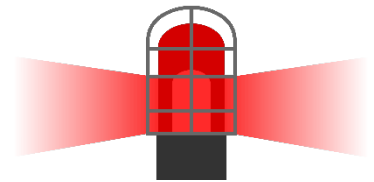




# GCMHA Coach Manual

2023-2024







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## **TRYOUTS**

Your tryouts will commence in May/Sept. They will follow in succession after the AAA zone tryouts.

Coaches will be given a list of players who will be trying out. ONLY 3 Non-Resident Passport players per team from U12 through U18 ONLY.

- NRPs are only allowed on AA teams as per OMHA rules.
- Roster must have at least 15 players and 2 goalies per GCMHA budgeting – U9 must have 18 rostered (exceptions MUST be pre approved by GCMHA executive).
- Before stepping onto ice, all players must have **PAID A TRYOUT FEE**. All NRP “AA” players must also have submitted a **NRP FORM**.
- Players will have a sticker on their helmets if they have paid.

### PLEASE NOTE:

Please ensure you are committed to:

- Work with all coaches in your age group.
- Be quick in responding to emails from the tryout committee.
- Ensure that all directions are followed



### **TRYING OUT IN A HIGHER AGE**

As per our playing rules 1.1:

Only in exceptional cases will a player be permitted to **play at a higher age level**. To be considered for movement, the player is recommended by the higher level coach and is judged to be an asset for the position he is trying out for as deemed by a majority vote of the technical coordinator, 1<sup>st</sup> or 2<sup>nd</sup> Vice and President.

### **Follow-Ups**

Call potential AP players to discuss plans for call ups, team functions and practices.

You will be called about cuts to certain players, be ready to have an answer that is specific and real. Be honest and professional. These players may be helpful as Aps or may improve enough to be on the team next season.



## ROSTERING THE TEAM

### Tryouts

After each round of releases you should notify the tryout committee.

Once your tryouts are complete. Email list of players IMMEDIATELY to Registrar.  
Hand in fully completed Offer of Commitments at first team meeting to GCMHA Office.

## AFFILIATION RULES

All teams must have an affiliated list. This list is used for injuries, suspensions, sickness, etc. A player can only be on one team's AP list. Cannot be removed from one list and added to another. Therefore, you must ensure he/she is not already affiliated. The AA, A and BB coaches must work together to ensure each player is affiliated to one list and is used. The coach will call the AP player's coach and communicate his needs.

### Affiliation Protocols

- a. All "AA" teams are to be affiliated with "A" teams whenever possible.  
All "A" teams are to be affiliated with "BB" teams whenever possible.  
It is wise to AP one goalie from the age below in case of an emergency.
- b. The "AA" team must have 15 skaters and 2 goaltenders by November 1.
- c. If the "AA" coach feels additional changes are required after November 1 he will be allowed to make them within the framework of the OMHA time rules.
- d. WITH ALL TEAMS, PLAYER AND TEAM DEVELOPMENT IS THE KEY. The committee feels that if our teams are going to become successful, the main ingredient will be for coaches to play all players on a regular basis. **We feel that a team cannot win by using a shortened bench exclusively and allowing the rest of the team to sit.** There is no reason (other than disciplinary) that a player should not be played regularly during the season. The committee also understands that during certain advantageous game situations it may become necessary to shorten bench at the discretion of the coach. This should be the EXCEPTION as opposed to the normal course of action. WE CANNOT STRESS ENOUGH THAT FOR SUCCESSFUL PLAYER AND TEAM GROWTH OUR FULL TEAM ROSTERS MUST BE DEVELOPED AND UTILIZED.

To call up an affiliated player on your AP list, you must do the following:

1. Have the player on your approved team roster as an AP. Call the player's coach first then the player. If the head coach or any team staff is unavailable call the division convenor.
2. A player from **a major team** can only be affiliated up to 10 times throughout the season (not including playoffs and tournaments). If that player is affiliated a 11<sup>th</sup> time, he/she automatically becomes a member of that team. He can NOT go back to his own team. No documentation is required between the two teams.
3. Minor teams can AP a player as many times as they want, as long as that player is not from a major team, in which case the 10 times rule applies (e.g. U12 AA can AP the U12 A repeatedly, but they could only AP a U11 10 times).
4. When using an affiliated player, you must advise the player's rostered coach of any suspensions. ANY suspension is to be served with the rostered team
5. AP players should be given fair playing time. They should not be used to just warm the bench, nor should they get more ice time than an existing player should.

### Team Staff

If a member of your staff is not certified, or approved by the GCMHA Board, do not put his/her name on the list. The staff member will need to be added once he/she obtains his/her certification. Non-certified staffs are NOT allowed behind the bench until approved.

Each team is required by the OMHA to have a Head Coach, Trainer before a team roster can be approved, once those positions are filled any assistant coach/assistant trainer can be added. Managers will not be added to approved team rosters.

### **Game Sheets / IPad's**

It is the HEAD COACHES' responsibility to ensure that each game sheet is completed properly. Suspensions have been and will continue to be issued even if the coach did not complete the game sheet.

Gamesheet Inc Training: <https://gamesheetinc.com/training>



## **INITIAL TEAM MEETING**

This meeting will set the tone for the season. This meeting is a must and should be done as soon as possible after tryouts. Dates will be supplied by GCMHA and a board member will attend so that they can be there to support you and inform parents of some association rules and expectations.

### INITIAL MEETING CHECKLIST

- Handout team rules. Include late policy, player rules (ie practices, pre game etc)
- Discuss your coaching philosophy
- Discuss your beliefs about ice time
- Identify tournaments you will be entering. You may ask if they have ideas (numbers, distances etc)
- Decide on practice time (morning or evening) but remember evenings are \$100 more per hour that will be billed to the team.
- Present proposed Budget. (prepare to make changes based on outcome of meeting). Have parents initial budget and submit to GCMHA bookkeeper.
- Choose parent reps
- Discuss uniform policy (see team uniform policy)
- Plan summer activities
- Introduce assistant coaches and trainers
- Introduce/ appoint/ elect / select manager
- Maybe and if possible...identify YOUR team systems ie d-zone or o-zone (can do at another team function later)
- Assign tasks and responsibilities.
- Jersey numbers





## **TEAM RULES**

Create team rules that you want your players to abide by. Be sure that the rules are for the players and keep in mind that the players are brought to games by the parents.

Rules must be applied consistently and fairly to all players regardless of status on the team or parental connection to the team. Also ensure that the consequences you use are reasonable.

## **DISPUTE RESOLUTION**

At some point there may be a dispute with a parent. Please follow the stepped protocol to ensure that the simplest of issues are dealt with at the team level and serious issues are referred to the board.

### **Step One: USE THE 24 HOUR RULE**

After 24hrs, if a parent has a complaint/ issue it should be brought to the team manager. The manager THEN discusses this with the head coach and a response is determined and quickly returned to the parent. At this point, it is up to the coach to decide if he would like to meet with the parents or not. If the manner is resolved, move on. Record the event.

### **Step Two: IF STEP ONE IS NOT SUCCESSFUL**

After step one has been executed and if the issue is not resolved, then inform the 1<sup>st</sup> or 2<sup>nd</sup> Vice and discuss with them the circumstances surrounding the issue. A meeting will be arranged with the parent by the convenor and the head coach may or may not be present depending on necessity and the nature of the incident.

### **Step Three: IF STEP TWO IS NOT SUCCESSFUL**

All parties will meet with an ad hoc committee of resolution to determine the best course of action to remedy the situation and protect all parties involved.

## **INCIDENT REPORT**

If there is an incident that does, in fact, break a Speak Out rule or contravenes the aims, objectives and mission of GCMHA, then this must be reported to the GCMHA Executive. Any member can report inappropriate behavior to the board for review. Using the GCMHA Incident Report Form, fill in the necessary information and send to the president of the association or designated Conflict Resolution representative.

A committee will review the incident, gather any additional information needed and decide on a response. The person who submits the report will not be informed of the

decision unless deemed necessary by the committee. BY SIGNING THE INCIDENT REPORT, THE SUBMITTOR WILL REMAIN ANONYMOUS BEYOND THE COMMITTEE. This is to minimize any repercussions or negative responses to the person filing the report.

## **APPAREL**

Only approved association apparel may be worn by teams when representing GCMHA.

### **Association Dress Code**

- i) For ALL GCMHA Teams. Teams shall wear to and from games, approved warm-up suit and/or approved Association Jacket;  
**OR;**  
A white dress shirt, tie (optional for female players), black dress/casual pants and an approved Association Jacket.  
**However, the entire team shall dress in the same manner.**
- ii) **ANY** change to the player dress code **MUST** be approved by the GCMHA board before July 1<sup>st</sup> prior of the corresponding season.
- iii) Players are not permitted to select a specialized number for their jersey. Subject to supplied numbers and team rules, the player may ask for a specific available number and his or her request may be granted by the team officials. The decision by the team official is final and not reviewable.
- iv) A player's last name must be placed on a players' jersey, to the standard as defined by the Board. The costs associated to placing player's last name on jersey will be the burden of the team.
- v) Hockey gloves, pants and helmets worn by GMHA Rep Team players will be red. An exception shall be made to the colour of the helmet worn by goalies.
- vi) Pants/ Pant shells **MUST** have the GCMHA logo on them. Only our approved supplier can use the GCMHA logo.

The current GCMHA supplier is Buckners Source for Sports.

## **HIGH SCHOOL & OTHER SPORTS**

**Association players are encouraged to participate in High School or other sports,** which will help to develop a healthy lifestyle of physical fitness. However, players are to understand their first commitment is to the Association's AA, A and AE teams that they have agreed to play for. **This commitment is to be made clear at the time of signing their player's offer of commitment.**

At no time will an Association player miss a scheduled game in order to participate in another sport's game or practice.

Association players will not be allowed to play in any **combination of more than three (3) games/practices within one day.** This is in keeping with OMHA Rules & Regulations to reduce the possibility of a player incurring an injury due to fatigue.



## **TEAM FINANCES**

GCMHA teams manage their own finances. The head coach is responsible for all team activities and the budget as well. In the Appendix you will find a sample budget form that should be used to plan a team's financial season. There are guidelines and rules to follow when completing a budget. These include:

- The GCMHA Association will open team bank accounts. 2 signers from each team will be required. GCMHA President will have signing authority.
- The budget **MUST** be submitted to the Treasurer for approval
- Teams can receive advances for tournaments provided the budget has been approved
- The entire team must approve the budget.
- A year-end report, showing actual the budget **MUST** be submitted at season's end to the team parents and GCMHA.
- Team fundraisers must be responsible and **APPROPRIATE** when representing any GCMHA team.
- Save all receipts, especially for hockey development expenditures.
- Sponsor bar monies are for Home jerseys and are submitted to GCMHA as a team. Cost of bars will be paid for by GCMHA.
- Away jersey sponsorships may be sold for team fundraising. Cost of bars will be the responsibility of the team.
- When in doubt, contact the bookkeeper.



## **TOURNAMENTS**

Some of the most fun kids have are at tournaments. Please remember to check with the 1<sup>st</sup> or 2<sup>nd</sup> Vice for the total number of allowable tournaments your team is able to participate in during the season. Pre-season, post season and Christmas tournaments do not count toward this total.

Some suggestions for memorable tournaments:

- HAVE YOUR TRAVEL PERMIT COMPLETED WELL IN ADVANCE
- Plan a team meal (but don't make it mandatory...pot-luck is always good)
- Choose tournaments that are not too far.
- Look for four-game tournaments instead of three gamers.
- Look for local activities to attend as a team (ie a local Junior A or OHL or CIAU game)
- Remember your roster and a copy of the at-large roster.
- Set a curfew and a lights-out time for the players.
- Coaches...avoid late-night socialization.
- Find hotels that are kid friendly (pool, games room etc.)
- If your budget allows, rent a hospitality room.
- Check in advance for confirmation of entry and rooms.

## How to add away tournaments games to team webpage

An away tournament must first be inserted into the system by ice scheduler. Once the dates are inserted, team webmasters are then able to insert individual games as needed by going to:

Manage Site Content -> Manage Page Content -> Schedule & Results. From here, the tournament will show in green. To add games, simply double-click the Tournament name, then click the "Add Game to Selected Tournament" button in the top right corner.

If there is a mistake made regarding the venue, date or time, simply double-click to edit as needed.

If a score has already been reported and you wish to update these items, you'll first need to remove the score entirely, edit, then re-report the score.

If you wish to delete a tournament game, hover over to reveal a recycle bin on the right hand side.

Click to delete.



## **GAME DAY**

Game day routines are always a positive and great way to get the players prepared for their game. Establish at your earliest team meeting the time players are to arrive; the time they will warm-up; the time they will dress; and the time pre-game strategies will be discussed. These routines will help players get into game mode and concentrate more on hockey and the game they are about to play.

The manager is usually responsible for the game sheet inc / Ipad. Check carefully the period times, that there are signatures and if ANY information does not appear right...DO NOT SIGN THE SHEET. Make any concerns you have known to the coach, coach then notifies the referee and contact your convenor immediately.

At home games, the timekeeper should be there 10mins prior to puck drop. If not, contact the timekeeper coordinator immediately.

Please also keep in mind the two deep rules for both coach and player. This protects you and the players in many ways. If you are uncomfortable about this assign a parent to be one of the designated room supervisors with a staff member.

If you do not want parents in the dressing room be sure that TWO adults are in the dressing room at ALL times.

If referees do not show up for a home game you must contact the ice convenor immediately.

It is not optional to miss a scheduled game. There are serious consequences for missing games for any reason other than emergencies or bad weather.

## **PRACTICES**

Please use practice ice wisely and not wastefully. Have plans in advance that your on-ice staff understands and prepare them before the practice starts. Follow the OMHA guidelines for practice priorities. For example; team tactics at U10 should only account for about 10% of the practice. So about 5-7 minutes on items like face-offs, power-plays, penalty kills, etc.

Teach players the drill on dry land in August or September and make the drill progressively harder on the ice as the season moves along.

## **DATES TO REMEMBER**

Offer of Commitment	1 <sup>st</sup> Team Meeting
Player Registration (U10 to U16) (U8, U9, U18) <i>(registration payments not received on time results in a \$ 25 per week late payment fee unless arrangements have been made through GCMHA bookkeeper)</i>	Team Meeting, Sept 15, Oct 15 Team Meeting, Oct 31, Nov 30
Team Budgets U10 to U16 (signed by parents)  U8, U9, U18	email to parent group & treasurer & bookkeeper October 31
Tournament Dates to Ice Convenor U10 to U16 AA Teams U10 to U16 A Teams U11 to U16 BB Teams (U8, U9, U18)	July 1 <sup>st</sup> August 15 <sup>th</sup> August 15 <sup>th</sup> To be determined
Jersey Sponsor Money (U10 to U16) (U8, U9, U18)	Sept 15 Dec 15
Team Player Shortfall (U10 to U16) (U8, U9, U18)	Nov 30 Nov 30
Tournament Reimbursement (U10 to U16) (U8, U9, U18)	Oct 31 Dec 15
At Large/On Ice Helper Money	December 15
Concussion Reimbursement	December 15
Development Cheque Requests	December 15

Staff Reimbursement Requests	November 15
Affiliated Players Forms to GCMHA Office	January 10 Final Date
Practice Ice Reimbursement	March 31
Travel Permit Requests	Minimum of 1 weeks before tournament 72 hours before Exhibition games
Team Income & Expense Statements	End of season
Equipment Returns	Dates to be determined each year
IPad Return & bank account cheques	2 weeks after last game
Injury Report	Within 60 days of Injury

<b>Name</b>	<b>Contact Number</b>	<b>Email</b>
<b>Executive</b>		
Bruce Lawrence President	905-658-8275	<a href="mailto:president@gcmha.ca">president@gcmha.ca</a>
Matt Davies 1st Vice - AA Convener	905-401-3590	<a href="mailto:vp1@gcmha.ca">vp1@gcmha.ca</a>
RD Lacroix 2nd Vice - A & BB Convener	905-324-7601	<a href="mailto:vp2@gcmha.ca">vp2@gcmha.ca</a>
Tracey Osborne Treasurer	905-641-5899	<a href="mailto:treasurer@gcmha.ca">treasurer@gcmha.ca</a>
<b>Directors At Large</b>		
Melissa Radu Special Events	905-932-0954	<a href="mailto:specialevents@gcmha.ca">specialevents@gcmha.ca</a>
Rusty Engelen Director at Large	905-327-4383	<a href="mailto:directoratlarge@gcmha.ca">directoratlarge@gcmha.ca</a>
Jordan McNair Director At Large	905-708-2454	<a href="mailto:directoratlarge1@gcmha.ca">directoratlarge1@gcmha.ca</a>
Jason Paul Director At Large	905-964-3550	<a href="mailto:directoratlarge2@gcmha.ca">directoratlarge2@gcmha.ca</a>
Matt Greenway Head Trainer		<a href="mailto:headtrainer@gcmha.ca">headtrainer@gcmha.ca</a>
<b>Appointments</b>		
<b>Other (Non Voting)</b>		
Wayne Briggs Jude GCMHA Ice/Refs	905-933-6173	<a href="mailto:ice@gcmha.ca">ice@gcmha.ca</a>
Cheryl Olsen Administrator	289-228-3334	<a href="mailto:admin@gcmha.ca">admin@gcmha.ca</a>
Mike Macdonald Development	905-329-0057	<a href="mailto:development@gcmha.ca">development@gcmha.ca</a>
Tracey Osborne Equipment	905-641-5899	<a href="mailto:equipment@gcmha.ca">equipment@gcmha.ca</a>
Les Holleran Timekeepers	905-341-6801	<a href="mailto:timekeeper@gcmha.ca">timekeeper@gcmha.ca</a>
Pat Darte & Matt Darte GCMHA Tournaments	905-651-8028	<a href="mailto:nsne77@gmail.com">nsne77@gmail.com</a>
Kim Bouvier Bookkeeper	905-380-0486	<a href="mailto:bookkeeper@gcmha.ca">bookkeeper@gcmha.ca</a>
Gordie Scott Webmaster	416-888-5767	<a href="mailto:webmaster@gcmha.ca">webmaster@gcmha.ca</a>
Adriana McNair Social Media - Instagram & Facebook		<a href="mailto:adrianamcnair77@gmail.com">adrianamcnair77@gmail.com</a>