

MARIPOSA

MINOR HOCKEY ASSOCIATION

— Home Of The Lightning —

COACH AND MANAGER HANDBOOK



2025 - 2026



COACH AND MANAGER HANDBOOK

The purpose of this working document is to provide head coach and team manager with an overview of key items that will help with team organization and planning for a successful season!

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2025 - 2026 Administrative Board

Position	Name	Contact Information
President	Mike van Steendelaar	president@mariposaminorhockey.com
Vice-President	Angela West	vicepresident@mariposaminorhockey.com
Registrar	Melissa Gibson	registrar@mariposaminorhockey.com
Treasurer	Farrell Garbutt	treasurer@mariposaminorhockey.com
Secretary		secretary@mariposaminorhockey.com
Coaching Coordinator	Matt Imrie	coaching@mariposaminorhockey.com
Ice Scheduler	Meaghan Waldock	icescheduler@mariposaminorhockey.com
Referee Assignor	Caroline Kucevic	refereeassignor@mariposaminorhockey.com
OMHA Representative	Jana Walden	omharep@mariposaminorhockey.com
3 County Representative	Christine Davidson	3countyrep@mariposaminorhockey.com
Equipment Manager	Britney Foerter	equipment@mariposaminorhockey.com
Tournament Coordinator		tournament@mariposaminorhockey.com
Fundraising Coordinator	Becca Haddlesey	fundraising@mariposaminorhockey.com
Communications Coordinator	Amber Richardson	communications@mariposaminorhockey.com
Hockey Development Coordinator	Bryon Ward	hockeydevelopment@mariposaminorhockey.com
Under U9 Coordinator	Brianne Barton	ipdirector@mariposaminorhockey.com
Head Trainer	Tim Ouellette	headtrainer@mariposaminorhockey.com
Risk Management	Emily Blacktopp	risk@mariposaminorhockey.com
Social Media Coordinator	Jenni Randall	media@mariposaminorhockey.com



MMHA Season Calendar and Key Dates

***Always view MMHA calendar on website for most up to date information**

Date	Event	Notes
Monday, October 13	Thanksgiving	Holiday - No Ice at Oakwood or Little Britain
Saturday, October 18	Mariposa Fall Faceoff Tournament U11 B2 and U13 B2	No regular scheduled ice at Oakwood and Little Britain
Friday October 31	Halloween	No regular scheduled ice at Oakwood and Little Britain
Friday December 5 - Sunday December 7	Mariposa Battle Of The Ice Tournament U11 - U18 LL	No regular scheduled ice at Oakwood and Little Britain
December 22 - January 1	OMHA Blackout	No games, only practices
December 24 - 26	Christmas	Holiday - No Ice at Oakwood or Little Britain
December 31 - January 1	New Years	Holiday - No Ice at Oakwood or Little Britain
Saturday February 7	Bob Walden Jamboree U7	No regular scheduled ice at Oakwood
Monday February 16	Family Day	No Ice at Oakwood or Little Britain
March	*NO OMHA blackout during March Break	Ice schedule will vary to accommodate playoffs *watch calendar
March 28 - 29	U9 MD Championship	No Ice at Oakwood or Little Britain

Team Official Qualification Requirements

OMHA MANUAL OF OPERATIONS | APPENDIX A – REGULATIONS



TEAM OFFICIAL QUALIFICATION REQUIREMENTS

2025-2026

- All qualifications listed are the **MINIMUM REQUIREMENT**
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS) - Activity Leader or Speak Out!
- All Team Officials (Coach, Trainer, & Manager) require Gender Identity & Expression Course
- All Team Officials must complete Rowan's Law Resource Review & Acknowledgement
- All qualifications must be registered in the Hockey Canada Registry (HCR)

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
U7 U8 U9	ALL	Coach 1 ¹	Coach 1 ¹	HTCP Level 1
U10 – U21	House League (HL) Local League (LL) Minor Development (MD) Select	Coach 2 Trained ²	Coach 2 Trained ²	HTCP Level 1
U10 U11	Representative	Development 1 Trained ³	Coach 2 Trained ²	HTCP Level 1
U12 U13 U14 U15 U16 U18 U21	Representative (Below A)	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U12 U13 U21	AAA/AA/A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U14 U15 U16 U18	AA/A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U14 U15 U16 U18	AAA	High Performance 1 Certified ⁵	Development 1 Trained ³	HTCP Level 2

COACHING QUALIFICATION LEGEND:

1. Coaches in divisions **U9** and Below **must** hold Coach 1- **No other qualifications are accepted**
2. Coach 2 'Trained' or higher: Coach 2 'Trained' or 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
3. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
4. Development 1 'Certified' or higher: Development 1 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
5. High Performance 1 'Certified' or higher: High Performance 2 'Certified'

ACTING IN THE ROLE OF HEAD COACH:

Should a team's Head Coach not be available, an Assistant Coach rostered to that team is eligible to act in the role of Head Coach for that game only. If the Head Coach resigns or is removed from the position and subsequently removed from the team's Roster, the Association is responsible to Roster a new individual as Head Coach holding the qualifications appropriate to the role.

HOUSE LEAGUE (HL):

- Assistant Coaches at House League require Respect in Sport (RiS)-Activity Leader or Speak Out! and Gender Identity and Expression Course Only. However, they would require the appropriate qualification listed in chart above for participation with teams from outside their House League (i.e. exhibition and/or tournament play)
- In addition, if the Head Coach were not available to start a House League game, an appropriately NCCP qualified Coach would be required to act as the Head Coach.



MMHA Coaching Coordinator - Matt Imrie

coaching@mariposaminorhockey.com

705-928-2716

Coaches, Assistant Coaches and Trainers are expected to maintain their current qualifications and ensure that if upgrades/maintenance are required that this is completed in a timely manner. This is essential to ensure proper on-ice instruction and supervision are available and to allow for proper team rostering with the OMHA.

All bench staff are required to register as Bench Staff via their Spordle/HCR Profile [Login | Hockey Canada Registry | Spordle Account](#)

To check qualifications, coaches/trainers will need to login to their NCCP/Locker account [Coaching Association of Canada](#).

For new coaches and other bench staff please reach out to our Coaching Coordinator and they will walk you through the process of setting up your profile and help with getting the required qualifications for the level of play you are supporting.

For more information on the required qualifications please check out the following link [COACHES](#) Also found at this link you can find various coaching resources to help with your practice planning, game preparation and also professional development if wishing to progress through the various levels of Hockey Canada's coaching program.

For those looking to upgrade to a D1 certified status please read the required D1 prerequisites. Once at a "trained" status reach out to Coaching Coordinator to schedule an on-ice evaluation. We have 2 individuals within our organization that can complete this complete this evaluation.

For any other help with qualifications and general inquiries please reach out.



Vulnerable Sector Checks (VSC)

The centralization of all Vulnerable Sector Checks will be conducted by the Ontario Hockey Federation (OHF) for all Team Officials and Team Personnel every season to:

- ensure all screening is being done.
- reduce number of screenings where individuals are changing and/or participating in multiple Associations.
- provide a safe hockey environment.

Screening of all **On-Ice Officials** has been in place the past number of years. Minor Hockey Associations will continue to screen Staff and Board members that are not involved in on-ice programming.

The following individuals who are associated with the OHF, Members, hockey leagues, hockey Clubs and/or Associations must adhere to the **OHF Screening Policy** and submit to the Ontario Hockey Federation:

- Team officials (including but not limited to head coaches, assistant coaches, trainers, managers and at large team officials);
- On-ice officials; and
- Anyone else, included but not limited to on-ice volunteer, skills coaches, third party skills coaches and dressing room supervisors, through their duties on behalf of the OHF, a Member, a hockey Club or Association.

Process for Returning Individuals for the 2025-26 season

Team Officials, On-Ice Officials, or Third-Party Instructors, etc. that are returning for the 2025-26 season, and had their screening approved by the OHF this past season with a Vulnerable Sector Check (VSC) from 2023 or 2024, will only be required to complete the online declaration through the **online submission portal** for the upcoming season. The declaration from 2024-25 will expire on May 31, 2025.



Process for Returning Individuals with a 2022 VSC (expires May 31, 2025)

Team Officials, On-Ice Officials, or Third-Party Instructors, etc. that are returning for the 2025-26 season and had their screening approved by the OHF this past season with a

Vulnerable Sector Check from 2022 will be required to submit a new VSC and complete the online declaration for this season. Both are done through the **online submission portal**. The screening for these individuals will expire May 31, 2025.

Process for New Individuals

New Team Officials, On-Ice Officials, or Third-Party Instructors, etc. for the 2025-26 season will be required to submit a VSC and complete the online declaration for this season. New Individuals must register with their Association in the HCR prior to submitting their screening to the OHF.

Important VSC Links

[Vulnerable Sector Checks \(VSC\) | Ontario Hockey Federation](#)

[Ontario Provincial Police - Police Record Checks](#)



Code of Conduct

Key Reminders

- Two rostered staff must be present in the dressing room at all times "Rule of Two"
- Dressing Room rule - arrive with base layer
 - [Information on Dressing Room Policy](#), effective February 1, 2024
- Request for alternate dressing room must be made for players when needed

Code of Conduct

- [OMHA Code of Conduct](#) for all members and participants

Support for Team Staff

- To be determined and communicated by head coach to team staff
- Head Coach - questions or concerns to coaching@mariposaminorhockey.com
- Trainer - report injuries to headtrainer@mariposaminorhockey.com
- Manager - report team budget to fundraising@mariposaminorhockey.com and request for referee float to treasurer@mariposaminorhockey.com

OMHA Fines

- Team will be responsible to pay any fine received as a result of not following regular schedule
- [Victoria Durham Hockey League](#) manual of operations
- "Teams that do not show up for league, league playoff and/or consolation round games without JUST CAUSE or give a minimum of 24 hours notice, will be billed for the cost (referees, mileage, timekeeper(s), ice). Maximum \$30.00 for gatekeeper and timekeeper costs combined and \$100.00 for ice time. For playoff games outside the league OMHA rules will apply as per current Manual of Operations. This will also include any games outside Victoria-Durham.
- "All scheduled league games and playoff round robin games must be played. Those centres that cancel a game without just cause, and refuse to reschedule, are subject to a \$200.00 fine imposed by VDMHL."

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Three County Hockey League

MMHA Three County Representative - Christine Davidson

705-341-1781

3countyrep@mariposaminorhockey.com

- [Three County Hockey League Manual of Operations](#)

MMHA Resources

- [MMHA Constitution](#)
- [MMHA Bylaws](#)
- MMHA Policies - [Evaluation](#), [Player Movement](#)



Ice Schedule

MMHA Ice Scheduler - Meaghan Waldock

416-300-2208

icescheduler@mariposaminorhockey.com

View most up to date calendar on MMHA website *share this with the team.

- All Ice times are allocated from the MMH Ice Scheduler.
- Any requested changes must be communicated to and approved by the ice scheduler.
- Any ice times that are missed due to away games and/or tournaments will be re-allocated within the organization.
- Missed ice times due to holidays, arena closures, or away games will be tracked and open ice will be allocated fairly and appropriately.
- Any changes to game schedule must be communicated immediately with:
 - Ice Scheduler
 - Referee Assignor
 - OMHA Rep or Three County Rep



Referees

Referee Assignor - Caroline Kucevic

905-409-3622

refereeassignor@mariposaminorhockey.com

Process

- Referees are booked for all regular season and playoff home games in schedule
- Exhibition games will be booked by MMHA but must be paid for from team fees; association will not cover referee expenses for exhibition games
- Respect for referees is necessary to ensure they continue to work for our association and respect the green band

Last minute game changes / cancellations / no referees:

1. Text Caroline with reason
2. If no response, call Caroline

*minimum 3 hour notice is required to communicate with referees without cost

Referee Float and Tracking

- contact treasurer@mariposaminorhockey.com
- Money is provided by the association for paying referees
- Team manager are responsible for obtaining the float and contacting Treasurer for more as needed
- Team manager must accurately complete the team tracking sheet for all payments

Referee Mileage Matrix

- Pay the mileage rate of the referee that is furthest away; the manager needs to ask all referees who has the highest mileage and pay only that amount
- It is up to the referees to split the mileage between them.
- Referees can bring up their mileage amount in Horizon for managers to see upon request
- Mileage is only paid once if refs are doing consecutive games, only base is paid for second/third games.



Timekeepers

- Timekeepers are managed by each team
 - If a team requires support in finding timekeepers please contact vicepresident@mariposaminorhockey.com to be provided with a list of potential timekeepers for the season.
- Team managers are responsible for sourcing, scheduling and paying timekeepers themselves.

Note: This does not come from the referee float provided by the organization
- Timekeeper payments as approved by the board:
 - \$10 for a half ice game
 - \$15 for a 1 hr game
 - \$20 for a 1.5 hour game
- Timekeepers fees can be added to team budgets, covered by team sponsorships, or done on a volunteer basis (parent/guardian or high school student collecting community service hours)
- A timekeeper is required to run the clock and GameSheet on the iPad
 - Training can be provided for the clock upon request
- Gamesheet provides weekly online training Tuesdays for coaches/managers on how to use ipads/gamesheet and Wednesdays for timekeepers/officials.
<https://gamesheetinc.com/news/2025-gamesheet-training-sessions-are-on-again>



Equipment and Apparel

MMHA only approved vendor for all MMHA equipment and apparel for 2025-2026:

Lindsay Sportsline Custom Wear (LSCW) - <https://www.lindsaysportsline.com/>

44 Kent Street West

Lindsay ON K9V2Y2

705-328-3822

info@lindsaysportsline.com

Mariposa Lightning Custom Online Store - <https://www.lindsaysportsline.com/collections/mariposa-lightning>

*If you want to order an item that is not listed on the store, you must email/call LSCW and they will work with teams for custom orders.

Practice jerseys must be ordered through LSCW. They will provide basic styles in a variety of colours.

Home and Away jerseys that are provided to teams by the association must remain the responsibility of team staff for the season. To preserve jerseys they must be collected after each game and should not be distributed to players to keep for the season. Only U16 OMHA and U18 OMHA will wear approved customized home and away jerseys and are responsible for their own jersey.

NEW 2025 - 2026: All teams are able to purchase a third, alternate, jersey (design approved by the board) from the approved vendor. The third jersey can be worn in regular season, playoffs, and tournaments when following the parameters outlined below but not in arenas located in Oakwood, Little Britain, Lindsay, Omemee, Fenelon Falls, Bobcaygeon, Cannington, Beaverton, Sunderland, or Woodville.

	3rd jersey permitted	3rd jersey permitted
Game Type	Mariposa is Home	Mariposa is Visitor
Exhibition game	N	Y
Regular season	N	Y

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Playoffs	N	Y
Tournament - round robin	Y	Y
Tournament Championship Game *includes Silverstick, VDHL, TCHL, OMHA RedHats,	N	N

At younger age Equipment for players or fo

Additional Details - please refer to MMHA Bylaws "Equipment and Uniforms"

All questions and concerns related to jerseys, equipment needs, or apparel please email
equipment@mariposaminorhockey.com



Team Budget, Fees, and Sponsorship

Team Budget

- A budget must be prepared and shared with all team staff and players and/or parents/guardians at the beginning of the season.
- An up-to-date team budget needs to be available at any time to present to any parent on the team requesting it.
- A final team budget showing all fundraising money collected and clearly outlined expenses should be submitted to the Fundraising Coordinator (fundraising@mariposaminorhockey.com) by the end of March. Any team surpluses should be used towards the players (for example: end of year gift or team activity) or will be forfeited back to the organization. Overages cannot be paid back to families or bench staff in the form of profit.
- A team budget should include (but not limited to):
 - Tournament registration fees
 - Team administration fees (Team Snap, etc.)
 - Practice jerseys (if applicable)
 - Any additional costs incurred to the team (additional ice, development, paid timekeeper, exhibition games)
 - Sponsorship money received to offset the team costs and what it is going towards (ie practice jerseys or to overall reduce additional player fee)
 - Team fundraising
 - Final team fee to be paid by each player and payment date

Team Fees

- Travel Permit Fee must be incorporated into the team budget for the season
 - \$100 paid per team and this fee covers additional permit requests for exhibition games and tournaments
 - \$100 paid to the association by November 1
 - Paid through e transfer to treasurer@mariposaminorhockey.com and in memo line please indicate team - age group and division
- Team fees are to be paid directly to a team staff and not to MMHA.
- Team fees can be requested all at once or some upfront and the remainder later depending on team fundraising / sponsorship plans but need to be communicated.



Team Fundraising

- Team fundraising can be used to offset the additional costs to players.
- Team fundraising is determined, organized, and completed by the team. The process must be transparent and understood by all parents / guardians.
- Any money received through team fundraising must be indicated in the team budget.
- Parents can be required to pay a team fee up front and then do fundraising to have that money paid back to them, up to the amount of the team fee, but not more. Anything above must be used for team purposes (end of year gift of activity) or given back to the organization.

Team Sponsorships

- Team sponsorships can be used to help offset the additional costs to players.
- Team collected sponsorship money can be used for: practice jerseys, team apparel, tournament fees, team building events, team year end gifts, extra paid ice or development.,
- Team sponsorship income is the responsibility of the team staff to manage and is not to be paid to MMHA. Any monies transferred to MMHA will not be returned to teams and will be used to benefit the entire association. MMHA will not issue receipt for tax purpose for team sponsorships.
- Any money received through team sponsorships must be indicated in the team budget.
- Sponsorships in excess of the team fee must either be used to purchase items for the team or given back to the organization. Excess Money cannot be given back to players/coaches/families.

End of Year Player Recognition

- For teams at U11 and above, MMHA will provide \$20 per player rostered to the team for end of year celebration in the form of a player gift or activity.
- For each team, the manager/team staff will be responsible to organize the gift/activity. Receipt for reimbursement can be submitted to treasurer@mariposaminorhockey.com after purchase/party has been made.
- Under U9 Coordinator will communicate plan for recognizing U5 - U8



Association Sponsorship

MMHA association sponsorship is used to support the entire membership and help provide player relief from rising registration costs, ice rental fees, and additional expenses needed for equipment or development.

[2025 - 2026 MMHA Sponsorship Program](#)*linked on website

Include: half ice boards, home and away jersey, and advertisements

Association sponsorship inquiries can be directed to communications@mariposaminorhockey.com



Affiliate Players

An Affiliate Player (AP) is a player who is eligible to play on their own registered team, plus one other team of a higher age division or category.

Who can be an AP?

A player can affiliate for no more than one other team; once they have been rostered as an AP they cannot switch to affiliate for another team in that season. In accordance with OMHA policy, affiliated players can come from either the same age division, lower category or the same category, lower age division. A player must fulfill their obligations to their rostered team before participating as an AP (special circumstances may apply).

Process to register an AP

Coaches wishing to sign an affiliate player must request the AP form from the Three County Rep or OMHA rep. This form must be completely filled out by both coaches, player and guardian as well as be submitted to OMHA and approved before the AP player can attend practices or games.

Participation of AP

AP are to be contacted on an as needed basis, for both practices and games with the primary use to fill in for absent or injured players (not to augment lineups).

Teams will individually determine when an AP is needed and follow the proper channels to invite their AP's out.

1 - The head coach of the team needing AP contacts the head coach of the team the player is rostered to and makes the request for a specific date.

2 - Once the coach approves this request, the approving coach contacts the AP to let them know of the request and to confirm their availability.

3 - Once the player accepts, the head coach then confirms with the head coach of the requesting team that the AP player will be in attendance.

*The requesting coach should at no point contact the AP player directly. Also parents/players should not contact the coach of the team they are affiliated to but rather their own team's head coach if there are any questions.



MMHA Hosted Tournaments

Mariposa Minor Hockey is hosting the following tournaments:

- Fall Faceoff: U11 B2 and U13B2 - Saturday October 18
- Battle Of The Ice: U11LL - U18 LL - Friday December 5 - Sunday December 7
- Bob Walden Jamboree: U7 - Saturday February 7

For all Mariposa hosted tournaments:

- Mariposa teams at that appropriate age group and division are required to register and participate in the association hosted tournament
- Only Mariposa teams will receive a 50% discount off the posted registration fee to participate in the tournament
- Each Mariposa team that registers is required to donate one team raffle prize for the tournament to support association fundraising - Battle of the Ice and Bob Walden.



Media Requests

Any manager who wants to recognize their team on MMHA social media and/or website should complete the [Media Request form](#) that is available on the website (under Managers Centre).

Some examples may include: tournament success, season accomplishment, team awards or recognition for community involvement.

Please note, no individual team fundraising posts will be shared on MMHA website or social media.



LINKS

Mariposa Minor Hockey Association - <https://mariposaminorhockey.com/>

Ontario Minor Hockey Association - <https://www.omha.net/>

OMHA Approved Tournament Listings - <https://www.omha.net/findatournament>

Three County Hockey League - <https://threecountyhockey.ca/>

Victoria Durham Minor Hockey League - <https://victoriadurham.ca/>

OMHA Team Manager Documents - <https://www.omha.net/page/show/2851679-team-manager>