

2022-2023



Mooretown Minor
Hockey Association

TRAVEL 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
TBD – 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.

Tryouts and Releasing Players

- Executive will collect try-out fee only at or prior to first try-out. We ask that the Teams collect the fee from any player showing up for the 2nd tryout that did not attend the first.
- Family volunteer cheques will be collected by the team managers
- Only players who are paid in full for registration and tryout fee are allowed on the ice
- Only players who are paid in full for registration and any team fees will be allowed on the roster
- Coaches are responsible for collection and payment to the Executive of any late fees
- Final cut must be made for more than 1 player
- ALL Rep team cuts must be completed after 3rd try-out
- Rep & A coaches must communicate and work together
- Final Rep cuts are expected to be AE team "walk-ons"
- Guaranteed 2 skates: Players may be released after skate with Rep. Their 2nd skate would be the initial AE Tryout.

Rosters

- Final REP and AE Rosters due to Travel Coordinator
- 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

- AP lists due to Travel Coordinator no later than Oct. 20, 2022
- Require Travel 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
- First resource should be lower team within same age group
- AP within the same division if changing age groups
- Only AP the kids you will use and at least one goalie
- AE teams may need to help staff the HL rosters
- ***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/

Head Coaches

Asa Stokes – U9 MD
Derek McKinlay – U11 Rep B
Jay Vandenberg – U11 AE C
Jeff Grant – U13 Rep B
Dean Deroven – U13 AE C
Ian Snedden – U15 Rep B
Scott Stewart – U15 AE C
Tom Foster – U18 Rep B
Shannon Leblanc – U18 AE C

Tournaments

- All teams must submit tournaments dates to Travel Director ASAP
- All teams from AE/Rep must be available to complete volunteer hours during Mooretown hosted tournaments (dates to be determined)
- Rep/AE - 3rd away tournament only if able to fit in league games and requires MTMHA Executive approval
- An OMHA travel permit form is required for any tournament (or additional games ie. exhibition games)
- Any tournaments outside of the OMHA will have a fee associated with the travel permit for insurance purposes (\$20 fee is required)
- 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/

Team Budget

- All teams must submit their proposed team budget to Travel Rep no later than October 20, 2022
- 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/

Guidelines and Policies

- Travel team guideline
- 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
- March Break - for OMHA playoffs you MUST be available to play (no exceptions)
- 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/

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
- Travel Coordinator 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

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:

TBD – Director of Travel Teams

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

Adam Oblak – Shamrock League Representative

- Rep/AE League is Shamrock
- Cost of no show for a team is \$250 out of team fund
- Rep & AE Game changes are made through Adam
- Scheduling if being done for the teams
- OMHA Playdowns

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. Fitzgood is operated by Kevin and Heather Fitzpatrick at 342 Walnut Court, Corunna.

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 e-mail www.fitzgood.com with detailed information
- They will most likely have you drop the jersey's off at their house
- 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.
- **PLEASE ENSURE ALL JERSEY'S ARE WASHED PRIOR TO DROP-OFF**

Local League

- If your team is putting name bars on the shirts (ATOMIC and TIMBIT jersey's only), please e-mail sales@fitzgood.com with detailed information
- **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 @
equipment@mooretownminorhockey.com