

**West Nipissing Minor Hockey Association  
Manager Meeting  
2025/2026 Hockey season**

**Agenda:**

1. WNMHA Division Convenors
2. Sting website – coaches' corner
3. Registration of players, Coaching and Bench staff qualifications per NOHA
4. Affiliation
5. Team manager responsibilities
  - a. Sportsheadz App
  - b. Ice cancellation/rescheduling
  - c. League game schedules
  - d. Tournaments
  - e. Exhibition game requests
  - f. Monthly ice reports
  - g. Hockey Canada medical forms/injury report forms
  - h. WNMHA media consent form
  - i. WNMHA fair play agreement form
  - j. Team budgets
  - k. Fundraising and sponsorships
6. Constitution and policies
7. Team apparel
8. Final reminders

**1. WNMHA board members and Division Convenors**

- President: Steve Doucette ([steve.doucette@wnmha.com](mailto:steve.doucette@wnmha.com))
- Vice President: Jen Gaudette ([Jennifer.gaudette@wnmha.com](mailto:Jennifer.gaudette@wnmha.com))
- Manager Liaison: TBD
- Secretary :Danielle Gladu ([danielle.gladu@wnmha.com](mailto:danielle.gladu@wnmha.com))
- Treasurer: Mel Ayotte ([treasurer@wnmha.com](mailto:treasurer@wnmha.com))
- Head Convenor: Jen Gaudette ([Jennifer.gaudette@wnmha.com](mailto:Jennifer.gaudette@wnmha.com))
- U7 Convenor: Chantal Girard ([Chantal.girard@wnmha.com](mailto:Chantal.girard@wnmha.com))
- U9 Convenor: Jesseca Primok ([jesseca.primok@wnmha.com](mailto:jesseca.primok@wnmha.com))
- U11 Convenor:Gwyn Bailey ([gwyn.bailey@wnmha.com](mailto:gwyn.bailey@wnmha.com))
- U13 Convenor: Danielle Gladu ([danielle.gladu@wnmha.com](mailto:danielle.gladu@wnmha.com))
- U15 Convenor: Kip McKenzie ([kip.mckenzie@wnmha.com](mailto:kip.mckenzie@wnmha.com))
- U18 Convenor Chris Brown ([chris.brown@wnmha.com](mailto:chris.brown@wnmha.com))
- Rep Convenor: Steve Doucette and Jen Gaudette
- Scheduler: Cynthia Noël ([Cynthia.noel@wnmha.com](mailto:Cynthia.noel@wnmha.com))
- HCR: Jamie Durie ([Jamie.durie@wnmha.com](mailto:Jamie.durie@wnmha.com))

- Facebook, website & Sportsheadz : Chantal Girard ([Chantal.girard@wnmha.com](mailto:Chantal.girard@wnmha.com)) and Jen Gaudette ([Jennifer.gaudette@wnmha.com](mailto:Jennifer.gaudette@wnmha.com))
- Ice Reports : Cynthia Noel ([Cynthia.noel@wnmha.com](mailto:Cynthia.noel@wnmha.com))
- Travel permits : [forms@wnmha.com](mailto:forms@wnmha.com)

## 2. **Sting Website: [wnmha.com](http://wnmha.com)**

- Coaches corner
  - Please visit our website for all forms and much more
  - All documents/forms discussed in this document can be found in the coaches corner tab of our website.

## 3. **Registration of players, coaching and bench staff qualifications per NOHA**

- All certifications can be found on the NOHA website under the development tab, then click clinics tab.
- [www.noha-hockey.ca/development](http://www.noha-hockey.ca/development)
- \*\*\*Important: all volunteers that want to go on the ice/behind the bench MUST be rostered.
- Number of bench staff: 1 head coach, 2 assistant coaches, 2 trainers, 1 manager
  - The WNMHA only covers the cost of 5 bench staff
  - Any additional bench staff can be added at an estimated cost of between \$80 and \$85.
- It is mandatory for a volunteer to have the following at minimum
  - Respect in sports activity leader
  - Gender identity
  - Planning a safe return to hockey
  - A successful vulnerable sector check (VSC)
    - free of charge
    - a letter can be requested stating that you are a volunteer
    - Jamie Durie ([Jamie.durie@wnmha.com](mailto:Jamie.durie@wnmha.com))
    - Danielle Gladu ([danielle.gladu@wnmha.com](mailto:danielle.gladu@wnmha.com))
    - Steve Doucette ([steve.doucette@wnmha.com](mailto:steve.doucette@wnmha.com))
- All registrations for courses are to be done online and it is the bench staff's responsibility to ensure they have the necessary requirements to be on the bench
- Course dates and locations are listed on the NOHA website
- WNMHA will reimburse the cost of the course upon completion and submission of the paid invoice/receipt to Mel Ayotte ([treasurer@wnmha.com](mailto:treasurer@wnmha.com))
- Rosters will not be approved until all the members of the bench staff have the proper qualifications and a non-expired VSC. Because an approved roster is necessary for the participation in a tournament, no travel permits will be granted before this
- \*\*\*To note roster changes cannot be made after February 10, 2026
- Please share all of the above with your bench staff

#### **4. Affiliation**

- refer to NOHA Policy
- Affiliation papers can only be signed by Steve Doucette or Jennifer Gaudette
- Forms are available on the WNMHA website under coaches corner and then click on 'managers'
- Affiliation deadline for Rep is January 15, 2026
- Affiliation deadline for House is February 10, 2026

#### **5. Team manager responsibilities**

##### **a. Sportsheadz**

- As manager, you are responsible for all communication with your team.
- The WNMHA will add all practices and games into Sportsheadz
  - o Coaches and Managers are able to add in extra events under 'hangouts'
- The association pays for the use of Sportsheadz, therefore we ask that all communication be done through the app. Improvements have been made via the Sportsheadz app.
- Communication via social media, however, is still permitted
- Emails for all players will be sent out to managers at the beginning of the season once teams are formed
- You will notice that in the roster, there are people that might not be part of your team. We have also added the division convenor to your team.
- Keep in mind that conversations in Sportsheadz are being monitored. Keep things censored and responsible.
- We ask that you have a team meeting before your season begins, usually at the 1<sup>st</sup> or 2<sup>nd</sup> practice.
  - o Parents will have forms to fill out.
  - o You can introduce your bench staff to the team.
  - o Relay information on who the convenors are.
  - o This is really important for parents and teams to follow.
  - o Approach your manager/team first, then division convenor.
  - o Discuss discipline contracts, etc.

##### **b. Ice cancellation/rescheduling**

- Any ice related changes to your WNMHA game schedule and assigned practices must be communicated to the association scheduler, Cynthia Noel at ([Cynthia.noel@wnmha.com](mailto:Cynthia.noel@wnmha.com))
- If you need to cancel or reschedule a practice, please make sure to give as much notice as you can. If there isn't enough notice for the town to cancel it or for Cynthia to give it to another team, you might still be billed for it.

##### **c. League game schedules**

- Once you receive your game and practice schedules from the association scheduler,

- Verify that your games are properly inputted in game sheet app or NDHL.ca master schedule (if there are discrepancies, they must be brought to the scheduler's attention)
  - All game sheets will be electronic again this year.
  - Home games: with your iPad, load your game, verify that the information is correct, hand the iPad to the other team for verification and then give the iPad to the timekeeper.
    - Please make sure you get the iPad back from timekeeper at end of game and return to box.
  - Away games: verify the iPad from the other team
  - \*You must mark if a player is absent/sick/injured. You must also chose starting goalie if you have more than 1.
  - \*VERY IMPORTANT – if a player or coach is serving a suspension, you must indicate this on the game sheet and indicate how many games. And for example game 1 of 4. So we can keep track of the correct number of games suspended, etc.
  - Rep teams will each have their own iPad. There will be a \$250.00 deposit at the beginning of the year for the Rep teams. You will get it back when you return the iPad at the end of the season. An updated Device policy will need to be signed off on when you pick up the iPad.
  - House league teams will once again share and they will be kept in the locked box near the office at the rink. Chargers are also kept in there. Code for locked box is 156.
  - Adding to the game sheet roster – demo by WNMHA at manager meeting
- d. Tournaments
- All tournament application must be approved by NOHA.
  - Complete the tournament travel permit a minimum 14 days prior to the tournament, otherwise a \$50 fee will be sent to the team from the NOHA.
  - Send completed form to Jamie Durie at [Jamie.durie@wnmha.com](mailto:Jamie.durie@wnmha.com) for approval.
  - Once approved, the approval must be sent to the tournament committee along with an approved team roster.
- e. Exhibition game requests
- All exhibition games must be approved by the NOHA.
    - Contact the association scheduler to determine ice availability
    - Complete the exhibition game request form
    - Send completed form to [forms@wnmha.com](mailto:forms@wnmha.com)
    - Once approved, send it to the travelling team coach or manager.
    - Your team is responsible for paying the ice (\$125 per hour), referees and timekeeper. Referees and timekeeper must be paid in cash to Jeff Hanzlik and ice can be paid by e-transfer to WNMHA.
    - Fees (confirm the actual amounts with Jeff @ [hanzlikt27@aol.com](mailto:hanzlikt27@aol.com) before your game)

	Referee	Linesmen	timekeeper
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U9 ½ ice	\$26		\$16
U9 full ice	\$26-\$34		\$16
U11	\$26-\$34		\$16
U13	\$31-\$39	\$24-\$32	\$16-\$21
U15	\$36-\$44	\$27-\$35	\$18-\$21
U18	\$41-\$49	\$30-\$38	\$20

f. Monthly ice reports

- A monthly ice report must be completed and sent to the association, to [Cynthia.noel@wnmha.com](mailto:Cynthia.noel@wnmha.com).
- Please send this form as soon as you can once one month is done.
- The ice reports allows to cross reference with the municipal invoices.
- The form is available on the WNMHA website at wnmha.com and also in the binder from the Treasurer.

g. Hockey Canada medical form

- This form must be completed for every player and placed in the trainer's box or manager's binder.
- If an injury occurs during a practice or a game, an injury report must be completed.
- The form is available on the WNMHA website at wnmha.com and also in the binder from the Treasurer.

h. WNMHA media and consent form

- This form must be completed for every player and kept with the manager.
- If a parent does not consent for their child's picture to be uploaded, please advise Chantal Girard.
- If you take pictures of your team and would like them uploaded on the facebook page, send them to Chantal Girard [Chantal.girard@wnmha.com](mailto:Chantal.girard@wnmha.com)
- The form is available on the WNMHA website at wnmha.com and also in the binder from the Treasurer.

i. WNMHA fair play agreement form

- This agreement form must be signed by players, parents and coaches then filed with the manager.
- The fair play agreement outlines the fundamentals of a team sport that must be respected.
- The form is available on the WNMHA website at wnmha.com and also in the binder from the Treasurer.

j. Team budget

- Each team that is rostered will need to keep an up to date budget.
- Because we are a not-for-profit organization, a budget could be requested at any given time by any member of the municipality.

- At the beginning of the season your team budget should be sent to Mel Ayotte, Treasurer
  - o She has a template that will be sent out (similar to prior year)
- It is also recommended to send out a screen shot of the team budget to the parents / coaching staff at the beginning of the season
  - o And then also provide an update of where funds have been spent another two times during the season (ex. December and February)
- It is mandatory to have a team bank account with Caisse populaire for all transactions. The accounts are already opened from last year.
  - o There must be 2 signers on the account. Usually the coach and manager but it doesn't have to be those two, as long as there are 2.
  - o **Mel Ayotte, Treasurer**, will contact you to get those 2 names, emails, phone numbers and a photo of your drivers licence (front and back). She will submit this information to the caisse. The caisse will then send a document with an electronic signature. Once those steps are done, your account is open.
  - o You will be able to receive EMT payments and also send out EMT payments for tournaments, etc.
  - o Instead of closing the account at the end of the season, we ask that you keep \$20 in the account and show us proof that you have done this.
    - No longer than 2 weeks after the season ends.
  - o To note we are still working with the Caisse Alliance to have them transfer monthly service fees to the main WNMHA bank account

k. Fundraising and Sponsorship

Fundraising monies can ONLY be used for the following:

- extra ice time                      -exhibition games
- development                      -tournament entry fees
- Per the current fundraising policy teams can fundraise up to a maximum of \$13,000 for Rep teams and a maximum of \$6,000 for a house league team.
- If your teams gets sponsored by a business please forward the business's name and logo to [Jennifer.gaudette@wnmha.com](mailto:Jennifer.gaudette@wnmha.com) or [Chantal.girard@wnmha.com](mailto:Chantal.girard@wnmha.com), so we can add this to our website.
- No alcohol to be included as part of fundraisers

l. Puck bags, trainer boxes, hockey coaching boards, jerseys and socks

- Manager / coach to sign-off on all items being received in puck bag, trainer boxes and number of hockey coaching boards.
  - o The form will be available when the items are picked up.
  - o At the end of the season the manager should collect all these items from the coaches and then return them to the division coordinator
- Stay tuned for a date of when jerseys and socks will be handed out
  - o At the end of the season all jerseys should be collected at your last game and then returned to the division convener

## **6. Constitution and policies**

- Please go over the constitution and policies which are on our website under “about us” and “governance and policies”.
- Some policies were updated this year while some are still be reviewed and will be added as they are finalized
- While other policies can be found under the NOHA and NDHL websites
- NDHL also includes a page with important dates inclusive of playoff weekends
  - o These could change as the season gets closer to be done depending on how many make up games there might be

## **7. Team apparel**

- The slogs logo may be duplicated by any vendor therefore it is up to you and your team to choose the vendor that best suits your needs.
- That being said, last year, Skaters North did an online store for each team that wanted to purchase items. You got a link to your specific store and you chose what you wanted to order and paid directly on the website.
- Wrightway sports also has a website with Sting apparel for us to choose.
- For Rep teams, coaches will most likely request that each player has a Sting track suit and maybe a hat or a tuque. Some may want a hoodie, etc.
- All players must have a jersey bag to carry jerseys to and from games. This bag needs to be separate from the equipment bag.
- We ask that players do not wear game jerseys and socks to practices in order to preserve these.
- If a player needs new socks at one point throughout the year, you can buy a new wool pair for \$15 or pro socks for \$30. Please reach out to your convenor.
- DO NOT ALTER STING LOGO – APPROVAL FOR ANY MODIFICATONS OF ANY KIND MUST BE SUBMITTED TO BOARD OF DIRECTORS FOR APPROVAL.

## **8. Final reminders**

- All issues must be addressed by email to the appropriate committee member. Please get in touch in your division convenor if you are unsure who to address.
- We are all volunteers and all have personal lives
- Please visit our website and facebook page regularly for all your Sting hockey news!