



Alexandria Minor Hockey Association

TEAM GUIDE

2026-2027

We are pleased to welcome you as a team manager or coach within our association! One of your primary responsibilities is to represent the association with professionalism and pride wherever you go. At AMHA we value and expect our volunteers to uphold:

1. Fair play
2. Fun
3. Excellence
4. Good Citizenship
5. Integrity & Honesty
6. Equity

TEAM MANAGER'S ROLE

The team manager is mainly responsible for handling administrative duties and acting as a liaison between the team and parents. Ideally, the manager works closely with the coaching staff.

Responsibilities include:

- Providing player and coach information as requested.
- Communicating with parents, coaches, and players via TeamLinkt.
- Supporting the head coach administratively.
- Registering and managing the team for tournaments.
- Organizing Timekeepers and Team Jersey Parents for games
- All teams must fill in the HEO tournament permit and send the form to the president and the scheduler of tournaments using the HEO form.

<https://www.hockeystarontario.ca/media/5zfmb0mb/heo-minor-hockey-travel-permit-2023-24-2.pdf>

- Organizing and leading parent meetings with the coaches.
- Managing the team budget.
- Coordinating fundraising activities.
- Scoresheet completion and reporting

Roster Preparation

- Immediately following REP team formation, each coach must send the list of selected players to the REP convenor for board approval.
- Coaches must send their bench staff ASAP to the REP convenor
- Once the team is entered into TeamLinkt by the association, managers should enter the jersey number for each player
- The registrar will then provide the team roster which is usually needed for tournament participation

PARENT MEETING

A team's success is closely linked to team spirit, which should also include parents. This is probably one of the manager's most important and challenging tasks.

All decisions, especially financial ones, should be approved by the parents. For competitive teams, projected budgets for the season should be shared before or at try-outs.

Topics to Discuss

- Introduction of coaches, their hockey experience, certifications, and coaching philosophy.
- Team rules.
- Team budget.
- Team expenses (tournaments, photos, year-end party, team merchandise, etc.).
- Tournament selection (local and out-of-town).
- Optional ice time purchases if extra practices are desired.
- Advising parents to turn on notifications for or regularly monitor TeamLinkt for schedule changes.
- Players must notify the coach or manager in case of absence via TeamLinkt attendance. Under 24 hours notice, please text or call.

Parent Volunteers

Encourage parents to become more involved. Examples include:

- Social events coordinator (Christmas and year-end celebrations)
- Fundraising coordinator
- Hotel booking coordinator for away tournaments
- Jersey Parents (responsible for distributing and collecting the jerseys for each game. Both sets should always be brought to all games.

- Timekeeper for games

Less experienced managers are encouraged to seek guidance from the registrar or respective level convenors.

Required Documents

- Medical Information Form (allergies, respiratory issues, etc.). Both players and team staff must fill out a form. https://www.hockeyeasternontario.ca/media/3rsbrfvo/htcp_medical_info_sheet.pdf
- Forms should be kept with the team trainer, and available at all times, to consult if there are any issues during an event. There should also be 2 designated people in the stands who helps with emergencies.
 - Control Person: This is the person who will control the stands, clear the area, find the players parents, etc...
 - Call Person: This is the person who will call 911
- Injury Report Form: Trainer should fill out the form for incidents that end in a player being removed from the ice, or an injury sustained by a player, spectator or any other person at a sanctioned hockey event. <https://www.hockeyeasternontario.ca/bench-staff/trainers/reporting-injuries/>
- Return to Play: Should a player seek medical attention, the following form will need to be completed prior to the player resuming any participation in AMHA activities. <https://www.hockeyeasternontario.ca/bench-staff/trainers/reporting-injuries/>

BENCH STAFF INFORMATION

- Coaching clinics and recertification costs are covered by AMHA for up to 5 staff members per team.
- Coaches are responsible for their own Shift Forward Coach fee. *Respect in Sport will still be valid for the 2026-2027 season, after which Shift Forward will be required. We encourage everyone to get their Shift Forward ASAP
<https://www.hockeyeasternontario.ca/bench-staff/coaches/shift-forward/>
- Register for coaching courses through the Hockey Canada Registry
<https://register.hockeycanada.ca/clinics>
- Submit all bench staff to the AMHA Registrar by October 31.
- All team staff and helpers must meet Hockey Canada certification requirements
<https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/>
- Submit coaching course receipts (except Shift Forward) and completion certificates to amhatreasurer@hotmail.com for reimbursement.
- All bench staff must submit a Vulnerable Sector Check.
<https://www.hockeyeasternontario.ca/vulnerable-sector-check/>

PRACTICE RULES

- A coach must be on the ice before players enter.
- Only coaches, assistants, and approved volunteers are allowed on the ice.
- On-ice helpers are permitted in accordance with HEO Policy 6.5 (On-Ice Helper), subject to the age, registration, equipment, and participation requirements outlined in the policy.

<https://www.hockeyeasternontario.ca/media/y2xl3zr/65-on-ice-helper-policy.pdf>

- Everyone on the ice must wear CSA-approved helmets with chin straps fastened.
- Game jerseys are prohibited during practices unless specifically authorized.
- All players must wear full equipment

DRESSING ROOMS

- **Rule of Two:** At least two screened adults must be present and able to observe activities at all times to help ensure player safety and appropriate supervision.
- **Hockey Canada Minimum Attire Rule:** No nudity in dressing rooms; players must wear a base layer at all times, and showering should be done in appropriate attire (underwear, swimsuit, etc...)
- Teams are responsible for player safety and privacy while dressing, undressing, and showering.
- One parent per player in the dressing room is the standard for U7 and U9. Please try and limit siblings in the dressing rooms.
- No parents in the locker room for U11 and above.

SCORESHEETS

- Scoresheets will be distributed to coaches or managers at the start of the season.
- U15 House and U18 house will use electronic scoresheets
- Ensure scoresheets are properly signed when a suspension is being served during a game.
- Coaches or managers are responsible for reporting game results to the league.
- Once teams are created, score reporting instructions will be sent to coaches and/or managers
- Coaches or managers are responsible for monitoring and enforcing player suspensions.
- The use of Roster Stickers is recommended. Avery #5163 or similar works well.

GAME CANCELLATIONS

- Ice times are assigned by the AMHA scheduler.
- Notify the referee in chief and scheduler as soon as possible if an ice time must be cancelled.
- Cancelled game ice due to inclement weather **cannot be used for a practice**; otherwise, the team will be responsible for the ice cost.
- Inclement Weather Please reach out to AMHAscheduler@hotmail.com (or call/text if it is early morning - 819-639-5071) and with any cancellations as soon as possible.

Practices

- Practices should be cancelled up to 1 hour before your scheduled time. This is so we can notify the arena staff as necessary.

Games

LSLMHL (House)

- Games should be cancelled as early in advance as possible and no later than 2 hours before the game.
- Please keep in mind that road conditions can improve or deteriorate within that 3 hr window.
- Usually, home games are only cancelled when an away team has asked for a cancellation
- The team manager will contact the AMHA scheduler who will in turn contact the Arena and referees.
- For away games, please reach out to the visiting team to confirm cancellation. Note that if there is a special weather statement, they cannot refuse your cancellation.

UCMHL (Rep)

- Minimum Cancellation is 4 hours before puck drop. This will allow players with long distance travel to be advised as well as officials.
- Cancellation should come from the travelling team.
- Both teams need to be in agreement of the change. If both teams cannot agree, then the UCMHL Division Convenor, in consultation with the President or Vice-President will make the final decision.
- Once both teams agree, the HOME team must advise the UCMHL Division Convenor of the cancellation.
- The team manager will contact the AMHA scheduler who will in turn contact the UCMHL convenor, Arena and referees.

Other Game Changes

- All games rescheduled for convenience purposes (tournaments, school exams etc.) by a team or association ice scheduler, can only be done so after an appropriate replacement time accepted by both the teams has been agreed upon.
- If the home team requests the change, the home team must offer the visiting team two reasonable alternative times.
- Teams requesting a change must do so at least 14 days prior to the originally scheduled date.
- A team may not unreasonably withhold their concurrence to a request and must respond within two days of being notified.
- Please Contact the AMHA Scheduler for available game times and then coordinate with the appropriate league convenor and opposing team contact.

TIMEKEEPERS

- All teams are responsible for timekeepers for their home games.
- Timekeeping is a great opportunity for high school students to earn volunteer hours.
- The team is responsible for the cost of any hired timekeeper.
- Timekeepers for U15 and U18 house must have access to a phone in order to complete the electronic timesheet

OFFICIALS' ROOM

No member of a team, association, or organization may enter the officials' room without permission.

IMPORTANT DATES HOUSE LEAGUE (LSLMHL)

Event	Date
U9-U18 Season Starts	October 14 th , 2026
Holiday Break	December 19 th -January 2nd
End of Regular Season U11-U18	February 12th
End of Regular Season U9	March 11th
Spring Break Week	March 13th-March 21st
Playoffs Begin	February 16th

IMPORTANT DATES REP LEAGUE (UCMHL)

Event	Date
UCMHL Season Starts	October 6th
Holiday Break	December 22nd
End of Regular Season	February 7
Spring Break Week	March 13-21
Playoffs Begin	February 16th

TOURNAMENT REGISTRATION PROCEDURE

1. Select a tournament from HEO or any other sanctioned event.
[Tournament Directory | Hockey Eastern Ontario](#)
2. Contact the tournament organizer as early as possible.
3. Complete registration forms and submit payment promptly.
4. Notify the ice scheduler and registrar immediately upon acceptance

IMPORTANT TOURNAMENT NOTES

- Travel permit

<https://www.hockeysteasternontario.ca/media/5zfmb0mb/heo-minor-hockey-travel-permit-2023-24-2.pdf>

US/Canada travel permit add form

https://www.hockeysteasternontario.ca/media/cmzdd0oy/usa_can_travel_permit.pdf

- Make sure that any event you attend, especially tournaments and fun days, are sanctioned events.
- Check for hotel arrangements provided by tournament organizers.
- Register early due to popularity.
- Always carry your roster.
- Always check and follow tournament Check In Rules
- Always check and follow tournament Game Rules
- Arrive 1-2 hours before your first tournament game.
- Suspended individuals may not participate until their suspension is fully served. Tournament games count toward fulfillment of suspension.

SPONSORSHIPS AND FUNDRAISING

Remember that AMHA is a youth sports organization. Choose responsible fundraising activities.

Popular fundraising ideas:

- Raffle (Prizes can be donated, Raffle Basket, etc...)
- Sponsorship Sales Programs (Kripsy Kreme, Pepperoni Sticks, Chocolates, Popcorn, etc...)
- Local Business Sponsorships (Create request letter and share with team parents)

The association can offer sponsors a tax receipt and a Thank You post on our Facebook page.

EQUIPMENT

- Jerseys must NEVER be washed with bleach.
- Jerseys must NEVER be placed in a dryer.
- Team jerseys are prohibited during practices.
- No coloured sports drinks while in the Jersey
- Teams must distribute and collect the jerseys at each game. Typically, 2 parents will volunteer to oversee each set.
- Name bars must be affixed in a way that doesn't damage the jersey and removed at the end of the season and returned to the association along with the jerseys.
- Jerseys must be washed before being returned.
- Home teams wear light jerseys. Visiting teams wear dark jerseys.
- Each player is supplied with one pair of socks.
- Goalie equipment is available for U7-U9 players who want to try playing net. U11-U13 may be available, contact the equipment manager for details
- Pucks, cones, and other teaching aids are available at the arena
- Equipment manager will provide the locker code at the beginning of the season.

BANQUET AND AWARDS

- An end of year U7-U9 and U11-U18 will have Banquets held at the end of the season (typically in April)
- U11-U18 Coaches are required to submit award recipients at the end of the season.
- Team awards include MVP, Hustler, and Most Improved Player.
- Additional details will be provided closer to the awards ceremony.

AFFILIATED PLAYER (AP) PROCEDURE

- Obtain the player's team coach's approval before contacting the player or parents.
- Complete the affiliation form ASAP, and submit it to the Registrar, before playing them. Players must be affiliated by February 15th. Players may not affiliate in games until rostered.
<https://www.hockeystarontario.ca/media/ffybvor0/affiliation-permission-form.pdf>
- Written permission (email or text from the player's regular team coach) is required before each affiliate game.
- Players cannot be denied an affiliate opportunity if there is no conflict with their regular team's game or event.

- Skaters may play up to **15 regular season/playoff games** as an affiliate; exhibition and tournament games do not count.
- **Goaltenders:** No affiliation game limit
- Players may affiliate with only one higher-level team in the same category.
- **U7 & U9 Restrictions:** U7 players cannot affiliate to U9. U9 players may not affiliate to older age groups except second-year U9 players (8-year-olds) after January 15.
- Coaches, players, and parents are responsible for monitoring affiliation game counts.
- Any suspension received while playing as an affiliate must be served with the player's regular team.

DISCIPLINE REMINDERS

- Parents, players, coaches and managers should follow the 24hr rule before addressing issues within the team
- Every effort should be made to resolve any complaint or incident within the team by the coaching staff
- If needed, any complaints or incidents should be reported via the [AMHA Incident Report Form](#) and sent to the Risk and Safety Director
- If a goalie is ejected or injured, coaches have 15 minutes to dress another goalie.
- Three stick-related or head-contact penalties result in automatic ejection.
- A game misconduct usually incurs a suspension; a game ejection does not.
- There is ZERO tolerance for the abuse of an official and we respect the Green Armband Initiative
- Coaches must report suspensions to TTM
- If a suspended player or coach plays or coaches during their suspension, further suspensions may be added.
- Suspensions may be allotted to players with a high number of penalty minutes, please refer to the league's rules and regulations:
[Lower St. Lawrence Minor Hockey League and HEO District 2 : Powered by TeamLink](#)
[Upper Canada Minor Hockey League](#)

SOCIAL MEDIA

- AMHA follows HEO Policy 6.26
[HEO Social Media Policy](#)
- Photos and Videos taken in any recreational facility change room is strictly forbidden.
- It is the team officials' responsibility to monitor and control the use of such devices.
- If you want to promote your team or a player on the AMHA social media, send a FB message directly to the AMHA with any photos, videos or text you would like posted.

COMMUNICATION

Your communication and attitude reflect the association's image.

Violence, physical abuse, verbal abuse, harassment, or intimidation are prohibited.

The Discipline Committee will intervene when necessary.

COACH RESOURCES

- AMHA Directory [Alexandria Minor Hockey Association : Powered by TeamLinkt](#)
- AMHA Coach's Corner <https://leagues.teamlinkt.com/amha/CoachsCorner>
- HEO Coach Resources <https://www.hockeyeasternontario.ca/bench-staff/coaches/coaching-resources/>
- Hockey Canada Downloads <https://www.hockeycanada.ca/en-ca/hockey-programs/coaching/essentials/downloads>
- Lower St-Lawrence Minor Hockey League (House Teams)
[Lower St. Lawrence Minor Hockey League and HEO District 2 : Powered by TeamLinkt](#)
- Upper Canada Minor Hockey League (Rep Teams)
[Upper Canada Minor Hockey League](#)

QUESTIONS? STAY UP TO DATE

- For questions, contact the Registrar or Coach Mentor Jason Cholette
- The AMHA Facebook page <https://www.facebook.com/AlexandriaMHA>
- Association Website <https://leagues.teamlinkt.com/amha/Home>
- Board of Directors Contacts [Contact List.docx](#)
- AMHA Coach's Corner [Alexandria Minor Hockey Association : Powered by TeamLinkt](#)

On behalf of the players and families of our association, thank you for your commitment!

You are our eyes and ears, helping ensure that everything runs smoothly while respecting the rules.

Your dedication and vigilance make all the difference.

Thank you for being part of this adventure!