



MANAGER / COACHES MEETING **2024/2025 Season**

Monday, October 21 (Virtual)
7pm to 8:30pm

AGENDA

1. Welcome
2. Start of Season Checklist
3. Parent Meeting
4. Team Gear
5. Game and Practice Schedule
6. Tournaments
7. Financial / Budgets
8. Fundraising
9. HCR 3.0 Accounts
10. Volunteer Requirements
11. Risk Management
12. Community Initiatives
13. Manager Best Practices



Welcome & Introductions

Angela Lewis, President



2024/2025 Board of Directors:

Angela Lewis, President
Chris Cotton, VP Safe Sport
Kelly Peck, VP Finance
Krista Stewart, VP Hockey For Life
Mike Almond, VP Hockey Standards
Chris Larade, Director of Coach Development
Keri Irwin, Director of Membership Growth
Michelle Lucas, Director of Administration
Michelle Flanagan, Director of Member Experience
Trevor Magarvey, Director of Hockey Operations
Sara MacNevin, Athlete Representative

Key Roles:

Registrar: Jason Smith
Technical Director: Jordan Burke
Recreational Coordinator: Jen Clarkson
Goalie Coordinator: Karin Wallace
U9 Coordinator: Tyler Scott
U7 Coordinator: Sarah Scott
Certifications Coordinator: Susan Rossong
Equipment Coordinator: Brittany Pottie



Start of Season Checklist

Michelle Lucas, Director Administration

- Meet with Coach to understand their philosophy for season, expectations, and involvement.
- Team Roles: Identify Treasurer, Dressing room scheduler, Team building Coordinator, Fundraising Committee, etc.
- Provide Team Staff list to MWF Registrar, Jason Smith.
- Draft Team Budget.
- Prep/Hold the Parent Meeting (further details on next page).
- Get team outfitted with jerseys, name bars & socks.
- Book extra ice if applicable.
- Update/Check MWF Grayjay for Games/Practices. Ice Coordinator will provide initial practice schedule.
- Coach/Manager Prep/Provide [Player Dressing Room Rules](#)
- Plan out your Tournaments & Apply – book rooms!!!
- Send your Team Staff to MWF Registrar (Jason Smith)
- Send/Collect completed [Medical Forms](#) for each player. Be sure to let team staff know any important medical information and necessary information
- Determine/Purchase required/planned equipment (coaching supplies, water bottles, etc)
- Start on Team Staff Certifications - Deadline Dec 1

* [Sample Team Admin Checklist \(Managers\)](#)



Parent Meeting

Michelle Lucas

- **Prior to Meeting:** Meet with your Coaching and Team Staff
- **Purpose:** Share the vision of the coaching staff and Team expectations and understand parent's expectation
- **Goals:** Communication is key. Your role is responsible for ensuring that all families have the information they require. Their hockey season will be impacted by your approach and ensuring that all of the logistics are set up to ensure smooth operation of the team
- **Attendance:** Representatives from each family and parents only
- **Approach:** Parent meetings have a key importance to ensure that parents are well informed early in the season. It also allows for you to start work on planning / fundraising with parent's input fully considered

Parent Meeting Agenda Sample:

- Introductions
- Parent/Player/Coach Expectations
- Season Details/Schedule/Tournaments etc
- Communications
- Team Gear
- Team Roles
- Team Misc: Certifications/Medical Forms/CRC's
- MWF/HNS Policies
- 24 hour rule
- Team Financials/Draft Budget
- Fundraising Opportunities

Jerseys / Socks

Michelle Lucas



- There are still some tryout Jerseys outstanding, we would appreciate if managers can collect and contact Brittany, our Equipment Manager to arrange for pick-up/delivery equipment@metrowestforce.com
- All managers should have their jerseys and socks by now.
- Jerseys will need to be returned at the end of the season. This includes the two game jerseys. These are the property of Metro West Force and have to be used for future teams and seasons so ask parents/players to take care of them!
- Jersey Form: Managers must complete the Jersey tracking form and email to Brittany within 4 weeks of receiving jerseys. If you do not have a form please contact Brittany for one.
- Jersey Care Guidelines:
 - [Manager Jersey Care Guidelines](#)
 - [Families Jersey Care Guidelines](#)

Team Gear Orders

Keri Irwin, Director Membership Growth



- All MWF Branded gear to be ordered through authorized partner, Pro Hockey Life (PHL).
- Jersey Name Bars (Pro Hockey Life)
 - To avoid damage, sew on new name bars, do not iron transfer. *No old name bars are to be used.*
 - White Name Bars on white jersey/ red on red
- Pant Shells:
 - All Competitive teams (U11 to U18) will require pant shells.
 - MWF will place order on behalf of teams on Oct. 25th
 - Turnaround time is expected to be 4 weeks.
- Pro Hockey Life order sheets have been provided to managers for water bottles, name bars, practice jerseys, etc.
[Team Order Sheet](#)
- Additional items can be sourced from our Team Sales contact Danny: danny.teamsales@gmail.com
- Teams can also order items from the association online store if they'd prefer but they ship with the store order.
- Pro Hockey Life Player discount cards are in and we're working to get them to teams.

Logo and Branding Guidelines

Keri Irwin, Director Membership Growth



- The new MWF logo was shared with managers.
- Refreshed branding/logo guidelines were shared with managers.
- Please use new MWF logo on team materials (fundraising, door signs, sponsor banners, etc) the former logo has now been retired.
- Pro Hockey Life, Needs and Scotiabank are generously supporting the association. If you are doing a live stream and have an opportunity to thank the association level sponsors we'd appreciate it.
 - The MWF sponsor logos have been shared with managers

Game Schedule

Trevor Magarvey, Director Hockey Operations



- Season consists of Pre-Season, Regular Season, Playoffs, Day of Champions/Provincials/Atlantics (if applicable) Oct - March/April
- All Games are located on the [Nova Scotia Female Hockey League](#) site
- The number of games will depend on the number of teams in your league/division (see matrix)
- The leagues are “centrally scheduled” and this year we are assured that schedules will be balanced with a focus on minimizing travel/overnight requirements
- The ice coordinator and Director Hockey Operations will be your contact point for the league schedulers
- Reasonable concerns and issues are usually best dealt with team to team - if you need help with a home game please loop in the ice coordinator and Director Hockey Operations
- Please review the [Game Protocols](#) for the guidelines on each game
- GrayJay Team Roster will be set up upon registration by MWF. Please review for accuracy and add Admins as required to ensure you are able to sign off on each home/away game for the Officials during games
- Ensure AP players are added if applicable
- Always check stats of games on the NS Female Hockey League site to ensure proper reporting of final game results
- Players should always bring both jerseys to games, team to bring extra if applicable
- Officials (timekeepers/referees) for league games are handled - you do not need to do that



League Team Matrix

Trevor Magarvey, Director Hockey Operations

	AAA	AA	A	C	Int	Dev
U18	n/a	9	9	n/a	n/a	n/a
U15	7	5	10	n/a	n/a	n/a
U13	7	5	8	4	n/a	n/a
U11	n/a	5	10	6	n/a	n/a
U9	n/a	n/a	n/a	n/a	6	11



Game Schedule Matrix

Home & Away

	AAA	AA	A	C	Int	Dev
U18	n/a	24	18	n/a	n/a	n/a
U15	30	24	18	n/a	n/a	n/a
U13	24	24	24	15	n/a	n/a
U11	n/a	24	18	15	n/a	n/a
U9	n/a	n/a	n/a	n/a	TBD	TBD



Practice Schedule

Trevor Magarvey, Director Hockey Operations

- All AAA/AA/A teams have their baseline weekly practice schedule now
- Wednesday development ice block at GEC has been set (5-9pm)
- Goalie development is on Wednesday nights and will run on a rotating schedule (U11/U13 and U15/U18). Goalie Coordinator has been in contact with all Goalie families.
- We still do have additional ice every week, we have not given that out accessible by Skedda effective Nov 1st
- Please track your ice hrs/costs for budgeting purposes. Each team is provided with a set number of included practice hours as part of registration, reach out to the Ice Coordinator if you are not aware. * [Sample Team Ice Tracker](#)
- If you find ice on your own, we may be able to add it to our contracts - that saves you paperwork and up front cash
- Arrange with another team manager or coordinator for ice “switches” within MWF
- Extra ice costs \$222.50/hour base practice ice allocation is used by team
- Be familiar with what team registration covers for budgeting purposes



Team Registration Fees

Competitive

2024 / 2025 SEASON: REP LEAGUE DESCRIPTION AND COST BREAKDOWN

	U11 A/AA	U13 A/AA/AAA	U15A/AA	U15AAA*	U18A	U18AA*
Practice	One 60 minute practice per week	One 60 minute practice per week	One 60 minute practice per week	One 90 minute practice per week	One 60 minute practice per week	One 90 minute practice per week
Home Games*	15 home games; 90 minutes each	15 home games; 90 minutes each	15 home games; 90 minutes each	15 home games; 90 minutes each	15 home games; 90 minutes each	15 home games; 90 minutes each
Development Sessions	8 additional hours; shared-ice with TD and Development Team	8 additional hours; shared-ice with TD and Development Team	8 additional hours; shared-ice with TD and Development Team	8 shared-ice sessions with TD and Development Team (takes place during regular practice time)	8 additional hours; shared-ice with TD and Development Team	8 shared-ice sessions with TD and Development Team (takes place during regular practice time)



Team Registration Fees

Grassroots/Rec Levels

2024 / 2025 SEASON: REC LEAGUE DESCRIPTION AND COST BREAKDOWN

	U7	U9	U11C	U13C	U15/U18C
Practice	Two shared-ice 60 minute practices per week	Two shared-ice 60 minute practices per week	One shared-ice 60 minute practice per week	One shared-ice 60 minute practice per week	One shared-ice 60 minute practice per week
Home Games	NA	10 home games; 60 minutes each	10 home games; 60 minutes each	10 home games; 60 minutes each	TBD
Development Sessions	8 shared-ice sessions with TD and Development Team (takes place during regular practice time)	8 shared-ice sessions with TD and Development Team (takes place during regular practice time)	8 shared-ice sessions with TD and Development Team (takes place during regular practice time)	8 shared-ice sessions with TD and Development Team (takes place during regular practice time)	8 shared-ice sessions with TD and Development Team (takes place during regular practice time)

Tournaments

Trevor Magarvey, Director Hockey Operations



- Maximum of 3 tournaments (in-season).
- Book your tournaments early.
- Book hotels blocks well in advance (know your cut-off dates).
- You require official team roster to apply for a tournament, you can get this from the MWF Registrar
- Communicate the Tournament Rules and Schedules (provide players a Tournament Itinerary so they are clear on expectations)
- Tournaments vary in price from \$800 to \$1300 so plan early as has impacts on your budget
- Organize team events during tournament weekends.
- Apply for Travel Permits early:
 - New: Rostered managers/coaches can do so in your HCR account, under "Travel Permits".

AP Players

Angela Lewis



- Affiliate Players can be utilized to fulfill spots on your roster when rostered players are missing for games. You cannot utilize APs to expand your rosters.
- There is a schedule in the Hockey Nova Scotia regulations that needs to be followed.
- At no time may a player skip a division for the purpose of affiliation.
- Higher division/ category teams must obtain consent from the lower division/category team prior to using an affiliate player. Failure to comply may result in a suspension for the higher division's head coach.
- A maximum of 3 affiliates may be used by one team within one game.
- Teams may use players from any combination of teams allowed within their club.
- A skater cannot be an affiliate player for more than 10 games each season.
- The same rules apply for goalies, but a game is only counted if they are used in the game. An AP goalie can only be used if the rostered goalie is absent or injured.
- Exhibition and tournament games are excluded from the 10-game limit.
- Link to regulations: [AP Regulations](#)

AP Players

Angela Lewis



Movement of players is restricted as follows (recent changes are highlighted):

	Affiliation
Major U18	U18 AA, U18 A U15 AAA
U18 AA	U18 A U15 AA
U18 A	U18 C U15 A
U18 C	U15 C
U15 AAA	U15 AA U13 AAA
U15 AA	U15 A U13 AA
U15 A	U15 C U13 A
U15 C	U13 C
U13 AAA	U13 AA, U13 A
U13 AA	U13 A, U13 C U11 AA
U13 A	U13 C U11 A
U13 C	U11 C
U11 AA	U11 A
U11 A	U11 C
U11 C	As approved by HNSFC

Team Finances/Budget

Kelly Peck, VP Finance



All Details regarding MWF Policies & Guidelines are located on the MWF site. See below for more details:

- [MWF Finance Guidelines](#) to include general guidelines, budget practices, team records, banking, expenses, sponsorships, fundraising and more!
- [MWF Banking/Expense Template](#) are important templates for our Treasurer to track all in/out transactions to MWF team bank account are accounted for and player accounts are maintained
- Team Bank Accounts Update

Budgets

- Budgets must be presented to parents at a mandatory meeting at the beginning of season and agreed upon by the majority of parents.
- Each family is responsible for their portion of the budget.
- The budget must be provided to MWF Finance by Dec 1 or when directed by the association each season.

[Sample Draft Team Budget for Parents](#)

Team Expenses could include (but are not limited to):

- *Gear/Equipment (socks, pant shells, name bars, water bottles, etc)*
- *Additional practice ice*
- *Exhibition game costs*
- *Tournaments (approx. \$1000 per tournament)*
- *Non-Parent Coach expenses**
- *Additional Development (on or off ice)*
- *Goalie Development*
- *Team events / year-end*
- *Bank fees*
- *Coach expenses*

Fundraising

Kelly Peck



- We encourage Team Fundraisers to assist with expenses.
- The fundraisers can also act as good team builders by getting the kids involved.
- Be sure to read the MWF Financial Guidelines before confirming your team fundraisers, what the funds can be used for, and team fundraising limits.
- Identify parent volunteer to organize fundraising.
- You require a Lottery license to hold fundraiser draws – apply in person in Burnside at Lottery & Gaming Authority or [online](#) - need to have the license number to print the tickets!
- Fundraising can be team based with equal distribution of funds raised, individual player accounts or a combination of both
- Be clear with team approach at the start of the season
- Ticket selling can appeal to all! Try to secure donations to have 100% profit fundraiser!
- Jersey Sponsors can be an additional way to support your player budget. [Jersey Sponsor Letter 2024.doc](#)

Team Onboarding

Jason Smith, Registrar



- Onboarding email to coaches
 - Includes team lists with emails, phone, address information
 - GrayJay Setup
 - TeamSnap Setup
 - Staff lists -> Please send updates
- Waivers
 - Lots of waivers still need to be signed in HCR
 - Reminders are sent out every few days with 'job-aids'
 - If not signed, player or staff will be removed from the team
- Interim Official HCR Rosters will be sent out at the beginning of November.
 - Confirm they are correct
 - Confirm no omissions (missing staff, dressing room volunteers, etc)
 - Address any issues (missing qualifications, waivers)

Hockey Canada Registry (HCR) 3.0

Jason Smith, Registrar



Hockey Canada Registry (HCR 3.0) is Hockey Canada's new Universal platform for managing all Hockey Canada participant registrations.

HRC profile is how all the certifications are stored once completed.

All legacy platforms (HCR 2.0, HCR Online Registration, and Ehockey) are discontinued.

Details on how to create an account and sign up for required courses/clinics as part of your team roles is here:

[Creating an HCR 3.0 Account](#)

[Registering for a Clinic](#)

Volunteer Requirements

Chris Cotton, VP Safe Sport



- All of our Team Staff Volunteers are required to have set standard Certifications (Coaches, Managers, Trainers, Dressing Room Volunteers)
- For a complete list of these requirements for each volunteer at each level, you can find the information [Hockey Nova Scotia Volunteer Requirements Matrix](#)
- Once the team staff have been confirmed, each volunteer should go into their HCR profile to determine what is required for the season. Reach out to Certifications Coordinator @ certifications@metrowestforce.com for questions and/or assistance
- MWF will receive an official list of requirements from HNS and will send out to each team however it is important to be proactive in starting this process. It is up to the volunteer to ensure they have these requirements **no later than Dec 1** or they are unable to actively participate in their roles until these have been met.
- **New Course Payment Method** Each volunteer will have to pay for their courses (except backcheck/RIS - this comes from MWF). Please pay out-of-pocket. Once done, you can submit your receipt and course completion certificate to [MWF Volunteer Reimbursement Portal](#) and you will be reimbursed directly via an email transfer.
- **New Safety Requirements** Safety responsibilities will now be shared across all Team Staff - this is why all Coaches, Trainers and Managers need to be qualified Hockey Canada Safety Program Level 1



Risk Management

Chris Cotton, VP Safe Sport

See the **Risk Management section** on Metro West Force for detailed information on the policies listed below:

- Conflict Resolution
- Player Injury Reporting/Return to Play
- Safety Policies
- Social Media Policies
- Code of Conduct
- Respect in Sport
- Dressing Room Policy

Suspensions. Please see [HNS Code of Discipline and Minimum Suspensions](#)

How It Works. Official to HNS – HNS to MWF – MWF to Head Coach & Manager (as timely as is possible)

Appeals/Protests. Aside from on-ice to official by Team Captain, must be in writing and accompanied by \$350

- Appeals – Within 48 hours
- Protests – Within 24 hours (12 hours for Playoffs)

Complaints/Investigations. In writing to vpsafesport@metrowestforce.com. Please use Complaint Resolution Intake Form.

Community Initiatives

Krista Stewart, VP Hockey for Life



- Anti Bullying Campaign: Pink Tape and Helmet stickers
- Out of the Cold
- Food Bank
- Toy Drive





Manager Best Practices

Michelle Lucas

- Get to know your Coach and expectations early
- Have a Plan and Communicate timely
- Delegate/Delegate/Delegate (get everyone involved!!)
- Communicate scheduling changes in advance
- Interact and listen to what is happening on your team
- Know the facts and make yourself accessible
- Keep your parents and coaching staff informed
- Know your [MWF Board](#)
- Know where to access all the tools and information when needed
- Ensure you receive and regularly check all the MWF Communications by the way of website communication, email, Facebook page, etc.
- Keep in Contact with other MWF Managers
- Build Relationships with Other Coaches/Managers within your Division outside of MWF and have an up-to-date contact list - Introduce yourself at Games!
- Ask questions or seek assistance if you don't know or are not sure...

QUESTIONS?



Skedda Review

Trevor Magarvey

