

2022-2023



Mooretown Minor  
Hockey Association

LOCAL LEAGUE COACHES  
INFORMATION BOOKLET

## Mooretown Minor Hockey Association

### Board Introductions

Geoff Dale – President of Board  
Hugh McCowan – Past President  
Marty Passmore – VP of Hockey Operations  
Jay Passingham – VP of Risk Management  
Greg Armsrong – Interim Ice Scheduler  
Stacey Skeats – Secretary  
Chantal Dale – Treasurer / Director of Finance  
Kaylen Burgess – Director of Communications  
Angela Gibbs – Director of Resources  
Brad Ysebaert – Director of Development  
Melissa Ateyo – Director of Sponsorship  
Shannon LeBlanc – Director of Travel Teams  
Stacey Skeats – Director of Fundraising  
Dustin McEvoy – Registrar  
Brian Daamen – Director of Quad-County League  
Derek Gibbs – OMHA Representative  
Jay Vandenburg – Director of Tournaments  
Jay Passingham – Director of Fundamental Hockey / Coordinator of Novice  
Bob Gladwish – Open Board Member  
Greg Armstrong – Referee-in-Chief  
Macy Gauvin – AAA Representative  
Adam Oblak – Shamrock League Representative  
Steve Forbes – Head Trainer

Email addresses for all Executive and Staff can be found on the Mooretown Minor Hockey Association website at <https://mooretownminorhockey.com/Staff/1003/>

## Team Numbers

- Team numbers will be adjusted as per registration numbers yearly. Executive will advise all coaches as per the recommended numbers per team prior to tryouts.

## Rosters

- All bench/roster staff must have valid Vulnerable Sector Check (VSC)
- Any extra “on-ice” volunteers must have a VSC and insurance
- Maximum of 5 staff who must be properly carded
  - (head coach, trainer, asst. Coach, manager, asst. Trainer only)
- All players are to complete a Medical Information Sheet
- A parent/guardian must have completed the Respect in Sport online course
- Players, parents and coaching staff must review and sign the Code of Conduct

## AP Players

- Local League AP players must be selected after travel AP players have been selected
- Require Quad-County Rep, head coach and parent permission prior to any call-ups
- Head coaches – do not stop your player from being called up as it’s a great opportunity
- AP within the same division if changing age groups
- Only AP the kids you will use and at least one goalie
- \*\*\*All AP’s must complete an Offer of Affiliation Form for the team they are affiliating with\*\*\*
- More information can be found on the website in the MTMHA Affiliated Player Policy [https://mooretownminorhockey.com/Libraries/8018/Manager\\_Forms/](https://mooretownminorhockey.com/Libraries/8018/Manager_Forms/)

## Head Coaches

Zach Wood – U5  
Suzanna Kennedy – U7 #1  
Bryan Jeffrey – U7 #2  
Jay Passingham – U7 #3  
Jaime Bailey – U7 #4  
Matt Carpenter – U8/U9 LL  
Mark Gibson – U8/U9 LL  
TBD – U11 FC #1  
TBD – U11 FC #2  
Justin Tenant – U13 FC  
Adam Schenck – U15 FC #1  
Geoff Dale – U15 FC #2  
John Rodey – U18 LL

## **Tournaments**

- All teams must submit tournaments dates to Quad County Director ASAP
- All teams from Quad County must be available to complete volunteer hours during Mooretown hosted tournaments (dates to be determined)
- Quad County - 2 away tournaments between now and end of league play in addition to Mooretown tournament
- An OMHA travel permit form is required for any tournament outside of the OMHA for insurance purposes (\$20 fee is required) – this form is also required for any exhibition games outside of OMHA
- OMHA tournament listings can be found by searching OMHA tournaments or following this link: <https://www.omha.net/page/show/1509684-tournament-listings>
- Advanced funding is available through bylaw that is posted on the website [https://mooretownminorhockey.com/Pages/1190/Policies\\_and\\_By-Laws/](https://mooretownminorhockey.com/Pages/1190/Policies_and_By-Laws/)

## **Team Budget**

- Team budgets are suggested for Quad County teams that have any expenses such as, Jersey Deposit (U9 and above, except ATOMIC), socks, tournament fees, extra ice, etc.
- A copy of the budget is to be given to each team member and a final budget is also to be provided with detailed expenses
- Receipts will be required for auditing purposes
- Any monies donated to a team must be exhausted throughout the season. It cannot be given back to parents at the end of the season. Please see the Corporate donation policy for more details:  
[https://mooretownminorhockey.com/Pages/1190/Policies\\_and\\_By-Laws/](https://mooretownminorhockey.com/Pages/1190/Policies_and_By-Laws/)

## **Guidelines and Policies**

- Review Discipline Policy – steps must be followed completely in order for executive to make a final decision on suspending a player from hockey
- Players in dressing rooms/hallways before and after games/practices MUST be supervised. 2 DEEP POLICY
- Any player leaving the bench/ice during game/practice due to injury or ejection MUST be supervised while in the dressing room/hallways
- Everyone on the ice during practice or game MUST wear proper equipment – this includes helmets for EVERYONE
- For League Playoffs you must be available to play 1 weekend of the March Break (this will be confirmed by the Shamrock and Quad County Directors)
- [https://mooretownminorhockey.com/Pages/1190/Policies\\_and\\_By-Laws/](https://mooretownminorhockey.com/Pages/1190/Policies_and_By-Laws/)

### **Other Information**

- Socks – between \$35.00 and \$40.00 for each set per player. Socks must be purchased each season regardless of how many the player already owns
- Quad County Rep and MTMHA Executive will communicate with the teams through email so please provide us with as many email addresses for your coaching staff as you like
- On the sheet being passed around, please fill in what contact information you would like posted on our website for your team
- For parents/team meetings, the upstairs hall rental costs \$40 through the MTMHA, but we suggest you use a dressing room to limit expenses

### **Volunteer Cheques**

- Volunteer cheques will be collected by team managers
- \$500 dollar cheque post dated to Jan 20/2023
- 8 hours of volunteering is required by each family to avoid your cheque getting cashed
- 4 hours are to be completed during one of the Mooretown Tournaments (see no fly rule covered under “Tournaments”)
- If more than 1 child is playing hockey the cheque will be handed in with the oldest player
- NSF cheque charge will be \$50.00 and loss of ice time until both are paid
- Anyone who does not have a cheque can either go to the bank and have one printed off for your account or get a cheque from someone else (sibling, parent, etc.) or give us \$500 cash- any question please speak with team manager or contact Chantal Dale at [treasurer@mooretownminor.com](mailto:treasurer@mooretownminor.com)

### **Respect in Sport / Gender Identity**

- All new registrants must take this.
- Rowan's Law. This is to be covered by coaches at your parent meeting
- An executive member must be present at each team's parent meeting.
- Dates to be submitted to Brian Daamen by October 31, 2022

### **Code of Conduct**

- All forms must be handed in by October 31, 2022
- No player shall go on ice, until both forms are returned after the above date
- Form for Coaches, Players and Parents are now all in one and can be printed from the website

### **Team Website information**

- Adding games, practices, tournaments, roster staff, news and events

### **Executive Members to reach for support (Quad-County):**

#### **Brian Daamen – Director of Quad County**

- Coaching staff concerns after speaking first with team manager
- League questions or concerns

#### **Greg Armstrong – Interim Ice Convenor**

- Ice schedule, when completed will be posted on the web
- 7 days notice of cancellation of ice, gates and referees or team pays out of the team fund
- Teams will be charged \$150 for dead ice out of team fund, If it happens 2x practice is canceled until monies paid
- Trading between teams is okay but please document it
- 1 hour of ice rental includes a flood (50 minutes)
- If buying extra ice you must go through Greg to get MTMHA rate
- Game time: there is a 3 minute warm-up
- Review of no ice dates

#### **Angela Gibbs – Equipment / Director of Resources**

- No name bars on Mooretown owned Jerseys (U9 and up, except ATOMIC)
- No game jerseys or socks to be worn at practice
- \$500 team jersey deposit due prior to team getting rostered – cash or cheque payable to MTMHA post dated to March 31, 2023. No deposit, no sweaters, no exceptions. This must be included in your team budget
- Socks must be paid for out of team budget and are \$35.00-\$40.00 each.
- Each team will be supplied a first aid kit. It is the team's responsibility to keep it stocked up throughout the year
- A code to the coaches room will be provided
- Pylons are stored in the coaches room and to be returned after each practice. Do not lock them in cages. The only pylons that will be locked in cages are ones that your team owns.
- Pucks- each team will get their own practice and game pucks (please don't take/use pucks that are not yours)

- Do not leave any equipment on the ice, on the bench, in the dressing room or in the halls. Return them to the equipment room

**Brad Ysebaert – Director of Development**

- Mooretown Flags ran hockey school this year
- Hockey school and clinic schedules available on website
- See the OMHA website for Courses available locally (coaches, trainers)

**Chantal Dale – Treasurer / Director of Finance**

- Invoices will be created for each team (including jersey deposit, socks, gamesheets)
- Fees must be paid prior to the rostering of your team

Attention all Team Coaches,

MTMHA is run by volunteers. We have no paid positions. Every family with a registered player in MTMHA must submit the volunteer fee; that includes coaches, team staff and the members of the MTMHA executive. Volunteer cheques will be collected by each team manager.

Without the help of volunteers, the cost to operate MTMHA would be substantially higher. Our registration fees are the lowest around that we know of and we pride ourselves on our ability to keep our fees low. We don't want your money; we need your volunteer time. Volunteers generally assist during fund raising events like our Rise up Cup Hockey Tournament, the Juvenile Silver Stick Tournament in January, Minor Hockey Day in March, or by working on one of the many fundraisers with the Fundraising Committee. In our experience our family members enjoy the time they spend volunteering with MTMHA; however, some would not perform any volunteer activity if not for the potential of a financial penalty.

Each team whether it be REP, AE, or Local League will be allowed to have 5 coaching positions and 1 Fundraiser Parent. So that is a total of 6 people on your team. You, as a coach, can decide who gets what title. The titles will be as follows:

Head Coach

Assistant Coach

Assistant Coach or Assistant Trainer

Trainer

Manager/ game sheet/ time clock scheduler

Fundraising Parent

You can decide to have only 1 assistant coach and have an assistant trainer instead it doesn't matter, what matters is each team is only allowed to submit 5 names plus a fundraising parent.

As for the game sheet and time clock schedule this is something the manager can do a quick schedule for.

TO ALL COACHES



Fitzgood Custom Apparel and Design will be doing all repairs, A & C's and sponsor bars for us this year.

-they have a locker in the equipment room behind the door at the top (there is a sign)

Here are some of the rules,

- If you need C and A removed from a certain jersey number and added to a jersey number, please fill out paperwork that is in an envelope in the locker.
- You will be filling out these forms online once their website is up and running [www.fitzgood.com](http://www.fitzgood.com)
- Please put all jerseys together in the locker with the paperwork
- Please email [sales@fitzgood.com](mailto:sales@fitzgood.com) and tell them they are in the locker. Heather or Kevin will then come to the arena and pick them up
- They will email you when they are back in the locker.
- Same thing goes if you need a sponsor bar changed
- MTMHA will pay for all C and A and sponsor bars. Heather will be invoicing MTMHA on a monthly basis.

Local League

- If your team is putting name bars on the shirts, please fill out paperwork that is in the envelope in the locker. You also will be filling out these forms online once the website is up and running [www.fitzgood.com](http://www.fitzgood.com)
- Please put all jerseys in the locker with paperwork and email [sales @fitzgood.com](mailto:sales@fitzgood.com) and tell them they are in the locker.
- Heather or Kevin will come to the arena and pick up and will also email you when they are back.
- **It is Local League team's responsibility for this to be paid for out of the team budget**

If you have any questions please contact Angela Gibbs at  
[equipment@mooretownminorhockey.com](mailto:equipment@mooretownminorhockey.com)