

SHAMROCK HOCKEY LEAGUE



CENTER CONTACT CHECK LIST



- May:** New executive to set agenda for current season.
League to review amendments and rule changes being addressed at the OMHA annual meeting.
League requires a Center to host the annual All-Star night for the current season.
Ensure playoff plaques are located in the proper centers and that the plaque sheet has been signed by the Contacts confirming plaque locations. (Centers are responsible for engraving)
Secretary to ensure meeting room for general meetings for the current season are arranged and booked as required.
League members to consider and approve expenses for individuals required to attend the OMHA annual meeting on behalf of the League.
- June:** Executive to meet if required (generally no members meeting required)
- July:** Review new rules and amendments passed at the OMHA annual meeting that may have an affect on members of the League.
Members to consider changes to the Leagues rules of operation, if required, for the current season.
Members to consider and approve the payment for services to the Statistician for the past season.
Statistician to set date for receipt of all ice times for all teams required for set current years schedule.
- August:** Members to review centers that wish to have individual teams reclassified within the League structure.
Centers to provide ice times for each team entered, Block out dates required, Coaches and Managers phone numbers required for October schedule of First teams.
Provide statistician with direction on number of games for League play.
League requires Center Contacts Information for the current season to be included on information packages.
Secretary and Treasurer to ensure game change sheets are in order for current season.
Ensure League passes are prepared and ordered if required.
Secretary and Treasurer to ensure that the League's Insurance for Directors and Officers Liability is in place/paid for current season.
- September:** League registrations are due by no later than September 15 of the current season.
All information from the Centers to be finalized and to the statistician no later than September 15, (i.e. block out dates, Coaches and Managers phone numbers, plus all info for Additional Entry Teams.
Draft schedule for October handed out. Centers to review and consider any changes if required. (Contact 2nd Vice President)
League to consider and approve the purchase of the All Star sweaters and medallions for the current season, appoint executive member to complete this task.

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- October:** The Final Schedule for all teams provided, all changes for games know rest in the hands of the Contacts and must be forwarded to the statistician accordingly.
Start playoff review for current season
- November:** Playoff review continues
Set time and place for December general meeting (Christmas event)
All-star committee to ensure guidelines are in place and Centers to start compiling participants for attendance in each age group as required.
- December:** General league business and Schedule review if required.
All-star committee requires the Names and preferred number on sweater for individuals participating in All-star game. Information to be faxed to executive representative no later than December 15.
Christmas cheer
- January:** Final playoff review – set parameters for format and rules.
All Championship Plaques to be returned by next meeting and must be fully engraved.
Attend All-Star game.
- February:** Pools, Schedules and contracts set for League play downs
Set date, time and place for Second Round league play-off meeting, only if it is a different time and place than the League' regular meeting.
Plaques and medallions distributed to one of the centers that may be advancing in their pool. Ensure that the team that advances has hardware on hand during final series if a championship could be won.
Constitution changes or housecleaning should be tabled and reviewed for inclusion and adoption at the general meeting. Copies of information should be in the hands on the members prior to.
- March:** Schedules set for Third Round of play downs.
League to ensure that nominations for Executive positions for the coming season have been addressed and persons are in place to run for all positions if required.
Prepare an agenda for the Annual meeting
Secretary to provide quote for dinner meeting for approval by the members.
Review any current items which may be tabled at the Annual meeting and make the necessary preparations.
- April:** Annual meeting