

2020/21

ORHC REP RANGERS MANUAL



TABLE OF CONTENTS

GENERAL INFORMATION

Oakville Rangers Vision & Goals.....	Page 5
Code of Conduct.....	Page 6
Hockey Canada Canadian Player Pathways	Page 9

BUILDING YOUR ROSTER

Tryouts & Evaluations.....	Page 11
Team Composition.....	Page 13

COACHES AND BENCH STAFF

Team Coaches & Staff.....	Page 14
ORHC Rep Team Managers.....	Page 14
Bench Staff Requirements	Page 15
Bench Staff Certifications	Page 16

TEAM SETUP AND STRUCTURES

Team Expectations	Page 17
Pre-Season Parents Meeting	Page 18
Budgets, Team Funds, and Fundraising.....	Page 19
Team Information Binder	Page 20
Concussion Code of Conduct and Rowan’s Law	Page 21
Medical information	Page 23
Accident and Insurance Reports.....	Page 23
Contact Lists	Page 23
Equipment, Team Apparel, and Dress Code.....	Page 24

Please Note: all the information, policies, processes and procedures contained within this manual may be subject to exception and change without notice depending on situation and circumstance.

TABLE OF CONTENTS

GAMES AND PRACTICES

Approved Electronic Rosters	Page 26
Affiliate Players (AP) Rosters	Page 26
Practice and Game Schedules	Page 28
Inclement Weather Procedure	Page 29
Electronic Gamesheets	Page 29
Serving Suspensions	Page 31
Referees / Timekeepers.....	Page 32

TOURNAMENTS AND TRAVEL PERMITS

Travel Permits.....	Page 33
Tournaments	Page 34

MISCELLANEOUS

Arenas and Dressing Rooms	Page 35
Team Rules & Conflict Resolution	Page 35
Dryland Training and Seasonal Plans	Page 35
ORHC Sportskeeper	Page 36
Picture Day.....	Page 36
Parent Survey.....	Page 36
OMHA and OHF Banners	Page 36
Important Links.....	Page 37
Key Contact Information	Page 37

Please Note: all the information, policies, processes and procedures contained within this manual may be subject to exception and change without notice depending on situation and circumstance.

GOAL | WHAT WE WANT TO DO...

*To develop players who are **technically proficient**,
tactically aware, **physically athletic** and **mentally confident***

This is a comprehensive approach to player development, and we believe that this approach will maximize every player's enjoyment of the game, and overall development. It is imperative that all players in our organization are provided with the appropriate skill development to provide a foundation for their future activity in the game. Learning the fundamental skills of the game will determine their future enjoyment and success in the game. Our program will adhere to the principles of Long-Term Player Development (LTPD) in the design and application of age-specific hockey programming.

VISION | WHO WE ARE...

The Oakville Rangers Hockey Club (ORHC) has implemented a Hockey Development Program that will include a player-centric approach to development with the following goals:

- Establish the "Gold Standard" for all hockey programming
- Provide all participants with a positive experience focusing on building a strong skill base
- Adhere to the principles of Hockey Canada's Long-Term Participant Development (LTPD) in the design and application of age-specific programs

The Association's success from a coaching / player standpoint will be based on three (3) main elements:

1. Enjoyment of players coming to the rink everyday
2. Improvement of players' skills
3. Developing players to play at the next level

PROGRAMMING GOALS | HOW WE WILL DO IT...

The most important aspects of a Minor Hockey Association's development are:

1. Consistency in the coaching philosophy
2. Consistency in what the coaches are teaching

Age-Group Development

- Adhere to the principles of Hockey Canada's Long-Term Participant Development (LTPD) in the design and application of age-specific programs
- Provide core skills curriculum for each age group
- Ensure consistency in what is being taught and developing the deepest talent pool at each age-group
- Taking the same approach as school, the goal will be to ensure core curriculum will be introduced to players whether they play AAA or MD and will meet the age-specific needs of our players

OAKVILLE RANGERS VISION & GOALS

Coach Support & Mentoring

- Affect player development through the development of our coaches
- Create a network of support for coaches that will include resources, in-house clinics and specialty sessions
- Mentoring of coaches through observation of training sessions and game environments
- Investing in our coaches will benefit all of the players in our organization

What About Winning?

Winning is not our focus or priority. Ironically, winning is often the by-product of a consistent and thorough skill development program, which we will put in place. Beyond the physical, technical, and tactical development — including decision-making skills — our programs aim to enhance the mental, cognitive, and emotional development of each athlete.

CODE OF CONDUCT

All youth participating in the hockey programs of the Oakville Rangers Hockey Club (ORHC) enjoy the following rights and are entitled to the protection of these rights.

- **SPORTSMANSHIP:** You have the right to participate in a program in which sportsmanship, honesty and integrity are the cornerstones
- **RESPECT:** You have the right to the respect of your coaches, coaching staff, your team-mates, the coaches, coaching staff and players of the opposing team, the referees and spectators and each of them has the right to expect the same of you
- **PARTICIPATION:** You have the right to participate fully in the activities of your team, but not necessarily equally
- **SKILL DEVELOPMENT:** You have the right to learn about your sport and develop your skills to the maximum of your potential
- **FREEDOM FROM ABUSE:** You have the right to say no to physical contact or interaction with any member of the coaching staff or any other person in a position of authority or influence
- **FREE SPEECH:** You have the right to speak freely (in a respectful manner) without fear of recrimination
- **FAIR TREATMENT:** You have the right to be treated fairly and with impartiality
- **FUN:** You have the right to have fun

The ORHC upholds a zero-tolerance policy for drugs and alcohol for any Association events or activities regardless of location for its members and any individuals attending or participating

The ORHC accepts responsibility for the behaviour of its members and will take the necessary disciplinary actions against any individual (Parents/Guardians, players, coaches, coaching staff and spectators) who fail to comply with the codes; this may result in disciplinary measures, including suspension and/or expulsion.

PLAYERS CODE OF CONDUCT

1. I am responsible for my conduct at all times, I will always be a positive representative of the ORHC and the Town of Oakville.
2. I will always play by the rules of hockey, and in the spirit of the game.
3. I will, regardless of the outcome of the game, congratulate my team-mates, coach, coaching staff as well as the players and coach, coaching staff of the opposing team in a genuine and positive manner.

CODE OF CONDUCT

4. I will respect the referee's decision; I will let the coach or team captain address the referees and then shall do so only in a civil tone and manner.
5. I will control my temper, behavior and language - fighting or "mouthing-off" can spoil the activity of everyone.
6. I will work at achieving my personal best and to not get discouraged if it's not the best.
7. I will work hard to improve my skills at practice and in games. I will make every reasonable effort to attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if I am unable to attend for any reason.
8. I will respect the rights and consider the safety of other players; I will not set out to intentionally maim or injure another player, in actions, words, conduct or inaction and I shall not encourage, support or approve of this such behaviour by others.
9. I will do my best to be a team player.
10. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are as important.
11. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

PARENT / GUARDIAN / SPECTATOR CODE OF CONDUCT

1. I will remember that my youth and all players participate for their fun and enjoyment, not mine.
2. I will promote the emotional and physical well-being of my youth and all players ahead of any personal desire to win.
3. I will teach my youth and encourage all players that doing one's best is as important as winning so that my youth and all players will never feel defeated by the outcome of the game.
4. I will remember that youth learn by example. I will applaud good plays and performances by all players involved in the game.
5. I will not speak negatively about players, coaches and coaching staff, referees, other parents/guardians or spectators.
6. I will respect the referee's decisions and I will encourage all players to do the same.
7. I will remember that the locker room is where the team prepares for a game and not a place for me to hang out or give instruction.
8. As a Parent/Guardian, I will practice and encourage open communication with the coaches and coaching staff. I will bring concerns forward and adhere to a 24 hour cool down period be required to address an issue or contentious point. I will respect the coach's decisions and not interfere with or undermine the coaches or coaching staff.
9. As a Parent/Guardian, I should inform the coach of any ailment that may affect the safety of my youth or the safety of others and I will not permit my youth to compete without complete and safe equipment.
10. As a Parent/Guardian, I will make every reasonable effort to have my youth attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if my youth is unable to attend for any reason

COACHES AND COACHING STAFF CODE OF CONDUCT

1. I will lead by example and I will work to create a desire for our players to do their best while playing the greatest game on earth – Hockey.
2. I will remember that players need a coach they can respect. I will always be generous with praise and set a good example through my actions and words.
3. I will teach my players to play fairly and to respect rules, officials, team-mates, opponents, parents/guardians and spectators.

CODE OF CONDUCT

4. I will ensure my players get fair instruction, support and playing time.
5. I will not ridicule or yell at my players for making mistakes or for performing poorly.
6. I will remember that players play hockey to have fun and must be encouraged to have confidence in themselves.
7. I will obtain proper training and will continue to upgrade my coaching skills.
8. I will be reasonable when scheduling extra practices and team events, remembering that players have other interests and obligations.
9. I will co-operate with on and off ice officials for the benefit of the game and players.
10. There is a need for regular, open communication with parents/guardians, coaching staff, players and Association officials. As a coach I will be approachable at any time regarding anything to do with players or the team 24-hours after a game.
11. I will be responsible for all activities associated with my team.

ASSOCIATION (ORHC) CODE OF CONDUCT

1. We will make sure that all players are given the same opportunity to participate, regardless of gender, ability, ethnic background, or race.
2. We will make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all players, coaching and volunteers wherever ORHC activities take place.
3. Make sure that age, skill level and maturity level of the players are considered in program development, rule enforcement, and scheduling.
4. Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
5. We will make sure that appropriate and thorough screening of all those who provide service on behalf of ORHC, both before, but especially after they are involved, seeking to have coaches, coaching staff, officials and other volunteers who are capable of promoting fair play as well as the development of good technical skills.
6. We will distribute, publicize, promote, implement and enforce the Codes of Conduct

ORHC HARASSMENT AND ABUSE POLICIES

The Oakville Rangers Hockey Club strictly adheres to the Bullying Harassment and Abuse Policies outlined by Hockey Canada: <http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Speak-Out.aspx>

ORHC's goal is to eliminate all forms of harassment and abuse, including physical and sexual abuse. ORHC's priority is to protect its players and at the same time, Coaches, Parents, and Officials can also be the targets of harassment and abuse. ORHC believes that you should have the ability to discuss any concerns that might be classified as harassment or abuse. ORHC also believes that false allegations can be devastating to a person's career and personal life.

If you believe there is a need to discuss any incident that, in your opinion, is issues of harassment or abuse please contact one of many ORHC Officials available to receive your concern. These ORHC Officials are VP of Rep, Chair of Discipline, ORHC President or any other member of the ORHC Executive. The list of Executives and their contact information can be found on the ORHC Website at: https://oakvillerrangers.ca/Pages/2674/Executive_and_Board_of_Directors/

Any incidents of harassment and/or abuse will be handled directly by representatives of the ORHC or ORHC Board of Directors. Any concerns are to be submitted via the ORHC Complaint Intake Form, locate on the website at https://oakvillerrangers.ca/Public/Documents/Discipline/ORHC_Complaint_Intake_Form_-_2018.pdf.

The primary focus of the Minor Hockey System is to develop a lifelong passion for sport, develop important life skills, and to provide a development system that is progressive in nature and meets players' needs based on age and skill appropriate programming. To accomplish this, Hockey Canada developed the Canadian Player Pathway, which is supported by the Long-Term Player Development (LTPD) model. This framework provides the guiding principles for age appropriate and skill specific programming for all players in Hockey Canada's youth hockey system. By utilizing LTPD principles, the Pathway offers systems and structures that are more consistent and ensuring continuity as players move through the system from one age level to the next.

Player development is at the core of the Pathway with a focus on skill development so that each player will experience success in both a practice setting and a game setting. When viewed from the perspective of how kids learn the specific technical skills enabling them to develop the most, Hockey Canada quickly learned that the best place is: Practices.

Listed below are some of the highlights and key components of the Canadian Player Pathways as they pertain to the ORHC Rep Program as well as ORHC Policies that have been updated or put in place in support of the Pathways. By no means is the below the complete Pathway! If you are Coaching or Managing a U8, U9, U10, or U11 team it is important that you be familiar with the Pathway and its structures. Complete documentation on the Canadian Player Pathways will be made available once implementation begins (currently projected for 2021-2022 season).

The below information only applies to U8, U9, U10, and U11

Tryouts/Evaluations

There will be no Spring Tryouts, and no Tryouts or evaluations are allowed during the first week of school. Tryouts will be held beginning the second week of September. Players must have the opportunity to participate in a minimum of four (4) skills sessions before Tryouts can begin.

Players must have at least three formal Tryout sessions before any cuts or player commitments can be made. With the exception of goalies, players should not tryout based on a specific position - they should be encouraged to play both forward and defence. Players should be selected for teams based on their skill, not positional preference. i.e. teams should be selected based on the top "X" number of players and not based on position specific player preferences (or their parents' preferences).

Development

Each U10 and U11 team must have a 4-week period of development time after team selection and prior to the start of the regular season. In U8 and U9 the Development Phase will be 6-weeks. All players and goaltenders at all levels should receive fair and as close to equal ice time as possible. This will ensure that all players get the same opportunity to contribute to the outcome of games regardless of skill or ability and to emphasize a focus on their development years. There should be no shortening of the bench or preferential playing time based on the score or time of game. All players should get fair and as close to equal opportunities to start games, end periods, play end of game situations and to participate in power play and penalty kill situations.

There is to be no early position specialization, except for goaltenders. All skaters play both Forward and Defence and should rotate through Forward and Defence positions. The recommended rotation over a 5-game segment would be: LW / C / RW / RD / LD. Full time goaltenders are permitted. Goaltenders should rotate for an equal number of games and/or playing time throughout the regular season and playoffs. It is recommended that the goalie not playing participates in the game as a skater.

Half Ice Game Play Rules

- Half-Ice surface, or a maximum size of 100' x 85'
- 4-on 4-format
- Two 22.5-minute periods with a run-time clock
- 1.5-minute timed buzzer or whistle for line changes
- No score, standings or stats are to be kept
- Blue pucks should be used
- Small nets (3' x 4') when available
- Minimum of one official

U10 AND U11 SEASONAL STRUCTURE

- Up to 22 weeks, following the 4-week Development Phase
- Full-Ice, standard rules
- Recommended maximum of 45 games per season for Rep, including Exhibition Games, League Games, Tournaments, and Playoff Games
- Playoffs allowed. Tournament style with no elimination rounds, up to 4-weeks
- Teams are allowed a maximum of 4 tournaments per season, including Early Birds
- Teams are not allowed to participate in any Tournaments, including Early Birds, prior to or during the 4-week Development Phase

U9 SEASONAL STRUCTURE

- Up to 20 weeks, following the 6-week Development Phase
- Half-Ice until January 15th then may transition to Full-Ice
- Recommended maximum of 40 games per season for Rep, including Exhibition Games, League Games, Tournaments, and Jamborees
- Playoffs are not allowed, however a Jamboree style end of season event is acceptable
- Teams are allowed a maximum of 3 tournaments or Jamborees combined per season
- **(NEW!)** Prior to January 15th U9 teams may only attend Jamborees, and the Jamboree *must be in Canada*
- As of January 15th U9 teams may attend tournaments, including tournaments in the US

U8 SEASONAL STRUCTURE

- Up to 20 weeks, following the 6-week Development Phase
- Half-Ice for the full season
- Recommended maximum of 40 games per season for Rep, including Exhibition Games, League Games, and Jamborees
- Playoffs are not allowed, however a Jamboree style end of season event is acceptable
- **(NEW!)** Teams are allowed a maximum of 3 Jamborees per season, and the Jamboree *must be in Canada*

TRYOUTS & EVALUATIONS

TRYOUT POLICIES

The Tryout Schedule and Process is managed on the ORHC Website via the Tryout Portal, and players are required to register for Tryouts in the Portal prior to attending. When registering for a AAA Tryout, players who do not have previous experience at either AA or AAA will be required to first request an exception from the AAA Coach before the system will allow them to complete the registration. This policy is in place to help control both the size and caliber of the AAA Tryouts.

There are to be no parents assisting during the Tryout process, either on or off the ice. Efforts should be made to ensure that returning players and new players are not clearly separated by pinnie color or by Session in Split-Session scenarios.

It is highly recommended that Head Coaches do not participate in the on-ice portion of the Tryouts. The expectation is that the coaches within the division will support each others' tryouts. For instance, during the AAA tryouts, the AAA coach and ideally the AA head coach will be evaluating off-ice while the A and AE coaches run the on-ice tryout. For AA, the AAA and AE coach should be coordinating the on-ice tryout while the AA and A coaches evaluate off-ice, so on and so forth.

Players are expected to register in the Tryout Portal and attend the Tryouts to be eligible for the team. However, absences for extenuating circumstances (such as illness or injury) can be permitted at the coach's discretion and with the approval of the VP of Rep. Players selected to the Team must be presented with an Offer of Commitment.

PLAYER EVALUATIONS

Coaches within their division are expected to work together in the evaluation and selection process. The Evaluation process of current players will begin once coaches for teams are announced, typically in January. Tryouts are one of several important evaluation components in selecting players. Other components include observing a player's development path throughout the prior season, including games and practices, as well as ongoing collaboration with other age group coaches.

The objectives of Player Evaluation during the Tryout process are to provide a fair and impartial assessment of a player's total hockey skills during individual technical skills demonstrations, as well as scrimmage sessions. We must ensure that all players have a reasonable opportunity of being selected to a team appropriate to their skill level as determined by the head coach.

Coaches are provided with the opportunity and flexibility to build a team based in part on their own coaching philosophy, and to form teams that will maintain balanced and competitive play, where the players can develop and participate equitably, while having fun playing hockey.

PERMISSION TO SKATE (PTS), WAIVERS, AND RELEASES

During Tryouts it is very important that Coaches understand what Permission to Skate (PTS) Forms, Waivers, and Releases are and how they impact their team. It is the responsibility of the Coach to ensure that any player attending their Tryouts who require additional paperwork to do so have obtained and presented the required forms. Any PTS Forms, Waivers, or Releases gathered at your Tryout are to be submitted to the ORHC Office, regardless whether the player that provided it makes your team or not. More information on PTS, Waiver, and Release requirements can be found at [https://oakvillerrangers.ca/Pages/14963/PTS Release and Waiver Information/](https://oakvillerrangers.ca/Pages/14963/PTS%20Release%20and%20Waiver%20Information/).

TRYOUTS & EVALUATIONS

All teams, with the exception of U18 AAA, must complete their selections within their designated timeframes!

U12 AND OLDER TEAMS

Tryouts for U12 and older will be held beginning the first Monday following the OHF Championships (typically mid-April), as per OHF Regulations. In order to retain a player, the team must present the player with an Offer of Commitment before the end of the 4th day of Tryouts.

OHF TRYOUT REGULATION E53 – APRIL TRYOUT CALENDAR						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
/	/	/	/	Weekend 1: OHF Championships		
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Weekend 1: OHF Championships	AAA – Day 1	AAA – Day 2	AAA – Day 3	AAA – Day 4 <i>In order to retain a Player, the team must present the Player an Offer of Commitment before the end of the fourth day.</i>	AAA – Day 5	AAA – Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13
AAA – Day 7	AA – Day 1	AA – Day 2	AA – Day 3	AA – Day 4 <i>In order to retain a Player, the team must present the Player an Offer of Commitment before the end of the fourth day.</i>	AA – Day 5	AA – Day 6
Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20
AA – Day 7	A – Day 1	A – Day 2	A – Day 3	A – Day 4 <i>In order to retain a Player, the team must present the Player an Offer of Commitment before the end of the fourth day.</i>	A – Day 5	A – Day 6
Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27
A – Day 7	AE – Day 1					

U11 AND YOUNGER TEAMS

Tryouts for U11 and younger will be held beginning the first Monday following the start of school in September. As per the Canadian Player Pathway, four (4) skills sessions will be offered prior to the formal Tryouts beginning – evaluations will not be completed at these skates. Once Tryouts begin, a minimum of three (3) sessions will be required before any cuts can be made or any Offers be presented. In order to retain a player, the team must present the player with an Offer of Commitment before the end of the 4th day of Tryouts.

SEPTEMBER TRYOUT CALENDAR						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Labor Day	First week of school				/
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
/	AAA – Day 1	AAA – Day 2	AAA – Day 3	AAA – Day 4 <i>In order to retain a Player, the team must present the Player an Offer of Commitment before the end of the fourth day.</i>	AAA – Day 5	AAA – Day 6
Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13
AAA – Day 7	AA – Day 1	AA – Day 2	AA – Day 3	AA – Day 4 <i>In order to retain a Player, the team must present the Player an Offer of Commitment before the end of the fourth day.</i>	AA – Day 5	AA – Day 6
Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20
AA – Day 7	A – Day 1	A – Day 2	A – Day 3	A – Day 4 <i>In order to retain a Player, the team must present the Player an Offer of Commitment before the end of the fourth day.</i>	A – Day 5	A – Day 6
Day 21	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27
A – Day 7	AE – Day 1					

TEAM COMPOSITION

TEAM COMPOSITION

All U10 and older Rep teams must carry a minimum of seventeen (17) players – fifteen (15) Players and two (2) Goalies. U8 and U9 teams are expected to carry sixteen (16) skaters and two (2) goalies. U15, U16 and U18 Rep teams may select up to the maximum number of players as per OHF regulations with the approval of the VP of Rep. Any number less than seventeen (17) must also be approved by the VP of Rep. All Players selected must sign an Offer of Commitment.

All Rep Players selected during Spring Tryouts must be registered for the season by no later than June 15th. U10 and younger teams will not be selected until Fall Tryouts. Any players selected during Fall Tryouts ***must register within 48 hours of being selected. THERE CAN BE ABSOLUTELY NO EXCEPTIONS TO THIS POLICY!***

Players on all Rep teams are expected to play within their own age group. The ORHC has established a policy to consider the participation of underage players within the Rep category at the AAA level only (including the U8-One team). This policy takes into account the developmental needs of a player who has demonstrated an exceptional ability relative to their own age group such that they would be amongst the top ranked skaters (or goalie) on the AAA team in the older age group.

All requests for underage play consideration must be submitted in writing to both VPs of Rep and include both the family and coach of the proposed AAA team. **Requests will be considered for both the U10 (formerly Minor Atom) AAA and AA levels for the 2020-21 season only.** A request should be submitted regardless of whether or not the player is currently playing as an underager and an approval must be received prior to offering a Letter of Commitment to the underage player.

NRP (NON-RESIDENT PLAYER) AND IMPORTS

All Non-Resident Players and Imports must have all paperwork completed and attend tryouts (or made previous arrangements with the coach to not attend tryouts) to be eligible for a position on a team. Non-Resident Players and Imports are only allowed at the AAA Level. Imports at the AA/A/AE levels will be considered on a case by case basis and must be approved by the VP of Rep prior to making any commitments.

PLAYER MOVEMENT

Teams will have until November 15th to adjust their rosters, by movement of players up or down a level. However, all player changes must be brought to the VP of Rep by November 1st for consultation. Only exceptional cases will be brought forward to the Town Rep Committee to determine course of action, evaluate and provide approval where they deem the movements are in the best interests of the players and teams involved.

IF A PLAYER QUILTS

Any player who quits a Rep team shall be ineligible to play for another Rep, MD, or Select team. If the player quits after October 31st, they will forfeit any fees paid to the team and the ORHC. Extenuating circumstances will be directed to the VP of Rep.

TEAM STAFF

Head Coaches are to name team staff after completion of tryouts with the exception of non-parent bench staff. Teams may designate additional roles or committees that are not designated as part of the teams' official roster such as: Treasurer, Fundraising, Social, etc. On-Ice volunteers who are not designated on the team's official roster must be submitted to the ORHC office for insurance purposes and will also be required to submit a Vulnerable Sector Police Check as well as to complete the Gender Sensitivity course.

TEAM COACHES AND STAFF

COACH SELECTION

Interested coach applicants will be required to complete and submit a coaching application prior to the deadline date set. The Rep Committee, under the direction of the VP of Rep, will identify a Coach Selection Committee who will interview Head Coach Candidates and make recommendations based on the information gathered during the interview process, parent surveys, reference checks, and any other relevant information that will ensure selection of the best possible candidate. All decisions made by the Coach Selection Committee are final. Every effort will be made to have AAA coaches named by the end of December. All other coaches will be named early in the new year or following tryouts, depending on the team.

COACH SELECTION CRITERIA

- i. Coaches should have a strong coaching background and hockey experience.
- ii. Applicants should demonstrate strong hockey knowledge, have a plan to teach skill development and willing to attend clinics to upgrade teaching skills.
- iii. Feedback from Parent Survey may be a tool used to assess team and coach.
- iv. Compliance with the Code of Conduct and ORHC policies and procedures will also be considered
- v. Coaches are required to develop and submit seasonal goals and objectives. Within this seasonal plan a complete list of outside providers must be included.

ORHC REP TEAM MANAGERS

The Team Manager is the central figure in creating the flow of communication within the team, the organization (ORHC), referees and officials, other teams, etc. This does not mean that the manager must do all of the work alone: he or she will ensure that everything gets done by delegating certain tasks.

Picking a strong, organized Manager is one of the most important appointment's a coach will make. The team manager position ensures that the operational aspects of the team are completed which enables the coach to focus on player development, both on and off the ice. The Manager does not need to be a "hockey" person. Instead, looks for someone with impeccable Administrational skills to fill this role:

- Good Time Allocation and Management skills
- Exceptionally organized with an attention to detail
- Strong Communication skills, both verbally and written
- Easy going and relaxed (this role can be high stress at times), but also motivated and energetic

THE DIFFERENCE BETWEEN A BENCH MANAGER AND AN ADMIN MANAGER

It is important to understand the difference between a **Bench Manager** and an **Admin Manager**. The two roles are identical with only one small but distinct difference – Bench Managers are allowed on the bench during a game. Admin Managers are not.

Admin Managers do not require a background check or any certifications. They are given access to Sportskeeper to assist with the management of the team, but they are not included on the roster and they are not allowed on the bench.

Bench Managers have the same access and permissions as Admin Managers but are also a part of your bench staff and are included on your approved roster. They are required to submit a Vulnerable Sector Police Clearance and to complete the Respect In Sport - Activity Leader and Gender Sensitivity certifications.

BENCH STAFF REQUIREMENTS

All Team Officials must be 19 Years of Age or older and are subject to approval by the ORHC

Every team must have, at a minimum, a Head Coach and a Trainer. Each team is allowed a max of 5 people in their Bench Staff. The ideal bench make-up is a Head Coach and an Assistant Coach, a Trainer and an Assistant Trainer, and a Bench Manager. Simplistically, the “standard” roles that should be established for each team are as follows:

Team Official	General Responsibility	Additional Information
Head Coach	Overall responsibility for the team, both on and off the ice	Required on every bench. Certifications required: <ul style="list-style-type: none"> - NCCP and HP - Varies by level - Respect in Sport Activity Leader - Gender Sensitivity Certification - Vulnerable Sector Police Clearance
Trainer	“Risk Management”, First Aid, and Safety “expert” for the team	Required on every bench. Certifications required: <ul style="list-style-type: none"> - HTCP Level 1 Certification - Respect in Sport Activity Leader - Gender Sensitivity Certification - Vulnerable Sector Police Clearance
Bench Manager	Manages and maintains all administration, information and activities for the team as directed by the coach – often serves as the treasurer as well.	Recommended. Certifications required: <ul style="list-style-type: none"> - Respect in Sport Activity Leader - Gender Sensitivity Certification - Vulnerable Sector Police Clearance
Assistant Coach	Backup for the coach on hockey issues and a key participant in practices and bench management during games.	Recommended. Certifications required: <ul style="list-style-type: none"> - NCCP and HP - Varies by level - Respect in Sport Activity Leader - Gender Sensitivity Certification - Vulnerable Sector Police Clearance
Assistant Trainer	Backup and support for the Trainer role, with the same responsibilities.	Recommended. Certifications required: <ul style="list-style-type: none"> - HTCP Level 1 Certification - Respect in Sport Activity Leader - Gender Sensitivity Certification - Vulnerable Sector Police Clearance
On Ice Volunteers	Assist on the ice during practices but are not permitted on the bench during games. Must be registered and approved by the ORHC for insurance purposes.	Optional. Certifications required: <ul style="list-style-type: none"> - Respect in Sport Activity Leader - Gender Sensitivity Certification - Vulnerable Sector Police Clearance

VULNERABLE SECTOR POLICE RECORD CHECKS (VSPC)

All coaching staff must submit a Vulnerable Sector Police Check or a Declaration to the ORHC office. Head Coaches are expected to request their VSPC immediately when informed they’ve been selected for a team, and their **completed** VSPC must be turned in to the office by **no later than** April 1st, and all other bench staff by no later than August 1st. Failure to submit a valid VSPC can result in disciplinary action, up to and including removal from the team.

Police Clearances can take as long as a 6 to 8 weeks to obtain – do not wait until the last minute!!

BENCH STAFF CERTIFICATIONS

Only proceed with obtaining any of the below certifications if you have been directed to do so by the ORHC Office. If you have any questions about these requirements please contact Cheryle Hinder (chinder@oakvillerangers.ca).

NCCP COACH 1 – INTRO TO COACH AND COACH 2 – COACH LEVEL

Coaches for U9 and younger must have the *Coach 1 – Intro to Coach* NCCP Training while U10 and older must have *Coach 2 – Coach Level* Training. Coach 1 does not expire, but Coach 2 must be renewed every 5 years. The universal expiry date is August 31st and there is no grace period. NCCP Coaching Clinics are provided to ORHC Members at no cost. The dates and times for upcoming clinics are listed on the ORHC website at https://oakvillerangers.ca/Pages/6876/Upcoming_Clinic_Dates/, as well as instructions on how to register.

GOALTENDING 1 NCCP COACH-INSTRUCTIONAL STREAM CERTIFICATION

(NEW!) New for the 2020/21 season, it is recommended that one member of each team's bench staff complete the Goaltending 1 certification. This certification does not expire. NCCP Coaching Clinics are provided to ORHC Members at no cost. The dates and times for upcoming clinics are listed on the ORHC website at https://oakvillerangers.ca/Pages/6876/Upcoming_Clinic_Dates/, as well as instructions on how to register.

HTCP TRAINER – LEVEL 1

All Trainers and Assistant Trainers require the HTCP Trainer – Level 1 Certification. This certification is offered by the HDCO and must be renewed every 3 years. The course costs \$85 and the renewal (when your certification is about to expire) is \$65. You will have to pay this fee upfront, and the ORHC will reimburse you this expense once you are on an approved bench. The online course can be accessed at <https://www.hdcolearning.com/>.

RESPECT IN SPORT – ACTIVITY LEADER

This is the only required certification that the ORHC is not able to provide to its members at no cost. All team officials, regardless of designation, are required to complete this certification. The Respect In Sport – Activity Leader course can be found at <https://www.omha.net/page/show/885515-education> and costs \$30 to complete. **Make sure you select the *Activity Leader* option.** This certification does not expire.

GENDER IDENTITY AND EXPRESSION COURSE

All team officials, regardless of designation, are required to complete this certification, which is provided free of cost. This certification does not expire. The online course is taken on the eHockey site and can be found at <https://ehockey.hockeycanada.ca/ehockey/ClinicDetail.aspx?cid=126232>.

VULNERABLE SECTOR POLICE CLEARANCE

A Vulnerable Sector Police Check is also required prior to volunteering with the team. Once received, the original must be brought to ORHC office for verification and a copy will be taken. Security clearances are good for 3 years - a [Criminal Offence Declaration](#) must be submitted in the "off" years. If you are not able to come in during office hours you can leave your Police Check (again, it must be the original) in our 24-hour drop-box. We will take a copy and mail the original back to you. Vulnerable Sector Checks are performed by your local police. For Oakville residents, visit <https://www.haltontpolice.ca/about/courtsrecords/vsc.php> for more information.

If you are a new coach or if your clearance is expiring do not waste any time in getting this done!
It can take as much as 6 weeks to get your clearance back once requested.

TEAM EXPECTATIONS

I will lead by example

I will work to create a desire for our players to do their best while playing our great Canadian game – Hockey

I will remember that players need a coach they can trust and respect

I will not ridicule or yell at my players for making mistakes or for performing poorly

I will always be generous with praise and set a good example through my actions and my words

I will cooperate with all on and off ice officials for the benefit of the game and players

I will teach my players to play fairly and to respect the game and its rules, officials, team-mates, and opponents

I will ensure my players get fair instruction, support, and playing time

I will remember that players play hockey to have fun and must be encouraged to have confidence in themselves

I will obtain proper training and will continue to upgrade my coaching skills

I will be reasonable when scheduling practices and team events, respecting that players have other interests and obligations

I understand the need for regular, open communication with parents, coaching staff, players and officials

I will be approachable at any time regarding anything to do with my players or my team

First and foremost – **BE A ROLE MODEL**. One of the primary responsibilities of any team official, especially the Head Coach, is to provide a behavior model for their players, parents, and other team officials. This is not a responsibility to be taken lightly. The kids on your team look up to you – it is critical you set a positive example.

Team Staff are expected to maintain open communication with parents. The Team must have a meeting within a month of the team being selected. In that meeting coaches will discuss team rules, budgets and expectations including philosophy, seasonal plan, discipline, ice time, playing time and other aspects as it relates to the team. All team rules will be clearly defined. Additional team meetings can be scheduled as required.

Team Staff are to ensure that all on-ice and dressing room activities have the proper adult supervision (2-deep rule is always to be utilized). Teams will leave all dressing rooms (home and away) in a clean and orderly fashion. Costs of any damages will be the responsibility of the team.

Team Staff must provide player feedback on performance on an ongoing basis. It is preferred that coaches document and date the player feedback. At a minimum, each player should have a performance appraisal at the end of the season prior to tryouts.

All players and Team Staff are to abide by the ORHC Rules and Code of Conduct, as well as the OMHA Manual of Operations. The Head Coach is ultimately responsible for all activities surrounding his/her particular team.

PLAYING TIME

Rep hockey may not always allow equal ice time, but every player should have fair ice time. The development of all players is the primary consideration of our organization and this includes fair playing time. While it is acknowledged that some players may have exemplified an ability to perform well in key situations, it is expected that the coaching staff will develop ALL players to be able to perform in key situations. The only acceptable reason for a coach to deviate from this is for disciplinary reasons and it is recommended that this tactic only be used in divisions U13 and above.

PRE-SEASON PARENTS MEETING

Once the team has been selected and players have been signed, it is strongly recommended that the Manager and Coach should arrange a parent meeting (some coaches will want the players to attend). It is important that there be communication between members of the team. At the initial meeting it is a good idea to take minutes and later distribute to parents. Following are items that should be discussed:

1. Introductions of team staff and all others present should take place
2. Deadline for Registration (June 15th)
3. Team budget / fundraising objectives / parent assessments / etc.
4. Assign a treasurer, if one hasn't yet been assigned
5. Team rules / League rules / Code of Conduct / Dress Code
6. Tournaments / Dry-Land Training
7. Coaching philosophy
8. League schedules
9. Official division loops will be given when Tri-County teams are finalized
10. Medical consent forms (ORHC website)
11. Player / Parent contact list
12. Arena maps (arenamaps.com)
13. Committees: i.e., fundraising, communications, stats, socials, hotel bookings, restaurant bookings, etc.
14. Identify all personnel who will need police checks and make sure that the ORHC office has up-to-date copies
15. Socials
16. Conflict resolution
17. Emergency Action Plan

Please have your list of team staff and On-Ice Volunteers in to the ORHC office by **no later than** June 1st. Your list of tournaments and the team's seasonal plan are due by June 30th and should be entered in to Sportskeeper as Travel Permit requests (they will be exported from there and imported into your team calendar on June 30th). Remember to start on your tournament plans early, as most tournaments fill up quickly!

Please note as well, all on-ice volunteers need to fill out a Volunteer Application Form. They will require a Vulnerable Sector Police Clearance, the Respect in Sport - Activity Leader certification, and the Gender Sensitivity certification.

A Reminder, the ORHC Office can be booked for team meetings at no cost to the team. Please contact the office to check availability and to make bookings. Teams are reminded to leave the office clean and orderly when finished. There is a projector available in the office, but you will need to bring your own laptop or other device – an HDMI Output is required.

BUDGETS, TEAM FUNDS, AND FUNDRAISING

The coach and manager should develop a preliminary budget that first must be submitted to the VP of Finance and the VP of Rep then presented to the parents at the first team meeting. The budget monies are over and above the registration fees and the assessments levied on each Rep team by the ORHC. The below are just the highlights of the Budget Policies. Please refer to the ORHC Budget policy for individual team budget limits and a full description of the ORHC Team Budget Policy.

Assessments are not to be levied against APs

*Budgets should be submitted to the VP of Finance and the VP of Rep before it is presented to the Parent Group
AAA budgets must be APPROVED by the VPs before it is presented to the Parent Group*

The objective of having teams prepare budgets using the suggested classifications below is to promote consistency among team practices. The following categories are suggested:

- Tournaments
- Extra practice ice
- Play-down/playoff costs - all AAA teams will write a cheque to cover the expenses for their SCTA Qualifier Weekends (approximately \$1,300) to the Centre hosting the event
- OMHA finals - all AAA will write a check to cover entrance fees (approximately \$1,400) to the centre hosting the event
- Guest instruction/Training
- Exhibition games (including costs of referees, timekeepers, and ice)
- Playoff games (including costs of referees, timekeepers)
- Cresting
- Sponsorship / Team recognition plaques
- Team Equipment / Supplies
- Police checks
- Team Functions / Team meals
- Player Apparel (costs of new jackets and hockey bags that only some parents will incur each year should be outside of the hockey team budget)
- Coaching Apparel
- Banking fees
- Team travel (bus rentals)
- Miscellaneous (expected to be minimal)
- League assessments
- Non-Parent Coaches expenses

Preliminary team budgets are to be submitted to the VP of Finance by June 15th. Final budgets / financial results are due to the VP by March 15th. A copy of the pre-season, mid-season and final budget should also be distributed to parents. Managers must open a bank account in the team name at the [Royal Bank, Speers Road and the Fourth Line](#). An ORHC Bank Authorization form must be completed and signed by the ORHC office prior to opening the account (security measure so that the bank knows ORHC is authorizing accounts to be opened with their name). Once the account has been opened please fill out the account number on the bank authorization form and email or return to the ORHC office. It is highly recommended that spouses **DO NOT** share in the signing of team cheques.

BUDGETS, TEAM FUNDS, AND FUNDRAISING

Statements of accounts must be maintained and be available to parents. All statements will be put in the team mailbox or sent directly to the team manager. All forms required for all banking purposes may be found on the ORHC website under ORHC Forms/Rep Rangers.

League assessments are to be paid by post-dated cheques, dated November 15th, November 30th, December 15th and January 2nd. **Cheques are to be made payable to Oakville Rangers Hockey Club** and submitted by October 30th at the latest.

Teams are NOT permitted to “sell items” outside of Liquor or Beer stores. ORHC does not issue lottery license applications. Teams wishing to do dance/auction, golf tournament etc. must submit their request with a budget plan prior to the event. A final budget summary of event must be submitted to the office after the event.

Team members should be informed of team fees and what the expectation will be when raising money for team. It should be made very clear to the parents as to how money will be spent and what expenses will be covered. Advise parents of payment options and deadlines for fees.

Budgets will be assessed for structure when received by the VP of Finance. Team financials will be reviewed for compliance with the expectations in the policy and for validity of expenses. When asked, teams will be expected to make their receipts available to the VP. Penalties for inappropriate practices may include meeting with the Rep and/or Discipline Committee regarding suspension, loss of ice, and/or loss of team.

All team accounts are to be closed by no later than May 30th. A stamped copy of the closure is to be returned to the ORHC office. All funds raised through parent levies but not fully utilized during the season are to be returned to the parents. Funds raised through sponsorships but not fully utilized during the season are to be returned to the sponsor or provided to charity. Sponsorship funds are not to be given back to the parents of the team.

The full ORHC Rep Team Budget Policy can be found on the website at

<https://oakvillerrangers.ca/Public/Documents/ORHC Team Budget Policy 2019 V4.pdf>

TEAM INFORMATION BINDER

A team binder should be kept with the following information:

- Medical History (some trainers will insist on keeping the forms themselves – this is acceptable, but the Medical History Forms must be in the arena for every game and practice the team attends)
- Approved Rosters and Travel Permits
- Schedules
- Team Rules / Code of Conduct
- Team info and Contact Lists (parent info, phone numbers, emergency contacts, etc.)
- Contact Info for the Referee-In-Chief, Referee Scheduler, Timekeeper Scheduler, and Ice Scheduler
- A blank paper Gamesheet (to be used as a backup if the iPad fails)

The Manager’s Binder *must always be available*. In particular, the Medical Information Form will be required by the attending Physician should the player require medical attention at a hospital.

ROWAN'S LAW ACKNOWLEDGMENT REQUIREMENT

The Ontario Government has enacted Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19, the Act requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis. A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

The Ontario Hockey Federation has been working with Hockey Canada on the implementation of Rowan's Law since the adoption of the Rowan's Law Concussion Safety on March 7, 2018. The OHF is in full support of the intent of Rowan's Law to create awareness of concussion, change the culture on concussion and provide safe sport participation.

As per the OHF and the Ontario Government, every Player, Team Official and On-Ice Official (parent as well if the individual is under 18) in order to register/participate must review the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and complete a form acknowledging Rowan's Law.

Requirements

- All Registrants must review the information and complete the acknowledgement
- All Team Officials are required to complete the review of information and acknowledgement

Applicable age appropriate Concussion Awareness Resources are located at www.ontario.ca/concussions or by clicking the links below for the age appropriate resource. The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

Resources

- OHF Concussion Code of Conduct:
<https://www.ohf.on.ca/media/3v4bbj14/ohf-rowan-s-law-acknowledgement-form.pdf>
- Ages 10 and Under Concussion Awareness Resource:
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-10-and-under>
- Ages 11-14 Concussion Awareness Resource:
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-11-14>
- Ages 15 and Over Concussion Awareness Resource:
<https://www.ontario.ca/page/ontario-government-concussion-awareness-resource-e-booklet-ages-15-and-up>

Acknowledgement

It is mandatory that you review the resource and complete the acknowledgement form before you can participate in the upcoming season!! Once they have read the resources listed above parents and players are to visit <https://orhc.sportskeeper.org/forms/rowans-law/> to complete and submit the acknowledgement form. Please note, in the acknowledgement form to "sign" your name simply type your name in to the signature box.

The Parent Name and Signature are only required for players under the age of 18. Parent coaches and volunteers are reminded that they will need to submit this form twice – once for themselves and once for their child, as a parent. When submitting the form for yourself, enter your own name as the "Player"

<https://www.ohf.on.ca/media/3v4bbj14/ohf-rowan-s-law-acknowledgement-form.pdf>

OHF CONCUSSION CODE OF CONDUCT

(Updated as of 2019-07-10)

I will help prevent concussions by my commitment to:

- Wearing the proper equipment for my sport and wearing it correctly;
- Respecting the rules of my sport or activity; and
- My commitment to fair play and respect for all* (respecting other athletes, coaches, team trainers and officials).

I will care for my and others health and safety by taking concussions seriously, and I understand that:

- A concussion is a brain injury that can have both short- and long-term effects;
- A blow to the head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion; and
- A person doesn't need to lose consciousness to have had a concussion.

I will commit to:

- report any possible concussion received during participation in the OHF to a designated person;
- recognizing a concussion or possible concussion and the reporting to a designated person when an individual suspects that another individual may have sustained a concussion;
- sharing any pertinent information regarding incidents of a removal from sport with the Player's school and other sport organization with which the player has registered;
- sharing any pertinent information regarding incidents of a concussion that have occurred outside of participation in the OHF to a designated person with your/individuals Team;
- Complete Injury Report forms in a timely manner and ensure they are submitted to the Member;
- Give commitment to providing opportunities before and after each training, practice and competition to enable participants to discuss potential issues related to concussions; and
- Maintain an open dialogue with all athletes and participants (and parents/guardians in cases of minors) about their health and any signs and symptoms of concussion they may experience.

I will commit to respect the OHF Removal and Return to Play Protocol by:

- Understanding that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have medically cleared to return to training, practice or competition;
- Understanding I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition;
- Respect the roles and responsibilities of all coaches and health care professionals in Return to Play protocol; and
- Respond appropriately with Return to Play protocols if a participant is experiencing concussion related symptoms or if you suspect any participant has sustained a concussion.

MEDICAL INFORMATION

All players are required to fill out a medical information form which will be kept in the strictest confidentiality within the coaching staff and especially the trainer. This form is found on the ORHC website under “ORHC Forms” in the “Trainers / injuries / Concussions” folder. Each team must have a form for each player at all practices and games in case of a medical emergency. Any player that has been injured and/or been under health practitioner’s care must have written permission from said health practitioner before they are permitted to participate in games and practices.

ACCIDENT / INSURANCE REPORTS

In the event of a player being injured while participating in a game or team event, an injury report (found on ORHC website, under ORHC Forms / Trainers-Injuries-Concussions – Hockey Canada Injury Report Form) must be filled out by the trainer and submitted to the ORHC Head Trainer, who will in turn provide it to the OMHA. A copy will be kept on file at the OMHA should a hockey injury claim be made. The hockey injury claims forms are to be completed by the trainer and parent if a claim is being submitted. These forms are available at the ORHC office. Any player requiring medical attention due to injury will need to produce a doctor’s note to the trainer to return to play.

Teams who are traveling out of province should be purchasing additional coverage, such as Blue Cross, as Hockey Canada insurance program reimburses in Canadian dollars. It should also be noted that expenses incurred while traveling out of province or out of country must be first claimed through OHIP. The claims should be sent to Blue Cross or to the claimant’s health care provider and then to Hockey Canada. Always submit original receipts.

Any team planning to host an event outside of the regular scheduled games or practices, i.e. fundraiser, must complete the Certificate of Insurance Request form and forward to the OMHA office at least two weeks prior to the event. The request will then be sent to the OHF office for approval. Please note that parent-child games are not covered under the Hockey Canada Insurance Program. If purchasing extra ice from the Town of Oakville, they will add the extra insurance into the cost of your rental. If purchasing from a private facility, the Facility and Ice Rental Insurance Cert. Request. Form along with the rental terms and conditions of the facility must be filled out and sent to the OMHA for approval.

CONTACT LISTS

It is very important for the manager to have a complete list of players, parents, home addresses, emails, and phone numbers, in case of an emergency or game/practice cancellations/changes. It may help to provide this complete list to all parents in order to assist with travel accommodations of players for games/practices.

This list should also include all Bench Staff, including Non-Parent staff.

The manager should also keep the contact info for the Timekeeper Scheduler, the Referee-In-Chief, and the Ice Scheduler with them – if there is an issue at an arena (your game ice has been double-booked or your Timekeeper or Officials have not show up) you will need this information handy to resolve the issue.

EQUIPMENT, TEAM APPAREL, AND DRESS CODE

All Jerseys and Team Apparel will be ordered and distributed through:
Corbett's Source for Sports, 450 South Service Rd W, Oakville, ON

All coaches and volunteers will wear helmets with chin straps done up for all on ice activities. For insurance reasons, ONLY carded players, carded team officials and volunteers sanctioned by the ORHC are to be on the ice surface. Managers/coaches will make sure that players wear full equipment for practices. This includes neck guards and mouth guards.

PROPER CSA APPROVED EQUIPMENT

Team Staff are responsible for ensuring that all players wear protective equipment while on the ice. Players who are not fully equipped must leave the ice surface and will only be allowed back on once they are fully equipped.

All Players, Team Staff, On Ice Volunteers, and 3rd Party Service Providers MUST wear CSA approved helmet with chinstraps properly fastened during all on-ice activities. Coaching Staff should be familiar with the OMHA Rule 2.4.1. The ORHC will suspend the allocation of practice ice for coaches violating this rule and offending individuals will be suspended, as per OMHA regulations. BNQ approved throat protectors and approved mouth guards are compulsory and must be worn at all times when on the ice (practices included). ORHC Members/Teams contracting third party service providers must insist that helmets be properly worn by any personnel conducting any on-ice activities including any third-party service providers.

ORHC DRESS CODE POLICY

All coaches and players must abide by the dress code as set out by the ORHC. Players are required to wear to all games (tournament, league, exhibition, and playoff):

- Navy or black pants (no jeans)
- A white shirt, and either a blue or red tie. U8 and U9 players may wear a white turtleneck
- An Oakville Ranger's jacket should be worn as soon as the weather permits. Track jackets can be worn until the temperature reaches approximately 5 degrees Celsius, then the Rangers Peacoat is to be worn
- Hockey bags must be red/blue/white, style may vary
- Red hockey pants and white helmets are mandatory - U18 AAA is permitted to wear red helmets provided it is done for the full team, to facilitate affiliated player participation with the Oakville Blades Jr. A team
- Tracksuits may be worn to practice and dry land training. They are *not* to be worn to league or tournament games
- Jerseys are to be brought to all games and tournaments on a hanger in the Rangers navy garment bag

Coaches are to wear a Rangers jacket, shirt and tie. Trainers should wear running shoes or other rubber soled shoes for safety purposes. Due to the nature of their jobs, the trainer is the ONLY person authorized to wear a Ranger track suit to games.

No sponsor bars or sponsor recognition is allowed on player jackets or bags

The intention here is so that players from year to year can use the same jacket if it fits without concern for a different sponsor. No player names are to be added to jackets, garment bags, or equipment bags – just the player's number.

Teams found not to be adhering to the dress code in its entirety will be subject to a \$100 fine upon the first offence and will escalate with each subsequent offence. ORHC VPs and League Officials will be monitoring throughout the season.

BARDOWN EXCLUSIVE RANGERS APPAREL PACKAGE

All rep players will receive an exclusive BarDown apparel package which will include a performance hoodie, t-shirt, shorts, hat and a pair of dress socks. This package has been specially priced for rep players at \$185 and will be included in the team rep assessment fees.

TEAM FITTINGS AND ORDERING PROCESS

Corbett's uses an online platform to make the process of order taking/fittings smoother. Uniforms and basic apparel fitting will begin almost immediately following the Tryouts. Teams will be responsible for distributing and paying only for the required items as you will see. Many extra items that teams (managers) were required to collect and pay for in previous years will now be ordered and directly paid for by the player families.

Corbett's will let us know each season when fittings will be open and available. During this time it is each Player's responsibility to come in and get sized for ALL of their order at the same time – jersey, socks, and apparel.

Corbett's will provide you with a link to your team's fitting store, and you in turn will distribute that link to each of your families. The Players/Parents must register – once they have completed their fitting they will log in and enter their individual size information. If managers wish to have a specific team appointment time arranged during this period, please contact Corbett's.

Each team will have its own "Team Fitting" online store to process their orders. These stores will include:

- Uniforms (jerseys and socks)
- Track jacket and pants
- Bubble jacket
- Fleece jacket
- Pea Coat
- Hockey bag
- Garment bag

During the fitting times, managers will have admin access to their team's online store to confirm players registration, follow players orders and push for completion.

We will have information sheets for the fittings at Corbett's designed for each team with their store's URL link at the top and all the items that are required for the players to try on. The players will take their sizing information they enter on the info sheet and are required to enter onto their teams online fitting store.

If want to purchase a team set of other extra items (ie. Dryland wear, Hoodies, etc.) you must let Corbett's know *in advance* so they can add it to the teams fitting store and information sheet.

PRACTICE KITS AND AP KITS

Corbett's will communicate each season information regarding the order process for AP jerseys, practice jerseys and socks. Rep Teams are required to order three (3) AP jerseys and sock sets.

APPROVED ELECTRONIC ROSTERS

All players and parents sign an Offer of Commitment when they are selected to a Rep team. All players must be registered with the ORHC prior to any team rosters being approved. Rosters are done electronically from our office through the OMHA. Managers will have access to the approved roster through the ORHC's Sportskeeper system, once all staff members/players have been approved. As of 2014, the OMHA has mandated that at least one parent of every player registered in the OMHA must complete the one-time Respect in Sport Parent program.

Managers must carry team approved rosters to all games (regular season, tournaments, playoffs/play downs).

There can be up to 5 people on your roster bench staff, however, OMHA mandates that each team must have at a minimum a coach and a trainer. All staff must have valid police clearances, Gender Identity, Speak Out/Respect in Sport (RIS) Activity Leader and current coaching/trainer certifications.

If anything is missing or out of date, a roster for your team will NOT be made available; your team will be unable to play in any games until this is rectified. It is a good idea for the manager to ensure that all personnel have the proper certification in order to allow sufficient time to process the roster with the OMHA. As well **Police clearances** are mandatory for all team bench staff including on-ice volunteers. Originals must be brought to the office where a copy will be taken prior to your team stepping onto the ice. Police clearances are good for four years, and each year submission of a Criminal Offence Declaration will keep them valid.

AFFILIATE PLAYERS (AP)

WHAT IS AN AFFILIATED (AP) PLAYER

An Affiliated player, also known as an AP, is a player from a lower Division or Level that can be "called up" to fill in for a game. Teams may AP up to nineteen (19) players, however it is frowned upon to use all nineteen of your spots. You should only be AP'ing those players that you intend to call up for Games.

*Please note that U8 and U9 are not allowed to utilize APs
U8 and U9 are allowed to invite House League players to their practices*

Remember – a Player does not have to be an AP to be invited to your practices. They only have to be officially AP'd if you are going to use them in a Game (including Tournaments and Exhibition Games). Any player invited to your practice does have to be a registered player with the ORHC.

WHO CAN BE AFFILIATED

APs can be pulled from the team below or division below. For example, U15 AAA may AP from U15 AA (Red or Blue), and U14 AAA. Red teams **can not** AP from the Blue team in the same Division, or vice-versa. For example, U12 A Red can not AP players from U12 A Blue. It is important that coaches communicate with each other regarding which players they will be listing as AP's as a player may only be used as an AP to ONE TEAM per season.

U10 AAA is allowed to AP from U9 AAA, but only once U9 AAA has begun the Full-Ice portion of their season

It is expected that teams will draw their APs solely from the team below them and will not skip a level. For example, a AA team should not be skipping A to AP a player from AE. The only exception to this policy is AAA who, in addition to the AA team below them, may also AP from the AAA team in the Division below them, as described in the example above. All exceptions to this policy must be approved **in advance** by the VP of Rep.

AFFILIATE PLAYERS (AP)

In Divisions with a Red and Blue team where the Division below also has a Red and Blue team (ie. AA Red and Blue, and below them an A red and A Blue) the expectation is the the Red team will AP from the Red team below them and the Blue team will AP from the Blue team below them. In Divisions with a Red and Blue team but the Division below only has a single team (ie. A Red and A Blue with a single AE team below them) the expectation is that coaches will work closely together when deciding which players each of them will pick. The loose policy is that the Red team would first pick a goalie, 2 Defenceman and 3 Forwards to be AP'd. The Blue team would then pick the second goalie, 2 Defencman and 3 Forwards. This is just a guideline – it comes down to communication between the coaches and each coach being fair and understanding of the needs of the other team. The VP of Rep will settle all disputes between 2 teams wanting to AP the same player.

HOW MANY GAMES CAN AN AFFILIATED PLAYER PLAY

OMHA Regulation 7.3 Restriction on Affiliation a)

Players affiliated to a team eligible for Hockey Canada National or Regional Championships (U14, U16, or U18) may participate as an affiliated player to a maximum of ten (10) games before becoming ineligible to affiliate. If a player plays an eleventh (11th) game as an affiliate while his registered team is still in regular season, OMHA Playdowns or League playoffs he is considered an ineligible player with his affiliate team and the sanctions, with OMHA Regulation 8.1 i), for playing an ineligible player will apply. For goaltender participation see OMHA Regulation 7.2 a). Note: Tournament and Exhibition Games shall not count as part of the player's ten (10) games.

Hockey Canada defines “*National or Regional Championships*” as the Provincial Championships. What this means - the 10 game limit only applies to the U13, U15, and U18 AAA Teams. APs on those 3 teams may affiliate to a maximum of 10 games before becoming ineligible. A Goalie who is called up as an AP's but does not participate in the game will not count as one of the 10 allowable AP appearances, nor are Tournament or Exhibition Games.

*****DO NOT FORGET*****

When using an AP for a game you MUST enter their name on the Gamesheet. On the GSI Gamesheet App, on the Roster screen, there is a section at the bottom specifically for adding AP Players.

HOW TO AFFILIATE A PLAYER

Players can not be AP'd until they are on an approved Electronic Roster with their primary team. Each player being AP'd will need to sign an Offer of Affiliation, which in turn must be delivered to the ORHC Office. All APs must be approved by the OMHA which can be lengthy process. **Plan ahead!!** Emergency AP requests plain and simply are not accepted. Be thinking about what APs you may need down the road and get them set up, so if the need does arise you are already good to go.

The Offer of Affiliation Form (AP Form) can be downloaded from the ORHC website. There is also a tool in Sportskeeper that allows you to generate AP Forms pre-populated with the player's information. AP forms must be signed by the Player, one parent, and their primary coach, as well as by the coach making the offer. AP forms should be submitted to the office by no later than December 31st and **will not be accepted** after January 10th.

Affiliating Players from House League

As mentioned above, players can not be added to your team as an AP until they are on an approved Electronic Roster with their primary team. This does sometimes cause issues for AE and MD teams as they are pulling their

AFFILIATE PLAYERS (AP)

APs from House League. **House League teams are typically not rostered until the end of October or early November.** If you are pulling your APs from House League, do not plan or expect to have them available prior to November 1st at the earliest. Understand that the player can not be submitted as an AP until their House League roster has been submitted and approved. That can not happen until all of the coaches and bench staff on his HL team have completed all of their certifications. As a Rep coach you've had all summer to get that paperwork done, but for the most part the HL coaches are not able to complete this until mid to late October.

HOW TO CALL UP AN AFFILIATED PLAYER

House League Player's Order of Priority

- 1: House League Game
- 2: Select Team Game
- 3: Rep Call-Up Game
- 4: House League Practice
- 5: Select Team Practice
- 6: Rep Practice

When calling up an AP Coaches are not to contact the Player directly. The requesting coach will make the request to the coach of the AP's team. In the rare circumstance where the AP's coach doesn't (or isn't able to) respond in a timely manner then the requesting coach can go directly to the family. If it is a last minute ask then both the coach and the AP family must be included as a courtesy. This policy also applies to calling players up from House League – it is **mandatory** that you make the request to the AP's House League Coach (not the Select Coach, if applicable).

Player's AP'd from House League are not to be skipping their team commitments to attend your games or practices. The only exception to this rule is if you've invited a player to attend a tournament with you. The player can miss their game if they are away for the weekend at your tournament but doing so requires approval from their Coach and from the VP of Rep. House League players found to be skipping their obligations in favor of the Rep team will be disciplined, up to and including suspension from play and/or being removed as an eligible AP.

Any conflicts or disputes are to be escalated to the VPs of Rep for resolution.

PRACTICE AND GAME SCHEDULES

Game/Practice schedules will be loaded onto ORHC Team site as quickly as it is confirmed. Any changes to your schedule will come through the Rep Ice Scheduler and the ORHC website. Games will not be rescheduled due to team functions (fundraisers, birthday parties, etc.) or private ice rentals. **You should inform parents that games may be scheduled during the Christmas Break, March Break, Super Bowl Sunday, Family Day, etc.** Please keep in mind that team budgets are restricted, and that extra ice can account for a large amount of a team's budget. Scheduled ORHC ice must always be utilized and never left vacant. Teams can **TRADE** their ice amongst themselves, but you are **not** permitted to sell ORHC assigned ice.

There will be **NO ACCOMODATIONS** made by the Rep Ice Scheduler to try and work the ORHC ice allocations around a team's private ice. It should also be noted that teams purchasing "private ice" (example: Appleby College) must also apply for insurance coverage. For most of the Oakville arenas the ORHC already has standing insurance – contact the office for a copy of the Insurance Certificate.

You are required to submit your Tournament plans by no later than June 30th. The Rep Ice Scheduler will not schedule any games or practices that will interfere with these tournaments. However, should you book anything after June 30th it is your responsibility to ensure it does not interfere with a scheduled game and you will be responsible for any practice ice allocated during that time.

PRACTICE AND GAME SCHEDULES

INCLEMENT WEATHER PROCEDURE

No scheduler can force a team to travel to a game in the event of inclement weather. Ultimately the “go / no-go” decision lies with the away team (via the away scheduler). If you’re scheduled for an away game and the weather is not cooperating, email or call the Rep Ice Scheduler and they will work with the other centre to get the game cancelled. However, before you do that, we ask that you consider these basic guidelines:

1. No game should be cancelled earlier than 2 hours before the normal departure time. Weather changes and forecasts are often wrong - make decisions on what’s actually happening around game time and not the forecast from the day before.
2. If getting to your game safely simply requires leaving early and driving slower then please plan ahead and adjust as necessary.
3. In general, if the roads are open and expected to remain open for travels there and back, you should be making every reasonable effort to make the trip.
4. Consider the travel conditions for the entire trip as part of the decision – it’s entirely possible to have a squall in Oakville but everywhere else is clear
5. Make your decision independently of other teams / other games / other centres and do what you think is right for your team.
6. Making any sort of decision based on gaining a competitive advantage, using the weather as an excuse, absolutely will not be tolerated.

Please help set expectations with your parent groups - the overwhelming preference will be to leave early versus cancelling. Carpooling is a great alternative for parents who may not feel comfortable driving during a Canadian winter.

ELECTRONIC GAMESHEETS

Both Tri-County and the SCTA now utilize Electronic Gamesheets, with service provided by Gamesheets Inc (GSI). Paper Gamesheets will still be utilized for Exhibition Games and most Tournaments, but all League Games will be tracked electronically.

There are two codes you will receive prior to the start of the season:

- iPad Key: this is the code you will enter on the iPad to access your league (Tri-County or SCTA)
- Invite Code: this is the Invitation Code you will enter on your GSI Dashboard account to access your league. The GSI Dashboard is where you will access your Gamesheets and Stats.

For training and more information on using the GSI iPad App or the GSI Dashboard please refer to the resources on the GSI website: <https://gamesheetinc.com/training/> and <https://gamesheetinc.com/faq/>

You need to add \$2/Home Game to your budget to cover the cost of the Electronic Gamesheets. This cost will be added to your assessment. Each team is also required to procure an iPad to be utilized at all Home Games. It is the responsibility of the Home Team to provide the iPad to the Timekeeper with GSI installed and the game loaded and ready to go.

ELECTRONIC GAMESHEETS

Managers are reminded to ensure their Gamesheets are uploaded ASAP following a home game!

It is the responsibility of the Home team to ensure that both the Home and Away teams have properly logged their Roster and APs on the Gamesheet, that all Bench Staff and referees have signed, and that the Gamesheet is completed with the **assigned game number**, division, location, length of game, and team names. It is also the responsibility of the Home team to upload the completed Gamesheet following the game. This should be done as soon as possible after the game has ended – ideally immediately following the games (there is Wifi available at most of the Oakville arenas).

In the case of a GM, GRM, or other suspension infraction, the **head coach is responsible to verify with referee the penalty assessed before leaving the arena or uploading the game**. If you are unsure if the GM, GRM, or MP requires a suspension, or you are unsure of the length, please call the Discipline Chair or the Referee-In-Chief for verification. It is the responsibility of the coach to be aware when an infraction has resulted in a suspension and to ensure that the suspended player does not play and/or the suspended bench staff is not on the bench in the following game(s). *“I didn’t know there was a GM”* or *“I didn’t see the Gamesheet”* is not an accepted reason. Having a suspended player or staff in the game will result in a 3-game suspension to the head coach.

Suspended players and bench staff must be indicated on the Gamesheet and marked as suspended on the Roster screen, i.e. #18 Billy Smith games 1 of 3, 2 of 3, and then 3 of 3, served in consecutive games. This is important as players and coaches could be suspended for an extra game(s) if the information is not recorded correctly. It is the responsibility of the Coach to be aware of suspensions to their players or staff and to ensure those suspensions are served. Any player whose name appears on the game sheet is considered as having taken part in the game, with the exception of an AP goalie who does not participate in the game. If a player or bench staff is away, they should be marked as “Away” on the Gamesheet.

Affiliated (AP) Players participating must also be listed on the Gamesheet. There is a section at the bottom of the Roster section, below the player roster, specifically for adding APs. It is fine to have all of your APs saved to your roster in this section. The iPad will automatically mark all of the APs as “Away”. You must ensure that if they are playing you change their status to “Playing”.

Oakville does NOT put curfews on their Rep level Gamesheets. Some other centres do, therefore, do not argue with any other centre about curfew times as it is totally beyond their control. If another centre does put a curfew on a game sheet (meaning the game has to be finished by a certain time) then they must ensure the curfew is marked on the Gamesheet.

PLEASE NOTE: If one of the team’s bench staff will be away for an extended period of time (due to suspensions, illnesses, etc.) a Coach-at-Large can assist any Rep team within the organization. Please contact the ORHC office for assistance. Only rostered bench staff and/or open-carded bench staff are allowed to sign the game sheet. All bench staff coaching on the bench must be rostered to your team or be on an open card.

THE GSI DASHBOARD

The GSI Dashboard can be accessed at <https://gamesheet.app/>. The Dashboard is where you will access your Gamesheets as well as your team stats. **Do not refer to the standings in the Dashboard!** If you want to see your standings go to the Tr-County or SCTA websites. Some tournaments also use Electronic Gamesheets. These tournaments will provide you with an invite code, which you will in turn enter in your Dashboard – this will allow you access to the tournament stats and Gamesheets as well.

SERVING SUSPENSIONS

When a suspension must be served and when a suspended player can and can not play is always a source of confusion. It is a confusing topic. OMHA Regulation 8.2 discusses this in detail – take the time to read and understand this section of the OMHA Manual. When you are at a US or European Tournament you will go by the OHF Manual.

Ultimately, it is the responsibility of the Coach to know and enforce these rules. If an ineligible player plays or ineligible coaches or staff are on the bench the Head Coach will receive a suspension – “I didn’t know” will not get you an exception.

The chart below helps to break it down. There are certain extended rules that apply to the timing of Playoffs, but that is all explained in the OMHA Manual of Operations.

SUSPENSION CATEGORY	WHICH SUSPENSION IS APPLICABLE?									
	DOMESTIC PLAYOFFS (US) AND EUROPEAN PLAYOFFS (EURO)					DOMESTIC REGULAR SEASON				
	REGULAR SEASON	REGULAR SEASON	REGULAR SEASON	PLAYOFFS	PLAYOFFS	REGULAR SEASON	REGULAR SEASON	REGULAR SEASON	PLAYOFFS	PLAYOFFS
REGULAR SEASON	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
PLAYOFFS	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
REGULAR SEASON	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
PLAYOFFS	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
REGULAR SEASON	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
PLAYOFFS	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
REGULAR SEASON	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
PLAYOFFS	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO

The list of suspension codes and the number of games is also listed in the OMHA Manual of Operations. If you have any questions regarding how many games a suspension will be or whether a player/coach is eligible reach out to the VP of Rep for clarification.

While suspended, a suspended player or coach is allowed to attend practice. They are also allowed to attend games and watch from the stands, but they are not to be on the bench or in the dressing room.

REFEREES AND TIMEKEEPERS

Referees and timekeepers are automatically assigned to home league games. Teams will pay referees and timekeepers for all games in **exact cash** prior to the start of the game. Failure to do so may result in the officials' refusing to proceed with the game. In the case of a Playoff game, this would be counted as a forfeit. Referees and Timekeepers for a hosted Exhibition Game are requested in Sportskeeper – you would request the officials at the same time you request your Travel Permit. The cost for the Officials varies depending on the Level of play and will be communicated to you when the Officials are confirmed.

When submitting an Exhibition Permit and requesting Officials a MINIMUM of 10 days notice is required!

LATE OFFICIALS PROCEDURE

In the past, there have been occasions where Officials (this includes timekeepers) have been late showing up for games, and possibly not at all. The following is the process to follow in these situations.

1. 20 minutes prior to the scheduled game time, check the Referees room for officials. Timekeepers have been instructed to check in with Referees also. If all are there, have fun and play safe!
2. If any Official is missing, please get names of all official(s) already at the rink
3. Contact the people listed below (call and text), one at a time and in the order listed, until you reach someone. ALWAYS leave a quick message, including your number, on any answering machine, including names of officials already present, rink and time.
 - a. Rep Referee Scheduler
 - b. HL Referee Scheduler (acts as a backup for the Rep Scheduler)
 - c. Timekeeper Scheduler
 - d. Referee-In-Chief
 - e. VP of Rep

The phone numbers for each of the people listed above is available on the ORCH website and is also listed below. Coaches and Managers should have this contact info saved in their phones. You can also text any of the number below. Keep calling and texting numbers until you receive a response. If any missing Official shows up after you have left a message, sent a text, emailed, or talked to someone, please communicate again that the official has arrived. This eliminates unnecessary duplication of officials.

https://oakvillerangers.ca/Pages/23861/2020_21_Rep_Rangers_Coaches_and_Key_Contacts/

Rep Referee Scheduler	Chuck MacGregor	hl_assignor@oakvillerangers.ca	(905) 484-2671
HL Referee Scheduler	Dave Irwin	rep_assignor@oakvillerangers.ca	(289) 439-7599
Timekeeper Scheduler	Ruth Riddle	tk_assignor@oakvillerangers.ca	(289) 838-9085
Referee in Chief	Bob Langlois	ric_oakville@oakvillerangers.ca	(416) 625-7801
VP of Rep AA-MD	Jay Prentice	jay.prentice@icloud.com	(416) 716-1122
VP or Rep AAA	Jaan Luik	jaan.luik@tdsecurities.com	(647) 201-1556

TRAVEL PERMITS

Any team wishing to enter a Tournament or wanting to play an Exhibition Game MUST have a valid travel permit. This includes Exhibition Games being hosted in Oakville and Exhibition Games against other Oakville teams. These permits must accompany the team to Tournaments or Exhibition Games and be available for verification of coverage. If a team is participating in an OMHA sanctioned Tournament a travel permit will be issued by the OMHA office and no fee is charged. Any Tournament outside of the OMHA (GTHL, Alliance, NOHA, HEO, USA Hockey, etc.) must have an approved OMHA travel permit. The cost for this permit is \$20.00, but that fee is now covered by the ORHC. It is recommended that you apply for all permits early, as it takes at least a few days for processing and approval from the OMHA. For teams travelling to the United States, it is a good idea to purchase additional insurance and to ensure that all documentation is in order and in your possession well prior to your travel.

***A MINIMUM of 10 days notice is required for all Permit Requests!
Don't leave your Travel Permit Requests to the last minute!!***

Travel Permits are requested and managed through Sportskeeper. There are step by step instructions for requesting and managing your Travel Permit requests available for download on the Oakville Rangers website at https://oakvillerrangers.ca/Libraries/18972/Sportskeeper_How_To_and_Information/.

Your Permit Request will go through three levels of approval:

1. League Official Approval: the Official will ensure that your Tournament is within the allowed limits and that it does not conflict with any League Games or Activities. At the Rep level, this level of authorization is reserved for the Rep Ice Scheduler and is currently automated. However, the Rep Ice Scheduler does reserve the right to veto and decline any permit requests that conflict with the schedule.
2. Office Approval: The ORHC Admin ensures that you have a valid, approved roster, that you have provided a valid Sanction Number, and that your Tournament is properly sanctioned and allowed within the rules and guidelines set by the OMHA
3. OMHA Approval: The final approval comes from the OMHA

Once you have submitted your Travel Permit Request the rest of the process is automated. The first level of authorization is meant for the Rep Ice Scheduler and is currently automated. After the first level, the ORHC Office is responsible for the second level. Following the ORHC approval the Permit it is automatically sent to the OMHA. Once the OMHA approves it the approved Permit is then emailed to the Coach and will also become available for download in Sportskeeper.

The system does not submit Travel Permit requests to the OMHA until 45 days prior to the start of the event. This delay allows time for the event to be modified or cancelled before the ORHC has paid for the Permit request. The typical OMHA turnaround time is roughly 7-14 days, so in waiting until 45 days prior to the event to submit the request – you will still receive your approved permit back a month before the event begins.

You do not have to wait until you have been accepted to a tournament to submit your Travel Permit request. Submit your request as soon as you've decided to attend.

TOURNAMENTS

A preliminary list of tournaments requested by each team must be submitted by June 30th to the Rep Ice Scheduler and the ORHC Team Admin for approval. A copy of this same list of tournaments must be sent to the VP of Rep. Your tournaments must also be entered in to Sportskeeper as Permit Requests by this time. Teams are allocated a certain number of tournaments each season; see below. Teams are not permitted to participate in a tournament while in playoffs or playdowns. It is a good idea to book early, as tournaments tend to fill quickly.

Managers need to take their approved roster and travel permits to tournaments for registration of the team. It is recommended that Managers or the team designate will research hotel/motel accommodations and make arrangements for all tournaments that are not within driving distance. Managers should also provide families with the schedule and links for upcoming tournaments as soon as they become available. Most tournaments require players to be available on Friday for games, and some tournaments in the last few years have been starting as early as Thursday. For those parents who cannot get time off, managers should encourage families to help those players who will require transportation.

Any team wishing to apply to host an OMHA or an OHF must first put their interest forward to the Rep of VP. These endeavors are huge undertakings and will be discussed at the Town Rep committee level to determine ORHC approval. Once approval is received then the team will be directed to put a package together to be sent off for approval from the OMHA or OHF levels.

Teams wishing to participate in pre-season tournaments must have an approved OMHA roster and travel permit in order to be covered under the Hockey Canada insurance policy.

TOURNAMENT ALLOWANCES

	Pre Season	In Season	Christmas or March Break	Post Season	Total Allowance
U8	3 Jamborees <i>within Canada</i> , after December 1 st (teams are not permitted to attend Jamborees in the US)				3
U9	Jamborees <i>within Canada</i> prior to January 15 th or Tournaments after January 15 th (including the US) to a maximum of 3 combined				3
U10 & U11	A maximum of 4 tournaments per season, including Early Birds				4
U12 & Older AAA	1	3	1	1	6
U12 & Older AA - MD	1	2	1	1	5

The ORHC has elected to restrict U8 and U9 teams from attending American Jamborees as we are unable to definitively verify whether these events are compliant with the Hockey Canada Player Pathway requirements

RICHARD BELL MEMORIAL TOURNAMENT

All Minor Teams, except for U8, as well as the U13 and U15 AA Teams (with the exception of U16 AAA) MUST participate in the Richard Bell Memorial Tournament held here in Oakville at Christmas

There is no charge to Oakville teams for this tournament. For the Oakville Teams participating in this tournament, it is expected that each team will provide a travel permit, team roster, and also submit a completed application. As there are typically a number of teams from overseas, families from certain divisions will be responsible to billet players. More information concerning this tournament will be given to all teams as the season progresses.

ARENAS AND DRESSING ROOMS

Team officials and players are responsible for the condition of their dressing rooms. Tape, paper or garbage should be placed in waste containers. Dressing rooms (home and away rinks) are to be left clean and orderly. Dressing rooms should be locked while team is on the ice (practice or game). Any damage to dressing rooms or arena will be billed directly to the team. Team managers are advised to carry their own lock for dressing rooms as some arenas may not be properly equipped.

No player is allowed to step onto the ice until the Zamboni is completely off the ice and the Zamboni door is closed. Safety precautions must be taken during games and practices by checking that all doors have been securely closed. No player shall be allowed on the ice without a team official present.

Dressing rooms must be supervised at all times with at least two Team Officials present
under no circumstances should there ever be only one adult in the room with the player(s)!!

All female players (U12 and older) will be assigned a separate dressing room.

TEAM RULES & CONFLICT RESOLUTION

If a player/parent requires a meeting to discuss a problem, the following steps should be taken. Coaches/parents/players are advised to adhere to the 24-hour rule. Meeting should be arranged by the Manager of the team as a first step. If resolution cannot be agreed to, then the parties involved should make contact with the coach mentor of their division. If after all of these options have been completed and the problem has still not been resolved, then the VP of Rep along with the Town Rep Committee, and, if need be, the ORHC Discipline Chair or the EDRC will be advised to handle the matter. The following are topics to consider when establishing team rules/conduct

- Conduct at practices, games, events and team functions
- Dressing room conduct
- Team attitude
- Respect
- Harassment
- Commitment
- Drugs/alcohol
- Fairness in implementing rules
- Resolving of Disputes

Team rules should be clearly defined, documented, and communicated. It is recommended that you combine the Team Rules and Codes of Conduct together and distribute them to the Players and Parents on the team. Players and Parent should sign off, acknowledging they have read and understand both the Team Rules and the Codes of Conduct.

DRYLAND TRAINING AND SEASONAL PLANS

All teams from U14 and up will attend some form of dry land training. Teams will be responsible for scheduling of sessions. Teams may choose to attend any facility, but notification must be given to the Development Committee as to where your team will be attending sessions. As well, the Development Committee must be given a list of all 3rd party service providers the team plans on using throughout the year to ensure proper certifications on file with the ORHC. This information could be added into the teams' seasonal plan.

DRYLAND TRAINING AND SEASONAL PLANS

All teams U13 and down are encouraged to partake in some form of physical training in order to improve cardiovascular capabilities of players, although this does not have to be as structured as in the older age groups. This could include simple stretching exercises and/or games of dodge ball, basketball, floor hockey, etc.

Seasonal Plans must include detailed information on what the team will be working on throughout the season and should be given to the VP of Rep.

MISCELLANEOUS

ORHC SPORTSKEEPER

The ORHC Sportskeeper can be accessed at <https://moha.sportskeeper.org/users/login/>. Only Head Coaches, Bench and Admin Managers have access to the platform. Sportskeeper is where you will go to view your roster, download your approved roster, and request / manage / download your travel permits. The Sportskeeper User Guide is available on the ORHC website at:

[https://oakvillerangers.ca/Libraries/18972/Sportskeeper How To and Information/](https://oakvillerangers.ca/Libraries/18972/Sportskeeper%20How%20To%20and%20Information/)

PICTURE DAY

The details of Picture Day will vary slightly from year to year as arrangements are made with various providers. More information regarding picture day will be communicated by the ORHC as the details are finalized.

PARENT SURVEYS

Online surveys will be conducted prior to the Coach Selection process for the following season. All parents will be asked to complete a survey providing feedback on their season and experience as well as their coaching staff. This information is used to plan the next season, as well as utilized for the following year's coaching selections.

OMHA AND OHF BANNERS

The ORHC will make arrangements for banners to be purchased for those teams which have won the OMHA's or OHFs. If your team has won, please fill out a "banner order form" and send in your request before April 30th to the VP of Rep. Teams may order small "individual" banners for their players, however, these costs will come out of the team budget.

OAKVILLE RANGERS AND TOWN OF OAKVILLE PINS

Oakville Rangers pins can be purchased at the ORHC office for \$1.00 each, and Town of Oakville pins can be purchased at Town Hall on Trafalgar. Pins are a great give away, and many teams have a tradition of trading pins with their hosts and/or opponents when attending out of town tournaments.

IMPORTANT LINKS

Oakville Rangers Hockey Club Website: <https://oakvillerrangers.ca/>

- Registration: https://oakvillerrangers.ca/Pages/20573/Registration_Information/
- Coaches & Key Contacts: https://oakvillerrangers.ca/Pages/23861/2020_21_Rep_Rangers_Coaches_and_Key_Contacts/
- Forms & Resources: https://oakvillerrangers.ca/Libraries/2193/Rep_Rangers/

Rep Rangers Tryout Portal: <https://tryouts.oakvillerrangers.ca/>

ORHC Sportskeeper: <https://moha.sportskeeper.org/users/login/>

Bench Staff Resources: https://oakvillerrangers.ca/Pages/6889/Bench_Staff_Resources/

Tri-County: <https://tcmhl.ca/>

- AA: Bowen Division
- A: Smith Division
- AE: Most teams will be in the Harrison Division, but you could possibly be in the Russell Division instead

SCTA: <https://sctahockey.com/>

KEY CONTACT INFORMATION

Oakville Rangers Hockey Club
2526 Speers Road, Unit 10-12
Oakville, ON L6L 5M2
Phone: (905) 338-9220
www.oakvillerrangers.ca

Corbett's Source for Sports
Key Contact: Zenia Karnas
450 South Service Road West
Oakville, ON L6K 2H4
Phone: (905) 337-9381

All contact information for the Executives (including the Rep VPs, Referee-In-Chief, and Rep Ice Scheduler) is listed on the ORHC Website at:

https://oakvillerrangers.ca/Pages/23861/2020_21_Rep_Rangers_Coaches_and_Key_Contacts/