

**2009/10**

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# **Convenor Guidelines**

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Minor Oaks Hockey Association  
House League Convenor Guidelines

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## M.O.H.A. House League Convenor Guidelines

### Introduction

The convenor's role is fundamental to the successful operation of the M.O.H.A. House League program, and in reflecting and promoting the Association's values:

*"To play our game as a team, both on and off the ice, at all times with a sense of fair play, consistent with the principles of good sportsmanship, with dedication and commitment and in the spirit of friendly competition, while being gracious in victory as well as defeat."*

The following information is provided as a guideline to the role and responsibilities of an M.O.H.A. House League Convenor. These guidelines are not all inclusive but are intended to provide a good idea of what is needed to be successful in the role. Much of the material in this guide is common to that provided to Coaches in the "Coach Guidelines". Convenors should be familiar with the contents of the "Coach Guidelines" as well, and use them as a regular reference source for their Team Officials.

### Requirements

Under HOCKEY CANADA regulations, Convenors are required to complete the "Speak Out" Anti Abuse and Harassment training program.

*The HOCKEY CANADA has mandated that as of December 31st, 2001 all coaches or individuals involved in any dispute resolution process must have completed the "Speak Out" anti harassment and abuse training program. This program is approximately 4 hours (one evening) and will be offered through the association or can be taken through other centers. It is a MUST for anyone interested in a Coaching role in our House League program. This program is highly recommended for any Team Official and has been declared as mandatory for all Team Officials in our Town Rep program.*

### Overview

1. **At all times use common sense.**
2. Do not get involved in any heated discussions with spectators, coaches, players, parents or officials. As the convenor, you are the official representative of the Minor Oaks Hockey Association and are expected to conduct yourself in a manner consistent with that responsibility. Avoid confrontations or "contentious" public discussions and use the MOHA's Convenor room to have the appropriate conversations.

In performing their duties, convenors should apply the same two "best practices" applied to all Team Officials:

- Use the 24 Hour Rule - When emotions or tempers are "high", suggest and enforce a 24 hour cooling off period before discussing or attempting to resolve a conflict.
- Remember "Two Deep" - Similar to Team Officials, convenors should never put themselves in a position of risk by being alone with a minor in the MOHA

- convenor's room, dressing rooms or other "private" area. If you need to discuss a situation with a player, ensure that a parent, Team Official or other responsible adult is present to witness the situation. ***This is for your protection!***
3. You are expected to adhere to and apply all policies, procedures, rules, regulations and suspensions.  
**Note:** *Convenors do not have the authority to alter the playing rules, or modify suspensions. Convenors need to be familiar with these issues so that they can explain / clarify them as appropriate. Any questions or concerns about playing rules or suspensions should be referred to the division's Senior Convenor and if necessary through him / her to the Vice-President House League.*

### **Before the Season**

1. Ensure you are familiar with the basic rules of hockey (HOCKEY CANADA, OHF and OMHA) and with the MOHA Red Book (Bylaws & Playing Rules).  
**Note:** *The M.O.H.A. "Green Book" is intended to supplement the Hockey Canada, O.H.F., and O.M.H.A. playing rules to reflect any additional regulations of the Association. It may not always be explicit in covering all situations and may end up "dated" relative to changes implemented by the parent / partner associations or our own Board of Directors. Convenors, Coaches and other Team Officials and participants must realize and accept that "Green Book" and rule application and interpretation will be towards the best "interests" of all players as outlined in the values presented earlier.*
2. Ensure that you are familiar with all of the information and "rules" outlined in the "Coach Guidelines" especially as it relates to the draft and player protection. The Coach Guidelines document outlines a number of requirements and expectations for our coaches and as such you should be familiar with all of its content. There is also information in the Coach guidelines that is more up to date or detailed than the Green Book Playing Rules.
3. In conjunction with the division's Senior Convenor and the Vice-President House League, the convenor will supervise the drafting of teams or the placement of players on to teams as well as any subsequent player movement required to balance those teams in accordance with the M.O.H.A. playing rules.
4. As appropriate, based on prior experience and knowledge of the individuals, convenors will be encouraged to assist in the recruitment and assessment of coach candidates and to provide input into the selection of the coaches for their division.

### **Before the Game(s)**

1. It is essential (**required**) that there is an on-site convenor for every game. Normally this will be the assigned division convenor. However in the event that the division convenor can not be present, a clearly identified replacement must be arranged and in attendance.  
This replacement could be the senior convenor, another convenor, a qualified MOHA member or if necessary a coach, coaches or parent or parents from the division. Normally, a coach should not act as convenor for their own division or game.

2. Arrive at the arena at least 30 minutes prior to the scheduled start of your first game.
3. Make sure that everything is in place at the arena and check with the arena staff regarding any concerns or issues that you or they may have. Make a note of and report any outstanding problems or unresolved difficulties to your senior convenor.
4. Check and assign the dressing rooms. Dressing room assignments should be clearly posted at the rink and should take ice access and egress into consideration to avoid potential team / player confrontations.
5. Post up to date statistics and standings as well as any other relevant information.
6. Look for and deal with any information or updates that have been left in the MOHA Convenor's room for you and, or your coaches.
7. Prepare the game sheets for each game, including the league, division, level, arena and date. Indicate the period lengths and the home and visiting teams.

You may wish to fully complete the game sheet. While this takes more time, if done in advance, it may make your time at the rink run smoother as well as making it easier for you to read later when compiling statistics.

Make sure in completing the game sheet that the home and visitor teams are listed in the appropriate columns (and use the appropriate benches). The home team is the team listed first on the schedule. It is also a good practice to list the teams' jersey colour on the game sheet as this makes it easier for the timekeeper to keep track.

8. Make sure that team officials sign the game sheet, that players not present are not listed, and that any suspensions being served are indicated in the appropriate area.
9. Only players and authorized team officials (listed on the game sheet) are allowed on the bench. This should be a maximum of (4) four Team Officials allowed on the bench for any game. Parents need to be kept off of, and away from the bench areas as well as any non participant siblings.

Any individual less than 16 years of age MUST wear a CSA approved helmet with face shield when on the bench.

10. When completing and, or checking game sheets prior to the game, make sure that any players currently under suspension are indicated in the suspended players section of the sheet with the appropriate game count indicated so that there is a record of the served suspension.
11. Check to see if there are referees and a timekeeper available as game time approaches (10 - 15 minutes prior). Check to ensure that everyone is ready 10 minutes before the scheduled start.
  - If there are no referees available, call the referee scheduler's number. If he is not available, leave a detailed message (time, arena, level) that would allow for emergency rescheduling. If possible check with officials doing the current game to see if they can stay until a replacement arrives.
  - If there is no timekeeper, see if the current timekeeper can stay. Please note, you can not oblige a timekeeper to stay if he/she has completed their scheduled assignment. However, timekeepers are encouraged to be accommodating where possible and most will stay for at least the start of the next game. As with the referees, call and leave a detailed message with the House League Timekeeper Scheduler outlining the coverage missed.

- It is a good idea to familiarize yourself with the operation of the clock so that you can either fill-in in an emergency or give a quick demonstration to a volunteer.
- Take time early in the year to find out through your coaches or parents at the arena any parents, or player siblings who are capable of timekeeping so that you can recruit them if the need arises.
- It is a good idea to keep several blank Timekeeper Pay Log sheets with you so that you can sign them for any fill-ins – they will be paid.
- Another good practice is to keep a copy of your division's timekeepers' schedule with you and phone to confirm them either the day before or earlier on game day.
- Report any difficulties with either the timekeepers or on-ice officials to either the HL Timekeeper or Referee Schedulers so that appropriate action can be taken. Remember, especially at the lower levels, we are trying to develop these individuals to support our future so try to work with them in a positive and constructive manner.

*For ALL situations where there is a missed assignment by either the referees or timekeepers, please complete an incident report of the date and time(s) that were missed and forward this information to the Vice President, House League at the M.O.H.A. office.*

*This information can be dropped off as hard copy, faxed to (905) 338-9677 or emailed to [info@moha.on.ca](mailto:info@moha.on.ca)*

12. Make sure games begin and end on time. It is very important that you manage this effectively to ensure that all games and divisions stay on schedule with the time available. Start the season with the recommended game times. As your teams get used to the schedule and you help them manage their time effectively, you may be able to extend the third and possibly second period.

If you are running behind, catch up as quickly as possible by:

- Shortening the warm-up times,
- Shorten the lengths of the period(s),
- Run the clock at the end of the third period
- If these actions are not successful or implemented in time, you may need to curfew a game - generally not a popular decision.

### **During the Game**

#### **1. Stay on Time.**

Encourage and remind coaches to maintain a quick tempo during the game to maximize ice time utilization. Quick line changes and period transitions will help to ensure that every team gets their maximum playing time and potentially permit longer games.

<p><b>Period transition “coaching” breaks and “time-outs” are NOT allowed in House League play.</b></p>
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Referees will be instructed to assess a bench minor “delay of game penalty” for abuse of this rule.

2. **Pay close attention to the game.**

Watch for injuries and, or the nature of play. It is important that you have an assessment of the nature of the flow of the game in the event of an injury, a major penalty or suspension. Your description of what happened, or the lead up to an event is important information in determining whether or not any additional league action is needed.

3. In the event of an injury or accident, the convenor must be prepared to support the implementation of an “Emergency Action Plan”. The convenor is the person in charge from the MOHA perspective. In most cases however, the convenor's role would more likely be that of the “Control Person” as the Coach or Trainer of the injured player would most likely assume the role of the “Person in Charge”. As the “Control Person” your role would be to:

- Discuss the plan with the other people involved
- Ensure that teammates and spectators do not get in the way of the “person in charge”
- Ensure that the route for the ambulance crew is clear and available
- If directed by the person in charge, determine if there are trained medical personnel available.

The convenor should also ensure that there is access to a telephone and that he / she has all of the appropriate emergency numbers (Ambulance, Fire Department, Police).

**Note:** *Any EAP calls should be made from a land line whenever possible as this allows for improved call routing / dispatch and removes risk of lost signals or poor reception.*

Any serious injuries must be reported via the OMHA Case report. Convenors must ensure that this report is completed and “delivered” to the MOHA office within 48 hours of an injury incident – do not send it directly to the OMHA. Make sure you are familiar with this form (copy attached).

4. Watching your games closely will also assist you in getting to know the players and coaches which are important for both balancing and year-end player evaluations.
5. As convenor you are responsible for ensuring that fair play practices are followed both in terms of playing time and the fixed playing structure.

*Coaches not adhering to these rules are subject to both forfeiture and suspension. Should you have concerns in this area that you are having difficulty addressing, refer the situation to your senior convenor. Under no circumstances is this type of behavior to be ignored or condoned.*

6. Make sure that the coaches and players are prepared for the next game so they can take the ice immediately after the current game and keep your time block on schedule.
7. Notify coaches of any delays or problems that may affect the schedule.

**At the end of the Game / Game(s)**

1. Ensure that players, coaches and officials leave the ice in a safe and supervised manner. While the responsibility rests with the coaches to control their players,

convenors should be alert to “tense” situations and do what they can to defuse the situation. As examples:

- Position yourself either between the two exit gates or dressing rooms to ensure the teams remain separated on the way to their respective rooms.
  - Encourage the on-ice officials to go straight to their dressing room between games and keep them away from spectators.
  - Keep the spectators away from the players, coaches and officials as much as possible. Sticks, skates and frustrations are not a good mix and even accidentally can be dangerous.
2. Collect the game sheet from the timekeeper / referees. Make sure that it has been signed by the referees and the timekeeper.
  3. Review the game sheet to determine that it has been fully completed.
  4. Ensure that any major penalties or suspensions are clearly marked and that you understand what has been assessed and the impact of those calls – clear up any confusion immediately with the game officials prior to distributing or discussing with the coaches. Do NOT be reluctant to go back to the referees and make sure that you AND they are clear on what has been called and, or assessed. This can save confusion and problems later.

**Convenors must ensure that a copy of the game sheet that carries any "suspension infraction" is submitted to the Discipline Chairman / M.O.H.A. office within 48 hours. The Association monitors and reviews all suspensions.**

Convenors (and Coaches) are reminded that the M.O.H.A. operates under the auspices of the O.H.F. and the O.M.H.A. and is therefore governed by their rules.

*Specifically as it relates to game suspension infractions, the M.O.H.A. follows the O.H.F. / O.M.H.A. suspension list for related offences (A copy of the current suspension list is included as Appendix “A”).*

*All suspensions will be forwarded to the Discipline Chairman / Committee for confirmation and tracking purposes. Minimum suspensions attributed to physical infractions, or non-physical suspensions limited to one game are not normally subject to review or appeal.*

*This is clearly a more stringent practice than what is currently outlined in the “Green Book - Playing Rules” and takes priority over those rules.*

Coaches should clearly understand that any carryover or “outstanding” game suspension penalties incurred in Tournament or Exhibition play **MUST** be reported and served in subsequent league play regardless of any games already served.

**Under OMHA rules, serving game(s) suspension(s) in subsequent tournament games may reduce or eliminate the need to serve game(s) in league play. This needs to be carefully monitored to ensure that all suspensions are fully served in sequential games and that "double" suspensions do not occur.**

Failure to report or comply with this rule will result in additional game(s) suspensions for both the coach and player(s) involved.

5. Distribute the appropriate copies to the coaches (not a parent). The game sheets are marked accordingly. Make sure coaches are aware of any suspensions that are pending as a result of the penalty calls.

**Note:** *Any referee's report should be written on the back of the white copy and is confidential information that is NOT to be shared with anyone else (including coaches). If there is a referee's report completed, the senior convenor must be notified and the white copy dropped off at the MOHA.*
6. Occasionally, coaches may question the award of scoring points on the game sheet. Normally the game sheet should stand as the official game record. However, where you can validate the change either through your own observation, or the recognition of an obvious error, the correction may be made. Normally these "changes" should only be made immediately following the game and all Coaches / Team Officials should be aware of this requirement.
7. Please remember that the duly signed game sheet becomes the only officially recognized game record. It is important that this sheet be complete, legible and accurate. In the event of any dispute or subsequent challenges or issues the game sheet will be used as the official record.
8. Sign the timekeeper's pay log form.
9. Check to see that teams that have finished playing vacate their dressing rooms as soon as possible and that they leave them in good shape for the next team.

"Trashing" dressing rooms will not be tolerated and will lead to discipline or suspension. In addition, coaches should be clear that any damages will be charged back to the team.

## **General / Administrative**

### **Statistics**

Convenors are required to keep statistics for their league. These statistics are to be kept up to date and posted in the arena on a weekly basis. In addition, weekly game summaries and standings are to be provided to the local newspapers so that they can be published.

- Oakville Beaver
- Oakville Today

Statistics should include individual player scoring stats as well as tracking penalty minutes. Team standings should be current and where "point" ties exist; standings should be listed in the order prescribed by the MOHA Green Book tie breaking rules.

For the season 2009-2010 stats will be on-line through Sportsmanager. All convenors will enter stats in Sportsmanager within 24 hours of games end.

### **Team Rosters & Bench Staff**

Once teams have been set and players, coaches and other bench personnel established, convenors will compile and submit a complete list by team to their senior convenor for league administration. This information will be used to:

- Manage the player and registration and rostering process. All teams **MUST** submit this information in complete detail as soon as balancing is completed.
- Check submission of required security clearances. Convenor to follow-up with and if necessary, remove delinquent bench staff.
- Provide M.O.H.A. administration with league data to "double check" registration information.
- Assist in the "carding" process

**All M.O.H.A. bench staff or on ice practice personnel MUST file the appropriate security clearance with the M.O.H.A.**

These clearances are maintained on a confidential basis and administered under O.M.H.A. guidelines. Should a Team's Official have any questions or concerns about their eligibility for acceptance, please have him/her contact and review their concerns on a confidential basis with the Vice President, House League or the Chairman of the Discipline Committee.

**Clearances for the current hockey season must be dated on or after April 15, of the year in which the season starts.**

**These clearances must be received in the M.O.H.A. office by October 31st of the current season and must be the original "embossed" copy.**

**Failure to provide a security clearance will result in suspension and removal from the bench and team roster.**

**Note:** *A: Any bench or on ice staff failing to provide a valid clearance by the due date will be suspended from all team activity until a valid clearance is provided.*

*B: Any bench or on ice staff member whose clearance does not meet the O.M.H.A. guidelines will be removed from their role.*

**The M.O.H.A. has arranged for and will require a more stringent check on volunteers that allows the police to access the files of sexual offenders on a more in-depth level. The appropriate form (Criminal Record Check for a Sexual Offence) authorizing this check is available at the annual volunteer meeting, on our web site, or at the M.O.H.A. office.**

M.O.H.A. House League teams are permitted to have a maximum of four Team Officials on the bench for any game.

### **Player Cards**

Player cards are no longer required. Instead, all players are registered electronically with the O.M.H.A. directly through the M.O.H.A. office.

Therefore, it is important that all teams lists are completed as soon as possible and submitted to the M.O.H.A. office to validate the internal registration process. These team lists are also used to electronically roster teams that a) qualify for rostering and b) wish to play tournament or exhibition games with teams or centers outside of the M.O.H.A. league.

**Any team wishing to play exhibition or tournament games outside of the M.O.H.A. league must have an approved O.M.H.A. roster. It is critical that teams / convenors**

**follow-up on getting these forms submitted for approval as soon as the team is finalized (post balancing).**

**This does not mean there are any changes in the eligibility rules or requirements for obtaining an approved roster.**

**Under CHA / OMHA regulations and to validate insurance coverage, ALL players must submit an appropriate completed and signed CHA player card each season. This rule applies regardless of whether the player's team will be "rostered" or not.**

### **Team Rosters - CRITICAL**

It is the coach's responsibility (often using the team manager) to follow-up on and ensure that this documentation is submitted and processed properly.

In order to get their team roster approved a team must have:

- A team list of all players including a copy of the birth certificate(s) for any player(s) not previously registered with the O.M.H.A.
- A Head Coach and Trainer with valid certification.
- A Team Manager.
- Speak Out certification numbers for all team officials.
  
- Anyone listed as either a coach, assistant coach, trainer or assistant trainer on the team roster must have appropriate / valid certification number(s).

**All certification numbers must be current O.M.H.A numbers. Coach or Trainer numbers issued by other OHF partners (e.g. Alliance or GTHL) may be current but will NOT be accepted. These numbers must be converted by providing proof (copy of card or certification) of program completion and paying the appropriate conversion fee directly to the O.M.H.A.**

Once the team's roster has been approved by the O.M.H.A., it will be returned to the M.O.H.A. office.

Once the appropriate documents are complete and submitted, Coaches should allow two weeks for O.M.H.A. approval and return. It is the coach's responsibility to pick up their copy of the approved roster sheet and retain them for presentation as required for tournaments or other events.

*Teams attempting to play exhibition games or tournament without an approved roster will in all likelihood be refused play and are subject to forfeiture of games and, or entry fees and, or suspension of the team officials.*

### **Player Participation**

House League players are not normally eligible to play on more than one team. House League players may play as an Affiliated Player (AP) with a Town Rep team, provided that they are carded to a House League team with an OMHA approved roster and subsequently listed on the Rep team's AP list.

The M.O.H.A. and the O.M.H.A. allow a House League team to AP a goaltender from a lower age division (e.g., a Pee wee “Red” team may AP a Minor Pee wee “Red” or “White” goaltender). This practice is encouraged to provide teams with a second goaltender for practice purposes and, or for Tournament or Exhibition games, as well as to provide incremental development opportunities for the “second” goaltender. Within House League, AP goaltenders are not eligible to play in regular league games for the higher division team unless the team’s “regular” goaltender is not available. An AP goalie must be listed on an official Affiliated Player form and submitted to the O.M.H.A. for approval.

Under certain circumstances there may be provision for a “Red” team to include a same age division “White” team goalie on their roster as a second goaltender, similar to the above AP process (e.g., a Pee wee “Red” team may consider adding a Pee wee “White” goalie as a 17<sup>th</sup> player on their roster).

However, this option is only available if the “White” goaltender’s team is not going to apply for O.M.H.A. roster approval. Any questions about this opportunity must be referred to the convenor.

**Note:** *House League teams are not allowed to “pick up” player(s) to supplement their bench for Tournament or Exhibition games. Any House League team “picking up” a player or players is creating a “select” team and can be challenged / charged with having an ineligible player(s). This will cause an automatic forfeit and may lead to suspensions for the player(s) and, or team officials involved as well as possible expulsion from the tournament. The player(s) “picked up” may also be denied insurance coverage in the event of any unfortunate accidents.*

*For “older” Red level teams considering tournament play and concerned with player availability, the league will consider the potential use of AP players for tournament and exhibition play only. This is by special request only, after consultation with the league convenor and provided those players are identified as capable of play at the older level, identified on approved AP forms and the “play” does not conflict with their primary team (games or practices)*

*Coaches should also be aware that this may or may not be acceptable to external tournament organizers and must be assessed on a case by case basis.*

### **Travel Permits**

Any team wishing to enter a tournament or host or travel to an exhibition game MUST have a valid travel permit must be initialed by the convenor in order for them to be able to keep a list of teams going to tournaments and exhibitions games. Once you have initialed the travel permit it must then be brought to the MOHA office as will have to be sent to the OMHA for approval.

The convenor will keep a record of such permits and require that the participating team report back to them on the results (Tournament Report or Exhibition Game Result). Failure to provide this information will result in suspension of these privileges for the offending team.

There is only one travel permit (OMHA travel permit) for any and all tournaments or exhibition games. Review any questions you may have with your senior convenor. It is important that your coaches plan their events in advance to provide the lead time required to secure the appropriate permit (two to three weeks for O.M.H.A. approval).

When hosting an external team, the local coach should ask to see a copy of the visiting team's travel permit to ensure that all requirements have been met.

### Travel Permit - Required Authorization

Type**	Location	Signing Authority / Process	Cost
Exhibition	Within O.H.F. jurisdiction	O.M.H.A. Travel Permit signed by M.O.H.A. Centre Contact or designated alternate and approved by the O.M.H.A.	-
Exhibition	Outside of O.H.F. jurisdiction	O.M.H.A. Travel Permit signed by M.O.H.A. Centre Contact or designated alternate and approved by the O.M.H.A.	\$10. / game to a maximum of \$300. Per Association.
Tournament	Within O.M.H.A.	Travel Permit – these tournaments are listed on the O.M.H.A. web site at “www.OMHA.net”	-
Tournament	Outside of O.M.H.A. jurisdiction	O.M.H.A. Travel Permit signed by M.O.H.A. Centre Contact or designated alternate and approved by the O.M.H.A.	\$20 / Tournament

**\*\* Teams MUST ensure that they arrange or are covered by supplementary insurance coverage for any travel to US events.**

### Team Budgets

The convenor will require each team to submit two financial reports for the season:

- An initial budget – due October 31<sup>st</sup>.
- A final Financial Report – due by the end of season – April 15<sup>th</sup>.

It is essential that the convenor secure a copy of the original and final budget for both their own review and submission to the league. These budgets represent our opportunity to ensure that the MOHA can assure parents that we are being fiscally responsible in monitoring and counseling team spending.

More detailed budget regulations have been approved by the M.O.H.A. Board of Directors and are outlined in the Coach Guidelines document.

### Player Evaluations

Convenors will work with their coaches to ensure that player evaluations are completed on each player in a consistent and objective manner.

These evaluations MUST be completed and submitted prior to the completion of the season. The convenor's role is not complete until these evaluations are finalized, submitted and checked by the Senior Convenor and VP House League.

**Note:** *Coaches not completing or submitting these evaluations as directed will be suspended and, or denied coaching privileges in the following season. Convenors will not qualify for their honorarium if these submissions are not complete.*

*Normally a first "draft" of these ratings will be completed before the first playoff game to afford the convenor and coaches an opportunity to review the contents and have time to revise any inconsistent results.*

### **Coach Evaluations**

Convenors must complete an evaluation on each coach / bench staff member active with each team at the conclusion of the season. As these are an important tool for the following year's selection process it is important that convenors evaluate their coaches' performance on an ongoing basis throughout different situations during the year.

### **Coaches Meetings**

It is highly recommended that convenors hold periodic meetings with their coaches to make sure everyone is informed of any issues that impact their league.

At minimum, convenors should hold meetings with their coaches at the appropriate times to cover

- The draft / team allocations (required and arranged)
- Season start – establish the ground rules for working with you, the rules that relate to your division / level, key M.O.H.A. issues fair play – code of conduct etc., a get to know each other . . .
- Balancing – after initial games to identify and deal with any issues.
- Mid season – pre Christmas break to make sure everyone is in shape.
- **Pre-Playoff – Make sure everyone knows the playoff rules and format, especially the tie-breaking format and re-enforce the fair play requirements.**
- Player Evaluation session / Player awards – leave lots of time to complete and get finished before the playoffs start. Can be combined with playoff meeting.

### **Key Issues and Dates**

There are a number of key issues and date requirements that must be reinforced with coaches to ensure that divisions and the league run smoothly

#### **Key Issues**

- All players must be registered with the O.M.H.A. through the MOHA office.
- Any team wishing to play exhibition games or tournaments with teams or centers outside of our association MUST be rostered.
- Teams may not "pick-up" players from other teams for any games or tournaments outside of our association under any circumstances other than those situations covered in this document.

- All sponsorships must be appropriately reflected on team jerseys (as soon as possible). Ensure that all team sponsors are reported to and consistent with MOHA office data.
- MOHA will not sign off on or support any lottery licenses for fund raising.
- Teams must wear their league supplied jerseys and as best as possible socks for all MOHA games. Teams with a "second" set of jerseys may choose to wear them for Exhibition or Tournament play
- **Play-off games may not be rescheduled for any reason.** Games within a block may be rearranged with all teams' agreement but must be played in the assigned time slot.

**Key Dates**

- All security clearances / police checks must be in the MOHA office by October 31.
- All player registration and team rosters must be submitted by November 30.
- All player ratings must be complete prior to the start of play-offs.

## **Convenor Kit**

There are a number of items that convenors may need at the arena that can be included in either your Convenor Binder or as part of a Convenor Kit.

### **Within the binder there should be:**

- Blank Timekeeper pay sheets
- Blank OMHA Incident (accident) forms
- Blank OMHA Travel Permits
- Key contact phone numbers - referees / timekeepers / other arenas / MOHA officials
- Schedule (full year - games and practices)
- Team officials and complete team / player list
- Copies of any "handouts"
- General information releases
- MOHA and OMHA Forms including
  - Incident reports
  - Game reports
  - Exhibition Game Tracking
  - Team Official Information

### **Additional "items" to carry:**

- Extra game sheets - "one" week supply in case arena supply is exhausted.
- Clipboard (legal size) to use with game sheets for coaches to complete - timekeeper may have one as well
- Pad of notepaper or notebook
- Dry erase markers and brush/cloth for notice boards (chalk?)
- Push pins for posting stats on bulletin boards
- Supply of pens / pencils / markers - they always go missing
- Stapler / staples to keep materials / hand-ins together
- A couple of Manila envelopes to put things in.
- Some tape (for emergency use) - transparent / shin pad / black
- Green Book / OMHA Manual of Operations

### **"Nice" to haves**

- If you are a "trainer" - your trainer kit
- Portable heater (for timekeeper)
- Stopwatch (in case "clock" goes out!
- CHA rulebook
- Scissors, knife or utility tool
- Screwdriver with interchangeable bits

**“D” M.O.H.A. Sample Budget Format**

<b>MOHA Division / Level</b>		<b>Year 2008 / 09</b>		
<b>Team # / Name (Sponsor)</b>		<b>Rev. Date:</b>		
<b>Pro Forma Budget</b>				
<b>REVENUE</b>		<b>Original Estimate</b>	<b>Actual To Date</b>	<b>Full Year Actual</b>
Player Assessment	per player =			
Fund raising	1			
	2			
	3			
	4			
Additional Sponsorship and Donations	1			
	2			
	3			
	4			
	5			
<b>TOTAL REVENUES</b>				
<b>EXPENSEES</b>				
Tournament Fees	1			
	2			
	3			
	4			
Additional Ice	Practice			
	Exhibition			
	Officials			
Team	Equipment			
	Jerseys			
	Clothing			
Social / Team Events	1			
	2			
	3			
	4			
Miscellaneous fees and expenses	1			
	2			
	3			
	4			
	5			
<b>TOTAL EXPENSES</b>				
<b>SURPLUS / (DEFECIT)</b>				
<b>per Player</b>				

**NOTES:**

NOTES: