

BOYS COACHES NOTES 2017-2018

PLEASE REVIEW ALL POINTS WITH YOUR BENCH STAFF

Topics:	Notes:
Bench Staff and Rosters	Require Bench Staff - If they do not have a HCR file I will need DOB
	Speak out /Respect in Sport Activity leader & Gender Identity and Expression course is required by all bench staff
	Roster changes require at least 1 week to process. CHECK YOUR ROSTERS FOR CORRECTNESS WITH EVERY CHANGE
	Any coach or trainer registered in the MMH OMHA system can be used by any other MMH OMHA team. This includes people on the At large roster that I will distribute.
	Keep copies of your roster and the at large roster with you at all times. If you are using someone from another team ensure that they have their roster with them.
	Coach, Trainer are mandatory, 5 People Maximum on a bench staff.
	You must have a Certified Trainer on the bench for all Exhibition, League & Playoff games. If you are unsure of the Trainers Certification expiration date please ask and I will provide it for you.
Game sheets	Game sheets must be completed accurately and handed in to the Mitchell Arena office immediately following the game.
	If you have a player serving a suspension ensure that it is recorded on the game sheet.
	I need two weeks to get additional game sheets if you are running out.
	Affiliates must have 'AP' beside their name on the game sheet
Scheduling meeting	Please keep in mind special dates in the scheduling meeting (Tournaments, Thanks giving, Silver stick)
	Tyke please keep house league in mind when scheduling games
	All Tyke and Exhibition games need a permit please contact the ice scheduler and Town Contact as soon as you set up an exhibition game
	All league games and league Playoff games must be completed by the specified date even if the game does not affect your standing.
Affiliating Players-Reg 7.0	Discuss with the other coaches which players will be affiliated to your team.
	Player can only be affiliated to one team.
	Affiliation forms must be completed, submitted to me, uploaded to HCR before players can play.
	You can affiliate up to Jan 1.
	AP form on the website under COACHES-Coaches Corner-OMHA Resources
	Please review Section J of the Constitution regarding AP and what is acceptable
Tournaments	All Tournaments will require a travel permit. Please contact the Town Contact as soon as you send in a tournament registration form.
	Request a check from Lana or pay yourself. Tournament entry must be repaid within 2 weeks of tournament.
	You will be required to send an approved roster to the tournament and have an approved roster with you at all times.
	Tournament permits will not be issued / approved if you are still in playoffs. Please discuss with the Town Contact before your registration is sent in. See WOAA playoff commitment.
League contact	Any contact with the WOAA, OMHA REM, Referee supervisors or league conveners must be done through The Town Contact. This is a WOAA Requirement.
Score reporting	It is important that you have a competent team webmaster. They should be in charge of all score reporting. They also should be writing articles for the website and paper.
	For League games the home team is responsible for entering the scores in our website
	Scores should be updated within one day following the game.
	Exhibition game scores must be entered by each team in their respective websites.
Schedule changes	All changes to league games must be approved by the Town contact. Please send the Town contact an e-mail from the other centre approving the change. The Town Contact will then get the approval. The Ice scheduler will then be notified to change the game on the website. No game will be changed unless approval is granted.
	48 hours minimum notice must be given to cancel any practices. Without this you MUST use the ice. (Exception being weather)
	For weather Cancellations you must contact the Ice scheduler as soon as you cancel the game

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Suspensions	Ensure you are aware of what games suspensions can be served (affiliated players, tournaments, playoffs, exhibition games) Reg 8.2 in the OMHA hand book.
	If you have questions about suspension length or games to be served please contact your Town Contact
	For all Major and Match Penalties the game sheet must be given / sent to me directly after the game. so they can be sent to the convenor
	Please contact the Town contact with any Game Misconducts
Bond	Bond Forms must be filled out and submitted by everyone on your bench staff. If a helper is not on your roster bond hours cannot be obtained (Exception is Chips)
On Ice Helpers	If you have an on ice helper that is not on an OMHA approved roster. Please send the Town Contact their name and Birthdate so they can be covered under insurance.
	Youth on ice helpers under 14 years old must wear full equipment
On Ice Equipment	It is Mandatory you ensure all players properly wear a neck guard and mouth guard on the ice at all times
	All persons on Ice (bench staff included) Must properly wear a CSA approved helmet done up correctly.
Dressing room	Please ensure 2 deep rule in the dressing room at all times. The players are your responsibility from when they get to the arena to the time they leave for games and practices.

Boys Town Contact

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