

Coaches / Managers Meeting

October 16, 2025
7:00 PM



2025-2026
Season

Almonte Arena
Upper Hall



Welcome

- 🏒 Opening Remarks
- 🏒 Introductions
- 🏒 Thank You for volunteering!
- 🏒 LCMHL Coaches & Managers Meeting was held on Tuesday, October 14th via Zoom call.

Link to meeting minutes:

Is available on APMHA's website under Executive Meeting Minutes.



Team / Bench Staff

 Typical team staff composition:

- Head Coach
- Assistant Coach 1
- Assistant Coach 2
- Manager
- Trainer

 Hockey Canada will insure 5 staff per team.

- Additional staff can be insured. Cost must be covered by the team.

 Insurance Exceptions / Flexibility:

- U7 Program where additional coaches are required on the ice.
- Coaches or staff who are supporting multiple teams.

 In establishing your team staff, consider coverage needs in the event of absences.

- i.e.. Coach Level Certification on the ice/behind the bench, Back-up Trainer options.

 On-Ice helper policy.



Police Vulnerability Sector Check (PVSC)



Who needs a PVSC?

- Active volunteers of APMHA require a completed PVSC.
- In the context of APMHA minor hockey, an active volunteer refers to anyone who has volunteered for a position that puts them in direct contact with players. This includes coaches, assistants, trainers, on-ice volunteers and managers.



PVSC's are valid for a maximum of 3 years.



How to attain a PVSC?

- PVSCs are performed by the OPP and are free for all volunteers.
- In order to prove an individual's role with the APMHA, a volunteer letter is provided by the association.



Steps to attain a PVSC:

- Go to the OPP website at the following link....
<https://ontario.tritoncanada.ca/v/public/landing/ontarioprovincialpolice/home>
- Fill out the online form and include the completed VSC APMHA letter as part of your application.



All info pertaining to PVSC process and to access the association letter can be found on the APMHA website here >>

https://apmha.org/Pages/1321/Coaching_Trainer_Forms/



PVSC Declaration



New This Year:

- Everyone with a PVSC will have to declare it annually
- https://forms.microsoft.com/Pages/ResponsePage.aspx?id=s88_mthsgUGOi8KxPBphVRNFN0_ZyflGmRel6w2hk6NUOUowVjgyRVI5R0hMUjUzMUVLMU5WTVc2OS4u



What you Will Need:

- HCR Profile Number
- 5 Minutes
- PVSC Application Submission



Where to Upload your Submission

- Question #8
- Click “yes my PVSC has expired” and upload your submission application in the next question

Declaration Page



Your Application for your Police Record Check has been submitted, please keep this confirmation number for your reference

G9051779

For real-time updates on the status of your file, please visit [Here](#).

If you have any questions regarding this request, please contact our customer service department at 1-833-909-0057 or opp.virtualdesk@tritoncanada.ca

Triton Canada is an authorized Third Party Vendor for the Ontario Provincial Police (OPP) solely for the purpose of managing Online Police Record Check application information collection and submission. Record Checks will continue to be performed by OPP and the results will be provided by OPP. All Customer Service inquiries related to application submissions and/or payments should be directed to Triton Canada at opp.virtualdesk@tritoncanada.ca or 1-833-909-0057.

6. HCR Number (To check your HCR number, refer to: <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>) *

Enter your answer

7. Are you an On-Ice Official/Referee *

☐ Yes

☐ No

8. Do you need to upload a Vulnerable Sector Check (VSC) (To check the status of your screening in Spordle/HCR, refer to the instructions here: <https://www.ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/vsc-instructions/>) *

☐ Yes (my VSC has expired and need to upload a new one OR I am new and have no VSC on my HCR profile)

☐ No (my VSC has not expired and want to complete the online declaration form)

Next



Coaching Requirements and Certifications (U7- U9)



Respect in Sport for Activity Leaders

- https://heo.respectgroupinc.com/koala_final/



Gender Identity & Expression Online Training

- <https://page.spordle.com/heo/clinics/1ef1dba2-144e-6410-872f-02278fe9e5d9>



Hockey Canada Online Coach 1

- <https://page.spordle.com/heo/clinics/1ef4450c-4b29-6090-ae6d-02600a5612ed>
- This is an online course that is a prerequisite to the Coach Level 1 Course identified in the next bullet. It **must** be taken before registering for the Coach 1 Clinic.
- Cost for the clinic is \$30 + tax.



Hockey Canada Coach 1 Modules (U7/U9)

- The modules are available at the end of the online course.



Coach Level 1 Clinic – Intro to Coach

- <https://register.hockeycanada.ca/clinics>
- This clinic consists of 5 hours of class time and 1.5 hours of participation on the ice.
- Cost for this clinic is generally around \$150 to \$175 + tax (although some host associations charge higher fees).
- The link above shows all current offerings of the Coach 1 clinic in the region (you will note some locations are closer than others).





Coaching Requirements and Certifications (U11- U21)



Respect in Sport for Activity Leaders

- https://heo.respectgroupinc.com/koala_final/



Gender Identity & Expression Online Training

- <https://page.spordle.com/heo/clinics/1ef1dba2-144e-6410-872f-02278fe9e5d9>



Hockey Canada Online Coach 2

- <https://page.spordle.com/heo/clinics/1ef4450c-4b29-6090-ae6d-02600a5612ed>
- This is an online course that is a prerequisite to the Coach Level 1 Course identified in the next bullet. It must be taken before registering for the Coach 1 Clinic.
- Cost for the clinic is \$30 + tax.



Hockey Canada Coach 2 Modules (U11+)

- The modules are available at the end of the online course.



Coach Level 2 Clinic

- <https://register.hockeycanada.ca/clinics>
- This clinic consists of 5 hours of class time and 1.5 hours of participation on the ice.
- Cost for this clinic is generally around \$150 + tax (although some host associations charge higher fees).
- The link above shows all current offerings of the Coach 2 clinic in the region (You will note some locations are closer than others).





Manager / Trainer Requirements



All Managers and Trainers must meet the following requirements:

- Police Vulnerable Sector Check (PVSC)
- Respect in Sport (Activity Leader)
- Gender Identity & Expression (Online Training)



Team Trainers also require “Trainer Level 1” for house league...

- Hockey Canada Safety Program Level 1 – Online
- Certification <https://page.spordle.com/heo/clinics/1ef33ef7-b8a9-62f8-9b21-06f606e85d2d>





Reimbursement Process

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- 🏏 Proof of course receipts to be sent via email to...
 - coaching@apmha.org
 - 🏏 The summary of receipts should only be submitted once all courses have been completed.
 - 🏏 A single reimbursement cheque will be provided by the APMHA Director of Finance.
 - 🏏 The reimbursement cheques will be handed out by the convenors, directors, or managers





Player Affiliation Rules



LCMHL outlined all affiliation rules at the meeting on Oct 14th.

- [http://lanark.goalline.ca/files/d4_house_league_affiliation - 2023-01a.pdf](http://lanark.goalline.ca/files/d4_house_league_affiliation_-_2023-01a.pdf)



Affiliations are managed using the Total Team Management (TTM) website.

- <https://www.ttmwebservices.ca/?AID=HEO>



Key points to remember:

- LCMHL is using the “Club System”.
- Affiliation from within the association.
- Affiliation up to a max of 15 games, excluding exhibition games & tournament games.
- No limit on Goalies.
- Must “register the call-up” within TTM prior to the game.
- A player’s coach is responsible for tracking the affiliations of his team members.





Tools & Resources



Manager's Handbook

- <https://apmha.org/Public/Documents/APMHA - Manager Manual - October 5 2025.pdf>



Ice Hockey Systems

- <https://www.icehockeysystems.com/>



Free HEO online courses

- <https://page.spordle.com/heo/clinics>



Hockey Canada Drill Hub

- <https://www.hockeycanada.ca/en-ca/hockey-programs/drill-hub>





Hockey Share (free drills)

- <https://www.hockeyshare.com/free-drills/>



Tournament Search engines

- <https://www.hockeyeasternontario.ca/tournaments/>



Trainer Resources (i.e.. Return to play policies, reporting an injury, etc..)

- <https://www.hockeyeasternontario.ca/bench-staff/trainers/reporting-injuries/>



Player Development

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-  **Multiple conditioning ice-times conducted in September.**
 -  **Age groups U9 to U18 were allocated a dedicated ice session with Next Generation HKY hockey.**
 -  **16 Hours of Goalie Clinics and 3 hours of goalie evaluations are scheduled for the 2025-26 season.**

- Goalie coach Patrick Killeen led the first 2 conditioning sessions. He is now full time with the Carleton Place Junior B team.
- Dave Stathos Goalie Performance Center will be conducting the rest of the goalie clinics for the season. They were in charge of the goalie evaluations for already.
- At least one coach from each team that has a goalie at the clinic must be present.
 - To help run the drills (i.e.. as shooters, etc.).
 - To learn.
- Drills learned at the clinics can be incorporated into team practices.





Dressing Room Policy



Coaches must familiarize themselves with HEO's Dressing Room Policy.

- <https://www.hockeyeasternontario.ca/governance/by-laws-policies/>
- Rule of 2. Players should never be in a locker room without supervision.
- The head coach should ensure that 2 members of the team staff are present in the room at all times.



Recording devices of any kind are not permitted inside of a dressing room environment.

- Cell phones are **only** permitted for the use of playing music while under supervision. Any recording devices must be out of sight while in the dressing room.
- [Voyeurism](#) (Section 162(1)(a)) of The Canadian Criminal Code



Ensure a safe, inclusive and equitable dressing room environment that is a designated team space for everyone.

- Coaches are encouraged to establish and communicate the team parameters, with families, of how the dressing room will operate over the course of the season.





Ice Schedule



APMHA Ice Scheduler: J-F Meloche (ice@apmha.org)



Overview of the 2025/26 ice schedule

- General allocation of game and practice ice times by team.



Tournament Notification

- Important to notify J-F Meloche of all Tournament bookings so that practices and home games can be rescheduled as required.



Trading ice times with other teams.



What do I do if I can't use, or don't intend to use, an allocated ice time?





Other Topics

 Team Fee Maximum: \$250 **Game Sheets**

- Candace to provide game sheets to all teams.
- All Head Coaches and Managers should now have received an invitation to create an account on “Game Central” (on the LCMHL website) from their statistician.
- To create an account, add your team rosters or to log game sheets, go to the following link:
 - https://lcmhl.ca/Pages/1250/LCMHL_Website_Instructions/

 Game Changes (i.e.. weather related, tournament conflicts)



Almonte Tournament Dates

- U7 Fun Day – February 7th, 2026
- U9 Tier 1 – February 6th-7th, 2026
- U13 Tier 1 – January 16th-18th, 2025
- U15 Tier 2 – January 16th-18th, 2025



Jersey Policy

- Jersey bag or have a designated team equipment manager.
- Name bars
- Damage deposit: \$200 cheque / player (to be returned at end of season)

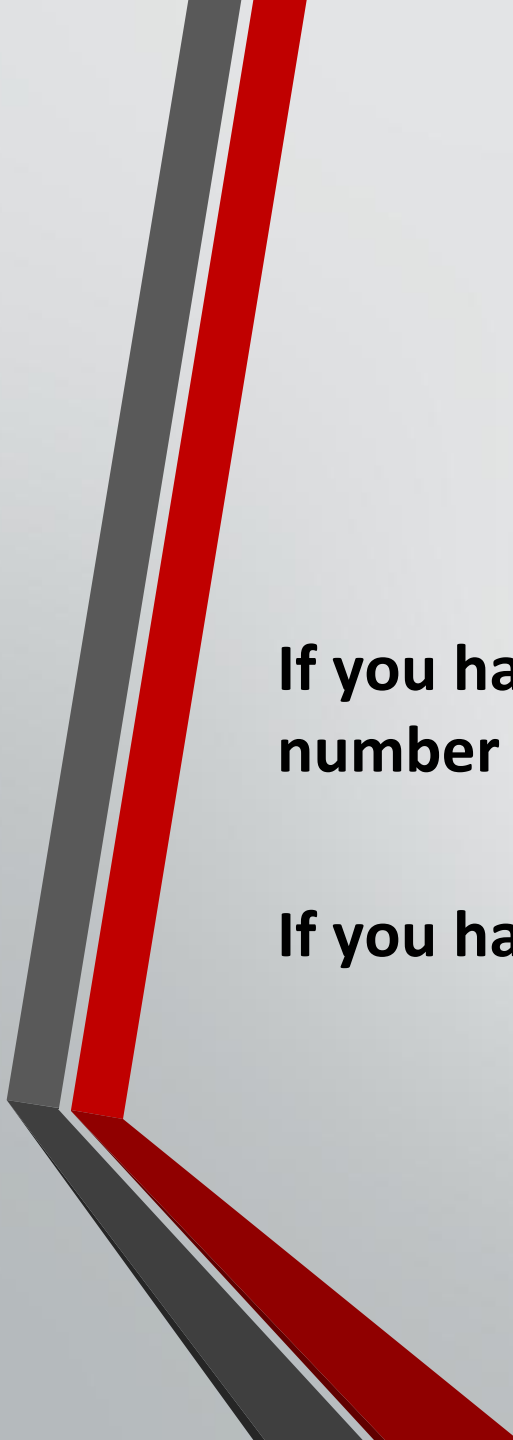


Inclement Weather Process – League Statisticians must approve



Medical Forms for each player





Questions?

If you haven't declared your PVSC yet. Do it right now. Ask for your HCR number from us.

If you have any specific questions, feel free to come talk to one of us.

Thank You!

A sincere **THANK YOU** to all the coaches, trainers, managers, conveners and numerous volunteers for dedicating their time in ensuring a successful hockey season for the players, parents and teams.



MOTION TO ADJOURN

