



PROCEDURE

The following document has details on the Oshawa MHA procedure for Game Score Reporting. Also make note of some Frequently Asked Questions at the bottom of this document.

This procedure is for all Oshawa MHA teams participating in Lakeshore, York Simcoe and ETA Leagues.

It is each teams responsibility to report all game scores and other relevant information documented below to Oshawa MHA. This task is typically delegated to the Team Manager.

All regular season, exhibition and tournament game score reporting must be submitted within 24 hours of the completion of a game. All playoff game score reporting must be completed within 2 hours of the completion of a game.

There are four (4) steps to reporting. To complete Steps 1 to 3 you must have access to the OshawaHockey.com. Please note that you can complete Step 1 with your mobile phone, however, you must use a desktop/laptop/tablet (connected to the internet) to complete Steps 2 & 3 (Oshawa MHA Forms).

Because Steps 2 & 3 require internet access and mobile phones are not supported, you will need to ensure that you keep a copy of the Paper Gamesheet with you when you leave the rink or write down the relevant form information.

Step 1. Update Game Score on OshawaHockey.com team website

For regular season and playoffs, Oshawa MHA is using the same scheduling module (TheOneDB) as Lakeshore and ETA Leagues. Therefore when you update your teams website you are also updating the Lakeshore/ETA league system. In addition, the scores reported (by you or your opponent) will also automatically update our Oshawa MHA website.

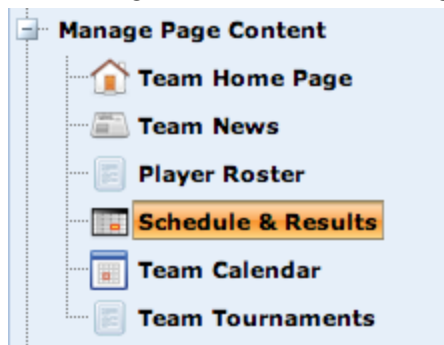
As Team Manager you are responsible for home game score reporting during regular and playoff season. You must also report all (home & away) exhibition and tournament games through your team website. Please note as mentioned above; all leagues are linked through TheOneDB scheduling system so for a regular or playoff game - if the visiting team updates the score before you do this is okay (due to linked scheduling system).

You must be logged into the website with your individual userid/password that was supplied by Oshawa MHA. This is setup such that you only have access to your own teams information.

To login

- go to OshawaHockey.com

- Select Login option in top right corner. Note you may already be logged in, and in this case you can proceed to next step as the Login option will not be available.
- Select Control Panel in top right corner (only visible after you have logged in)
- the system will only provide access to your teams website. Select Schedule & Results under the Manage Site Content / Manage Page Content section.

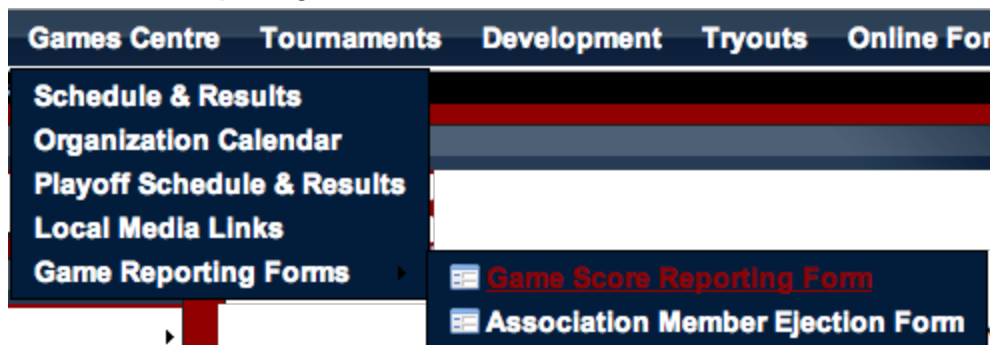


Find the game to be updated and enter the score.

You are now complete on this Step, proceed to Step 2.

Step 2. Submit the OshawaHockey.com *Game Score Reporting Form*

For all games you must also submit the Oshawa MHA Game Score Reporting Form. This form can be found on OshawaHockey.com website under Games Centre / Game Reporting Forms / Game Score Reporting Form.



This form is required to be submitted for every team game as Oshawa MHA needs to be aware of any GM Penalties received during the game. In addition, Oshawa MHA is also tracking some organizational statistics such as penalties, penalty kill, power play, shots, passes, etc. This will be used to measure how the Organization is performing and will be published on our website.

***** If the game involves a member ejection (MP-Match, GM-Game Misconduct, GRM-Gross Misconduct) please also note Step 3 is mandatory.*****

This form must be submitted from desktop/laptop or tablet as mobile phones will not work with Forms. You do not have to be logged into your teams website to perform this step but you need an internet connection.

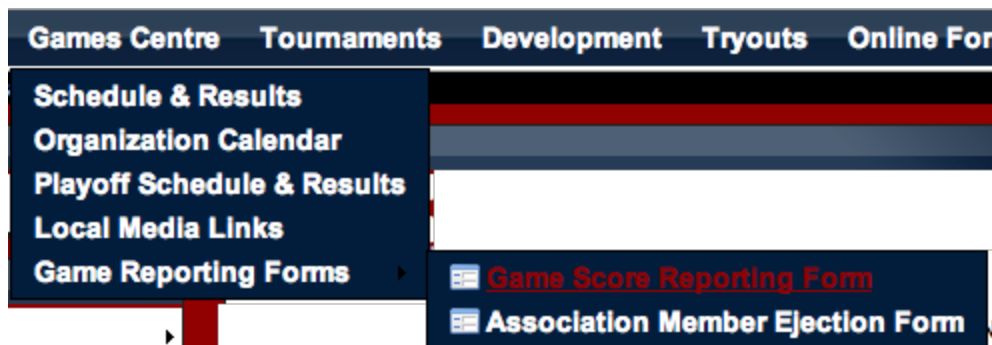
All the information required to complete the Form is located on the Paper Gamesheet (ensure you have a copy before leaving rink). The exception for fields not needing Paper Gamesheet is shots and passes, this information should come from the Stats person on your team who should be recording this information. Oshawa MHA strongly recommends that you track these 2 stats as they are indication of team play. If you do not track them please enter a value of 0.

Upon completion of the form an email will be sent to the appropriate Oshawa MHA Executives (Rep Convenor, Rep Teams Manager, Oshawa MHA Centre Contact). The email should be delivered within 15 minutes of pressing the Submit button.

You are complete with this Step. If there has been any Association Member ejections from the game or rink please proceed to Step 3. See below for more clarity.

Step 3. Submit the OshawaHockey.com *Association Member Ejection Form*

This form is filled by an Oshawa Minor Hockey team immediately after the Game Score Reporting Form is submitted and whenever an association member (Coach, Player, Parent) is ejected from a game or the rink. The following penalties need a form submission (MP-Match, GM-Game Misconduct, GRM-Gross Misconduct), (M-Misconduct does not). If a parent is removed from the rink the form must be submitted. There must be one submission per ejection.



Oshawa MHA Centre Contact must have this information to track individual suspensions. It will also be required should the suspension be serious enough to be reviewed by OMHA with our Oshawa MHA Centre Contact. It may also be reviewed by the Oshawa MHA Executive if the same member is a repeat offender.



This form must be submitted from desktop/laptop or tablet as mobile phones will not work with Forms. You do not have to be logged into your teams website to perform this step but you need an internet connection. You also require a copy of the Paper Gamesheet.

Upon completion of the form an email will be sent to the appropriate Oshawa MHA Executives (Rep Convenor, Rep Teams Manager, Oshawa MHA Centre Contact). The email should be delivered within 15 minutes of pressing the Submit button.

You are complete with this Step and can move to Step 4.

Step 4. Drop off Paper Gamesheet for all Home Games

For all home games you must drop off the paper gamesheet. This is required by Oshawa MHA to confirm what has been submitted online and also for any potential discussions required with Lakeshore/ETA/OMHA on events that occurred during the game.

For regular season home games this is to be placed in the appropriate lockbox at Legends Centre Pad 1.

For Playoff home games this to be dropped off at your Rep Team Convenors house the night of the game. This is necessary because as playoff series come to an end, the Ice Scheduler must act immediately to prepare for next round.

Frequently Asked Questions.

I filled in the online Form (Game Score Reporting or Member Ejection) and noticed there is incorrect information on it. How do I correct it?

Take the email you receive from original submission and forward to the following email address (AllGameResults@OshawaHockey.com). Please ensure that you clearly identify the correction required. The Oshawa MHA Admin will correct the information and a short email reply indicating correction has been made will be sent back to everyone. You will not receive the form information as you did in the original email.

Do I need to drop of Paper Gamesheets for away games?

No you only need to drop off home game paper gamesheets.

I noticed the wrong score was submitted in TheOneDB for our game?

Contact your Rep Convenor as soon as you notice. Indicate the Game Number, Date, Location and correct score.



I am the Team person that usually submits Game Scores but I am away. How does another delegated person from the team complete the process?

The website requires userid login in order to complete this process so please be careful about providing it as that person will have access to update your teams website. It is suggested that you have another member of the Coaching Staff or Team Webmaster. The Team Webmaster will already have a valid userid that will give them access to complete this process. The Head Coach may require you to share your userid/pwd and the procedure.

I left the rink and do not have a copy of the Paper Gamesheet - which is required to complete Steps 2 & 3?

You will need to immediately get in contact with whoever has the sheet and get the information. It is strongly recommended that the Team Manager enter scores and also keep Paper Gamesheets.

If you dropped the Paper Gamesheet in the dropbox at the Rink, you will need to get in contact with your Rep Convenor.

Change history

Date	Who	Change
26.July.2014	M.Hayward	Original document