

TAMHA

Coach and Manager



Quick

Reference Guide

Updated July 2022

Credentials and Coaching Clinics:

All bench staff including team managers must have up to date credentials and required courses completed with necessary paperwork submitted to the TAMHA office by December 1st.

COACH & VOLUNTEER REQUIREMENTS

Minor/Female	Requirements	Head Coach	Assistant Coach	Trainer	Manager	Safety Rep.
U7 U9 U11 - C U13 - C U15 - C U18 - C U21 (Minor Junior)	Intro Coach Program (HU 1/2 online req. 1st)	✓	✓	—	—	—
	HU Safety Program	ONE APPROVED TEAM BENCH STAFF MUST HAVE HU SAFETY PROGRAM				—
	Criminal Record Check/Vulnerable Sector Check	✓	✓	✓	✓	CRC
	HU Planning a Safe Return to Hockey Course	✓	✓	✓	✓	✓
	Respect In Sport Activity Leader Program	✓	✓	✓	✓	—
	U11 - AA, A, B U13 - AAA, AA, A, B U15 - AA, A, B U16 - AAA (Minor) U18 - AA, A, B Female AAA, AA, A, B	NCCP Development I	✓	✓	—	—
HU Safety Program		ALL TEAM BENCH STAFF EXCLUDING B REQUIRE HU SAFETY PROGRAM				—
Criminal Record Check/Vulnerable Sector Check		✓	✓	✓	✓	CRC
HU Planning a Safe Return to Hockey Course		✓	✓	✓	✓	✓
Respect In Sport Activity Leader Program		✓	✓	✓	✓	—
Major U15 Major U18 U18 Female AAA	High Performance I	✓	—	—	—	—
	NCCP Development I	—	✓	—	—	—
	HU Safety Program	✓	✓	✓	—	—
	Criminal Record Check/Vulnerable Sector Check	✓	✓	✓	✓	CRC
	HU Planning a Safe Return to Hockey Course	✓	✓	✓	✓	✓
	Respect In Sport Activity Leader Program	✓	✓	✓	✓	—
Junior A	High Performance I	✓	—	—	—	—
	NCCP Development I	—	✓	—	—	—
	HU Safety Program	—	—	✓	—	—
	Criminal Record Check/Vulnerable Sector Check	✓	✓	✓	✓	CRC
	HU Planning a Safe Return to Hockey Course	✓	✓	✓	✓	✓
	Respect In Sport Activity Leader Program	✓	✓	✓	✓	—
Junior B Junior C	NCCP Development I	✓	✓	—	—	—
	HU Safety Program	ONE TEAM STAFF/MANAGER REQUIRES HU SAFETY PROGRAM				—
	Criminal Record Check/Vulnerable Sector Check	✓	✓	✓	✓	CRC
	HU Planning a Safe Return to Hockey Course	✓	✓	✓	✓	✓
	Respect In Sport Activity Leader Program	✓	✓	✓	✓	—

* AAA, AA, and A coaches all require HU safety program. B & C teams require one coach to have HU safety.

* All approved team staff are required to have HU Planning a Safe Return Hockey Course.

E-Hockey Account:

All Minor hockey coaches, managers, and bench staff need an E-hockey account. To get one visit <https://hcr3.hockeycanada.ca>

Once you have signed up our office can assign you to a team and you can visit the site to check up on your credentials, sign up for courses or apply for travel permits.

Travel Permits:

Travel permits are required for every game (exceptions are league scheduled games) these are obtained through your E-Hockey account. The travel permit number is required on the paper or electronic game sheet through Grayjay. Please contact your minor hockey association for where to get travel permits.

Team Fundraising and Budgets (House and Rep Teams):

The maximum amount allowed for team budgets can be found in policy 5.6. Financial Statements are reviewed by the Executive 3 times per Hockey Season. Below are the dates these are due to the sitting second Vice President for review.

1. October 30 - Proposed budget for team including the list of fundraising activities planned, proposed expenditures and projected costs and a list of major corporate sponsors and projected revenues;
2. January 15 - An interim budget showing expenditures and projected costs to run the team. This will include expense and revenue Budget Sheets and Ledger Sheets including any cheques written;
3. March 15 - Final Budget which must include expense and revenue Budget Sheets and Ledger Sheets including all cheques written. (*in the case of teams still playing after March 15, the deadline is extended to April 1*);
4. Miscellaneous items must be itemized as to amount and receipts included;

REP FEES (\$5950 per team of 17) cover the teams extra practice ice, and the additional 30 minutes of the home game ice time, as well as the referee and timer expense for the additional 30 minutes. These are permitted fundraising expenditures. In addition, any activities and items that a team will participate in i.e.: team parties, coaches gifts, players gifts etc.... are not considered permitted fundraising items therefore any sponsorship money can not be used to cover those expenses as outlined in our policy. Parents are required to contribute and pay for these. If families choose not to participate in those activities, then they are not required to contribute.

Permitted Fundraising is through Business Sponsorship and/or team fundraising activities (ie 50/50, grocery bagging, bottle drives etc.)

Any funds remaining at the end of the season, will be divided amongst the players families who contributed financially. Families cannot receive more money back then they contributed. Any excess funds MUST be turned into TAMHA.

U9 - As U9 is sponsored by Tim Hortons, we are not permitted to attach any sponsor bars to these Jerseys. A Sponsor Banner is an acceptable option.

Banking

All teams must obtain a bank account, with two signing authorities at the Colchester Credit Union. No bank cards are permitted to be used. To open the bank account, a letter of consent will be required by the bank, this can be obtained by our Office Manager.

Lottery Licence

By law, organizations must have a Ticket Lottery Permit to run a single draw ticket lottery, there are two Ticket Lottery Permits, one for under \$4000 and one for over \$4000, please make sure that you select the correct permit. Please visit Gaming Control and Registration - Government of Nova Scotia for more information.

Grayjay:

Starting in the 2022-23 season, TAMHA will be operating on the GrayJay platform. All schedules and communications will operate here. All game schedules will be integrated with Scotia Minor Hockey League and live scoring and electronic game sheets will be enabled. Coaches and Managers will receive credentials for their teams so that they can login and confirm their rosters and starting goalies prior to game time. For access to team staff help, go to: GrayJay Leagues Team Staff Guide. If at anytime you need assistance with Grayjay please email the Comms & Tech Coordinator at tamhawebsite@gmail.com. Paper game sheets will be the backup for any issues with the platform or use of Grayjay.

Booking Refs and Time Keepers

All games regular season games will be scheduled by the league scheduler for the division. Any changes or exhibition games must be entered on Grayjay by the team manager. To ensure referee availability, it must be entered by 8:00 pm on the Monday before weekend games or at least 5 days prior for week day games. This rule also applies to timekeepers. For any short notice changes or exhibition game entries, please contact your RIC and Office Manager directly to check availability before scheduling.

Jerseys:

Teams must have each player fill out the jersey sign out form, with an attached post date cheque* (House team \$50 and Rep team (\$150). If Jerseys are not returned by the required date and/or the Jerseys have been damaged, then the post dated cheque will be deposited to replace the jersey(s). Cash can be collected in lieu of Post Dated Cheques.

Codes of Conduct:

Parents, staff and players are all expected to follow our code of conduct. For more information, please visit the [Manger's Desk](#), on our website.

Youth On Ice Helpers:

On ice helpers must be a minimum of U15 division and be at least one division above than the division they are assisting with. All on ice helpers must be approved by the Division Rep in advance.

Affiliate Players:

Coaches must follow the HNS policy regarding team affiliation. See Regulation 6 under [HNS Rules and Regulations](#). Coaches using affiliate players are responsible to fill out the Affiliate Player Tracking Form for every game the use the affiliate. Although they do not need to do this for practices, they must still obtain the affiliating coach's permission. Reference:

Division	Affiliates to:
U18 AA	U18 A, B, C
U18 A	U18 B, C
U18 B	U18 C
U18 C	As approved by HNSMC
U15 AA	U15 A, B, C
U15 A	U15 B, C
U15 B	U15 C, U13 A, B
U15 C	As approved by HNSMC
U13 AAA	U13 AA,A, B, U11 AA
U13 AA	U13 A, B, U11 A, B
U13 A	U13 B, C, U11 A, B
U13 B	U13 C, U11 A, B
U13 C	As approved by HNSMC
U11 AA	U11 A, B, C
U11 A	U11 B, C
U11 B	U 11 C
U 11 C	As approved by HNSMC

Affiliation from all C levels to checking teams will require approval of HNSMC.

Social Media:

Please review the Hockey Nova Scotia [Social Media Policy](#).

Dressing Room Policies:

Please refer to Hockey Nova Scotia's [Dressing Room Policy](#).

Hazing Memo

Please refer to Hockey Canada/Hockey Nova Scotia [Hazing Memo](#).

24-Hour Rule

This rule has several purposes:

- 1) Allows each party involved during an issue to step back and clear the initial emotional elements
- 2) Provides a clear and concise process for problem resolution
- 3) Provides a clear understanding of what is expected from all parties involved
- 4) Promotes direct communication
- 5) Provides an avenue of fairness and opportunity to every parent, player and coach

The 24-Hour Rule:

When an issue occurs and a party has a resulting complaint to make or issue to be resolved, they are asked to wait 24 hours, then put the issue in writing and submit it to the appropriate party. Whether this issue is labelled as coaching error, team mate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly, in a civilized and respectful manner, and to everyone's satisfaction.

We at TAMHA understand that from time to time, an issue may occur, which is why the time was taken to develop this policy and provide that avenue to all of our members. We pride ourselves on our family-like atmosphere and our ability to communicate directly with all members by not losing sight of what is most important - all players having fun playing hockey.

Injury Forms:

Injury form must be filled out for any incident during any minor hockey activity in which someone is injured. This form should be completed with the injured party's family and sent to the 2nd Vice President or their designate so that it can be reviewed and forwarded to HNS. Injury Report Forms can be found under the Manager's Desk on our website.

NOTES:
