
Gloucester

Rangers

Minor Hockey



Team Official's Guide
2011 - 2012

INTRODUCTION

Welcome to **Gloucester Ranger Minor Hockey (GRMH)**. The Board of Directors thank you for taking on this very important team responsibility. We recognise that without the help of dedicated volunteers like you, minor hockey would not exist. Any questions or concerns about the Gloucester Ranger program or any matter concerning the teams' operation, administration of all team activities and reporting requirements should be directed to the **Vice Chair, Administration or the Vice Chair, Hockey Operations**.

The purpose of this guide is to outline the responsibilities of the Head Coach and Team Manager and to make you aware of the policies, rules and regulations of the GRMH and the GHA as well as outline resources available to you to ensure that the players have a great and memorable year.

While it may be tempting to skip over the section that you think doesn't apply to you, both the Head Coach and the Team Manager are responsible for the effective management of the team and there are implications to both if policies, rules and regulations are overlooked or violated. This guide it is intended to complement but not replace the GRMH Operating Policies and Procedures (available on the GRMH website) or the GHA Rules and Regulations (available on the GHA website) and coaches and managers are encouraged to read and familiarize themselves with all three documents.

CODE OF CONDUCT

You, your team officials, and your athletes represent District 9 of the Ottawa District Minor Hockey Association (ODMHA), its' member Associations and Gloucester Rangers Minor Hockey. You will be expected to set a high standard of personal conduct as a role model to your athletes. This applies both to your on-ice and off-ice behaviour as a sportsman and ambassador for GRMH. The GRMH has adopted a Fair Play Policy for all players, coaches and team officials which you will be required to sign. As well, the ODMHA Code of Discipline also serves as terms of reference for the team officials of the GRMH.

DRESS CODE

As a representative of the Gloucester Rangers, we require that you set a standard of professionalism and class when appearing in public in your capacity of Team Official. As such, Team Officials, including Head Coach and Assistant Coaches, who represent the GRMH must attend games in proper attire. This may include a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants (excluding jeans) and their team jacket with the GRMH logo and appropriate footwear to and from all games. Jeans and baseball caps are not deemed appropriate attire for games and are not permitted. Trainers may optionally, due to their duties, wear a clean GRMH approved "warm-up" suit.

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ROLE AND RESPONSIBILITIES OF A TEAM MANAGER

The role of the Manager is to co-ordinate all off-ice activities and to get all parents involved in some aspect of the team's operation and activities. You will also be required to work quite closely with the coaching staff to achieve team goals and player development.

General Responsibilities

The following is a brief list of some of the responsibilities and the area they apply to.

A. Responsibilities towards the team

The Manager:

- Assist the coaching staff in preparing the yearly operational plan
- Assist the coaching staff in organising the tournaments for the upcoming year
- Assist the coaching staff in ensuring the parents and players know the rules
- Be an example of good sportsmanship
- Be fair, impartial and honest at all times
- Encourage dialogue, team spirit and understanding
- Assist trainer in avoiding risk situations and promote player safety at all times

B. Responsibilities to the players

The development of each and every player on your team is a most important goal and the Manager can assist in the following way:

- Know the athlete and the home environment (needs, interests, aspirations)
- Respect the player as an individual
- Be sensitive to the problems of players and when requested, provide assistance in resolving problems
- Assist the coaching staff in their efforts to instil player confidence

Parents will request assistance to deal with concerns and problems throughout the year. It will be your responsibility to remain aware of potentially difficult situations and to communicate the information to the coaching staff when appropriate.

C. Responsibilities to the officials

As a team manager you must:

- Assist the coaching staff, when required, in knowing the rules
- Help explain the rules to parents

D. Responsibilities to coaches

The Manager plays a key role in the administration of the team and is expected:

- Assist the coaches in achieving team objectives,
- Communicate information from the coaches to the parents and vice-versa
- Prepare monthly reports and financial statements.

GENERAL DUTIES

As Manager, the following is a list of things that should be completed at the earliest opportunity;

- List of players' names, addresses, telephone numbers, parents' names, etc.
- Delegate other responsibilities (i.e. minor official co-ordinator, etc.)
- Begin fundraising activities
- Finalize tournament applications (team roster)
- Ensure a qualified **Trainer** is appointed and available at all games, practices and team functions

Other duties that will be performed include the following:

- Provide accurate and timely schedules for practices and games;
- Tournaments: Arrange for transportation and accommodations (delegate);
- Arrange for any changes in the league schedule (at least 30 days prior to the original date). If a league game needs to be rescheduled, contact the team with which you have a conflict and request a change. Once a date has been agreed upon, notify your league convenor, and the GRMH Ice Scheduler. **Please note that you are only allowed two game changes per season;**
- Assist the Treasurer with the collection of team funds;
- Completion of game sheets. It is very important that game sheets be legible and accurate for reporting purposes.
 - If there are no major penalties or suspensions during the game, forward the white copy of the game sheet to the league statistician as soon as possible,
 - If there are major penalties or suspensions, fax a copy to the GRMH Director of Discipline and report/enter suspensions in the GHA database;
- Ensure minor officials are in place for home games. You may wish to identify parents to monitor the penalty boxes and timekeeping duties – including during away games (**A/AA website provides an off-ice official guide ([OEMHL AA/A Home Page](#));**
- Arrange for coaches and trainers to attend clinics/courses required in order to qualify for their positions on the team. These qualifications must be obtained before December 31st of the current season (<http://www.odha.com>); and
- Book extra ice times for practices and rescheduled games, if necessary.
- For Major Peewee AA, Minor Bantam AA, Major Bantam AA, Minor Midget AA and Major Midget AA teams make payments to the game official (referees and linesmen) for each home game (see detailed instructions on league website: (http://oemhlaa_a.pointstreaksites.com/view/oemhlaa_a/league-administration))

PLAYER AND TEAM LISTS

An accurate team list with telephone numbers and other pertinent information should be prepared. The list should include:

- Player's number
- Player's name
- Player's address
- Telephone number (including cell phones)
- Parents / guardian names
- Telephone number including work numbers & E-Mail Addresses for parents/ guardian
- Team staff members including address and telephone numbers

This list should be distributed to all players, parents/guardians and team staff.

BUDGETING AND ACCOUNTING

The initial budget (team fees) is prepared by the coach and approved by the parents (75% of parents) in the presence of the GRMH Team Liaison. The Manager handles the financial management of the budget.

Setting up the books

The first step is to open a bank account; the account should be opened under the team name, with cheques signed by two adults, one whom must be the team manager or treasurer.

Bank accounts must have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as recipients, invoices and other financial records are to be kept safely and be made available upon request by the GRMH Treasurer or GRMH Board.

Payment of Registration and Team Fees

Player Registration Fees - Each team manager is responsible to ensure that the registration fees for all players on their team are made to the Gloucester Rangers. Based on a Home Association registration fee of approximately \$500 and a total Ranger fee of \$1,250, we have established a "non-negotiable" installment schedule for each family as follows:

1. September 15th - \$250 (Oct 5 for Major Midget)
2. October 15th - \$250
3. November 15th - \$250

To the extent that a Home Association registration fee is greater than or less than \$500 GRMH will provide each family with a reconciliation by December 15th with either a request for an additional amount (i.e. Home Association registration fee is less than \$500) or a refund (if Home Association registration fee is greater than \$500).

Each team manager is responsible to collect post-dated cheques as soon as their team is formed. The manager is then to deposit these cheques in the team bank account and forward one cheque to the GRMH Treasurer. As a result, GRMH would expect to have post-dated cheques dated September 15th, October 15th and November 15th in the amount of \$4,250 each (17 players @ \$250 per player). For Major Midget first cheque is to be dated Oct 5 but other dates remain the same.

It is the responsibility of the team manager to collect post-dated cheques for the Ranger registration fees upfront and provide a detailed breakdown of which family has provided what amount, dates, etc.

Player Team Fees - As team fees can be paid through fundraising or sponsorship the Rangers have also established a payment schedule for the team fees. It will be up to the Team Manager to allocating fundraising and sponsorship fees to each family. Post-dated cheques should also be collected for the team fees but in four instalments as follows:

- 25% of the team fee is paid at the time the team approves their season budget.
- 25% is due October 15th
- 25% is due on November 15th
- 25% is due January 15 (the Manager must review the season budget requirements and discuss with parents spending expectations before instituting collection of final payment).

It is mandatory that each Team Manager set up separate spreadsheets for each team parent to track team fee payments. Should a family elect not to or can't make team fee payments, this must be discussed with the manager and an agreement reached to alter payment periods. The time required to make the payment will be altered only up to the date of when the next payment is due. Should a family not pay a team fee within the expected timelines provided for in this directive, the GRMH is entitled to take remedial action by suspending the player from team activities until the payment is received or otherwise negotiated. All team fees must be paid in full before the playoff season begins.

As you will see collecting team fees and registration fees can take a lot of energy and time, therefore it is recommended that you and the team treasurer collect both fees on the same schedule.

EXAMPLES:

Team Fees= \$17,000 (each family is responsible to pay \$1,000)

1st Meeting - \$250 due

Family receives a \$250 sponsorship, therefore they have met their first payment and balance owing is now \$750.

Fundraising activity occurs (bottle drive and 50/50 sales) totals \$850 = \$50 per family (team fee balance owing is now \$700)

Nov. 15th - \$250 (balance remaining is \$450)

Team auction raises \$5100 = \$300 per family (balance remaining \$150)

January 15th - \$150 (fees are fully paid)

If no further payment is required, the family may opt out of future fundraising activities or if they participate the proceeds of the fundraising event is divided between the remaining participating families who have not fully paid their team fees.

Team Fees- \$17,000 (\$1,000 per family)

1st Meeting - \$250 due

Family receives a sponsorship for \$4200 (team fee is therefore fully paid and the remaining \$3,200 is divided between the 16 remaining families, reducing their team fee by \$200 each).

Year-End

At the end of the season should a surplus of funds remain in the team account, the money can be divided equally and returned to the team parents (assuming equal participation in all events). Any parent who has fully paid their team fee through a corporate business or public business sponsorship is **not** entitled to a refund of any surplus money. Corporate or public business sponsorships are not returned to team parents, as parents are not to gain financially from the public support.

FUNDRAISING POLICY

Responsibility

By agreeing on the budget presented by the Coach, each team family has accepted the obligation to pay their team fees. The GRMH governs all fundraising activities and this policy is administered by each Team Manager and overseen by the VC Administration.

Fund Raising Committee / Convenor

An effective fund-raising group may well prove to be a critical part of the teams' success throughout the season. Some common ways to raise funds are listed here;

- 1) Sponsorship (letter provided by Team Manager)
- 2) Donations
- 3) Pools or lotteries (approval from GRMH & GHA, lottery license required)
- 4) Sales of products i.e.; chocolate bars, cheese
- 5) Special events i.e. auctions, dances, galas, dinners, etc.
- 6) Bottle drives
- 7) Car washes
- 8) Garage sales
- 9) _____-a-thons
- 10) Juice sales
- 11) Ticket Sales i.e. Ottawa 67's

GRMH, as a subcommittee under the umbrella of the Gloucester Hockey Association, does not permit players to solicit money on street corners or other areas that may be dangerous to their safety.

FUNDRAISING MONIES CANNOT BE USED FOR THE PAYMENT OF GRMH REGISTRATION FEES

In order to raise funds and to organise a team event, the co-operation and assistance of everyone on the team is needed.

If a family elects not to or can't participate in a fundraising event, they fail to share in the proceeds of that activity. Only those who participate will be eligible to gain from the proceeds and the funds will be divided equally amongst participant families. If a family team fees are paid in full and they participate in the fund raising activity, their portion will be divided equally amongst all other activity participants.

Money raised through sponsorship can be recognized by placing one sponsor bar on the back of a player's jersey, creating a team banner or newsletter, website or any other suitable recognition. The amount or type of recognition is dependent on the amount given to the team by the respective sponsor. A sample letter to solicit sponsorship has been included.

The player or team's sponsor's name and/or logo is to be displayed on back of their team jerseys below the numbers in a prominent position. The home jersey sponsor bar is a white bar with green letters and the away jersey sponsor bar is a green bar with white letters. Only one sponsor bar is allowed on a jersey.

Money raised **above** the team budget can be used for hockey related activities (i.e. buy more ice time, paying of officials, buses, etc.). Team parents must vote on what activities the money will be spent on and vote requires 75% of the parents in favour of the proposal (GRMH liaison must oversee vote either in attendance or blind email). Sponsorship may be received for a specific event; for instance a sponsor pays for a tournament (no vote required).

All monies raised through sponsorship and fundraising must be recorded in the team financial reports. Any sponsor wishing to make an anonymous donation is to be advised that their name will be withheld from public financial record, but the funds must be provided to the GRMH Chair or GRMH Treasurer who will disburse the funds to the team. The amount of the sponsorship must be disclosed to the team and reported in the team revenues.

GRMH REGISTRATION FEES: Much confusion can develop if parents think that Ranger Registration fees are the same as Team Fees. This year (2011-2012), registration fee is \$1250. This includes the amount that each family has paid to their home association. The fee is divided into three (3) instalments. As each of the feeder associations has a different fee structure, a final reconciliation is required in December.

FINANCIAL REPORTING

The manager/treasurer is responsible to prepare a **monthly financial statement**, on forms prepared for this purpose, and submit it to the **GRMH Treasurer AND the team parents** by the **10th day** of the following month.

A **final team financial report** must be prepared and mailed to the GRMH Treasurer in a sealed envelope by the 31st day of May following the completion of the League season. A copy of the monthly report form is in the Appendices.

It is the responsibility of the Coach and Team Manager to ensure that these reports are prepared, and submitted to the GRMH office in the Earl Armstrong arena and marked for the attention of the GRMH Treasurer. Failure to adhere to this requirement may result in scheduled ice not being provided to the team.



SAMPLE

Dear Sir/ Madame

Another hockey season has begun for the Gloucester Rangers (level of team)... This team is made up of some of the best (age group) hockey players from all areas of the city of Gloucester.

The costs associated with running this type of team are substantial and the team relies heavily on financial support from professional offices and businesses in the community.

The Gloucester Rangers (level of the team) would greatly appreciate your support for the upcoming season. Some suggested levels of support are listed, however, any type of sponsorship/support would be welcomed and appreciated.

- 1) \$100.00 sponsor bar for one sweater
- 2) \$500.00 sponsor patch on seven home sweaters
- 3) \$1000.00 sponsor bar on home set of sweaters (17)
- 4) \$1500.00 sponsor bar on team home and away sweaters

Our teams play in the Ottawa District Minor Hockey Association, which extends from Ottawa to Brockville, and Cornwall. Teams also travel to tournaments in all four corners of Ontario, Quebec, and the North Eastern United States.

The Gloucester Rangers (team) wish to thank you in advance for your time and support.

Manager,

Team Name

TEAM REGISTRATION LISTS

Players, Coaches, Trainers MUST be entered on the Hockey Canada / ODMHA Official Registration List prior to the commencement of the regular playing season.

Registration for GRMH teams is done by the GHA registrar in consultation with the VC Administration who coordinates this for the GRMH. The VC Administration will be available to help you obtain your official team registration list and to help you with the registration of your affiliate players.

PLAYER AFFILIATIONS

GRMH affiliation policies are intended to supplement those established by the GHA and as such, coaches and team officials are expected to review, understand, familiarize and follow both GRMH policies and GHA rules and regulations.

Team affiliation provides teams with additional players to call upon when regular team members are unavailable to play. In addition, affiliation affords players the opportunity to play at a higher caliber/age level. To assure that players are affiliating to the highest level of development, the GRMH will complete affiliation lists by mid November.

As player development is a fundamental element of the GRMH program, **the GRMH does not support teams playing with reduced rosters when a regular team member is unavailable. Head coaches are expected to make every effort at contacting an affiliated player to ensure that the team is playing with a full roster in accordance with the ODMHA playing rules.** The VC, Hockey Operations will monitor all affiliation and team activity reports to ensure that teams are not playing with reduced rosters.

Affiliation is not to be used for disciplining regular team members.

Coaches of AA teams must first consider their A team (where it exists) **then** the younger AA affiliate for player movement and selection. Where A teams do not exist, coaches must first consider their Rep B team then the younger AA affiliates. When affiliating players from Rep B, coaches are encouraged to place priority on those players that participated in Ranger tryouts and were subsequently reassigned.

All GRMH teams must invite affiliate players to practice each month, even if affiliate is not used in a game. Having affiliated players participate in team practices on a regular basis provides development opportunities and ensures that affiliated players are knowledgeable and in tune with a team's routines, playing tactics, and personnel.

GHA Affiliation Rules and Regulations (as pertain to competitive hockey)

- 17.1 Players may only play for another team if they are affiliated, as per ODMHA Rules & Regulations for Specially Affiliated Players, to a higher category/division team; with the exception of the ODMHA “emergency goalie rule”, which does allow a goalie to play for another team in their own category under very special circumstances. All requests to utilize this emergency goalie rule require permission from the relevant Corporation VP (Competitive or House League) or District Chair before the game is played.
- 17.2 Players assigned to a Competitive/Representative team may NOT affiliate to a lower category team, regardless of the age division. i.e. Minor Rangers AA Players may NOT affiliate to an older aged A team, A may not affiliate to an older Rep B, and Rep B may not affiliate to an older aged House League team.
- 17.3 Players must be on the team’s official list of Specially Affiliated Players, signed by the District Registrar, prior to participating (game, practice, or special event).
- 17.4 Affiliated Players, used by a higher division or category team in a game, shall be designated on the official game report by the use of the “A/P” after their name.

17.5 Affiliation call-up procedures for all Competitive/Representative players:

- a. **The coach or manager initiating the call-up shall first contact the requested player(s) coach, manager, or Corporation VP Competitive.**
 - b. **All call-ups require the approval of the player’s parent(s) and the player. The player does not report if he would miss a meaningful game, as defined in the ODMHA Handbook, with his substantive team except with his coach’s permission.**
 - c. **All call-up requests for league or playoff games played after January 10th of the existing season are to be reported to the Corporation VP Competitive prior to the game.**
 - d. **Prior to game six (6) of a player call-up, a written agreement of all concerned parties must be in effect (head coaches of teams involved, Corporation President, or his designate, and the member association Presidents).**
 - e. **Failure to comply with the aforementioned affiliation call-up procedures will result in minimum five (5) game suspension to the head coach.**
- 17.6 The purpose of Player affiliations is to ensure that teams have the opportunity to always dress the number of Players officially registered with the team for each game. As such, affiliated Players may be used to replace absences up until the number of players is back to the official roster number (cannot increase the roster).

TOURNAMENTS

Preparation for a tournament requires good planning and will depend on the location of the tournament and whether or not a great distance will be travelled. Completion of registration forms, submission of entry fees, obtaining tournament schedules and rules, re-scheduling your own league games and having travel permits completed and authorised are some of the things that must be done in order to prepare for

a tournament. Once you have a tournament schedule be sure to copy and distribute it to all members and parents of the team.

For your own information, a list of sanctioned tournaments is available through the **O.D.M.H.A.** website, or you can solicit advice from the league executive.

Travel permits, for travel outside of the ODMHA (**Kingston included**) are required and travel without a permit will result in the suspension of team executive including the **MANAGER**. You require a permit for exhibition games and tournaments out of the ODMHA and for exhibition games against non-ODMHA teams (if game is played on ODMHA ice no permit is required).

Travel permits are available from the **ODMHA website**. There are permits for both travel in Canada and the United States and both must be completed properly. You should attempt to get your permit authorised as far in advance of the tournament as possible. The key in relation to this form is the timely completion and submission of the Form. It must be authorised by both the GRMH Chairperson first and secondly by the District Chairman before you can travel to the event. It is also suggested that the original be taken with you to any tournaments, as tournament officials may request evidence that your association has allowed you to travel.

All tournaments have registration forms and each one is slightly different. Ensure that you read all the instructions carefully. Make note on your cheques as to what tournament the cheque covers and always carry your registration, travel permit and Team registration list.

Travel Committee/Convenor

Having someone control the travel aspects for the team will be a blessing. Arrangements that require organisation before hand will include such things as accommodations, schedules, travel arrangements and insurance. Passports are required if travelling to the U.S. by air and are strongly recommended for all travel to the U.S. (even ground travel).

There are several things to consider; based on the type of travel the team is planning. The normal means of travel is by personal vehicle, but a team may choose to charter a bus, or fly.

Consider the following:

- Plan and confirm bookings well in advance
- Verify the pre-set hour for departure with the travel agency/transportation as close to departure as possible
- If flying, the manager should control the tickets
- Adhere to the schedule
 - Set a precise hour for arrival of players at the place of departure
 - Set a precise hour for the team's departure
- If travelling by car, consider possible weather/road conditions
- If travelling to the U.S., ensure that all players and parents have passports. Also, when only one parent is travelling with the player or the player is travelling with another family, a letter from the parent(s) giving permission to travel is recommended.

Travel Information Sheet

- Prepare a travel information sheet for everyone
- Establish team rules for the trip

- Prepare a schedule for the entire trip
- Try to have a team contact person at home with whom you can liase while away (things such as weather, etc. can be discussed)

Accommodation

- Book and confirm your hotel/motel reservations well in advance of the trip, preferably as soon as you put your registration in for the tournament
- Try to get a free hospitality room for parents and kids to gather which will keep hallways free, noise down, and most of all keep the hotel happy
- Advise everyone of the rate, (always look for discount rates or sports rates, also the tournament host may have already arranged a tournament rate at some hotels in the area)
- Rules must be in place and strictly adhered to
- Set a reasonable curfew according to age
- Try to establish a contact person at the hotel, this will help when concerns arise
- Send the hotel a rooming list with relevant details

Reporting on Tournaments

Ranger teams are permitted to enter a total of five (5). A maximum of three (3) out-of-district tournaments are permitted. If you wish to enter more than five tournaments or attend more than three out-of-town events, you must receive approval from the Ranger board. However, even before considering extra tournaments, approval must be sought and given by the team first (75%). Your Team Liaison must be present to conduct all votes so contact them early to make arrangements.

Reports on all out-of-district tournaments attended by the team are to be prepared on the form provided on the website. The reports are to be filed with the VC Hockey Operations) within one week of the team's return from the tournament.

TIMING OF GAMES

Refer to the AA/A league rules for all Timing and Scoring of games. BE ESPECIALLY DILIGENT IF YOUR LEVEL HAS THE POSSIBLITY OF PLAYING DIFFERENT LENGTHS. Be attentive to the pie chart and have copies of the pie charts at the TIMER'S BOX.

Timekeepers Responsibilities

The home team must provide a stopwatch to the timekeeper to track RUNNING TIME.

Timekeepers MUST enter the start & finish time of each game on the game sheet.

SUSPENSIONS

All game incidents involving a player or team official that result in a game ejection and/or a Game Misconduct (GM) must be reported within 24 hours (this is an ODMHA rule in the Code of Discipline) to

1. The GRMH Director of Discipline
2. The GHA District Chair
3. The GRMH Chairperson

4. The ODMHA Level Convenor for your league

- All suspensions incurred in tryouts, preseason, league, tournament, exhibition, and playoff games must be reported.

INFORMATION REQUIRED WHEN REPORTING A SUSPENSION: (WITHIN 24 HRS.)

- **Your name & your phone #.**
- **Your Team**
- **The Player's name & sweater #.**
- **The Penalty & the time of the infraction**
- **Your understanding of the subsequent suspensions(s)**
 1. Within 24 hours fax, email the game sheet to GRMH Director of Discipline
 2. Enter the infraction in the GHA Database
 3. Fax or email subsequent game sheet(s) showing the suspension(s) having been served.
 4. Notify your ODMHA level Convenor by fax and/or email (your Convenor will let you how to notify them)

Teams playing in tournaments or exhibitions outside of the ODMHA shall abide by the Code of Discipline which is set by the tournament or host association. Upon returning from the tournament all remaining suspensions must be served to the higher of either (i) the away tournament suspension, or (ii) the ODMHA Code of Discipline – Whichever is more severe. It is required for each manager to submit copies of the game sheets from the tournament games to the league and all suspensions must be reported to the GRMH Director Complaints and Discipline and league convenor as well as entered in the GHA database.

When you know a suspendable penalty has been assessed during a game, please check that game sheet has been filled out properly with the correct penalty, player #, time and period of the infraction. Always be polite! Do not harass the officials.

If at any time you are unsure about the interpretation of a suspension or have a question or just want to vent about a "bad" game, please contact the GHA Director of Discipline. That is his/her job.

Remember, don't assume. The coach is ultimately responsible for his/her team and will take the hit if mistakes are made. If in doubt, always check with the GHA Director of Discipline!

ICE SCHEDULING

The ice will be allocated in a fair and equitable manner throughout the year. A master schedule will be prepared and copies will be provided to each team.

As soon as you find that some scheduled league or practice ice date(s) and time(s) conflict with planned or confirmed tournament dates, you must rearrange such with other teams in your league or within the Rangers organisation.

Remember that YOU, as the Team Manager, are responsible for the ice that has been scheduled / allotted to your team. Should you allow ice to go unused, it will still be charged to your team allotment, and there may be a penalty fee. Should you be unable to change practice ice with any other Ranger team, contact the GRMH Ice Scheduler, at least 72 hours in advance, for assistance.

Note: Ice provided by the Rangers (or directly from the GHA) can not be sold or traded with teams outside the GHA.

Remember also that, failure to play a scheduled league game can result in not only the forfeiture of the game but also additional sanctions/ suspensions of team officials.

Teams may purchase additional ice at the team's expense.

Switching Games

Instead of re-scheduling a game, you can attempt to switch games with another team. The process is simple. Contact the team with whom you wish to switch and suggest that they could play another team on a given date. For example, you are scheduled to play Sting on October 19; however, you are registered in a tournament and are unavailable to play. You should contact Sting after reviewing the schedule and suggest they could play Valley, who is idle on October 19. The regularly scheduled game for Sting against Valley on December 3 will be played against Gloucester. Everyone gets what they want without losing one of the permitted rescheduling.

Re- scheduling Games

Often, during the course of the season, you will be required to adjust your schedule to accommodate tournaments and other activities. The "AA"/"A" league are very clear in the interpretation of how many changes are allowed and when.

You will be allowed to re-schedule only two (2) games during the season and the rescheduled game(s) should be played before the original game was scheduled.

The procedure is as follows. Contact the team with whom you wish to re-schedule the game at least 30 days in advance, arrange for a new date and time, ensure the ice availability, and then contact the league convenor at your level and the GRMH Ice Scheduler. For Minor Atom, Maj Atom, Min PW and Maj PW A teams the GRMH Ice Scheduler will ensure that game officials will be present at the re-scheduled game. Maj PW AA - Maj Midget AA teams should confirm that their convenor has rescheduled the game officials.

EQUIPMENT

At the start of the season, your team will have been provided with sets of home and away jerseys. These are the property of the GLOUCESTER RANGERS MINOR HOCKEY and must be carefully and

diligently cared for by the team. There will be a \$500 security deposit required from each team of which \$250 will be returned at end of season if all equipment/jerseys are returned in good condition. Teams are also provided with game socks but the costs of the socks will be charged to your team and included as a mandatory item on your team budget.

The player or team's sponsor's name and/or logo is to be displayed on back of their team jerseys below the numbers in a prominent position. The home jersey name/sponsor bar is a white bar with green letters and the away jersey name/sponsor bar is a green bar with white letters. Only one sponsor bar is allowed on a jersey.

As players replace their equipment through the course of the season, please remind them that helmets, pants and gloves must be predominately black in colour to coordinate with GRMH team colors.

Remind the team trainer that all players must wear mouth guards and approved neck guards for all on ice activities and coaching staff must wear a helmet and gloves during practices.

Your team may want to purchase team jackets and other merchandise throughout the season. Please ensure that all merchandise bearing the name and in the colours of GRMH conform to the approved pattern as designated by the GRMH Board. This means that your team can't decide to order red jackets or design a new logo – what you purchase must be in line with what the Rangers Board has established. Please consult with the Director of Equipment prior to making the purchases.

At the conclusion of the hockey season, the team manager will be required to collect all items from each and every member of the team (jerseys, Cs and As, mailroom key, trainer kits) and inspect such for unusual damage, and ensuring that all name bars and sponsor bars have been **carefully removed** and that all items of uniform have been cleaned.

All items are to be turned over to the Director of Equipment **prior to the 30th of April** or such dates as may be agreed upon between you and him/her.

Any monies owed the team by the BOARD will not be given until all required equipment has been returned.

OPERATIONAL TEAM REPORTS TO THE EXECUTIVE

Each month, on the required form(s), each respective team will be required to submit a report about their hockey activities during the preceding month. The form(s) have been designed to allow for easy presentation of the month's events, including wins and losses, suspensions, tournaments.

The Manager in the monthly activity report must note all major penalties and suspensions accorded to players.

The form must be submitted to the VC Hockey Operations before the tenth (10th) day of the following month. The team players and parents should also be provided with updates as to the team standing in the league and any other information that the team staff deem important.

ROLES AND RESPONSIBILITIES OF THE HEAD COACH

The Rangers have a phased and demanding coach selection criterion and we believe that by selecting you, we have chosen the best candidate for the job!

In terms of certification, the ODHA requires that you hold a minimum of Development 1 coaching certification and that assistant coaches hold at least Coach Stream.

You will be asked to meet regularly with the Vice Chair, Hockey Operations and the Coach Mentor.

The Rangers put a strong emphasis on development rather than just *winning*. What we are looking for is consistency from year to year in what our players are learning so that they continue to develop. The coaching staff that you select must be presented to and approved by the GRMH Board.

Ranger Coaches will have the full support of the Board unless recurring problems suggest that a review should be undertaken. We picked you and we will stand by you – however we do maintain the right to dismiss a coach or any other team official at any time if their conduct is deemed detrimental to the aims and objectives of the GRMH and the GHA.

PLAYER SELECTION AND USE

All teams of the GRMH will carry a minimum complement of 17 players and the GRMH must approve any deviation from the following numbers: 9 forwards, 6 defense, 2 goalies.

Since injuries and conflicts due to jobs and school are becoming increasingly problematic with teams at the older age groups, Minor and Major Midget teams may, with GRMH approval, be permitted to carry a roster of up to 19 players.

Player Selection Process

The GRMH Board will conduct the administrative aspects of the annual tryout process. This includes establishing the schedule, the player evaluation criteria to be followed, required paperwork to be completed by the coach and independent evaluators and organize exhibition games. All coaches must follow this process and are not permitted to organize tryout sessions or exhibition games outside of the GRMH established process. The evaluation materials used by both you and your independent evaluators must be collected and maintained for the duration of the hockey season.

You must identify a minimum of two independent evaluators to assist you in the selection of your team. The names of the evaluators must be shared with and approved in advance by the VC Hockey Operations. Evaluators are not permitted to have a player participating or be affiliated in any way with a player participating in the tryouts for the age group for which they are conducting evaluations.

The GRMH Board is here to support you in selecting your team and we will not in any way attempt to interfere with or influence player selection. We will however, ensure that the established processes are adhered to.

Player Use

Ice time is arguably the most contentious issue in minor hockey and is usually a great concern to many parents, especially those who are new to competitive hockey. As it is not possible to guarantee that each

player will receive equal ice time during the course of any individual game, the official GRMH policy with respect to ice time is “fair” ice time. The GRMH philosophy is to *develop and play everyone on each team as fairly as possible throughout the season. But it must be understood that fair ice time does not imply equal ice time.*

Coaches must treat each player in a fair manner and enable the players to feel they are contributing to the team. All players must be afforded the opportunity to develop confidence through exposure to various game situations.

As a competitive hockey organization, GRMH policy recognizes that situations may arise where the use of specific player assignments is permitted. As an organization, the GRMH promotes and insists on the development of every player that a coach has selected for his or her team. At the same time, we realize that in game situations, some players may see more ice time than others due to penalty killing or, for minor bantam and older, power play situations. In cases where a coach is obviously and blatantly abusing ice time, complaints will be investigated and the team officials may be subject to discipline up to and including dismissal.

Adherence to these policies will be monitored closely by the VC Hockey Operations and all complaints will be investigated and addressed as required with the team officials.

Affiliation

As development is a cornerstone of the GRMH philosophies, Ranger teams are not permitted to play short in game situations and supplement their roster by using and developing affiliated players. Affiliates are to be called up to practice at least once a month regardless if they are used in game situations.

Before contacting a player to affiliate, the team must FIRST contact the coach, manager or GHA VP Competitive. Players will only be allowed to report for affiliation if they have received permission from their home team. They will not be permitted to play if their home team has a game at the same time.

Failure to follow GHA call up procedures will result in a 5 game suspension.

Please review the affiliation guidelines as outlined in the Manager section of this guide.

SELECTION OF TEAM OFFICIALS

As the Head Coach you are encouraged to seek your own Assistant Coaches. The VC Hockey Operations and the Coach Mentor will assist where necessary.

Wherever possible, we encourage our coaches to find non-parent assistant coaches but we recognize that volunteers are hard to find (especially those willing to give up time for a team where they have no children participating!) and allow you to approach parents of players selected for your team. You are NOT permitted to approach the parents of players trying out for the team until after the team has been finalized. Your selections for team officials must be approved by the Board before you confirm them in their roles.

You also have the right once the team is formed to nominate a candidate to become the team manager for the parents to vote on at the first team meeting. Like the assistant coaches, you are not permitted to approach a parent until after the team has been selected. The right Manager can make the difference

between a great season and a miserable one so it is important that you are able to work closely with the person you nominate to take on that role.

You and all the other members of your Team Staff must complete a Criminal Records Check as early as possible and submit to the GRMH Director of Risk and Safety.

COACH HONOURIARUM AND EXPENSES

Each Head Coach of a Rangers team is entitled to a \$1,000.00 honorarium per season. You are entitled to claim this whether you are a parent or non-parent coach. The honorarium is paid in two installments with the first being October 1 and second January 1. The honorarium is one of the non-discretionary items in the team budget (meaning the parents don't get to vote on that expense).

Non-parent team officials shall be granted a travel expense and kilometric allowance (excluding honorarium) for travel to tournaments as outlined in the Team Budget templates issued annually by the GRMH Board.

APPENDICES

Monthly Team Activity Report

Monthly Team Financial Report

Gloucester Rangers Affiliation Report



GLOUCESTER RANGERS MINOR HOCKEY OPERATIONAL TEAM ACTIVITY REPORT

For month of _____ 20__

Name & level of Team _____

Games Played

- League: _____ wins _____ losses _____ ties
- Exhibition: _____ wins _____ losses _____ ties
- Tournaments: _____ wins _____ losses _____ ties

Location(s): _____ Finish in Tournament: _____
Location(s): _____ Finish in Tournament: _____
Location(s): _____ Finish in Tournament: _____

Practice Hours from GRMH:

Earl Armstrong: _____ hrs
Barrett East: _____ hrs
Barrett West: _____ hrs
Carleton Univ.: _____ hrs
Other: _____ hrs

Number of ice hours purchased by team _____ hrs.

Total _____ hrs during month

Number of 5.00 p.m. practices _____

Number of Players: a) Injured: _____ + b) Suspended: _____ = _____ Games.
c) Affiliates used: _____ From: _____ team/association

Coach's Signature

Manager's Signature

NOTE: Monthly team activity reports MUST be prepared and submitted to the VP Ops by the 10th day of the following month.



GLOUCESTER RANGERS MINOR HOCKEY FINANCIAL REPORT

For month of _____ 20__

Name & level of Team: _____

Manager's Name: _____

Treasurer's Name: _____

	Team Approved Budget	Actuals to Date	Year-end Forecast
Revenues:			
Team Fees			
Sponsorships			
Fundraising			
Other			
 Sub-Total Revenues	 \$0.00	 \$0.00	 \$0.00
Expenses:			
Equipment Deposit			
Coach Honorarium			
Administration			
Clothing: Name Bars/Sponsors			
Coaches Travel costs			
Exhibition Games/Referees			
First Aid Supplies			
Ice Rental			
Transportation			
Tournaments			
Team Functions			
Other			
 Sub-Total Revenues			
 Difference	 \$0.00	 \$0.00	 \$0.00
	\$0.00	\$0.00	\$0.00

Manager's signature

Date prepared

Treasurer's signature

**NOTE: Monthly team financial reports MUST be prepared and submitted to
The GRMH Treasurer by the 10th day of the following month.**

