



2023-2024
Dorchester Minor Hockey Association
COACHES MANUAL

UPDATED August 29, 2023

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DMHA CONTACT LIST

Please see the DMHA website for the most up to date contact information.

<https://dorchesterdragons.ca/Staff/1003/>

POSITION	NAME	EMAIL	PHONE
EXECUTIVE			
President	Ian McDonald	presidentofdmha@gmail.com	226-921-1623
Past President	Trevor Macdonald	trevormacdonald@outlook.com	519-495-0874
1 st Vice President – Finance/Fundraising	Matt Boyce	vpfinance.dmha@gmail.com	416-566-9340
2 nd Vice President – Risk Management	Rankin MacDonald	vpriskmanagement.dmha@gmail.com	519-317-4129
3 rd Vice President – Hockey Operations	Jennifer Coghlin	jennifercoghlin@hotmail.com	519-871-0012
Treasurer	Tara Santagapita	treasurerdmha@gmail.com	519-933-3410
Secretary	Katie Haasen	dmhasecretary@gmail.com	226-377-0728
Initiation Program Convenor	Katie Pope	jandkpope@gmail.com	519-639-0193
OMHA Representative	Stewart Coppins	omharep4dmha@gmail.com	519-630-4616
Shamrock (Rep) Convenor	Josh Peters	joshjpeters82@gmail.com	226-580-6169
Lambton-Middlesex Local League Convenor	Devon Brown	dmhallrep@gmail.com	519-319-6206
Registrar	Erik Cochrane	dmharegistrar2@gmail.com	226-973-8066
Ice Allocator	Tina Muzylowsky	dmhaiceallocator@gmail.com	226-268-8002
Equipment Manager	Jacob Van Den Broek	jacob_vandenbroek@hotmail.com	519-318-4071
Player Development Coordinator	<i>Vacant</i>		
Coach Development Coordinator	Lance Scott	lance.scott04@gmail.com	519-860-5101
COMMITTEE CHAIRS/COORDINATORS			
Bond Coordinator	Sean Box	dmhabondcoordinator@gmail.com	
Coach Selection Committee	Greg Van Berkel	coachselectioncommittee@dorchesterdragons.ca	
Fundraising Committee	Lindsay Schindler	lindsayaschindler@gmail.com	
Fundraising Ticket Coordinator	Kristen Thompson	kris_leigh@hotmail.com	
Head Timekeeper/Scorekeeper	Jennine McCague	jleal@rogers.com	
Photo Day Coordinator	Trish Gordon	trishandbob@sympatico.ca	
Tournament Coordinators	Crystal Graham Brent Milovich	dmhatournamentconvenor@gmail.com	
U5 Program Coordinator	TBD		
U6 Program Coordinator	TBD		
Website Coordinator	Jeremy Rintjema	jeremy.rintjema@gmail.com	

COACH INFORMATION AND RESPONSIBILITIES

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 rules, regulations, and policies, including the OMHA Code of Conduct.

DMHA's Policies and Procedures can be found here:

<https://dorchesterdragons.ca/Public/Documents/DMHA/DMHA Policies and Procedures - April 2023.pdf>

DMHA's By-laws can be found here:

<https://dorchesterdragons.ca/Public/Documents/2019/DMHA By-Laws - June 2019.pdf>

Each team must be represented at the annual **DMHA Head Coaches Meeting** which will be scheduled before league play starts.

It is expected that coaches conduct team meetings with players and their parents/guardians at the start of the season and regularly during the season.

Coaches must ensure that prep skates, tryouts, evaluations, 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.

At all age divisions and levels, it is the head coach's responsibility to ensure 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, practices, and games throughout the season.

BENCH STAFF AND ON-ICE HELPERS

Each team will be permitted the following rostered positions. These positions are eligible to be counted as two bond positions.

Head Coach
Assistant Coach
Assistant Coach
Trainer
Manager

Teams will have the option of adding a maximum of on-ice helpers to assist with practices, however on-ice helper positions do not count toward bond completion. Teams will be responsible for paying the OMHA insurance fee for the on-ice helper.

Those bench staff that are rostered on other teams maybe be added to at-large positions. Those holding at-large positions function as on-ice helpers.

Each bench staff must obtain appropriate certification and submit proof of certification or show proof of course registration to the executive by October 15, failing which that person shall be removed from the bench staff and/or the team shall forfeit all ice times until the certification is obtained and submitted. Required certifications for 2023-2024 can be found here:

[https://dorchesterdragons.ca/Public/Documents/2023/2023-2024-TEAMOFFICIALQUALIFICATIONREQUIREMENTS-APPENDIXA\(FINAL\).pdf](https://dorchesterdragons.ca/Public/Documents/2023/2023-2024-TEAMOFFICIALQUALIFICATIONREQUIREMENTS-APPENDIXA(FINAL).pdf)

All bench staff and on-ice helpers must also provide a current Vulnerable Sector Check. For the 2023-2024 season, these must be dated 2023, 2022 or 2021.

All certification information should be sent to (and will be tracked by) the DMHA VP-Risk Management.

Please see the website for information on reimbursements for courses completed.

[https://dorchesterdragons.ca/Pages/7808/Reimbursements for Bench Staff/](https://dorchesterdragons.ca/Pages/7808/Reimbursements_for_Bench_Staff/)

Players that volunteer must, at minimum, have a birth year that is four years greater than the oldest birth year with which they are volunteering (i.e., a player born in 2012 could assist with players born in 2016, but not players born in 2015). Any players that volunteer must wear full equipment unless they are 14 years of age or older 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.

TRYOUT INFORMATION

All DMHA tryouts are conducted following the OHF Pathways:

<https://www.ohf.on.ca/players/player-pathways/>

NON-RESIDENT PLAYER PASSPORTS

Please review Policy 5. Releases, Transfers and Non-Resident Players

[https://dorchesterdragons.ca/Public/Documents/DMHA/DMHA Policies and Procedures - April 2023.pdf](https://dorchesterdragons.ca/Public/Documents/DMHA/DMHA_Policies_and_Procedures_-_April_2023.pdf)

ROSTERS

At the completion of tryouts, a roster worksheet must be submitted to the DMHA OMHA Representative.

A list of the bench staff with email contacts must also be submitted to the DMHA Secretary.

Teams need to have an approved roster when regular season begins. All Bench staff need to be approved to be on the bench for all games.

The deadline for rosters is December 1, 2023. The deadline for AP rosters is January 10, 2024.

AFFILIATED PLAYERS

Affiliated Players (AP) are encouraged for all teams. Please review the policy on Affiliated Players. Section 9 -

[https://dorchesterdragons.ca/Public/Documents/DMHA/DMHA Policies and Procedures - April 2023.pdf](https://dorchesterdragons.ca/Public/Documents/DMHA/DMHA_Policies_and_Procedures_-_April_2023.pdf)

AP Players must appear on the AP roster BEFORE participating in any team events (on or off ice).

ICE USAGE AND ALLOCATION

The current Ice Allocator is Tina Muzylowksy. All questions and requests regarding ice scheduling shall be made by email to Tina at dmhaiceallocator@gmail.com.

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 complexity of the scheduling and the number of people involved, any requests for changes to scheduled games must be made with sufficient advance notice and must go through the applicable DMHA league rep.

Teams who wish to schedule exhibition games may purchase ice on their own from Thames Centre or may use allocated practice ice. 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 and teams must ensure they have ice available before making arrangements with another team.

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

Tournament schedules must be provided 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. 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 allocator. 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 ice 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.

FACILITIES AND DRESSING ROOMS

Each team must leave facilities in the order in which they were found when entered. 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.

Players are expected to be supervised at all times.

No minor aged player shall be left alone in a room with an adult who is not the player's parent/guardian.

There shall always be at least two adults present in dressing rooms.

Cell phones are not permitted in dressing rooms while players are undressed or changing.

At the U10 level and up, only coaches, team officials and players are allowed into the dressing rooms.

During the 2023-2024 season, the Flight Exec Centre will be undergoing a construction project. Some of the access to the north side of the building will be limited. Dressing Room 10 will not be accessible.

THAMES CENTRE/FLIGHT EXEC CENTRE

Ice Resurfacing:

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.

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.

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.

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.

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.

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.

Crowd Control:

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.

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.

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, timekeepers, 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.

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.

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.

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.

Track Use:

NO running through the building to warm up. This not only becomes a distraction for other groups, but 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:

EQUIPMENT

At all times, the DMHA policy 13 – Use of Association Equipment must be followed. The head coach is responsible for enforcing that policy.

For the 2023-2024 season, all players on Rep teams will purchase their own home and away jerseys. Each player will be responsible for the proper care, maintenance, and storage of their jerseys.

All players (rep and local league) will be provided with at least one pair of hockey socks at the start of the season. 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.

Each local league 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. Local league jerseys shall 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 on local league jerseys. 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 local league jerseys. The local league 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.

The timely return of the local league jerseys at the end of the season is the responsibility of the coach (or designate). The local league 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 local league jerseys are lost, damaged, or returned in soiled condition, the team bond cheque (\$200) will be cashed.

Game uniforms and game socks shall be worn for games only. DMHA encourages all players to wear hockey gloves, pants, and helmet with our association official colors.

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 (i.e., spring hockey, 3-on-3 leagues, etc.).

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.

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.

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.

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.

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.

DRESS CODE AND TEAM APPAREL

Dress Code

(i) Representative Teams will be as follows:

Representative players and all bench staff shall wear only DMHA team approved apparel, as provided by a DMHA approved vendor or as approved by the VP of Hockey Operations. Shorts and jogging pants are not permitted, and clothing should be neat in appearance, free of rips, tears, or stains.

(ii) All representative team bench staff are to wear a DMHA jacket (a one-time (lifetime) reimbursement of \$50 will be provided to each rostered team official with proof of purchase of an DMHA jacket)

(iii) No hats are to be worn except DMHA crested headwear. This applies to all home and away games, regular season, exhibition games, playoff games and tournaments. This dress code shall be strictly enforced by team officials and DMHA Board of Directors.

Team Apparel

(i) All team apparel and merchandise including but not limited to (hats, bags, toques, track suits, winter jackets, socks, etc.) must be purchased through DMHA's approved vendor list with the exception of dress pants, dress shirts and ties. The approved Vendor's list for DMHA apparel will be provided to all coaching staff.

(ii) Teams/Individuals are not permitted, without written consent of the VP of Hockey Operations, to seek and purchase from any other vendor.

1st Non-Compliance Incident: Will result in an interview with the President, 3rd Vice President-Hockey Operations, and Equipment Manager (or other designate(s)) to review the DMHA dress code and team apparel policies. This may include an immediate suspension (or other sanctions) of the Head Coach and Manager, who will serve a one (1) game suspension. When suspended, a suspended coach and manager are only to be permitted to attend games as a spectator. An interview with the President, 3rd Vice President-Hockey Operations, and Equipment Manager (or other designate(s)) will also be required prior to returning to the team. The team or individual will not be allowed to wear/use the non-approved apparel or merchandise for any team functions (practices or games).

2nd Non-Compliance Incident: An interview with the President, 3rd Vice President-Hockey Operations, and Equipment Manager (or other designate(s)) will be required and may result in immediate release of the Head Coach and Manager from the team with no affiliation in a coaching, bench staff, managing or on-ice volunteer capacity permitted for up to one (1) hockey season. An interview with the President, 3rd Vice President Hockey Operations, and Equipment Manager (or other designate(s)) will also be required prior to returning to a team after serving the required suspension. The team or individual will not be allowed to wear/use the non-approved apparel or merchandise for any team functions (practices or games).

GAME SHEET 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 the timekeepers 30 minutes 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
- 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

- 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

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. Head Coaches are responsible for ensuring that the game sheet upload confirmation has been received after each home game.

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

If your team is playing a HOME EXHIBITION GAME against any team outside of Shamrock or LMLL, please contact your DMHA League Rep to have the game manually added to the app.

All exhibition games must be marked 'exhibition'.

TEAM MANAGER ROLE

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 15th.

- Monitor the safe keeping and proper maintenance of all DMHA provided goaltender equipment, pucks, sticks, pylons, first aid kits, pinnies, and jerseys. Ensure they are returned to the DMHA equipment manager at the end of the playing season.

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 October 31st.
- Submit a \$200 team bond cheque to DMHA by October 31st. 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.

TEAM FINANCES

Each team is required to complete a standardized budget file and submit to the DMHA Treasurer three (3) times during the season. A copy of the budget excel file has been emailed to you and is available on the DMHA website.

Team Budgets must be reviewed with parents at the start of the season with at least 65% of the team in agreement to move forward.

An initial budget is due via email to the DMHA Treasurer (treasurerdmha@gmail.com) on or before October 31, 2023

Updates showing actual spend against budget will be due on January 15, 2024, and a final team finance report due at the end of the season, no later than April 1, 2024.

Please ensure you have fully read the related policy and reach out if you have any questions.

EXHIBITION GAMES/TOURNAMENTS

Dorchester Minor Hockey Association teams from U12 to U18 up shall be permitted to enter and be granted travel permits for up four (4) tournaments per season (including International Silver Stick Qualifier tournaments). Participation in the International Silver Stick tournament and the OMHA Championships tournament will be considered exceptions and in addition to the four-tournament limit, thus allowing a qualifying team to participate in up to six tournaments. The U9 to U11 age groups will be permitted to enter tournaments based on the recommendations from the OMHA Pathways (timing is critical).

All exhibition games and tournaments require an OMHA permit, which must be approved through the OMHA portal. All permits are to be requested using the form on the DMHA website:

[https://dorchesterdragons.ca/Forms/4539/Travel Permits Request Form/](https://dorchesterdragons.ca/Forms/4539/Travel_Permits_Request_Form/)

The request form should be completed no less than 1 week in advance for games and no less than 3-4 weeks in advance for tournaments.

Teams who wish to host home exhibition games are responsible arranging ice and must notify the DMHA Treasurer and league representative.

DMHA will arrange for home exhibition game timekeepers and referees. Timekeepers need to be paid in cash at the time of the home exhibition game by the team. Referee costs will be invoiced to the team at a later date. 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.

Teams are responsible for their own tournament registration and fees.

For OMHA sanctioned tournaments, see its website: www.omha.net (look under “GAME CENTRE – TOURNAMENTS or JAMBOREES”).

SUSPENSION LIST

The DMHA League Representatives will provide you with a list of your carry-over suspensions (players and coaches) from last season. Please be sure to check these before playing any games.

ON- AND OFF-ICE OFFICIALS (Referees and Timekeepers)

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

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 on-ice 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: Bruce Byers
519-317-0546
bbyers@mcraofficials.ca

If Bruce 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.

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.

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 (look under ADMINISTRATION - FORMS AND PERMITS). The applicable return to play process and protocol must be followed after a player injury.

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.