

# **Pembroke Minor Hockey Association**

## **COACHES**

### **INFORMATION PACKAGE**

**2008/09**

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## **Welcome to the 2008/09 minor hockey season.**

Pembroke Minor Hockey dedicates itself to the advancement of minor hockey for all individuals through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment.

### **Pembroke Minor Hockey believes . . .**

- In a positive hockey experience for all participants, in a safe, sportsmanlike environment.
- In the development of life skills, which will benefit participants throughout their, lives.
- In the values of fair play and sportsmanship, including the development of respect for all people by all participants.
- In hockey opportunities for all people regardless of age, gender, color, race, ethnic origin, religion, sexual orientation, or socio-economic status.
- In the importance for participants to develop dignity and self- esteem.
- To instil the values of honesty and integrity in participants at all times.
- In the promotion of teamwork, and the belief that what groups and society can achieve as a whole is greater than what we can accomplish as an individual.
- In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.
- In the value of hard work, determination, the pursuit of excellence and success in all activities.
- In the benefits of personal and physical well-being.

As coaches and team officials you are tasked with the responsibility of developing our community of hockey players. Hockey Canada, the ODMHA, District 5 and Pembroke Minor Hockey govern us all and as such we must follow the rules, regulation, bylaws and guidelines as set out by the various organizations. We are all responsible to keep abreast of any changes to rules, regulation, bylaws and guidelines as set out by the various organizations.

Learning in a fun, safe and prosperous environment makes everyone champions. Our primary goal is to develop hockey players.

### **EMPHASIS FOR 2008/09**

- All participants within PMHA must represent Pembroke Minor Hockey and the Town of Pembroke/Laurentian Valley in good faith and good sportsmanship.
- Effective September 1, 2005/06 it is mandatory for ALL registered ODMHA players to wear mouth guards and neck guards during all on ice activities.
- Stop patches are required on all jerseys.
- All participants (team officials) must wear a CSA approved helmet with ear protection, and neck guard properly fastened during all on ice sessions.
- PMHA now follows the ODMHA Procedures for Prevention & Resolution of Abuse & Harassment.
- Head Coaches (all team officials) must have a parent liaison, convenor or executive member present at all parent or player meetings.
- All volunteers must have a "Volunteer Police Check" done annually.
- Everyone must have Speak Out before they can help out on the ice. Students who are assisting to obtain "volunteer hours" are included.
- All volunteers under 18 years of age must have "Speak Out" and must wear full equipment, if registered with PMHA, or be registered on a team list as an Assistant Manager.
- In accordance with the ODMHA recommendations, PMHA will not permit the movement of players to higher levels except under extreme circumstances.
- The head coach is solely responsible for ensuring without further notice from anyone that the player(s) and/or team official(s) serve the minimum suspensions.
- The head coach is accountable for the actions of team officials during games.
- 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 Head Coach of a team that enters a Tournament and fails to appear will be suspended until the ODMHA Discipline and Appeals Committee conduct a formal hearing.

- When house league players are affiliating with competitive teams they may only affiliate with the lowest competitive category teams, Novice are the exception because they are not permitted to affiliate to competitive teams.
- Novice aged players are NOT permitted to affiliate or practice with higher-level teams that include body contact.
- IP aged players are NOT permitted to play Novice Hockey within the ODMHA.
- Players in the ODMHA may not register or play under a second registration / team list in the same season unless properly released from the initial registration in accordance with Regulation H. The shortage of ice resources is such that it is unfair to allow some to play for two teams while others cannot play at all.  
*Note: This directly affects girls playing "Minor Hockey" and "Women's Minor Hockey" in the same season*
- Timekeeper must be 16 years of age or older.
- Team Officials may not be off-ice officials. (managers, trainers may not run the clock or be scorekeepers)
- No goalies can be in the penalty box during a game. (i.e. backup goalie) (Hockey Canada)
- Emphasis Rules, "CHECKING TO THE HEAD", "CHECKING FROM BEHIND", "BOARDING".
- Teams must ensure injury reports are completed and submitted to PMHA promptly.
- **Have FUN!**

## **RISK MANAGEMENT**

Pembroke Minor Hockey is taking positive steps in promoting the prevention of abuse and harassment within our Association.

As such, use of profanity or aggression directed at a game official, executive member, team official, parent or child will not be tolerated and appropriate disciplinary action will be result from these actions.

At no time should you participate in confrontations with any parent, team official, referee, or player. Also, please refrain from using emails to discredit anyone.

If at any time you feel you, your child, or anyone else is being threatened or harassed, remove yourself from the situation, and immediately contact the Director Risk Management, or any member of the PMHA Executive. They will inform you of the proper procedure to initiate the complaint.

Questions and answers on "harassment towards kids" may also be directed to any one of the following volunteers not directly associated with the Pembroke Minor Hockey Executive. These Individuals have an abundance of knowledge in this field and have resources available to help instruct our coaches and parents on the way we should conduct ourselves around young people. These individuals could also offer assistance should a case be filed (provided they are not the investigating officer at the time).

<u>Risk Management Contact</u>	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PMHA - Risk Management</b>	Ron Gibson	613-735-6795	

Additional information can also be found on the CHA website. <http://www.canadianhockey.ca/e/develop/speakout>

## **PMHA PRIVACY POLICY**

Do not share personal information and respect everyone's right to confidentiality.

PMHA Pembroke Minor Hockey Association collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.

Information specific to a player such as a player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch regulations. Historical information concerning past teams played for is collected in order to determine if any Pembroke Minor Hockey Association transfer regulations may apply.

At no time are lists generated for the purpose of marketing, or the sale of information.

Team Officials must comply with the PMHA Privacy Policy. Team lists and phone numbers are not to be shared with anyone outside of PMHA and specifically may not be distributed to outside agencies, companies, associations or individuals.

If you have any questions or concerns regarding the PMHA Privacy Policy or the use and distribution of personal information, please contact Kelly Gale, President of Pembroke Minor Hockey Association.

**2008/09 CONTACT INFORMATION****2008/09 PMHA Executive Members**

<u>Title</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
President	Kelly Gale	732-9894	<a href="mailto:president@pembrokeminorhockey.com">president@pembrokeminorhockey.com</a>
Past President	Tim Sutcliffe	735-3817	
1st Vice President	Wayne Smith	732-0987	<a href="mailto:vice1@pembrokeminorhockey.com">vice1@pembrokeminorhockey.com</a>
2nd Vice President	Laurie Seran	732-8658	<a href="mailto:vice2@pembrokeminorhockey.com">vice2@pembrokeminorhockey.com</a>
Registrar	Roger Martin	639-8877	<a href="mailto:registrar@pembrokeminorhockey.com">registrar@pembrokeminorhockey.com</a>
Treasurer	Merri-Lynn Raddatz	735-2132	<a href="mailto:treasurer@pembrokeminorhockey.com">treasurer@pembrokeminorhockey.com</a>
Secretary	JP Quintal	735-8032	<a href="mailto:info@pembrokeminorhockey.com">info@pembrokeminorhockey.com</a>
Risk Management Dir	Ron Gibson		
Ice Director	Maureen Wagner	735-3570	<a href="mailto:icetime@pembrokeminorhockey.com">icetime@pembrokeminorhockey.com</a>
Training & Development	Murray Kyte	732-0083	<a href="mailto:skills@pembrokeminorhockey.com">skills@pembrokeminorhockey.com</a>
Referee In Chief	Fred Jennings	735-1902	
Referee Assigner	Bruce Brazeau	732-2705	
Equipment Directors	Marc Poirier Kerry Watson	735-4375 732-7743	<a href="mailto:poirermj@sympatico.ca">poirermj@sympatico.ca</a>

**PMHA CONTACT INFORMATION**

PMHA Mailing Address	Pembroke Minor Hockey Association P.O. Box 725, Pembroke, ON K8A 6X9	PMHA Phone (613) 732-0171 Fax (613-732-0171)
PMHA Web Site	<a href="http://pembrokeminorhockey.com">pembrokeminorhockey.com</a>	

**DISTRICT 5 EXECUTIVE**

POSITION	NAME	PHONE
CHAIR	Norbert Chaput	735-6104
VICE CHAIR	Steve Leclerc	752-2560
SECRETARY	Maggie Johnston	432-4410
TREASURER	Maggie Johnston	432-4410
DEVELOPMENT	Tim Sutcliffe	735-3817
RISK MANAGEMENT	Terry Campbell	646-7977
REGISTRAR	Lynn Campbell	646-7977
REFEREE IN CHIEF	Fred Jennings	735-1902

**U.O.M.H.L. EXECUTIVE**

POSITION	NAME	PHONE
PRESIDENT	Steve Leclerc	752-2560
VP COMPETITIVE	Ray McGrath	628-3166
VP HOUSELEAGUE	Colleen Huckstep	687-5350
SECRETARY/TREASURER	Maggie Johnstom	432-4410

**UOVMHL COMPETITIVE CONVENORS**

DIVISION	NAME	ADDRESS	PHONE	E-MAIL
ATOM	Mike Coltart		687-5590	
PEE WEE	Trevor Horn		584-1448	
BANTAM	Wayne Oattes		623-3495	
MIDGET MINOR	George Vigus		628-5215	

MIDGET MAJOR	George Vigus		628-5215	
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**UOVMHL HOUSE LEAGUE CONVENORS**

DIVISION	NAME	ADDRESS	PHONE	E-MAIL
IP				
NOVICE	Tina Vezina		433-3975	
ATOM	Dan Griffin		687-8671	
PEE WEE	Anne Bromley		587-4517	
BANTAM	Natasha Laramee		735-6281	
MIDGET	Wayne Smith		732-0987	

**PMHA HOUSE LEAGUE CONVENORS**

DIVISION	NAME	PHONE	EMAIL
IP	Lisa McMillan	735-9312	<a href="mailto:initiation@pembrokeminorhockey.com">initiation@pembrokeminorhockey.com</a>
NOVICE	Mark Gauthier	732-9806	<a href="mailto:novice@pembrokeminorhockey.com">novice@pembrokeminorhockey.com</a>
ATOM	Steve Bauernschmitt	735-3971	<a href="mailto:atom@pembrokeminorhockey.com">atom@pembrokeminorhockey.com</a>
PEE WEE	Derek Schwan	732-2455	<a href="mailto:peewee@pembrokeminorhockey.com">peewee@pembrokeminorhockey.com</a>
BANTAM	Kevin Farr	732-1335	<a href="mailto:bantam@pembrokeminorhockey.com">bantam@pembrokeminorhockey.com</a>
MIDGET	Joanne Buske	732-3575	<a href="mailto:midget@pembrokeminorhockey.com">midget@pembrokeminorhockey.com</a>

**PMHA REP TEAMS CONTACT LIST**

DIVISION	POSITION	NAME	PHONE	E-MAIL
ATOM	Head Coach	Murray Kyte	732-0083	<a href="mailto:kytem@algonquincollege.com">kytem@algonquincollege.com</a>
	Manager	April Levesseur	735-6761	<a href="mailto:adlev@sympatico.ca">adlev@sympatico.ca</a>
PEEWEE	Head Coach	Shawn Urlocker	735-3107	<a href="mailto:shawn.urlocker@rbc.com">shawn.urlocker@rbc.com</a>
	Manager	JP Quintal	735-8032	<a href="mailto:jpq@nrtco.net">jpq@nrtco.net</a>
BANTAM	Head Coach	Dave Gale	732-9894	<a href="mailto:kelly@fcfinancial.ca">kelly@fcfinancial.ca</a>
	Manager	Tammy Blackmore	732-7975	<a href="mailto:fit@bestwesternpembroke.com">fit@bestwesternpembroke.com</a>
MINOR MIDGET	Head Coach	Derek Villeneuve	735-7338	<a href="mailto:dvilleneuve@webhart.net">dvilleneuve@webhart.net</a>
	Manager	Deb & Jim Donar	732-7758	<a href="mailto:abby_donner@hotmail.com">abby_donner@hotmail.com</a>
MAJOR MIDGET	Head Coach Manager	Dan Herback	735-4656	<a href="mailto:dherback@pembroke.ca">dherback@pembroke.ca</a>

**HOUSE LEAGUE TEAMS CONTACT LIST**

**DIVISION TEAM POSITION NAME PHONE E-MAIL**

DIVISION	TEAM	POSITION	NAME	PHONE	EMAIL
INITIATION	1	Coach Manger			
	2	Coach Manger			
	3	Coach Manger			
	4	Coach Manger			
NOVICE	1	Coach Manger	Dale Donnelly Paul Campitelli	732-7374 735-5678	<a href="mailto:daledonnelly@pembrokehomes.ca">daledonnelly@pembrokehomes.ca</a> <a href="mailto:camper@nrtco.net">camper@nrtco.net</a>
	2	Coach Manger	Brian Gauthier Kevin Strachan	732-2347 732-1660	<a href="mailto:kristangauthier@netscape.ca">kristangauthier@netscape.ca</a> <a href="mailto:kstrachan@nrtco.net">kstrachan@nrtco.net</a>
	3	Coach Manger	Dan Shields Claude Chartrand	735-0660 638-5705	<a href="mailto:dancarrie@sympatico.ca">dancarrie@sympatico.ca</a>
	4	Coach Manger	Rob Levasseur Marc Poirier	735-5771 735-4375	<a href="mailto:rklevass@nrtco.net">rklevass@nrtco.net</a> <a href="mailto:poiriermj@sympatico.ca">poiriermj@sympatico.ca</a>
ATOM	1	Coach Manger	Bruce Summerby Dean & Shannon Campbell	732-2323	<a href="mailto:summersby@nrtco.net">summersby@nrtco.net</a>
	2	Coach Manger	Terry Kenny	635-7942	<a href="mailto:sixonthego@sympatico.ca">sixonthego@sympatico.ca</a>
	3	Coach Manger	Rick Klatt	735-0250	<a href="mailto:rklatt@rccdsb.edu.on.ca">rklatt@rccdsb.edu.on.ca</a>
	4	Coach Manger	Mike Summers	735-9118	<a href="mailto:mikesummers27@hotmail.com">mikesummers27@hotmail.com</a>

PEEWEE	1	Coach Manger	Kerry Vaillancourt Robyn Rheault	735-3728 732-3528	<a href="mailto:kvaillancourt@aecl.ca">kvaillancourt@aecl.ca</a> <a href="mailto:robynrheault@gmail.com">robynrheault@gmail.com</a>
	2	Coach Manger	Ron Wagner Maureen Wagner	735-3570	<a href="mailto:mwagner336@aol.com">mwagner336@aol.com</a>
	3	Coach Manger	Andrew Gagne Lisa Campitelli	735-2058 735-5678	<a href="mailto:andrew.gagne@ontario.ca">andrew.gagne@ontario.ca</a> <a href="mailto:camper@nrtco.net">camper@nrtco.net</a>
	4	Coach Manger	Terry Kenny Teena Nagora	635-7942 735-7053	<a href="mailto:rondeau@webhart.net">rondeau@webhart.net</a> <a href="mailto:ajnagora@aol.com">ajnagora@aol.com</a>
BANTAM	1	Coach Manger	Jim Weckworth	732-0273	
	2	Coach Manger	Mike Bredlaw	635-7149	
	3	Coach Manger	Kevin Farr Glen Casey	732-1335 735-7241	
	4	Coach Manger			
MIDGET	1	Coach Manger	Wayne Smith Nancy Smith	732-0987	<a href="mailto:smithwnb@nrtco.net">smithwnb@nrtco.net</a>
	2	Coach Manger	Dean Johnston Ray St.Louis	735-0548 732-5615	
	3	Coach Manger	James Buske Joanne Buske	732-3575 585-3575	<a href="mailto:jbuske@sympatico.ca">jbuske@sympatico.ca</a>
	4	Coach Manger			

**IMPORTANT  
DEADLINE & START DATES**

DATES	DESCRIPTION
September 17 <sup>th</sup> 2008	Deadline Date for handing in Rep Team List (Late fee 100.00 a day)
October 18 <sup>th</sup> 2008	League Starts for Competitive
Pembroke Oct 1 <sup>st</sup> 7pm	Mandatory District Coaches, Managers, Team Officials, Meeting in Pembroke/Renfrew
Sept 29 <sup>th</sup> 2008	Deadline Date for handing in House Team List (Late fee 100.00 a day + 2pts)
October 25 <sup>th</sup> 2008	League Starts for House League
October 6 <sup>th</sup> 2008	IP team lists due
October 6 <sup>th</sup> 2008	Novice team lists due
Nov 1 <sup>st</sup> 2008	Novice league starts
Nov 29 <sup>th</sup> 2008	UOVMHL – Equalization deadline
Jan 5 <sup>th</sup> 2009	Cut off date for signing player
Jan 10 <sup>th</sup> 2009	After this date players may play no more than 5 games with a team at a higher level
Jan 10 <sup>th</sup> 2009	No player's may be added to affiliate list after this date
Jan 5 <sup>th</sup> 2009	Competitive players may not return to house league
Feb 3 <sup>rd</sup> 2009	Final player registration date
31 <sup>st</sup> December 2008	UOVMHL All league scheduled before Dec 31 <sup>st</sup> /08 must be played by
1 <sup>st</sup> round Feb 13 <sup>th</sup> – 27 <sup>th</sup> 2009 2 <sup>nd</sup> round Sat Feb 28 <sup>th</sup> – Mar 13 <sup>th</sup> 2009 3 <sup>rd</sup> round Mar 23 <sup>rd</sup> – Mar 31 <sup>st</sup> 2009	UOVMHL Playoff begins
March Break Mar 14 <sup>th</sup> – 22 <sup>nd</sup> 2009	No league games scheduled

**TOURNAMENT DATES**

PMHA TOURNAMENT DATES

Division	Body Contact	Start Date	End Date	TEAMS	Phone	Contact	E-mail
Atom Comp	No	Nov 7, 2008	Nov 9, 2008	Silver Stick		Silver Stick	
PeeWee Comp	Yes	Nov 14, 2008	Nov 16, 2008	Silver Stick		Silver Stick	
Bantam Comp	Yes	Nov 21, 2008	Nov 23, 2008	Silver Stick		Silver Stick	
Minor Midget	Yes						
Major Midget	Yes	Nov 28, 2008	Nov 30, 2008	Silver Stick		Silver Stick	

Initiation Fun Day	No	Jan 17, 2009	Jan 17, 2009		735-9312	Lisa McMillan	
Novice House	No	Jan 24, 2009	Jan 25, 2009	12	732-9806	Mark Gauthier	
Atom House	No	Feb 7, 2009	Feb 8, 2009	12	735-3971	Steve Bauernschmitt	
PeeWee House	Yes	Mar 21, 2009	Mar 22, 2009	12	732-2455	Derek Schwan	
Bantam House	Yes	Jan 10, 2009	Jan 11, 2009	12	732-1335	Kevin Farr	
Midget House	Yes	Jan 3, 2009	Jan 4, 2009	12	732-3575	Joanne Buske	

## **ACCIDENT / INJURY REPORTS**

This report MUST be completed when:

- a. A player required the assistance of a trainer due to an injury which resulted from the course of a hockey event.
- b. A player is taken by ambulance to hospital.
- c. If the injury will not allow the player to return to active duty based on a physician's diagnosis.
- d. If the possibility exists that there could be any expenses related directly to the injury of if a possible claim/suit could result from the injury against the Hockey Canada insurance program.

It is the team management's responsibility to file injury reports to PMHA – Risk Management. Parents are to assist the team management in the completion of the report as well as providing doctors notes in order for the player to be permitted back on the ice. PMHA requires that injury reports be submitted as soon as possible to PMHA – Risk Management but not more than 30 days following the incident.

A doctor's release note is required along with a completed injury report before the team management is permitted to allow the player back on the ice. A parent's verbal or written consent is not adequate.

A trainer can refuse to allow any player from continuing to play in a game or practice if they have just cause. Any player, parent or team official may not overrule the trainer. This includes the head coach.

## **AFFILIATION**

- Once a player is affiliated with a team it is permanent for the season. No changes are permitted.
- Paperwork must be 100% complete before a player may be called up for a game.
- Affiliated players are to be used to replace absent players to meet the team roster number for a game. That is, if your team has 15 players with 2 injured players; only 2 affiliated players can be called up.
- When house league players are affiliating with competitive teams they may only affiliate with the lowest competitive category teams, Novice are the exception because they are not permitted to affiliate to competitive teams.
- 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.
- Coaches may not stack a bench with affiliated players.
- 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.**
- No player's names may be added after January 15th to an affiliate list.
- The coach may or may not invite affiliate players to practices.
- Suspensions are served with the lower category team, regardless of what team the player has incurred the suspension with.

## **CERTIFICATION**

- **In order to appear on a valid team list, the person must have and provide proof of the required qualifications. Speak Out & Police Check plus IP, Coach, or Trainers Certificates.**
- Hockey Canada states that a person must be 16 years of age in order to attend a clinic. Referees are the exception.
- Once a person has a valid and current Trainer's Certificate they can renew by providing proof of a course in First Aid or CPR. This is done through the ODMHA Office. If the Trainer's Certificate expires, the person must take the course again.
- NHL players assisting with practices or a team must follow the same guidelines as any other volunteer. They must have appropriate Hockey Canada certifications and must they must be named to PMHA or put on a team list in order to be insured. (Hockey Canada, Director, Insurance and Member Services)
- Minor aged players assisting with practices must have Speak Out and must wear FULL equipment including mouth guards.

## **COACH**

The actions of players both on and off the ice are the responsibility of the coach.

- **The actions of the team officials on and off the ice are the responsibility of the coach.**
- It is the intent of the House League that all player participants receive **equal ice time**. In the event of complaints on the above subject, the League is prepared to deal with violators
- It is the responsibility of the coach to ensure that suspensions are carried out.
- Do not pull your team off the ice during a game. If you are concerned about safety, ask the referee to suspend the game.

## **COMMUNICATION**

- Keep open the lines of communication with all team players, affiliated players and parents.
- Have a meeting at the start of the year.
- Have a team meeting before Christmas.
- Have a team meeting before playoffs begin.
- Should game dates / practices change, ensure everyone is aware.
- Put monthly schedules out to the team.

## **EMERGENCY PHONE NUMBERS**

Please see Appendix A.

## **EMERGENCY ACTION PLAN**

While serious injuries are rare, the potential always exists in contact sports like hockey. Accidents can happen anywhere, anytime, to anyone, and you must be prepared if a serious injury occurs.

The CHA recommends that all of your team's volunteers obtain formal training in First Aid and CPR. This will provide you with the knowledge and confidence to deal with medical emergencies.

As a coach, you are responsible for developing and implementing an Emergency Action Plan (EAP) for your team. The EAP prepares you in the event of a serious injury.

An EAP requires the co-operation of three individuals:

1. **PERSON IN CHARGE**: - most qualified person with training in First Aid Kit and emergency procedures
  - a. Tends to injured player and directs others until medical personnel arrive
  - b. Familiar with emergency equipment and emergency procedures at the arena
2. **CALL PERSON**: - keeps list of emergency telephone numbers, knows location of telephones and makes call for emergency assistance
  - a. Guides emergency crew to arena and in and out of facility
3. **CONTROL PERSON**: - secures room for Person in Charge and emergency crew to treat injured player
  - a. Discusses EAP with officials, opponents and arena staff
  - b. Ensures route for emergency crews is clear and seeks other medical personnel if requested by Person In Charge

Outline the details of your EAP, discuss it with your staff, and keep a copy, including emergency telephone numbers and

diagram of the facility, in your First Aid Kit. In a medical emergency, time is short, and teamwork is crucial.

## **FUNDRAISING**

- PMHA teams are not permitted to canvas the community for donations.
- **Parents can ask employers or friends to donate to PMHA. All fundraising must be approved through PMHA, as per the constitution. Balance sheets are required at the end of the regular season.**
- Make realistic goals.
- Pay attention to the economic situation of ALL families on the team.
- There is a lot of work involved in a successful “raffle table” and in some cases it may be more realistic to ask each parent to donate \$X

## **GAME SHEETS**

- ODMHA game sheets must be used for ALL exhibition, league, and tournament games
- Game sheet must be completely filled out and signed.
- Timekeepers and Scorekeepers are to print their names on the game sheet.
- Enter the start and end time of the game. This is very important.
- All players must be listed on the game sheet.
- All suspensions must be listed on the game sheet.
- UOVMLH game numbers must be included on the game sheet for league games.
- **The original game sheet must be forwarded to the division convenor. It is the responsibility of the home team to forward the game sheet.**
- If the game sheet is not post-marked by the end of the seventh calendar day following the completion of the game, the team responsible for forwarding the game report will forfeit their points for that game. In addition, effective February 1st of each season the team responsible will also notify the appropriate Convenor of game results by phone within 48 hours.
- If you bring an out-of-town team in, you must use referees and there must be a game sheet.
- All game sheets from all games and tournaments must be submitted to convenors for tracking suspensions and games served. This includes tournaments / exhibition or sanctioned games that your team attends.
- All White copies of game sheets from home tournaments must be given to the District Chairperson immediately after the tournament with sign in sheets (within a week) for submitting to ODMHA.
- Once game is completed, game sheets cannot be altered by coaches / managers.
- PMHA must be informed of any major, misconduct, game misconduct, gross misconduct, game ejections or match penalties.

Game officials will be taking all game sheets to the referee’s room after each game. It is then the responsibility of the team manager to go and pick up their copy after the referee has had a chance to review it.

## **GAMES**

- A two (2) minute warm up will be put on the clock after the ice has been prepared. Teams are to be ready. When the two (2) minutes are over the game clock is to start.
- Teams must be dressed and ready to play fifteen (15) minutes before the scheduled game start time.
- House League: All games are to be 3 – 10 minutes of stop time.
- Competitive League: All games are to be 3 – 12 minutes of stop time.
- Competitive League: Games are to be played in their allotted time. One (1) hour for Atom, and one and a quarter (1.25) hours for Pee Wee, Bantam, Midget.
- The number of house league games in a schedule shall be 20.
- It is the home team’s responsibility to ensure referees have been scheduled – changes should go through the convenors.
- No league games will be scheduled during March Breaks March. Teams may play during this period providing the League and both teams are in agreement.
- League games should be rescheduled within the same month of the original date.
- Games scheduled before December 31<sup>st</sup> 2008 must be played before December 31<sup>st</sup> 2008.
- Barring weather conditions, a team must notify the opposing team and the division convenor at least 72 hours before the game, if they are unable to play a scheduled game. Teams wishing to reschedule games must confirm the rescheduled dates with the opposing team prior to the original scheduled date and notify the convenor. Failing to do so will result in forfeiture of the scheduled game.
- Remember to re-schedule referees in the event of a game date and/or time change.
- All league games must be played, even if the standings at the end of the year are not affected.

- Sportsmanship - Teams are to shake hands before the start of all League regular season and playoff games
- Mercy Rule – In all divisions, if at any time during the game a team is ahead by seven (7) goals, the clock will be put on running time for the duration of the game. If the lead is reduced to less than seven (7) goals, the clock will be put back to stop time.
- There must be at least two officials (Referees) at every UOV MHL game.
- Note: If the trainers for both teams are not present, for the game to be allowed to go on, there must be a qualified First Aid person identified to the Referee in the arena who will accept responsibility for both teams.
- **If Referees do not show up for a game, or if the ice is incorrectly booked and a game cannot be played, the game shall be played at the visitor's home rink at the expense of the other team. The points will not be automatically awarded.**

## **ICE SCHEDULING**

The PMHA Ice Scheduler is Maureen Wagner – 613-735-3570

Ice not utilized costs PMHA. This translates to additional expenses to the Association and you. Teams will be charged for unused ice.

Teams may purchase additional ice from the Town at minor hockey rates, at their expense, if it is available.

Make sure you have an up-to-date schedule for your team to follow.

Coaches that will not be able to utilize the ice purchased for their team **MUST** contact their PMHA Convenor at least one week in advance prior to the scheduled ice time, in order that the ice be re-allocated.

## **MOUTH GUARDS**

It is mandatory for all registered ODMHA players to wear mouth guards during all on ice activities (games and practices) A mouth guard offers two types of important protection (definition of protect: to prevent and/or diminish the severity of accidents):

- a. Protection of the teeth, gums, soft tissues, alveolar bone, maxillaries, mandibular joint, brain, base of the skull, cervical spine and orthodontics;
- b. Reduces the risks of concussions and if one should happen, may reduce the severity of the concussion.

## **PENALTIES**

- **Please follow the ODMHA 2008-2009 Revised Code of Discipline.**
- The Head Coach is responsible for ensuring without further notice from anyone that the player(s) and/or team official(s) serve the minimum suspension outlined in the ODMHA Code of Discipline.
- House League: After three (3) personal penalties a player or team official will be automatically ejected from the game.
- Three (3) stick infractions results in an automatic game ejection (Spearing, butt-ending, slashing, cross-checking, slashing)
- Player game misconduct, except for fighting, checking from behind and head checking:
  - 1st offence: remainder of game plus next meaningful game.
  - 2nd offence: remainder of game plus next meaningful game.
  - 3rd offence: remainder of game plus next three (3) meaningful games.
- Player game misconduct – fighting
  - 1st fight: remainder of game plus next meaningful game.
  - 2nd fight: suspended until hearing by PMHA D&A (minimum next 2 meaningful games).
  - 3rd fight: suspended until District D&A hearing.
- Minor Penalty plus game misconduct – Checking from behind
  - 1st offence: remainder of game.
  - 2nd offence: remainder of game.
  - 3rd offence: suspended until PMHA D&A hearing.
- Major Penalty plus game misconduct – Checking from behind
  - 1st offence: remainder of game plus next meaningful game.
  - 2nd offence: suspended until hearing by District D&A hearing.
  - 3rd offence: suspended until hearing by ODMHA D&A hearing.
- Rule Emphasis: Checking to the head & Checking from behind.

## **PRACTICES**

- Practices are for development purposes.
- Conditioning is crucial. Keep fitness a part of your practice plan.
- Pre-plan your practices using lesson plans.
- Remember the E.D.I explanation / demonstration / imitation way of teaching. Explain the skill, then teach it in broken down drills, and then practice it all together.
- Assign all on-ice help before the practice and make sure everyone understands his or her jobs.
- Ask for feedback from the players and other coaches...ask questions to determine if they understand.
- Save time, use drills that you only have to set up once. Expand upon the framework of your drills.
- Everyone on the ice must have "Speak Out" and be on a team list.
- Regular helpers are to be marked on your team list as "Assistant Managers". This is so they are insured.
- High tempo, full speed drills.
- The speed at which players practice is the speed at which players will play a game.
- Try to avoid "pylon speed" drills.
- Try to use full ice drill when sharing the ice. 2 teams can practice full ice drills at game speed better than 1 one team.
- Repetition is the key...it takes 6 weeks of repetition to learn a new skill...it takes longer to change an already learned skill.
- Reward your players when they work hard. Goalie Revenge drill for example.

## **REFEREES**

"It takes a special person to be an official - a person with integrity, courage and good judgment. It takes someone extraordinary."

### **The Pembroke Referee's Association is dedicate their time and energy to:**

- Ensuring the game is played in a safe environment.
- Ensuring the game is played fairly.
- Ensuring that all participate in good sportsmanship.

### **Please Note:**

- Book your games well in advance (48 hour minimum), as it is sometimes difficult to assign referees.
- You need 24 hours to cancel.
- Please remember the 24-hour rule before calling regarding any disputes.
- Complaints are in writing only. Keep to the facts, leave the emotion out.
- There must be at least two officials at every UOVMHL game.
- For all games played in the UOVMHL, there must be at least one Level 2 official for Novice and Atom games, and at least one Level 3 official for Pee Wee, Bantam, and Midget games.

### **A few little game tips:**

- Step down off the bench when speaking to a referee.
- Move the players out of earshot. Any discussion is between you and the official.
- Do not use wide sweeping gestures. The "Don Cherry – Why" is a penalty.
- Do not grandstand or make a show.
- Stay calm, factual, and respectful.
- Work with the referee and he will work with you.
- *Remember that everyone makes mistakes.*

### **Rule Emphasis:**

- Checking to the head & Checking from behind.
- Mouth guards – properly in place during the game.
- Boarding – checking a player violently into the boards.

## **SUSPENSIONS**

- Any person under suspension shall not participate in any game(s) including exhibition game(s) until such suspension has been served in full. All suspensions must be served consecutively.
- The head coach is responsible for ensuring without further notice from anyone that the player(s) and/or team official(s) serve the minimum suspensions outlined in the ODMHA Code of Discipline (C.O.D.)
- Team Officials receiving game ejections, misconducts, gross misconducts, match penalties are immediately suspended by PMHA until further notification by Pembroke Minor Hockey.
- Any Team Official under suspension may not participate in any team functions, coaching, meetings, and practices and may not enter the dressing room area.

## **SUSPENSIONS – REPORTING**

### **Competitive Teams Must**

1. You must notify the league convenor within 24 hours of the game played.
2. You must contact PMHA president to report any code of discipline offence that results in the player or team officials being removed from the game and confirm the discipline (if any) to be assessed. You must report the penalty received as shown on the game sheet with the date of the game, the offender's name, the penalty and the time and period it was called. This must be done within 24 hours of the game played unless at a tournament out of town.
3. You must then provide a photocopy of the game sheet.
4. Game sheets showing the serving of suspensions (e.g. 1 of 3) do not need to be provided but must be retained as proof those suspensions have been served. This is essential at the end of the season due to carryover suspensions.

### **House League Teams Must**

1. You must notify the league convenor within 24 hours of the game played.
2. You must contact PMHA president at to report any code of discipline offence that results in the player or team officials being removed from the game and confirm the discipline (if any) to be assessed. You must report the penalty received as shown on the game sheet with the date of the game, the offender's name, the penalty and the time and period it was called. This must be done within 24 hours of the game played unless at a tournament out of town.
3. You must then provide a photocopy of the game sheet.  
Game sheets showing the serving of suspensions (e.g. 1 of 3) do not need to be provided but must be retained as proof those suspensions have been served. This is essential at the end of the season due to carryover suspensions.

## **TEAM FUNCTIONS**

### **ODMHA Bylaw**

Any team registered with the ODMHA is not permitted to have Parent/Child on ice activities at any time of the year.

## **TEAM JERSEYS**

- Team jerseys are the property of the Pembroke Minor Hockey Association.
- All jerseys must be signed out by a player's parent or guardian utilizing the PMHA sign out form.
- Jerseys need to be cleaned on a regular basis.
- Hang jerseys to dry, do not use a dryer.
- Player names can be sewn on the back lower part of the jerseys at the bottom.

## **TEAM COLORS**

- **The official colors for P.M.H.A. are RED & WHITE ONLY.**
- See P.M.H.A. Constitution Reg.8. Official Crest /Logo for more details.

## TEAM JOBS

- Coach
- Two Assistant Coaches
- Trainer
- Manager
- Parent Liaison
  - Work with the coaching staff and the parents to ensure proper communication at all times. This personable, approachable person with the ability understands the concerns of the parents.
- Emergency Action Person
  - Person to coordinate with trainer and know the emergency numbers at all arenas. Know the ambulance access points and be prepared to call.
- Timekeeper Coordinator
  - Coordinate parents to man the box and clock during all home games.
- Game Sheets
  - Make sure game sheet is filled out before every game. Use labels if possible
- Boom box and music
  - Make sure the boom box and music is at every game.
- Fund Raising
  - Fund raising to assist in funding of the team and special events.
  - Cannot canvas the community or local business for support
- Water Bottles
  - Make sure water bottles are clean and full before games and if out of town to provide water from home or from purchased water.
- Tournament Organizer
  - Organize the tournament and volunteers.
  - Prize table, Team lists, volunteers, Tournament Booklet ...
- Special Events Organizer
  - Organize the events such as Saunders Farm, Christmas Party, end of year bash ...
- Media Contributor
  - Provide game highlights and photos to both the Observer and PMHA Website.
  - Make sure to include as many team names as possible.

## TEAM REGISTRATION

- All Team Officials must have **“Speak Out” and a current Volunteer Police Check certificate**
- ALL Teams must have a qualified coach and valid trainer. Proof of certificates required.
- Pee Wee and under do not have to identify a goalie on a team list. This allows goalies to play out. If you identify someone on your team as a goalie, that person can only play as a goalie. Note: Anyone can play as a goalie.
- Rep Team lists must be submitted to PMHA – Registrar by September.
- Rep Team Lists, Signed lists must be back before for the teams to play.
- House League Team lists must be submitted to PMHA – Registrar by October.
- House League Team Lists, Signed lists must be back before for the teams to play.
- Maximum 19 players on a team.
- Maximum 19 affiliates on a team.
- All PMHA teams are majors except minor midget.
- Under 16 years of age kids can help on teams if they have “Speak Out” BUT must wear full equipment
- Only five (5) Team Officials may be on the bench during a game.
- All team coach assistants must have coach stream one.

## **TEAM VOLUNTEERS**

- **Any person who helps out with the team has to have “Speak Out”.**
- All team officials must provide a current “**Volunteer Police Check**” **before they are accepted on a team list.**
- Any person who regularly helps out with the team should be placed on the team list as an “Assistant Manager”. This will guarantee that they are properly insured.
- Helpers who are registered as players with PMHA must wear full equipment including neck guard, and mouth guard.
- Helmet Regulations:
  - **Any coach, trainer, assistant coach or volunteer who is on the ice at practices must wear a CSA approved hockey helmet affixed and securely fastened to their head.**
    - 1st Offence – Any on-ice participant found to be in violation of this Regulation will be given a warning by a person in authority. This warning may be verbal or written and shall be reported to the District Chairperson.
    - 2nd Offence – An automatic suspension from all hockey activities until a formal hearing is held by the District’s Discipline and Appeals committee.
    - 3rd Offence – An automatic suspension from all hockey activities until a formal hearing is held by the ODMHA Discipline and Appeals committee.

## **TIMEKEEPERS – OFF-ICE OFFICIALS**

The responsibilities and functions performed by the off-ice officials are not minor but rather very important. Each individual is an integral member of the team.

- Off-ice officials must be sixteen years of age or older. **(Recommended)**
- Team Officials **may not** be off-ice officials. (managers, trainers may not run the clock or be scorekeepers).
- Off-ice officials are under the supervision of the referee, who is the final authority and can overrule any off-ice official.
- Off-ice officials should refrain from criticizing the work of any other official at any time
- If mistakes are made, report them to the referee. It is important to correct these mistakes as soon as possible

## **PENALTY TIME KEEPER RESPONSIBILITIES**

- Keep the time served by each penalized player during the game and, upon request, inform the penalized player as to the unfinished time of the penalty.
- Open the door when a time penalty expires, to avoid players returning early.
- If a player leaves the penalty bench before the time has expired, note the time and notify the referee, who will stop play as soon as possible.
- Where a public address system is used, announce or have announced the name of each penalized player, the nature of the offence, the penalty assessed, and the time at which the penalty was assessed.
- Be able to recognize the different situations and the order in which penalized player’s return to the ice.
- Understand the coincident major/match penalty rule and examples contained in the various Hockey Canada publications.
- Understand the coincidental minor penalty rule and examples contained in this manual and in various Hockey Canada publications.
- Understand the order of occurrences procedures
- Keep the penalty bench free of spectators. Should there be any trouble advise the referee.
- Be familiar with security and emergency procedures. Know how to contact the arena manager, security personnel and emergency medical care.
- Be familiar with "risk management" practices.
- Advise the referee of any problems pertaining to their duties.

Note: Teams are NOT permitted to have the backup goalie in the penalty box. This is a penalty.

Two minute warm up begins as soon as the ice surface is ready at the start of the time.

Rep League: 3 – 12:00 minute periods

House League: 3 - 10:00 minute periods

**PMHA CLOCK OPERATION:** See Hand out in penalty box

## **TOURNAMENTS – Away**

Each PMHA team is encouraged to participate in a minimum of 3 tournaments plus their own tournament.

- It is the responsibility of the Team Manager to bring the official team list to each tournament.
- If you go to a tournament out of Branch, you will require a Travel Permit. The ODMHA Branch encompasses the area of Cornwall, Barry's Bay to Deep River. (i.e. - if you go to North Bay, you require a Travel Permit.)
- 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.
- 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 to be followed by Rules and Regulation

## **TOURNAMENTS – Home**

- All tournaments have been sanctioned and are posted on the ODMHA web page. Coaches and Managers will contact you (Tournament Convenor) for an invitation.
- When you receive an application, ensure a cheque accompanies the application for the full amount of the tournament fee. NO POST DATED CHEQUES ACCEPTED. Cheques are payable to "Pembroke Minor Hockey Association" and must be turned over to the PMHA Treasurer before the team is guaranteed a spot in your tournament.
- Pembroke Minor Hockey provides a tournament gift to each team drinks after each game, awards for tournament winners and finalists.
- Obtain sponsors for MVP awards (optional). Ask parents.
- Tournament games start as each convenor has scheduled.
- Once you have assigned teams to your ice times,
  - Provide the Pem Ice 2 staff a schedule with at least one (1) full weeks notice.
  - Provide the Referee-in-chief a schedule with at least one (1) full weeks notice.
- Obtain new pucks from the PMHA Equipment manager.
- Review and pick teams from applications. You do not have to do this on a first come first serve basis. Keep the divisions evenly qualified. If possible, don't include teams from the same league in the same division.
- When laying out the tournament schedule, consider where teams are from and how far they are traveling. (I.e. Do not have Rockland play at 7 am.) Home teams or teams that have stayed overnight can have early or late games.
- Have a volunteer prepare a Tournament Program, which will include all team names, player names, game times, sponsors, etc.
- Provide teams with schedules and the PMHA Tournament Rules. You must follow the PMHA Tournament Rules.
- Prepare game sheets in advance.
- Make sure Referees get a supply of drink.
- Prepare your raffle table well in advance of the tournament.
- Make up a file for each team in the tournament consisting of:
  - Copy of each team's submitted application
  - Submitted team lists
  - Sign in sheets
  - Completed team game sheets
  - White copy completed game sheets
- Completed "white" copy game sheets and game incident reports are to be submitted to the PMHA President at the conclusion of the tournament and no later than 24 hrs. The PMHA President will submit the package to the District Chair promptly they're after.
- All teams MUST provide their District approved team list (in advance). They may not step on to the ice without it.
- Do not forget to send official thank you letters to your tournament sponsors.
- Check the dressing rooms before and after the teams go in. If the room is damaged, make a note and notify the rink staff and the team immediately.
- If the arena is damaged, document the incident with witnesses and phone numbers and contact the rink staff immediately.

## **TRAINER**

- A Certified Trainer must be present at each practice and on the bench at every game played by a team of the ODMHA. All certified trainers shall be required to write their assigned Trainer Number on all game sheets used in the ODMHA.
- A trainer can refuse to allow any player from continuing to play in a game or practice if they have just cause. The trainer may not be overruled by the player, parent, or any team official including the coach.
- Trainer may request Ontario Health Numbers but parents may or may not comply.
- Any personal information obtained for the use of the trainer is confidential and cannot be distributed to anyone other than the parent or medical staff for emergency use only.
- In the event one of the two trainers is not present it must be noted on the game sheets and the game goes on. If the trainers for both teams are not present, for the game to be allowed to go on; there must be a qualified First Aid person identified to the Referee in the arena who will accept responsibility for both teams
- Trainers are asked to carry a helmet on the bench when playing in Ottawa arenas. Ottawa arenas require trainers to wear a helmet when they step on to the ice. Referees will not enforce this, however rink staff may.
- ODMHA has stated that it is mandatory to have an adult in the dressing room at ALL times. They want 2 adults in the room at all times.

## **TRAVEL PERMITS**

- A travel permit is required when
  - A team wishes to enter a tournament to be held outside ODMHA boundaries
  - A team wishes to play an exhibition game and the game will take place outside the ODMHA boundaries. That is the USA, Quebec, or another Hockey Canada Branch.
  - No travel permits are necessary when playing a team within our branch
- The appropriate ODMHA District Chairperson or his delegate must approve all such trips. Failure to comply with this regulation will result in a suspension of the team officials.
- The coach is responsible to inform the District Chairperson of any changes to the team of official's roster that was in the approved Travel Permit at least 48 hours prior to travel.
- Upon the team's return a copy of the game sheets must be provided with the travel permit to the District 5 Chair. All suspensions must be documented and forwarded to the PMHA – President. Suspensions must be served.

**Annex A**

**EMERGENCY PHONE NUMBERS**

Pembroke Emergencies 911

(Arnprior, Cobden, Barry's Bay, Perth)

<b><u>POLICE SERVICES</u></b>	<b><u>FIRE DEPARTMENTS</u></b>
Carleton Place 257-2323	Hagarty & Richards 757-2407
Chalk River 584-3500	Wylie & McKay 584-3500
Pakenham 624-5221	A.E.C.L 584-3311
Perth 267-3131	Horton 432-5066
Cobden 646-2232	Ross 646-2215
Pembroke 732-9973	Arnprior 623-4141
Renfrew 432-3644	Killaloe 757-2222
Dalhousie 278-2222	Sebastopol 754-5221
Perth 267-1234	Almonte 256-1234
Smiths Falls 283-4141	Lanark Township 259-2115
Darling Township 267-6446	Sherwood, Jones
Petawawa 687-5212	Bagot, Blythfield, Broughamrr 252-2112
• All other towns call Deep River 584-3500	Lanark Village 259-2232
• Radcliffe 756-0131	Burns, 756-3611
Ontario Prov. Police Douglas 649-2600	Barry's Bay 756-2613
Ramsey 256-1234 1-888- 310-1122	Lavant 278-2222
Drummond 267-2030	South Algonquin 267-2002
Renfrew 432-3813	Bathurst/Burgess 267-2030
Eganville 732-0183	McNab/ Braeside 623-6000
Rolph, Buchanan,	South Sherbrooke 273-1234
	Beachburg 582-3399
	Montague Township 283-1234
	Tri-Township 735-3473
	Beckwith Township 257-2222
	North Algona Westmeath 735-1334
	Brudenell, Lyndoch, Reglar 758-2851
	Wilberforce 625-2222
	West Carleton 911
	Carleton Place 257-1144
	North Sherbrooke 278-2222
	CFB Petawawa 687-2222
	North Elmsley 267-2030

**AMBULANCE**

Arnprior 623-6561  
Deep River 584-2533  
Pembroke 735-3143  
Almonte 256-2489  
Douglas 432-8888  
Perth 267-7777  
Barry's Bay 756-3090  
Eganville 735-3143  
Petawawa 687-5555  
Beachburg 735-3143  
Killaloe 756-3090  
Renfrew 432-8888  
Beckwith Township 257-4444  
LanarkTownship 267-7777  
Smiths Falls 283-6266  
Carleton Place 257-4444  
LanarkVillage 267-7777  
Westmeath 735-3143  
Chalk River 584-2533  
Montague Township 283-6266  
West Carleton 911  
Cobden 735-3143  
Pakenham 623-6561

**HOSPITALS**

Arnprior Memorial Brockville St. Vincent Perth Hospital  
350 John St. North 623-3166 42 Garden 342-4461 33  
Drummond St. 267-1500  
Almonte General Kingston General Pembroke Civic  
75 Spring St. 256-2500 76 Stuart St. 548-3232 425 Ceceila 735-  
6851  
Barry's Bay Kingston Hotel Dieu Pembroke General  
St. Francis Memorial 756-3044 166 Brock 544-3310 705  
Mackay 732-2811  
Carleton Place Memorial Ottawa: Renfrew Victoria  
211 Lake E. 257-2200 Civic Hospital 761-4000 499 Raglan N  
432-4851  
Brockville General Hospital 737-7777 Smiths Falls  
75 Emma.345-5645 Queensway 721-2000 20 Cornelia W. 283-  
2330