

## 2024 -2025 Season Coach Information

### Team Rosters

- Team Officials
  - Maximum of 5 Team officials can be placed on Official Team Roster
  - Minimum number of team officials is two.
    - One must be a Head Coach
    - One must be a Trainer
  - The other three remaining spots can be any combination of the following:
    - assistant coach(es)
    - assistant trainer(s),
    - manager
  - All team officials must be fully qualified for the role they are rostered as.  
Required qualifications are:
    - Head Coach must have the Required Coaching Certification for the Level and Division they are Coaching
      - U9 and Below Must have Coach 1 (no other qualification is acceptable)
      - LL U11 and above must have Coach 2 Trained (minimum)
      - U11 Rep must have a Coach 2 Certified (minimum) or Development 1(D1) Trained
      - U13 and above Representative must have D1 Certified
    - Assistant Coaches must have the following
      - U9 and below must have Coach 1 (no other qualification is acceptable)
      - LL U11 and above must have Coach 2 trained
      - U11 Rep must have Coach 2 trained
      - U13 and Above must have D1 trained.
    - Trainer and Assistant Trainers must have HTCP level 1
    - Manager requires no formal training related to coaching
  - All team officials must also have the following:
    - **All team officials and on ice volunteers must have a VSC(vulnerable sector check) and have completed declaration through OHF screening portal.**
    - current season acknowledgements on their Spordle account.
    - Respect In Sport(RIS) Activity Leader
    - Gender Identity and Expression.
- Players
  - All Players must be Listed on the approved Official Team roster

- In order to be approved players must have the following on their Spordle account:
  - proof of residency
  - Birth certificate
  - All players must have a Parental RIS linked to them.
  - Seasonal Waivers must be complete
- In order to make the registrars job much easier, all parents should check their players Spordle Profile and make sure they are not missing these documents.
- Affiliated Players (AP)
  - must have the completed Offer of Affiliation form Attached to them in the team roster. This is done by providing to BOTH the registrar and the Respective League Convenor
  - Deadline for Affiliated Players to be added to the roster is January 15. There are no exceptions to this rule.
- General Notes and Information:
  - A copy of your roster will be provided to you by either the Registrar or the Respective League Convenor
  - Always make sure that you have the latest version of the team's roster with you when going to Tournaments. Please do not rely on the roster submitted at the time of tournament registration.
  - Always Check your Roster to ensure that all players and Bench Staff are Showing as approved; generally this is a green check mark on the name line of the roster
  - If you are using bench staff from another Georgian Shores roster or the Georgian Shores "At Large Roster" to fill in at a tournament you will need to have a copy of the respective roster with you.
  - On ice volunteers who are on the Association "volunteer roster" are NOT permissible to be bench staff.

## Game Sheets

- Bench Staff on Game sheets
  - Only Team Officials from the teams official roster are permitted on the bench during a game with the exception of someone from another association roster filling in for absence of qualified position.
  - No more than 5 bench staff can be listed on the Game sheet.
  - All games Must have a Qualified Head Coach and Qualified Trainer on the Gamesheet to start the game.

- Only Staff that are present and are on the bench should be listed on the game sheet.
- Bench staff can Only sign as the position they are listed on the team roster for, with the exception of the absence of the Head Coach or Trainer.
  - When the Head Coach is absent or Suspended the Assistant Coach MUST sign as the Head Coach.
  - When the Trainer is absent or suspended, an assistant trainer must Sign as Trainer.
  - If no coaches for the team are available then a QUALIFIED coach from within the Association must Sign and Act as Head Coach. Trained is considered qualified for the purpose of filling in.
    - Example: In absence of a U13 Head Coach, the fill-in coach would require only D1 trained, Not D1 certified.
  - If Trainer or Assistant Trainer is not available for a game options are:
    - Get a qualified trainer from another GSMHA roster
    - Get a qualified trainer from the GSMHA “At Large Roster”
    - Ask the opposing teams trainer to Act and sign as Trainer
    - Assistant coaches or Manager can NOT Fill in for Trainer, even if they are fully qualified to do so.
- Gamesheet INC is the Scoring app used for all league and playoff games within the OMHA.
  - Home team is responsible for having the Ipad for the game.
  - GSMHA has 4 ipads in lock boxes in the equipment room in Thornbury and the Arena staff office in Meaford.
  - Each team will be provided with the combination for the lock boxes.
  - Ipad are to be returned to lock box and plugged in after each game after the Game has been uploaded

### Setting Games on GameSheet Inc.

- To set up a regular scheduled league or playoff game you will need to make sure the gamesheet inc scoring app is logged into the correct league.
  - There is one login code for Region 5 Representative League and one login code for Georgian Triangle Local League.
  - It is important to be logged into the correct league in order to upload the scheduled game to the Ipad.
- To create a game in Gamesheet INC:
  - Select create a new game
  - Two options will be available:

- load from schedule or create from scratch
    - As long as the game is in the schedule and isn't a very recently rescheduled game you will want to select load from schedule.
    - The scheduled games for that day will be listed.
  - Click on the game and it will load the game to the scoring app. If for some reason the game is not showing on the list, you will need to create from scratch.
- Once a game is either loaded or created the home team will need to set the period length for each period to the correct time.
  - For GSMHA the Allotted times are the following:
    - Half Ice Games - all levels - two 22 minute halves
    - U9 - full ice - 10-10-10
    - U11 10-10-15
    - U13 10-15-15
    - U15 10-15-15
    - U18 10-15-15 or 15-15-15 - time permitting with a flood required between the second and third periods
  - Please keep in mind that these times are for home games, each center can set their game length to match the allotted ice time that they have. These times are typical of what you will see throughout the league however in U13 many centers only play 10-10-15.
- From there you will complete your team's roster making sure that ALL the information on the roster is correct.
  - Important things to verify.
    - All players who are playing are listed and designated as playing on the list
    - Make sure all players' jersey numbers are correct. Make sure any players who are absent are marked as not playing
    - Make sure all players who are suspended are marked as such and the appropriate number of games are entered. IE game 1 of 3
    - Make sure any affiliated players are marked as affiliated.
    - Make sure if the team has a Captain and Alternates that they are indicated as such.
    - Make sure all Bench staff are listed and that they are showing the correct designation for that game.
    - Make sure that any bench staff that are away are designated as away.
    - Make sure that all Bench staff that are suspended are designated as suspended, and number of games is entered.

- All bench staff must sign the game sheet if they are on the bench for that game.
- The Head Coach should ideally be the last person to sign the game sheet.
- Note that if any changes are made to the roster or bench staff after the Head Coach has signed then the app will make the Head Coach resign.
- The visiting team will need to have the opportunity to complete their portion of the game sheet as well.
- If a team is hosting an exhibition game with a team who is not in the region 5 league for rep teams or the GTLL for local league teams you will need to contact GameSheet Inc and have that team added to the exhibition season. If this is not done a couple of days in advance then you will need to use a paper game sheet.
- After a Home game is complete you will receive the ipad from the Scorekeeper/Timekeeper.
- The game will need to be uploaded.
  - Ensure ipad is connected to wifi
  - There is a cloud logo beside the game line
  - Select this to start the upload process; you will know that this upload is complete when the game is no longer showing as available.
  - Please do not put the ipad back into the box before this is complete.
  - Should slow internet within the arena prevent the game from uploading you can hotspot off of a cell phone for this process.
    - If for any reason the game will not upload please let your team's league convenor know as soon as possible. Games not uploaded by end of the day result in the association being fined \$50.00 per game.
  - Once the game has been uploaded then it will be viewable on the Gamesheet inc Dashboard.
  - Every game sheet should be reviewed by the Head Coach.
    - Verify score is accurate
    - Check for any penalties that indicate a Game Misconduct (GM), Gross Misconduct (GRM) or a Match Penalty (MP).
    - Also keep in mind that in games where penalty minutes are high to check team total minutes.
      - Over 26 minutes for U11/U13 and 36 minutes for U15/U18 result in the Head Coach being suspended for one game.
        - Player 10 minute misconduct penalties do not count towards team total penalty minutes for Head Coach suspension.

- bench staff GM or GRM does count as 10 minutes per infraction toward the team total penalty minutes for Head Coach suspension
  - If any of these types of penalties are listed than it is the RESPONSIBILITY OF THE TEAM to enter these suspensions into the OneDB through the Teamsite on the GS website within 48 hours of the suspension
  - Every Team Head Coach and Manager needs to have a Login and access to this through the GS website. This will need to be coordinated with GSMHA webmaster
- Each Team will be provided with an access key from the respective league convenor to the Gamesheet inc Dashboard.
  - From the dashboard you can view gamesheets, player stats, league stats.etc.
  - You can also fill out the roster and manage roster from there as well.
  - The Head Coach can share this with team staff as they wish, but this is **not** to be shared with players and parents.
  - Any team staff that has access key will need to create a login for gamesheet inc dashboard

U9 and below

U9 and below will use the Modified Ice Participant list for all ½ ice games(u8 and U9), and cross ice games (U7)

U9 Full ice will use GameSheet Inc.

**\*\* important\*\*** A picture of Modified Ice Participant list should be Taken and sent to the U9 and below director who will then forward it to League statistician.

### Scheduling Games

- Coaches are responsible to attend or send a delegate to their respective league scheduling meeting
- Coaches are encouraged to be aware of any upcoming events that may impact the attendance of their players
  - Halloween falls on a week night that your team has ice time
- For representative teams, the first half of the season will be scheduled by the coach or delegate and the second half will be scheduled by the ice scheduler.
- For local league teams, the entire regular season will be scheduled at the scheduling meeting

- Numbers of regular season games:
  - Representative - 20 games split between two “seasons” with 12 games and 8 games respectively
  - Local League - 20 games split between two “seasons” with 12 games and 8 games respectively
  - Playoff games will be scheduled on top of this
  - U9, U8, and U7 ½ ice season will be scheduled at U9 and U8 scheduling meeting
  - U9 full ice season(Jan 10) will be scheduled by Ice Schedulers.

### Canceling Games

- Games can be canceled due to incimate weather and facility technical issues only
- Games cannot be called due to player illness or undesirable player numbers
  - If “Jamie” is the team goalie and gets the flu on game day it is expected that another member of the team or an AP will fill in for “Jamie” in net OR the team plays the game with no goalie and 6 skaters.
  - If the grade 7 class is on a trip to the Outdoor Education Ctr on a scheduled game day the game will move forward with the present players and applicable APs.
  - If the players from one school are attending their christmas concert the game will go on as above
- If a game requires a request to reschedule then the request needs to be made to the ice scheduler directly with two weeks' notice at a minimum. Requests cannot be guaranteed given the short nature of the seasonal structure.
- The decision to cancel a game rests with the Head Coach of the team unless this individual designates another individual to this role; this needs to be communicated to the GSMHA respective league convenor at the start of the season.
- A minimum of 4 hours notice is required to cancel a game without penalty; please be considerate of travel distance of opposing team
- The following is the process for canceling a game:
  - Decision made to cancel a game
  - Email sent to respective league convenor & GSMHA Ice Scheduler
  - A text message is also sent to the respective league convenor
  - The league convenor will:
    - Forward the cancellation to the GSMHA Webmaster
    - Provide notification to the visiting team league convenor

- Reply to the coach via text confirming receipt of the cancellation and completion of the steps above

### Travel Permits

- A travel permit is required for every exhibition game and every tournament that the team will participate in. There are no exceptions to this.
- Travel permits can be obtained from the teams respective league Convenor.

### Team Manager

- This individual is not required to be listed on a roster or be on the bench during a game.
- This said, if you are listing a manager and having them sign your game sheet, then this individual needs to be on the bench during the game.
- Most often the Team Manager looks after more of the “off ice” work for the team. This role is often responsible for the following:
  - Looking after payment of Referees and Timekeepers
    - Ideally, someone who is on the bench during a game would not be responsible for payment of the referee. Should you have your team manager on the bench then an alternate for referee payment should be assigned. This can be a parent on the team.
  - Requesting travel permits for Exhibition Games and Tournaments
  - Registering for tournaments and submitting required documents to tournament convenor
  - Handling communications between Coach and Team Parents
  - Organizing any fundraising the team wishes to participate in.
  - Scheduling any Volunteer requirements the team is asked to participate in.
  - Handling any team finances required for season
  - Communicating and working with GSMHA registrar to rectify any deficiencies with players and bench staff for team roster
  - Booking any required accommodations requirements for team
  - Preparing Ipad for games.
  - Game day jersey distribution and collection
  - Cleaning of jerseys
  - Administration of a Team App (SportsHeadz)
  - Other tasks as agreed to with the Head Coach

### Affiliation of players.



- Players can only be affiliated to ONE team
- Players can be affiliated to a team one division or level HIGHER than their rostered team.
  - U11 LL player can be affiliated to a U11 rep team or a U13LL team
  - U11 rep players can be affiliated to U13 rep.
  - A rep player cannot be affiliated to a local league team
- For LL players affiliating to Rep, they must residentially qualify to play for the Rep team. If a player is playing local league out of their residential catchment on a “Share of a Year” agreement than they cannot affiliate with a representative team
  - “Billy” from South Grey is playing U13 Local League in Georgian Shores this season. The U13 Rep team is looking for an AP. Billy cannot be considered as Billy does not have residency rights for Georgian Shores.
- There is no affiliation permitted in U8 and below.
- In U9 players are not eligible to be an AP in U11 until after January 15.
- Affiliated players must fulfill their commitments to their rostered team 1st
  - “Sarah” is a player on the U11 Local League team. “Sarah” is also an AP to the U13 Local League team. On Friday both the U11 and the U13 teams have games. “Sarah” is asked to play with the U13 team. “Sarah” will play with the U11 team as this is the team “Sarah” is committed to on a full time basis.
- LL players affiliated to rep teams are not required to pay the rep fee.
- How affiliated players are utilized by teams varies team to team.
- The GSHMA use of affiliated players for gameplay policy should be followed.
  - AP’s are to be used in gameplay to fill in for absence of players. (example player is away, an affiliate player can be used to replace that player for that game)
  - In seasons where a team is running with a small roster, affiliated players can be used to fill game line up to 12 skaters and two Goalies.
  - Use of affiliated players outside of these guidelines should be approved by GSMHA executive, through respective league convenor.
  - Affiliated players are eligible to attend practices of their affiliated teams. This is up to the individual team. However, it is recommended to limit it to a maximum of one practice per week.

### Representative Fee

- ALL players selected to a representative team are required to pay an additional representative fee to cover the cost of the extra practice ice time provided to rep teams

- This fee must be paid BEFORE the teams first league game. Any players who have not paid, or made arrangements with GSMHA treasurer will not be eligible to participate in Games until fee is paid.
- This needs to be reinforced to team members at team meetings.

### Preseason Team Meeting

- Every team is required to have a preseason team meeting
- At this meeting the following shall be reviewed:
  - Introduce team staff
  - Goals and expectations for the season
    - Tournaments attending
    - Practice and Game day expectations:
      - Arrival time
      - Team attire
  - Review of the “Two Deep” rule
    - No players can be unsupervised in the change room; if players arrive at the rink ahead of team officials than it is the parents responsibility to have their player wait in the lobby until the team officials arise
      - If an injury occurs in a change room and was reported to OMHA for health insurance coverage and the two team officials cannot comment on the incident there can be repercussions for the association
    - If a team is asked to be at the rink one hour before game time than two team officials MUST be in the assigned dressing room
    - At no time can one team official be alone in a change room with players; this is to protect team officials not to cast doubt on team officials character
  - Code of conduct - parents & players
    - Review of Georgian Shores Code of Conduct Document signed at time of registration
  - Communication flow
    - Method by which to communicate with the coach
    - Method by which to bring forward a concern
  - Team fees if required
  - Gender roles - it is the expectation of OMHA that all team members will be provided with the opportunity to confidentially declare their preferences for gender pronoun use. During your team meeting you will advise of this and request parents and/or players to reach out to a designated individual

directly for identification. Should you feel that the age of the players could make this conversation uncomfortable for someone who utilizes alternate pronouns this can be done via an email to the team.

## Seasonal Structure and Evaluations

- Prep Phase
  - All players must have a minimum of 4 skates offered to them prior to evaluations.
    - This is required to be offered for players interested in representative hockey as well as local league hockey as evaluations for both division will occur; representative players for consideration on a rep team and local league players for the development of teams with balanced skill levels
    - Attendance at these skates are not required for any players
  
- Evaluation phase
  - Players must have the opportunity for 3 evaluation skates before being released from a team.
    - NO cuts after Two Tryouts
  - It is recommended under the OMHA Pathways that these evaluation skates be structured as follows:
    - Skills based evaluation
    - Small area drills and games evaluation
    - Scrimmage or exhibition game evaluation
  - Minimum and Maximum Roster numbers will be provided to coaches in advance.
  - In order to be considered for a representative team a player must attend a minimum of one evaluation skate. Should an extenuating circumstance arise then the GSMHA respective league convenor should be consulted for alternative evaluation.
    - “Ben” broke their toe and is unable to skate for three weeks. “Ben” was a top contributor to their rostered team last season and wishes to try out again for a rep team. Consideration could be given to “Ben” based on previous and expected performance.
  - U15 players and above are required to attend a Body Checking Clinic in order for them to participate in body checking as part of the evaluation process. You are not required to utilize body checking in your evaluation process.

- If “Sam” does not attend a pre evaluation body checking clinic then “Sam” must sit out this portion of the evaluation skate if body checking is being utilized.
- Development Phase
  - Runs for 14 days after the evaluations are complete.
  - No league games are to be scheduled or played during the development phase.
  - Exhibition games and Early Bird Tournaments are permitted.