

2024/25

ORHC REP RANGERS MANUAL



Last Update: Nathan McAnsh
October 15, 2024

TABLE OF CONTENTS

GENERAL INFORMATION

Oakville Rangers Vision & Goals.....	Page 4
Code of Conduct	Page 5
Hockey Canada Canadian Player Pathways	Page 6

BUILDING YOUR ROSTER

Tryouts & Evaluations	Page 7
Team Composition	Page 9

COACHES AND BENCH STAFF

Team Coaches & Staff.....	Page 10
ORHC Rep Team Managers.....	Page 10
Bench Staff Requirements.....	Page 11
Bench Staff Certifications.....	Page 12

TEAM SETUP AND STRUCTURES

Team Expectations	Page 13
Pre-Season Parents Meeting.....	Page 14
Budgets, Team Funds, and Fundraising.....	Page 15
Team Information Binder	Page 16
Medical information.....	Page 17
Accident and Insurance Reports	Page 17
Concussion Code of Conduct and Rowan’s Law	Page 18
Equipment, Team Apparel, and Dress Code	Page 19

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 21
Affiliate Players (AP) Rosters	Page 21
Practice and Game Schedules	Page 23
Inclement Weather Procedure	Page 24
Electronic Gamesheets	Page 24
Serving Suspensions.....	Page 26
Referees / Timekeepers.....	Page 27

TOURNAMENTS AND TRAVEL PERMITS

Travel Permits.....	Page 28
Tournaments	Page 29

MISCELLANEOUS

Arenas and Dressing Rooms	Page 29
Team Rules & Conflict Resolution.....	Page 30
Dryland Training and Seasonal Plans	Page 30
ORHC Sportskeeper	Page 31
Picture Day	Page 31
Parent Survey.....	Page 31
OMHA and OHF Banners.....	Page 31
Important Links.....	Page 32
Key Contact Information	Page 32

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) and Hockey Canada Player Pathways in the design and application of age-specific hockey programming.

VISION | WHO WE ARE...

The Oakville Rangers Hockey Club (ORHC) follows a Hockey Development Program that includes 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) and Hockey Canada Player Pathways 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) and Hockey Canada Player Pathways 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 BB 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. 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 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.

It is the responsibility of every ORHC Member to be aware of and adhere to the OHF, OMHA, and ORHC Codes of Conduct. Each of these Codes of Conduct can be found here:

- OHF Safe Sport Policies: <https://www.ohf.on.ca/safe-sport/policies/>
- OMHA Code of Conduct: <https://www.omha.net/page/show/885511-code-of-conduct>
- ORHC Code of Conduct: [https://oakvillerrangers.ca/Public/Documents/Discipline/ORHC_Code_of_Conduct_\(2023.11.28\).pdf](https://oakvillerrangers.ca/Public/Documents/Discipline/ORHC_Code_of_Conduct_(2023.11.28).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 links to each of the Player Pathways. It is important that you be familiar with the Pathway for your Division and its structures.

U7 Player Pathway:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u7-program/downloads/2022/timbits-u7-player-pathway-e.pdf>

U9 Player Pathway:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u9-program/downloads/2022/u9-player-pathway-e.pdf>

U11 Player Pathway:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u11-program/downloads/2022/u11-player-pathway-e.pdf>

U13 Player Pathway:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u13-program/downloads/2023/u13-player-pathway-e.pdf>

U15 Player Pathway:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u15-program/downloads/2023/u15-player-pathway-e.pdf>

In addition to the Player Pathways, Hockey Canada also offers a number of excellent practice, training, and development resources free of charge. It is well worth your time to review the resources available here:

<https://www.hockeycanada.ca/en-ca/hockey-programs/players/essentials/downloads>

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 and the VP of Rep AAA 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. AAA Coaches will be notified by the Tryout Portal when Player's submit an Exception Request. If the Coach is in favor of approving the request, they will then present it to the VP of Rep AAA. If the VP is also in favor of the exception, the Coach can then return to the Tryout Portal to approve the request.

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 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 BB coaches run the on-ice tryout. For AA, the AAA and BB coaches 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.

TRYOUTS FOR RED & BLUE TEAMS

Many of the ORHC AA and A Programs consist of two teams - a Red Team and a Blue Team. Players do not register specifically for the "Red" or "Blue" team's Tryout, they register to Tryout for the Division. For example, they are not able to specifically register for "U13 A Red" or "U13 A Blue", they are registering for "U13 A".

The ORHC employs two different approaches to the selection of these teams. In one approach, the Red and Blue Tryouts are "merged". There are no separate skates for the Red and Blue teams, and both teams are selected and presented their Offers of Commitments at the same time. In the second approach, the Red and Blue Tryouts are separated. At the Tryout, they will first be trying out for the Red team. If they are not selected for the Red team they will then be automatically enrolled for the Blue Tryout at no additional cost.

Which approach is employed varies from team to team and season to season.

Players are not permitted to bypass the Red Tryout and only try out for the Blue team. If a player chooses not to attend the majority of the "Red" Tryout Sessions (typically, the first three days) they will not be eligible to be selected by the Blue team, nor will they be an eligible AP for the Blue team in the upcoming season. For example, the U13 A Tryout consists of 5 skates. The first three are for selecting the Red team, and the last two to finalize the Blue team. If a player elected to skip 2 or more of the U13 A Red Tryout skates the U13 A Blue team would not be allowed to select that player. If that player moves on and is selected to the U13 BB Team, they will not be an eligible AP for U13 A Blue in the upcoming season.

TRYOUTS & EVALUATIONS

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.

PRE-TRYOUT PLAYER EVALUATIONS

Generally starting in early January or so all coaches, regardless of what level or division they are at, should begin evaluating the players in their age group. You don't need to wait to be announced as the Head Coach for the next season to begin this process. The sooner you begin evaluating the player pool in your division the better prepared you will be come Tryouts.

PERMISSION TO SKATE (PTS), WAIVERS, AND RELEASES

During Tryouts it is 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://oakvillerangers.ca/Pages/14963/PTS_Release_and_Waiver_Information/.

ORHC TRYOUT PORTAL

The ORHC Tryouts are managed through the Tryout Portal: <https://tryouts.oakvillerangers.ca/>. Players must register in the Tryout Portal prior to attendance. In the event of an incumbent player that is unable to attend Tryouts but is still going to be selected to the team, in fairness to the other registrants it is expected that the incumbent player will still register for Tryouts and submit the Registration Fee.

TEAM COMPOSITION

TEAM COMPOSITION

U7, U8 and U9 MD Teams are expected to carry sixteen (16) skaters and two (2) goalies.

All U10 and older Rep teams must carry a minimum of seventeen (17) players – fifteen (15) Players and two (2) Goalies. U14 and older Rep teams may select up to the maximum number of players as per OHF regulations with the approval of the VP of Rep. The maximum number of players a team can carry is nineteen (19), with the exception of U18 AAA which can carry up to twenty (20) players. Any team wanting to carry less than seventeen (17) players will also require approval by the VP of Rep.

All Rep Players must register for the season within fourteen (14) days of the end of Tryouts. In the event of a Fall Tryout, **any players selected during Fall Tryouts must register within 48 hours of being selected. THERE CAN BE ABSOLUTELY NO EXCEPTIONS TO THIS POLICY!**

All players in the ORHC 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. 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. 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/BB 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, and the VP will determine the 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 or MD team within the same season. 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 not to name team staff until 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 Coach Selection Committee 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. AA-BB coaches will be named as early as possible 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 is required
- v. Coaches are required to develop and submit seasonal goals and objectives. Within this seasonal plan a complete list of 3rd party 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

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.

While Admin Managers are part of the Team's Staff, it is important to recognize that they are not to be placed in a role or situation where they are in direct supervision of the players. For example, an Admin Manager is not to be in the change room in a supervisory capacity. As a rule of thumb and in respect to the players, the admin manager should have the same level of "access" to the players as any other parent on the team.

Remember, your Admin Manager is there to manage the administration of your team – rosters, travel permits, that sort of thing. They are not a coach or trainer.

BENCH STAFF REQUIREMENTS

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, two Assistant Coaches, a Trainer, and an Assistant Trainer. Simplistically, the “standard” roles that should be established for each team are as follows:

Team Official	General Responsibility
Head Coach	Required on every bench Overall responsibility for the team, both on and off the ice.
Assistant Coach	Backup for the coach on hockey issues and a key participant in practices and bench management during games.
Trainer	Required on every bench “Risk Management”, First Aid, and Safety “expert” for the team.
Assistant Trainer	Strongly recommended on every bench Backup and support for the Trainer role, with the same responsibilities.
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.
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.

BENCH STAFF REGISTRATION AND WAIVERS

Hockey Canada has implemented REQUIRED fields in the Hockey Canada Registry and has mandated that every member must provide the following information:

- Member’s Birth Country
- Ethnicity
- If you Identify as Indigenous
- Critical Waivers – Rowans Law, OHF Waiver, OMHA Waiver & ORHC Waiver

To provide/confirm this information and sign the waivers for the season, **EVERY MEMBER OF THE BENCH STAFF, INCLUDING ON-ICE VOLUNTEERS, MUST "REGISTER" FOR THE SEASON.** This is a nuisance, but thankfully it literally only takes a minute to knock it out. To register for the season:

1. Go to the Oakville Rangers registration page: <https://page.spordle.com/oakville-rangers-hockey-club>
2. click on Register Now
3. Select Approved Coaches & Bench Staff and click on Register Now
4. You will be prompted to log into your HCR Account. If you do not have an account you will need to create one – there is an option on the login screen to do so. If you have forgotten your password there is a link to reset it on the screen after you enter your email address.
5. From there, follow the prompts to complete the registration

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).

Please review the OMHA Team Official Qualification Requirements:

[https://cdn1.sportngin.com/attachments/document/57a0-2651234/2024-2025 -
TEAM OFFICIAL QUALIFICATION REQUIREMENTS-APPENDIX A FINAL .pdf](https://cdn1.sportngin.com/attachments/document/57a0-2651234/2024-2025_-_TEAM_OFFICIAL_QUALIFICATION_REQUIREMENTS-APPENDIX_A_FINAL.pdf)

NCCP COACH 1 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 and Coach 2 do not expire. All coaching clinics are on-line www.omha.net. The ORHC pays for all coaching clinics. Once completed, scan receipts to chinder@oakvillerangers.ca and you will be issued a cheque for reimbursement.

GOALTENDING 1 NCCP COACH-INSTRUCTIONAL STREAM CERTIFICATION

Every Rep team, with the exception of U7 and U8, is **REQUIRED** to have a Goalie Coach, and Goalie Coaches are required to have the NCCP Goaltending 1 Certification. This certification does not expire and the NCCP Coaching Clinics are provided to ORHC Members at no cost.

HTCP TRAINER – LEVEL 1

All Trainers and Assistant Trainers require the HTCP Trainer – Level 1 Certification. This certification is offered by the HDCCO and must be renewed every 3 years. You will have to pay this fee upfront, and the ORHC will reimburse you this expense once you are on an approved bench. To be reimbursed, please scan and email your receipt to chinder@oakvillerangers.ca. 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://register.hockeycanada.ca/clinic-details/1edff199-d2a2-6812-889c-02526a10bd56>

VULNERABLE SECTOR POLICE CLEARANCE

Effective as of this season, Vulnerable Sector Police Checks and Declarations are being managed by the OHF. These documents must now be uploaded to Hockey Canada. For more information please visit <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>. Vulnerable Sector Checks are performed by your local police. For Oakville residents, visit <https://www.haltonpolice.ca/about/courtsrecords/vsc.php> for more information. If you have any questions, please contact Cheryle Hinder at chinder@oakvillerangers.ca.

**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 two weeks of the team being selected. In that meeting coaches will discuss team rules, budgets and expectations including philosophy, seasonal plan, discipline, ice 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, one and off the ice and including on Social Media. The Head Coach is ultimately responsible for all activities surrounding their 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 required that the Manager and Coach arrange a parent meeting (some coaches will want the players to attend) within 2-weeks of the team formation (end of Tryouts). 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 (2-weeks following the end of Tryouts)
3. Codes of Conduct, Anti-Bullying and Harassment Policies, and Social Media Policies
4. Conflict Resolution and the ORHC Dispute Resolution Process
5. Team budget / fundraising objectives / parent assessments / etc.
6. Assign a treasurer, if one hasn't yet been assigned
7. Team Expectations
8. Team rules / League rules / Dress Code
9. Tournaments / Dry-Land Training
10. Coaching philosophy
11. League schedules
12. Official division loops will be given when Tri-County teams are finalized
13. Medical consent forms (ORHC website)
14. Player / Parent contact list
15. Arena Maps and Information
16. Committees: i.e., fundraising, communications, stats, socials, hotel bookings, restaurant bookings, etc.
17. Identify all personnel who will need police checks and make sure that the ORHC office has up-to-date copies
18. Socials
19. Emergency Action Plan

It is recommended that all of the above be put together into a presentation which can then be distributed to the Parent Group as a Team Handbook at the Team Meeting. The Rep Executive Admin (Shawna Gorman) can provide samples and assist with this.

Please have your list of team staff and On-Ice Volunteers in to the ORHC office by **no later than** 2-weeks of the team formation (end of Tryouts). 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. Remember to start on your tournament plans early, as most tournaments fill up quickly!

Please note as well, all on-ice volunteers also 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.

BUDGETS, TEAM FUNDS, AND FUNDRAISING

The coach and manager must develop a preliminary budget to be presented at the parents at the first Team Meeting and submitted to the ORHC prior to the start of the season. All budgets are to be sent to budgets@oakvillerangers.ca. All budgets are to be sent to both budgets@oakvillerangers.ca. 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 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 qualifying AAA teams will write a cheque to cover the expenses for their SCTA Qualifier Weekends and/or OMHA Finals (approximately \$1,500) to the Centre hosting the event
- Guest and 3rd Party instruction/Training
- Exhibition games (including costs of referees, timekeepers, and ice)
 - teams are encouraged to make use of their practice ice for hosted exhibition games
- 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 and the ORHC upon request.

League assessments are to be paid by post-dated cheques, dates will be provided along with the initial forecasted assessment prior to the start of the season. ***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 the 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 ORHC. 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/General%20Admin/ORHC_Team_Budget_Policy.pdf

TEAM INFORMATION BINDER

It is recommended that each team maintain a Team Binder, separate from the Medical Binder, with the following information:

- Approved Rosters and Travel Permits
- Schedules
- Team Rules / Code of Conduct / Playing Regulations
- Team Staff Info and Contact Lists
- 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
- Blank Paper Gamesheets (to be used as a backup if the iPad fails)

The Team Binder should be kept by the Team Manager and/or Game Day Manager and be present and available at all games and Tournaments.

MEDICAL INFORMATION AND BINDER

MEDICAL INFORMATION BINDER

Each Team is **required** to maintain a Medical Information Binder. This binder is to be kept in the Trainer's bag and must be present and available at all games and practices, including Exhibition Games and Tournaments. The Medical Information Binder must include the following documentation at a minimum, and all documents are to be kept current and valid:

- Medical Information Form (see below) for every player
- Medical Information Form for each of your APs (photocopy provided by the AP's Team Trainer is fine)
- While not mandatory, it is recommended that a Medical Information Form be maintained for each of the Bench Staff as well, just in case
- Team Staff Info and Contact Lists
- Team Info and Contact Lists (parent info, phone numbers, emergency contacts, etc.)
- List of Arenas, including street addresses – in the event of an emergency, you will need to provide 9-1-1 with the full address, not just the name of the arena

MEDICAL INFORMATION FORM

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, (https://oakvillerrangers.ca/Public/Documents/Bench%20Staff%20Resources/HTCP_Medical_Info_Form_Aug_2016_Fillable_.pdf). Each team must have a form for each player at all practices and games (including tournament and exhibition) 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 Canada are encouraged to purchase additional coverage, such as Blue Cross. 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 the claimant's health care provider and then lastly 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. Please note that parent-child games are not covered under the Hockey Canada Insurance Program.

CONCUSSION CODE OF CONDUCT AND ROWAN'S LAW

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

- 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!! Acknowledging that you have reviewed the Rowan's Law Code of Conduct and agreeing to the applicable waiver is now part of the registration process in HCR.

EQUIPMENT, TEAM APPAREL, AND DRESS CODE

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

PROPER CSA APPROVED EQUIPMENT

Team Staff are responsible for ensuring that all players wear protective equipment while on the ice, **including neck guards and mouth guards**. 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 Regulation 17.0 EQUIPMENT**. 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 Certified Material 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 and from all games (tournament, league, exhibition, and playoff):

- U13 & Younger: players can wear a Ranger's track suit, the Ranger's Winter Coat in colder weather, running shoes, and a Ranger's baseball cap or toque. Optionally, players can also wear Black or Navy dress pants, black shoes, white dress shirt and tie, and a Rangers jacket.
- U14 & Older: Black or Navy dress pants, black shoes, white dress shirt and tie, and a Rangers jacket. A Rangers baseball cap or toque is permitted. A Rangers track suit can be worn to and from games at tournaments.
- 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
- Rangers Tracksuits or Rangers T-Shirt and Shorts may be worn to practice and dry land training
- Jerseys are to be brought to all games and tournaments on a hanger in the Rangers navy garment bag
- Optional 3rd Jerseys may be worn on the road, exhibition games, and/or tournament games

The key element of the Dress Code is consistency. Look at the Dress Code as the uniform off the ice. We want everyone dressed the same, and dressed appropriately, while representing their club, their team, and their teammates on and off the ice.

Coaches are to wear a Rangers jacket, dark pants, 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 on the bench.

EQUIPMENT, TEAM APPAREL, AND DRESS CODE

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.

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 typically begin almost immediately following the Tryouts. 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.

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 you 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 to ensure there are no number or sponsor bar conflicts with the AP's primary team jersey.

APPROVED ELECTRONIC ROSTERS

All players and parents are required to 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 submitted for approval. 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. Managers must carry team approved rosters to all games (regular season, tournaments, playoffs/play downs). It is strongly recommended that a copy of the approved roster be kept in the Team Binder as well.

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.

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. 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. You should only be AP'ing those players that you intend to call up for Games.

Please note that U7 and U8 are not allowed to utilize APs, they are allowed to invite House League players to their practices

WHO CAN BE AFFILIATED

APs can come from a lower Sub-Division within the same Division, or from the same Sub-Division or lower from within a lower Division. For example, a U13 A team can pull their APs from U13 BB or lower, or U12 A or lower. Red teams **can not** AP from the Blue team in the same Division, or vice-versa. For example, U13 A Red can not AP players from U13 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 is allowed to AP from U9 as of January 15th, when U9 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 BB. 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 preference 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 BB 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 Defenceman 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 6.3 Restriction on Affiliation

- a) *Players affiliated to a team eligible for Hockey Canada National or Regional Championships (U13, U15, 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 Championships or League Playoffs he is considered an ineligible player with their affiliate team and the sanctions, within OMHA Regulation 7.1 h), for playing an ineligible player will apply. For goaltender participation see OMHA Regulation 6.2 a). Note: Tournament and Exhibition Games shall not count as part of the player's ten (10) games.*

Note that the restriction only applies to teams that are eligible for **Hockey Canada's National or Regional Championships**. This is not the OMHAs or the OHFs. 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 but does not participate in the game will not count as one of the 10 allowable AP appearances. Tournament and Exhibition Games also do not count as one of the 10 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 a lengthy process. **Plan ahead!!** Emergency AP requests plain and simple are not accepted. Be thinking about what APs you may need down the road and get them set up so when the need does arise you are already good to go.

The Offer of Affiliation Form (AP Form) can be downloaded from the ORHC website. 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 must be submitted to the office by no later than the Christmas Break.

AFFILIATE PLAYERS (AP)

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 teams that draw their 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 their 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 it is recommended that coaches do 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, the AP's Primary Coach).

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. The player can miss their game and/or practice 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 March Break, Super Bowl Sunday, Family Day, etc.** 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. For most of the Oakville arenas the ORHC already has standing insurance – contact the office for a copy of the Insurance Certificate.

PRACTICE AND GAME SCHEDULES

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. Tournament plans are submitted via SportsKeeper by requesting a Travel Permit. You do not need to wait for your tournament to confirm you before applying for the Travel Permit. If you have registered for the tournament and are intending to attend, request the Travel Permit right away.

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. **Under no circumstances does the coach/manager contact the other team of their MHA directly.** 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 utilize Electronic Gamesheets, with service provided by Gamesheets Inc (GSI). Electronic Gamesheets are to be utilized for Exhibition Games as well. On the iPad Scoring app, be sure to set the "Game Type" to Exhibition. If the team you are playing is not available for you to select in the App send GSI a quick email and GameSheet will add them in.

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.

ELECTRONIC GAMESHEETS

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/>

The cost for GSI 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.

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, players and bench staff serving suspensions have been properly labelled as such, and that the Gamesheet is completed with the **assigned game number**, division, location, length of game, and team names. Have a charger and extension code available if needed by the Timekeeper.

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 suspendable 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 penalty requires a suspension, or you are unsure of the length, please call Shawna Gorman 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 suspension”* 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 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 Games. Some other centres do - 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 (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

ELECTRONIC GAMESHEETS

office for assistance. Only rostered bench staff and/or open-carded bench staff are allowed to sign the game sheet.

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. 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. The Dashboard also allows you to manage your Rosters and APs. Information and Training for the Dashboard can also be found on the GSI website: <https://gamesheetinc.com/training/> and <https://gamesheetinc.com/faq/>

SERVING SUSPENSIONS

It is ultimately the responsibility of the Coach to know when a player or bench staff is suspended and ensure the suspension is marked on the Gamesheet and served. If an ineligible player plays or ineligible coaches or staff are on the bench the Head Coach may receive a suspension – “*I didn’t know*” will not get you an exception.

OMHA Regulation 7.2 discusses serving suspensions in detail, and it is strongly recommended you be familiar and comfortable with this regulation. It can be summarized as follows:

- Suspensions must be served in the next League, Tournament, Playoff, or Championship game – suspensions can not be served during Exhibition Games
- APs must serve suspensions with their Primary team, regardless of which team they were playing for when the suspension was levied. The only exception is if the AP is suspended in a tournament game – they can serve the suspension in any remaining tournament games for their affiliated team

The OMHA Minimum Suspension List is 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 Shawna Gorman for clarification.

The OMHA Minimum Suspension List only applies when your opponent is also an OMHA team. If the infraction occurred against a non-OMHA team at a Tournament or Exhibition game (for example, against a GTHL team) then you would reference the OHF Suspension List instead.

While suspended, a suspended player or coach is allowed to participate in Practice and Exhibition Games. 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 league scheduled 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. Referees and Timekeepers for a hosted Exhibition Game are requested in Sportskeeper – you will request the officials at the same time you request your Travel Permit. The cost varies depending on the level of play and will be communicated to you when the Officials are confirmed. Please note, Officials for Exhibition Games are typically more expensive than for regular season games.

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 ORHC 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://oakvillangers.ca/Pages/33641/2024_25_Rep_Rangers_Coaches_and_Key_Contacts/

Rep Referee Scheduler	Chuck MacGregor	hl_assignor@oakvillangers.ca	(905) 484-2671
HL Referee Scheduler	Dave Irwin	rep_assignor@oakvillangers.ca	(289) 439-7599
Timekeeper Scheduler	Ruth Riddle	tk_assignor@oakvillangers.ca	(289) 838-9085
Referee in Chief	Bob Langlois	ric_oakville@oakvillangers.ca	(416) 625-7801

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. 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 also have an approved OMHA travel permit, and the applicable cost for this permit is 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 and SCTA/Tri-County
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 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 entered into Sportskeeper as Permit Requests by June 30th. Teams are allocated a certain number of tournaments each season, this allocation varies by age and level. Teams will be notified each off season what their tournament limit will be for the upcoming season. 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. It is recommended that Managers or the team designate will research hotel/motel accommodations and plan 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 VP of Rep. These endeavors are huge undertakings and will be discussed at the Board level to determine ORHC approval. Once approval is received then the team will be directed to put a package together to be sent 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.

The ORHC has elected to restrict U7, 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

Please note, Tournaments that last for 4 or more days count as two tournaments in the above allotment

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 after all of these options have been completed and the problem has still not been resolved the VP of Rep 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
- Social Media
- 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 are encouraged to attend some form of physical Dryland training in order to improve cardiovascular capabilities of players, although this does not have to be as rigidly structured in the younger 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.

ORHC SPORTSKEEPER

The ORHC Sportskeeper can be accessed at <https://moha.sportskeeper.org/users/login/>. Only Head Coaches, and Admin Managers have access to the platform. Sportskeeper is where you will go to view your roster, download your official 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/

PICTURE DAY

Picture Day is only provided for teams at U13 and younger. 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 [Championship Banner Request Form](#) and send in your request before April 30th to Shawna. 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/register/>
- 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
- BB: 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

3070 Neyagawa Blvd
Oakville, ON L6M 4L6
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/33641/2024_25_Rep_Rangers_Coaches_and_Key_Contacts/