

**2023-24 RMMHA  
Coaches/Managers  
Meeting**

**October 4, 2023**



# Agenda

- **Introduction/Executive**
- **Teams/Coaches/Rosters**
  - **Managers**
  - **Ice Allocation**
  - **Equipment**
- **RMMHA Safety Items/Rules**
  - **Open Floor**



**THANK YOU FOR  
VOLUNTEERING**

# 2023-24 RMMHA Executive

Role	Name
President	Dave Simmonds
VP House	Jim Wallace
VP Competitive	Andy Castellarin
Director of Hockey Operations	Kevin O'Brien
Assistant Dir of Hockey Ops	Jeff Quarrington
Director of Competitive	Martin Bouchard
Treasurer	Erica Leveque
Registrar	Maggie Jacula
Secretary	Michelle Conway
Director of Equipment	Shawn Simmonds
Director of Risk & Safety	Darren White
Director of Communications	John Kean
Ice Scheduler	Troy MacLeod
Fundraising	Kerry Visutski
Referee in Chief	Lou Matura

**Executive Contact Info on website**



RMMHA participates in League Play for Lanark Carleton Minor Hockey League (LCMHL – [www.lanark.goalline.ca](http://www.lanark.goalline.ca))





# **BENCH STAFF/ROSTERS**

**Kevin O'Brien**

# Bench Staff



Teams are permitted a maximum of (5) bench/coaching staff (suggested roles are as follows)

Head Coach  
Asst Coach 1  
Asst Coach 2  
Trainer  
Manager



If you volunteer with more than (1) team, you need only appear on (1) official roster (for insurance), but you may still act as an on-ice helper. \*

If you intend to be BEHIND the BENCH with more than (1) team then you must appear on the roster for EACH team you are volunteering with



Complete BENCH STAFF rosters **MUST** be submitted to both the Registrar and the Director of Risk and Safety within 1 week of the start of season (first practice)

# Bench Staff Qualifications needed

## U7-U9 Head Coach

- Coach 1 (1 day in class course)
- Hockey University Online Coach 1/2
- Respect in Sport for Activity Leaders
- Gender Identity Online Training

## U11-U21 Head Coach

- Coach 2 (1 day in class course)
- Hockey University Online Coach 1/2
- Respect in Sport for Activity Leaders
- Gender Identity Online Training

## U7-U21 Trainer

- HTCP Level 1 - Online Certification
- Respect in Sport for Activity Leaders
- Gender Identity Online Training

Details for Assistant Coaches can be found on the HEO Website:

<https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/?division=U9&level=House%20League&position=Trainer>



# On Ice helpers



- Limited to those 20 years old and under.
- Must be a registered member of minor hockey or on-ice official
- Must be at minimum 1 age division higher than the team they are helping

# Team Roster

- All Players and Team Staff (Coach, A. Coach, Trainer & Manager) are required to be on an approved Team Roster for Insurance and other purposes.
- Team Rosters are completed using a database called Hockey Canada Registry (HCR)
- New Volunteers are required to provide a Date of Birth, so a record can be built within HCR.
- Start a team list, once your team is formed with the following information for players and bench staff:
  - first, last name
  - jersey number
  - date of birth
- Confirm your bench staff have the necessary certifications, if not advise them of what they are missing
- Players cannot be rostered if their parents have not completed Respect in Sport Parent
- Send information to Registrar to receive your official Team Roster  
[registrar.rmmha@gmail.com](mailto:registrar.rmmha@gmail.com)

# Affiliated Players



- 19 Player System now mandatory
- List of up to 19 players that exclusively affiliate to your team
- A player is committed to one affiliated team
- LCMHL will be looking to simplify administration and the process will be covered at the LCMHL coach/manager meeting
- Affiliation up to a max of fifteen (15) games, excluding exhibition games
- No limit on Goalies
- A player's coach is responsible for tracking the affiliations of players

# On-Ice Officiating

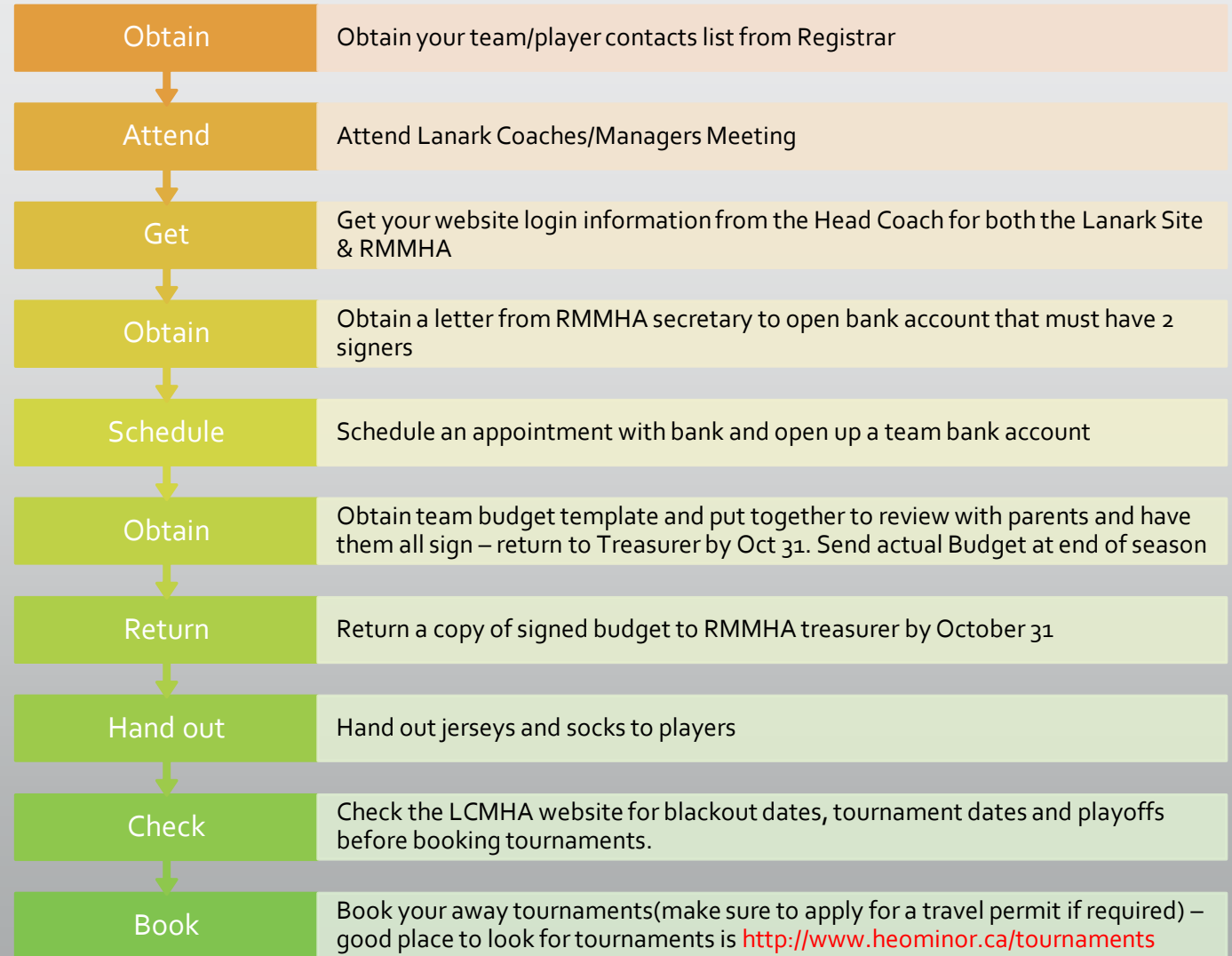
- Referees with “**Green Arm Bands**”
- League game changes must include the LCMHL approval email.
- For exhibition games, please use the online form for scheduling games which is posted on the LCMHL website.

**Referee in Chief/Scheduler - Lou Matura [lmatura@hotmail.com](mailto:lmatura@hotmail.com)**

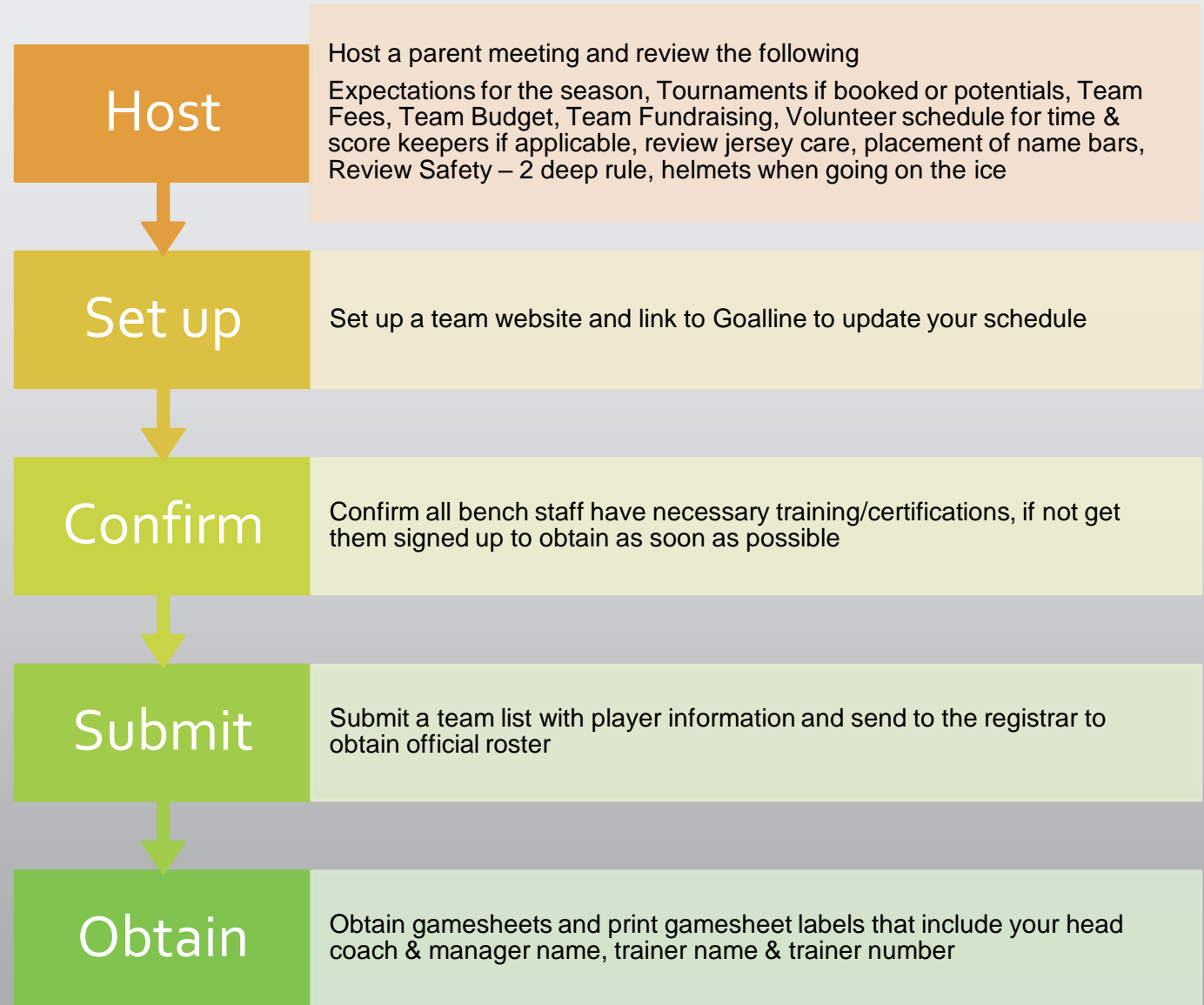


**MANAGERS**  
**Michelle Conway**

# Manager's Checklist



# Manager's Checklist Con't



# Royal's Day & Team Photos

- Royal's day and team Photos will be October 21 this year
- A link and instructions will be posted on our website in the coming weeks



# Gamesheets

Gamesheets must be prepared for all home games prior to game start. Including Exhibition games.

- Teams are responsible for supplying a score & time keeper for each home game until U13. Create a volunteer schedule for parents.
- The officials assignor will try to fill the timekeeper slots for Peewee and up. However, if no timekeepers are available, it is up to the home team to supply a time keeper.
- See link on instructions on how to fill out gamesheets:  
[http://lanark.goalline.ca/files/how\\_to\\_fill\\_out\\_a\\_gamesheet\\_-\\_lcmhl.pdf](http://lanark.goalline.ca/files/how_to_fill_out_a_gamesheet_-_lcmhl.pdf)
- Any game sheet with a suspension should be clearly identified on all 4 copies eg #22 George Murphy serving 1 of 3, and ensure name is scratched out on team label
- Stickers for gamesheets are Avery 8163 ink jet / 5263 Laser 2X4

## Name Bars

Black bars on Black  
Jerseys

White bars on the white  
jerseys





# Tournaments

## Kerry Visutski

# Tournaments

## Home Tournament (Osgoode)

- Managers will be responsible for assisting
- The Tournament Director will provide you the tools needed to succeed and will be in and out throughout the weekends.

## Away Tournaments

- Team is responsible:
  - to book away tournaments
  - bring your Official Team Roster
  - submit and bring Travel Permit
  - ensure hotels are booked

# Tournaments Con't

## Travel permits

- *Required for play outside HEOMinor*
- One for travel within Canada
- Separate one for U.S.
- Completed travel permits to be submitted to Registrar for authorization by District Chair
- Once signed, Registrar will return to Manager **\*take with you to tournament\***
- Process can take time. Submit your request to the registrar as soon as possible. We want to make sure you have it in time for your tournament.

# Ice Allocations

## Troy MacLeod

# Ice Allocations - Procedures

- Any ice time changes **MUST** follow the proper change procedures with the Ice Scheduler and updated in Goal line
- Each coach will receive login in credentials to site for your own team space.
- Managers: Get website login information from your Head Coach
- Add Manager & optionally bench staff with their email using your login to the website for those who should get emails from the ice scheduler
- Ice will be allocated equally throughout the entire season - If you are unable to use an ice time, trade with another team
- If you can't trade with any one please use the website to release the ice to other teams. **Do not delete a practice** - You can free it up on the website and it will email all coaches & ice scheduler and give them the opportunity to claim the ice. Make sure to give enough time for others to make use of ice.

## Ice Con't

- For game switches visit the LCMHL site, complete request to change form. Once approved, notify LCMHL Statistician timekeepers, Ref Assignor & Ref-in-Chief of new date/time/location
- Attempt visitor switches or b-division switches for home games where possible. Games will not be rescheduled in the Horizon assigning system without the LCMHL approval in the email, or as an attachment.
- Coaches and managers are not to book officials on their own for league, tournament or exhibition games due to insurance issues. The only exception to this is if there is a referee no show. You can ask the officials that are on the previous game to stay and officiate IF they are rated to officiate that level of hockey.



# Ice Con't

- Tournaments: Once booked you **MUST EMAIL** the ice scheduler the dates to black out. Adding events in your calendar is not good enough.
- RMMHA website will have a “tie-in” with the LANARK site so all games will automatically get updated on the master & team schedules
- Off-Ice – is a 1.5hr block – 2 teams will be assigned. The first team will have the first 30mins as full ice, second team will then arrive and both teams will share for 20mins, 2<sup>nd</sup> team then has the last 30mins as full ice
- Teams can share the entire ice or the first team will have full ice for 30 mins, shared/half ice for 20min, second team then gets last 30 mins full ice
- Email Ice Scheduler with any issues.

The background consists of a dark grey or black area on the right and a bright blue area on the left. A thick, dark blue diagonal line separates the two, starting from the top left and extending towards the bottom right. The text is centered in the dark area.

# Equipment Shawn Simmonds

# Equipment allocation

- Each team will be issued the following:
  - First Aid Kits (See Darren White)
  - Pucks (See Shawn Simmonds)
  - Goalie Gear for Novice teams (See Shawn Simmonds)
- Game Jerseys/Socks. (See Shawn Simmonds)
- All **Jersey # 6's** must be retired from your Roster this year.
- An excel spreadsheet will be provided to the Coach/Manager to be returned by Oct 31st with status of each jersey.
- Access code to coaches aids within Richmond Arena.

# Jersey Care

- Jerseys are a large investment in the organization and should be cared for. Each player should be using a garment bag for game jerseys, jersey should not be thrown into hockey bags.
- All name and sponsor bars must be hand sewn onto jerseys (do not glue or permanently sew these on as they damage jerseys and the player equipment deposit cheque will be cashed)
- Game jersey & game socks are not to be worn during practices.

## Jersey Care cont'd

- If any Jersey has not been taken care of, or lost, a fee of \$250 will be added to the members registration fee for the following year to cover the replacement of the jersey.

# Equipment allocation – U9

## All Novice Teams will get

- Pads, trapper, catcher, chest protector, throat dangler and goalie stick
- If you do not have a player registered as a goalie for your team, your equipment bag will also contain a full right (for those who catch right) blocker and trapper set. It is your responsibility to ensure all goalie equipment is properly cared for and returned in good condition.

# Equipment Allocation – U11

- Each U11 team is sponsored by atoMc (McDonalds).
- Teams are provided new style home and away socks
- Jerseys include sponsorship logos for atoMc
- Each coach will receive "Golden Moment" iron-on patches, and a "Golden Moment" jersey. Give a patch to one player as MVP of the game. That player is given the Golden Moment jersey to wear until the next player's turn.
- RMMHA website will alternate sponsorship ad for Canadian Tire and atoMc. Encourage parents to click atoMc and explore the sponsorship page. Coaches are encouraged to apply for a McDonalds team party at this link.

# Equipment Return--End of Season

## Teams Must return:

- List of all jerseys in your bags with the condition of the jersey.
- All jerseys washed, with hangers and all name bars removed, including any sponsor bars.
- Sponsor bars must be returned to the association to be distributed to the appropriate team the following year.
- Pucks, pylons, water bottle carriers, goalie gear
- First Aid Kits
- The home jerseys should be in the black bag and away jerseys should be in the blue bag in ascending numerical order.





# **Risk and Safety**

**Darren White**

# RMMHA Safety Items

- Complete BENCH STAFF rosters MUST be submitted to both the Registrar and the Director of Risk and Safety
- Bench Staff/Trainer Qualifications
- Confirm your bench staff have the necessary certifications and police checks, if not advise them of what they are missing
- 2 Deep Rule - a minimum of (2) adults be present in the dressing room
- Coach (or other bench staff) must have gender chats with team
- All teams must have a pre-season dressing room chat to discuss Anti-Discrimination Policies Related to Gender Identity and Gender Expression - once completed, email Director of Risk and Safety for tracking purposes.
- HEO Minor Substance Abuse Policy  
For players " No horseplay No play fighting or contact"

## RMMHA Safety Items Con't

- Code of Conduct is agreed to by all parents with their online registration.
- ZERO TOLERANCE for abusive, disruptive or any behaviour that demeans, threatens or harms ANYONE (player, official, parent)
- An Incident Management process available on RMMHA website.
- Concussions are SERIOUS. If a concussion is suspected, medical attention must be sought, and a “return to play” program must be implemented
- Safety at Rink – Emergency Action Plan (Know where you are, familiarize yourself with the location of telephones, AED's etc.)
- Any injuries while participating in TEAM activities (on or off the ice) require a Hockey Canada Injury Report

**Questions contact Director of Risk and Safety - Darren White**  
**[risk.safetymmha@gmail.com](mailto:risk.safetymmha@gmail.com)**

# HEO Minor Cannabis - Substance Abuse Policy

HEO Minor prohibits the use of tobacco products, cannabis and its derived products, alcohol, drugs and banned or restricted substances during HEO Minor meetings and sanctioned events. Use and impairment are strictly prohibited in HEO Minor's workplace, at its activities and sanctioned minor hockey events that includes, but is not limited to games, practices, team functions, tournaments and meetings.

Impairment includes the result of alcohol, opioids, cannabis or any other legal or illegal drug use. Smoking and vaping, including smoking and vaping cannabis is also prohibited at all HEO Minor activities and sanctioned events.

The recommended immediate minimum suspension for violations is thirty (30) days from participation in all minor hockey related activities. Applicable Federal, Provincial and municipal By-laws shall be followed.

# Police Records Checks

- Any individual (bench staff, on-ice help, or parents supervising in the dressing room) will require a Police Records Check
- A police check is to be submitted every 3 years.
- See RMMHA website under RMMHA Info – Risk & Safety for Volunteer letter and link to submit for PRC online – submit for Vulnerable Sector
- PRC cost will be covered by RMMHA
- Once your PRC is returned, please send to Darren

# LCMHL

- The suspension for a racial slur has is **SEVEN** games.
- As was the case last season, only suspensions of three or more games can be appealed (suspensions of less than three games can be looked at if they are “accumulating”).
- Appeals are heard on Tuesdays so all material must be submitted by the previous Friday.

The below infractions will result automatic game suspensions and trigger a Disciplinary Committee hearing with the possibility of additional games added to the suspension

**Infraction** - GM20/GM21 - Harassment of official

**Infraction** - GM20/GM21 - Verbal Abuse of official

**Infraction** - GM30 - Fighting

**Infraction** - MP40.00 - Attempt to Injure

# Suspension Reporting

- The Code of discipline, Item 9.0 c) of the ODMHA handbook, defines the Coach's role pertaining to suspensions.
  - All Major Penalties, Misconducts/Suspensions must be reported.
  - Report all games served in TTM.
- The Ref provides the ruling, District 4 provides the suspension
  - District 4 tracks the player/coach history!
  - Don't ask the Ref how many games to serve.
  - Must still report the suspension has been served



# Trainers & Helmets

- All teams must have a certified trainer on the bench for every game/practice throughout the season.
- CITY RULES REQUIRE THAT EVERYONE ON THE ICE MUST WEAR A HELMET (Coaches, Trainers & Photographers) ALL must wear a helmet whenever going on the ice

**\*\*Stepping on the Ice → You Need a helmet\*\***

Q/A

