

EHMHA Team Manager Roles and Responsibilities

1. **Thanks for volunteering!** Being a Team Manager can be a lot of work, but it can be fun too. You are helping all the coaches, parents/guardians and players have a better season! You will probably be surprised at how much the coaches rely on the Team Manager – it is a very important role in minor hockey!
2. There will be a **Team Managers meeting** at the start of the season. You should review this document in advance and note any questions so that you can ask them at that meeting. If you have the question you can be sure that other managers do as well. There is always a mix of experienced and new managers and those who've held the role before are usually happy to help.
3. The **VP Admin is ultimately responsible for the team managers** and can help with decisions (if needed) but your first line of support beyond fellow team managers is your division coordinator. They have almost always been Team Managers themselves and are great sources of guidance, information, and advice. Email addresses for the VP Admin, the divisional coordinators, and any other members of the EHMHA executive and volunteer group can be found on the website under About EMHMA/Executive

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Getting Set-Up

4. Ensure you have a **Hockey Canada account**. If you've registered kids online, you probably already have one. <https://register.hockeycanada.ca/home>
If you have an account but you aren't in the list of participants, click 'Add a Participant' and create an account for yourself.
5. Confirm **team staff**: coaches, assistant coaches, & team volunteers (Treasurer, Safety Rep, 50/50 coordinator)
 - a. Treasurer – the team manager and treasurer will need to go to the bank together to open a team bank account (you will authorize each others' actions related to the account); you must complete a form for the bank that the head coach also needs to sign. The form can be found on the website, under *About EHMHA, Documents and Forms*.
 - b. 50/50 Coordinator – manages 50/50 ticket distribution and fund collection for your team; there will be a meeting for all 50/50 coordinators at the start of the season (See team budget info further down for more information about the 50/50 tickets)
 - c. Safety Rep – this role is covid related and may be temporary; In 2021 the role requires verifying proof of vaccination for teams and knowledge of vaccination procedures for all rinks that your team will play in. There is a Safety Coordinator for the Association that will help Safety reps with their role.
6. Ensure the player list for your team is finalized and provide the **roster file** to division coordinator. It needs to include all of your players and coaches. The division coordinator will provide it to the webmaster for upload. You can find the roster template on the website, under *Resources, Documents and Forms*
You may need to submit this file more than once if player or coach data changes before things are up and running. You will also need to ensure that your Goalie is indicated (it is the only position that must be populated) and you will need to update the file to enter jersey numbers once they are assigned. At some point within the first couple of weeks of the season, the VP Admin will send you (likely via the division coordinator) the Hockey Canada version of this file and you will be asked to confirm the player and coach information.
7. The EHMHA VP Admin will send you an email with the **certification and training status for you (as Team Manager) and your coaches**. Make sure they know if there are courses etc. that they need to complete by Dec. 1st; these requirements may include:
 - a. Respect In Sport (Activity Leader)
 - b. HU - Planning a Safe Return to Hockey
 - c. Criminal Record Checks (Enfield RCMP, 8 a.m. to 4 p.m., Monday to Friday)Your status for these items is stored in your Hockey Canada account. Login, find yourself in the list, and click the 'View' link.
8. You will be provided with a means of accessing the **League GrayJay site** for either the Dartmouth Whalers or Central Minor leagues (depending on which one your team plays in).



This login information is provided so that you can enter results for your team's Home games (more information below).

Season Kick-Off

9. Contact all of the parents/guardians for your players using the email addresses that are provided to you / the head coach by the division coordinator. Ask them to confirm their email addresses and phone numbers and **ask for contact information for other adults that should be included on team communications**. Most players have 2, some have many more than that.
10. Once you have information re. your team's budget for the season, schedule an **initial team meeting**. You will want to cover several topics, including:
 - a. Coaching staff and team volunteer introductions and roles
 - b. Coaching approach for the season
 - c. Issue resolution process
 - d. Forms and documents to be completed for each player
 - e. Team budget, sponsorship, and fundraising
 - f. Jersey distribution (and deposits, numbers, sizing)
 - g. League and schedule expectations and information
 - h. Team communications approach for the season
 - i. 'Respect in Sport' online program for first time hockey parents
 - j. Hockey Canada Safety Program volunteer participant
 - k. Dressing room protocols – team
 - l. Dressing room protocols – female players (if applicable)
 - m. Player development opportunities
 - n. Plans for giving back to the community
 - o. Team photos

You will find more information on many of these topics in this document.

11. You have a couple of options for **team communication and schedule information management**.
 - a. One option is to use **EHMHA's Goalline website**. The league games are loaded automatically, and you can enter all of the practice information (more on that below). The website isn't really useful for team communication but email works fairly well if this is the option you select.
 - b. One popular alternative is to use an app to manage the team schedule and communications.
12. You will need to **contact the equipment manager to arrange to get the jerseys for your team**. It is a good idea to ask players (or parents) what size jersey they wear. If you know the size that fits your player, you can use that as a guide as well. The jersey sets have a mix of sizes (usually, the lower numbers are smaller). Fit is more important than number though some players will take a smaller or larger jersey to get the number they like best. You might



want to ask your goalie(s) ahead of time whether they want #1 or #31. If you have 2 goalies, you'll need one of each.

- a. Before the equipment manager will hand out the jerseys, you'll need each parent/guardian to give you a **jersey deposit cheque** (\$150, dated for April 30, 20XX – the end of the season). These cheques are not cashed if the jerseys are returned with no damage. Remind parents to read the first page of the jersey sign out document because it provides details on how to care for the jerseys.
- b. Give yourself enough time to meet the equipment manager a second time to swap jerseys if needed (for size, etc.). You will need to **populate the jersey sign-out form**, which is on the website, under *About EHMHA, Documents and Forms*. It has 3 parts, including a form where you will record the number and size of each jersey you get from the equipment manager. You will sign this document and give it to the equipment manager along with the deposit cheques. It's a good idea to take a picture of the form before you give it to the equipment manager, so you have a copy for your records. Remember to update it if you end up swapping jerseys for some reason later.
- c. Every player gets 2 jerseys – 1 for home games (gold) and 1 for away games (black). You will need to **schedule jersey distribution** to the parents/guardians prior to the first game. Each parent/guardian will need to examine the jerseys for damage and note any issues on the **jersey sign out form**. They then sign this sheet to indicate that they have assumed responsibility for those jerseys for the season. It is a good idea for the parent/guardian to also take pictures of the jerseys and send them to you if they note any defects, marks, rips, tears, or other damage. Do not distribute jerseys until you have the deposit cheque. If a parent/guardian needs more time to get a cheque, you can hand the jersey out just before a game and collect it after the game is over.

13. Paperwork & online courses to be completed:

- a. The association requires that players complete a **Respect Contract** that outlines conduct expectations for the season and as a representative of the association. Each player needs to sign this document. You will collect them and turn them into the EHMHA office for storage. **Please Note: This form must be signed within 2 weeks of the team being formed. Failure to do so may result in the removal of the player from team activities, including games and practices.**
- b. A **Hockey Canada medical form** is needed for every player. You will collect them and give them to the coach. He will have them at every practice, game or team event in case of a medical emergency. **Please Note: This form must be signed within 2 weeks of the team formed. Failure to do so may result in the removal of the player from team activities, including games and practices.**
- c. All first-time hockey parents need to complete the 'Respect in Sport' online program (<https://hnsparent.respectgroupinc.com/>)

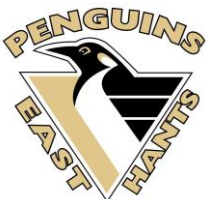


- d. Hockey NS recommends there be a parent, not on the bench, who has the **Hockey Canada Safety program** in case of an emergency on the bench. Choose a parent who is willing / able to take this course. They will need to log in to their Hockey Canada Registry account to sign up for the on-line program (<https://register.hockeycanada.ca/home>).
 - e. Some coaches will also have players sign **team rules**.
14. Most team managers arrange for **group orders** for the following:
- a. **Hockey socks** – you can ask at the Team Managers meeting what the protocol is for sock orders for the current season; it changes from year to year, sometimes they are ordered directly from the association’s official apparel provider (you’ll need to ask who that is at the Team Manager meeting as well) and sometimes the association brings them in and you can order them through the EHMHA office. They do have to be official team style and color though – particularly for Rep teams.
 - b. **Name bars** – every player needs a name bar on the back of their jersey; the lettering style, letting colors and bar colors must align with the association standard (these can also usually be ordered through the EHMHA official apparel provider)
 - c. **Sponsor bars** – sponsor bars that go on the back of the jersey (under the number) are a very common way of raising funds to cover team costs that are above the player registration fee. If parents / guardians will be getting sponsors for their players to help cover additional fees / costs some may need sponsor bars made. These follow the same rules as the name bars and can be ordered through the same supplier. See team budget info further down for more information.
15. Team Managers work with their parents and the association photographer to arrange for **team and player photos**. These photos are optional. If a parent decides not to purchase photos, its still nice to have all players represented in the team photo but it is not mandatory. They can choose not to participate. You will work to arrange a date and time for the photos and communicate the plan to the parents.

Team Costs, Budget and Fundraising

16. Every team has a budget that is set by the association. This budget is impacted by the **costs for your team**. These costs include the following:
- a. Practice ice
 - b. Home game ice
 - c. Referees for home games
 - d. League fees

If your team is a ‘C’ team in the recreational league (Dartmouth Whalers) most of your costs will be covered by the registration fees that your players pay. The representative AA, A, and B teams (in the Central Minor league) typically have many more practices and therefore pay a lot more for ice for the season. Your team will need significantly more money than what is covered by registration fees if this is the case.



17. Your **team budget** consists of the following:
- a. There is a jersey cleaning fee for all teams.
 - b. Costs for ice, referees and league fees not covered by player registration (the 'ice / rep surcharge')
 - c. Costs for tournaments
 - i. Some recreational teams must participate in **our home tournament**, the Ettinger Smith; if this is the case for your team, the associated costs will be reflected in your team budget
 - ii. All teams can also participate in **optional tournaments**. There are popular tournaments in NS, NB, and PEI. If your team chooses to participate in any of them, the additional costs need to be accounted for in your budget.
 - d. Teams are allocation some amount of budget for **miscellaneous costs**. This amount is established by the association when the budget is set. It is meant to cover costs for team meetings, pucks, tape, etc. that the coaches will need for the season. It can also cover extra practice ice or exhibition game costs. Teams can adjust this amount, but they must get approval from the VP Admin to do so (more info below).
18. If your team costs exceed the value of the registration fees, the team will need **additional funds**, as follows:
- a. 25% of the additional funds must be in the form of a parent contribution (the parents/guardians of all players are responsible to pay an equal amount); parents can choose to pay more than 25% of the additional funds if they would prefer that to fundraising.
 - b. 75% of the additional funds are the allowable fundraising amount. Teams must work together to determine how to fundraise these additional costs. Approved options for fundraising include:
 - i. Almost all teams rely on **sponsor bars** to cover a portion of their fundraising amount. If each player gets 2 jersey sponsors (one for the home jersey and one for the away jersey) the team will raise \$300 per player (\$150 per bar).
 - ii. Some teams also have a **sponsor banner** created. This is typically a large sign that the team puts up at each game, providing advertising for the sponsors featured on the banner. Teams can decide what a spot on the banner is worth and usually have two or three different options (the bigger the logo, the more costly the spot).
 - iii. The primary fundraiser for the association is **50/50 tickets** (<https://www.facebook.com/EastHantsPenguins5050>). Teams / players make \$0.92 from every ticket. Tickets sold before Dec. 31 are used to offset costs for the current year. Tickets sold from Jan. 1 forward offset the cost of hockey for the following season for the player who sold the ticket (a credit is applied to their account).
 - iv. A more complex but highly effective option for fundraising is to **host a tournament**. This involves detailed planning and formal approvals, so teams



need to be committed to the time and effort required to make it successful. Please work with the association to understand exactly what is required if you are planning on this option to cover your fundraising amount.

- c. Please note as well that teams are instructed to **only raise the money needed to cover costs**. Because funds are raised from the public for the explicit purpose of paying for minor hockey, extra money must go back to the association at the end of the season. In these cases, it will be reflected in the association's budget and used to offset the cost of hockey for the following season. A tournament is a great example of an activity that can raise more funds than what the host team needs. Tournaments can be so successful that they could cover the fundraising needs for more than one EHMHA team. Collaboration shares the effort and the benefit.
19. Once the team has a plan to address their costs for the season, they need to **complete the Team Budget Form and submit it for approval**. It should reflect any changes you've made to the budget that was provided to your team and demonstrate how your team intends to cover the costs. This is then submitted to the VP Admin for approval.
20. Periodically through the season it is a good idea to **share budget updates with your coaches, team staff and parents / guardians**. You'll want to reflect funds collected and costs / expenses to date – ideally comparing those values to what you had outlined in your team budget. This ensures that you stay on track and don't raise more funds than you need.

Practice & Game Schedules

21. The EHMHA ice scheduler posts the **association's ice schedule** on the EHMHS website. You will be given the password to log in to see the ice schedule. At the start of the season, only the first few weeks will be posted, usually one at a time. Once the leagues release their game schedules, the EHMHA ice scheduler will prep the ice schedule for the season. Sometimes this is released all at once, sometimes for the block to Dec. 31st and then in December for the rest of the season.
 - a. Your team's **home game and practice ice times will be included on the master ice schedule** for the association. Practices may be 60 minutes or 90 minutes. You may share ice with another team or have the ice just for your team. This will depend on whether your team is recreational or representative, your division, etc. The ice schedule may not differentiate between practice and game ice times. If you are sharing the ice with another team or if you don't have a game at that time, it is a practice time. If you see the same date and time on your game schedule and it is for a Home game, then that ice time is for that game. You can use your practice time for an exhibition game if the coaches choose to do so (see more information, below).
 - b. **There WILL be infrequent mistakes or unfavorable circumstances throughout the season** when it comes to scheduling; preparing yourself now to remain calm and keep your team calm will pay off if your team is impacted by such an event. Expecting perfection is not realistic. It is your responsibility to review the ice

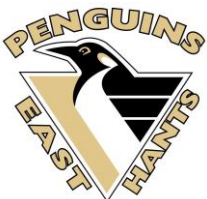


schedule for your team and **arrange ice swaps / trades** with other team managers to address problems that you note, including:

- i. Days where your team has a game and a practice (rare) – swap practice day
- ii. Days where there are 2 practices on one day (accidental, rare) – swap one of the practices times for another day
- iii. Days where your coaches aren't available (rare) – swap practice day
- iv. Days where you have opted to participate in an exhibition game or tournament that conflicts with a scheduled practice – swap practice day

When you make a successful ice swap, you do not need to inform the EHMHA ice scheduler, but you should notify the East Hants Sportsplex front desk so they can update the digital board to reduce confusion.

- c. You will also want to review the total number of ice times you have on the schedule for practices and home games (for the season) and **ensure that planned ice times align with the number budgeted for your team** (see budget info, above). Many managers track ice as the team consumes it during the season. It is your responsibility to ensure that your team uses the ice - and referee services for home games - that they have been allocated.
- d. There is a **game cap** for the season, and you must ensure that your total league games, tournament games and exhibition games do not exceed your game cap. Your head coach and division coordinator will know the game cap for your team.
- e. If your team budgets for **extra practice ice** that isn't part of the EHMHA ice schedule, you will want to book that ice as soon as you have your regular practice schedule and league game schedule (and enough funds collected that you can pay for it). The rink schedules fill up fast and far in advance. You don't want to budget for ice that you can't find to book. There are several avenues for booking extra ice:
 - i. Contact the EHMHA ice scheduler (ice@ehpenguins.org) and let them know what you're looking for – they may have spots that come up through the season.
 - ii. Check the East Hants Sportsplex schedule and call / email with your booking request.
 - iii. Check the ice schedule in Brookfield and call / email with your booking request.
 - iv. Use the Halifax recreation booking website to find available ice and call / email with your booking request. Some of the facilities that are reasonably close to East Hants include:
 1. Sackville Sports Stadium
 2. Sackville Community Arena
 3. RBC Centre in Dartmouth
 4. Zatzman Arena in Dartmouth
 5. BMO Centre in Bedford



- v. Contact East Coast Varsity in Dartmouth to request data about available ice times.
 - f. Your team is responsible for booking all exhibition games. You must secure and pay for the ice through the Sportsplex and its booking policies as well as book and pay for referees. To book referees, linesmen and timekeepers use Referee@ehpenguins.org.
 - g. There are situations (e.g. booking practice or exhibition game ice at certain rinks) where you will be asked to provide '**Proof of Insurance**' – sometimes with specific parties listed as 'additional insured'. You need to request this document online and you will need to indicate why it is required (with specific details about the event).
22. Your team roster data is entered by the EHMHA webmaster and it is then automatically fed into the websites for the associations that run our leagues (Dartmouth Whalers for Recreational teams and Central Minor for Representative Teams). As a team manager, you will be given a login for those sites as well. This allows you to enter game information for Home games (see next). These sites feed our site with **game schedule information**. Once the league schedules are populated, you'll see the calendar for your team populate with games on the EHMHA site.

Practices & Games

Your Team Manager **responsibilities for practices, games and game sheets** are as follows:

23. Dressing Rooms

- a. If your team has male and female players, ensure that parents/guardians of the female players know the location of the **female dressing room** at the EH Sportsplex (usually room 7 or 8); explain that you will let them know their dressing room before each practice or game. The coaches, team staff and parents of female players will need to agree at the beginning of the season on the plan for monitoring / managing the female dressing room. Ideally, 2 unrelated, female adults should be in the dressing room if there are players from more than one family using it.
- b. The **dressing room assigned to the team** will be listed on the digital board at the Sportsplex. If it isn't, parents can ask for the assigned room at the front desk. A coach must be in the dressing room for the player to enter. No players are to be in the team dressing room without a coach present. Association and safe sport best practices dictate that two adults are to be in the dressing room at all times that players are present.

24. Practices

- a. The manager is not always required to attend practices, but it is a good idea to do so, at least at the beginning of the season, to ensure that players and parents know where to go and are comfortable with the **practice protocol** (e.g. how early players are expected to be in the dressing room prior to a practice or game, whether warm-up activities are to be completed prior to entering the dressing room, whether



parents/guardians are permitted to enter, whether players are expected to tie their own skates, etc.). You will also need to ensure that the dressing room is listed on the digital sign board and ask a rink employee (usually at the front desk) for the female dressing room to be used (if applicable). A coach will get the key to the dressing room and open it – no players are to be in the team dressing room without a coach present.

25. Games & Game Results

- a. **Game results are reported by the Team Manager of the Home Team** for each game. The approach for reporting game results depends on whether your team is part of the Dartmouth Whalers Recreational League or the Central Minor Representative League.
- b. Home Games – All Leagues
 - i. All Leagues have moved to an **online game sheet system**: <https://grayjayleagues.com/>. As a Team Manager, you will be given login information for that website.
 - ii. You will need to login and **update your team roster** no later than 2 hours prior to the start of the game.
 - iii. If a player or coach is **suspended or not present** for the game, they should not be listed.
 - iv. All Leagues have call-up (or **Affiliate Player**) procedures that must be followed. There are included in their Regulations. EHMHA also has association specific call-up rules.
 - v. Associations that are set-up for live recording of game results (via a wireless, mobile device) will use the online game sheet during the game. This allows **live scores** to appear on the website.
 - vi. If the Timekeeper is not set-up to use the online game sheet to report live game results, a paper game sheet (available from your Division Coordinator) will be used to record game information (scoring, penalties). As the Home Team Manager, you will need to provide the game sheet to the Timekeeper and collect a copy at the end of the game.
- c. Away Games – All Leagues
 - i. For away games, your only responsibility is to login to the online game sheet at least 2 hours prior to the game and update your roster data.
 - ii. If you have both male and female players on your team, prior to an away game you should **notify the manager of the other team that you will require a female dressing room**. They may provide the room number ahead of time via email, but you will want to confirm the dressing room assignments when you arrive at the rink. You can find contact information for many team managers on their association's website. If you can't find contact information for a team manager, you may be able to find an email address for a coach, the division coordinator or their Administrative Executive position. Any of



them should be able to address your request or provide manager contact information.

- iii. It may be a good idea to let your parents / guardians know the **travel time to the rink** for an away game. One of the benefits of using an app to manage practice and game schedule data is that maps and driving directions are often available within the app based on the rink indicated for the game. Some of these apps even have most of the local rinks already pre-loaded and available for selection in a drop-down list.
- iv. You will want to ensure that the parents / guardians know the **expected pre-game arrival time**. Coaches may want some extra time to talk to the team or run them through warm-up activities.

Exhibition Games & Tournaments

26. Exhibition Games

- a. If your team wants to schedule one or more exhibition games, you will need to **include the associated costs in your team budget**. Typically, if you are hosting the game, you will need to cover the cost of the ice and the officials. When you go to an exhibition game at another rink, the team that invited you usually covers those costs. Usually, you do a Home and Home series for exhibition games – where you host the other team in our rink, and they host your team in their rink. That way, both teams get 2 exhibition games for the cost of 1 game. Team can also agree to split costs if it isn't possible to schedule both a home and away game.
- b. It is a good idea to **get exhibition games booked early in the season** as the ice schedules fill quickly and most teams only budget for a few extra games per season. Many teams book exhibition games before league games start. This allows coaches to assess their players in a game situation. To do this though, the team needs funds right away (particularly if you are hosting the game). You will also need jerseys, so make sure you consider this when booking.
- c. While you can play exhibition games against teams within your league, it is often more fun (and a new learning opportunity) to **play teams from other leagues**.
- d. To **set-up exhibition games**, you can reach out to the managers, coaches or division coordinators of other teams in your division and at your level. The hockey associations in Nova Scotia are listed here: <https://hockeynovascotia.ca/about-us/member-associations/association-list>; Look at the websites for associations that are within a reasonable travel distance and that have teams at the same division and level. Just send an email and ask if they'd be interested in arranging a game. Before making a commitment though, make sure you have the budget and can get ice time (if you will be hosting).
- e. There is no obligation to record exhibition game results on a league or association website, but you **will still need to use a game sheet** (paper or online) to track the



- game data. Instead of the league game ID, you will record the travel permit number on the game sheet. As with regular league games, the Home Team will be responsible to record the game results.
- f. Referees will submit the game sheets for exhibition games and any suspensions will carry over to all other games and seasonal play.

27. Travel Permits

- a. When you participate in a game that is against a team that isn't in your league, you require a **travel permit**. Travel Permits ensure your event is insured, and in situations where you have suspended players, the games requiring a travel permit will only count against the suspension if the travel permit request is entered before the suspension occurs (even if the exhibition game was planned long before).
- b. To request a travel permit, you need to be registered with Hockey Canada as part of the roster for your team. As the team manager, this shouldn't be an issue. **Travel permits are requested on the Hockey Canada Registry website:**
<https://register.hockeycanada.ca/home> .
Login, find yourself in the list, and click the 'View' link. On your account detail page, you will see a link that says 'Travel Permits'. This link takes you to the section of the website where you can request and track the travel permits for your team.
- c. **All travel permits are automatically pre-approved** and able to be used immediately with the number you are given once the permit is completed. Regional Directors on the Hockey Nova Scotia Minor Council review and approve or reject the permits. If your travel permit request is rejected, contact your Hockey Nova Scotia Regional Director to find out the reason that it was not approved. HNS Regional Directors are listed here: <https://hockeynovascotia.ca/contact/minor-council>
- d. If the ability to request travel permits is not on your profile, please email Jason Hale, jhale@hockeynovascotia.ca request a permit. Please include the date, time, arena, team name and the name of your head coach.

28. Tournaments

- a. Many teams choose to attend one or more **tournaments** each season. Tournament spots can fill very quickly so it is a good idea to determine how many tournaments your team will participate in within the first couple of weeks of the season. Things to consider when booking tournaments include your team's game cap, your league game schedule, the cost of tournament participation, the ability / willingness of your parents/guardians and players to travel (and how far they deem reasonable), and whether you will be playing in a home tournament such as the EHMHA Ettinger Smith Tournament. Tournaments involve some special considerations, as follows:
- b. It's often more enjoyable to find tournaments where you'll play against teams that are outside of your league. You can **find tournaments** a few ways:
 - i. Simple internet search



- ii. Hockey Nova Scotia's tournaments page:
<https://hockeynovascotia.ca/admin-member/tournaments>
 - iii. Hockey New Brunswick's tournaments page:
<https://www.hnb.ca/en/allcategories-en-gb/category-en-gb/tournaments>
 - iv. Hockey Prince Edward Island's tournaments page:
<https://hockeypei.com/teams/tournaments/>
 - v. The websites for other associations in Nova Scotia (<https://hockeynovascotia.ca/about-us/member-associations/association-list>), New Brunswick (<https://www.hnb.ca/en/minor-hockey/links>) or PEI (<https://hockeypei.com/about-us/links/>); On each association website, look for an ad or menu option for a tournament that they host. You can also reach out to a member of their Executive to ask if they host a tournament.
- c. When you register for a tournament that requires an overnight stay, you should **book a block of hotel rooms for the team right away**. It's a good idea when you are discussing and selecting tournaments with your parents/guardians to confirm how many rooms will be required. Often, the tournament organizers will tell you about local hotels where they have arranged for a certain rate for attendees. Please note that the tournament organizers are not obligated to ensure there are sufficient hotel rooms for folks traveling a distance to participate.
- i. At the hotel make sure that parents/guardians know that they are responsible for the behaviour of members of their party – including their players. That said, as the point of contact for your team issues may be raised to you. It's a good idea to **clarify hotel rules and share those with all members of your group** before arrival. Some coaches and managers book hotel meeting or lobby space to have a group meeting to review plans for the event once everyone has arrived. Ensure that you know whether your coaches have rules for using the pool, eating meals together, bringing video games, etc. so that you can set appropriate expectations with your players and their parents/guardians.
 - ii. You may be able to **book a meeting space for socializing at the hotel**. This can help to keep people and noise contained and reduce the chance of complaints from hotel staff and/or other guests.
- d. Apply for required **travel permits** as soon as you know the tournament dates.
- i. Travel Permits **ensure your event is insured**, and in situations where you have suspended players, the games requiring a travel permit will only count against the suspension if the travel permit request is entered before the suspension occurs (even if the tournament game was planned long before).
 - ii. To request a travel permit, you need to be registered with Hockey Canada as part of the roster for your team. As the team manager, this shouldn't be an issue. **Travel permits are requested on the Hockey Canada eHockey website:** <https://ehockey.hockeycanada.ca/ehockey/account/login.aspx>

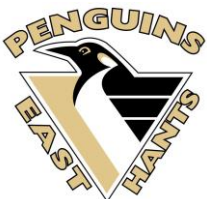


Login, find yourself in the list, and click the 'View' link. On your account detail page, you will see a link that says 'Travel Permits'. This link takes you to the section of the website where you can request and track the travel permits for your team.

- iii. **All travel permits are automatically pre-approved** and able to be used immediately with the number you are given once the permit is completed. Regional Directors on the Hockey Nova Scotia Minor Council review and approve or reject the permits. If your travel permit request is rejected, contact your Hockey Nova Scotia Regional Director to find out the reason that it was not approved. HNS Regional Directors are listed here:
<https://hockeynovascotia.ca/contact/minor-council>
- e. Coaches often plan a team meal as part of a tournament trip. Work with your coaches to select a location, agree on a time, and make a reservation. Some coaches select the meal in advance (or have limited options) so that the food preparation is quicker. If you go this route, please check with parents regarding dietary restrictions / allergies. You will also need to determine whether parents and siblings are invited to attend the meal and communicate all details to your parents/guardians.
- f. There is no obligation to record tournament game results on a league or association website and game sheets will be provided by the tournament organizer. You will need to provide your roster (player and coach) data and your travel permit number.
- g. For out of province tournaments you will need to submit games sheets to the regional director within 5 days of returning home. Even though you have 5 days to submit information, it is the coach's responsibility to abide by any suspensions given in the other province. Failure to abide by this will result in disciplinary action against the coach. *This is included in the Hockey Nova Scotia regulations 9.3. Any team playing out of province must send a copy of the game sheet to the Regional Director within five days upon the return of the team. There must be one game sheet for each game played.*

Development Opportunities

29. Hockey Nova Scotia has a **Development Weekend** every year in the fall (usually in November). This is a weekend where there are no league games scheduled so that associations can focus on player development. EHMHA and team coaches often arrange for extra training opportunities during that weekend, sometimes bringing in coaches from other leagues, associations, or divisions.
30. The EHMHA Goalie Coordinator often arranges for regular **goalie training sessions**. While a great opportunity for your goalie to get specialized and focussed training, they usually need shooters for these sessions as well so skaters may also benefit from these sessions. Watch the EHMHA website and Facebook page for information regarding these sessions and / or

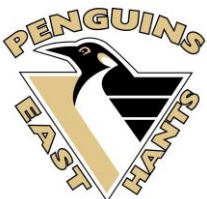


reach out to the Goalie Coordinator and pass this information along to your parents / guardians.

31. **Power skating and various hockey skills sessions** are often offered at the East Hants Sportsplex or other local rinks (Brookfield, Truro, RBC Centre). These sessions aren't part of EHMHA programming so there are participation costs and registration does not go through the EHMHA office or registrar. You may find information about these sessions on the EHMHA website or Facebook page, through posters/notices on bulletin boards at the rink, or on the websites for the individuals / organizations who hold these sessions. You don't need to find these opportunities for your players but if you find out about them its great to share the information – many parent/guardians, especially those new to hockey or not from this area, won't find out about them otherwise.

Team Meetings & Activities

32. Coaches will often want to schedule at least a couple of **team meetings** each season. Some of them refer to them as 'Chalk Talk' sessions. The Braeden Bannister room at the EH Sportsplex is available for teams to use at no cost, but it is very busy so you should try to book it as soon as you know you have a meeting planned. The EH Sportsplex Board room and Todd Hunter room can be booked as well but there may be associated cost. Again, it is highly recommended that you book with the Sportsplex right away.
33. Your coaches may want to schedule '**Dryland Training**' (fitness) sessions. Some coaches will book a field in the dome at the Sportsplex for these sessions (there is a cost to factor into your budget), some will run the sessions outdoors when the weather is decent, and many book local school gymnasiums for these sessions. Work with your coaches to determine their planned schedule and location as the school gyms fill quickly with evening activities.
34. EHMHA encourages teams to find a way to thank the local community for their support of minor hockey. Each team should consider planning an activity, event or undertaking that allows them to **give back** to the residents of East Hants. Some examples include:
 - a. Acts of service for charities or individuals (e.g. hanging the Christmas wreaths for the beautification society, snow shovelling or property care for seniors, preparing care packages and cards for the local seniors' facilities)
 - b. Fundraising for charitable donations (e.g. bottle collection to raise funds for a family to sponsor for Christmas, gathering donations for the local food bank, purchasing toys or pajamas for local groups that gather those items during the local Christmas parade, etc.)
35. There may be other fun **activities** that teams arrange through the season, including things like swimming, laser tag, BBQs, soccer or basketball games, etc. Often these activities are planned for an end of season celebration. If you are planning one of these activities for your team, please check with the EHMHA VP Admin to make sure it is allowed under EHMHA policies and regulations and consider how to best ensure safety of all players and



participants. It is critical to have appropriate parental / guardian involvement for any activity that isn't a routine part of the hockey season.

