



Introduction

Thank you for becoming a convenor for the Oakville Hornets Girls Hockey Association. ***The Oakville Hornets are dedicated to providing you with support and guidance. Our hope is that this document will assist you in this role.***

The Oakville Hornets Philosophy

“HOW you teach is far more important than WHAT you teach. In the end it is all that they will ever remember – unknown coach”

Oakville Hornets House League is a “Learning League” and must not be seen as competitive. We are here to provide a safe, healthy environment that fosters and promotes mutual respect between the players, coaches and officials. In our house league, everyone plays and the focus is to have fun, make new friends and learn some new hockey skills along the way.

Role of the Convenor

The Convenor represents the club who oversees the Oakville Hornet policies. As a convenor, you play a major role in acting as a liaison between the parents, coaches and the club and executive. Your role is to report back to the VP of House League.

Pre-season Responsibilities:

- Before the team draft begins, slot in all the protected players (the coaches and assistant coaches children). Make note of the special requests. We try to accommodate special requests when possible, but not guaranteed.
- Collect and review evaluation results and establish player listings by skill. Evaluations are based on assessments from the coaches at beginning of the year and the previous years. Assessments are based on personal skills, game skills, attitude (work ethic, cooperation, etc)
- Teams are based on a fair and agreeable approach which distributes Select players equally among the teams.
- Coaches from each team **MUST** be involved to ensure that they had a chance to choose the players they wish to have and to be part of the solution in fairness and balance.
- Honouring reasonable when possible requests for similar team assignments (ie. carpooling, friends, etc) but is not guaranteed.
- Distribute the roster to the coaches (prepared by the office) with the request that they contact all of their players and fill in any missing contact information.
- Help with distribution of the players’ jerseys and socks, when available.
- Issue goalie equipment to the coaches, if required.
- Notify coaches of picture day

- Balancing of teams:
- Participate with the Balancing Committee in realigning players either up or down a division as required or to other teams to ensure fair balance. Done after 3-4 weeks of play. Coach's are advised not to distribute socks, only Jerseys until the 5th week after any necessary re-balance is done.
- All team balancing must be done BEFORE THE FIFTH (5TH) game is played and prior to the team photo. This will give the convenor and the coaches' ample time to view the progress of their team and to assist in the balancing before the teams are finalized.

****NOTE**** No season ever sees perfectly balanced teams. The aim is to get as close as possible for the enjoyment of all players.

During the Season:

- Being present at all games or designating an assistant convenor or responsible coach to act as convenor in his/her absence.
 - Ensures ref/scorekeeper is at the game (contact head ref or head scorekeeper if not).
 - Ensure the Referees and Time Keepers sign in to the game sheet.
 - Ensures division completes games on time (run clock if necessary).
 - Collects the game sheet and ensures all weekly scores are entered into the appropriate logs, emailed to office and coach's.
 - Resolves parent, coach and/or player conflicts that are not resolved by the coaching staff.
 - Notifies the VPHL of cases where the convenor cannot resolve a division conflict/incident, and the convenor would like further action taken.
 - Ensures that spectators do not use the player's bench at any time.
 - Ensures that these guidelines are followed by their coaches.
 - Ensures that all teams support The Oakville Hornets fairplay policy (reference coach's handbook) , that coaches do not "double shift" players, and enforce warnings/penalties etc reporting back to the VPHL on any infractions or further review.
 - Report all major penalties with misconduct resulting in game suspensions to the VPHL and the office as these need to be reported back to the OWHA same day.
 - Refers coaching Issues to the VPHL.
 - Ensures that players fulfill their HL commitment before DS Teams (Development Stream)
 - Ensures that a game sheet is filled out by the coach of each team prior to the start of each game.
- ** NOTE: The Convenor DOES NOT get involved in on ice penalties, on ice "calls", scoring or other discipline normally handled by the referees. Do not change game sheets as these are legal documents signed by the Ref's. Once signed these are final.**

End of Season:

- Help prepare for the playoffs and assist with the presentation of trophies.
- Collect goalie equipment from coaches, where required.

