

Coach/Manager Meeting Info (with Updates)
Tuesday, September 30, 2025

Thank you to all of you for stepping up to coach or manage your team.
Hockey does not happen without volunteers and you are appreciated!

Information Resources

- Coaches and Managers should be looking through the documents listed below very carefully before the season starts to better understand the rules of the association and the league. Keep them handy throughout the season.
- ***Gloucester Hockey Association's Website:*** League schedules, important dates, league rules, etc. are all found here. For league rules related to game play, affiliation charts, game change guidance and other important information, look under **Information/Documents** on the Home page. I cannot stress enough how important it is to read these rules so that you do not find yourself in hot water over something that you didn't even know would be an issue. *Please note that Cumberland has agreed to follow GHA league rules when playing in the GHA league. If there is confusion at a game, for example over time/score keepers or similar, the GHA rules are to be followed.*
- ***Eastend Minor Hockey Association's website:*** **About Us** is where you will find the EMHA Governance Documents which includes our Policies & Procedures that cover association team officials and association team rules. Links to important documents, including this one and the most common ones searched for from HEO, can be found under **Information & Resources/Volunteers**.
- ***HEO's website:*** This is where you can find what you need to know for credentials as bench staff, HEO policies, register for courses, look for tournaments.
- ***Board members*** are available to help answer your questions. All of our contact information can be found on the website: **About Us/Executive**. Feel free to reach out with your questions.

Credentials for Team Officials

- All Team Officials in contact with players require a valid Level 3 Vulnerable Sector Police Check from Ottawa Police Services. VSCs are valid for 3 years, with a declaration of status now required each year by HEO. If you have bench staff that you would like to be on your bench this weekend, text them now to make sure they do their VSC immediately! The process can be found on HEO's website. It takes a couple of days to get it vetted by HEO. If it turns out you need make an appointment, complete the declaration and upload a copy of the confirmation in HEO's VSC portal.

- Respect in Sport (Activity Leader) is required for all Team Officials in contact with players.
- Gender Identity & Expression Training must be completed by all Team Officials in contact with players.
- Coaches and Trainers must familiarize themselves with the Rowan's Law information found on our website.
- If you have a volunteer under the age of 20, they would be considered on-ice helpers and do not have to be on the team roster. The rules applying to them can be found in HEO's policy 6.5, in great detail.
- Our Registrar, Sophia, and our Director of Risk & Safety, Nadia, will be following up with Team Officials over the next few weeks to confirm credentials. This is a massive amount of work and very time consuming. When they reach out, please follow up right away. Delays in submitting credentials may result in Team Officials being removed from team rosters.
- Coaching courses need to be completed by November 30, except for the Trainers course which needs to be completed by October 31.
- The requirements for Trainers have now been updated for those whose credentials have expired. You will find the new info on HEO's website.
- As per HEO's bench & on-ice staff certification requirements: ***"(...) if the Head Coach were not available to start a House League game, an appropriately qualified NCCP Coach would be required to act as the Head Coach."*** If you are going to be away and you do not have someone on your bench who has the appropriate qualifications, reach out to your level director for assistance with coverage. *Will be covered at R&S/Discipline session, date TBD

Roster

- Our Registrar, Sophia Alleyne, is currently working on official rosters for teams. Ensuring that team officials complete roster requirements will help speed up that process.
- The association will cover the cost of insurance for up to 6 rostered Officials per team. Beyond that, the team will be billed for the insurance cost. Someone rostered to more than one team is only counted once for insurance purposes.
- ***Only rostered Team Officials may stand or enter behind the bench area at any game. Only rostered Team Officials are permitted on the ice at practices.***
- Managers **ARE** required to be on the roster and count as one of the 6.
- Please provide your list of rostered team officials to Sophia asap.

Bank Accounts

- Contact our President, Chris McArthur, for your bank letter. He will need the name of your two signatories, your team name, and the coach's name.
- There **MUST** be two signatories on the account and the two must **not** be partners, spouses or family members of any type. It is recommended that

the Head Coach **not** be a signatory. The two signatories would be the Manager and the Treasurer.

- For teams using e-transfers out of the account, the person sending the e-transfer must notify the other signatory of the proposed transaction and have an email reply on record from that other signatory agreeing to the e-transfer.
- Several banks have low-cost community account options.
- A minimum of 75% of any funds acquired from team fees, fundraising and sponsorship must be directed toward hockey operations.
- Maximum team fees are set at:
 - U9 & U11 - \$250
 - U13 - \$350
 - U15, U18 & U21 - \$450
- ***Team Budgets must be submitted to the Treasurer, Lisabeth Sharkey, and are due:***
 - November 1st - Initial budget
 - January 1st – Interim budget, signed by parents
 - April 15th – Final budget, signed by parents

Name Bars

- Name bars will be provided by the association for this season. Teams will bring the name bars into Lacroix to have the names put on.
- Parents will keep the name bars at the end of the season and will be responsible for purchasing new ones for their player if they are lost or damaged.

Sponsor Bars/Banners

- Sponsor bars are not permitted on jerseys.
- Sponsor Banners are a cost effective, high visibility alternative for sponsors.

Equipment/Jerseys

- A \$500 jersey deposit is required from teams, within the first two weeks of the season. When the jerseys are returned at the end of the season, the jersey deposit will be returned to teams less any amounts required for repair or replacement of damaged jerseys.
- A \$2 replacement fee per hanger will be charged for any missing hangers when jerseys are returned post-season.
- ***PLAYERS ARE NOT PERMITTED TO KEEP THEIR OWN JERSEYS, NO EXCEPTIONS.*** There must be a designated Equipment Manager(s) to carry the jerseys to and from the rink. Teams found allowing players to carry their own jerseys will receive a warning for the first occurrence. Subsequent occurrences may result in fines, to be deducted from the jersey deposit, at the discretion of the EMHA Board.
- Third jerseys are **NOT** permitted without written approval by the President.

- **EMHA socks** will be provided to all players for this first season. They will be available for purchase from Lacroix, as well. In addition to one pair of game socks, each player will receive a pair of practice socks. Players are expected to wear the game socks to all games and should not be wearing the game socks to practice.
- **StormGear** is available from Lacroix, see the online store on the EMHA website for ordering.
- HEO strongly recommends for all registered players to wear mouth guards during all on-ice activities (games and practices).
- ***Players on the ice surface, as well as any on-ice volunteers aged 15 years and younger, must at all times wear the full list of safety equipment required by HEO.***

Practice Ice Allotment

- The GHA assigns practice ice to EMHA, based on what they receive from the City
- Our Ice Scheduler, Mike Webb, assigns practice ice to all EMHA HL teams and Blues teams hosted by Eastend.
- Teams automatically receive practice ice allotment as follows:
 - U9, U11, U13 - 10 full or 20 half ice sheets
 - U15 - 8 full or 16 half ice sheets
 - U18 - 5 full or 10 half ice sheets
 - U21 - 2 full ice sheets
- Practice ice will typically be allocated with the following considerations in mind, **if possible**, but remember that we are stuck with what we receive from the City/GHA:
 - U7, U9 and U11 will be mostly on the weekends
 - U13 will be mostly on the weekend, with the potentially some weeknight practices
 - U18 will mainly have weeknight practices
 - 7am practice times will be shared among the U7-U13 age groups
 - U9 and U11 will be assigned as half-ice practices unless requested otherwise
- EMHA extra ice will be allocated on a first come, first served basis. We strongly encourage teams to book EMHA ice before looking elsewhere.
- Once ice is assigned, the team owns it and it will count toward their allocation.
- If you have a preference for full-ice for practices, you can let Mike know and he will try to accommodate. Please give him a little breathing room during October for requests like these, though, the City is killing us right now! Also, remember that full-ice uses your association allocation up quicker.
- **Any ice requested above the hours automatically allotted to teams will be billed to teams at the end of the season. Track your hours so there are no surprises.**

- Teams can sell and trade ice, but all transactions are between the two teams involved. Any financial arrangements are between the teams.
- Ice switches should be made with similar age levels. Teams can only share ice with the level directly above them & directly below their age division.
- Mike has created a schedule and a shared Excel spreadsheet. Level Directors will provide him with coach email addresses for distribution.
- Mike will **try** to account for game schedules and even tournaments when he is scheduling practice ice, if he knows about them early enough, but it is not always possible. Send your tournament dates into Mike asap if you hope to have consideration for blackout dates. If you do end up with conflicts, you are responsible for trading, selling, etc.
- Expect to see the schedule released in phases.
- **NEVER BURN THE ICE THAT HAS BEEN ALLOCATED TO YOU** as this will affect the GHA allocation next year.

Game Sheets

- Each team will be provided with 15-20 game sheets to cover all of their home games and playoffs. Extra sheets are \$0.50 each.
- To purchase extra game sheets, contact your Director.
- During the regular season, the Home teams are responsible for entering the scores and penalties in TTM within 48 hours after a game. The team can be fined by the GHA for submitting the score late. This applies to all levels U9+. Scores are not kept for U9, though.
- During Playoffs, the winning team must enter the score within 4 hours of end-of-game. We will remind you of that when it's time for playoffs.
- Game sheets, when attending out of town tournaments, must be entered within 24 hours of returning to Ottawa.

Affiliation

- Please refer to the GHA website under Rules and Regs #20. Please read this section carefully so you will understand what is expected from you as a coach prior to calling up a player.
- Affiliation is encouraged and very easy to do since the GHA uses Club affiliation.
- Each affiliate can play a maximum total of 15 games during the regular season and playoffs combined. Exhibition and tournament games don't count toward that total. Goalie affiliations have no limit.
- **All intended call-ups are to be entered into the GHA affiliation database (TTM), prior to the game being played, and their participation confirmed in TTM after the game.**
- Affiliation forms are only required for out of district games, tournaments or for house league players that are affiliating to competitive teams. Our Registrar, Sophia, is the one to reach out to if you have questions on affiliation. Affiliations can be requested by email or by a form.

- Failure to notify the GHA regarding any affiliation prior to the game may result in a 5 game suspension to the coach for using an ineligible player! (will be covered at R&S/Discipline session, date TBD)
- Goalie affiliation is very important. DO NOT rely on the EMERGENCY GOALIE rule, as you will need the approval of the EMHA president and the GHA chair which takes time.
- U9 Players may not affiliate to U11 teams until after January 15th and, even then, only second year U9 players may affiliate.

Suspension Reporting

- All major infractions must be entered in TTM within 24 hours.
- Game served information must be entered in TTM within 48 hours.
- Suspensions during tournaments must be entered within 24 hours of returning to Ottawa (immediately is the best practice)
- Suspension and reporting guidelines and procedures are available in TTM, under Help Center.
- Will be covered at R&S/Discipline session, date TBD

Travel Permits

- Travel permits are required for all tournaments and exhibition games being played outside of HEO minor district. This includes practices or any activities in Gatineau.
- Travel permits need to be signed by the EMHA President AND by the GHA District Chair before a team can participate in tournaments and/or exhibition games being played outside of HEO.
- Ensure that your roster is included when you submit your travel permit.
- Please get your travel permits completed and signed well in advance as they require multiple signatures. ***Do not leave it to the last minute.*** Please make sure that your manager is aware of this requirement.
- Normally, travel permits are to be scanned and sent to the EMHA President via e-mail, who, in turn will pass it on to the GHA District Chair via e-mail. This process may be updated this season; we will keep everyone informed.
- ***Teams at U15 & younger*** will need to put all of their tournaments (in and out of branch) on the single travel permit form. U18-U21 teams still only have to put the out of branch tournaments on their travel permits.

Tournaments

- U18-U21 teams are allowed to participate in a maximum of five tournaments, including two out-of-town. For the purpose of this guideline, out-of-town means outside of 100 km radius.
- A U18 or 21 team may make an application to the association Executive to participate in more tournaments provided such applications are made in writing and include the signatures of all team parents in favour and opposed.

- ***NEW*** The number of tournaments allowed for U9-U15 House League teams, as per the pathways, have changed again and are as follows:
 - U9-U11: 4 Tournaments
 - U13-U15: 5 Tournaments
- U11 teams are strongly encouraged to participate in the EMHA U11 Community Cup. U15 teams are strongly encouraged to participate in the Michel Breau Community Cup.
- Note that any EMHA-branded Sensplex tournaments are not affiliated with the association, aside from some of them potentially offering a discount. There are not currently any EMHA branded Sensplex tournaments posted at any level.

Game Change/Switch

- Teams may only refuse to switch or reschedule games if they already have a league or tournament game scheduled within 4 hours of the suggested “New” date/time.
- Teams may not refuse because of scheduled practices or because players/team officials are not available.
- Teams are responsible to reply to all game switch or game reschedule requests within 24 hours.
- If you run into issues with team contacts not respecting the rules above, reach out to our Game Change Convenor, the Manager Mentor, or your Level Director. This can be especially an issue with Cumberland. They will often not reply within 24 hours or attempt to decline for a practice. As with everything else, they are required to follow GHA rules.
- Our Game Change Convenor is Leonard Howley. Once all teams have agreed, email your game switch information to him. Copy/paste the games to be switched from the GHA website and let him know who from each team has agreed to the switch. He can also help identify potential switches if you run into difficulty finding options.

Fair Play (FAIR ice time)

- House League “FAIR Ice Time” Rule must be adhered to ALWAYS – no exceptions will be tolerated.
- All players MUST get fair ice time. This includes the last minute or two of a regular season, tournament and playoff game. Remember the EMHA player development philosophy – all players need to learn how to play in all types of on-ice situations
- There shall be no dedicated power play and/or penalty killing lines. We roll the lines.
- Do not leave it to the players to decide if they want a power play, penalty kill or the five best players/last two minutes, peer pressure will make players suffer in silence.
- Will be covered at R&S/Discipline session, date TBD

Photography

- **NO CAMERAS** are permitted on the player bench or penalty box area.
- **NO CAMERAS** are permitted in the player dressing room, cell phones must only be used for listening to music

Communication with Referees

- During games, if you need to talk to a referee, step down from the bench, use respectable language and appropriate tone.
- There should only be one voice talking to the Ref from your bench- that of the Head Coach.
- There is a referee compliment and complaint form on the GHA website. The form must be sent to your Level Director or the EMHA President once it's filled out.
- DO NOT send any complaints to the Referee-in-Chief or to any GHA Board Members.
- Will be covered at R&S/Discipline session, date TBD

Risk and Safety/Code of Conduct Info Session

- We will host a Risk and Safety/Code of Conduct Info Session this month, date TBD
- All U13-U18 aged players **are required** to attend this session
- All U9-21 Head Coaches, or their designated team representative **are required** to attend this session

Development

- Development sessions will follow the same model as last season- a combination of Skill Development Sessions run by our Head of Player Development, Pat Brookes, and Power Skating Sessions run by Carl Menard
- Goalie sessions will be run by Rick Besharah of Goalie Army and will be provided for all U9-U18 goalies.
- Encourage your players to attend these sessions

Mentorship

- Our Mentorship Committee is led by our Director of Mentorship, Joel Neuheimer. There are many on and off ice Whiteboard Sessions planned for this season already. Emails will go out to Coaches and Assistant Coaches with session details. House League and Blues coaches are invited to attend.
- The Mentor for each level will be in touch with Head Coaches shortly. Their contact information can be found on the Mentorship page of the Eastend Minor Hockey website, if you have questions before you hear from them.

- Mentors are there to support, not judge. Please do not hesitate to contact them with any team questions or concerns.
- For Managers, we have a super popular and extremely helpful WhatsApp chat group that provides support very quickly throughout the season. Please email me to be added to that chat.

Dressing Rooms

- Please thoroughly review HEO's Dressing Room and Supervision of Players policies. These policies can be found on HEO's website or through the Quick Links on the Team Manager page of our own website.
- Hockey Canada requires all participants to wear "minimum attire" at all times in dressing rooms. Minimum attire is defined as a base layer – shorts & t-shirt, compression shorts & shirt or sports bra. A participant arriving at the rink not wearing a base layer can use an appropriate private space (restroom stall, unused dressing room) to change into the base layer.
- As part of Hockey Canada's updated guidance on the Rule of Two method of supervision, there must always be two (or more) supervising personnel in the dressing room who are Team Officials that have completed their requirements - either Respect in Sport for Activity Leaders or "Speak Out," plus the Gender Identity and Expression course, plus they must have submitted their VSC to the association.
- In summary: Players do not go into the room until two team officials are present and two team officials must remain in the room until all players have departed.
- Team parents should be made aware of these rules and ensure that they do not let their children into unsupervised dressing rooms.
- If you, or a member of your team, need support with any dressing room issues, please reach out to your level director or the President of the association