and that they also have any medical condition or injury problem checked by their family physician

Please check the appropriate response and provide details below if you answer "Yes" to any of the questions.

- | | | |
|--|---|--|
| Yes <input type="checkbox"/> No <input type="checkbox"/> Medication | Yes <input type="checkbox"/> No <input type="checkbox"/> Asthma | Yes <input type="checkbox"/> No <input type="checkbox"/> Health problem that would interfere with participation on a hockey team |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Allergies | Yes <input type="checkbox"/> No <input type="checkbox"/> Trouble breathing during exercise | Yes <input type="checkbox"/> No <input type="checkbox"/> Has had an illness that lasted more than a week and required medical attention in the past year |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Previous history of concussions | Yes <input type="checkbox"/> No <input type="checkbox"/> Heart Condition | Yes <input type="checkbox"/> No <input type="checkbox"/> Has had injuries requiring medical attention in the past year |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Fainting or seizure during or after physical activity | Yes <input type="checkbox"/> No <input type="checkbox"/> Palpitations or Racing Heart | Yes <input type="checkbox"/> No <input type="checkbox"/> Been admitted to hospital in the last year |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Near fainting or Brownouts | Yes <input type="checkbox"/> No <input type="checkbox"/> Family history of heart disease | Yes <input type="checkbox"/> No <input type="checkbox"/> Surgery in the last year |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Seizures and/or epilepsy | Yes <input type="checkbox"/> No <input type="checkbox"/> Family history of unexpected death during physical activity | Yes <input type="checkbox"/> No <input type="checkbox"/> Presently injured
Injured body part: _____ |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Wears glasses | Yes <input type="checkbox"/> No <input type="checkbox"/> Family history of unexplained death of a young person | Yes <input type="checkbox"/> No <input type="checkbox"/> Vaccinations up to date
Date of last Tetanus Shot: _____ |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Are lenses shatterproof | Yes <input type="checkbox"/> No <input type="checkbox"/> Diabetes – Type 1 _____ Type 2 _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> Hepatitis B vaccination |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Wears contact lenses | Yes <input type="checkbox"/> No <input type="checkbox"/> Wears medical information bracelet/necklace
For what purpose? _____ | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Wears dental appliance | | |
| Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing problem | | |

Please give details if you answered "Yes" to any of the above. (Use separate sheet if necessary)

Medications: _____ Recent injuries: _____

Allergies: _____ Any information not covered above: _____

Medical conditions: _____

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Player: _____

Date: _____ Signature of Parent or Guardian: _____

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.

ORMHA Novice B1 Proposed Budget

Income/Parents' Investment

Commitment Fees (16 Players @ \$250)	\$4,000.00
Fundraising	\$500.00
Sponsorships	\$0.00
Total Funds Raised	\$4,500.00

Less: Expenses

Tournaments	
Tournament 1	\$600.00
Tournament 2	\$800.00
Away Tournament 3	\$900.00
	<u>\$2,300.00</u>

Equipment

Socks	\$392.00
Water Bottles for Games	\$0.00
	<u>\$392.00</u>

Parties/Treats/Gifts

Team Treats (Halloween/Christmas)	<u>\$80.00</u>
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Mid Season Party	<u>\$200.00</u>
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Gifts & End of Year Party	<u>\$400.00</u>
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Trophies/Plaques	<u>\$500.00</u>
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Administration Expenses

Boardroom Rentals	<u>\$20.00</u>
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Photocopying/Printing	<u>\$20.00</u>
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Game Stickers, Office Supplies	\$15.00
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Bank Fees	<u>\$40.00</u>
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\$55.00

Additional Expenses that were unaccounted for:	<u>\$0.00</u>
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Total Team Expenses	\$3,967.00
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Difference \$533.00 Difference

Difference Per Player \$33.31 Difference Per Player