West Nipissing Minor Hockey Association

**Agenda:**

1. WNMHA Division Convenors
2. Registration of players & coaching staff with NOHA
3. Bench staff qualifications
4. Sting website – coaches corner
5. Team manager responsibilities
6. New Sportsheadz App
7. Ice cancellation/rescheduling
8. League game schedules
9. Tournaments
10. Exhibition game requests
11. Monthly ice reports
12. Hockey Canada medical forms/injury report forms
13. WNMHA media consent form
14. WNMHA fair play agreement form
15. Team budgets and fundraising
16. Constitution and policies
17. Team apparel

1. WNMHA convenors

* President : Troy Lefebvre (lefebvret.sting@gmail.com)
* Vice President : Jen Gaudette ([gaudettej.sting@gmail.com](mailto:gaudettej.sting@gmail.com))
* Manager Liaison :
* Secretary : Sara Gaudette ([gaudettes.sting@gmail.com](mailto:gaudettes.sting@gmail.com))
* Treasurer : Mel Ayotte (ayottem.sting@gmail.com)
* Head Convenor : Jen Gaudette (gaudettej.sting@gmail.com)
* U7 Convenor : Chantal Girard ([girardc.sting@gmail.com](mailto:girardc.sting@gmail.com))
* U9 Convenor : Jesseca Primok (primokj.sting@gmail.com)
* U11 Convenor : Danielle Gladu (gladud.sting@gmail.com)
* U13 Convenor : Sara Gaudette (gaudettes.sting@gmail.com)
* U15 Convenor : Kip Mckenzie (mckenziek.sting@gmail.com
* U18 Convenor : Cynthia Noel (noelc.sting@gmail.com)
* Rep Convenor : Troy Lefebvre and Jen Gaudette ([lefevbret.sting@gmail.com](mailto:lefevbret.sting@gmail.com) or [gaudettej.sting@gmail.com](mailto:gaudettej.sting@gmail.com))
* Scheduler : Cynthia Noël ([noelc.sting@gmail.com](mailto:noelc.sting@gmail.com))
* HCR : Chantal Lepage ([lepagec.sting@gmail.com](mailto:lepagec.sting@gmail.com))
* Facebook, website & Sportsheadz : Chantal Girard and Jen Gaudette ([girardc.sting@gmail.com](mailto:girardc.sting@gmail.com) or gaudettej.sting@gmail.com)
* Ice Reports : Cynthia Noel (noelc.sting@gmail.com)
* Travel permits : Chantal Lepage (wmha.travelpermit@gmail.com)

1. Sting Website – 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.

Wnmha.com

1. Registration of players and coaching staff

All certifications can be found on the NOHA website under the development tab, then click clinics tab

www.noha-hockey.ca/development

\*\*\*Important : all volunteers that want to go on the ice/behind the bench MUST be rostered. It is mandatory for a volunteer to have the following at minimum:

-respect in sports activity leaders

-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) Chantal Lepage (lepagec.sting@gmail.com)

-a list of bench staff requirements has or will be sent to you as team manager and it will be important that you share that information with your bench staff

-all registrations for clinics 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 staff

-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

-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

1. Team manager responsibilities
2. Sportsheadz

As manager, you are responsible for all communication with your team. The association pays for the use of Sportsheadz, therefore we ask that all communication be done through the app.

You will notice that in the roster, there are people that might not be part of your team. The president and vice president have access to all teams. 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 1st or 2nd practice. Parents will have forms to fill out. You can introduce your bench staff to the team. Relay information on who the convenors are. This is really important for parents and teams to follow. Approach your manager/team first, then division convenor. Discuss discipline contracts, etc.

1. 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 [noelc.sting@gmail.com](mailto:noelc.sting@gmail.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.

1. League game schedules

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

1. Enter all games and practices in Sportsheadz. Make sure you put the correct date, time and arena. You can put the time you want the team to arrive, the duration, etc.
2. Verify that your games are properly inputted in gamesheet.app or NDHL.ca master schedule (if there are discrepancies, they must be brought to the scheduler’s attention)
3. All game sheets should be electronic this year. It will be your responsibility to

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.

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.

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.

1. 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 Chantal Lepage at [wnmha.travelpermit@gmail.com](mailto:wnmha.travelpermit@gmail.com) for approval.

Once approved, the approval must be sent to the tournament committee along with an approved team roster.

1. Exhibition game requests

All exhibition games must be approved by the NOHA.

1. Contact the association scheduler to determine ice availability
2. Complete the exhibition game request form
3. Send completed form to Chantal Lepage @ [wnmha.travelpermit@gmail.com](mailto:wnmha.travelpermit@gmail.com)
4. Once approved, send it to the travelling team coach or manager.
5. Your team is responsible for paying the ice ($115 per hour), referees and timekeeper. Referees and timekeeper must be paid in cash to Jeff Hanzlik and ice can be paid by cheque to WNMHA.
6. Fees (confirm the actual amounts with Jeff @ [hanzlikt27@aol.com](mailto:hanzlikt27@aol.com) before your game)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Referee | Linesmen | timekeeper |
| 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 |

1. Monthly ice reports

A monthly ice report must be completed and sent to the association, to Cynthia

[Noelc.sting@gmail.com](mailto:Noelc.sting@gmail.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.

1. 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.

1. 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 girardc.sting@gmail.com

1. 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.

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. It is mandatory to open a team bank account with Caisse populaire for all transactions. The accounts are already opened from last year. 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. Either Mel Ayotte or Sara Gaudette 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.

You will be able to receive EMT payments but you will not be able to send out EMT payments for tournaments, etc. You will need to get cheques made with your team name and make sure each cheque is signed by the 2 signers.

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.

Team fundraising and sponsorship

Fundraising monies can ONLY be used for the following:

-extra ice time -exhibition games -development

-tournament entry fees

If your teams gets sponsored by a business please forward the business’s name and logo to Sara Gaudette [gaudettes.sting@gmail.com](mailto:gaudettes.sting@gmail.com), so we can add this to our website.

k. 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. Especially the discipline one.

5 .Team apparel

The sings 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.

6. Please remember!!

- 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

- visit our website and facebook page regularly for all your Sting hockey news!