



Manual of Operations

Tyke, AAA, AA, A, AE Representative Teams

STATEMENT OF CONFIDENTIALITY

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Code of Conduct

This Code of Conduct identifies the standard of behaviour which is expected of all Oshawa Minor Hockey Association (“Oshawa MHA”) members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers and administrators involved in Oshawa MHA activities and events.

The Oshawa MHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the Oshawa MHA shall conduct themselves at all times in a manner consistent with the values of the Oshawa MHA which include fairness, integrity and mutual respect.

During the course of all Oshawa MHA activities and events, members shall avoid behavior which brings the Oshawa MHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

Oshawa MHA members and participants shall at all times adhere to the Oshawa MHA operational policies and procedures, to rules and regulations governing Oshawa MHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the Oshawa MHA.

Members and participants of the Oshawa MHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team’s preparation for a competition, or which endangers the safety of others.

Members of the Oshawa MHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges connected with Oshawa MHA including the opportunity to participate in the Oshawa MHA activities and events, both present and future.



Fair Play Code

Oshawa MHA supports and promotes the Hockey Canada [Fair Play Code](#) for Players, Parents, Spectators, Coaches, and League Organizers. Oshawa MHA expects all Association Members to also support and promote the Fair Play Code.

For Players

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey and in the spirit of the game.
- I will control my temper - fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

For Parents

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one’s best is as important as winning so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example.
- I will applaud good plays/performances by both my child’s team and their opponents.
- I will never question the officials’ judgement or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children’s hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

For Spectators

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials’ decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game.



- I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

For Coaches

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will ensure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

For League Organizers

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily entertainment for the spectator.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the Fair Play codes to spectators, coaches, athletes, officials, parents and media.
- I will ensure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.



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1. Introduction

ALL REPRESENTATIVE (“REP”) teams of the Oshawa Minor Hockey Association (“Oshawa MHA”) agree to follow the operation rules of the Oshawa MHA contained in this document.

In addition to the team sponsors’ names, the ‘AAA’, ‘AA’ ‘A’ and AE Representative Teams will be known as the ‘Minor Generals’.

2. Important Contacts

2.1. Websites

Oshawa MHA	www.oshawahockey.com
Eastern AAA	www.eta hockey.com
Lakeshore League	lakeshorehockeyleague.net
Ontario Minor Hockey	www.omha.net

2.2. Oshawa Arena Phone Numbers

Harman Park Arena	905-723-8025
Donevan Recreation Complex Arena	905-725-3536
Legends Center	905-436-5455
Campus Ice Center	905-721-3230

2.3. Oshawa Minor Executive

The Oshawa Minor Executive is comprised of the positions below. The individuals fulfilling these roles may change from year to year based on the results of the elections held at the Annual General Meeting. Please consult the Oshawa MHA website for an updated list of names and positions.

- President
- Past President
- 1st Vice President
- 2nd Vice President
- Treasurer
- Secretary
- Directors

2.4. Additional Oshawa Minor Positions

A number of other positions within the Oshawa MHA are required to liaise with the Ontario MHA, the teams and the game officials. These positions are listed below and may change from year to year based on the results of appointments. Please consult the Oshawa MHA website for an updated list of names and positions. These positions include:

- ONTARIO MHA Centre Contact
- Registration Administrator
- REP Team Chair
- REP Team Vice Chairs (Conveners) for:



- 'AE' Rep Teams
- 'A' Rep Teams
- 'AA' Rep Teams
- 'AAA' Rep Teams
- 'Tyke 7 MD' Teams
- Oshawa MHA Ice Scheduler

2.5. Media

Links are directly available on the Oshawa Minor website.

[Rogers Cable 10](#)
[DurhamRegion.com Sports](#)
[Oshawa Express](#)

2.6. Sweater Repair and Alterations

Oshawa MHA has one source for all sweater repair and alterations. Teams must use the following vendor. No team or player may perform their own repairs or alterations on team jerseys.

DD Sewing
Denise Drinkle
ddsewing@rogers.com
905-728-6863

2.7. Travel

Coach Canada 1-800-461-7661

2.8. Approved Oshawa MHA Logo Vendors

The following vendors are the only approved sources of apparel with Oshawa Minor Hockey logo. Refer to Section 5.7.7 for further information.

Spirit Sportswear*
Tel: 905-666-2235
spiritsportswear.ca

*(only approved Oshawa MHA Jersey, Jacket & Tracksuit supplier)

Crows Sports Tel: 905-436-0855



3. Coaching Staff and On Ice Volunteers

3.1. Coach Selection Process

- 3.1.1. Any individual interested in applying for a Head Coach position can do so by submitting an application as outlined on the Oshawa MHA website.
- 3.1.2. If feasible, all new applicants will be interviewed by the Oshawa MHA Selection Committee.
- 3.1.3. Head Coaches will be selected by an interview panel consisting of the Oshawa MHA representatives and mentors.
- 3.1.4. All applicants will be contacted regardless if a team is awarded to the applicant.
- 3.1.5. Names of the Head Coaches for each team for the upcoming season will be announced on the website approximately one week in advance of the first week of tryouts.

3.2. Coach Selection Guidelines

- 3.2.1. Head Coaches and designated staff will require the credentials described in Section 4.9, Staff Card Requirements to be eligible to coach during the current season.
- 3.2.2. All players, whose parents are on staff of that team, could be subject to review during tryouts at Oshawa MHA discretion to determine if the category of play is appropriate for their child.

3.3. Team Officials Carding (“Staff”)

- 3.3.1. Each team will be issued up to a total of five (5) “Officials” cards for:
 - Head Coach,
 - Trainer,
 - Manager,
 - Assistant Coach, and
 - Assistant Coach or Assistant Trainer.

Collectively these individuals comprise the “staff”.

Note: For Coaching and Trainer positions all certifications must be current. See Section 4.9, Staff Card Requirements.

- 3.3.2. There MUST be at least two (2) staff on each team with HTCP Numbers.
- 3.3.3. The fifth (5th) card will be an Assistant Trainer or an Assistant Coach.

Note: There is not an Assistant Manager card.

3.4. Staff Card Requirements

Information regarding course outlines, training courses and certification requirements on the following staff requirements can be found on the Ontario MHA website.

The documents stated below are to be submitted to the OMHA Centre Contact.



- Coaches must possess current coach level and Prevention Service (PRS) certificates valid for the hockey season for which they are applying. All coaches must have Development 1 certification to coach Rep hockey.
- Trainers must possess current trainer certification and PRS good for the hockey season for which they are applying.
- All other applicants for the balance of the team positions will need the required certification, including PRS prior to August 15.
- Criminal Reference Checks are also required by August 1st.

3.5. **Criminal Reference Checks**

- 3.5.1. In addition to the requirements in Section 3.4 (Staff Card Requirements) all approved volunteers and staff are required to provide a current criminal reference check for each season. All appointment and volunteer approvals are subject to a satisfactory criminal reference check.
- 3.5.2. Police checks are only required every two (2) years. As team staff is approved by the Oshawa MHA Executive Committee the team manager will be informed by their Oshawa MHA Rep Convener who on the staff will require a new police check.
- 3.5.3. If a police check is required you must contact Oshawa MHA Rep Team Manager for a letter from the Oshawa MHA to verify that you are a volunteer within our organization.
- 3.5.4. Completed police checks are to be sealed in envelope and given ONLY to the Oshawa MHA Rep Team Manager.
- 3.5.5. The cost of a Criminal Check is considered a team expense.

3.6. **Approved Volunteers**

- 3.6.1. All approved volunteers must obtain a PRS certification prior to participating in team practices.
- 3.6.2. Approved Volunteers are not permitted on the bench during games. Only carded staff members (see Section 4.8.1) from your team are allowed on the bench.
- 3.6.3. All volunteer names must be submitted for approval to your Convener and the Rep Team Chair for ratification at the next available Executive meeting prior to assisting with practices.
- 3.6.4. All approved Volunteers must have a Criminal Background Check completed. See Section 3.5 (Criminal Reference Checks).
- 3.6.5. There will be a charge of \$18.00 for each Approved Volunteer for insurance coverage applied to your Ice Bill.

Note: Do not use unapproved volunteers to assist team at practices.

4. **Tryouts and Registration**

One of the primary objectives of Oshawa Minor Hockey is to encourage players to compete at the appropriate level of competition to maximize their development both as players and individuals. Meeting this objective will enable the association and its members to put forth competitive teams for all levels of play.



In addition, it is the responsibility of Oshawa Minor Hockey to meet level of play requirements in accordance with the OMHA guidelines. These guidelines include that a AAA Association can not enter a team in a lower level of play if there is no team entered in the immediate level above. For example, Oshawa Minor Hockey must enter a “AAA” team to enter a “AA” team.

4.1. Registration

- 4.1.1. Oshawa MHA is using the Tryout Player List process as detailed in the Tryout Registration and Release Procedure document.
- 4.1.2. All players must complete and submit the Tryout Registration Form found on the Oshawa MHA website.
- 4.1.3. The Tryout Registration Form will be verified by Oshawa MHA and Code will be emailed to address on the form submission. Once verified the Code will be placed on the Team Website you have selected to begin tryouts under the Tryout Player List menu.
- 4.1.4. At each Level (AAA, AA, A, AE) the player will be assigned a unique code to identify them on the Tryout Player List.

4.2. Tryout Dates

- 4.2.1. There will be approximately one (1) week of tryouts for each level , with the exception of Midget levels, which will commence in late August/early September.
- 4.2.2. The tryout schedule can be located on the Oshawa MHA website.

Note: Exceptions will only be given to AE/A/AA/AAA Midget (players in junior camps)

4.3. Player Eligibility

- 4.3.1. All players must register with Oshawa MHA to be (i) eligible for tryouts; and (ii) attend the scheduled tryout sessions.
- 4.3.2. Eligibility for “AAA”, “AA”, “A”, and “AE” tryouts at all levels include:
 - Players must reside in the City of Oshawa (subject to Ontario MHA residency rules). Refer to Section 4.4 for further information; and
 - All outstanding debts from previous years in any Oshawa Ice Council member association (including, but not limited to the NASC & OCHL) MUST be paid in full. A player will not be allowed to tryout, or sign until the debt has been paid in full. A representative from Oshawa MHA will be in contact with any family affected by this eligibility requirement.
- 4.3.3. All players are encouraged to tryout at the highest level.
- 4.3.4. Players must attend all of the tryout sessions for the team they wish to play for. Absences for extenuating circumstances (i.e. illness, injury, etc.) can be permitted at the discretion of the coach. Check with the relevant coach if you are not sure about what is acceptable.
- 4.3.5. All players must attend, within their appropriate age category, one level of play higher than the level of play in their just completed season. For example,



returning players at the “A” level for the just ended season must attend the “AA” tryouts for the upcoming season.

- 4.3.6. If it is your intent not to tryout at one level above your recently completed season you must indicate your reason for your decision on your registration form in the comment area. You will be contacted by Oshawa MHA prior to the start of tryouts to further discuss your reason for not attending tryouts at the one level above your recently completed season. For players that choose not to attend the tryout level above and do not indicate their reason for not attending the level above on their registration form that player will not be permitted to attend the tryouts in the registered level of play until a meeting between you and Oshawa Minor.
- 4.3.7. Players may only try out in their own age level unless an application for Exceptional Player Movement has been approved.
- 4.3.8. Players on OHF Form 1 Waivers from neighboring centers cannot try out.
- 4.3.9. Tryout fees can be found in Section 6.5, (Tryout Fees).
- 4.3.10. Exceptional Player Movement request. Oshawa MHA does support the ability for a player to request Exceptional status. This is outlined in the Exceptional Player Movement Policy. All requests must be submitted by January 15. Please contact your Divisional Convenor for more details.

4.4. **Team Composition for All REP Teams**

All “AE”, “A”, “AA”, and “AAA” ‘REP’ teams MUST sign a minimum of seventeen (17) players, including two (2) goaltenders. Minor Midget/Midget teams may carry up to 18 players at the discretion of the coach.

- 4.4.1. A coach who has been awarded a team who also has a player, at the same age group, MUST take his player to the tryouts for the level above where the player played the previous season until released. If the coach from the team above would like to keep that player the coach from the lower level then has three options :
 - (i) allow his player to play at the level above and continue to coach the level below,
 - (ii) Oshawa Minor Hockey find a replacement coach for the team he was to coach,
 - (iii) child plays the level below but parent will not be permitted to be part of the coaching staff.
- 4.4.2. If a player is selected for a team and chooses to not accept the roster position; OR does not complete the tryout, the following applies:
 - (i) the parent of player will not be permitted on the Coaching Staff.
 - (i) the player is not eligible for C/A on jersey, cannot be an AP player and cannot receive any Oshawa MHA Awards

4.5. **Residency**

Only Oshawa resident players are permitted to tryout with the Oshawa Rep teams. Players found to be non-resident in any age group are to be removed from the team immediately.



Team staff members permitting non-residents to tryout or play for Oshawa will be subject to disciplinary action including possible termination of the appointment.

4.6. Team Selection Approach

- 4.6.1. The coaching staff determines player positions. The best seventeen (17) hockey players (fifteen (15) players and two (2) goalies) are chosen regardless of position. The position played by that player in tryouts is not necessarily the position that child will play all year.
- 4.6.2. Players can be returned to the “AA”, “A”, “AE” or the house league level anytime during the season if the coaching staff and the Oshawa MHA executive feel it is in the player’s or team’s best interest.

4.7. Player Releases

- 4.7.1. Teams cannot release players at an out of town tryout practice or game unless given express permission from the Oshawa MHA Rep Manager.
- 4.7.2. Releases are to be completed by Head Coach using the Association website feature called ‘Player Tryout List’. The Head Coach will have up to 2 hours after tryout to complete the releases.
- 4.7.3. Players released will automatically be displayed on the level below.

4.8. Tryout Parent Meeting

- 4.8.1. All teams are to have a parent’s meeting once the team is down to twenty-two (22) players. An Executive member MUST be in attendance. Contact the division Convener a minimum of 48 hours prior to your team meeting.
- 4.8.2. This initial meeting with the parents will clarify the following items:
- Introduce Head coach (no other team staff is approved at this time).
 - Introduce OMH Representative attending meeting.
 - Provide information on the goals and objectives of your program.
 - Discuss what your expectations of the players will be.
 - Discuss your expectations of the parents.
 - Time commitment for Rep Hockey & consequences for missing team events
 - Proposed Tournaments
 - Player Dress Code
 - Game Day Jersey Policy
 - Team rules
 - Code of Conduct (Zero tolerance for bullying)
 - No mandatory team ice/events during the summer
 - Bantam AAA & AA teams will host Finland teams during Christmas and New Years.
 - Registration fee is due at the end of the final tryout. If you resign after you have signed your “Offer of Commitment” you will forfeit the registration fee.
 - Partial fee for the season is due on last night of tryouts.
 - Cost of Rep Hockey (provide team budget)



- Provide date to determine player's jersey numbers.
- Inform parents of date & time of fitting at Spirit Sportswear
- Instruct parents to let you know ASAP if they intend not to continue with the tryout.

4.8.3. Package 1. Parents will keep this package.

- Budget
- Seasonal Fees
- Fittings reminders
- Jersey Policy & Number selection
- Code of Conduct

4.8.4. Package 2. This package will be filled out and submitted prior to the player participating in the final tryouts. If player is not offered position on the team the package will be passed down to the coach below.

- Player registration form
- Waiver Form
- Offer of Commitment Form
- Oshawa Minor Policy & Procedure signature page
- Cheque for Registration Fee. If player does not get selected to the team, the players cheque will be provided to Oshawa Executive member to return to player.
- Consent of Personal Information Form

4.9. Staff and Player Information Sheets

4.9.1. Player Information Sheets. A team list of players, player information sheets, player waiver forms, player offer to register form, Code of Conduct forms, coaching staff information sheets, must also be submitted the last night of tryouts to the Registration Administrator, for all teams participating in Spring try outs. These forms are available from the OMHA Centre Contact.

4.9.2. Staff Information Sheets are to be delivered to OMHA Centre contacts home as soon as possible after tryouts are complete. See Section 3.3 (Team Officials Carding ("Staff")) for further documentation required for the staff.



5. Rep Team Operations

5.1. Code of Conduct

The Code of Conduct (Section 7) and the Fair Play Code (beginning of Manual) must be reviewed, understood and adhered to by the (i) team staff, (ii) the parents, and (iii) the players of the team.

Please provide a copy to each player's family and encourage them to share it with those who will be coming to support the team.

5.2. Oshawa MHA Scheduled Meetings

There will be meetings called by Oshawa MHA throughout the season such as Managers, Coaches, Parent Council Meetings. It is mandatory for the requested member of the team Coaching Staff to attend. If they are unable to attend, they must send a delegate or other registered Coaching Staff member.

5.3. Mandatory Equipment Requirements for On-Ice Volunteers.

- 5.3.1. On Ice Volunteers under the age of 16 must wear full hockey equipment.
- 5.3.2. On Ice Volunteers 16 years or older would be eligible to wear the same equipment as On-Ice Team Officials (i.e. CSA certified Helmet, skates, gloves, etc).
- 5.3.3. Any team found in violation will be subject to removal of the On-Ice Volunteer.
- 5.3.4. On-Ice Volunteers must be at least two years older than the division age limit they are associated with. (Minimum age is 9 years old)

5.4. Summer Programs

- 5.4.1. The objective of Oshawa MHA is that hockey is a winter sport. Players should be encouraged to participate in a summer sport of their choosing. Accordingly, it is a policy of the Oshawa MHA, that there will not be any MANDATORY summer programs for practices or training for the upcoming season. If there is a conflict between a summer sport that is finishing up and the beginning of the hockey season a player must be permitted to finish his commitment to the summer sports with no repercussions.
- 5.4.2. Team staff found to be in contravention of this policy will be terminated.
- 5.4.3. Teams may however start up the last two (2) weeks of August.

Note: Since a summer program is not mandatory, team funds cannot be used to fund any voluntary summer programs.

5.5. Team Conduct

- 5.5.1. Team officials are responsible for team conduct in arenas prior to and after games, as well as on team buses.
- 5.5.2. Players are not to be left unattended in the dressing rooms at any age level. There must be at least two (2) staff members in the dressing room at all times while there are players in the room.



- 5.5.3. Discretion should be exercised in avoiding one on one situation between staff members and players.
- 5.5.4. Battery operated radios; CD/DVD players, etc. are allowed in the dressing rooms provided discretion is exercised with respect to volume and content.
- 5.5.5. The referees' room is out-of-bounds one hour before and one hour after games for staff members and parents. The Manager is exempted from this rule for the purpose of delivering and receiving game sheets and paying the on ice officials.
- 5.5.6. If a player from another team is attending your team function, your staff is responsible for the player's conduct.
- 5.5.7. Refer to Section 7.9 (Disciplinary Actions) for further information regarding fighting, abusive language, etc.

5.6. **Equipment**

- 5.6.1. **FULL EQUIPMENT** must be worn by all players, for all practices, and all games. This is both for safety and insurance reasons.
- 5.6.2. **Helmet Safety.** All on-ice staff and players are required by Ontario MHA to wear properly secured helmets. Failure to do so will result in immediate removal from the ice and subsequent discipline by Oshawa MHA. Repeat offences must be reported to Ontario MHA for additional discipline.
- 5.6.3. **Helmet and Pant Colours.** The official colour for helmets and pants to be worn is navy as per Oshawa MHA policy.
- 5.6.4. **Socks.** New team socks will be provided by Oshawa MHA for each season. Only new socks are to be worn in games. Old socks may be used for practices.
- 5.6.5. **Neck Guards/Mouth Guards:** Players must at all times wear approved neck guards and mouth guards. Failure to do so is subject to the disciplinary actions described above.
- 5.6.6. No equipment, sweaters or clothing is to be retained by the staff without permission from the Executive.
- 5.6.7. **Helmets.** As per Hockey Canada, only CSA certified helmets may be worn. It is the responsibility of the parent and player to ensure that the helmet certification expiry date is not met. The switching of helmet parts is not allowed. **Decals and Stickers.** Helmet numbers are to be from an approved Oshawa MHA vendor. They must be affixed to the front and rear of the helmet. Oshawa MHA logo decal must be provided by Oshawa MHA and attached to the sides of the helmet. No other stickers (unless approved by Oshawa MHA) are to be affixed to the helmet. All decals must not cover the CSA certification stickers provided by manufacturer.

5.7. **Jersey Policy**

Each Oshawa MHA player is required to have an Oshawa MHA Jersey Kit consisting of (i) one home jersey; and (ii) one away ("Jerseys") and Garment Bag (if required).

- 5.7.1. **Jersey Style.** The Jersey style and supplier of the Jerseys has been determined by Oshawa Minor Hockey.



The Jersey Kits will include a home and away Jersey and Garment Bag. The Association will continue to supply game socks each Season.

The Jerseys will:

- be personalized with the player's last name (name bar) across the shoulders. Any new jerseys will require a new name bar.
- have space available at the bottom of the Jersey for the team sponsor name bar. The sponsor and the sponsor bar to be provided by the Association and will be added/removed each Season at no additional cost to player;
- have the player's number on the back, front and sleeves; and
- carry all the required emblems including the "STOP" sign as mandated by the OMHA, Canadian Flag, Oshawa Minor Hockey Logo, and OMHA logo. The ETA logo for AAA teams only.

The Garment Bag will be crested with the Oshawa Minor logo and player number.

5.7.2. Fittings. Players will be fitted for their Jerseys at the Team Apparel fittings to be scheduled by the Team Manger. All Jerseys must be ordered no later than May 31 to ensure delivery for the upcoming Season. Shoulder and elbow pads will be required for the fittings.

5.7.3. Eligible Numbers. Players may select a Jersey number between the ranges of 1 to 98 unless noted below.

- The number "37", "38" and "39" are reserved for Team Stock Jerseys;
- The number "69" is not permitted.
- For clarity "0" may not be placed in front of single numbers. For example "7" must read "7" not "07", etc;
- Numbers will stay with the player from year to year unless the player elects to change their number. Refer to Section 5.7.4.

5.7.4. Number Selection Process. For the purpose of number selection only the following definitions shall apply:

- Returning Players are players who played at the same team level the prior season (ie played Minor Atom A last season and will play Atom A this year).
- New Players are players who played a different level of play (either higher or lower) the previous season.
- Established Numbers – Players with established numbers will be carried forward to future seasons and these numbers may be retained by the players in each season thereafter subject to the Number Selection Process. For each season thereafter new players joining the Association will establish their numbers during their first year of play.



- Returning Players may keep their Established Numbers. If a Returning Player wishes new number (with their parent's permission) see point below on Changing Established Number.
- New Players may retain their Established Number if there are no conflicts with Returning Players. If a Returning Player wishes new number (with their parent's permission) refer to 4.2(v).
 - If there is a number conflict with a Returning Player, that New Player must choose another number that does not conflict with any New Player existing team number.
 - Where there are conflicts in numbers between New Players, either New Player may elect to change their number voluntarily (with parent permission) or the "wearer" of the number will be determined by the toss of a coin, closest number to 10, or similar fair methodology for determining who will retain the number. The "loosing" New Player shall then select another available number and purchase a new Jersey Kit.
- If any player wishes to change their Established Number (with their parent's permission) that player can only (A) select a number once the entire team has selected its numbers; (B) purchase new Jersey Kit. Any number conflicts will be resolved through the toss of a coin or similar chance methodology. For this process, there will be no distinction between a Returning Player and New Player.

5.7.5. Replacement Jerseys are available by order through the Team Manager throughout the season in the event of loss or damage.

5.7.6. Players will use the team stock jerseys (5.7.10) until such time as a Jersey is replaced or repaired.

5.7.7. All changes and repairs to the Jerseys must be completed by Oshawa Minor Hockey's approved League Sewer. Changes or repairs to the Jerseys during the season must also be completed by the League Sewer. Consult the website or the Team Manager for the name and contact of the Team Sewer.

- Sponsor bars will be changed from season to season to reflect the then current team sponsor. Costs to remove and add the sponsor bars are paid for by Oshawa Minor Hockey. Jerseys will be collected by the Team Manager and submitted to the League Sewer for application and removal.
- Name bars may be changed only if the Jerseys change ownership. Costs to remove/replace a players name will be at the cost of the player.
- League Logos, such as ETA for AAA, may be applied as required. Costs to remove/replace league emblems will be at the cost of the player completed by the Oshawa Minor Hockey's approved Sewer.



- 5.7.8. Each player will be responsible to bring the correct Jersey to each game.
- 5.7.9. A Jersey is considered part of a player's equipment and therefore should be treated and maintained with the same discipline and care as all other hockey equipment.
- Any disciplinary action that is associated with the carrying of all other equipment may be applied if a player repeatedly fails to bring the correct Jersey to a game.
 - Jerseys are to be laundered on a regular basis as per the supplied washing instructions (COLD water always, hang to dry) to maintain its appearance and condition.
 - Managers/Coaches and/or Oshawa Minor Hockey have the right to ask that a Jersey be replaced/launched/repaid by the player at player's cost if a Jersey is stained (including bloodstains, Gatorade stains, etc), damaged, torn, frayed or otherwise is not in good repair or diminished in appearance.
 - Jerseys may not be altered by the player or team official in any way, including autograph signatures, the addition of emblems (unless approved by Oshawa Minor), changing sponsor bars, etc. In such an event, players must either restore the Jersey to its original state or purchase a new Jersey.
 - Players are responsible for all damages to or loss of their Jerseys.
 - Players will not be permitted to play a game unless they have a current team jersey.
- 5.7.10. Stock ("AP") Jerseys.
- Each team will carry a supply of three (3) stock Jerseys for emergency situations or for APs.
 - Stock Jerseys are to be loaned to players on a short-term, as needed basis only. They are not intended to be supplied for long term play.
 - Team officials are responsible for ensuring that the stock Jerseys are available at each game and are kept in good repair. Garment bags will be provided by Oshawa Minor Hockey.
- 5.8. **Team Apparel and Dress Code**
- 5.8.1. Game Dress Code- Minor Peewee & Below
- Players – Tracksuits, White or blue turtleneck or mock neck sweaters or appropriate dress shirts with ties; Coaches must wear shirt and tie.
- 5.8.2. Game Dress Code- Peewee to Midget
- Shirt & tie for both players and staff (excluding Trainer)
 - Dress pants or cords;
 - Appropriate footwear; and
 - Hockey jackets are not mandatory
- 5.8.3. For practices players should come prepared for dry land training in tracksuit, t-shirt and runners.



- 5.8.4. All team officials, except Trainers must adhere to the appropriate dress code as an example to the players. Coaching staff must not wear jeans or ball hats on the bench. Trainers may wear casual clothing and shoes appropriate for on ice activity.
- 5.8.5. All Oshawa REP AE, A, AA, and AAA teams may purchase the standard association jacket and tracksuit, as outlined by Oshawa MHA available only from the approved official supplier.
- 5.8.6. Oshawa Generals Logo. The Oshawa Generals logo may not be used by Oshawa MHA teams, even if permission is received from the Oshawa Generals.
- 5.8.7. Oshawa MHA Logo – REP teams in the Oshawa MHA must use ONLY THE OFFICIAL Oshawa MHA Logo. Apparel purchased by teams from other than official suppliers will result in disciplinary action for both the manager and head coach.
- 5.8.8. The Logo and associated text is available from our approved suppliers only. The Oshawa MHA approved suppliers are listed in Section 2.8.
- 5.8.9. Oshawa MHA jackets and tracksuits are only to be purchased from Spirit Sportswear. Other types of team apparel may not be purchased unless authorized by the Oshawa MHA Executive.

5.9. **Bus Travel**

Traveling by bus to and from away games is not mandatory. However, in the event that the team chooses to hire a bus for occasional travel, Oshawa MHA has worked each year to secure special rates from Canada Coach (telephone number is in Section 2.7. and rates information can be found in Section 6.7 Bus Fees).

5.10. **Fundraising**

- 5.10.1. All monies are to be controlled by the Manager and must appear on the monthly financial statement (See Section 6.1.1).
- 5.10.2. All team fundraising events must be communicated to the teams Oshawa MHA Rep Convenor and the Rep Teams Manager.
- 5.10.3. Fundraising objectives and requirements must be explained to all participants prior to committing team funds to the project. Fundraising Events. Please remember that fundraising is meant to subsidize the Essential Team Expenses first and then to subsidize monthly fees.
- 5.10.4. If a player quits the team at ANY time during the season all fundraising monies will be forfeited and no monies will be refunded to the player/parent
- 5.10.5. **Mandatory Fundraising.** Fundraising can only be designated as a Mandatory Fundraising Event by your team if (i) the monies raised are to be used to cover an Approved Budget shortfall, and (ii) you choose not to pay your equal share of any shortfalls directly to the team. This shortfall amount is payable to team by you no later than October 1. This payment is non-refundable if you quit the team. **At this time, the Oshawa MHA approved team budget is set such that there is no requirement for Mandatory Fundraising, all expenses should be covered with the Team Budget**
- 5.10.6. **Optional Fundraising.** Fundraising is considered optional only if the team wishes the fundraising is to be used to subsidize the Season Fee. If you



choose not to participate in optional fundraising you will receive no financial benefit from these optional fundraising events. If a player participates in Optional fundraising and moves to another team he/she is entitled to their portion of the Optional fundraising raised by them. If a player quits the team all optional fundraising money is non refundable.

5.10.7. Coaching Staff and Fundraising. Coaching staff that do not have any children playing on the team are not required to contribute to the fundraising events but if they choose to participate in the fundraising event they are eligible to share in the events profits and losses. Their allocation of profit may be used to offset expenses associated with the volunteering with the team such as purchase of their tracksuit, jacket or non-eligible hotel room expenses (coaches wish not to share room) etc. These transactions must be shown on the monthly financial statements.

5.10.8. Allocation of Profits. Fundraising events such as dances, poker or euchre nights, should be considered or designed to be team events with a minimum contribution whereas each participating family contributes equally. Fundraising events that include the selling of individual units of an item, such as chocolates, laundry soap, etc should be set up so that each player is allocated the profits specifically associated with their fundraising efforts after expenses. The manager leading up to the fundraising event should clearly define the parameters and expectations of each participant of the fundraising event.

5.10.9. Allocation of Losses. In the event that the fundraising event fails to produce a profit, the loss must be shared equally amongst those participating in the fundraising event.

5.10.10. Disclosure. All fundraising revenues and expenses for Essential Team Expenses and Discretionary Team Expenses must be reported on the monthly team financial statements submitted to the Association. All fundraising monies (including those monies paid by parents who elect not to fund raise) are to be retained by the team in its team bank account and applied to the fundraising expenses as incurred. In the event that the team has money remaining in its account at Season end, the funds generated from the fundraising will be disbursed based on the amounts that you are eligible to receive.

5.10.11. Association Fundraising Events

- League Fundraising. Each year members of the Association Executive and volunteers actively fund raise for the Association. These events include 50/50 nights at the Oshawa General games, Bingos and the operation of three tournaments. All funds raised subsidize the development program, banquets and administrative costs associated with operating the Association. Should you wish to volunteer and participate in such events please contact the Team Manager or your convener for further information.

5.11. Injuries

Note – OHIP Numbers CANNOT be collected by anyone for any reason.



- 5.11.1. An Ontario Minor Hockey **CASE REPORT** and **INJURY CLAIM FORM** must be completed and forwarded to the 'AE', 'A', 'AA' or 'AAA' Convener as soon as possible so as not to hold up the claim. These forms are available on the Ontario MHA website.
- 5.11.2. A copy of the game sheet must accompany the Case Report and Injury Claim Form if the injury occurred during a game.
- 5.11.3. Each new or reoccurring injury will require a new doctor's note or parent waiver.
- 5.11.4. Players must submit a Doctor's note to return to skate or play with the team after any on or off ice injury.
- 5.11.5. In the absence of a Doctor's note, a waiver signed by the parents, absolving the staff of any further responsibility for this injury, can be submitted to the Manager.
- 5.11.6. **Insurance Claims**

Note – In the event of serious injuries, notify the Rep Team Chair or the OMHA Centre Contact at the numbers listed in Section 2.3.

- 5.11.7. It is the Manager's responsibility to forward the following completed forms to the "AE", "A", "AA", or "AAA" divisional Convener. Please ensure the forms are properly completed the first time.
- 5.11.8. For all injury claims, and dental claims you must complete and provide the following:
- Copy of the game sheet;
 - Injury Claim Form signed by the Doctor or Dentist, and Parent or Guardian
 - Trainer's Form (Case Report); and
 - Any necessary receipts.

Note – Ambulance charges are NOT covered by Ontario MHA insurance.

- 5.11.9. Failure to complete the above in a timely manner will delay the processing of the claim.

5.12. **Skating with Other Teams**

Players are not allowed to skate with other teams unless there are extreme circumstances and permission has been obtained from the Rep Team Chair.

5.13. **Dispute Resolution**

Any disputes should be resolved within the team whenever possible. Parents should be directed to communicate and discuss their concerns with the Manager. If the problem cannot be resolved with the Manager, the parent should speak with the Manager and the Head Coach. If resolution cannot be achieved with the team staff, the issue should be directed to the Convener for that division. Refer to Section 7.10 (Team Concerns).



5.14. Organization Sponsors

Teams of Oshawa Minor Hockey Association may be sponsored by businesses or private individuals – this is referred to as Organization Sponsors. The Oshawa Minor Hockey Sponsorship Manager coordinates all sponsorship related activities. The money for these Organization Sponsorships shall go to Oshawa Minor Hockey Association to help fund Development and NOT the individual team.

- 5.14.1. Cost of Organization Sponsorship. Please contact the Sponsorship Manager for current cost (Sponsorships@oshawahockey.com).
- 5.14.2. Organization Sponsors are entitled to :
- Sponsor bar on Team Home and Away Jerseys.
 - A professional team plaque with team picture included for display at Sponsor business. The individual teams or a member of the Oshawa Minor Hockey Executive will hand deliver the team plaque to the Organization Sponsor.
 - Publication of their name in all association tournament programs.
 - Rotation through home page of OshawaHockey.com website.
 - Only Sponsor displayed on their sponsoring team web page.
 - Name associated with any media releases. i.e. <Sponsor Name> Novice AAA Oshawa Minor Generals.
 - Name included on all game sheets for tournament, exhibition, league and playoff games.
 - If a team banner is created (not mandatory), the Organization Sponsor name is to be prominently displayed. i.e. <Sponsor Name> Novice AAA Oshawa Minor Generals

5.15. Team Donations

Organization Sponsors and individuals may donate money over and above their sponsorship fees to the team

- 5.15.1. Donation Limit. Provided the team has an Organization Sponsor, the team may accept donations of any amount. Oshawa MHA will NOT issue receipts for monies donated to individual teams.
- 5.15.2. Disclosure to Oshawa Minor Hockey Sponsorship Manager. It is required that all Team Donations are reported to Oshawa MHA Sponsorship Manager. Oshawa MHA has the right to review and refuse Team Donations.
- 5.15.3. Financial Statement Disclosure. Team Donations must be recorded in the monthly Financial Statements. This will be monitored by Oshawa MHA Treasurer and Rep Convener.
- 5.15.4. Usage of Team Donations. Team Donations must be used to benefit the entire team.
- 5.15.5. Display of Team Donation name. The Team Donation name is not permitted on any team apparel, news articles, team web pages or other forms of advertising (see Team Banner exception below in Advertising and Media section).



5.16. Advertising and Media

The name of the Organization Sponsor (if applicable) must be included in every form of media

- 5.16.1. Team Name Reference. The team must be referred to as <Organization Sponsor Name if available> Novice AAA Oshawa Minor Generals (for example). If the Oshawa MHA logo is available and displayed, the media may exclude “Oshawa Minor Generals” and be <Organization Sponsor Name if available> Novice AAA
- 5.16.2. Local News Articles. The team should use every opportunity to promote accomplishments through the local news sites. The team must ensure that they follow the correct method for referencing team name.
- 5.16.3. Team Donations. Under no circumstances can an individual Team Donation name be referenced in any form of media, advertising or team web pages.
- 5.16.4. Team Banners. Provided the team has accepted Team Donations, it is permitted to have a Team Banner. The cost of the banner is paid for through Team Donations. Guidelines for display of team name must be followed on the Team Banner. If in doubt, contact the Oshawa MHA Sponsorship Manager.
- 5.16.5. Player Photos. Do not provide individual player photos on Media unless you have consent from the player’s parent or guardian. This is also covered in the Consent of Personal Information Form.

5.17. Game Sheets

- 5.17.1. Please ensure that game sheets are filled out completely and correctly.
- 5.17.2. The use of stickers is allowed, but you must ensure they are of the appropriate size and attached to every sheet.
- 5.17.3. Ensure suspended players are crossed off on every sticker.
- 5.17.4. Use the Organization Sponsor’s name if applicable, not just Oshawa, for both HOME and AWAY games.
- 5.17.5. Listing AP on Game Sheets
 - Indicate the call up as an AP on the game sheet.
 - Goalies. After Jan. 10th, advise the referee before the game if you have an AP goalie on the bench as a backup only. At the end of the game, ask the referee to note on the back of the game sheet if the goalie did not play during the game. This notation will ensure that the game does not count as one of the five (5) games allowed to an AP player after Jan. 10th.

5.18. Time Keepers and On Ice Officials (Referees)

Oshawa MHA will supply the on ice officials for league, exhibition and playoff games. However, teams will be responsible for supplying the timekeeper. Payment for the on ice officials and time keepers shall be paid for from team funds.

- 5.18.1. On Ice Official Fees are stated in the OMHA Manual of Operations.
- 5.18.2. Time Keeper Fees are set by Oshawa MHA. They are as follows:



- Novice to Pee wee \$15 per game
- Minor Bantam to Midget \$20 per game

5.19. Reporting Game Scores

- 5.19.1. Our Oshawa MHA website is linked directly to Lakeshore and ETA Leagues. All teams are responsible for updating their own home game scores through the website.
- 5.19.2. All teams must also submit the Oshawa MHA Online Form called 'Game Score Reporting Form' located on the Website. This will communicate key game information to the Oshawa MHA Rep Convenor and Centre Contact.
- 5.19.3. If there is an ejection of an Oshawa MHA Member (Player, Coach, Parent) from the game, they must also submit the Oshawa MHA Online Form called 'Association Member Ejection Form'.
- 5.19.4. Games score reporting is to be completed within 6 hours of the game completion. This is applicable to all games played (Regular Season, Playoffs, Tournament, Exhibition).

5.20. Exhibition Games

- 5.20.1. You **MUST** receive permission from Oshawa MHA and Ontario MHA to play any exhibition games.
- 5.20.2. Permission can be obtained by submitting the online form on website called 'Request for Exhibition Game'. This form can be found on the Oshawa MHA Website and upon submission will automatically send email to the Oshawa MHA Centre Contact.
- 5.20.3. The Oshawa MHA Centre Contact will report to Ontario MHA at least forty-eight (48) hours prior to game time for approval of the exhibition game. The OMHA Centre Contact will advise the submitter of approval.
- 5.20.4. Upon approval, a representative from the staff must contact the Ice Scheduler who will:
- Arrange referees;
 - Advise the arena how many dressing rooms will be required and providing the arena with the name of the visiting team, forty eight (48) hours before the game.
- 5.20.5. No gate fee will be charged for exhibition games. A 50/50 arrangement for ice, referee and timekeeper payment should be reached between the hosting and visiting team.
- 5.20.6. Out of Branch Exhibition Games. Team staff **MUST** obtain **Permission to Play Exhibition Games Outside of the Ontario MHA** form. There is a \$5.00 Fee payable at the time of submission. The same form referenced above is used for Out of Branch requests - just complete the appropriate section on form.

5.21. Tournaments

Note: League and playoff games take precedence over tournaments.



- 5.21.1. A total of three (3) tournaments may be entered prior to playoffs. Tournaments held in Oshawa are not counted in the total of three (3) tournaments.
- 5.21.2. Any team wishing to enter a fourth (4th) tournament after elimination from playoffs must receive written permission from the Rep Team Chair and their Convener prior to applying to the tournament.
- 5.21.3. **Tournament Requests.**
- By June 30th, all REP teams will supply the Rep Team Chair and the Ice Scheduler with a list of proposed tournament dates planned for the coming season. This information will be used for scheduling league games around these tournaments so it is important that this list be as complete as possible.
 - If you do not submit tournament list by June 30, you may not be going to any tournaments.
 - At least 2 weeks prior to attending the tournament, each Team Manager must submit the 'Request to Enter Tournament' form that is available on the Oshawa MHA website. The submission of form will automatically send an email to Oshawa MHA. Do not submit the form unless the hosting tournament has confirmed your acceptance.
- 5.21.4. **Out of Branch Tournaments.** Request for Out of Branch Tournaments must be submitted to Oshawa MHA by October 15 as further described below. Use the same form as described above filling in the appropriate section for Out of Branch.
- You **MUST** get branch permission to play tournaments outside of the Ontario MHA. There is a \$20 non-refundable fee. You will be billed for this on your ice bill.
 - This non-refundable fee must accompany the Out of Branch Request form available from the OMHA Centre Contact.
 - The Out of Branch Request Form must be approved by Oshawa MHA and Ontario MHA. Please allow 10 days for processing – no exceptions.
 - Take the approved Out of Branch Form to the tournament as you may be asked to produce the form.
- 5.22. **Tournament Restrictions**
- 5.22.1. A maximum of up to 2 overnight tournaments (i.e. where a hotel is required) are permitted.
- 5.22.2. "AE", "A" and "AA" Teams. No tournaments are to be applied for after January 15th until eliminated from all playoffs.
- 5.22.3. AAA Teams. No tournaments are to be applied for after Jan. 30th or until eliminated from all playoffs.
- 5.22.4. All teams must notify the Ice Scheduler of their (i) acceptance to the tournament; or (ii) if for whatever reason your team does not plan on attending the tournament.



5.23. Suspensions

- 5.23.1. Team staff is responsible to report ALL SUSPENSIONS received by players and staff on the game sheets until the suspension is fully served.
- 5.23.2. DO NOT ASK THE REFEREE'S ADVICE AS TO SUSPENSIONS.
- 5.23.3. If uncertain as to the ruling contact your Convener for direction.
- 5.23.4. Consult the Ontario MHA Manual of Operations as to the terms of the suspension.
- 5.23.5. If a player or staff member does not serve a penalty in a league game, the penalty becomes more severe, i.e. the suspension for the offender is doubled and the Head Coach will serve three (3) games.

Remember – “IF IN DOUBT SIT IT OUT”

5.24. Team / Individual Photo Day

As part of the association fees; team and individual photos will be supplied to each Coach and player. A maximum of three (3) days each year, usually at the end of October, are set aside by the Oshawa MHA Ice Scheduler to take these photos. The team will be notified by Oshawa MHA and timeslot will be scheduled into their Team Calendar.

- 5.24.1. It is the responsibility of team management to have all their team members present.
- 5.24.2. Costs of additional photos are the responsibility of the individual parents.
- 5.24.3. Team management shall be held responsible for the conduct of their team both on and off the ice.
- 5.24.4. If pictures are taken on the ice surface players shall not be allowed to fool around or skate at a fast pace.
- 5.24.5. Teams are to:
 - Have all their players ready on the date and time appointed, in full equipment
 - Helmets are NOT to be worn,
 - Association issued jerseys ONLY may be worn.
 - Have all the names of team members and coaching staff completed on the photographic roster, which is supplied by the photography company
 - Have all players lined up in order as shown on the photographic roster



6. Financial

6.1. Financial Statements

- 6.1.1. The Oshawa MHA Treasurer will provide standard Excel templates to each team. It is mandatory that the Team Manager use these templates for all Financial Statements.
- 6.1.2. Financial statements are to be completed and submitted within one (1) week after the end of the previous month to Oshawa MHA treasurer (Treasurer@oshawahockey.com), the parents of the team, your divisional convener, and Rep Teams Manager by email.
- 6.1.3. Upon the conclusion of the team season, all teams MUST issue a financial statement within 30 days with a bank statement attached from the start of each season to the end of the season that includes all team expenses and income broken down in enough detail so that the reason for the income and expense can be understood. The amount covered by “Miscellaneous” should be negligible.

6.2. Ice Bills

- 6.2.1. Ice Bills are to be paid in full within one (1) week of receipt of invoice by team cheque, made payable to “Oshawa Minor Hockey Association (OMHA).
- 6.2.2. Cheques can be delivered to the Treasurer at 938 Southdown Drive, Oshawa.
- 6.2.3. Please pay what is on the Ice Bill. Discrepancies will be worked out later.

6.3. Ice Time Costs

Oshawa MHA seasonal ice (practice, league and playoffs) is set prior to the season beginning. The rates will be published on Oshawa MHA website and are in effect from beginning of the season until the end of the season. The end of the season is based on the later of: (i) the team’s last play off game; or (ii) conclusion of Oshawa MHA’s ice contract with the City of Oshawa. The Ice Convener will confirm this date with the teams at the beginning of the season.

6.4. Registration Fees

A registration fee of \$300 per player for all players is to be paid to Oshawa MHA with one (1) team cheque by one week after the end of tryouts.

6.5. Tryout Fees

- 6.5.1. Tryout ice fees are set prior to Tryouts, they are currently at:
- \$5 per hour; or
 - \$10 for 1.5 hour and 2 (two) hour time slots.
- 6.5.2. If playing an exhibition game during tryouts you are required to collect \$20 per player per game regardless of home or away. Refer to Section 5.20, Exhibition Games for apply for an exhibition game.

6.6. Staff Reimbursable Expenses Allowed

- 6.6.1. Required Certification costs (Coach, Trainer and PRS).



6.6.2. For out of town tournaments, non parent Coaching staff are required to have 2 staff per room. Reimbursement will be made for up to 2 nights. If there are more than 2 non-parent staff an additional room is permitted (maximum 2 rooms). This expense only applies to staff members with no children involved with the team. Spouses are not considered Staff.

- The following examples assume a hotel room is \$150 per night and length of stay is 2 nights. NOTE: The \$150 is for example purposes only, the amount reimbursed is actual cost of a standard room.

# Staff	Rooms Permitted	Total Reimbursement (2 nights)
1 or 2	1	\$300
3 or 4	2	\$600
>4	2	\$600

NOTES:

- (1) The Staff member that pays room cost will submit the Expense Receipts to the Team Manager for reimbursement. Manager must have receipts available for Oshawa MHA. Expense must be shown on Team Financial Statement.
- (2) If Staff makes decision to take more rooms than permitted in above grid, the maximum reimbursement is based on number of Staff. An example would be Spouse attends and 2 non-parent staff decide to take 2 rooms. They will only be reimbursed for 1 room (as per grid above). In this case, one room is submitted for reimbursement and the 2 Staff should prorate the reimbursement (i.e. \$300/2=\$150 each).

6.6.3. Hotel rooms and any clothing, for non parent staff members can be covered by monies raised by staff during fund raising events. Monies raised by non parent staff must be shown on financial statements. Any monies remaining at the end of the season will be considered team funds.

6.6.4. No mileage will be covered.

6.7. Bus Fees

Oshawa MHA secures discounted rates from Canada Coach (see Section 2.7 for number) each season. These rates will be provided to the staff at the commencement of the season.

Canada Coach will invoice Oshawa MHA directly upon completion of the trip. The Oshawa MHA Treasurer will in turn invoice the team.



7. Oshawa Minor Hockey Association Code Of Conduct

7.1. Sportsmanship

Good Sportsmanship is expected and required of all players, coaches, parents and spectators. All league, association and Hockey Canada rules will be strictly enforced.

All players will treat their own teammates and their opponents with respect. Players will not criticize their teammates, but they will be courteous, supportive and cheer them on in a positive manner. Parents should not focus on winning or losing, but rather the growth and development of their child.

7.2. Appropriate Conduct and Alcohol

Use of alcohol or drugs by coaches and team management while in control of an association team or players will not be tolerated.

Coaches shall not drink alcoholic beverages before a game nor when transporting players or other team officials to or from a minor hockey game or practice.

Any coach found supplying liquor, drugs or tobacco to a player of this association shall have his appointment immediately terminated.

Any player found in possession of or consuming liquor, drugs or tobacco prior to or during a game or practice while in the arena or arena property will be suspended immediately. The incident will be reported to the Divisional Convenor and the Executive will determine if further suspension is warranted.

7.3. Ice Resurfacing

When the ice is being resurfaced between skating sessions, no player shall step on the ice until the resurfacing machine has left the ice and the doors to the machine storage area (Zamboni) doors are closed.

No players are allowed to enter the ice surface until they are supervised by a team official who is present or on the ice. At the conclusion of a practice or game players are expected to leave the ice surface in an appropriate and organized manner. No pushing, shoving, verbal abuse or slamming of sticks will be tolerated.

7.4. Arrival Times

7.4.1. Oshawa MHA teams are permitted to set their own arrival times. It is recommended between 45 minutes to 1 hour prior.

7.4.2. Team players are not permitted to be in the dressing room until at least 2 member of the coaching staff have arrived. They may place their hockey bags in room but cannot stay. Parents are responsible for their children until 2 members of the coaching staff are present.

7.4.3. For tournaments, arrival times will be based on the tournament rules.



Note – For your child’s safety, there must be at least two (2) staff members in the dressing room at all times while there are players in the dressing room.

7.4.4. Punctuality. From time to time we understand that daily schedules do not always run according to plan, and parents do their best to have children on time. If you’re going to be late for a game or practice, please communicate to the Head Coach or Manager prior to or on arrival at the rink. The parents of players who habitually arrive late maybe asked to meet with team officials to resolve the situation. If the problem persists, the player in question can be removed from the team, with the approval of the association’s executive.

7.5. Planned Absence from a Game, Practice or Team Event

The Manager or Head Coach shall be notified as soon as the parent / player know they are unable to attend any game, practice or team function. Players suspected of not being able to participate in games, shall notify the team twenty-four (24) hours prior to the scheduled game. From time to time there will be specific events that are mandatory that all team players attend. These events could be but are not limited to: practices, games, skills sessions, power skating, fundraising events or team building sessions.

7.6. Adherence to Fair Play Code

As detailed at the start of this Manual of Operations, Oshawa MHA is committed to the Hockey Canada Fair Play Code.

- 7.6.1. Code of Conduct must be signed at time of commitment to the team by both Parents and Player.
- 7.6.2. Failure to follow the Fair Play Code may result in suspension or termination upon review by Oshawa MHA Executives.

7.7. Communication with Coaches

Parents shall not approach the coaches before, during or after games or practices for a period of twenty-four (24) hours to discuss issues about their child.

Congratulations and other general remarks are appropriate but DO NOT discuss negative issues when emotions are high.

The coaching staff endorses the “Code of Conduct” and encourages all parents to utilize the proper procedures when dealing with sensitive issues. All parents, coaches and players are expected to communicate in a positive professional manner.

7.8. Disciplinary Actions

Fighting of any kind will not be tolerated on or off the ice. Any breach of the “Code of Conduct”, abusive language, violent conduct, disrespect of coaches, officials and peers will not be tolerated.



The Head Coach will handle such problems with the players/parents directly but if the problem continues, the Head Coach may request a meeting with the player/parents, team officials and league representative. It is the intention of team officials to find amicable resolutions to all problems that may arise, but some issues may be resolved by disciplinary actions such as, suspensions, loss of playing time or removal from the team.

Parents that directly interfere with the running of the team or the team’s philosophy, or refuse to abide by the teams “Code of Conduct” will be considered problematic, and requested to meet with team officials or association executive. Any personal attack verbal or physical on any team official will not be tolerated and the parent or player involved will be removed from the team.

7.9. Team Concerns

Rep hockey is highly competitive, exciting and fast. One minute you’re up a goal and the next you’re short handed and down by one. Coaches must have some latitude to make decisions for the best interest of the team without fear of reprisals from parents. Every team will always have players that perform higher than others. If the players are aware of the coaching policies, and the coach is upfront and honest, there should be no issues over ice time.

If you have a concern or problem with your child, put it in writing and deliver it to the Manager. Concerns should be hand delivered or e-mailed. No problems will be addressed unless they are received in writing first.

Follow these steps:

1	Adhere to the 24-hour rule.
2	Put your issue in writing and deliver it to the Manager after 24 hours. Resolution of issue or go on to Step Three.
3	Meet with the Manager and coaching staff. Resolution of issue or go to Step Four.
4	Meet with the Manager, Head Coach, and the division Convener and other league officials (as applicable) to resolve issue

Note – Parent Council Representatives are not to be involved in dispute resolution. Their involvement would create a conflict with their communication role on the Parent’s Council.

The following issues are sensitive and should not be discussed in a negative or counter productive manner among parents or team staff.

- The team’s philosophy.
- Coaching strategies, tactics and styles.
- Line combinations.



- Individual play of any player.
- Ice time during games.

7.10. Team Websites

All Oshawa Minor Hockey Association teams must use the OshawaHockey.com supplied team websites. Teams are not permitted to have websites outside of OshawaHockey.com.

- 7.10.1.** Site Content. A template microsite within the OshawaHockey.com site is provided for each team. The ability to maintain content (pages, articles, etc) is controlled by the Team Webmaster. It is the responsibility of Team Webmaster to ensure appropriate content is published that reflects Oshawa Minor Hockey. The site will be monitored by Oshawa Minor Hockey Web Administrator. Any violations will be also be reviewed with Executive Committee and the Team will be requested to remedy the issue.
- 7.10.2.** Player Identification. Players will be identified on the team website by First Initial, Last Name and jersey number. You are not permitted to display any other personal player information without explicit consent from parent.
- 7.10.3.** Photography. Oshawa Minor Hockey does not permit photos of individual team players unless the Consent to Publish Photograph Form has been signed by player's parent or guardian. This Form must be signed for each event and provided to your Rep Team Convenor. Team pictures where players are not easily identifiable are permitted as per Consent of Personal Information Form.
- 7.10.4.** Statistics. It is the discretion of the individual teams if they choose to display statistics. By default the team website is setup to not display.
- 7.10.5.** Additional Team Pages. Teams are permitted to create additional web pages through OshawaHockey.com Control Panel/Manage Site Content. This is done by the Team Webmaster. As noted in Site Content section, all pages must ensure they are appropriate with respect to content displayed.
- 7.10.6.** Sponsorship on team website. Only Organization Sponsors are permitted to be displayed on the team websites. At no time are Team Donation Sponsors permitted to be shown on the team website.

7.11. Social Media

All Association members must not post harmful statements on social media sites that would lead to harassment or bullying investigation. The Association member will be suspended. Further review will be completed by the Oshawa MHA Executive Committee.

- 7.11.1.** This includes Oshawa Minor Hockey sponsored social media sites - Twitter, Facebook.
- 7.11.2.** This includes association members social media sites in which they post harmful material regarding the Oshawa MHA or any of its members.
- 7.11.3.** It is the responsibility of Association members to notify Oshawa Minor Hockey of any such instances.



7.12. Photographic Devices

All Association members must adhere to the City of Oshawa Photographic Equipment in City Facilities policy (posted on Oshawa MHA website). This bans usage of cellphones or other devices that can take photos or video from Arena Dressing Rooms. The Association member will be suspended if violating this policy. Further review will be completed by the Oshawa MHA Executive Committee.



Final Note

Remember that your child is participating in sports for fun, to excel, to learn, for thrills, to meet friends, exercise, become a team player, and to develop their skills. Children playing minor hockey should have the chance to participate in the great game of hockey, free of politics, negativity, abuse and harassment.

Pressure from parents is the most taxing issue for minor hockey coaches. Parents often focus on their own child excelling, and the team winning hockey games. Wins and losses are far less important to players. Children don't abuse officials, or show a lack of respect until they see their parents and peers doing it. Parents and coaches need to work together to inspire our children to achieve their highest possible level both on and off the ice. Keep in mind that a Head Coach has seventeen (17) players and approximately thirty-four (34) parents all with different personalities to deal with. Coaches and team officials are volunteers and they dedicate their time for your children.

The experience of hockey should be thrilling, full of life lessons and most of all fun. Remember every time you walk into an arena that your child plays hockey for his/hers enjoyment, not yours. If you are getting a solid effort from your child, and they are having fun, you should be happy.

Inspiration

"Hockey has always been about much more than simply winning or losing. Players should never be pressured to play, but be encouraged to participate so that they might learn life lessons about hard work, dedication and leadership".

(Bobby Orr, Chevrolet "Safe & Fun hockey program")

"We are all winners...even when the score says we're not...because we played hard and developed our game, but most importantly we had fun!" ©



Change history

Date	Who	Change
12.Aug.2014	M.Hayward	Annual review. Reformat Sept 2010 version to Google document. Updates included Social Media, photographic devices, Sponsorship, Donations, Contact Names & Numbers,
1.Jul.2015	M.Hayward	Annual review. Updates to Donations, removed Childrens arena, tournaments (out of town limit 2), non-parent coach reimbursable expenses, tryout exhibition game cost, new jersey new namebar.
19.Jun.2016	M.Hayward	4.1.4 (Tryout Process). Added statement on getting unique code at each level (AAA, AA, A, AE) 4.3.10 (Exceptional Player Movement). Added process to request Exceptional Player Movement. 5.6.3 (Colours). Removed the sentence on Helmets and moved to 5.6.7 5.6.7 (Helmets). Clarified the usage of decals and stickers on helmets.