Victoria Minor Hockey Association (VMHA) – Photo Night Plan & Schedule (October 2026)

Event Details & Logistics

- **Facility:** Oak Bay Secondary School – Cafeteria / Assembly Lounge 1071
- **Dates:** Tuesday, October 27 & Wednesday, October 28, 2026
- **Permitted Hours:** 4:00 PM – 9:30 PM
- **On-Site Custodian Contact:** 250-514-6971

Photo Day Central: The permanent link will be shared once the page is created.
Teams and families can use it for the latest schedule, details, proofs, and ordering.

Critical Facility & Operational Guidelines

All team staff, players, and parents must adhere to the following facility rules to comply with School District 61 permit requirements and ensure operations run on schedule.

- **Facility Entry & Exit:** Access is permitted **exclusively through the exterior cafeteria doors**. Interior school hallways, classrooms, and secondary doors are strictly off-limits. Failure to comply violates our SD61 permit conditions.
- **Readiness & Punctuality:** Teams must arrive fully dressed and be lined up in single file **exactly 10 minutes prior** to their scheduled photo slot. Late arrivals will result in skipped photos to maintain the master schedule.
- **Attire & Gear Standard:** Players must wear their complete team jersey set, hockey or track pants, clean running shoes, and hold their hockey stick. **No skates or exposed skate blades are permitted inside the facility under any circumstances.**
- **Scheduling Policy:** Due to back-to-back scheduling, there are no make-up windows or buffer slots. Teams must arrive on time for their designated window.
- **Setup & Teardown Protocol:** Photographer setup takes place from 4:00 PM – 4:30 PM. Active shooting runs continuously from 4:30 PM – 9:00 PM. Teardown occurs from 9:00 PM – 9:30 PM. All VMHA members and families must completely vacate the building by 9:30 PM sharp.

Day 1 Schedule: Tuesday, October 27, 2026

Divisions Included: U6, U7, U8, U9, U11, U13

Scheduled Slot Time	Line-Up Ready Time	Team / Group	Notes
4:00 PM – 4:30 PM	—	Photographer Setup (Ted)	Setup backdrop, lighting, and staging area
4:30 PM – 4:43 PM	4:20 PM	U6 C1	First team; enter strictly via cafeteria exterior doors
4:43 PM – 4:57 PM	4:33 PM	U7 C1	Line up in single file upon arrival
4:57 PM – 5:10 PM	4:47 PM	U7 C2	Ensure clean running shoes are worn
5:10 PM – 5:24 PM	5:00 PM	U8 C1	Sticks in hand, ready for staging
5:24 PM – 5:37 PM	5:14 PM	U8 C2	Maintain quiet order in assembly area
5:37 PM – 5:51 PM	5:27 PM	U8 C3	Line up in any order
5:51 PM – 6:04 PM	5:41 PM	U9 C1	
6:04 PM – 6:18 PM	5:54 PM	U9 C2	
6:18 PM – 6:31 PM	6:08 PM	U9 C3	
6:31 PM – 6:45 PM	6:21 PM	U11 A	1st Development Team
6:45 PM – 6:58 PM	6:35 PM	U11 B	2nd Development Team
6:58 PM – 7:12 PM	6:48 PM	U11 C1	Rec Team 1
7:12 PM – 7:25 PM	7:02 PM	U11 C2	Rec Team 2
7:25 PM – 7:39 PM	7:15 PM	U11 C3	Rec Team 3
7:39 PM – 7:52 PM	7:29 PM	U13 Tier 1	1st Tiered Rep Team
7:52 PM – 8:06 PM	7:42 PM	U13 Tier 2	2nd Tiered Rep Team
8:06 PM – 8:19 PM	7:56 PM	U13 C1	Rec Team 1
8:19 PM – 8:33 PM	8:09 PM	U13 C2	Rec Team 2
8:33 PM – 8:46 PM	8:23 PM	U13 C3	Rec Team 3
8:46 PM – 9:00 PM	8:36 PM	U13 C4 & U13 C5	Rec Teams 4 & 5

Scheduled Slot Time	Line-Up Ready Time	Team / Group	Notes
9:00 PM – 9:30 PM	—	Photographer Teardown & Room Clearance	Pack equipment, room sweep, exit facility by 9:30 PM

Day 2 Schedule: Wednesday, October 28, 2026

Divisions Included: U15, U18, U21, Executive & Staff

Scheduled Slot Time	Line-Up Ready Time	Team / Group	Notes
4:00 PM – 4:30 PM	—	Photographer Setup (Ted)	Setup backdrop, lighting, and …
4:30 PM – 4:43 PM	4:20 PM	U15 Tier 1	1st Tiered Rep Team
4:43 PM – 4:57 PM	4:33 PM	U15 Tier 2	2nd Tiered Rep Team
4:57 PM – 5:10 PM	4:47 PM	U15 C1	Rec Team 1
5:10 PM – 5:24 PM	5:00 PM	U15 C2	Rec Team 2
5:24 PM – 5:37 PM	5:14 PM	U15 C3	Rec Team 3
5:37 PM – 5:51 PM	5:27 PM	U15 C4	Rec Team 4
5:51 PM – 6:04 PM	5:41 PM	U15 C5	Rec Team 5
6:04 PM – 6:18 PM	5:54 PM	U18 Tier 1	1st Tiered Rep Team
6:18 PM – 6:31 PM	6:08 PM	U18 Tier 2	2nd Tiered Rep Team
6:31 PM – 6:45 PM	6:21 PM	U18 C1	Rec Team 1
6:45 PM – 6:58 PM	6:35 PM	U18 C2	Rec Team 2
6:58 PM – 7:12 PM	6:48 PM	U18 C3	Rec Team 3
7:12 PM – 7:25 PM	7:02 PM	U18 C4	Rec Team 4
7:25 PM – 7:39 PM	7:15 PM	U18 C5	Rec Team 5
7:39 PM – 7:52 PM	7:29 PM	U18 C6	Rec Team 6
7:52 PM – 8:06 PM	7:42 PM	U18 C7	Rec Team 7

Scheduled Slot Time	Line-Up Ready Time	Team / Group	Notes
8:06 PM – 8:19 PM	7:56 PM	U21 C1	Rec Team 1
8:19 PM – 8:33 PM	8:09 PM	U21 C2	Rec Team 2
8:33 PM – 8:46 PM	8:23 PM	U21 C3	Rec Team 3
8:46 PM – 9:00 PM	8:36 PM	Executive & Staff Headshots	VMHA Coaches & Board Mem…
9:00 PM – 9:30 PM	—	Photographer Teardown & Room Clearance	Pack equipment, room sweep,…

Team Manager & Coach Instructions

Team Managers and Coaches play a key role in ensuring Photo Night runs efficiently. Please review and execute the following responsibilities:

1. **Pre-Event Communication:** Distribute this schedule and facility guidelines to all parents at least 5 days prior to the event. Reiterate that late arrivals cannot be accommodated due to the strict schedule.
2. **Arrival Management:** Meet your team outside the exterior cafeteria doors 15 minutes prior to your time slot. Do not allow players or parents to enter the school main doors or wander into interior hallways.
3. **Line-Up Preparation:** Organize players in a single line in any order prior to entering the cafeteria. Ensure all jerseys are tucked/untucked uniformly per team standard, and sticks are ready.
4. **Footwear & Equipment Check:** Verify outside that no players are wearing skates. Confirm all running shoes are clean and dry before stepping into the Cafeteria / Lounge space.
5. **Post-Photo Exit:** Promptly guide your team out through the exterior cafeteria doors immediately following your photo session to avoid crowding the staging area for the next scheduled group.