

BRAMPTON HOCKEY INC.



2017-2018
"MD" TEAMS
COACH/MANAGER
MANUAL



Welcome to another season of Minor Hockey in Brampton.

Brampton Hockey Inc. is continually working to make the association a destination of choice for minor hockey players.

The volunteers that make Brampton Hockey Inc. work, including you and your team officials, are to be congratulated for their willingness and commitment to making minor hockey a fun and fulfilling activity for our players.

This manual has been created to help you have a successful hockey season. While every effort has been made to include or reference you are always encouraged to ask questions when you are in doubt. A contact list is included, and frequent communication will take place throughout the season.

Have a great season, and good luck!

Janice Ramsay
Vp of Intra City
Brampton Hockey Inc.

BRAMPTON HOCKEY INC.
8950 McLaughlin Road South "Bldg D". Brampton, Ontario L6Y 5T1
Phone: (905) 453-3243 Fax (905) 453-3421
www.bramptonhockey.com



"MD" Calendar of Important Events (dates may be subject to change)

Prior To Draft Night	All Police Checks due For Staff w/ Protected Players
April 22 nd	Pre-Tryout I/C Coaches Meeting/New Coaches Info Session 9:30am - Snelgrove Community Centre
April 23 rd - May 3 rd	Intra City Tryouts - (all ages except Midget) Schedules posted at www.bramptonhockey.com
TBA - usually in May	City of Brampton Ice Draft Lottery
May 17 th	Draft Night (all ages except Midget) Snelgrove Recreation Centre - 7pm - 9pm
May 27 th	Jersey & Apparel Fittings - schedule to follow
June 30 th	Initial Budget due, police checks/offence declaration due
TBA - usually in August	City Of Brampton Ice Draft
July 31 st	List of anticipated Tournament dates due to ice scheduler
September 11 th	Midget Draft - details to follow
September 9 th	Used Equipment Sale - Jim Archdekin * tentative date - will be posted on www.bramptonhockey.com
Sept. 16-18 th	First weekend of Reg. Season
TBA - Sept./Oct.	Parent rep meeting
October 3 rd	Approx. Date - Final Player Movement Before Rec. League Draft. (Resolution 9.19)
October 30 th	Roster for Season to be Finalized. All AP's should be signed before this date.
November 1 st	Player Surcharge Due - Except Midget Dec 1 st
December 31 st	Mid-Year Budget due, as of Dec. 1 st due no Later than Dec. 31 st .
January 15 th	Final date on which to file a team's Affiliated Players' list Forms to be provided to the office no later than Jan 12th
March 10 th	Player Evaluations Due (FIRM date NEW - Suspensions possible if late!)
April 30 th	Year-End Budget due along with proof of bank acct. closure

Brampton Hockey Office

Located at:
8950 McLaughlin Rd., Bldg 'D'
Brampton, Ont.
L6Y 5T1
Tel:(905) 453-3243
Fax:(905) 453-3421

Brampton Hockey OFFICE HOURS

Monday to Friday: 9:00 a.m. to 5:00 p.m.

Mailbox for drop-off also available.

The Brampton Hockey Office Staff consists of:

BRAMPTON HOCKEY Office			
General Manager	Glenn McIntyre		glenn.mcintyre@bramptonhockey.com
Administrator	Gail McGarvey		admin@bramptonhockey.com
Administrator	Lolita Ferrari		lolita.ferrari@bramptonhockey.com
Reception/Bookkeeper	Andrea Thomson		info@bramptonhockey.com
Treasurer	Daryl Francis		finance@bramptonhockey.com

Contact List

Position	Name	Phone	E-mail
Ice Scheduler	Janice Juteram	647-633-5261	icescheduler@bramptonhockey.com
Referee Scheduler (Bantam and older and for exhibition games)	Curtis Erion	905-796-9270	cerion77@hotmail.com
Referee Schedulers (Minor Bantam and younger)	Dan Francis	647-268-0606	byharef@rogers.com
	Justin Saul	416-399-7657	byharef@rogers.com
Timekeeper Scheduler	Glenn McIntyre	905-453-3243	glenn.mcintyre@bramptonhockey.com
Arenas			
Powerade Centre		905-459-9340	
Cassie Campbell		905-840-4041	
Century Garden		905-874-2814	
Chris Gibson		905-874-2820	
Earnscliffe		905-792-2224	
Greenbriar		905-791-2240	
Jim Archdekin		905-840-1023	
Memorial		905-874-2874	
South Fletchers		905-874-2856	
Terry Miller		905-791-8211	
Victoria Park		905-793-7500	

Communication

Brampton Hockey Inc. Web Page

- www.bramptonhockey.com
- source of all the latest information on Brampton minor hockey
 - o links to enrollment / Brampton Hockey Resolutions
 - o Arena locations / Clinics
 - o Coaches Forms / Contact Information
 - o News Releases
 - o Fair Play/Code of Conduct Expectations
 - o ONEDB - teams will have their own pages

Team Contact Information

- please ensure the Office and the Rep Ice Scheduler have current contact information for your team at all times (email and telephone numbers):
 - o head coach
 - o manager
- **Email is the primary method of communication from Brampton Hockey to the teams.**

Mailboxes

- each team has a mailbox designated for them with 24-hour access
- a team official should obtain a door key from the office (refundable \$20.00 deposit required)
- each team should lock their mailbox for security
- hard copy information;
- a team official should check for mail on a weekly basis

Concerns/Complaints

- Brampton Hockey has a process to properly deal with issues of concern
- the full process is available on Brampton Hockey's web page
- **DO NOT COMPLAIN TO THE ICE SCHEDULER**

Responsibilities

Coaches

- Coaches are responsible for their team's conduct during the season.
- Coaches are responsible that **ONLY rostered and OMHA approved** players and team officials be listed on a game sheet.
- **coaches are responsible for being familiar with the *OMHA Manual of Operations* which is currently available on-line on the OMHA web page, and which will be distributed in hard copy when they are printed by the OMHA**
- **Coaches are responsible for making sure all team staff sign the game sheet! (Failure to do so will result in OMHA Suspensions)**
- **full responsibilities are located in Brampton Hockey Resolutions**

Manager

- the manager handles the administrative functions of the team, and ensures all information is communicated to the players and their families
- full responsibilities are located in Brampton Hockey Resolution Number 6 - Manager - Representative
- Game sheets must be properly completed before every game
- Game sheets must be retrieved from the referee or timekeeper AFTER EVERY game.

Trainer

- A certified trainer must be on the bench during each game.
- Trainers are on the bench to be trainers AND trainers only.
- Trainers Suspensions will not be tolerated and will be reported to the OMHA.
- referees will not start a game unless a certified trainer is available
- the trainer must ensure that safety is maintained during all team activities
- Accident Reports **must** be completed for injuries requiring outside medical attention. These are all on-line.
- a first aid kit is mandatory
- full responsibilities are located in Brampton Hockey Resolution Number 7 - Trainers

Players

- players are expected to conduct themselves in a respectful manner at all times
- players are representing their teams, Brampton Hockey, and the City of Brampton
- sportsmanship should be developed as much as skill

Parent Representative

- each team must **ELECT** a parent representative to act as a liaison between other parents and the team officials
- the individual should be selected for their ability to resolve concerns in a harmonious manner and with as little bias as possible
- parent reps will be expected to attend Brampton Hockey parent rep meetings, and distribute communications to other parents

Gift of Giving Back Food Capitan

Each team must Elect or appoint a Gift of Giving Back Food Capitan

This individual is to attend the Food Capitan meeting to obtain information to pass along to the rest of the team

They will be the point of contact for the Gift of Giving Back

They will co-ordinate all of the team's events and collection of food and donations

They will co-ordinate their drop off date and picture taking appointment

Parents and Other Spectators

- The RIS - Parent version will be Mandatory for each household to complete before a Player's registration will be accepted by Brampton Hockey.
- all spectators are expected to conduct themselves in a respectful manner at all times
- team officials are responsible for addressing negative conduct of individuals associated with their team
- Threatening and abusive behaviour towards referees, other spectators, members of the team, etc., should be handled in an appropriate manner - resolution within the team guidelines is recommended as a first step. If an amicable solution cannot be attained then the incident should be reported to the BHI or proper authorities.
- the BHI does not condone behaviour that affects enjoyment of hockey for others
- The Head Coach is ultimately held responsible for the conduct of players, parents and other spectators.

Pre-Season

Tryouts

- Team officials are responsible for the pinnies
- During the tryouts, coaches should be available for discussion, and conduct themselves in a professional manner at all times
- Coaches will be running tryouts. Please co-ordinate amongst yourselves who will run your tryouts
- Pinnies are to be returned back to the office (**this means, washed and dried**)

Protected Players: Each team can protect up to 4 Players. The list of protected players **MUST** be submitted to the VP no later than the end of the Second Try-Out. Please submit the ones you know of now and on-going if you add any. Only Extenuating circumstances will be considered after this time. All protected players will be rated and pre-slotted in the Draft order. **THIS WILL BE DISCUSSED IN DETAIL TO BE FAIR!!** A protected Goalie is automatically a team's 1st Goalie pick.

Player Eligibility for "MD" & Selection of Teams

- Non-Brampton residents are not eligible for "MD"
- **ONLY** Brampton residents are eligible. If there is any doubt, contact the VP
- the head coach is responsible for proper documentation for selected players
- All "MD" teams will be 'DRAFTED' from the Master Tryout List that is compiled during tryouts.
- to be eligible for the draft, a player must skate in **at least** one tryout
- Section 9.18 of the Resolutions describes player eligibility and team selection in detail.

Affiliated Players (AP's) - UPDATED FURTHER FOR 2017/18

- At the conclusion of the draft, teams **WILL** select, in accordance with draft procedures, a minimum of **3 (THREE)** Affiliated Players (or AP's) to add to their rosters. **** NEW:** Teams will be allowed to AP up to 4 "players" and 1 Goalie for a total Max. of 5 AP's. The Affiliated Players may **ONLY** be used in regular season & playoff games in the event of player suspensions, injuries, holidays, etc. **It is expected that teams dress 15 Skaters for each and every Regular Season and Playoff Game!!**
- AP's may be used during exhibition and tournament games, as long as it doesn't affect their Rec. team. You can dress up to 17 Skaters for Ex. or Tourney games. All AP's must be selected from the Official Tryout List. Players whose names do not appear on the Official Tryout List will not be eligible to be an AP.
- **Players are not allowed to request to only be drafted as an AP.**
- In divisions where there may not be enough goalies to allow for teams to choose 2 Full time Goalies a decision will be made in consultation with both VP's to decide if only 1 full time goalie and an AP goalie will be picked. If coaches feel this is an issue in your division you must bring it to the VP's attention right after the first try-out day. In these cases, a team may then pick 2 AP goalies (If there are enough numbers at HL to support this)
- the deadline for Affiliated Player Rosters is January 15th. No player can be utilized as an AP until approved as such on your team's roster. This approval requires the involvement of the OMHA REM or Representative and can not be done in 24 hours.

NOTE: AP's first responsibility is to their Rec. team. They must meet those responsibilities (Games/Practices) **FIRST!** Exceptions may be granted for Practices **ONLY** by the Rec. league Coach. All AP players & parents along with both MD & Rec Head Coaches **MUST** sign the official "Offer of Affiliation" This is for official OMHA Rostering purposes as well as having all confirm they understand these rules. Your AP's can practice with you **BUT** not be a part of **ANY** game (Ex. or Tourney) until this form is signed. It can be completed by the office administrator in Sept. **HOWEVER**, the Rec. Coach will need to sign after the Rec. draft when the player has been picked on his fulltime Rec. team and the office then Rosters the Rec. Teams. This will be 1st or 2nd week of October.

Roster Changes

- **All roster changes made after the draft must be approved by the VP.** Players who appeared on the current year's Official tryout list will be given first opportunity.
- If a Fulltime player is "lost or Quits" you must offer one of your AP's the fulltime spot. If they all refuse, you may then ask other Teams AP's if they wish to become a Fulltime player. Teams will then go back to the Master Draft list to pick up an additional AP to replace the one they lost. If a team loses an AP they must replace the AP with a player not originally selected from the Master Draft List.

Refusal to Play

- Please keep in mind that any player that "refuses to play" for whatever reason, on the team that he/she was selected for, as per Resolution 9.18 (I), must be returned to the Recreational League and not allowed to play in the MD league for the remainder of that season, not even as an AP. **If and when this happens you must notify the VP immediately. A meeting will need to be set up to discuss this with the player and the parents so that they clearly understand the rule. A form will be made available at that time for all parties involved to sign to recognize their understanding of the rules.**
- **We are continuing to discuss a resolution that will possibly state the player/parent will also forfeit all "TEAM" fees they have paid to date.**

Draft Night

- Coaches are to email a copy of drafted team into the office immediately after the draft!
- Following the draft, coaches will divide up the players NOT selected. A call will be made within 48 hours to each player not selected to inform them they were not selected for a team. They should be thanked for their participation and interest in "MD" league and advised to keep working hard. There is still a possibility they could be picked as an AP thru the summer and early fall. Tell them to try again next year!
- See the Resolutions for complete details (IC - to be modified)

Rosters

- All players, including Affiliated Players (AP's) must be on the approved team roster to play on a MD team.
- Teams may not partake in any exhibition games or Tournaments until they have received their official OMHA roster. Travel Permits will not be signed until this is completed.
- This cannot be done until all players are registered & paid with Brampton Hockey and ALL staff meets the necessary certifications.
- **ADVISE your Parents at your first team meeting that if they have not registered their Children to do so ASAP.** Rates go up as of June 30th! The office will follow up late summer on this as well as any Staff issues. We do not need or want to be chasing down late registrants or worse yet Staff members that are a missing cert's. You all know what you need and these should all be attained by June at the latest!
- All rosters are electronic with the OMHA.

Coaching Staff Eligibility & Certification

- all representative coaches and assistant coaches must obtain Development One certification as per Brampton Hockey requirements prior to the end of June (appropriate time must be allowed for team rosters to be submitted to the OMHA for approval)
- only roster approved team officials are allowed on the bench
- all teams must have a certified trainer on the bench during games
- the coach or trainer cannot assume the same responsibilities on the bench.

Police Checks

- all team officials must provide Brampton Hockey with an approved Police Vulnerable Sector Check for volunteers that must be submitted to the Brampton Hockey office no later than June 30th. If an official had submitted a police check for the previous season, then a completed Offence Declaration may be submitted. Coaching staff cannot be rostered to any team unless this process is followed.
- this includes:
 - o head coach
 - o assistant coach
 - o trainer
 - o assistant trainer
 - o manager
 - o any person in a position of trust
 - o team officials without current police checks will NOT be allowed to participate in team events

Respect in Sport Certification (Prevention Services/Speak Out)

- all team officials must obtain their Respect in Sport (formerly called Prevention Services/Speak Out)
- all coaches, trainers, and rostered managers are included in this requirement
- this clinic is now available on-line via the OMHA
- the link to this certification is posted on Brampton Hockey's website under 'Coaches' (Coaching Clinics).

Team Meeting

- coaches should meet with the team families **as soon as possible after the conclusion of Draft Night** to discuss team philosophy, program, rules, equipment, budget, and elect the parent representative
- **BUDGETS** - need to be submitted to the Brampton Hockey office a **MINIMUM** of 3 times throughout the year; **OR** when ever requested.
 - o **June 30th / December 31st / April 30th**
- The initial budget must be approved and signed by a parent of each player before submitting to the Brampton Hockey office. (Copy of Team Budget sign off sheet on website)
- Parent representatives must be **ELECTED** for each team, to act as a liaison between the team officials and the player families

Finances

- budgets must be prepared and submitted to the Brampton Hockey office as outlined
- budget spreadsheet can be downloaded from Brampton Hockey's web page
- Budgeted money should be primarily used for those costs associated with player/team development. Ice costs, clinics, on-ice coaching equipment etc. are all acceptable budget items. Excessive off ice apparel costs are not acceptable. If in doubt, ask the VP
- **For 2017/18 the Surcharges will be:**

- **Atom to Minor Peewee \$ 7,300 per team For an Ave. approx. \$ 430/player**
- **Peewee \$ 7,850 per team For an Ave. approx. \$ 465/player**
- **Minor Bantam \$ 8,450 per team For an Ave. approx. \$500/player**
- **Bantam \$ 8,600 per team For an Ave. approx. \$ 510/player**
- **Minor Midget \$ 10,250 per team For an Ave. approx. \$ 605/player**
- **Midget \$ 10,100 per team For an Ave. approx. \$ 600/player**

- Teams are responsible for acquiring their own jersey sponsor(s) if they choose to do so and the sponsorship fee will be payable to the team, not Brampton Hockey. That fee can be whatever an individual team agrees to.

The following Maximum amounts are allowed for a Team Budget.

- o **Minor Atom to Peewee = \$23,800 per team or \$1,400 per player (17)**
- o **Minor Bantam & Bantam \$25,500 per team or \$1,500 per player (17)**
- o **Minor Midget \$26,350 per team or \$1,550 per player (17)**
- o **Midget \$ 17,000 per team or \$ 1,000 per player (17) ***(TBC)**

o ****AP's MAX They can be charged is \$ 300 per AP.** This is a nominal fee to help cover some part of the expenses to partake in practices or other team functions (i.e. Dry land, Team party costs, practice jersey/socks ect.). You may also charge for other "extra items" in your team Budget. (i.e., Apparel, extra instructional cost from 3rd party providers.) You DO NOT charge an AP to come out to your regular league Practices or Games. This should be worked out in each individual case and be approved by all parents on the team.

Players will receive a Home & Away Jersey and Pro socks and they will be able to keep both at the end of the year. You also receive 2 AP Jerseys automatically. If you wish to purchase additional Jerseys for your 3rd/4th AP the Office can provide you with the cost of those and they must be ordered at the same time as your regular Jersey Order.

Finance Administration

- Teams will need to set up a team bank account with the requirements that two team officials must sign all cheques. DO NOT use the Brampton Hockey Office address for your account. It should be the Managers address.
- a Brampton Hockey banking disclosure letter will be provided upon the manager's request indicating the 2 signing officers and their team role
- head coaches are not allowed to be a signing officer on the account
- The signing officers **MUST** be the Team Manager, Parent Rep & one other parent **NOT** related to any staff member. Where the Manager is related to any Staff member the Parent Rep should be signing all cheques or review and approve all cheques that they were unable to sign. Receipts must be given for all monies received. **At no point, should any signing officer just "SIGN" Blank Cheques and give them to another signing officer.**
- At the initial team meeting, the budget should be thoroughly discussed and approved. At this time, the manager should collect post-dated cheques to cover the full amount of what each family will have to provide. It is recommended that all funds expected from the parents be dated no later than the mid of October as your team surcharge is due Nov. 1st.

Fundraising

- all fundraising campaigns must be approved by the General Manager on the appropriate form (available on the web page)
- fundraising should also be approved by the MAJORITY of parents
- details are listed under Resolution Number 28 - Ways and Means
- **MAKE CERTAIN THAT EVERY PARENT UNDERSTANDS THE TEAMS FINANCIAL ARRANGEMENTS COMPLETELY!**
- Total fees due to the team must be spelled out clearly as well as the proportion expected to be raised by TEAM fundraising. This amount should be crystal clear!
- Fundraising is **OPTIONAL** and no parent can be made to participate in a fundraising event.
- **Brampton Hockey will not approve any functions including gambling and liquor.**
- **Fundraising Funds are NOT on top of the Team Budget and should be used to help reduce the Fees paid by each Parent.**

Apparel

- Brampton Hockey has worked very hard over the last couple of years to protect its brand and provide a variety of items that would satisfy most of the team's requirements and expectations
- all teams will purchase **ONLY** Brampton Hockey approved apparel and novelty items
- Any special requests **MUST** be approved by the General Manager
- At no time, will any team be allowed to have designations such as but not limited to AAA, AA, A, AE OR MD. We are all Brampton 45's regardless of what level of the team
- Any team found to buy any apparel or novelty items not approved Brampton Hockey will be subject to penalties as outlined in the Resolution XX.X
- At no time is any team allowed to use the name and or likeness of Brampton Hockey's name or registered logos without the written consent of the Brampton Hockey

The Season

Schedule is Set to start on Sept. 16th weekend. There will only be TWO weeks off between Christmas/New Year for this Season. The Season ends in March. Details to follow.

Teams WILL play during Thanksgiving and Family Day long weekends. Team will also play during both weekends of March Break!!

Practices

- ice time is provided by Brampton Hockey's Rep Ice Scheduler at the beginning of the season
- practice will be on a specific day and time of the week
- teams are allowed to obtain extra ice time for additional practices
- City of Brampton ice lottery takes place in May, ice draft takes place in August
- exchange of practice ice is the responsibility of individual teams - i.e. if a game is booked during scheduled practice time
- Practices are discontinued when your team no longer advances at the tri county or OMHA playdowns
- practice ice may be cancelled at points during the season by the City of Brampton and Brampton Hockey- makeup practices are not guaranteed

Volunteers

- on-ice volunteers (regular coaches, demonstrators, family helpers, specialty coaches, etc.) must meet OMHA Guidelines outlined below
 - o CSA Certified Helmets, skates, gloves for those 14 years and above
 - o full equipment for those below 14 years
- on-ice volunteers must be at least two years older than the division age limit they are associated with
- on-ice volunteers must have a police check on file with the Brampton Hockey office

Exhibition Games

- a Brampton Hockey Travel/Permission Form MUST be submitted for all exhibition games- home or away
- teams are responsible for contacting Brampton Hockey's referee scheduler directly for exhibition games. Exhibition games may take place only when your team's staff and players have been approved on an OMHA roster
- minimum two weeks notice is required
- OMHA game sheets must be completed and submitted to the referee for all exhibition games
- Your team may only play teams of the same age and classification

Tournaments

- a Brampton Hockey Travel/Permission Form **MUST** be submitted for ALL tournaments- home and away. All information must be completed, **including** the tournament sanction number and credit card payment details if applicable.
- ALL tournament dates, locations and tournament names must be provided to the Ice Scheduler by July 31, even if they are tentative (indicate status) please forward via email icescheduler@bramptonhockey.com as this will assist with the rescheduling of league games and tournament conflict
- non-sanctioned tournaments are not allowed per the Ontario Hockey Federation
- maximum number of tournaments (as of April 2nd): AAA - 6 of which a maximum of 3 tournaments may be entered during the team's regular season
- the current **MAXIMUM** number of tournaments (as of April 8th): AA - 5, A - 4, AE - 4, MD - 3 of which a maximum of 2 tournaments (tri-county rule) may be entered during the team's regular season (dates TBA). In other words, if you book 2 tourneys during the regular season, you may also book up to 3 (AA) or up to 2 (A & AE) pre-season, Xmas or post-season.
- Travel permits should be submitted to the hockey office no later than August 1st
- **Travel permits will NOT be approved for any tournaments during the OMHA playdowns or Tri-County playoffs** until your team is eliminated from both.
- Teams will **NOT** be given permission to exceed their tournament quota, even if they have finished playing hockey at the end of the season

Jerseys

- Jerseys will be provided by and distributed by Bauer/Brampton Hockey.
- We have specific day for your Jersey/Sock Sizing; info will be sent. Your players are allowed to pick their own #.
- The office will notify teams when the jerseys are ready for pickup.
- The League will negotiate a price with a local supplier to supply and sew on (if your team chooses) sponsor bars and name bars and C's and A's. The costs associated with this will be the team's responsibility.
- We will be using one standard font and color combination to ensure that the Jerseys all have a uniform look.
- Once the jerseys arrive it will then be your responsibility to arrange to drop off the jerseys and PAY for the printing and application of the sponsor and name bars and C's/A's.
- Teams will be receiving their 2 AP Jerseys and Socks. (Mandatory) These are being ordered at the same time as the rest of the Jerseys and this is automatically included in your Team Surcharge.
- If you wish to have additional jerseys for all AP's, then the Office will send out an order form with specific cut off dates. Please pay attention to these as it could take up to 6-8 weeks for the jerseys to arrive.

Game Scheduling

- the Representative Ice Scheduler is responsible for coordinating game schedules with the ice schedulers from opposing centres
- there are many other centres in both the SCTA and the Tri-County Associations that also face scheduling issues and it is becoming increasingly difficult to change games on short notice for team fundraising events or for other reasons
- as there are many factors that go into this process, coaches are asked for their **cooperation, flexibility, and understanding.**
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Rescheduling

- every effort is made to reschedule games in circumstances that warrant rescheduling
- coaches must be realistic with their requests
- games will not be rescheduled due to:
 - o unavailability of the coaching staff (coaches and trainers-at-large may be available)
 - o absence of key players (approved affiliated players may be used)
 - o last-minute tournaments

Tournaments, Exhibition Games & Black Out Date Request (e.g. fundraising or team events)

- Tournaments, exhibition games and blackout dates **must** be scheduled at the beginning of the season, to avoid the necessity of game rescheduling. Please provide to the Ice Scheduler by July 31, even if the plans are tentative
- games will only be rescheduled if a travel permit has been approved
- **short notice rescheduling requests will not be entertained**
- practice ice may be used for reschedules
- 3 games in a week may be the result of a short-notice request

Holidays

- o **Games are played during the March break and on statutory holidays, with the exception of Christmas Day and New Years day and the week in between these 2 holidays. Teams WILL play during Thanksgiving and Family Day long weekends. Team will also play during both weekends of March Break!!**
- o if teams do not have enough players for a scheduled game, they must call up their affiliated players (APs)
- o as per Hockey Canada, no team may start a game with less than 6 players. Those 6 players may or may not include a goaltender.
- o As long as the team has the minimum amount of players the game should be played.

Game Sheets

- **The head coach is responsible** for all information on the game sheet, regardless of who completed it.
- Stickers are becoming a major issue, and must meet the requirements of the OMHA. Make sure that the sticker does not in any way, cover the suspension section.
- Suspensions must be noted in the appropriate section, and suspended players must NOT appear in the player section. If you use stickers, be sure to cross off missing or suspended player's names on **ALL** the copies.
- Suspended coaches must not sign the game sheet and must be listed under the suspensions.
- The OMHA treats Game Sheets as Legal Documents and will assess Suspensions as they deem fit.
- **The Head Coach is responsible** for ensuring the game sheets are signed by all Staff listed on the sheet.
- **ALL** game sheets must be submitted to the Brampton Hockey office within 24-48hrs of completion-this includes, exhibition games, tournament games and away games. All home games sheets are delivered to the office on a weekly basis-there is no need for you to submit them **UNLESS** THERE ARE SUSPENSIONS!
- **NEW - GAMESHEETS WITH SUSPENSIONS, INCURRED OR SERVED ARE TO BE UPLOADED THROUGH THE ONLINE FORM ON THE WEBSITE (FOR MD LEAGUE ONLY) -**
http://bramptonhockey.com/Forms/1187/Intra_City_Game_Suspension_Reporting/

Game Officials

- If referees do not show up for scheduled games, teams should immediately contact the referee scheduler. If a timekeeper does not show up for your game, please provide a volunteer from each team to timekeep/scorekeep and then complete the missing timekeeper report and forward to the Brampton Hockey Office.

Game Scores

Teams **must** enter the game scores after each game on the MBSports team website. It is mainly the HOME team to enter the score but if the score is not added within 24hours of the game then the VISITING team can go ahead and enter the score.

Schedule & Results

Game results and statistics are tracked on your team website and globally on your organization website. Once a game is completed, a score can be entered. This will accumulate to your team record on the site and the organization record. The site will also record your win/loss/tie streak.

To enter a score:

- Select **Schedule & Results** and select the game you want to update by double clicking it.
- Enter the result and select **Update**; you can follow this procedure to correct a score as well.

Date	Time	Opponent	Venue	Score	Result	Streak
Aug 01	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre	1-1	T	1-1
Aug 02	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 03	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 04	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 05	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 06	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 07	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 08	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 09	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 10	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 11	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 12	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 13	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 14	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 15	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 16	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 17	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 18	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 19	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 20	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 21	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 22	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 23	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 24	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 25	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 26	7:00 PM	BCH Ice Dogs	A&E Kross Memorial Memorial Centre			
Aug 27	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			
Aug 28	7:00 PM	Kincardine Kirokua Rap	A&E Kross Memorial Memorial Centre			

- the coach and/or manager will receive a pre-season email requesting the contact information for your team's website manager in order to provide them with a username and password. This person will be responsible for updating your game scores and managing your team's website.

Change rooms

- BHI follows the co-ed change room policy outlined by Hockey Canada/OHF

Discipline and Suspensions

- the head coach is responsible for checking the game sheets for errors or omissions after each game
- **coaches should familiarize themselves with the OMHA Manual of Operations for specifics regarding suspensions**
- **"I didn't know"** is not a valid reason for suspensions not being served
- questions relating to suspensions are to be directed to the Brampton Hockey convenors
- team officials are **NOT** to contact the Ontario Minor Hockey Association (OMHA) directly
 - the OMHA convenors will not speak with coaches directly and will be less likely to help resolve issues if approached

- Brampton Hockey may also assess suspensions to members when warranted
- details can be found under Resolution Number 14 - Discipline and Suspensions
- **IMPORTANT - Suspensions that are written by the OMHA Referees on the game sheet are OMHA suspensions. Brampton Hockey does not have the authority to overturn/modify/reduce OMHA suspensions. A single suspension under 6 games, or suspensions totaling more than 5 games in length will not be reviewed by the OMHA. There is no point in asking. Only a SINGLE suspension over 5 games can be appealed.**
- **Do not** question referees about suspension length, refer to the OMHA Manual

Injury Reporting

- All injuries **must** be reported on line via www.omha.net using the HTCP injury data collection form http://www.hdco.on.ca/web_pages/trainers_injury_data.html
- If a claim is necessary the Hockey Canada Injury Report Form is available on the Brampton Hockey and OMHA websites
- this includes injuries that requires a visit to any health care professional - hospital, emergency room, walk-in clinic, etc.
- please note that trainers should not collect player Health Card Numbers, as this is deemed private information
- players or their parents/guardians should keep this information and have it available should an injury arise

Playdowns and Playoffs

- during the playdowns and playoffs, game scores must be emailed to the Rep Ice Scheduler immediately after game completion icescheduler@bramptonhockey.com
- Tri County Playoff finals that are scheduled and played during the March Break (Friday to Sunday-10 days) play a best 3 of 5 series. If teams decide not to play during the March Break they will play a 2 of 3 series.

Awards

- each year, Brampton Hockey and the OMHA recognize coaches and players for their contributions to the sport
- full listings of these awards are available on the respective web pages
- keep this in mind during the year, as coaches have input into the recipients of these awards

Complaints/Inquiries

- **All coaches complaints or inquiries must be directed to their appropriate division convenors**
- **Direct inquiries to the VP of REP or the President will not be entertained**
- **Direct Complaint to the President may result in suspension of the team official/s involved**

Help for Coaches

- the Brampton Hockey office or convenors will direct you, if you are unsure of procedures or contacts
- coaching resources are available to Brampton Hockey teams
 - o see list of hard copy reference materials included, and internet links below
- Brampton Hockey will provide ongoing mentoring for coaches - help is always available
- evaluations will also be done periodically throughout the year

Coaching Links

Coaching Association of Canada	www.coach.ca
OMHA	www.omha.net
Hockey Player Magazine Online	www.hockeyplayer.com
Canadian Hockey Parents Association	www.canadianhockeyparents.com
Tri-County	www.tcmhl.ca
Ontario Hockey Federation	www.ohf.on.ca
Arena Maps	www.arenamaps.com
Brampton Guardian	www.thebramptonguardian.com
Canadian Hockey Association	www.hockeycanada.ca
Hockey Development Centre for Ontario	http://hdco.on.ca
Hockey Hall of Fame	www.hhof.com
The 1 DB	www.theonedb.com