



West Lorne Minor Hockey Association

Coaches Manual

2023-2024 Season

WLMHA Association Contact List:

Name:	Email:
Kevin Summers President Game Day Operations & Discipline Lead	president@westlornecomets.com
Terry Weed Vice President Ice & Ref Convenor, Arena Board Rep	vicepresiden@westlornecomets.com
Rob Tait 2nd Vice President Director of Coaching & Player Development Tournament Coordinator	coaching@westlornecomets.com
Debbie Munn OMHA Rep, Four Counties Hockey League & Shamrock League Representative	leagues@westlornecomets.com
Joanne Galloway Secretary	secretary@westlornecomets.com
Jen Iwanchun Treasurer	treasurer@westlornecomets.com
Jessica Small Registrar	registrar@westlornecomets.com
Carson Simpson Director at Large	csimpson@westlornecomets.com
Chelsea Vergeer Equipment & Volunteer Coordinator	volunteer@westlornecomets.com
Danielle DeBie Parent Rep Team Manager lead	parentconvenor@westlornecomets.com
Matt Speed Director of Player Movement	nsimpson@westlornecomets.com
Melissa Mayheux Director at Large, Tournament Committee	mmaheux@westlornecomets.com

Nicole Campbell Sponsorships & Fundraising Lead	sponsor@westlornecomets.com
Nigel Simpson Initiation Program/U7 Hockey Lead Intro to Hockey Lead	nsimpson@westlornecomets.com
Richard Street Director at Large	rstreet@westlornecomets.com
Teresa Murray Director at Large	tmurray@westlornecomets.com

This manual is intended to provide general information about WLMHA and the Coach's role. If you have questions, your primary contacts for the 2022-2023 Season are Rob Tait and Danielle DeBie. For immediate issues, please text or call.

Coaches & Assistant Coaches: Rob Tait 519-318-2773
Trainers, Team Managers and Parent Rep: Danielle DeBie 519-636-0787

WLMHA has a designated Web Admin/Social Media rep. Some teams may have a Team Webmaster designated to update their team website. However, **ALL TEAMS** are encouraged to submit regular updates to the Webmaster for uploading information online. This can be done by messaging the West Lorne Comets directly on Facebook (@Westlornecometshockey) or by contacting the Web Admin directly:

Maryjo Tait 519-282-7602 maryjotait@yahoo.ca

1. Coach Information and Responsibilities

1. Coaches, bench staff and team managers must take all necessary steps to know and be familiar with all applicable Hockey Canada, OHF, OMHA, league, WLMHA and tournament rules, regulations and policies, including the OMHA Code of Conduct.
 - o OMHA Code of Conduct:
<https://www.omha.net/page/show/885511-code-of-conduct>
 - o WLMHA Constitution:
<https://westlornecomets.com/Public/Documents/CONSTITUTIONREVISEDAPRIL2014.pdf>
2. It is strongly recommended that each coach be present at the WLMHA Annual Coaches Meeting which will be scheduled before the start of the league. The meeting will take place on Thursday September 6th. If you are unable to attend, please contact Rob Tait; the Director of Coaching to arrange an alternate representative.

3. Every coach is required to hold an introductory team and parent meeting at the beginning of the season to go over the Emergency Action Plan, seek volunteers for additional team roles, and to go over association documents. Each coach should go over behaviour expectations of bench staff, players, and parents, including Codes of Conduct, 24-hour rule, Safe Sport Reporting, and how to file a complaint during the season with WLMH.
4. It is highly recommended that coaches conduct regular team meetings with players and their parents/guardians at the start of the season. The Team Manager will be primarily responsible for communication with parents/players throughout the season.
5. The coaching staff must ensure that tryouts, practices, and games are managed effectively, and are a positive learning/development experience for our players. WLMHA may monitor/evaluate team practices throughout the season.
6. Coaches are responsible to ensure that the principles of respect in sport, fair play and the OMHA Code of Conduct are promoted and adhered to at all times.
OMHA Code of Conduct:
<https://www.omha.net/page/show/885511-code-of-conduct>
7. At all age divisions and levels, it is the coach's responsibility to ensure that tryouts and practice drills are run appropriately, and players are instructed such that the players are not put at undue risk of injury. An OMHA certified Trainer shall be present at all tryouts, practices, and games throughout the season (if a trainer from your team cannot be present, you can ask the other team to use theirs. You or your Team Manager will need to fill out the game sheet with the appropriate information, failure to do so, may result in a suspension from OMHA).

2. Bench Staff

During registration, parents could indicate their interest in becoming bench staff or on-ice help. The Director of Coaching will provide a list of parents that have expressed interest in bench staff positions or on-ice help to the Head Coach prior to the start of the season.

1. The Head Coach shall submit to the Director of Coaching (Rob) and the Trainer/Team Manager Lead (Dani) a list of preferred bench staff with their name, e-mail and position on the bench prior to the start of the season. The Director of Coaching will work in consultation with the Head Coach to establish bench staff.

2. For the U7 Program the Director of Coaching will work in consultation with the Head Coach(es) to ensure bench staff positions are filled with individuals appropriate for the goals of the program.
3. All teams must have a Head Coach and a Head Trainer. Once those positions are filled, you may add a Team Manager, Assistant Coach or Assistant Trainer (or any combination, not exceeding 5 total Bench staff). In addition a Parent Rep.
4. Only individuals rostered as official OMHA bench staff or listed as official on-ice help are permitted on the ice during practices and/or games. Substituting in additional on-ice help in the event of rostered OMHA bench staff absences is not permitted for insurance reasons.
5. All bench staff must have the appropriate certification for the position being held. Refer to the WLMHA website under Coaches Corner for “2023/2024 Bench Staff & On-Ice Help.”
6. All bench staff and on-ice volunteers must have the **Respect in Sport – Activity Leader (RIS)** course to be eligible to participate in games and practices. This should be uploaded in your Hockey Canada profile. Note: this is not the same as the Respect in Sport – Parent Program.
7. All bench staff (coaches, trainers, and team managers) must also complete the **Gender Identity & Expression Course**. This course must be completed and uploaded in your Hockey Canada profile.
8. All bench staff (coaches, trainers, and team managers) must also complete the **Rowan’s Law Acknowledgement**.
9. Only names that appear on the official roster (Head Coach & Trainer) will be reimbursed their volunteer fee. Volunteer fees for Bench staff (Assistant Coach, Team Managers, and On-Ice Help) rostered to a team will be refunded at the end of the season when all jerseys and equipment is returned.
10. All Bench Staff and on-ice volunteers (14 years of age or older) are required to submit a Police Check that includes the “Vulnerable Sector” to the Director of Coaching and Volunteer Coordinator every year. All Police Checks are confidential. The Volunteer Police Check letter for all bench staff to use is available on WLMHA website. NOTE: All Police Checks are to be submitted policecheck@westlornecomets.com by September 10th, 2023.

Bench staff cannot be rostered to a team without a valid police check (Vulnerable Sector Check). These can be completed online or in-person at the **Elgin County OPP** detachment. Please refer to the Comets website.

11. Team coaches are responsible for the conduct of all on-ice helpers and must ensure that proper approval, certification and insurance are in place. Helmets are required for **ALL** individuals on the ice.

3. Rosters

1. Players cannot be rostered to a team until a parent/guardian from each player's family has completed the OMHA's Respect in Sport (RIS) – Parent Course Tutorial found on the OMHA website (www.omha.org). Rosters cannot be submitted for OMHA approval until this is completed, i.e. games cannot be played until a team is rostered.
2. Rep Teams: **all players must pay the additional \$200 Rep Team Fee to participate on a Rep/Competitive Team.** Team Managers (or parent reps) are responsible for communicating Rep Team Fees to all players/parents, and to work with the Treasurer to ensure all fees have been paid. Please make cheques payable to WLMHA and they will be collected on your 1st team practice night.

Players/parents may also submit their Rep Team fees via e-transfer to treasurer@westlornecomets.com Please note that your approved roster will not be issued until all fees have been paid. Rep team fees are used by WLMHA to offset costs for additional ice. ****On E-transfer please note team and child's name.****

3. Approved Rosters will be e-mailed to the Team Manager/Head Coach by the Registrar.
4. **Affiliated Players (AP)** are encouraged for all teams. ***NOTE: The Affiliated Player roster cannot be completed until players have been placed on OMHA approved rosters for their primary teams.*** Up to five (5) Affiliated Players can be added. Affiliated Players can be added to the roster up until January 8th, 2024. Please contact the Registrar.

4. Team Responsibilities & Communication

1. All teams will be held accountable for damage and misuse of dressing rooms assigned to them either at home or away games. Teams that are found to have caused damage or misuse may lose the privilege of having a dressing room assigned at home games, lose practice ice time or be billed for the damages.
2. Team Managers are responsible to work with Head Coaches and the WLMHA Board as appropriate to ensure all communications to parents/players are in a timely manner.
3. Team communication will be by email to all parents/players, as well as through the Team page on the Sportsheadz App. Team communication will be the

responsibility of the Team Manager and/or Head Coach.

4. Electronic Game Sheets will be used. WLMHA iPads are provided for each game for using the game sheet app. Team Managers are to obtain the iPad and fill out the game sheet accordingly, If any bench staff is not there, mark them away. If using another trainer, record the appropriate information of the person replacing (this will need to be changed back next game. Players information; marking who the starting goalie is, indicating if any players are away (or suspended). If it is a home game, Team Managers must bring the iPad to the other team to fill out and sign. Team Managers must then have the home team bench staff sign (head coach to sign last), then bring the iPad to the time keeper's box.

5. Schedules

1. *Shamrock League (Competitive)* - schedules will be submitted by Shamrock League. All game changes or cancellations are to be made through the WLMHA Shamrock Representative, by emailing Debbie Munn and Terry Weed. The WLMHA Rep, then coordinates the game changes with the league as well as the Timekeeper, Referee and Ice Convenors.
2. *Four Counties Hockey League* – There will be 2 scheduling meetings, typically Head Coaches & Team Managers attend to help create the schedule for the season. Dates will be communicated to individual teams.
3. For the Initiation Program only players at the U7 level are permitted to participate in game play.

Game play for U7 must adhere to the OMHA U7 Player Pathway, a ratio of three practices to one game

(<https://cdn2.sportngin.com/attachments/document/0132/9037/Timbits-U7-Pathway-e.pdf>)

Home and Away games can be set up by the Head Coach and Team Manager(s) by contacting centres you wish to play. Refer to the Centre(s) website for contact information on their U7 coaches or scheduling contacts. If there is more than one (1) U7 Team in West Lorne for the season, a U7 Team Lead will be established to look after scheduling of all U7 games to ensure fair and equitable games. Home & away games for the year should be fully scheduled by November 1, 2023.

Home games should be held during your home ice time. Exhibition Game Requests (OMHA Travel Permits) must be submitted well in advance (See Section 6 - Exhibition Games & Tournaments below). Games may not be played or put on the schedule without this documentation.

4. If your Team is away at a Tournament and not able to use game ice and/or practice ice or if your Team has any game/practice changes or cancellations **you**

must notify the Ice Convenor. DEAD ICE COSTS MONEY!!!

5. Regular Practices – Every effort will be made to communicate practice schedules at least a month prior and every effort will be made to make times age appropriate and the nights as consistent as possible.
6. To have any team games or events added to your team calendar on the WLMHA website please contact the WLMHA Ice Convenor.
7. Additional ice times may come available as other teams are away at games. The WLMHA Ice Convenor will work with teams to allocate additional ice.
8. Travel permits are required for **ALL Tournaments or Exhibition Games (HOME OR AWAY)**. See 6. Exhibition Games & Tournaments below.

6. Exhibition Games & Tournaments

1. All exhibition games require an OMHA Travel Permit (HOME or AWAY), which must be approved through the OMHA portal. The Coach or Team Manager must send your exhibition request with dates to the Registrar well in advance of any proposed tournament or exhibition game so that the approval process can be initiated. The form is available on **WLMHA hockey website, under “Coach’s Corner” under “Exhibition Game Approval Request.”**
2. Teams who wish to host home exhibition games are responsible for arranging ice and must notify the Registrar and Ice Convenor. WLMHA will arrange for home exhibition game timekeepers and referees. All game sheets from exhibition games must use the electronic game sheet system.
3. U7 & U8 cross-ice games may use the paper game sheets (Modified Ice Participant List) from OMHA. Blank paper games sheets will be stored in the timekeepers box. Team Managers are responsible for completing the Modified Ice Participant List for each game, and submitting a copy to Debbie Munn.
4. All tournaments require an OMHA permit, which must be approved through the OMHA portal. Please send your tournament request through the **WLMHA website, under “Coach’s Corner” under “Tournament & Jamboree Approval Request.”** Once approved, please contact the Web Administrator to have this added to your team calendar.
5. **Rep Teams** are encouraged to participate in three (3) tournaments for the season: 1 local, 1 away, and 1 overnight tournament.

6. **Local League** teams are encouraged to participate in two (2) tournaments (max three) for the season.
7. Head Coaches and Team Managers are encouraged to ensure players/parents are available to participate in tournament dates and willing to pay tournament fees prior to submitting the Tournament Request form. All costs for tournaments (including tournament fees, and any accommodations) are additional to the parents/players.
8. Tournament Fees - Teams are responsible for their own tournament fees. Teams may make a request to the WLMHA Board for payment of fees for qualifying tournaments such as OMHA Provincial Finals and International Silver Stick. The decision to cover tournament fees will be made by the WLMHA Board. Team Managers should submit requests for tournament fees to the Treasurer.
9. For OMHA sanctioned tournaments, see OMHA website: <https://www.omha.net/page/show/1509684-tournament-listings>

7. Try Out Information

1. A list of players who already paid a try-out fee at the time of registration will be provided to the Head coach by the Registrar prior to the start of tryouts. All other tryout fees must be collected at the tryout. No player may participate in a tryout unless and until the tryout fee is paid. The head coach or a team delegate must collect and account for tryout fees at each team's tryouts. For the 2023-2024 season the tryout fee is \$50.
2. Tryouts will be evaluated by coaching staff and other WLMHA approved evaluators, including evaluators from outside of WLMHA.
3. "Representative fees" for rep teams have been established by WLMHA and must be paid by players selected to the representative teams. Team Managers and the Registrar are responsible for this.
4. The full Final team roster to be emailed by Head Coach to the Registrar and Director of Coaching once it is complete. Players/parents will be contacted by the Coach and the final list will be posted on the WLMHA website.

8. Fundraising

1. Teams will be expected to support WLMHA fundraising efforts.
2. Any and all team fundraising must be approved by the WLMHA Board prior to initiation or advertising of any fundraising. The Team Manager and/or his/her

delegate is the first point of contact with the fundraising committee, and must submit all requests to the Fundraising Coordinator. Please review the WLMHA Constitution.

9. Injury Reports

1. Injury reports must be completed by the Trainer and any attending physician for any participant injured in a game. The form must be forwarded to the OMHA Rep (Debbie Munn) **ASAP**.

Please ensure that the family of the player keeps a copy of the report. A Doctor's Certificate will be required before the participant can return to the ice for a game or practice. The HOCKEY CANADA INJURY REPORT FORM can be downloaded from the OMHA Website: www.omha.net (look under ADMINISTRATION - FORMS AND PERMITS).

The applicable return to play process and protocol must be followed after a player injury.

10. Care of Equipment/Jerseys

1. Team Manager or Parent Rep are responsible for returning all team jerseys prior to the Annual General Meeting at the end of the season.
2. At the end of the year please wash all jerseys and return with all equipment (home and away jerseys, puck bags and pucks, water bottles, First Aid kits and keys) back to the Equipment Convenor.
3. If you are missing something or need replacement Trainers supplies, please contact the Equipment Convenor (Chelsea Vergeer).
4. **Goalie Equipment** for U9 and under is provided on loan by WLMHA if required. The Equipment Convenor is the contact for the on-loan goalie equipment.
5. **Name Bars** can be hand sewn on jerseys with quick stitches, **NO MACHINES!** They will need to be removed at the end of the season, prior to being handed back to WLMHA.

Note: Our jerseys are not to be used for Spring or Summer hockey leagues or tournaments outside of OMHA (eg. 3 on 3 Tourneys).

Have a great season!! GO COMETS GO!!