



Local League Coach Guidebook

2018-19 Season

**Please review these instructions every year regardless of your past experience. Timelines and contacts are provided.*

[Start Up \(Sept-Oct\)](#)

[Communications Start Up \(Sept-Oct\)](#)

[Registration/Team Rosters \(October\)](#)

[Paperwork for Exhibition Games and Tournaments \(All Season\)](#)

[Practice Time \(All Season\)](#)

[Fundraising & Sponsorship \(Oct to Jan\)](#)

[Game Sheets \(all season\)](#)

[Entering Game Scores into the EHMHA portal \(all Season\)](#)

[Team Recognition \(all season\)](#)

[Champs Day \(March\)](#)

[End of Year Closing Tasks \(March\)](#)

[SELECT ONLY SECTION](#)

[Select Budgets \(November\)](#)

[Select Bank Accounts \(November\)](#)

[Select Extra Practice ice requests \(November\)](#)

[Select Mid-Year Reporting \(December\)](#)

[Select End of Year Activity](#)

Start Up (Sept-Oct)

- The Local League Director will host a Coach meeting in September – please do your best to attend
- You are required to have one certified coach and one certified trainer at every game and practice. You can share a trainer with the other team, but this must be confirmed in advance to ensure coverage
- The change room must have two adults present at all times if there are players in the room - preferably this is the coaching staff, but parents can satisfy the need if required



Local League Coach Guidebook

2018-19 Season

- Any person over the age of 16 on the ice or the bench with the team must complete:
 - Vulnerable criminal checks as requested by the Risk Director no later than the first week of October
 - Hockey Canada required courses and certifications as identified by the Registrar no later than October 31st
 - MANDATORY: No one can go on the ice or bench, and the team cannot be rostered to play games without these completed after October 31st
- Visit the [Coach Page](#) of the OMHA.net website to obtain support resources for your role
- The EHMHA Executive team is available to support you. All contacts are listed [Executive & Staff page](#) on the EHMHA website
- **Questions?** Local League Director or the Registrar

Communications Start Up (Sept-Oct)

- Email the Communications Director to have your email address added to the LL-coach email distribution list, and to ensure you receive the proper privileges to the EHMHA website for accessing forms and entering game scores
- Test your team email distribution address and have your parents sign up online to be part of the distribution. EHMHA website under Players to [Request to add name to team e-mail list](#)
- Compile a team list with all player and coach/trainer names, player numbers, parent/guardian names, preferred email and phone numbers to share with the whole team. Remember to get agreement from all parents before sending out their contact information
- Encourage parents to subscribe to your team calendar. Go to your EHMHA website rep team page, Team Calendar, Subscribe
- **Questions?** Communications Director

Registration/Team Rosters (October)

- Ensure your team members have all registered as there are latecomers that don't complete the process
- Support the Registrar to ensure all player registration is complete as soon as you have your team list so that the team can be officially rostered by October 31st
- Teams cannot play in any games or tournaments past October 31st unless the official Roster has come through



Local League Coach Guidebook

2018-19 Season

- When you receive the roster review it in detail for accuracy and let the Registrar know of any errors (ie missing players)
- **Questions?** Registrar

Equipment (Sept-Oct)

- The following equipment is provided to the team:
 - Jerseys and Socks
 - Goalie equipment for Novice and Atom levels (must return at end of season)
 - First Aid Kit (must return at end of season)
 - 20 Practice Pucks
 - 20 Game Pucks
- You can ask for replenishments on supplies where required
- **Questions?** Equipment Director

Exhibition Games and Tournaments (All Season)

- You should register for tournaments as early in the season as possible. Many fill up early
- A directory of OMHA-sanctioned tournaments can be found on the OMHA.net website [Tournament page](#)
- To enter a Tournament, the team will need to pay the fees either through parent payment or fundraising efforts as it is not covered by registration fees (refer to fundraising section for more guidance)
- All exhibition games and tournaments require an OMHA-approved Travel Permit
- Complete a [Travel Permit Request Form](#) on the EHMHA website at the same time you register for the tournament. It can take a month or longer for the OMHA to approve, so timeliness is important – submit no less than 2 weeks before the event takes place
- You must send in advance and then bring a hard copy of the OMHA-approved travel permit to the tournament organization or with you to an exhibition game
- If the game/tournament is outside the OMHA, there is a \$20 fee that needs to be covered by the team

It is your responsibility as coach to:

- Register and pay for the tournament, obtain travel permits and a team roster (you cannot play without this paperwork) - keep all receipts
- Coordinate the group hotel booking for the team if necessary for an away tournament
- Send tournament schedule in advance to the team



Local League Coach Guidebook

2018-19 Season

- Bring all paperwork to the first game, and complete the game sheets 30 minutes in advance of all games
- Coordinate any team event such as a dinner out (as required and decided upon with the team)
- Take photos and notes of fun times and accomplishments and send to the Communications Director for sharing and celebrating with our hockey community through the EHMHA website
- **Questions?** Tournament Director or Local League Director (Secretary for Travel Permits only)

Practice Time (All Season)

- Your team practice time and dates are set in advance of the season start
- The change room must have two adults present at all times if there are players in the room - preferably this is the coaching staff, but parents can satisfy the need if required
- Practice times are almost always shared with another team usually in the same division
- Coordinate practice planning with the other team using the full ice
- Development is vital during practice and the Hockey Ops team is here to support you
Reach out to the Local League, Coaching or Technical Director for practice planning support at any time
- Midget teams do not practice, but play twice as many games as the other levels instead
- **Questions?** Ice Scheduler or Local League Director

Fundraising & Sponsorship (Oct to Jan)

- Fundraising and Sponsorship for Local League is only to be done for team specific items over and above the registration fees such as a Tournament or additional ice time
- Any other offers to donate from parents or others are to be directed to the Fundraising Director
- No more than 3 fundraisers per team
- All teams must uphold lottery, gaming and alcohol standards, so approval from the Fundraising Director must be received before proceeding with any fundraiser
- It is advised to have a parent take the lead on running fundraising to meet the goal
- Funds raised cannot be used to offset registration fees
- Funds raised are not to cover any specific player - it is for even distribution covering a specific team cost
- Email the Fundraising Director for approval on all plans and timing one month in advance of the start of the event or activity



Local League Coach Guidebook

2018-19 Season

- The fundraising director will ensure that teams are not booking the same events and will manage any timing conflicts amongst teams
- The EHMHA logo cannot be used on any merchandise to be sold for fundraising without approval, and a portion of the proceeds from logo sales will be payable to the EHMHA
- Notify the Ice Scheduler and the Communications Director in advance to have your fundraiser put up on the EHMHA website and calendar to increase awareness amongst our hockey community
- **Questions?** Fundraising Director

Game Sheets (All Season)

- The Local League Director will provide you with a package of game sheets at season-start

For Home games, 30 minutes before game start:

- Complete full top section and Home team section with signatures from all bench staff. Ensure suspensions are listed (such as John Smith game 2 of 3 games)
- Have the visiting team complete the visitor section with all signatures from bench staff, and hand the sheet to the Referee before the game
- After the game collect the Home team copy, check for accuracy and keep all sheets in your files
- Enter the score result of the game in the Control Panel of the EHMHA website within 24 hours (see instructions below)

For Visitor games, 30 minutes before game start:

- Ensure the full top section was completed correctly by the Home team, complete the Visitor team section with signatures from all bench staff and hand back to manager of the other team. Ensure suspensions are listed (such as John Smith game 2 of 3 games)
- After the game, collect your copy from the Referees, check for accuracy and keep all sheets in your files
- **Questions?** Local League Director

Entering Game Scores into the EHMHA portal (All Season)

The coach or a representative you designate is to enter Home game score results into the EHMHA portal within 24 hours of the game.



Local League Coach Guidebook

2018-19 Season

1. To access the portal, you require a team username which can be obtained from the Communications Director. A temporary password will also be provided which you will change at first login
2. From EHMHA.ca click **Login** from the very top menu
3. Enter your Username and Password
4. Click **Control Panel** on the top menu which will bring you to a new window
5. Click **Manage Site Content** at the bottom left
6. And then **Schedule & Results** from the menu on the left side
7. Click on the game you want to record the score for
8. Enter the Score
9. Click **Update** (and you are done)

Team Recognition (All Season)

- As an association, we would like to share and celebrate special events and accomplishments with all of our members through the EHMHA website
- For any special thing that happened at a game, tournament, or team event we would appreciate it if you could:
 - collect photos and write a small write-up on the accomplishment or celebration (for the team, family or player) *ensure parents agree to have photos posted on EHMHA website/facebook before sending
 - send to the Communications Director to have posted on the EHMHA website
 - think about acknowledging your coaches and team staff too
- **Questions?** Communications Director

Champs Day (March)

- One day event where each team within their division in the EHMHA association, compete against each other in a chance to have their team name on the winner's trophy
- Awards are given out upstairs in the banquet room after a team is knocked out or after each division play-off final
- Awards consist of: Championship medals, Finalist medals, MVP & 3 ESSO awards (Most Improved, Most Sportsman & Most Dedicated)
- Food and drinks are served
- Return goalie equipment and First Aid Kit to the Equipment Director after team is knocked out or after each division play-off final
- **Questions?** Local League Director or Equipment Director for returns



Local League Coach Guidebook

2018-19 Season

We sincerely appreciate the time and effort you give to our EHMHA hockey players. We could not make their experience fun and memorable without your support! ~*EHMHA Executive Team*

SELECT ONLY SECTION

Most of the above Local League guidance applies to Select as well, but the information below is specific to Select Teams

Select - Budgets (November)

- Budgets should be decided in the month of November – no money should be collected from parents until they have reviewed and agreed to the budget
- There is an excel template on the EHMHA website under the [Forms Library](#)
- Revenue minus Expenses should equal \$0
- Ask a past team manager to share what they did the previous year or contact the Treasurer if you need help
- Present and explain the budget to all parents, and have them sign off on tab 2 of the budget template (can be done in hard copy or by email response as long as you keep a copy of all)
- Copy the Treasurer on the email to your parents with a copy of the budget
- **Questions?** Treasurer

Select - Bank Accounts (November)

- The Manager and a parent on the team who is NOT related to a coach or manager will be co-signers on the account
- Before you begin collecting money from parents, you must open a bank account at TD Bank in Erin
- Send an email to the Secretary with the team name and the names of the 2 co-signers on the account – no later than November 30
- The Secretary will provide a letter to be taken to the bank when you open the account. Both co-signers need to be present at a pre-booked appointment with the bank
- Bank account fees are usually \$4.95 per month and should be included as an expense on your budget



Local League Coach Guidebook

2018-19 Season

- A new account comes free with 10 cheques. Try to manage within that number of cheques as it is expensive to buy a new book of cheques from the bank
- **Questions?** Treasurer

Select - Extra Practice ice requests (All Season)

- All teams have a set number of practice hours based on the number of players. Practice times vary in length from 1-1.5 hours
- The Ice Scheduler can inform you of the number of ice practice hours your team gets
- You can request extra practice hours from the Ice Scheduler, but these are paid for by the team. Decide this with your coach early
- There is a line on the budget worksheet to add extra practice ice hours. Include the number of extra practices ice hours on that line
- **Questions?** Ice Scheduler

Select - Mid-Year Reporting (February)

- Update your budget worksheet with actuals and let the parents know where you are at financially in the month of February
- Keep all receipts for expenses and bank account deposits and withdrawals receipts for audit purposes
- The Ice Scheduler will provide your balance for practice ice hours; review in detail for accuracy
- You are not permitted to make any significant changes to the budget plans or expenditures without review and sign-off agreement from all parents
- **Questions?** Treasurer

Select - End of Year Activity (Feb-Apr)

- Send the Fundraising Director a list of Sponsors in February so that thank you plaques can be made. Distribute Sponsor Plaques to your sponsors once received from the Fundraising Director
- Return jerseys, pucks, goalie equipment and First Aid kit to the Equipment Director at the end of the season
- The Scheduler will send a final report of ice time used to update your actual expense line for extra ice time



Local League Coach Guidebook

2018-19 Season

- Update the budget with all actual revenue and expenses next to the budgeted amounts. The amount remaining (left-over funds) should match to the amount that was left in your bank account, and the amount is to be divided equally for refund to each player
- **Do not spend any unplanned leftover money without approval from all parents (i.e. buying an extra gift for coaches and players, or throwing a big party). This is technically their money and should not be spent without their approval**
- Close the bank account once all cheques have cleared
- Send a copy of the zero-balance account (bank closure statement) to the Treasurer
- Distribute the remaining funds to all team members equally. Show the calculation at the bottom of the budget e.g. \$600 remaining / 15 players = \$40 refund per player
- Send a copy of the final financial statement to all team members copying the Treasurer
- Keep track of the distribution of cash. When you close the account, ask for bank envelopes and put equal amounts in each (one for each player) and write the player's name on the envelope. Then you will know who has their refund and who does not. Keeping track on a separate checklist works as well, but it's better to do both
- **Questions?** Treasurer