



**KDMHA**  
**Coach's Binder**  
2010/2011



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Coaches give an enormous amount of their time and energy to the players and expect little in return except for personal satisfaction. Good coaches build on players' character, develop their skills, bring credit to the game, and are respected in their community. Coaches should be measured not by their win/losses, but by player and team development and accomplishment throughout the season.

Coaches who coach teams of widely skilled players need to adapt to organizing practices to not only focus on player with specific needs (ie, basic skating skills) without holding back players who are developing more quickly. Coaches must strive to develop the skills and game knowledge expected of their teams age group.

The coach must serve as a role model to the players 100% of the time.

***This includes:***

- positive approach to player mistakes
- respect for referees regardless of calls
- respect for players in front of fans, team mates and opposing players

Coaches should promote strong ethics to help players develop a high level of determination and competitiveness while maintaining respect and appreciation for the game and officials.

**ROLE:**

The primary role of the coach is to teach, guide and help players. The secondary roles are to evaluate, recruit and mentor players and others.

***The effectiveness of a coach is dependant on 4 personal attributes:***

1. Ethics
2. Knowledge of the game
3. Communication skills
4. Resourcefulness

**ETHICS:**

Ethics are the primary trait of a coach. Ethics are revealed in their behavior and will dictate how he/she conducts himself/herself. Before taking on a coaching role, coaches must be clear on their own ethics.

***This will help answer two questions:***

1. What do I believe in as a coach?
2. How should I act as a coach?

"Ethics" - the discipline dealing with what is good and bad and with moral duty and obligation.

**SKILLS:**

***The skills to coach are divided into 4 groups:***

1. Hockey skills - The ability to play the game and the knowledge about the game.
2. Administrative skills - The ability to plan, organize, execute and evaluate.
3. Learning skills - The ability to research, understand, retain and recall information.
4. Communication skills - The ability to listen, watch, speak and write effectively.

**TOOLS:**

Tools for a coach are very subjective. What one coach considers being an asset another will believe it to be a hindrance.

***The primary tools for coaches are:***

**Teaching Tools:** These constitute items that will help explain the message that a coach is trying to convey in meetings, before games and practices.

*Examples:* white boards and markers, chalk boards and chalk, TV & video, computer programs, hand-outs, play books, speeches and internet.

**Statistics:** These are the facts about games or practices.

*Examples:* individual, team and league statistics.

<http://www.thehockeysource.tv/sectionsourccknowledge/gamestatistics.php>

**On-Ice:** These are the tools that are needed in a practice or game.

*Examples:* skates, stick, track suit, gloves, pucks, cones, tennis balls, tires, chairs, clip board, coaching card. <http://www.thehockeysource.tv/sectionshop/shoprinkmates.php>

**Resources:** These are tools which can be places or people to help make your message more effective.

*Examples:* gym/dry land training centres, conditioning coaches, meeting rooms, other coaches, mentor, parents, sponsors.

## **RESPONSIBILITIES:**

### ***The coach will:***

- attend league coach meetings
- hold and attend parents meeting
- be organized, consistent, and fair to all players
- have well organized practices
- discipline fairly, when and where required
- deal with potential problems early
- select tournaments with team parent's input and finances in mind
- support and abide by home Association Executive decisions and policies
- follow Hockey Canada, ODWHA/ODMHA, ODHA, District 1 and all Upper Canada Minor Hockey League rules
- select and confirm affiliate players
- be solely responsible for all team matters
- ensure all bench staff has 'Speak Out' and have attained the proper levels required to be on a bench during a game.
- ensure a certified trainer is on the bench at all games and practices
- ensure dressing rooms are always supervised (see Dressing Room Policy)
- ensure someone remains after games and practices until all players have changed and left the arena.
- Ensure that the fair-ice policy as outlined in the KDMHA Constitution is adhered to.
  - Specifically, 6.8.2 All players will receive fair ice time. No coach will sit a player for any duration unless it is for disciplinary reasons. 6.8.3. Goalies at all levels will receive fair ice time. No goalie will sit for 2 or more games unless for disciplinary reasons.

## **LEVELS:**

Head & Assistant Coaches of House League teams must have their Coach Stream level certification. All bench staff (including team manager) must have Speak Out and a Police Check.

Head Coaches of Competitive (Rep) teams must have their Development 1 (Intermediate) Coach level certification. Assistant coaches of Competitive (Rep) teams must have their Coach Stream level certification. All bench staff (including team manager) must have Speak Out and a Police Check.



The team Manager is a central figure in creating the flow of communication, not only with the team (players, parents and coaches), but between the team and all support systems such as the home Minor Hockey Association, League Division Directors, Division convenors, other teams officials, referees, etc.

The Manager is the keeper of all of the team's personal information. The Manager should create a binder of forms and handouts that can be taken to meetings, games, etc to keep data easily accessible. *Documents to include in a binder:*

- Official Roster
- Contact List
- Forms (game sheets, injury reports)
- Schedules (practices, league games, tournaments)
- Notices of upcoming events - (ie pictures, off ice training, etc)
- Overage player documents/approvals
- Affiliate player documents/approvals
- Letters/notices from UCMH League Director of teams division

By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experience.

**Team Managers Should:**

- arrange a parents meeting at start of season
- encourage and recruit team parents for positions required during the season - ie. Treasurer, fund-raising, home tournaments, time clocks/game sheets, etc.
- the Team Manager MUST delegate positions that are not spoken for, but required
- have on hand at all times, the team's official team list for all players and coaching staff
- collect all Speak Out and Police Checks from bench staff and on-ice volunteers to be handed into Association convenors
- prepare parents' contact / responsibilities list and hand out to all parents
- prepare schedule for league games, tournaments attending, practices, etc.
- prepare game sheet prior to all home league, exhibition and playoff games
- act as liaison with the league director of the teams division
- under the direction of the coach - the manager may be asked to mail in all scores after all games played, either league or playoffs to the league Director of the Division
- act as liaison with the ice convenor to schedule home games and practices to maximize ice use
- have all coaches, players, and parents sign Association "Code of Conduct" (See Forms) and that everyone understands the meaning and importance of the document
- at the direction of the coach - make arrangements for exhibition games, playoff games, etc.
- arrange for team pictures and advise the parents/players of the date, time and location and provide any paperwork to be filled out prior to the date
- arrange a phone - tree to be set up to ensure all players are notified as quickly as possible in the event a game or practice is cancelled. (See Forms)
- at the direction of the coach - apply for any and all tournaments the team wishes to attend. Prepare proper paperwork and obtain a cheque from the Treasurer.

**Treasurer's Responsibilities (can be part of Manager's role, or separate)**

The team treasurer is very important in ensuring the team has sufficient funds to complete the hockey season as outlined at the beginning of the season.

**The team budget should include:**

- team apparel (if purchased as a team)
- tournament fees collected from each player (list amount of each tournament team is attending)
- referee fees if team is playing more exhibition games than home association pays for
- 50/50 ticket sales raised (if any)
- home tournament funds raised through fundraising (ie 50/50 tickets, prize table, chuck-a-puck, etc)
- money spent on year end gifts for players, parties, etc.
- drink fund - NOTE: Some arenas do not allow drinks to be brought into the arena change rooms - please check with your local arena to see if it is allowed
- Sponsorship money - if the player's parent's place of business donated funds towards your team
- ticket sales - if your team raffled off tickets to a concert, NHL game or for a large prize.

A budget should be prepared with estimates at the beginning of the season and a final financial statement should be handed out to all parents at the end of the hockey season. In some Associations, the financial statement must be handed in to the executive.

## Kemptville District Minor Hockey Association FINANCIAL STATEMENT

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**Team Name:**

**Income:**

|                      |        |               |
|----------------------|--------|---------------|
| Player contributions |        | \$0.00        |
| Player #1            | \$0.00 |               |
| Player #2            | \$0.00 |               |
| ...                  |        |               |
| Player #15           | \$0.00 |               |
| 50/50 Proceeds       |        | \$0.00        |
| Fundraising Events:  |        | \$0.00        |
| chocolates           |        | \$0.00        |
| Bank Interest        |        | \$0.00        |
| Other                |        | \$0.00        |
| <b>Total Income</b>  |        | <u>\$0.00</u> |

**Expenses:**

|                   |        |        |
|-------------------|--------|--------|
| Tournament fees   |        | \$0.00 |
| Tournament #1     | \$0.00 |        |
| Tournament #2...  | \$0.00 |        |
| Travel            |        | \$0.00 |
| Ice               |        | \$0.00 |
| Referees          |        | \$0.00 |
| Fundraising costs |        | \$0.00 |
| Other             |        | \$0.00 |

**Total Expenses:** \$0.00

**Account Balance:** \$0.00

***It is the Treasurer/Managers responsibility to ensure that Team Financial statements are available to all team members at ANY time.***



The role of the team's trainer is to implement effective risk management on their own teams, where safety is the first priority at all times, both on and off the ice. All Hockey Trainers should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies.

The team trainer should be at all on and off-ice activities for all teams including Initiation through to Midget at every level of hockey - House league to AAA.

***The team trainer should:***

- know their role and responsibility as a hockey trainer
- have taken the appropriate HTCP Trainers level for the team / division associated with
- know their role in risk management
- ensure all participants are treated with respect and integrity - emotionally, socially, intellectually, physically, culturally, etc
- know the importance of protective equipment in the prevention of injuries
- know effective injury prevention techniques
- know how to develop medical history files on all players
- keep the essential items in maintaining a fully stocked First Aid Kit
- know how to recognize significant and/or potentially life-threatening injuries
- basic injury management principles
- know how to recognize when an injury is serious enough to remove a player from action, and the process which must be followed to allow the injured player to return to play
- know how to fill out ODHA Injury Report (See Forms) and send with injured player to hospital (if via ambulance) or doctor's office for next visit
- fax completed Injury Report to the ODHA Head Office at 613-224-6079.



A parents/coach meeting needs to be set up shortly following the formation of the team - for some, this will be the first time they meet other players, parents and coaching staff.

Ideally, the manager should be in place before the initial team meeting, but is not always the case.

The meeting should discuss the seasonal plans and preliminary budget. This will help the parents understand the commitment, both time and financial, up front and before the season starts.

The team manager should lead this meeting to ensure all information is discussed in a timely manner and ensure the group stays on topic and does not exceed any time restrictions.

***Topics to be discussed:***

- introduction of bench staff
- ask for introduction of parents and players
- expectations for the team (both players and parents) for the season
- Expectations for the team during games vs. practices - ie - arrival times, team dress code, etc.
- Importance of volunteers to help the season run smoothly. Positions could include: treasurer, jersey care, phone/communications, home tournament committee, fundraising coordinator, etc.
- Tournaments - how many? How far are you willing to travel? One day tournaments vs. 2-3 day tournaments? Accommodations while away?
- Desire for a Home tournament? If yes, being process of soliciting teams and identifying organizer. See Tournament section for more information.
- fundraising - the coach should notify parents that it will be their responsibility to organize and run all fundraising events. Note that all activities, with the exception of 50/50 draws during league games need to be brought to the Executive for approval. Contact the Ways & Means Convenor for more information.
- Treasurer - the coach should advise parents of the importance of a reliable person to handle the team's finances and be available to the manager when required for tournament fees.

## *Expectations for Coaches and Team Officials*



- Membership in KDMHA is a privilege. Members must abide by the Constitution and Bylaws.
- Winning is a consideration, but neither the only one nor the most important one. Remember that players are also involved in hockey for the sheer fun and enjoyment of the game.
- Be a positive role model to your players, display maturity and be alert to the physical safety of players. Verbal or physical abuse of players will not be tolerated.
- Show respect for on-ice and off-ice officials at all times. Verbal or physical abuse of officials will not be tolerated.
- Be generous with your praise; be consistent, fair and just. Use the tools provided by KDMHA to be an effective communicator [example Coach Coordinator].
- Be aware of player's needs and be a good listener. Support and foster the overall development of your players.
- Organize practices that are fun and challenging. Become familiar with the rules, techniques and strategies of hockey; encourage team play.
- Maintain an open line of communication with parents. Understand and explain the goals and objectives of your team and KDMHA.
- Ensure all players receive fair ice time.
- Strive to best represent your role as a coach or team official.



- Support and encourage your child's desire to participate in hockey. Let them have fun.
- Encourage your child to play fair, by the rules and to the best of their abilities.
- Arrive at the rink with your child to allow ample time to dress and for the coach to prepare the players for the practice or game.
- Be considerate of players, coaches and officials. Cheer in a positive manner and encourage fair play, applaud the plays of both teams.
- If you have a concern and not sure what to do, consider the following:
  - speak to the coach;
    - if emotions are high, wait 24 hours and then speak to the coach;
  - if after speaking to the coach you are not satisfied, then speak to your Division convenor. – refer to KDMHA Complaint Resolution Process.
- Be aware that a copy of the KDMHA constitution is on the [kemptvillehockey.com](http://kemptvillehockey.com) site for reference at any time.
- Support the referees and coaches by respecting their judgment and integrity. *Do not attempt to coach your child from the stands!*
- Understand that many of the referees and linesmen/lineswomen are also young persons developing new skills and abilities.
- Recognize and respect the integrity of the locker room.
- If you wish to offer advice to your child, remember the rule of thumb is to provide two positive comments for every one constructive suggestion.
- Consider becoming a volunteer; not all volunteering is required on the ice or with a team. Feel free to attend an Executive meeting on the third Thursday of every month.



PARENTS - FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within the Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

FAIR PLAY CODE FOR PARENTS

1. I will not force my daughter to participate in hockey.
2. I will remember that my daughter plays hockey for her enjoyment, not mine.
3. I will encourage my daughter to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my daughter that doing one's best is as important as winning so that my daughter will never feel defeated by the outcome of the game.
5. I will make my daughter feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my daughter for making a mistake or losing a game.
7. I will remember that children learn by example. I will acknowledge good plays and performances by both my daughter's team and their opponents.
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey game.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my daughter.
11. It is understood the importance of using various electronic platforms within the sport of amateur hockey.

I will not use an electronic application to send content which is bullying, harassing abusive or found to be conduct unbecoming (text, email, Myspace, Facebook etc.).

\*\*\*\*\*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Hockey Canada and supported by the Ottawa District Women's Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from membership.

PRINT PLAYER'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURES:

PARENT/LEGAL GUARDIAN \_\_\_\_\_

PARENT/LEGAL GUARDIAN \_\_\_\_\_



PLAYERS - FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within the Ottawa District Women's Hockey Association. All players must sign this pledge stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

FAIR PLAY CODE FOR PLAYERS

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the game.
3. I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my team-mates and opponents
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. It is understood the importance of using various electronic platforms within the sport of amateur hockey.

I will not use an electronic application to send content which is bullying, harassing abusive or found to be conduct unbecoming (text, email, Myspace, Facebook etc.).

\*\*\*\*\*

I agree to abide by the principles of the FAIR PLAY CODE as set by the Hockey Canada and supported by the Ottawa District Women's Hockey Association. Failure to abide by this Code of Conduct may result in disciplinary action, suspension or release from membership.

PRINT PLAYER'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE:

PLAYER \_\_\_\_\_

## *Hockey Rink Etiquette for Parents*

15 things to keep in mind while watching from the stands this winter:

1. Let the coaches' coach. If you are telling your son or daughter — or any other player for that matter — to do something different from what their coach is telling them, you create distraction and confusion.
2. It is very unnerving for many young players to try and perform difficult tasks on the ice on the spur of the moment when parents are yelling at them from the sidelines. Let the kids play. If they make a mistake, chances are they will learn from it.
3. Do not discuss the play of specific young players in front of other parents. How many times do you hear comments such as, "I don't know how that boy made this team..." Negative comments and attitudes are hurtful and totally unnecessary and kill parent harmony, which is often essential to youth team success.
4. Discourage such toxic behavior by listening patiently to any negative comments that might be made, then address issues in a thoughtful, positive way. Speak to the positive qualities of a player, family or coach. It tends to make the outspoken critics back off, at least temporarily.
5. Do your best not to complain about your son or daughter's coaches to other parents. Once that starts, it is like a disease that spreads. Before you know it, parents are talking constantly in a negative way behind a coach's back. (As an aside, if you have what you truly feel is a legitimate beef with your child's coach — either regarding game strategy or playing time, arrange an appointment to meet privately, away from the rink and other parents.)
6. Make only positive comments from the stands. Be encouraging. Young athletes do not need to be reminded constantly about their perceived errors or mistakes. Their coaches will instruct them, either during the game or between periods, and during practices. You can often see a young player make that extra effort when they hear encouraging words from the stands about their hustle.
7. Avoid making any negative comments about players on the other team. This should be simple: we are talking about youngsters, not adults who are being paid to play professionally. I recall being at a 'rep' baseball game some years ago, when parent on one team loudly made comments about errors made by a particular young player on the other team. People on the other side of the diamond were stunned— not to mention hurt and angry, and rightfully so. Besides being tasteless and classless, these kinds of comments can be hurtful to the young person involved and to their family as well.
8. Try to keep interaction with parents on the other team as healthy and positive as possible. Who's kidding whom? You want your child's team to win. So do they. But that should not make us take leave of our senses, especially our common sense. Be courteous 'till it hurts; avoid the 'tit for tat' syndrome.
9. Parents on the 'other' team are not the enemy. Neither are the boys or girls on the other team. We should work to check any negative feelings at the door before we hit the arena.
10. What is the easiest thing to do in the youth sports world? Criticize the referees. Oh, there are times when calls are missed, absolutely. And that can, unfortunately, directly affect the outcome of a contest. That said, by and large those who officiate at youth hockey games are
  - a. hardly over-compensated, and b) give it an honest — and often quite competent — effort. At worst, they usually at least try to be fair and objective.
11. On that note, outbursts from parents on the sideline made toward the referees only signal to children on the ice that they can blame the refs for anything that goes wrong. Learning early in life to make excuses and to blame others is not a formula for success in sports — or life.
12. Yelling out comments such as "Good call, ref" or "Thanks ref" may only serve to alienate an official. The ref always assumes they made the proper call, that's why they made it. Trying to show superficial support because the call went 'your' way is simply annoying to the officials, and to anyone within earshot.
13. The stands are for enjoying watching your child play, and the companionship of other parents— not for negative behavior. If you want to coach, obtain your coaching certification and then apply for a job.
14. We all feel things and are apt to be tempted to say things to others — fellow parents, officials, our own kids — in the 'heat of the moment'. But we don't excuse athletes for doing inappropriate things in the 'heat of the moment' (there are penalties, suspensions, etc.) so we should apply similar standards to our own behavior at the rink. Make yourself pause and quickly check yourself and ask: Will I be proud of what I am about to say or do when I reflect on it tomorrow?
15. The parking lot is not the time to 'fan the flames'. Whether it is a coach's decision, a referee's call, a comment that was made, let it go. Don't harass the coach or an official or a parent on the other team after the game is over. Go home, relax, and unwind. Talk positively with your child. Many of us have made the mistake of "chewing out" our own son or daughter on the way home for perceived poor play. The ride home is sometimes as important as the game itself. Make that time a good memory for your son or daughter by discussing as many positives as you can about him/her, their coach and their teammates.

Michael Langlois, founder of Prospect Communications Inc., is the author of the book, "A Guide to Better Communication for Minor (Youth) Hockey Coaches."



- Play for fun.
- Work hard to improve your skills.
- Be a team player; get along with your team mates.
- Learn teamwork, sportsmanship and discipline.
- Be ready for the start of practices and games.
- Learn the rules and play by them. Always be a good sport.
- Respect your coaches, team mates, spectators, opponents and officials.
- Contact your coach as soon as you know you are going to be absent from a practice or game.



- Membership on the KDMHA Executive is a privilege. Members must abide by the Constitution and Bylaws.
- Follow the rules and regulations of your league and KDMHA to ensure adherence to the association's philosophy and objectives.
- Support programs that train and educate players, coaches, parents, officials and volunteers.
- Promote and publicize your programs; seek-out financial support when possible.
- Work to provide programs that encompass fairness and promote fair play and sportsmanship.
- Recruit volunteers, including coaches, who demonstrate qualities conducive to being positive role models to the youth in our sport.
- Develop others to advance to positions in KDMHA, perhaps even your own position.



Hockey Canada insurance programs are in place to protect every player, coach, assistant coach, manager, Hockey Canada Safety Program personnel, official and volunteer involved in Hockey Canada sanctioned hockey activities.

The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.

Hockey Canada claim forms are available from your local minor hockey association or your Branch office.

Insurance fees are paid by the Home Association for every player registered. Team Officials are usually covered by the Home Association but some may put a restriction on how many bench staff will be paid for. Usually insurance is paid for the Head Coach, Assistants, Trainer and Manager. Any extra "on-ice" helpers (ie goalie coach) may be required to pay for their own insurance or may be taken out of team funds.

The insurance policy provides coverage while participating in Hockey Canada sanctioned activities. Only team management listed on the official team list can be behind the bench or on the ice.

**Teams wishing to travel outside of Canada must obtain additional insurance coverage.**



**TRAVEL PERMITS (Canada)**

- a) A travel permit is required when:
  - i) A team wishes to enter a tournament to be held outside ODMHA boundaries.
  - ii) A team wishes to play an exhibition game and the game will take place outside the ODMHA boundaries, that is, Quebec or another Hockey Canada Branch.
- \* No travel permits are necessary when playing a team within our branch.
- b) The Team/Coach/ Manager will complete the form and forward it to the appropriate District Chairperson.
- c) The appropriate ODMHA District Chairperson or delegate must approve all such trips. Failure to comply with this regulation will result in a suspension of team officials.
- d) The coach is responsible to inform their District Chairperson of any changes to the team or officials roster that was in the approved Travel Permit at least 48 hours prior to travel. Failure to do so shall result in appropriate disciplinary action.
- e) No team may play in more than six (6) Out-of-Branch Tournaments.

Travel Permits are available on the ODMHA website (\*\*See forms)

**TRAVEL PERMITS (USA)**

Same rules apply as above.

US Travel Permits are available on the ODMHA website (\*\*See forms)

NOTE: Ensure copies of the signed US Travel Permit are distributed as follows:

1. One copy is retained by the District Chairperson of the visiting team.
2. One copy is retained by the District Chair / Office of the home team.
3. One copy is retained by the visiting team (your team coach or manager)



These local businesses have provided apparel, promotional items, and embroidery services for Panther and Storm teams in previous seasons. These are companies are provided as suggestions only.

|  |   |
|--|---|
| <p><b>KC's Sports World</b><br/>                 Phone: (613) 258-2445<br/><br/>                 Email: <a href="mailto:crghn_krk@yahoo.ca">crghn_krk@yahoo.ca</a><br/><br/>                 Address: 2727 Hwy#43 (Shoppers Drug Mart Mall)<br/>                 KC's Sports World has agreed to donate 10% of all sales back to KDMHA if it is indicated at the time of the sale the person or a family member is a member of KDMHA. Last season alone, KC Sports World donated over \$1000 to the KDMHA!</p> | <p><b>Sew Kool Embroidery</b><br/>                 Phone: (613)258-5483, (613) 258-1704<br/><br/>                 Email: <a href="mailto:sewkool@ripnet.com">sewkool@ripnet.com</a><br/><br/>                 Address: 4310 South Gower Dr, Kemptville K0G 1J0, ON<br/>                 Sew Kool is the exclusive apparel provider to the Kemptville 73's. Sew Kool provides custom apparel and promotional offerings to many of the businesses and organizations of the North Grenville area and beyond.</p> |
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| <p><b>Re-Pete Sports</b><br/>                 Phone: (613) 258-6200<br/>                 Email: <a href="mailto:repete3824@aol.com">repete3824@aol.com</a><br/>                 Address: 3824 Rideau River Rd, PO Box 1915. Kemptville, ON K0G 1J0<br/>                 Contact: Pete Giesbrecht</p> | <p><b>Rainbow Sports</b><br/>                 Phone: (613) 258-2017<br/>                 Email: <a href="mailto:eckford@storm.ca">eckford@storm.ca</a><br/>                 Address: PO Box 1534, Kemptville, ON, K0G 1J0<br/><br/>                 Key contact: Sheila Eckford</p> |
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| <p><b>Ottawa Valley Uniforms</b><br/>                 Phone: 613-220-4665<br/>                 Email: <a href="mailto:ovu@rogers.com">ovu@rogers.com</a><br/>                 Address: 1135 Mill St., Manotick On K4M 1A5<br/>                 Key Contact: Kevin Jardine</p> | <p><b>Sport Vision</b><br/>                 Phone: 613-738-5646<br/>                 Email: <a href="mailto:lnistico@sportvisionone.ca">lnistico@sportvisionone.ca</a><br/>                 Key Contact: Lou Nistico</p> |
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Many teams in KDMHA are given the opportunity to host a tournament which takes a lot of organization and volunteers.

**The KDMHA tournament convenor will set up the preliminaries for the tournament however it is up to the teams involved to run everything for that day.**

**It is up to each team to solicit teams to come to their tournament** - handling out tournament information to various teams that you play against is a great way to start. (Dates and forms are on the [kemptvillehockey.com](http://kemptvillehockey.com) site).

KDMHA Tournament Convenor Shall:

- Organize all tournament applications, collect all team lists, odmha lists, fees etc. for all teams participating in our tournaments
- Secure the ice necessary for each tournament and prepare the schedules for the tournament day through the ice convenor
- Arrange for awards for each tournament

KDMHA Teams shall:

- Each team will put forward a person to be the tournament coordinator who will in turn arrange to meet with the other tournament coordinators of the teams sharing their tournament and form a small tournament committee

Tournament Committee shall be responsible for the following through volunteers from their teams:

- Organize all their volunteers
- Registration table – this is where the game sheets shall be kept and returned after each game. Teams must fill out their own game sheet before each game and can pick up their copy of game sheets at the registration table.
- Cross reference game sheets to team lists that were submitted by each team
- Co-ordinate the running of the clock, game sheet and penalty box and make sure that a set of rules is set up in each time keepers box and in the referee's room.
- Post a chart to show the schedule and game results
- Post a chart to show game results
- Co-ordinate picking up prizes from the tournament convenor and the team lists
- Co-ordinate the presentation of MVP's for each game and awards for the finals
- Make sure that all game sheets from the tournament are submitted to the tournament convenor within 5 days of the tournament and all remaining awards
- Appoint one person to be the tournament official, this person will be aware of game results and post them, break any ties and handle any conflicts during the tournament day. This person is also responsible to report to the tournament convenor any suspensions issued during the tournament and their details

Teams are allowed to run a raffle table, chuck a puck, and 50/50, any other fundraising ideas should be discussed with the KDMHA tournament convenor. KDMHA is NOT allowed to sell any food or beverages in the lobby of the Municipal Centre.

For away tournaments, it is recommended that you register as early as possible to avoid disappointment.

Sanctioned Tournaments are listed on the ODMHA website (<http://www.odmha.on.ca/tournaments>), or OWHA site (<http://www.owha.on.ca/mainowha.asp>).

Things to consider when picking tournaments for your team:

- How many tournaments? Cost of each tournament? Minimum number of guaranteed games?
- Distance parents are willing to travel to a tournament out of town.
- What time of year is better? Do parents go away at Christmas and March Break? Will you have enough players? Are there restrictions on when your team can travel away from your Association (i.e. fundraisers, etc)?
- Body contact or not? If your team is registered as body checking, please ensure that you have not entered a NO body checking tournament.
- If the tournament is outside of the ODMHA region, you will be required to fill out a Travel Permit noting where and when you will be participating. (\*\*See Forms)
- If the tournament is outside of Canada, you will be required to fill out a USA Travel Permit noting where and when you will be participating. (\*\*See Forms)
- Note: some Associations host minor or major tournaments. Our teams are combined major/minor mix. Please take this into consideration when you apply.

**NEVER ASSUME YOU ARE IN A TOURNAMENT YOU HAVE APPLIED FOR  
UNTIL YOU HAVE RECEIVED CONFIRMATION**

A team must give both verbal and written notification with a minimum of 10 days of their intent to withdraw from a tournament. This withdrawal also must be due to UNAVOIDABLE circumstances.

The Coach of a team that enters a Tournament and fails to appear will be suspended until a formal hearing is conducted by the ODMHA Discipline and Appeals Committee.

The Coach of any team which enters a Tournament and fails to continue playing in any Tournament games will be required to attend a formal hearing conducted by the ODMHA Discipline and Appeals Committee. Such incidents shall be reported within 24 hours by the coach to their District Chairperson. The District Chairperson is responsible for reporting such incidents to the ODMHA Discipline and Appeals Committee within 48 hours.

**Understanding Our Ice:**

KDMHA has been granted a 70.5 hour standard weekly ice allocation from the Municipality of North Grenville for the 2010-2011 season. Of that allocation, 28.5 hours are during weeknight hours and the remaining 42 hours fall on Saturday and Sunday. For this season, we have also purchase 1.5 hours on Saturday evening at Spencerville arena and have also had the opportunity to purchase additional ice times in Kemptville from ice turned in by other user groups.

Community special events falling within our ice allocation will account for occasional weeks with an allocation in the 35-40 hour range due primarily to the fact that these events affect weekend hours. This year, however, those events are fewer than previous years:

**November 5-7, 2010** Pad 1 and 2 are reserved for our association 'Rep Mega Tournament'

**November 18-21, 2010** Pad 1 is reserved

**January 22, 2011** Pad 1 and Pad 2 are reserved

**Thursday March 3, 2011** Pad 1 is reserved

**Saturday March 5, 2011** Pad 1 and Pad 2 are reserved

For the 2010-2011 season, KDMHA has declared a total of 38 teams to league play; 26 on the Panthers side and 12 on the Storm side. We also have 5 teams based in our IP program for the season. Our regular weekly ice allotment has room for fifteen 1-hour game slots, twenty-four 1.5-hour game slots and 14 hours of ice outside of "acceptable game times," for practice use only. Based on a full practice and full game schedule week, the ice required for the KDMHA is well over our basic 70.5 hour allotment.

**Consistent, effective communication between team contacts and the Ice Convenor must be maintained to manage our needs.** (Karen Bedard - [ice@kemptvillehockey.com](mailto:ice@kemptvillehockey.com))

**Ice Allocation:**

Association fees this season were carefully calculated based on allocation of the following game and practice allocation averages:

**All Panthers teams** – 12 regular season home games plus 3 playoff games (1 hour Novice/Atom, 1.5 hours Peewee - Juvenile)

**All Storm teams** – 10 regular season home games plus 3 playoff games (1 hour all levels)

- Panthers IP Teams – Two half ice practices per week
- Panthers Novice to Atom House Teams – 1 full ice and 5 half ice practices every 6 week cycle
- Panthers Peewee to Midget House Teams – 1 full ice and 3 half ice practices every 4 week cycle
- Panthers Atom Rep Team – 1 full ice and 4 half ice practices every 5 week cycle
- Panthers Peewee to Midget Rep Teams – 1 full ice and 2 half ice practices every 3 week cycle
- Storm Novice to Atom House Teams - 1 full ice and 5 half practice every 6 week cycle
- Storm Peewee to Midget House Teams – 1 full ice and 6 half ice practices every 4 week cycle
- Storm Atom Competitive Team – 1 full ice and 4 half ice every 5 week cycle
- Storm Peewee to Midget Competitive Teams – 1 full ice and 4 half ice every 3 week cycle

**Note that practice ice allocations are the minimum requirements for the season. Every effort is made to provide additional ice when possible.**

### **Ice Scheduling:**

Full team schedules including league scheduled games and practice times will be distributed initially by email to each team contact and then posted on [www.kemptvillehockey.com](http://www.kemptvillehockey.com).

**Coaches and managers are responsible for verifying game times against their appropriate league schedule and notifying the Ice Convenor of any discrepancies throughout the year.**

Any changes made by the Ice Convenor will be emailed to the team contact and posted on the website.

Teams are required to submit intended tournament dates to the Ice Convenor by October 31<sup>st</sup> so that practice and game time ice re-allocation can be completed quickly.

Every team will be assigned one 6:00 am and one 6:30 am practice throughout the regular season. These are full ice practices and are non-negotiable. This will count as the full ice practice in your rotation and your next full ice practice will be at the time you indicate on your ice contact information as "preferred practice time." Should a team choose not to use their 6/6:30 allotments, they will not receive their next full ice practice either.

Teams are required to notify the Ice Convenor of any practices or game times they will not need or be able to attend 7 days prior to the practice time. Failure to do so will result in the surrender of the team's next scheduled practice. Rescheduling or changing of any practices or games will be done through the Ice Convenor. Failure to do so may result in the loss of your next scheduled practice.

Notification of extra ice availability will be distributed by email to all Team contacts as it arises. It will be distributed in a fair and equitable manner. Team Contacts are encouraged to reply as soon as possible after notification of extra ice.

### **Ice Contact:**

Each team will be responsible for submitting one contact name and the following information for each team:

Contact Name:

Contact Email:

Contact Phone:

Preferred Team Practice Time:

Teams To Which Your Players Are Affiliated:

Please submit the information by email referencing the team level, team name and coach to:

Karen Bedard at [ice@kemptvillehockey.com](mailto:ice@kemptvillehockey.com)

### **North Grenville Municipal Centre:**

Coaches are not permitted to use the referee room as a locker or change room.

Gondola rooms are no longer accessible to the public. The sound system may be used through the time clock area. Proper instruction is required and an adapter cord is available for use through the Arena Maintenance Office.

Arena staff have contact information for the KDMHA Ice Convenor.

## *Reschedule games*



- Rescheduling League games is not acceptable for any reason other than tournament play or inclement weather; league play will always take precedence over Exhibition or tournament game play.
- **Rescheduling games is an individual Team responsibility.**
- Each Team Contact is responsible for cancelling and securing referees and informing the Ice Convenor.

### **UCMHL**

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- All rescheduled games must adhere to the UCMHL Constitution's guidelines as outlined in part below.

#### UCMHL Game Postponements

The Division Director will be responsible for APPROVING ALL RESCHEDULED GAMES within his/her Division. Consult your KDMHA Convenor to find out your UCMHL Division Director.

- a. Any team not showing up for a scheduled league or playoff game without notification to the Division Director shall be responsible for payment of Game Officials and be fined \$100.00
- b. All games postponed for the convenience of the team (ie Tournaments) MUST be played in advance of the originally scheduled date and time OR a date must be picked that is agreed on by both teams involved as well as the Division Director before postponement is allowed. \*Scheduling must be done through the KDMHA Ice Convenor.
- c. Tournaments will not be played during play-offs UNLESS Division Director gives approval and the play-off series is not compromised.
- d. Twenty-four hours (24) notice must be given to the Division Director of any league or play-off games being postponed. (24 hours prior to scheduled game time).
- e. In the case of a team showing up for a game with less than six (6) players then the game will not proceed. A game sheet MUST be filled out and signed by the Officials. The Discipline and Appeals Committee will investigate the circumstances surrounding the lack of players. It will be determined by this committee if the game is to be re-played or if points will be awarded to the non-offending team. The Discipline and Appeals Committee will also determine if the team that didn't have enough players will be informed that they are responsible for the Officials fees.
- f. No games are allowed to be forfeited in the UCMHL.

### **ODWHA**

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1. Complete Part A and Part B of the "Game Rescheduling Form" (<http://odwha.goalline.ca> -> ODWHA Forms), and submit to Divisional Convenor.
2. Upon approval, a Log Number will be issued to Requesting Team and Divisional Statistician.
3. Contact other team to determine a mutually agreeable reschedule date and time.
4. Provide Part B completion information to Divisional Statistician and Divisional Convenor.
5. Teams have ten (10) days from requesting date to set a new date for the rescheduled game.
  - a. If after 10 days a rescheduled game is not set, the League can bind the two teams to a reasonable date and location. Teams are strongly encouraged to keep emails in respect of their efforts to reschedule.
6. All requests to reschedule a games after 31 October, 2010, will be subject to an administration fee, payable prior to the next regularly scheduled game, as per Rule 3 -F of ODWHA Bylaws.

#### LAST MINUTE- POSTPONED GAME

1. Last minute postponement of games is only allowed due to circumstances beyond a teams control i.e. inclement weather, loss of ice, power failure, etc...
2. Requesting team must notify Division Convenor and Divisional Director a minimum of six hours prior to original scheduled game, League will notify officials.
3. Rescheduling of game to be done as per above.



### Important Dates

#### ODWHA

ODWHA registration is due prior to your first league game. Please scan a copy of your signed ODWHA registration/ signed T112 form and also mail a copy to the Registrar at 146 Beley St., Brockville, ON K6V 6V4. If you are adding players or staff after your initial registration, you will need to follow up with ODWHA prior to permitting these individuals on the team/bench/ice. Please note your Association Registrar may do this for you – you are best to verify.

#### UCMHL

- **October 1 – 8** All UCMHL Rep team lists must be entered, signed and approved (*date depends on date of the first game*)
- **November 1** All UCMHL house league teams must be submitted, signed and approved.
- **December 20** KDMHA Coach Certifications must be complete.
- **January 15** Last day for UCMHL affiliations

### Lists and Forms

**Team Lists** - Team lists must be signed and returned to the registrar by the scheduled due date in order to be signed by the District Registrar.

The team list **must** stay with the team at all times. If changes are made to the list by adding or removing players, new team lists will be issued and only the **players that have been added** must sign the new team list.

**Registered teams are not permitted to hold parent/player on-ice activities at any time of the year.**

**Affiliation Forms** - Affiliation forms must be filled in and signed as indicated. The forms must then be provided to the registrar for approval and district registrar signature. The registrar will keep a copy of the signed form and the original will be returned to the team. The forms **must** be kept with the team at all times.

**NOVICE: Novice "C" can not draw affiliate players from anywhere, unless it is another Novice "C" goalie under the special circumstances for goalies.**

### Certifications:

- All bench staff **MUST** have Speak Out – Managers included.
- All House league Coaches and Assistant Coaches must have Coach Stream and Speak Out.
- All Competitive/Rep coaches must have Development 1 and Speak Out. Assistant coaches must have Coach Stream and Speak Out.
- Trainer certification expires every three years. Trainers need their card on them at all times.

### Income Tax Receipts

All receipts will be issued in January and provided to the coaches for distribution to the parents. Only applies for children 15 and under.

### Registrar Contact Information:

Angela Meulenbroek  
[ameulenbroek@magma.ca](mailto:ameulenbroek@magma.ca)  
T: 613-258-7834



The information below is specific to scheduling officials for teams in the Upper Canada Minor Hockey League. For information regarding scheduling of officials for teams in the Ottawa District Women's Hockey Association, please see <http://odwha.goalline.ca>. (ODWHA Referee-In-Chief Emergency Assigning Number: 613-620-3266)

#### Booking officials

Requests for officials are done via email to the following, [Greg.Nixon@rcmp-grc.gc.ca](mailto:Greg.Nixon@rcmp-grc.gc.ca), [StaffRelations1@hotmail.com](mailto:StaffRelations1@hotmail.com), and [lmatura@hotmail.com](mailto:lmatura@hotmail.com) to assure there is no confusion regarding dates and times. (KDMHA Referee-In-Chief Emergency Assigning Number: 613-258-1692)

#### A minimum of 48 hours notice is required.

If you make a request that less than 48 hours notice, it is on a best effort basis with **NO GUARANTEES** that there will be officials present/available. It is harder to schedule referees than to cancel them.

If the request is to officiate an exhibition game, the home team must provide payment to the referee and lines wo/men at the start of the game. Pay rates are listed on the following page.

#### Cancelling officials

As soon as coaches find out that there is not going to be a game, an email needs to be sent indicating which game, time & location has been cancelled.

#### Officiating issues

If there are issues related to officiating, the 24 hour rule needs to be applied before sending an email. Any harassment of officials following the game will not be tolerated (it is a Gross Misconduct and will be reported to D1 chair and the President). The referee's room is off limits to all team staff, including managers. When game sheets are signed off, they will be brought out.

#### Game Scheduling

Initially, all schedules are input into the system at the start of the season by Upper Canada. **Any games changes after the original schedules are sent out** (dates, times, additions, cancellations) **must be sent in via email** so that all records are changed accordingly. If an email is sent to the Ice Convenor regarding game changes, please include the RIC on the email.

#### Game Sheets

For UCMHL games, Officials are to receive the last copy of each game sheet. They will be holding onto this until the end of the season, regardless of how many, or what type of penalty is called.

Bantam & Midget Teams are encouraged to bring 2 game sheets to the game - one never knows how many penalties will, or may, be called.

*If you are the home team, remember to verify referees are present 20 minutes prior to game time!*

**ODMHA OFFICIALS PAY RATES for the 2010-2011 SEASON / 2011-2012 SEASON / 2012-2013 SEASON**

| <b>LEVEL</b>                        | <b>LENGTH OF GAME</b> | <b>REF SYSTEM</b> | <b>AAA</b>      | <b>AA/A</b>     | <b>B</b>        | <b>HL</b>       |
|-------------------------------------|-----------------------|-------------------|-----------------|-----------------|-----------------|-----------------|
| <b>Novice</b>                       | 60 min game           | REFEREE           | N/A             | N/A             | N/A             | <b>\$16.00</b>  |
| <b>Atom</b>                         | 60 min game           | REFEREE           | <b>\$ 24.00</b> | <b>\$ 21.00</b> | <b>\$ 20.00</b> | <b>\$ 19.00</b> |
|                                     |                       | LINES             | <b>\$ 19.00</b> | <b>\$ 17.00</b> | <b>\$ 17.00</b> | <b>\$ 17.00</b> |
|                                     | 70 min game           | REFEREE           | <b>\$ 26.00</b> | <b>\$ 23.00</b> | <b>\$ 22.00</b> | <b>\$ 21.00</b> |
|                                     |                       | LINES             | <b>\$ 21.00</b> | <b>\$ 19.00</b> | <b>\$ 19.00</b> | <b>\$ 19.00</b> |
|                                     | 90 min game           | REFEREE           | <b>\$ 33.00</b> | <b>\$ 30.00</b> | <b>\$ 29.00</b> | <b>\$ 28.00</b> |
|                                     |                       | LINES             | <b>\$ 25.00</b> | <b>\$ 23.00</b> | <b>\$ 23.00</b> | <b>\$ 23.00</b> |
| <b>PeeWee</b>                       | 60 min game           | REFEREE           | <b>\$ 27.00</b> | <b>\$ 24.00</b> | <b>\$ 23.00</b> | <b>\$ 22.00</b> |
|                                     |                       | LINES             | <b>\$ 20.00</b> | <b>\$ 18.00</b> | <b>\$ 18.00</b> | <b>\$ 18.00</b> |
|                                     | 70 min game           | REFEREE           | <b>\$ 29.00</b> | <b>\$ 26.00</b> | <b>\$ 25.00</b> | <b>\$ 24.00</b> |
|                                     |                       | LINES             | <b>\$ 22.00</b> | <b>\$ 20.00</b> | <b>\$ 20.00</b> | <b>\$ 20.00</b> |
|                                     | 90 min game           | REFEREE           | <b>\$ 37.00</b> | <b>\$ 34.00</b> | <b>\$ 32.00</b> | <b>\$ 31.00</b> |
|                                     |                       | LINES             | <b>\$ 27.00</b> | <b>\$ 25.00</b> | <b>\$ 25.00</b> | <b>\$ 25.00</b> |
|                                     | 2 hr game             | REFEREE           | <b>\$ 47.00</b> | <b>\$ 44.00</b> | <b>\$ 43.00</b> | <b>\$ 42.00</b> |
|                                     |                       | LINES             | <b>\$ 33.00</b> | <b>\$ 31.00</b> | <b>\$ 31.00</b> | <b>\$ 31.00</b> |
| <b>Bantam</b>                       | 60 min game           | REFEREE           | <b>\$ 29.00</b> | <b>\$ 26.00</b> | <b>\$ 25.00</b> | <b>\$ 24.00</b> |
|                                     |                       | LINES             | <b>\$ 21.00</b> | <b>\$ 19.00</b> | <b>\$ 19.00</b> | <b>\$ 19.00</b> |
|                                     | 70 min game           | REFEREE           | <b>\$ 31.00</b> | <b>\$ 28.00</b> | <b>\$ 27.00</b> | <b>\$ 26.00</b> |
|                                     |                       | LINES             | <b>\$ 23.00</b> | <b>\$ 21.00</b> | <b>\$ 21.00</b> | <b>\$ 21.00</b> |
|                                     | 90 min game           | REFEREE           | <b>\$ 41.00</b> | <b>\$ 38.00</b> | <b>\$ 37.00</b> | <b>\$ 36.00</b> |
|                                     |                       | LINES             | <b>\$ 30.00</b> | <b>\$ 28.00</b> | <b>\$ 28.00</b> | <b>\$ 28.00</b> |
|                                     | 2 hr game             | REFEREE           | <b>\$ 50.00</b> | <b>\$ 47.00</b> | <b>\$ 46.00</b> | <b>\$ 45.00</b> |
|                                     |                       | LINES             | <b>\$ 36.00</b> | <b>\$ 34.00</b> | <b>\$ 34.00</b> | <b>\$ 34.00</b> |
| <b>Midget</b>                       | 60 min game           | REFEREE           | <b>\$ 32.00</b> | <b>\$ 29.00</b> | <b>\$ 28.00</b> | <b>\$ 27.00</b> |
|                                     |                       | LINES             | <b>\$ 23.00</b> | <b>\$ 21.00</b> | <b>\$ 21.00</b> | <b>\$ 21.00</b> |
|                                     | 70 min game           | REFEREE           | <b>\$ 34.00</b> | <b>\$ 31.00</b> | <b>\$ 30.00</b> | <b>\$ 29.00</b> |
|                                     |                       | LINES             | <b>\$ 25.00</b> | <b>\$ 23.00</b> | <b>\$ 23.00</b> | <b>\$ 23.00</b> |
|                                     | 90 min game           | REFEREE           | <b>\$ 43.00</b> | <b>\$ 40.00</b> | <b>\$ 39.00</b> | <b>\$ 38.00</b> |
|                                     |                       | LINES             | <b>\$ 32.00</b> | <b>\$ 30.00</b> | <b>\$ 30.00</b> | <b>\$ 30.00</b> |
|                                     | 2 hr game             | REFEREE           | <b>\$ 53.00</b> | <b>\$ 50.00</b> | <b>\$ 49.00</b> | <b>\$ 48.00</b> |
|                                     |                       | LINES             | <b>\$ 38.00</b> | <b>\$ 36.00</b> | <b>\$ 36.00</b> | <b>\$ 36.00</b> |
| <b>Juvenile</b>                     | 60 min game           | REFEREE           |                 |                 |                 | <b>\$ 32.00</b> |
|                                     |                       | LINES             |                 |                 |                 | <b>\$ 23.00</b> |
|                                     | 70 min game           | REFEREE           |                 |                 |                 | <b>\$ 34.00</b> |
|                                     |                       | LINES             |                 |                 |                 | <b>\$ 25.00</b> |
|                                     | 90 min game           | REFEREE           |                 |                 |                 | <b>\$ 44.00</b> |
|                                     |                       | LINES             |                 |                 |                 | <b>\$ 34.00</b> |
|                                     | 2 hr game             | REFEREE           |                 |                 |                 | <b>\$ 55.00</b> |
|                                     |                       | LINES             |                 |                 |                 | <b>\$ 39.00</b> |
| <b>ASSIGNOR FEES PER GAME</b>       |                       |                   |                 |                 | <b>\$ 5.50</b>  |                 |
| <b>ADMINISTRATION FEES PER GAME</b> |                       |                   |                 |                 | <b>\$ 2.00</b>  |                 |

NOTE: Times include flood

- 2 man system games would be 1 referee + 1 linesman fee divided by 2
- ODMHA Policy is that all competitive AAA/AA/A/B level games use 3 official system.
- House League (HL) at the Novice, Atom and PeeWee levels have option to use 2-man system.
- Bantam and Midget HL are highly recommended to use the 3 official system.

## ODWHA 2010-2011 Referee Pay Rates

| Division                   | Referee  | Lines    | Game Length | Total Game Fee | Total Game Fee including Administrative Fee (Regular season) |
|----------------------------|----------|----------|-------------|----------------|--|
| <b>Novice</b>              |          |          |             |                |  |
| Novice Competitive         | \$ 16.00 |          | 1 hr        | \$ 32.00       | \$ 37.50   |
| Novice House               | \$ 15.00 |          | 1 hr        | \$ 30.00       | \$ 35.50   |
| <b>Atom</b>                |          |          |             |                |  |
| Atom AA                    | \$ 18.00 |          | 1 hr        | \$ 36.00       | \$ 41.50   |
| Atom A                     | \$ 18.00 |          | 1 hr        | \$ 36.00       | \$ 41.50   |
| Atom BB                    | \$ 17.50 |          | 1 hr        | \$ 35.00       | \$ 40.50   |
| Atom B                     | \$ 17.50 |          | 1 hr        | \$ 35.00       | \$ 40.50   |
| Atom C                     | \$ 17.00 |          | 1 hr        | \$ 34.00       | \$ 39.50   |
| Atom House                 | \$ 17.00 |          | 1 hr        | \$ 34.00       | \$ 39.50   |
| <b>PeeWee</b>              |          |          |             |                |  |
| PeeWee AA                  | \$ 23.00 |          | 1 hr        | \$ 46.00       | \$ 51.50   |
| PeeWee AA (3 Officials)    | \$ 23.00 | \$17.00  | 1 hr        | \$ 57.00       | \$ 62.50   |
| PeeWee A                   | \$ 23.00 |          | 1 hr        | \$ 46.00       | \$ 51.50   |
| PeeWee BB                  | \$ 22.00 |          | 1 hr        | \$ 44.00       | \$ 49.50   |
| PeeWee B                   | \$ 19.50 |          | 1 hr        | \$ 39.00       | \$ 44.50   |
| PeeWee C                   | \$ 19.00 |          | 1 hr        | \$ 38.00       | \$ 43.50   |
| PeeWee House               | \$ 19.00 |          | 1 hr        | \$ 38.00       | \$ 43.50   |
| <b>Bantam</b>              |          |          |             |                |  |
| Bantam AA (3 Officials)    | \$ 37.50 | \$27.00  | 1.5 hrs     | \$ 91.50       | \$ 97.00   |
| Bantam AA (3 Officials)    | \$ 25.00 | \$18.00  | 1 hr        | \$ 61.00       | \$ 66.50   |
| Bantam A (3 Officials)     | \$ 35.50 | \$27.00  | 1.5 hrs     | \$ 89.50       | \$ 95.00   |
| Bantam A                   | \$ 23.50 |          | 1 hr        | \$ 47.00       | \$ 52.50   |
| Bantam A (3 Officials)     | \$ 23.50 | \$18.00  | 1 hr        | \$ 59.50       | \$ 65.00   |
| Bantam BB                  | \$ 23.00 |          | 1 hr        | \$ 46.00       | \$ 51.50   |
| Bantam BB (3 Officials)    | \$ 23.00 | \$17.00  | 1 hr        | \$ 57.00       | \$ 62.50   |
| Bantam B                   | \$ 21.00 |          | 1 hr        | \$ 42.00       | \$ 47.50   |
| Bantam C                   | \$ 20.50 |          | 1 hr        | \$ 41.00       | \$ 46.50   |
| Bantam House               | \$ 20.50 |          | 1 hr        | \$ 41.00       | \$ 46.50   |
| <b>Midget</b>              |          |          |             |                |  |
| Midget AA (3 Officials)    | \$ 56.00 | \$40.00  | 2 hrs       | \$ 136.00      | \$ 141.50  |
| Midget AA (3 Officials)    | \$ 42.00 | \$30.00  | 1.5 hrs     | \$ 102.00      | \$ 107.50  |
| Midget AA (3 Officials)    | \$ 28.00 | \$20.00  | 1 hr        | \$ 68.00       | \$ 73.50   |
| Midget A (3 Officials)     | \$ 42.00 | \$30.00  | 1.5 hrs     | \$ 102.00      | \$ 107.50  |
| Midget A (3 Officials)     | \$ 28.00 | \$20.00  | 1 hr        | \$ 68.00       | \$ 73.50   |
| Midget BB                  | \$ 27.00 |          | 1 hr        | \$ 54.00       | \$ 59.50   |
| Midget BB (3 officials)    | \$ 27.00 | \$19.00  | 1 hr        | \$ 65.00       | \$ 70.50   |
| Midget B                   | \$ 23.50 |          | 1 hr        | \$ 47.00       | \$ 52.50   |
| Midget C                   | \$ 23.50 |          | 1 hr        | \$ 47.00       | \$ 52.50   |
| Midget House               | \$ 23.00 |          | 1 hr        | \$ 46.00       | \$ 51.50   |
| Midget House (3 officials) | \$ 23.00 | \$ 18.00 | 1 hr        | \$ 59.00       | \$ 64.50   |
| <b>Intermediate</b>        |          |          |             |                |  |
| Int AA (3 Officials)       | \$ 50.50 | \$39.00  | 1.5 hrs     | \$ 128.50      | \$ 134.00  |
| Int AA (3 Officials)       | \$ 33.50 | \$26.00  | 1 hr        | \$ 85.50       | \$ 91.00   |
| Int A (3 Officials)        | \$ 42.00 | \$30.00  | 1.5 hrs     | \$ 102.00      | \$ 107.50  |
| Int A (3 Officials)        | \$ 28.00 | \$20.00  | 1 hr        | \$ 68.00       | \$ 73.50   |
| Int BB                     | \$ 27.00 |          | 1 hr        | \$ 54.00       | \$ 59.50   |
| Int B                      | \$ 27.00 |          | 1 hr        | \$ 54.00       | \$ 59.50   |
| Int C                      | \$ 23.50 |          | 1 hr        | \$ 47.00       | \$ 52.50   |
| Int House                  | \$ 23.00 |          | 1 hr        | \$ 46.00       | \$ 51.50   |
| Int House (3 officials)    | \$ 23.00 | \$ 18.00 | 1 hr        | \$ 59.00       | \$ 64.50   |
| <b>Senior</b>              |          |          |             |                |  |
| Sr AA (3 Officials)        | \$ 67.00 | \$52.00  | 2 hrs       | \$ 171.00      | \$ 176.50  |
| Sr AA (3 Officials)        | \$ 50.50 | \$39.00  | 1.5 hrs     | \$ 128.50      | \$ 134.00  |
| Sr AA (2 Officials)        | \$ 50.50 |          | 1.5 hrs     | \$ 101.00      | \$ 106.50  |
| Sr AA (3 Officials)        | \$ 33.50 | \$26.00  | 1 hr        | \$ 85.50       | \$ 91.00   |
| Sr AA (2 Officials)        | \$ 33.50 |          | 1 hr        | \$ 67.00       | \$ 72.50   |
| Sr A                       | \$ 27.00 |          | 1 hr        | \$ 54.00       | \$ 59.50   |
| Sr BB                      | \$ 27.00 |          | 1 hr        | \$ 54.00       | \$ 59.50   |
| Sr B                       | \$ 25.00 |          | 1 hr        | \$ 50.00       | \$ 55.50   |
| Sr C                       | \$ 23.50 |          | 1 hr        | \$ 47.00       | \$ 52.50   |
| Sr Rec                     | \$ 23.00 |          | 1 hr        | \$ 46.00       | \$ 51.50   |

Note: Administrative fee for regular season games to be \$5.50

Note: Administrative fee for exhibition and tournament games to be \$7.00



Guidelines for equipment management;

1. The coach is ultimately responsible for pick up and drop-off of all equipment supplied by Kemptville District Minor Hockey.
2. Jerseys are to be worn in game situations only — not for practices. Please have your players provide a practice jersey to be worn during practices – advise them of this at your first team meeting of the season.
3. A suggestion is to seek out a parent volunteer to carry your home & away jerseys to each game.
4. Any problems with damaged / lost / stolen jerseys should be directed to the equipment convenor as soon as possible – so that the problem can be rectified promptly.

From KDMHA Rules & Regulations

- Goalie Equipment will be provided from Initiation to Pee wee, and for Bantam Girls if necessary
- All new jerseys will be numbered starting at # 1 and running consecutively.
- True Florida Panther jerseys or previous Anaheim jersey colors will be used for any new jerseys purchased.
- Namebars are only permitted to be sewn on the top of the back of team jerseys. It is the Head Coaches responsibility to ensure that all jerseys are returned at the end of the season intact and without damage caused by the placement or removal of namebars. Any damage incurred to a jersey will result in replacement fees being incurred by the Head coach & player.
- All KDMHA players MUST wear a neck protector, and mouth guard at any time when on the ice.



*Please Note: that the following levels are requirements for both Panther's and Storm Hockey.*

**IP (Initiation) (kids aged 4-6)**

- Intro Coach
- Speak Out

**Novice (kids aged 7-8)**

- Coach Stream (Speak Out is included with this clinic)

**Atom (kids aged 9-10)**

- Coach Stream (Speak Out is included with this clinic)
  - This will allow you to be a Head Coach (House League level), Assistant Coach (House League level and Competitive level)
- Competitive Level you will require Dev 1 (Dev 2 is an optional level) to be a Head Coach.

**Pee Wee (kids aged 11-12)**

- Coach Stream (Speak Out is included with this clinic)
  - This will allow you to be a Head Coach (House League level), Assistant Coach (House League level and Competitive level)
- Competitive Level you will require Dev 1 (Dev 2 is an optional level) to be a Head Coach.

**Bantam (kids aged 13-14)**

- Coach Stream (Speak Out is included with this clinic)
  - This will allow you to be a Head Coach (House League level), Assistant Coach (House League level and Competitive level)
- Competitive Level you will require Dev 1 (Dev 2 is an optional level) to be a Head Coach.

**Midget (kids aged 15-17)**

- Coach Stream (Speak Out is included with this clinic)
  - This will allow you to be a Head Coach (House League level), Assistant Coach (House League level and Competitive level)
- Competitive Level you will require Dev 1 (Dev 2 is an optional level) to be a Head Coach.

**Team Manager**

- Speak Out

**Trainer**

- Trainer I (Trainer II optional)
- Speak Out

*Note: Age level is based on the age of the child as of December 31.*



Letter of Intent

**Kemptville District Minor Hockey Association  
KDMHA**



October 2010

Letter of Intent to attend

|                          |                     |
|--------------------------|---------------------|
| <input type="checkbox"/> | Speak Out           |
| <input type="checkbox"/> | Trainer Clinic      |
| <input type="checkbox"/> | Intro to Coach      |
| <input type="checkbox"/> | Coach Stream        |
| <input type="checkbox"/> | Coach Development 1 |

This confirms my intent to attend the above stated clinic(s), by December 20, 2010, which is required to be a volunteer on a Kemptville District Minor Hockey Association team. I understand that failure to attend will result in my inability to continue on as a team volunteer, effective January 1, 2011.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Division  
Convenor \_\_\_\_\_

Signature \_\_\_\_\_



**PURPOSE**, to provide an opportunity for

- 1) player development by enabling players to play with a higher level team.
- 2) teams to dress the maximum number of players allowable for a game in accordance with the Playing Rules.

- A player is only permitted to participate as an affiliated player with one ODHA Minor hockey team of a higher division or category during a playing season.
- ODWHA allows player pick-ups for various teams on a game by game basis.
- Prior to a team placing an AP player's name on a team list, the coach must receive permission from the Head Coach of the team to which the player is a registered member.
- Once a player's Hockey Canada registration has been endorsed by the ODHA Branch Executive Director as being a specially affiliated player, their name becomes part of the selecting team's list of specially affiliated players and may not be dropped from such list during the current season and replaced, unless the team with which he registered releases them on or before January 10.
- Prior to participation as an affiliated player, the player's name must appear on the team's affiliation list filed within the Branch. Paperwork must be 100% complete before a player may be called up for a game.
- **The coach is strongly encouraged to invite all affiliate players to practices.**
- An affiliate can only be used to replace injured, sick, suspended or absent players. Affiliates may not be on the bench for any other reason. If the team list contains 15 players and 1 player is absent, a coach MAY call up only one affiliate.
- A coach at the lower level may not stop a player from affiliating at a higher level.
- Player priority is always given to the lower level team. If both teams are playing on the same day, the player plays for the lower team.
- **If an affiliate plays more than 5 games after January 10th, the player cannot return to the lower team, but will remain ONLY as an affiliate at the higher level. Exhibition games and tournaments are excluded from this rule.**
- **ODWHA players can only affiliate for a maximum of 5 games during the entire season.**
- No player's names may be added after January 5th to an affiliate list.
- Suspensions are served with the lower category team, regardless of what team the player has incurred the suspension with.
- Affiliated players used by a higher Division/category team in a game, shall be designated on the official game report by the use of the symbol "AP" after their name on the players line-up or roster.
- If an affiliation agreement is broken during the current playing season, the higher Division or category team shall not be allowed to use any of the affiliated team's players, nor will they be permitted to have a replacement-affiliated team.

### UCMHL

During the 2010-2011 Hockey Season the Upper Canada Minor Hockey League has asked and been granted special dispensation to deviate from the ODMHA rules of Affiliation.

A "C" House league player MAY affiliate with the B house team within his/her own division OR the "C" House league team at the division above. A "B" house league player MAY affiliate to the "B" Rep team within his/her own division OR the "B" House league team at the division above. Rep players may NOT affiliate to any house teams.

See Affiliation guidelines ODMHA Handbook-- Rules and Regulations- Section 8.0 and ODMHA Handbook -- Appendix B-Minor Affiliation

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See also Hockey Canada Handbook Section E "all" – but specifically (36b) for Goaltender exemption

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### **Conditions for Use of Affiliate Players/Pickup Players in League games**

Player movement from one level to a higher level is allowed under the following conditions:

1. Unless otherwise approved by the ODWHA Board of Directors, upward movement of players may only occur within teams falling under the Ottawa District Women's Hockey Association
2. No individual player, used as pick-up for ODWHA league play is allowed to play at a higher level more than five (5) ODWHA league games during the regular and playoff season. Any player within ODWHA teams who plays more than five (5) games at a higher level shall become ineligible for further play with her original team. The player's future status will be determined by the ODWHA Board of Directors. Any player from another team outside of the ODWHA league who is used as a pick-up player more than 5 times will be deemed an "illegal" player by the league and further disciplinary action will be taken against the offending coach as per OWHA suspensions.
3. A team may not bring up from a lower level more than three (3) affiliate players for any given game not to exceed the number of registered players on their team.
4. In recognition of the shortage of goalies, teams needing to bring up affiliated goalies for more than five regular ODWHA league games may request an exemption from the ODWHA Board of Directors. Such exemptions to the five game movement limits will only be granted in cases of injury, illness, or other extenuating circumstances.
5. In the event that a goalie from a lower level is not available, the ODWHA Board of Directors may approve the use of a goalie from the same level under the following circumstances:
  - a. to replace an injured or ill goaltender upon provision of a medical certificate; or
  - b. under extenuating circumstances;
  - c. a goalie from the same level may not play for the same team more than three (3) times.
6. Prior to the commencement of season play, the placing of Divisions and pools within the Divisions will be established by the Board of Directors and all teams will be notified by their respective Director where they are placed within the structure to ensure that all teams know who they can use as affiliate players/pickup players.

### **Conditions for Use of Affiliate Players/Pickup Players in Playoffs**

Upward movement of players not to exceed the number of registered players on their teams in playoffs can only occur if either of the following two conditions are met and officially accepted (in advance of the game to be played) by the ODWHA Board of Directors:

1. To replace an injured or an ill player who will provide a medical certificate indicating she cannot play in a particular game.
2. To replace a player who has permanently left the Ottawa District (not simply quit the team).
3. To replace a goalie due to extenuating circumstances will not be able to play.

NOTE: The above permitted situations (1) and (2) do not permit a team to simply add an additional player to the roster. Upon the return of the injured player to the team, the replacement player would no longer be eligible since situation (i) would no longer exist. (3) applies only if there is one goalie on the team Registered or where there are two Registered goalies and both will be absent

**Procedure for Use of Affiliate Players/Pickup Players in all cases of intended use of affiliated players**, the following procedure will apply:

1. The receiving coach (coach intending to use affiliate player) will first approach his/her affiliated team coach for permission to approach a selected affiliate player.
2. Permission being granted, the player in question will be contacted to confirm her willingness to play, with the advice that her team coach has approved her participation if interested.
3. The receiving coach (coach intending to use affiliate player) will then immediately advise the affiliate coach of the player's decision(s). A pickup consent form will then be completed by the affiliate coach and must be given by the pickup player to the receiving coach/manager prior to the game.
4. The game sheet completed for the game (in which the affiliate player plays), will have the initials "AP" (affiliated player) placed beside the affiliate's name as a record for the league statistician and any subsequent protests or inquiries by the ODWHA or the OWHA. The pickup consent form must also be attached to the white copy of the game sheet.



Game sheets are the most important part of the beginning of a game, whether it is league, exhibition or tournament play. The game sheet will be the major item of information required if:

- there is a dispute over the game result
- there is an injury during the game
- a fight ensues during the game
- suspected illegal use of a player

The game sheets issued for the 2010-2011 hockey season are as used in the previous season.

The Date, Division, League, and Arena SHOULD all be filled in on the game sheet prior to start. The coach/manager of each team is responsible for ensuring the team list is entered onto the game sheet. NOTE: If you are using stickers for team lists, you must make sure ALL copies have a sticker.

\*ODWHA requires the use of stickers on all game sheets - [odwha.goalline.ca](http://odwha.goalline.ca) -> Team Registration -> Mandatory Game Sheet labels

The coach must sign the game sheet before the start of the game. The home team coach/manager must ensure the visiting team has ample time to fill in all required information.

If you have a player serving a suspension – there is a box under the team list where the players name should be recorded along with the game number being served (ie, 1 of 1, 1 of 2, 2 of 2). The referee must initial this suspension prior to the start of the game or the player may be forced to sit the game again. Check the game sheet as soon as the game is complete to ensure this has been done.

If an incident occurs which requires the referee to take the game sheet into the referee's room, the coach / manager should wait outside until it is complete. Do not go into the referee's room at any time.

## **UCMHL/Panthers:**

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Game sheets are to be distributed as follows:

1. Top copy goes in envelope to Barb Levere – District Chairperson, in the envelopes provided to the head coach/manager via the UCMHL.
2. Second & Third copies are distributed – one to each of the two teams playing.
3. Fourth copy is kept by the referee for future reference in the event a question arises regarding the game OR an appeal/hearing is held regarding the game he/she officiated.

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### Reporting Game Results

1. Game scores must be reported to the division statistician through email within 48 hours of the game by the home team.
  2. The home team must also send the white copy of the game sheet to the statistician, to be received within 7 days of the date of the game.
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## ODWHA/Storm:

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Game sheets are to be distributed as follows:

1. Top copy goes in an envelope and is mailed to the Division statistician, to be received within 7 days of the date of the game.
2. Yellow copy is kept by the home team for future reference.
3. Pink copy is given to the Visiting team for records.

### Reporting Game Results

- Game scores must be reported through [goalline.ca](http://goalline.ca) within 48 hours of the game by the home team.
- The home team must also send the white copy of the game sheet to the statistician, to be received within 7 days of the date of the game.
- Failure to report the score within 48 hours or sending in the game sheet within the week could result in a fine. The game score will not be recorded in the stats until the game sheet is received and reviewed by the statistician.

If there is an incident report (suspension):

- The team with the suspension must give a stamped envelope, addressed to 'Tina Barclay, 146 Beley St., Brockville, ON. K6V 6V4, to the referee. If both teams receive a suspension, the home team provides the envelope to the referee. The referee will write the report on the back of the game sheet and put it in the mail. Upon receipt, Tina Barclay will fax the game sheet to the Statistician.

A timekeepers / scorekeepers clinic is held annually and should be attended by at least one person from every team. They can then return to the team and show all potential scorekeepers how to properly fill out the game sheet.



## Volunteer Screening Information Help

All coaches, assistant coaches, trainers, and team managers are required to submit an updated security screening form every season. This form must be filled out specifically for the KDMHA, you can not use forms filled in for other volunteer or work positions.

- 1) Complete the 'Volunteer/Applicant Screening Process form' (form LE220E).
- 2) Complete the six asterisked sections on the 'Request for Vulnerable Sector Screening' form (form LE220VS).
- 3) Drop-off at the OPP detachment – 8:30am-4:00 pm. Typical turnaround time is about one week. For those that can't drop-in to the OPP during regular hours, complete steps
  - a) Include photocopy of id (driver's license, birth certificate, etc.) and
  - b) Remember to sign where required, and mail to KDMHA, PO Box 1633, Kemptville, ON. K0G 1J0. KDMHA will take responsibility for submitting the application but the individual (or individual's spouse) must pick-up.

All forms are on the [www.kemptvillehockey.com](http://www.kemptvillehockey.com) site under Coaches.

If you have any questions or require help filling in the screening form, please contact the KDMHA Risk & Safety Officer, Bob Schrader ([rschrader@ripnet.com](mailto:rschrader@ripnet.com), 613-258-2833).

## Mouth Guard Policy

**Policy Statement:** All registered players within the KDMHA boundaries must wear a mouth guard during all sanctioned activities including the following:

- Conditioning camps
- Selection/Evaluations
- Pre season, league, play off and tournament games
- Practices

**Player Definition:** Will include all of the following

- IP to Juvenile players
- All goal tenders
- **All genders**

**Exceptions:** Any players who cannot conform to this policy must provide a letter from their dentist or doctor specifying the rationale for not abiding by this policy. Both the player and his/her legal guardian(s) will be required to sign a release/waiver acknowledging that they understand the risk of not complying with this mouth guard policy. These two (2) documents must be completed before a player engages in any on ice activities.

Team officials will be required to manage this documentation and to have both available for review as required by on ice officials. Exceptions to this policy must be highlighted on the game sheet.

**Recommendation:** Any player IP to Atom may use either a custom fitted intra oral mouth guard or a boil and bite model. All players Peewee to juvenile should wear a custom fitted intra oral mouth guard. It is recommended that it not be red, translucent or clear in color. Mouth guards should provide not less than two (2) millimeters of shock absorbent thickness between the rear teeth of the upper and lower jaw of a player. Mouth guards do not need to be tethered to the facemask.

**Maintenance:** Because a player's mouth will grow over the course of a season, it is imperative that mouth guards be checked to ensure the fit correctly. Mouth guards that can no longer protect the player should be replaced. A mouth guard may need to be replaced every three months.

**Enforcement:** Any infractions will be dealt with as illegal equipment by on ice officials.

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## Memorandum

**Re: Cameras, Camera Phones and Personal Digital Assistants, PDA'S**

Technology advancements have allowed cell phones and personal digital assistants (PDA'S) to carry new functions – such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a number. These phones are very popular and widespread.

The ability to snap photos without others knowing has raised significant concerns for members within our Branch. The potential exists for deviant behavior of camera-phone users photographing others undressing and showering in change rooms. Cell phones already take better pictures than most video cameras; cell phones eliminate the evidence (send it somewhere else), rather than storing it where it can be easily found; unlike video cameras, cell phones don't require disguises or excuses to be brought into such sensitive areas as change rooms, bathrooms etc.

If someone uses a phone this way and takes a photo and puts it on the Internet, it's a violation of personal privacy and will not be tolerated by the ODHA/ODMHA.

Therefore, the following policy will take effect immediate. Questions / Comments Email: [risk-safety@odha.com](mailto:risk-safety@odha.com)

**The use of any form of Camera, Video Camera, Camera Phone or Personal Digital Assistant (PDA) is prohibited in any recreational facility change rooms, during any ODHA/ODMHA sanctioned event.**

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## Memorandum

### Co-Ed Dressing Room Policy

In response to a recent complaint, the ODHA and Hockey Canada participated in a mediation session with the Ontario Human Rights Commission. Results of the mediation session proved to be very positive and assisted in direction for our membership in working this policy.

*At the Atom level and below, mixed genders may change in the same room at the same time with the presence of two adults. Teams at the Pee Wee level and higher are to utilize the following procedures.*

1. When separate change areas or facilities exist for both male and females participants, males and females shall make use of these separate facilities. It is the responsibility of the coach to ensure all players are involved in both the pre-game and post-game activities.
2. If the facility does not have separate change areas available, teams shall address the issue by having the players dress, undress and shower in shifts. It is the responsibility of the team to ensure the safety of individual players when they are dressing, undressing and showering.
3. If options 1 and 2 are unavailable, not possible or unmanageable, than individual teams shall be free to relax these rules/guidelines to address the needs of all participants if the team agrees with an alternate plan.
4. For a co-ed dressing room arrangement to exist at the Pee Wee Level or higher, teams may identify an alternate arrangement provided:
  - i. it provides a safe and manageable sporting environment; and
  - ii. there is acceptance of the arrangement and signed consent by ALL parties involved including coaches, team officials, players, parents/guardians and the association/league; and
  - iii. a copy of the alternate arrangement along with all supporting Documentation be forwarded to the ODMHA and ODHA Director's of Risk and Safety Management for review.
  - iv. Questions / Comment: [risk-safety@odha.com](mailto:risk-safety@odha.com)



September 10<sup>th</sup>, 2008

To Whom It May Concern:

RE: Supervision of Players

In follow-up to your recent enquiry as to the responsibility of player supervision while in the dressing room, it is important to understand our "duty of care", as it pertains to civil liability.

Team Officials are responsible for the safety and welfare of their players at ALL times during our sanctioned events; this definitely includes while players are changing in the dressing room both prior to and after on-ice activities. We cover this repeatedly in all of our clinics, and specifically discuss it in Speak Out, given that supervision is the single most effective method of prevention when it comes to conduct based issues.

It is consistently stressed to every volunteer to practice the "two-deep" method of supervision; that is, having at least 2 adults providing supervision at all times during our events. This not only protects the player, but also the Team Official.

While this is not a "policy", it is a common sense application. Bottom line, the Team's Officials are responsible for their player's well-being. And simply not being in the change room does not absolve one from this responsibility.

Sincerely,

Dodie Malcolm  
V.P. Risk, Conduct & Safety  
ODMHA

Brent Dick  
V.P. Risk, Conduct and Safety  
ODHA

## Concussion in Sport

### Always Assess Airway, Breathing and Circulation

- ◆ All players who experience a concussion must be seen by a physician as soon as possible. A concussion is a brain injury.
- ◆ A concussion may involve loss of consciousness. However, a concussion most often occurs without a loss of consciousness.
- ◆ Mechanism: Blow to the head, face or jaw, or even elsewhere on the body. May also result from a whiplash effect to the head and neck.

### Common Symptoms and Signs

- ◆ Symptoms and signs may have a delayed onset (may be worse later that day or even the next morning), so players should continue to be observed even after the initial symptoms and signs have returned to normal.

#### Symptoms

- ◆ Headache
- ◆ Dizziness
- ◆ Feeling dazed
- ◆ Seeing stars
- ◆ Sensitivity to light
- ◆ Ringing in ears
- ◆ Tiredness
- ◆ Nausea, vomiting
- ◆ Irritability
- ◆ Confusion, disorientation

#### Signs

- ◆ Poor balance or coordination
- ◆ Slow or slurred speech
- ◆ Poor concentration
- ◆ Delayed responses to questions
- ◆ Vacant stare
- ◆ Decreased playing ability
- ◆ Unusual emotions, personality change, and inappropriate behaviour

**Caution:** All players should consult a physician after a concussion. Coaches, trainers/safety people, players and parents should not attempt to treat a concussion without a physician's involvement.

### Initial Response

- ◆ If there is loss of consciousness – Initiate Emergency Action Plan and call an ambulance. Assume possible neck injury.

### Concussion

- ◆ Remove the player from the current game or practice
- ◆ Do not leave the player alone; monitor signs and symptoms
- ◆ Do not administer medication
- ◆ Inform the coach, parent or guardian about the injury
- ◆ The player should be evaluated by a medical doctor
- ◆ The player must not return to play in that game or practice



Drafted by Dr. K. Johnston and Dr. C. Tutor of the ThinkFirst-SportSmart Concussion Education and Awareness Program. September 2004 Version.

## Return to Play Steps

- ◆ The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, not necessarily when exercising!

**Step 1** No activity, only complete rest. Proceed to step 2 only when symptoms are gone.

**Step 2** Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.

**Step 3** Sport specific activities and training (e.g. skating).

**Step 4** Drills without body contact. May add light resistance training and progress to heavier weights.

The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player. Go to step 5 after medical clearance.

**Step 5** Begin drills with body contact.

**Step 6** Game play.

**Note:** Players should proceed through return to play steps only when they do not experience symptoms or signs and a physician has given clearance. If symptoms or signs return, the player should return to the previous step, and be re-evaluated by a physician.

**Never return to play if symptoms persist!**

## Prevention Tips

### Players

- ◆ Make sure your helmet fits snugly and that the strap is fastened
- ◆ Get a custom fitted mouth guard
- ◆ Respect other players
- ◆ No hits to the head
- ◆ No hits from behind

### Coach/Trainer/Safety Person/Referee

- ◆ Eliminate all checks to the head
- ◆ Eliminate all hits from behind
- ◆ Recognize signs and symptoms of concussion
- ◆ Inform and educate players about the risks of concussion

## Education Tips

[www.hockeycanada.ca](http://www.hockeycanada.ca)

Smart Hockey: More Safety, More Fun! Injury Prevention Program

ThinkFirst Canada website ([www.thinkfirst.ca](http://www.thinkfirst.ca))

Pashby Sport Safety Concussion website ([www.drpushby.ca](http://www.drpushby.ca))

[www.concussionsafety.com](http://www.concussionsafety.com)

Drafted by Dr. K. Johnston and Dr. C. Tator of the ThinkFirst-SportSmart Concussion Education and Awareness Program. September 2004 Version.



- 1) Complainant voices concern directly with the person involved.
- 2) If there was no solution or the complainant didn't agree with the resolution or feels the situation is of serious nature to take their concern directly to the Division Convenor.
  - i) Conflict resolved, outcome and all information will be documented and submitted to the President.
- 3) Division Convenor will hold an informal meeting with both parties involved and try and resolve the conflict.
  - i) Conflict resolved, outcome and all information will be documented and submitted to the President.
- 4) If there is still no resolution the convenor will ask all parties to submit in writing their part in the situation and he/she will submit these to the Vice President with his/her written statement on actions taken to this point.
- 5) If the Vice President feels that ALL informal avenues have been exhausted he informs the President that a Complaint Review Panel or Disciplinary hearing is to be setup (depending on the information he/she has received).
  - i) If the Vice President feels that not ALL avenues have been exhausted he may decide to send it back to Division Convenor for another attempt to resolve.
- 6) Panel - Complaint resolution Panel, - V.P, One neutral Board member, Special Requirements committee, Disciplinary Panel, Special requirements Committee.
- 7) Panel will review all documentation and allow any individual to make a representation at the hearing either in person or in writing if their input is relevant and should the panel feel it is required.
  - i) If the panel deems it not necessary to hold a formal meeting or hearing and are able to render a decision at this point. The decision will be forwarded to the President in a letter and forwarded to all parties involved. (Appeals process see constitution) COMPLAINT CLOSED and DOCUMENTED.
- 8) After the hearing the panel will draft a letter to the President of their recommendations.
- 9) After feeling satisfied that the procedures outlined by the Constitution have been fairly applied the President will forward the hearing findings in a letter to all those persons directly involved including the decision and recommendations of the hearing and any subsequent follow up actions that is anticipated. (Appeals process see constitution)
  - i) If not returned to Panel - Complaint resolution Panel, - V.P, One neutral Board member, Special Requirements committee, Disciplinary Panel, Special requirements Committee
- 10) Complaint closed and documented. All parties involved informed of outcome.



As listed on page 2 of KDMHA's policy manual under Fundraising and Sponsorship:

- 1) All teams fundraising must have approval of the Executive first.
- 2) No team shall wear jerseys of any sort that advertise a business unless approved by the KDMHA executive.
- 3) To ensure that local businesses are not asked repeatedly for donations no member of KDMHA shall approach a local business for support for teams unless approved by the KDMHA executive.

If you require approval of fundraising initiatives or have any questions regarding fundraising in general, please contact the KDMHA Ways and Means Convenor, Tracy Hughes ([tracylhughes@sympatico.ca](mailto:tracylhughes@sympatico.ca), 613-258-4477).

### **Calendar Lottery**

Without a doubt, the cost of playing hockey has increased over the past few years. Particularly for the 2010/11 season, introduction of the HST for ice rental and an increase in official's pay resulted in a substantial increase in registration fees for most levels. KDMHA is committed to monitoring costs closely, and sets a budget each season with the goal of net revenue of only 1-2%. However, it was deemed another source of revenue was necessary to be able to respond to unanticipated cost fluctuations as well as opportunities (as they arise) to improve our programme over the season (most notable example is purchasing extra ice turned-in by other user groups, followed by purchase of specialized equipment, etc.).

To respond to the need for additional revenue (and instead of simply increasing registration fees even further), last season KDMHA introduced a calendar lottery. In essence, the lottery provides much needed revenue while at the same time providing an opportunity for "winnings" for those who purchase the calendars. Last season, \$6,100 was awarded in prizes, the majority to Kemptville families – the top two prizes of \$500 each were both drawn for parents with children playing in KDMHA, the remaining 34 prizes of \$150 each were drawn for both local and out-of-town individuals.

The calendar lottery will be carried-out again for the 2010/11 season. Each player (no family maximum) is responsible for selling two (2) calendars at a cost of \$20 each. Each coach/team manager is responsible for distributing the calendars to players/parents, collecting the monies, and returning the calendar stubs and monies to KDMHA. While we acknowledge the lottery does add some additional duties to the coach/team manager position, we are hopeful the need for the lottery is understood and communicated to parents and players alike.



KDMHA

- <http://kemptvillehockey.com/>
  - Coaches can have information such as practice and game schedules or other team announcements posted on the KDMHA website by sending the information to the website administrator at [admin@kemptvillehockey.com](mailto:admin@kemptvillehockey.com).
  - Executive, Constitution and Policy Manual
    - <http://kemptvillehockey.com/admin/index.html>

UCMHL

- <http://www.ucmhl.info/>
  - Executive <http://www.ucmhl.info/index.php?slug=executive>
  - Constitution <http://www.ucmhl.info/index.php?slug=constitution>

ODWHA

- <http://odwha.goalline.ca/>

(or as often referred to as "goalline") is mandatory. This is where the coach/manager enters the team contact info to get a password, so that they can enter their roster into the system. \*\*\*Rosters must be entered by coaches/managers ASAP\*\*\*.

  - ODWHA has the league game schedules, all teams in the league, team contact info, association contacts, etc.
  - Constitution: <http://www.odwha.ca/public/Constitution.asp>
- <http://www.owha.on.ca/mainowha.asp>
  - Tournaments are governed by the Ontario Women's Hockey Association- OWHA- . Tournament listings are found here.



The following clinics are currently being offered by the KDMHA -

**Coach Stream**

Where: North Grenville Municipal Complex  
When: October 8<sup>th</sup> 6:00 pm until 10:00 pm  
October 9<sup>th</sup> 8:30am until 4:30pm (this will include two ice sessions)  
Cost: \$250 (fee will be reimbursed to KDMHA members who complete the course requirements)  
\*Note: Bring post work to KDMHA Coach Coordinator (Chris Droeske) for review and signature.

**Speak Out!**

Where: North Grenville Municipal Complex  
When: October 16<sup>th</sup>, 2010 from 10:00 am – 2:00 pm  
Cost: \$20

**Trainers course**

Where: North Grenville Municipal Complex  
When: October 30<sup>th</sup>, 2010 from 8:00am – 4:30pm  
Cost: \$150 (fee will be reimbursed to KDMHA members who complete the course requirements)

**Intro to Coach**

Where: North Grenville Municipal Complex  
When: November 6<sup>th</sup>, 2010 from 8:00am – 4:30pm (this will include one ice session)  
Cost: \$250 (fee will be reimbursed to KDMHA members who complete the course requirements)

To Register contact the KDMHA Risk & Safety Officer, Bob Schrader ([rschrader@ripnet.com](mailto:rschrader@ripnet.com), 613-258-2833).

Listing of other clinics being offered by other Associations:

- KDMHA - <http://kemptvillehockey.com/coaches/index.html>
- ODWHA - <http://www.odwha.ca/public/Notices.asp#Clinics>
- ODHA - <http://www.odha.com/> - click on clinics.



## Drill/hockey sites

- [www.jes-hockey.com](http://www.jes-hockey.com)
- [www.playbetterhockey.com/](http://www.playbetterhockey.com/)
- [www.hockeycanada.ca/7/7/2/9/index1.shtml](http://www.hockeycanada.ca/7/7/2/9/index1.shtml)
- [www.whokey.com/work/cirsa/drillbook/](http://www.whokey.com/work/cirsa/drillbook/)
- [www.drilldraw.com/](http://www.drilldraw.com/)
- [www.hockeyshare.com/drills/](http://www.hockeyshare.com/drills/)
- and many more...

## KDMHA Division Convenor Contact Details:

**UCMHL Panthers**

|                          |               |                |  |
|--------------------------|---------------|----------------|--|
| Pre-Novice (IP) Convenor | Todd Durie    | (613) 223-6928 | <a href="mailto:outercreations@xplornet.com">outercreations@xplornet.com</a>             |
| Novice Convenor          | Pete Johnston | (613) 258-5054 | <a href="mailto:pjohnston@jwlttd.ca">pjohnston@jwlttd.ca</a>                             |
| Atom Convenor            | Dann Bennett  | (613) 794-8286 | <a href="mailto:atomconvenor@kemptvillehockey.com">atomconvenor@kemptvillehockey.com</a> |
| Pewee Convenor           | Daina Warren  | (613) 258-1562 | <a href="mailto:dainamcw@gmail.com">dainamcw@gmail.com</a>                               |
| Bantam Convenor          | J.C. Thibault | (613) 258-6529 | <a href="mailto:jcthib@gmail.com">jcthib@gmail.com</a>                                   |
| Midget Convenor          | Steve Jonsson | (613) 258-7777 | <a href="mailto:sjonsson@cogeco.ca">sjonsson@cogeco.ca</a>                               |

**ODWHA Storm**

|                            |                   |                |  |
|----------------------------|-------------------|----------------|--|
| Novice/Atom/Pewee Convenor | Jen Bellefontaine | (613) 258-1351 | <a href="mailto:jenbellca@yahoo.com">jenbellca@yahoo.com</a>           |
| Bantam/Midget Convenor     | Bill McAdam       | (613) 258-2888 | <a href="mailto:the.mcadams@sympatico.ca">the.mcadams@sympatico.ca</a> |
| Coach Coordinator          | Chris Droeske     | (613) 715-0616 | <a href="mailto:droeskechris@yahoo.ca">droeskechris@yahoo.ca</a>       |



- UCMHL - Affiliation Permission form
- ODWHA - PLAYER PICK-UP CONSENT FORM (This form is NOT for use for Tournament pick-up players)
- ODWHA - PLAYER PICK-UP CONSENT FORM (For Sanctioned Tournaments)
- Hockey Canada Skills Development Manual - Glossary of Terms
- Hockey Canada Player Injury report
- Special Event Request Form (*required for any off-ice team activity*)

Season:  
20 No: -

## Specially Affiliated Player Permission Form

The purpose of this form is for coaches/players and parents to understand the affiliation process  
RULES & CONDITIONS



Prior to a team placing a player's name on its team list, that team must receive permission from the team to which the player is a registered member. Permission to use an affiliated player must be obtained on a game by game basis from the player's original team as per **Hockey Canada** Regulation E.22 (E) & E.40. A player may only play 5 games with the higher category/division team (after January 10<sup>th</sup>, as per Hockey Canada). On the 6<sup>th</sup> game, the player belongs to the higher category/division team. It is the responsibility of the player/coach and parent to keep track of the number of meaningful games played. **Tournament and exhibition games are not included in the 5 game rules.** Prior to January 10 there is no limit on the number of games played as an affiliate.

No players may be affiliated after **January 15<sup>th</sup>**.

A player is only permitted to participate as an affiliated player with **ONE (1) hockey team** of a higher division or category during a playing season. **Prior to a player participating in a game as an affiliated player**, the player's name must appear on the affiliating team's team list. Also, this form must be duly approved (by signature) **first** by the Association and **second** by the District Registrars.

Parents of players affiliated to teams competing in **body checking** divisions/leagues shall be so notified by the coach of the team requesting the player affiliation.

The signatures below confirms notification and/or discussion in regards to body checking.

All suspensions obtained in the higher category/division game must be served with the lower team.

**Note: The exception to this rule is: an affiliate at an out of branch tournament may serve his suspension at the tournament. Should the number of games to serve be greater than the number of games remaining, then the remaining suspension shall be served with his team**

A minor aged player assigned to a major aged team may affiliate to a higher category minor team for league purposes only within the ODMHA Branch. Note that this rule applies only to league and play-off games that take place **within the ODMHA and does not apply to tournament or exhibition games.**

### PLAYER INFORMATION

|                                   |  |                |
|-----------------------------------|--|----------------|
| PLAYER HOCKEY<br>REGISTRY NUMBER: |  | Date of Birth: |
| NAME OF AFFILIATED PLAYER (PRINT) |  | SIGNATURE      |

### PARENT INFORMATION

|                                   |  |       |
|-----------------------------------|--|-------|
| PARENT'S NAME (PRINT)             |  | Date: |
| Affiliating team has body contact | The affiliating team does not have body checking |       |
| OR                                |  |       |
| Parent Signature                  | Parent Signature                                 |       |

### AFFILIATING TEAM INFORMATION

|                          |       |
|--------------------------|-------|
| CATEGORY OF TEAM (Print) |       |
| NAME OF TEAM (Print)     |       |
| LEAGUE OF TEAM (Print)   |       |
| COACH NAME (Print)       |       |
| COACH SIGNATURE          | Date: |

### PLAYER'S TEAM INFORMATION

|                          |       |
|--------------------------|-------|
| CATEGORY OF TEAM (Print) |       |
| NAME OF TEAM (Print)     |       |
| LEAGUE OF TEAM (Print)   |       |
| COACH NAME (Print)       |       |
| COACH SIGNATURE          | Date: |

### REGISTRAR INFORMATION

|                                    |  |                                     |  |
|------------------------------------|--|-------------------------------------|--|
| HOME ASSOCIATION REGISTRAR (First) |  | DISTRICT REGISTRAR (Last Signature) |  |
| Name of Association (Print)        |  | Name of District (Print)            |  |
| NAME (Print)                       |  | NAME (Print)                        |  |
| SIGNATURE                          |  | SIGNATURE                           |  |
| Date                               |  | Date                                |  |

All required signatures must be completed prior to being passed to the registrars.

# Player Pick-up Consent Forms



## PLAYER PICK-UP CONSENT FORM



This form is **NOT** for use for Tournament pick-up players

To authorize a Pick-Up player for OWHA Tournament play, please use the OWHA Pick-Up Consent Form – Sanctioned Tournaments

This is to certify that \_\_\_\_\_, is an OWHA  
Name of Player  
registered member of \_\_\_\_\_,  
Name of Team OWHA Team Number  
\_\_\_\_\_ and is eligible and permitted to participate  
Division & Category of Team  
in the:

### LEAGUE GAME

Game Date(s): \_\_\_\_\_

Game Type:  Regular Season  Playoff \_\_\_\_\_

Team playing for: \_\_\_\_\_  
Team Name OWHA Team # OWHA Division & Category:

versus

Opposition: \_\_\_\_\_  
Team Name OWHA Team # OWHA Division & Category:

### EXHIBITION GAME

Game Date(s): \_\_\_\_\_

Team playing for: \_\_\_\_\_  
Team Name OWHA Team # OWHA Division & Category:

versus

Opposition: \_\_\_\_\_  
Team Name OWHA Team # OWHA Division & Category:

Important: It is the responsibility of all those signing this form to ensure the Constitution, By-laws, Rules & Regulations of the OWHA and other parties involved are clearly understood and followed.

\_\_\_\_\_  
Name (printed) of Team Official Position Signature of Team Official  
\_\_\_\_\_  
Email Telephone Date

Please forward a copy of this completed form prior to above named player's participation to:

\_\_\_\_\_  
Name Position Organization  
\_\_\_\_\_  
Telephone Fax Email

[www.owha.on.ca](http://www.owha.on.ca)



Ontario Women's Hockey Association  
**PLAYER PICK-UP CONSENT FORM**  
 for SANCTIONED TOURNAMENT

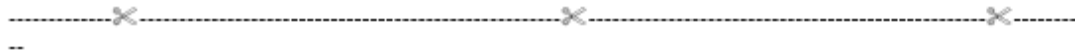
www.owha.on.ca

This is to certify that \_\_\_\_\_, a member  
Name of Player  
 of \_\_\_\_\_, is  
Name of Team Team Number Division & Category of Team  
 allowed to participate in the \_\_\_\_\_ Tournament,  
Name of Tournament  
 to be held \_\_\_\_\_ with the \_\_\_\_\_  
Date(s) Team Name, Division & Category  
 \_\_\_\_\_ And meets OWHA eligibility requirements.  
OWHA Team #

\_\_\_\_\_  
Date Name (printed) of Team Official Signature of Team Official

**IMPORTANT:**

- Tournament eligibility information can be found in the OWHA Handbook 2009-10
- A player may only compete for one team in a tournament
- This form must be given to the convener of the tournament before the player's first game.
- The form must be submitted by the convener, along with the OWHA tournament report form, to the OWHA Tournament Chairperson c/o the OWHA office within one week following the end of the tournament.



Ontario Women's Hockey Association  
**PLAYER PICK-UP CONSENT FORM**  
 for SANCTIONED TOURNAMENT

www.owha.on.ca

This is to certify that \_\_\_\_\_, a member  
Name of Player  
 of \_\_\_\_\_, is  
Name of Team Team Number Division & Category of Team  
 allowed to participate in the \_\_\_\_\_ Tournament,  
Name of Tournament  
 to be held \_\_\_\_\_ with the \_\_\_\_\_  
Date(s) Team Name, Division & Category  
 \_\_\_\_\_ And meets OWHA eligibility requirements.  
OWHA Team #

\_\_\_\_\_  
Date Name (printed) of Team Official Signature of Team Official

**IMPORTANT:**

- Tournament eligibility information can be found in the OWHA Handbook 2009-10
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## Hockey Canada Skills Development Manual - Glossary of Terms

|   |   |
|---|---|
| 1, 2, 3 Attack Principle (Triangulation): | An offensive attack which creates width and depth using triangle formations that provides the puck carrier with two passing   |
| Angling:                                  | The ability to force an opponent to go in the direction you want. This would normally be towards the boards or to the outside of you.   |
| Backman Pass:                             | A pass back, in the direction of your own goal in order to maintain puck control.   |
| Balanced Defense:                         | Balanced implies depth and width in defensive alignments to counteract triangulation and balance. It requires that defensive players read the offensive pressure and adjust their positions to provide coverage in the area of the puck as well as other areas where the puck may be moved. |
| Bank Pass:                                | To avoid a defender, the puck carrier passes the puck off the boards (to a teammate or him/herself).  |
| Body Checking:                            | A player's attempt at gaining the advantage on the opponent with the use of the body. Checking results when two opposing players collide while skating opposite directions or when positioning and angling allow the checker to use the force of the body to gain advantage.                |
| Body Contact:                             | Incidental contact of two opposing players in the pursuit of the puck or position on the ice in the same direction. Body contact occurs as a result of movement by the offensive player.  |
| Box the Hips:                             | A technique used in the pinning technique to control the opponent's hips along the boards. Pressure is placed on both hips to eliminate movement so that the player may be sealed to the boards.  |
| Bump & Roll:                              | A technique used by a player who is about to be checked in order to roll off the pressure of the checker and maintain possession of the puck.   |
| Close coverage:                           | Defensive hockey term wherein the defensive player plays close or tight to an offensive player.   |
| Closing the Gap:                          | A retreating defender adjusts speed and skating pattern so the distance between the defender and the puck carrier is lessened in order to get the puck carrier within poke checking range.  |
| Commit:                                   | The degree of puck control by the offensive player will determine whether the defender pressures the player (commits) or stalls (contains).   |
| Concentration of Attack:                  | Any action or movement in a confined area which creates an offensive numerical advantage.   |
| Contact Confidence:                       | A player's ability to play physical while maintaining safety in the play.   |
| Contain / Stall:                          | The defensive team will attempt to force an opponent to stop or slow down the speed of an attack to provide time to set up better defensive coverage. This can be accomplished by pressuring the puck carrier or deflecting the attack to the outside lanes.                                |
| Control Skating:                          | A method of skating used by a defensive player to ensure proper body positioning while maintaining a defensive side on the opponent.  |
| Cross (Weave):                            | Two offensive players exchange positions to accomplish isolation and force a decision by a defender.  |
| Cycling:                                  | An offensive team tactic whereby two or more players (usually forwards) rotate the puck in the quiet zones to maintain puck possession.   |
| Defensive Side:                           | The checker always tries to maintain a position which keeps his / her body between the opponent / puck and their own net.   |
| Drive Delay:                              | An offensive individual tactic whereby the puck carrier gains possession of the blueline and turns away from the defender to save time and space while looking for support.   |
| Drop Pass:                                | The puck carrier leaves the puck for a crossing or trailing teammate to pick up, either for an immediate shot or to carry into scoring position. The drop should occur directly in front of the defender.   |
| Force Outside:                            | Any action by the defender to force the play to the outside away from the middle lane and prime scoring area.   |
| Front Foot Stop:                          | Essentially the same as the two-foot parallel stop, except that all the weight is on the outside leg (inside edge) and the inside leg is held above the ice, ready to initiate a new stride.  |
| Gap Control:                              | Refers to the distance maintained between the offensive and defensive players (i.e. tight gap – very little distance between players; loose gap – significant distance between players).  |
| Give and Go:                              | An offensive tactic; pass and aggressively skate to become an option for the player just passed to.   |
| Headman the Puck (Lead Pass):             | Passing to a player ahead of the puck carrier who is in a better offensive position.  |
| Head on a Swivel:                         | A technique utilized to observe and to read the entire ice surface, by quickly rotating the head and glancing over both shoulders.  |
| Individual Skills:                        | The individual who develops quick feet, acceleration with the puck, drive skating, sculling, crossing over to cut in, and cutting to the net, will contribute to a team's ability to execute effective puck control.  |
| Inside Out:                               | Refers to defensive positioning where the defensive [layers keeps the offensive player to the outside.  |
| Lane:                                     | A specific section of ice identified as a lane of attack or a lane of defence.  |
| Lateral Feed:                             | An offensive tactic whereby the puck carrier maintains possession after a cross to make a lateral pass.   |
| Lift Check:                               | A stick check used while checking the puck from behind the opponent. The checker attempts to lift the opponents stick on the shaft near the blade enough to sweep the puck and gain possession.   |

|                       |   |
|-----------------------|---|
| Man to Man Coverage:  | Each offensive player is responsible for an identified defensive player.  |
| Mid Lane:             | An imaginary lane on the ice that extends from end to end and is the centre of the three equal divisions running down the middle of the length of the ice.  |
| Net Drive:            | Offensive tactic whereby the puck carrier drives to the net wide around the defender while shielding the puck with the body and cuts in towards the net.  |
| Numerical Advantage:  | Good support can contribute to the pressure applied on the defence by creating numerical advantage and outnumbering the defenders in a confined space.  |
| One timing the Puck:  | An advanced skill whereby a player shoots off the pass without first stopping the puck.   |
| Pin Technique:        | Used along the boards after a check has been made to control the movement of an offensive player by steering the player parallel to the boards, driving one knee between their knees, pressuring up by the power leg, and boxing the hips with pressure.                                  |
| Poke Check:           | A stick check used while facing the opponent and allowing the opponent inside the range to reach them with the stick. Top hand elbow is tucked in and extended straight to the exposed stick and puck of the opponent.  |
| Press Check:          | A stick check used to stop movement of the opponent's stick by placing stick pressure over top of the opponent's stick shaft and blade.   |
| Pressure – Offensive: | Quick player and / or puck movement which causes the defence to react more quickly than may be capable of doing.  |
| Pressure – Defensive: | Just as offensive speed creates pressure, Defensive speed creates pressure but on the offensive players. This results in reducing the time and space available to the attacker.   |
| Puck Protection:      | Any action or movement that keeps the puck away from the defender through the use of one's body. For example, driving to the net and placing your body between the defender and the puck.   |
| Quiet Zones:          | Space in the corners and behind the net in the offensive zone, which is generally uncovered. These areas can be used when under pressure to maintain puck control using the "cycling" tactic.   |
| Riding Your Check:    | Defensive hockey term wherein the defensive player stays with an offensive player in order to prevent offensive play. For example; the defensive player rides or sustains the check on a player who passes the puck, so that this individual cannot get open for a return or give and go. |
| Sagging:              | Defenders away from the puck, adjusting their position to support defenders playing the puck carrier.   |
| Scooting:             | A repetition of T-Pushes one after another to help generate speed of the player.  |
| Spotting the Puck:    | Placing the puck in a pre-determined area of the ice for the purpose of starting or maintaining the flow of the drill.  |
| Steering:             | To shadow the offensive player to force them into an area where the checker may eliminate time and space in order to angle the opponent to be checked.  |
| Stretch Skating:      | Skating aggressively ahead or away from the puck at an appropriate time to spread out the defence.  |
| Strong Side:          | The side of the ice where the puck is being controlled.   |
| Support – Defensive:  | Players away from the puck are actively positioning themselves in a manner which restricts attacking options.   |
| Support – Offensive:  | Players away from the puck are actively making themselves available as a passing option.  |
| Sweep Check:          | A stick check used to check the puck from an opponent using a sweeping action by the checking player.   |
| Switching:            | Exchange of defensive responsibilities between two defensive players.   |
| T-Push:               | A starting position where both legs are flexed slightly. The driving leg is positioned at a 90° angle to the desired direction of travel, thus creating the "T" position. The start is initiated by a thrust of the driving leg (inside edge).  |
| Tracking:             | The individual skill of pursuing the puck utilizing the shortest possible distance.   |
| Transition:           | The ability of a team to quickly move from offence to defense or defense to offence.  |
| Turn Ups:             | Faking a turn in one direction and then rapidly making a tight turn (preferably toward the near boards) with the puck in the opposite direction and accelerating as the turn is completed.  |
| Walkouts:             | The puck carrier (behind the goal line or along the boards) fakes a pass to force the defender to adjust one's position and then accelerates through the open lane to a potential scoring position.   |
| Weak Side (Backside): | The side of the ice opposite to where the puck is being controlled.   |
| Wideman Pass:         | To use width of the ice to change the point of attack.  |



# OTTAWA DISTRICT HOCKEY ASSOCIATION

1247 Kilborn Place, Suite D300, Ottawa, Ontario, K1H 6K9

Telephone: (613) 224-7686 Fax: (613) 224-6079

[www.odha.com](http://www.odha.com)

## Special Event Requests

The purpose of a sanctioning a special event is to extend Hockey Canada insurance program coverage such as major medical/dental coverage to activities that do not fall under regular hockey programming.

Special event sanctions are for usage of events such as dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for coverage. See the Special Event Sanction guidelines (PDF) for additional information regarding possible coverage eligibility of specific events.

### Requesting Coverage for a Special Event:

1. To request coverage for such events, a special event request form should be submitted to the Ottawa District Hockey Association hockey office **at least 7 days** prior to the start of the planned event. The form can be found on the forms page of the website.
2. A separate special event request form should be submitted for each different activity. However, if the same activity will occur multiple times, such as dryland training, one request can be submitted for all the dates that activity will occur.
3. The form must be completed in full.
4. For dates, it is acceptable to us a span or list of dates.
5. Please include a detailed description. Listing a generic description such as "dryland training" is insufficient and the form will be returned with a request to expand on the activities.
6. All requests will be returned regardless of whether they are approved or denied.

### Quick Tips:

1. Complete **all** fields.
2. For dryland training, please provide a list of activities that could take place at any one of the dryland training sessions.
3. Other sporting activities are **NOT** covered. However, floor hockey may be permitted if players wear helmets, face masks, gloves and elbow pads.
4. Hockey insurance only covers registered members.

### Approved O.D.H.A. Events and Activities

The following chart illustrates the events that have been approved by the Ottawa District Hockey Association. If your event is on this list and you have met with any and all conditions, then it can be submitted for consideration as an insured event. Please review the chart and should your event not be on this list then you may assume that it is not sanctioned and for additional information you should contact the Ottawa District Hockey Association office.

Please note that insurance coverage for each of the following events or activities is provided for the registered participants only.

#### Approved List

| On-Ice Events   | Notes & Conditions   |
|---|--|
| Summer Evaluation & Conditioning Camps                                | Only if approved by Branch   |
| Off-Ice Events  |  |
| Fundraising or year end event (i.e. banquet, auction) without alcohol | Specific details of the event should be outlined on the request for insurance. |

|   |  |
|---|--|
| Fundraising or year end event (i.e. banquet, auction) with alcohol  | Facility ownership must be responsible for the serving of alcohol. Facility ownership must obtain all required permits to buy and sell alcohol. Events being held on a continuous basis will not be considered |
| Dry land training for registered participants/conditioning camps for registered participants  | All conditioning activities were stated on the request for insurance. Floor hockey is acceptable assuming players are wearing helmets, facemasks. Gloves and elbow pads.                                       |
| Development seminars  | This is a direct approved function of the branch.  |
| Mall display and or mall registration booth   | Requires appropriate supervision if players are involved   |
| Gambling, lotteries (50/50, Raffle tickets)   | Requests for insurance should include all activities related to the event including times, dates and supervision if applicable.  |
| Door-to-door selling, personal fundraising, cookies, candy bars etc.  | Door-to-door sales are permitted only with appropriate supervision.  |
| Snack bar, concessions  | Snack bar operators should be appropriately trained, and operators under 16 are not permitted to use deep fryers.  |
| Bottle drives, tree sales, donation drives, shoe shines, car wash, bake sales   | Requires appropriate supervision and risk management.  |
| Bingos  | Are acceptable taking into consideration the selling of alcohol and provincial laws.   |
| Skating on rivers/ponds   | There would have to be very specific guidelines with respect to safety and risk management.  |
| <b>Definite "NO" list (High Risk)</b>   |  |
| Road blocks/Non hockey related activities<br>Car rallies/Community festivals<br>Other Sport Activities: slo-pitch, basketball, soccer, swimming, baseball, laser tag, paintball, ball hockey, tobogganing, rock climbing, zip lining, bowling and go carting. | Hockey Canada insurance is not designed to cover other sporting activities.  |
| Dunk Tanks  | High risk event  |
| Non sanctioned summer hockey – camps, practices, leagues  | These leagues are required to obtain their own insurance   |
| Dances (as fundraisers for players or parents)  |  |
| Exhibition games involving non-registered participants (including parents and siblings)   |  |

### Who is insured?

The only people who are covered by the National insurance program are those individuals registered as Hockey Canada participants (players, officials, coaches, trainers, named volunteers and staff). A facility or individual may be added to the policy as "additional insured" for a specified event, and that event only.

Even though an event may be sanctioned, not all parties are necessarily insured. For instance, parents may be participating in a fundraiser, but not in a capacity that grants coverage. In such cases, additional coverage may be purchased from a local broker for a special event.

There are also circumstances where an event falls outside the scope of the insurance policy or the guidelines established by Hockey Canada and the Ottawa District Hockey Association and as a result there is no coverage afforded to any participants. When this situation arises and event organizers intend to proceed with the event they must indicate to the participants in some reasonable way that the event is not covered by Hockey Canada insurance.



# OTTAWA DISTRICT HOCKEY ASSOCIATION

1247 Kilborn Place, Suite D300, Ottawa, Ontario, K1H 6K9

Telephone: (613) 224-7686 Fax: (613) 224-6079

[www.odha.com](http://www.odha.com)

## Special Event Request

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED WITHIN 72 HOURS PRIOR TO THE EVENT ATTENTION REBECCA CHARETTE AT THE ODHA OFFICE BY EITHER EMAIL [COMM@ODHA.COM](mailto:COMM@ODHA.COM) OR FAX (613) 224-6079

|                              |                  |
|------------------------------|------------------|
| Requesting Team/Association: | Contact Person:  |
| Telephone (Home)             | Telephone (Work) |
| Cell:                        | Email:           |

|                                  |                   |
|----------------------------------|-------------------|
| Name of Event:                   | Type of Function: |
| Date(s) and Time(s) of Function: | Location:         |
| Address:                         |                   |

|                       |  |
|-----------------------|--|
| Description of Event: | Amount of liability coverage required \$2,000,000.00 |
|-----------------------|--|

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Applicants Signature

Date Submitted

ODHA OFFICE USE ONLY

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Date Received

ODHA Executive Director