



**Dorchester  
Minor Hockey Association**

**Coaches Manual  
2022 - 2023 Season**

## Contact List

<u>Position</u>	<u>Name</u>	<u>E-mail Address</u>	<u>Phone Number</u>
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Coach Selection Committee Chair	By committee		
Fundraising Committee Chair	Lindsay Schindler	lindsayaschindler@gmail.com	
Fundraising Ticket & Gate Pass Coordinator	Kristen Thompson	kris_leigh@hotmail.com	
Head Timekeeper/Scorekeeper	Jennine McCague	jleal@rogers.com	519-615-1610
Referees	Clark Gee	geereffin@gmail.com	519-671-5311
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U5 Program Coordinator	TBD		
U6 Program Coordinator	TBD		
Website Developer	Jeremy Rintjema	jeremy.rintjema@gmail.com	

## COACH INFORMATION AND RESPONSIBILITIES

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- Coaches, bench staff and team managers must take all necessary steps to know and be familiar with all applicable Hockey Canada, OHF, OMHA, league, DMHA and tournament rule, regulations and policies, including the OMHA Code of Conduct. DMHA's policies can be found at: [https://dorchesterdragons.ca/LibraryItems/6755/2018\\_Policies\\_and\\_Procedures/](https://dorchesterdragons.ca/LibraryItems/6755/2018_Policies_and_Procedures/) If there are any questions, contact OMHA or league rep.
- Each team must be represented at the **Annual Coaches Meeting** which will be scheduled before league play begins.
- It is highly recommended that coaches conduct regular team meetings with players and their parents/guardians at the start of and during the season.
- The coaching staff must ensure that tryouts, practices, and games are managed effectively, and are a positive learning/development experience for our players. DMHA may monitor/evaluate team practices throughout the season.
- Coaches are responsible to ensure that the principles of respect in sport, fair play and the OMHA Code of Conduct are promoted and adhered to at all times. **Each head coach must review fair play agreements (included in this manual) with players and parents on the team at the beginning of the season.**
- At all age divisions and levels, it is the coach's responsibility to ensure that tryout and practice drills are run appropriately, and players are instructed such that the players are not put at undue risk of injury. An OMHA certified trainer should be at all tryouts and practices throughout the season.

### Tryout Information

- U13 and Below Pathway mandates each skater be provided with 3 tryouts before reduction in team numbers. Please reference <https://www.ohf.on.ca/media/my2lyyq3/2020-u13-pathway-1.pdf> this document for required and recommended actions.
- U11 please reference <https://www.ohf.on.ca/players/player-pathways/u11-player-pathway> for complete information.
- U9 please reference <https://www.ohf.on.ca/players/player-pathways/u9-player-pathway> for complete information.
- U15 B and U18 B may reduce number of players after two tryouts.
- A players must attend one tryout to be selected on a representative team.
- **Tryout fees** will be set by DMHA before try-outs. A list of players who already paid a try-out fee at the time of registration will be provided to the head coach by the DMHA registrar prior to the start of tryouts. All other tryout fees must be collected at the tryout. No player may participate in a tryout unless and until the tryout fee is paid. The head coach or a team delegate must collect and account for tryout fees at each team's tryouts. For the 2022-2023 season a tryout fee paid at the door is \$80. All fees must be submitted to the DMHA treasurer within one week of the tryout.

- Representative B and C coaches are strongly encouraged to attend each other's tryouts and work together to ensure that the DMHA ices the best teams possible at each level. Tryouts and team selection must be conducted in accordance with DMHA policies.
- All players wishing to play on representative C teams are strongly encouraged to first try out for representative B teams.
- Coaches must select and roster the number of players and goaltenders established and approved by the Dorchester Minor Hockey Association Executive.
- **“Representative fees”** are established by the executive each season and must be paid by players selected to the representative B and C teams. A list of those players who are selected shall be submitted to the Registrar. The Registrar will email instructions to parents on how to pay for the representative fees. The teams will not be required to collect from those players as their fees will be collected electronically. The head coach must ensure that all other outstanding representative fees are collected and submitted to the DMHA treasurer no later than **October 15**, using the tracking form provided by the DMHA registrar.
- Full team roster (with email contacts) to be emailed to the DMHA Secretary at [dmhasecretary@gmail.com](mailto:dmhasecretary@gmail.com) once it is complete. This is very critical for future team communications.

#### **Affiliated Players**

- **Affiliated Players (AP)** are encouraged for all teams. The head coach must ensure that the DMHA policy on affiliated players is followed.  
**NOTE:** The Affiliated Player roster cannot be completed until players have been placed on OMHA approved rosters for their primary teams. AP players are not permitted to participate as an affiliated player until the team's AP roster has been submitted to DMHA's OMHA Representative and approved by the OMHA. Affiliated Players can be added to the roster up until January 10<sup>th</sup>, 2023. Please contact the OMHA Rep for applicable AP forms.
- Please review section 8 (“Affiliated Players”) of the DMHA Policies and Procedures.

#### **Qualifications and Required Documentation – Parents/Players/Coaches**

- Respect In Sport-Parent Certification must now be completed before registering. All players should have at least one parent with RIS completion on file. The DMHA Registrar will notify any parents who are required to complete it prior to tryouts.
- Any and all required forms and/or training documents, including but not limited to, proof of certification, proof of vaccination (if applicable) and/or police record checks, must be completed for all persons rostered to (or who intend to be rostered to) a team. The head coach must ensure that this is completed in a timely manner and that the completed and acceptable documentation is given to the applicable league (ie. Shamrock or LMLL) representative and Vice-President-Risk Management, **no later**

**than October 31.** The head coach must also ensure that only certified and approved (rostered) personnel are permitted on the bench or on the ice during any games (includes regular, playoff, tournament and exhibition games) and all practices.

- If a team has a “business” manager that will never go on the ice or the bench, another approved and certified person can be rostered as the “manager”. However, a maximum of five (5) positions will be available to the team for the purpose of both the good-faith volunteer bond.

### **Mandatory Qualifications for Bench Staff**

- All bench staff must be trained and appropriately certified in accordance with the OMHA policies and rules of operation. Any questions regarding certification and training may be answered on the OMHA website or by the OMHA representative. <https://www.omha.net/coach> - Click on 2022-2023 Qualification Requirements
- All bench staff, including any manager and on-ice helpers, must successfully complete Speak Out/PRS or Respect in Sport (RIS) which can be taken on-line at: <https://www.ohf.on.ca/coaches/respect-in-sport>
- All bench staff, including any manager and on-ice helpers, must successfully complete the OHF/OMHA mandated Gender Identity Training. The head coach must also conduct a preseason chat on the issue as per OHF policy. The gender identity training can be taken online at: <https://www.ohf.on.ca/coaches/gender-identity-training>
- All bench staff, including any manager and on-ice helpers, must complete a review of information and acknowledgement of the OHF Concussion Code of Conduct and appropriate Concussion Awareness Resources. More information is available here: [https://www.coachesontario.ca/programs-resources/concussion/#jumplink\\_resources](https://www.coachesontario.ca/programs-resources/concussion/#jumplink_resources)
- If rostered bench staff register for and successfully complete a required and approved training or certification clinic after the completion of the prior season, receipts can be submitted by email to the DMHA Treasurer for reimbursement by the deadline. Upcoming training clinics can be found here (in-person training on hold due to COVID-19): <https://ehockey.hockeycanada.ca/ehockey/ClinicGroupList.aspx?OID=1254>
- If a proposed bench staff member needs to complete a D1 or Coach Stream clinic and cannot find a clinic hosted by an OMHA centre, it is permissible to register for an Alliance clinic. DMHA will reimburse the cost plus the \$10.00 conversion fee which applies to convert the training to OMHA certification.
- Please consider participating in Hockey Canada continuing education and specialty clinics, whether to obtain D1 certification or otherwise.
- Coaches of representative teams must submit complete team lists/rosters to the OMHA Rep in order for rosters to be submitted to the OMHA for approval. Please attempt to get your bench staff completely trained as quickly as possible. Remember

that no one can go on the bench unless completely certified for the position being filled for that particular game.

- Coaching training reimbursements will be handled via email. Please email invoice/receipt to [treasurerdmha@gmail.com](mailto:treasurerdmha@gmail.com). Deadlines and procedures will be updated on the website. Check website for details.
- OMHA provides “on-demand access to thousands of videos, articles and more. The Hockey Canada Network offers coaches, players and parents in every community across Canada access to the best information for developing hockey players. Download the app for you iPhone, iPad or Android device now”. Please reference the below hyperlinks often as you prepare for the upcoming season and as your team continues to develop throughout.
- <https://www.omha.net/page/show/885485-coach-and-player-resources>
- <https://www.omha.net/page/show/925387-safety-initiatives-and-trainer-resources>

### **On-Ice Helpers**

- A total of 3 on-ice volunteers are permitted for each team for the year. The team with which the volunteer helps shall pay any OMHA insurance premium fee for the volunteer if the person is not a registered player or rostered bench staff with DMHA. Payment of the premium fee must be made to DMHA before the volunteer is permitted on the ice, failing which the volunteer may not participate and/or the team will forfeit its ice times until payment is made. In-ice helper positions DO NOT qualify for bond positions.
- For on-ice helpers, the team must submit proposed on-ice helpers to the coach development coordinator for approval before they go on the ice. Speak Out/Respect In Sport – Activity leader, Gender Identity training, OHF Concussion Code of Conduct review and acknowledgement and a valid vulnerable screening check must be completed.
- Players that volunteer as on-ice helpers must be, at minimum, two age **divisions** higher than the team with which they are volunteering (ie. a U15 player may assist with a U11 team or below but not a U13 team). The number of helpers should be such that the players on the team benefit from their help, and volunteering as an on-ice helper should not be used as a means to get extra ice time or for any purpose inconsistent with the best interests of the players on the team in question. Any players that volunteer must wear full equipment unless they are more than 14 years of age and take an instructional role, in which case they will be required to wear the same equipment that all bench staff are required to wear. Volunteers who are not registered team officials or registered DMHA players and who are 14 years of age or older are required to complete the Respect In Sport and Gender Identity and Expression programs and submit an acceptable police record check.

- DMHA supports our secondary school players in their efforts to complete 40 hours of volunteer work in order to receive their OSSD (Ontario Secondary School Diploma). All coaches, approved DMHA staff and executive members are permitted by the Dorchester Minor Hockey Association to sign off on high school volunteer hours if a high school student was asked to and did volunteer with the association. Only hours that were supervised by the coach, approved DMHA staff and/or executive member, or their designate, may be signed off on. Unsupervised volunteer hours may be submitted to and approved by the executive in advance of the volunteer work being done. No person may sign off on his/her own child's volunteer hours.

**NOTE:** Team coaches are responsible for the conduct of all on-ice helpers and must ensure that proper approval, certification and insurance are in place.

## **Equipment Requirements**

- All on-ice coaching staff and helpers must wear helmets, gloves and any other equipment required by OMHA policies and rules of operation. Helmets must be worn properly (ie: done up). Players under the age of 14 who help on the ice must wear full equipment.
- Players must provide and wear proper hockey equipment as required by OMHA when on the ice at all times, including during all games and practices. All equipment must be worn properly. Mouth and neck guards are mandatory at all levels.
- The Dorchester Dragons "uniform" must be worn for all games, and it must be remembered that players are at all times representatives of DMHA and their community of Thames Centre. The uniform consists of red jerseys for away games and white jerseys for home games. Socks must match, individually and as a team, with red socks worn with away jerseys and white socks worn at home. U5 to U7 division teams are provided with jerseys and matching socks, sponsored by Tim Hortons Timbits program.
- DMHA provides each player with at least one pair of hockey socks per player each season in association colours. The team manager may coordinate with the Equipment Rep for the purchase of additional pairs of socks if necessary.
- Each player must provide their own water bottle. No sharing of water bottles is permitted. Each team must provide their own practice pucks. First aid kits, warmup/game pucks and team jerseys will be provided by the association. Teams must ensure that all association supplied equipment (including goalie equipment, if applicable and supplied) is maintained in good order and is returned at the end of the season by the date set by the Equipment Manager. Sponsor/name bars and other sewn attachments are not permitted on the jerseys (name bars will be permitted on Tim Horton Timbit jerseys). Please see the DMHA use of equipment policy and the sections below for more regarding association supplied equipment.

## Facility

- Each team must leave facilities in the order in which they were found when entered. See below for *General Notes and Guidelines for Minor Sport Coaches and Managers*, which have been established by Thames Centre. These guidelines should be followed for any / all of the facilities visited by the team. DMHA **WILL NOT ASSUME ANY RESPONSIBILITY** for any damage caused by any team, players, parents, etc. It will be up to the team to make financial restitution if necessary. *If there is apparent damage in a dressing room or other area of a facility when entered, bring it to the attention of the facility management immediately.*

## Exhibition Games / Tournaments

- **All exhibition games and tournaments require an OMHA permit**, which must be approved through the OMHA portal. Please send your tournament / exhibition dates to the DMHA Secretary and OMHA Rep well in advance of any proposed tournament so that the approval process can be initiated. Teams who wish to host home exhibition games are responsible arranging ice and must notify the DMHA Treasurer, league representative and OMHA rep so they can notify the OMHA if required. DMHA will arrange for home exhibition game timekeepers and referees and will be reimbursed for the cost of them by the team. All game sheets from exhibition games must use the electronic game sheet system.
- Entering tournaments hosted by a centre outside of the OMHA (e.g., Alliance or USA) requires a permit fee, which will be the responsibility of the team requesting the permit.
- With the exception of entry fees for the International Silver Stick tournaments (if qualified), teams are responsible for their own tournament registration and fees. DMHA may provide payment for approved regional Silver Stick qualifiers if requested at the time of registration, which payment must be reimbursed by the team by no later than October 31.
- For OMHA sanctioned tournaments, see its website: **www.omha.net** (look under “GAME CENTRE - TOURNAMENTS”).

## Fundraising

- The team manager and/or his/her delegate is the first point of contact with the fundraising committee. Teams will be expected to support DMHA fundraising efforts.
- Individual team fundraising is permissible, **provided that the fundraising does not include a raffle, draw, lottery or other event for which a lottery license may be necessary**. Such events are not permitted by law for individual team fundraising. Please contact the Vice President-Finance/Fundraising and the Fundraising Committee to ensure that team efforts do not conflict with association-wide efforts, including soliciting the same sponsors.

## Injury Reports



- Injury reports must be completed by the Trainer and any attending physician for any participant injured in a game. The form must be forwarded to the OMHA or the OMHA Rep ASAP. Please ensure that the family of the player keeps a copy of the report. A Doctor's Certificate will be required before the participant can return to the ice for a game or practice.

The HOCKEY CANADA INJURY REPORT FORM can be downloaded from the OMHA Website: [www.omha.net](http://www.omha.net) (look under ADMINISTRATION - FORMS AND PERMITS). The applicable return to play process and protocol must be followed after a player injury.

## **GameSheet Inc. Electronic Scoring App**

### **START OF SEASON**

- download the GameSheet app on your personal device
- create ID with login key provided by DMHA Executive
- create a team by entering player and bench staff identification

### **PRIOR TO START OF GAME**

- obtain iPad from GATE FEE COLLECTOR 1/2 hour prior to start of game
- complete game details correctly including season, league, teams, date, time and game number (can be found on team calendar)
- confirm player roster, each player must be listed as playing, away, or suspended
- goalies, you must identify the starting goalie
- each roster must have a head coach identified. If an assistant coach will be acting as head coach the GameSheet must identify them as head coach

### **Electronic game sheet submitted with no Head Coach will result in a suspension of the Head Coach.**

- each roster must have a certified trainer as part of the bench staff. If your team trainer is unavailable and an alternate such as opposing team's trainer is used, they must be added to the team roster or ensure that the referee includes this in their game note. In this case as an additional record send a note to the Shamrock or Local League rep as applicable.

### **Electronic game sheet submitted with no Trainer will result in a suspension of the Head Coach.**

- give iPad to opposing team head coach to complete roster information
- re-obtain iPad and sign the iPad locking the information into GameSheet making sure no occurs exist prior to signing
- give the iPad to the timekeepers five (5) minutes prior to start of game

## **Player and Coach Development**

In 2019 DMHA introduced the Coach Development Coordinator as a new executive position. This position is intended to provide all coaches involved in DMHA with the resources needed for a successful coaching experience. This includes, but is not limited to, coaching resources, a direct link to the DMHA executive, problem solving different and

unique situations, consultation regarding team management, or any other support. The Coach Development Coordinator is available the work on and off the ice with both new and seasoned coaches as required or desired. If you would like to work with the Coach Development Coordinator at any time throughout the season or if you have suggestions on how this position could be beneficial to your coaching experience, please send an email to [joshpeters82@gmail.com](mailto:joshpeters82@gmail.com)

## **TEAM MANAGER ROLES & RESPONSIBILITIES**

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In collaboration with the head coach, the team manager is backbone of the team. In many cases, the manager assumes the responsibility for most of the organizational and administrative tasks

that affect the team and makes it possible for the head coach to concentrate on instruction, on-ice management and player development. The team manager and head coach should communicate about roles and responsibilities. At the start of the season, the head coach must advise the manager of his/her expected responsibilities, which may include, but are not limited to, the following:

### **General Tasks:**

- Assist the coach to ensure that all association rules and policies are followed.
- Communicate information to parents and players about the team and the association, including schedules, fundraising information, etc. The manager is the main liaison between the coaching staff and the parents.
- Set up a telephone/email "team distribution" list as soon as possible.
- Work with the coach to ensure that all players are properly rostered.
- With the head coach, ensure that all team officials are properly certified for the division and level in which the team is competing. Trainers are required to be OMHA certified. Coaches and their assistants require age-appropriate certification (see OMHA Manual of operations and information available on the OMHA web site - click on "Administration"). All bench staff, including managers, and on-ice helpers require Vulnerable Sector Check, Respect In Sport-Activity Leader, Gender Identity and Expression Training and OHF Concussion Code of Conduct acknowledgement and are not allowed to participate on any "on-ice activities" until they are completely certified. All required documents must be provided to the designated DMHA representative by October 31<sup>st</sup>.
- Monitor the safe keeping and proper maintenance of all DMHA provided goaltender equipment, pucks, sticks, pylons, first aid kits, pinnies and sweaters. Ensure they are returned to the DMHA equipment manager at the end of the playing season.
- Ensure scores have been updated in the OneDB within 24 hrs of a home game.
- For Rep (B/C) teams, assign 1 parent rep to sit on the DMHA Fundraising Committee for the length of the season. Can be used as a bond position for the participating parent.
- For Local League teams, assign 1 parent rep to sit on the DMHA Tournament Committee for the length of the season. Can be used as a bond position for the participating parent.

### **Financial Tasks:**

- Collect a \$300 bond cheque from each family (in the case where a family has multiple players on different teams, the cheque will be collected by the manager of the team on which the oldest child plays). Remit all collected cheques using the provided tracking sheet to the DMHA treasurer by November 1<sup>st</sup>.
- Submit a \$200 team bond cheque to DMHA by November 1<sup>st</sup>. In recent years, there have been increasing instances of teams returning jerseys in damaged or soiled condition, teams failing to use allocated practice ice and teams failing to submit proper documentation, such as the names of on-ice helpers, bond cheques, etc. In order to address these issues and the resulting costs to our association as a whole, team bond cheque will be required from each DMHA team. The team bond cheque will be cashed should a team:
  - miss one or more scheduled ice times
  - fail to return, or return equipment in ill repair (including jerseys, first aid kits, etc.)

- fail to submit all individual player bond cheques
  - fail to disclose all on-ice helpers and cover the additional insurance costs required for these on-ice helpers
  - fail to submit all required documentation
  - The team bond cheque will be returned to the team at the completion of the season to teams with none of the above issues.
- Distribute and track, using the DMHA provided tracker, yellow fundraising ticket books to DMHA families. Tickets will be provided by the fundraising ticket coordinator as soon as practical.
  - Using the provided tracking log, track and remit a report of all bond work completed by team parents to the DMHA bond coordinator before the end of the regular season.
  - Arrange for and monitor the collection of all team funds (through fundraising, tournament entry fees, team fees etc). The team is responsible to its players and parents for team funds. All such funds should be documented and tracked, and parents should be given an accounting of the funds before the end of the season. It is strongly recommended that each team open a team bank account for its financial operations, and that each account should require two signatures (the use of personal accounts is discouraged due to the potential risks involved).

#### **On-Ice Tasks:**

- Assist coaching staff where necessary/requested with arranging exhibition games, tournaments and other team events.
- In partnership with other DMHA representatives organize ice, game officials/referees and timekeepers for exhibition, rescheduled games and cancelled home games, if required.
- Prior to the commencement of every game verify that officials and timekeepers are present (see below for timing).
- Ensure that the guidelines for electronic game sheets must be followed.
- As required, notify and work with the DMHA secretary and/or OMHA representative to arrange for travel permits.

## **REFEREE/TIMEKEEPER COORDINATION**

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**Coaches/managers must check that scheduled referees and timekeepers are present before each game and must notify the appropriate person if not present at the scheduled time so that replacements can be arranged.**

### **Referees**

Middlesex Centre Referees Association provides on-ice referees and officials for DMHA home games. MCRA expects its on-ice officials to be on-site at least ½ hour before a game. Coaches/managers should check the referee room for the scheduled official. If someone has not arrived by 25 minutes before game time, contact Bruce Byers immediately at the phone numbers below. In that case, complete the log so that there is a record of the incident.

**Assignor:** Tyler Middleton  
519-373-4346  
tmiddleton@mcraofficials.ca

If Tyler cannot be reached, the alternate is Clark Gee:  
Cell (519) 671-5311  
Cell (519) 670-5311-Alternate  
geereffin@gmail.com

OMHA and MCRA referee rates are set by OMHA according to game/period lengths and age division, regardless of whether or not the game is curfewed. Please keep that in mind when scheduling games and filling out game sheets.

When asking for referees to be scheduled for exhibition games, provide Tyler/Clark with game/period lengths, age division and, of course, date time and location.

#### **Cancelled / Rescheduled League Games:**

7 days' notice is required for all cancelled/rescheduled games. **Any proposed game changes due to unforeseen circumstances must be sought through the applicable league representative (ie. Shamrock or LMLL). The league representative will, in-turn, communicate with the other association and inform the ice allocator, timekeeper and referee coordinators and Thames Centre (see below). Changes cannot be made without appropriate notification and approval.**

#### **Timekeepers**

Timekeepers are required to be at the arena no less than 10 minutes prior to the game. Coaches/managers should check to ensure if timekeepers have arrived. If timekeepers are not there within the required time, please call the timekeeper coordinator Jennine McCague, at 519-615-1610. Any complaints regarding timekeepers should be emailed to the coordinator with details.

## **ICE USAGE /ALLOCATION**

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The current Ice Allocator is Lyndsay Huxley. All questions and requests regarding ice scheduling shall be made by email to Lyndsay Huxley at [dmhaiceallocator@gmail.com](mailto:dmhaiceallocator@gmail.com).

The ice allocator works from early summer to the end of the post-season to arrange ice for DMHA teams and to schedule games and practices.

All practices on ice purchased by DMHA are scheduled by the ice allocator. Scheduled league games are set by each league based on the assignment of home game ice times by the DMHA ice allocator and away ice times by the other association's ice allocator. Because of the number of people involved, any requests for the change of scheduled games must be made with sufficient advance notice and must go through the applicable DMHA league representative rep.

Teams who wish to schedule exhibition games may purchase ice on their own from Thames Centre or may use allocated practice ice. In every case, teams must notify their applicable league representative of the exhibition game. DMHA will arrange for officials and timekeepers, the cost of which will be charged back to the team. OMHA certified on-ice officials must be used for all games. A minimum of 4 days' notice of an exhibition game is required by all parties and teams must make sure that they have ice BEFORE making any further arrangements internally or with a visiting team.

All home games and all practices will be played at the Flight Exec Centre in Dorchester (unless otherwise notified subject to ice availability).

- Please provide tournament schedules to the ice allocator and league representatives as soon as possible so that any potential practice/game conflicts can be addressed. Failure to do so may result in the inability to change a scheduled game/practice.
- The DMHA ice schedules can be found in the calendar on the DMHA website at [www.dorchesterdragons.ca](http://www.dorchesterdragons.ca). The Thames Centre ice schedule can be found on the Thames Centre website if a team wishes to purchase ice outside of its DMHA allocation.
- Any proposed cancellation/rescheduling of scheduled league game must be coordinated through the applicable league representative and must comply with league rules and timelines. See above.
- Practice times are set by DMHA and assigned by the ice allocation rep. Each team is generally allotted one practice hour per week, which will be scheduled around association availability and the team's game/tournament schedule. Since game ice takes priority over practice ice to meet the association's league obligations, practice schedules may not be posted until the week before the scheduled practice.
- Once a practice has been scheduled for a team, the team becomes responsible for the use of that scheduled ice time. If a change is needed, the team must find another DMHA team to trade/use the scheduled practice ice. The team is responsible for finding another DMHA team to trade with if it cannot use its practice ice. Any trade must be communicated to the ice allocator.
- If a team is not able to trade with another team, the team must contact the ice allocator **at least four (4) days before** the scheduled practice date so that the allocator may also try to find another DMHA user for the ice. The ice allocator will notify head coaches (or their designate if requested) by email only of any available ice, and the use of that ice will be granted to the first to reply to the notification email.
- DMHA must identify the ice it wishes to use for the season before the season begins. Accordingly, it must pay for its allocated ice, whether used or not. A team which does not use its allocated ice time will be deemed to have "burned" the ice and will be responsible for

reimbursing the cost of it to DMHA if another user for that ice time cannot be reasonably found.

- The cost of additional ice, over and above game and scheduled practice ice, may be the responsibility of the team. Any requests for the use of available DMHA ice must be coordinated through the ice allocation representative. Additional requests for ice must be made to Thames Centre.

## Equipment Usage

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At all times, the DMHA policy 12 – Use of Association Equipment must be followed. The head coach is responsible for enforcing that policy.

### Jerseys

#### Start of Season

Each team will be provided with one set each of home (white) and away (red) jerseys. Each jersey will be hung on a hanger and will be placed in a garment bag when distributed at the start of the season. The team jerseys and bags are the property of the Dorchester Minor Hockey Association, and are loaned to the teams. Their proper care, maintenance, storage and return must be ensured by the coach (or designate) and team during the season.

Jerseys must be properly aired and laundered as needed following use. They should not be provided to individual players but should instead be assigned to designated jersey carriers (one bondable position exists for carrying home jerseys for the season and a second exists for carrying away jerseys for the season). The jerseys may not be used for practices or non-sanctioned games

C's and A's may be used on jerseys if necessary. Letters are not supplied by DMHA. Each team is responsible for purchasing any letters. Only magnetic letters are approved for use. It is impermissible to use hockey tape or letters that need to be stitched or otherwise attached. No other items (such as name or sponsor bars, patches, etc.) may be attached to DMHA jerseys. The team will be responsible for the loss of or any damage to any jersey that does not occur in the ordinary course of the play of hockey.

#### End of Season

The timely return of the jerseys at the end of the season is the responsibility of the coach (or designate). The jerseys are to be returned on hangers, laundered, in number order and in the bags provided. Team carriers are responsible for washing/maintaining the jersey condition throughout the season and prior to their return in order to prevent issues with mould, staining, odours, etc. This must be monitored by the team manager.

If jerseys are lost, damaged or returned in soiled condition, the team bond cheque (\$200) will be cashed.

The equipment return date(s) will be communicated to the head coach and/or manager by email and/or will be posted on the Dorchester Dragons website at the end of the season. It is the head coach's responsibility to ensure that jerseys (and other DMHA equipment) are returned on the date indicated.

Under no circumstances are DMHA jerseys to be used for purposes other than those approved by Dorchester Minor Hockey Association (ie. spring hockey, 3-on-3 leagues, etc.).

### **Socks**

At the start of the season, each player will be provided with at least one pair of hockey socks. The colour, style and material are determined by DMHA. The socks must be worn for games. If additional socks are required, individuals may purchase these from the equipment manager at current cost. These socks are the property of the players and do not get returned.

### **Pucks**

Each team will be provided with game/warm-up pucks (approximately one puck for every skater). Pucks are the responsibility of the head coach and must be returned at the end of the season by the indicated date as posted on the website.

### **First Aid kits**

Each team will be provided a first aid kit at the start of the season, stocked with standard supplies to be used during the season. The kits are the responsibility of the trainer and are to be returned by the indicated date as posted on the website along with the jerseys.

### **Goalie Equipment**

#### *Start of Season*

DMHA has a small inventory of and will provide goalie equipment to players in the U7 to U9 age groups. Equipment available includes blocker, catcher, chest protector, goalie pads, and throat protector. Sticks are also provided.

#### *End of Season*

At the end of the season, it is the responsibility of the U7 and U9 head coaches (or designates) to ensure that the goalie equipment is returned (as per the jersey policy noted above).

**NOTE:** Coaches may assign a team designate to manage the above noted equipment throughout the playing season. However, the coaches are ultimately responsible for the return of all association equipment and will be held accountable for any lost or damaged equipment.

**FROM THAMES CENTRE:**



# General Notes and Guidelines for Minor Sport Coaches, Team Managers and All User Groups

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## 1. **Ice Resurfacing:**

Practices running 1 ½ hours do not require a flood as long as time is provided for a flood at the end. Teams damaging ice as a result of these longer practices will be required to have a flood after 50 minutes. This will be at the discretion of the arena operator. In the event of a flood conflict (when a flood is needed on both pads at approximately the same time) games will take priority. Our staff will notify you if this conflict exists. Usually this results in a flood midway through a practice. It is expected that Coaches will instruct players to exit the ice surface promptly when it is indicated that the ice time period is over and to remain off the ice surface until the ice resurfacer doors are closed at the beginning of an ice rental. Your assistance in maintaining a safe environment during ice resurfacing is appreciated.

## 2. **Dressing Room Use:**

Dressing Rooms are ONLY available 30 minutes before your scheduled start time and MUST be vacated 30 minutes after. No exceptions. Although staff will be checking and cleaning dressing rooms after each use, your assistance in maintaining the dressing rooms in a clean and tidy condition is expected. Designating one player after each practice or game to pick up tape and debris and deposit it in the garbage containers would assist in these efforts. Report all or any damage/vandalism to the facility operator.

## 3. **Schedule Changes:**

It is important that an accurate and up to date ice schedule is maintained. Please notify your ice convener of any changes to your schedule

## 4. **Hydro Outages:**

From time to time, a hydro outage may occur. The arena is equipped with emergency lights to assist with leaving the facility. They are not suitable for continuing with activities. Therefore, in the event of a hydro outage, players should stop all activity on the ice surface. Players must return to the dressing room areas. If the outage is prolonged, staff will provide instructions for evacuating the facilities. Momentary power outages also occur, which cause the arena lights to go out, but all other lighting remains on. In this case, players should stop activities and remain at the players benches until the ice lights return to full power. This may take 5-10 minutes, as this type of light needs to cool down and then restart. Please note that emergency lighting is meant to assist with leaving a building and is not meant to allow for continuing indoor activities.

5. **First Aid:**

Arena operators are trained in First Aid and C.P.R. and are prepared to assist with injuries or mishaps. In that staff are not always in the arena area, we would ask your cooperation in notifying them of any incident requiring first aid. It is assumed that Coaches and Trainers will be the first to respond and that staff would assist in providing a stretcher, first aid supplies or calling an ambulance. Staff are required to complete an incident report, so your assistance in providing information is important. A First Aid Kit is located at the Concession Booth.

6. **Extension Cord Use / Music:**

If teams are playing music prior or after the game, the Municipality of Thames Centre would like to remind you that extension cords are not permitted to be used in dressing rooms. The risk of electrocution is higher due to wet floors, the possibility of being stepped on by skates and therefore are not permitted in the dressing rooms. We would also like to remind you to be respectful of the others and play music that does not contain offensive or inappropriate language. We also ask that you keep the music at an appropriate volume.

7. **Smoking:**

County of Middlesex By-law # 5682 restricts smoking in all municipal facilities. Your cooperation in this matter is appreciated. Smoking, Vaping, Chewing Tobacco, sunflower seeds, are NOT permitted in the building.

8. **Crowd Control:**

It is the responsibility of the organization/individual renting the ice to ensure that law and order is preserved and that appropriate security measures are in place to provide for a safe environment for participants, officials, and spectators. A Convener or other designated official from the host organization should be present to supervise the activity.

Thames Centre staff will support the organization/individual in decisions related to building security by:

- requesting unruly persons to leave the premises.

- placing phone calls to police to request assistance in evictions or other matters.

Thames Centre staff will not knowingly place themselves in harm's way. Thames Centre will provide support to organizations by notifying individuals of suspensions from the arena for unruly and dangerous conduct.

Children under 13 MUST be under adult supervision at all times within the facility. For the safety of all patrons, no running, tag play, mini stick hockey or hockey pucks, soccer or any form of horseplay will be tolerated. These items are not to be used in the facility and dressing rooms outside the ice surface

9. **Evacuation Procedures:**

As a responsible adult, you can be a key person in ensuring the safe evacuation of children from the facility in the unlikely event of an emergency evacuation. If the fire alarm system has been activated, this will signify that an orderly evacuation of the facility is required. Please adhere to the following steps:

1. Stay calm
2. Stop all activity at once and listen for instructions on the P.A. system. If no instructions are given, always assume that an evacuation is required.
3. Instruct children to use the nearest exit to vacate the building. Do not return to dressing rooms or lobbies.
4. Move as far from the building as possible and make your way to the front of the facility (if possible) where Fire Department Officials will instruct you on what to do.

Please familiarize yourself with all exits including exits from playing surfaces each time you use the facility. Fire Alarms will be sounded for all emergencies requiring evacuation including ammonia leaks.

**10. Curfews:**

Arena staff are responsible for maintaining the ice, in accordance with the schedule, for all users.

It is the responsibility of the user group to curfew their activities within their allotted time and to ensure that officials (refs, time keepers, coaches, etc.) are aware of such curfew times.

It is not the arena staff's responsibility to enforce curfews set by user groups. Length of games should be set in accordance with the time allotment. It is also recognized that situations occur that delay ice rentals (injuries, mechanical problems etc.). In such cases, staff will adjust the next scheduled flood accordingly.

**11. Use of Blow Torches and other heating devices:**

Use of blow torches and other similar heating devices by the public or user groups is strictly prohibited within the arena facility. Activities requiring the use of this type of equipment should be done prior to coming to the Arena.

**12. Noise Making Devices:**

Noise making devices such as air horns, bells, drums, etc. are not prohibited from the facility. However, their use may be restricted or curtailed if it is deemed to be an endangerment to public safety.

**13. Alcohol on Municipality of Thames Centre Property:**

Alcohol is prohibited on Municipality of Thames Centre property and within facilities unless a proper and valid Special Occasions Permit has been obtained.

**14. Use of Arena Phone:**

The arena phone is for arena business and is available for emergency use only. It is not to be used for general calls by the public.

15. **Use of Recording Devices:**

The Municipality, in January of 2004 adopted the following policy: The use of cameras, cell phones, video recorders, personal data assistants and other video recording devices are prohibited in change rooms and washrooms areas within all recreation facilities.

16. **Track Use:**

NO running through the building to warm up. This not only becomes a distraction for other groups, it is also a safety concern.

You may use the walking track in single file, please be respectful of other walkers and follow all walking track procedures:

## **FAIR PLAY RATIONALE**

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*WHAT IS FAIR PLAY?* Fair play is a universal concept that forms the foundation for all sport. Fair play does not change the rules of the game. Fair play goes far beyond scoring and winning, it is about the development of skills and character, on and off the ice, that lead to a life-long enjoyment of sport and recreation. Fair play allows all athletes the same opportunity to develop skills, the chance to display those skills in an atmosphere of respect, and to develop an appreciation for the efforts of all participants. All involved in the game must be proactive and a good role model in the promotion of the values of fair play.

The following are the fair play codes for players, parents, spectators, coaches, officials, and league organizers.

### **PLAYERS**

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents. • I will do my best to be a true team player.
- I will remember that winning isn’t everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **COACHES**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

## PARENTS

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgement or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

## OFFICIALS

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.

- I will work in cooperation with coaches for the benefit of the game.

#### SPECTATORS

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

#### LEAGUE ORGANIZERS

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

## ***A LITTLE COMMUNICATION GOES A LONG WAY***

***HERE ARE SOME TIPS FOR COACHES, PLAYERS,  
AND PARENTS TO KEEP IN MIND***



### ***Coaches***

Be honest. Coaches must meet the question of playing time and player's roles head-on, so players understand their roles and responsibilities.

Establish long-range goals. It is important that all players continue to work on improving their skills, whatever their level of play or ice time. Players need to feel that their work will pay off.

Emphasize the value of participation. Players need to know that there is more to being a part of the team than just playing time. Help players to understand the importance of the total experience that is represented by being part of the team.

### ***Players***

Stay passionate about hockey. You will need that passion to carry you through when you feel like you are not getting enough playing time.

Be ready to play at any time. Keep yourself "in the game", even when you are on the bench. Understand what your coaches are looking for when you get in the game - and give it to them.

Set small goals for yourself and strive to improve every day, every practice, every shift.

Have fun. That always has to be the bottom line, whether you are on the first line or the fourth line.

### ***Parents***

Emphasize the value of all roles on the team. Do not equate playing time with success as a player.

Do not criticize the coach. Help your young player to understand and trust the coach's decisions.

Always stay positive.

Respect your child's feelings. Do not discourage the private expression of anger or frustration, but try to turn that energy into something positive to help keep the young player motivated.

### ***For All***

The most important thing to remember is to keep the lines of communication open. Coaches need to talk to parent and players, and players need to feel that coaches and parents are paying attention to their concerns.

The line of communication is critical. You cannot leave a player sitting that last line without understanding why.

## 10 POSITIVE Things Coaches Do:

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- Have realistic expectations
- Always include fun in the sport
- Obtain appropriate training for the sport
- Allow injured players ample time to recuperate
- Have the desire to win, but enjoy the improvement of players/team
- Maintain communication with parents
- Know what abuse is and how to prevent it
- Accept the performance of referees and officials
- Have respect for the game
- Know the difference between outcome goals and performance goals

## Coaching Myths:

- Because sport is frivolous, those who coach require little, if any, training.
- If a person has played the sport, he or she is qualified to coach it.
- The better the person has played the sport, the more qualified he or she is to coach.
- A person who has been trained as a teacher is qualified to coach.
- Trained coaches are needed more at advanced levels of sport than at the introductory level.

FROM: [www.positivecoaching.org](http://www.positivecoaching.org)

## 10 POSITIVE Things That Parents Do:

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- Positive verbalization during events
- Praise of athlete/child
- Always including fun in events
- Encouraging child to focus on more than one sport
- Talking and listening to athlete/child
- Being appreciative of work by referees or officials
- Positive attitude toward coach
- Giving coach respect during and after events
- Helping child by practicing skills with them
- Attending athlete/child's events

## **What a parent should look for in a coach:**

- Honest
- Ethical
- Maintains good communication between coach and parent
- Knowledge of sport
- Always on time beginning practice and ending practice
- Positive instruction
- Has parent's and child's respect
- Focus on fun, development and then winning
- Puts athlete's well-being first and winning second
- Does no harm
- FROM: [www.positivecoaching.org](http://www.positivecoaching.org)

# FAIR PLAY AGREEMENT

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**As a Parent or Guardian I will....**

1. Actively encourage and support the principles of Fair Play at all times. The principles are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain self-control at all times.
2. Support the whole team, not just my own child.
3. Not be critical, embarrass, or heckle any players, including the opposition.
4. Not criticize the referees in the presence of, or within earshot of any players.
5. Leave the coaching to the coaching staff. Parents are not to encourage their child to play the game in a manner inconsistent with team strategies or plans.
6. Communicate all and any concerns to the team manager. If necessary, the manager will arrange a meeting between the parents and the coaches.
7. **Ensure that School takes precedence over hockey.** Coaching staff will work in conjunction with parents to maintain a positive school attitude.
8. Be reminded that players are responsible for their equipment. No player will be allowed on the ice without complete and safe equipment.
9. Not use abusive or foul language at any time in the rink.
10. I will not force my child to participate in hockey. I will remember he/she plays for their enjoyment, not for mine.

Your commitment to Fair Play ensures that the experience of this great game will be fun, exciting, and filled with positive memories for all involved. Thank you for your support.

..... Return Signed Portion Below to your Team Manager .....

I am committed to the principles of the Fair Play Agreement.

Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Team: \_\_\_\_\_

## FAIR PLAY AGREEMENT

---

### As a player I will...

1. Play hockey because I want to, not just because my parents or coaches want me to.
2. Play by the rules of hockey, and in the spirit of the game.
3. Control my temper – fighting and “mouthing off” can spoil the activity for everybody.
4. Respect my opponents and teammates.
5. Remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
6. Do my best to be a true team player.
7. Acknowledge all good plays/performances – those of my team and my opponents.
8. Remember that coaches and officials are there to help me. I will respect their decisions and show them respect.
9. Remember that school takes precedence over hockey.
10. Represent my team and community the best that I can. I will behave myself at all times in all public places, whether it is at our arena or at another arena.
11. Be responsible for my equipment, ensuring that it is complete and in safe condition.

Your commitment to Fair Play ensures that the experience of this great game will be fun, exciting and filled with positive memories for all involved. Thank you for your support.

.....Return Signed Portion Below to your Team Manager.....

I am committed to the principles of the Fair Play Agreement.

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

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

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Dorchester Minor Hockey Association  
Coaches Manual  
2019-2020 Season

<b>ROSTER WORK SHEET</b>						
				<b>INSTRUCTIONS:</b> 1. Submit completed roster work sheet no later than Oct 15th. 2. For changes during the season, please use and submit the worksheet. 3. Teams are 19 max. players, 11 min. Includes AP players. 4. AP players can be added until January 10, 2020* 5. Additional team official can be designated up to 5 max. 6. Add any on-ice volunteers and positions At-Large. 7. Email to Mike.MacIntyre@rogers.com		
<b>TEAM NAME:</b>				<b>NOTES:</b>		
<b>DATE:</b>						
<b>SUBMIT BY:</b>						
<b>INITIAL ROSTER</b>						
<b>PLAYERS</b>				<b>COACHES</b>		
	Position (G or P)	Name (Last/First) Alphabetical Helps	AP (X)	Pos.	Name (Last/First)	Certs (X)
1				HC *		
2				TR*		
3				MGR*		
4				4		
5				5		
6						
7				<b>ON- ICE VOLUNTEERS</b>		<b>RIS (X)</b>
8				1		
9				2		
10				3		
11						
12						
13				<b>AT -LARGE</b>		<b>Certs (X)</b>
14				1		
15				2		
16				3		
17						
18						
19						
				*mandatory		