

## HL Coaches: SUMMARY LIST

HL Board Members:

Jason Higgins = VP HL/Select Program ([Jasonhiggins@ymail.com](mailto:Jasonhiggins@ymail.com))

Kate Vauthier Belfry = U13+ HL Director ([hl14wlhawks@gmail.com](mailto:hl14wlhawks@gmail.com))

Steve Chiras = U12- HL Director ([stevechiras.wlmha@gmail.com](mailto:stevechiras.wlmha@gmail.com))

## Coaching Prerequisites



alliance HOCKEY  
DEVELOPMENT

2025-2026 SEASON

### MINIMUM COACHING REQUIREMENTS

HC = Head Coach AC = Assistant Coach

Division	House League/ House League Select	B/BB	A/AA	AAA
U7 & Below	HC: Coach 1 – Intro to Coach* AC: NCCP is optional			
U8	HC: Coach 1 – Intro to Coach* AC: NCCP is optional	HC: Coach 1 – Intro to Coach* AC: Coach 1 – Intro to Coach*		
U9	HC: Coach 1 – Intro to Coach* AC: NCCP is optional	HC: Coach 1 – Intro to Coach* AC: Coach 1 – Intro to Coach*		
U10	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Coach 2 – Coach Level AC: Coach 2 – Coach Level	HC: Coach 2 – Coach Level AC: Coach 2 – Coach Level	HC: Coach 2 – Coach Level AC: Coach 2 – Coach Level
U11	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Coach 2 – Coach Level AC: Coach 2 – Coach Level	HC: Coach 2 – Coach Level AC: Coach 2 – Coach Level	HC: Coach 2 – Coach Level AC: Coach 2 – Coach Level
U12	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Development 1 Trained AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Development 1 Trained
U13	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Development 1 Trained AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Development 1 Trained
U14	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Development 1 Trained AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Coach 2 – Coach Level	HC: High Performance 1 Certified AC: Development 1 Trained
U15	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Development 1 Trained AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Coach 2 – Coach Level	HC: High Performance 1 Certified AC: Development 1 Trained
U16	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Development 1 Trained AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Coach 2 – Coach Level	HC: High Performance 1 Certified AC: Development 1 Trained
U18	HC: Coach 2 – Coach Level AC: NCCP is optional	HC: Development 1 Trained AC: Coach 2 – Coach Level	HC: Development 1 Certified AC: Coach 2 – Coach Level	HC: High Performance 1 Certified AC: Development 1 Trained
U21	HC: Coach 2 – Coach Level AC: NCCP is optional			

#### NOTES:

- \*Coaches in divisions U9 and below **MUST** obtain a Coach 1 – Intro to Coach qualification. **As per Hockey Canada, NO other qualifications will be accepted.**
- All Team Officials (Coach, Trainer & Manager) require Respect in Sport Activity Leader, Gender Identity & Expression Course.
- All Coaches require the online Hockey Canada Skills – Checking module as part of the Coach 2 – Coach Level & Development 1 qualification.
- All qualifications must be registered with ALLIANCE Hockey.
- The “Old NCCP” Intermediate and Level Coach Certifications are acceptable at all levels excluding U9 & below and Head Coaches at U14 to U18 AAA.
- On-Ice Helpers: Respect in Sport Activity Leader and Gender Identity & Expression Course is recommended.
- All Team Officials (Coach, Trainer & Manager) & On-Ice Helpers are required to provide a valid [Vulnerable Sector Check](#) to the OHF.
- Refer to the [ALLIANCE Hockey Online Manual of Operations](#) for all Team Official requirements (including Trainer).

Coaching Courses can be found at <https://register.hockeycanada.ca/clinics>. You will need to search under OHF and Alliance Hockey for the courses available to you. All coaches must first take the HOCKEY UNIVERSITY course prior to Coach 1 or Coach 2. Also required for Coach 2 is the Checking Module.

All bench staff must take Respect in Sport – Activity Leaders and Gender Identity & Expression training courses

Gender Identity: <https://www.ohf.on.ca/coaches/gender-identity-training/>

Respect in Sport (RIS): Parent/activity (<https://omhahockeyparent.respectgroupinc.com/>)



All bench staff must agree to the Hockey Canada waivers through Spordle. This is to be done under your OWN Hockey Canada profile and not your participants.

<https://page.spordle.com/glha-west-london/participant/1ef27430-9a2c-6204-8136-02278fe9e5d9>

All bench staff, managers, treasurers and on-ice helpers require vulnerable sector checks. Managers and treasurers will submit their checks/declarations to Taunya Johnston; [taunyawjohnston@gmail.com](mailto:taunyawjohnston@gmail.com)

Information and declaration can be found on the West London website. Bench staff and on ice helpers must follow the new OHF process for police checks. **No bench staff / on ice volunteer can go on the ice until they have been cleared by the OHF.** [VSC - OHF](#)

[Alliance Hockey Coaches Page](#)

## Trainers

Trainer's Course and Refresher can be found at [www.htohockey.ca](http://www.htohockey.ca). As members of the bench staff they are also required to do Gender Identity, Respect in Sport, bench staff waivers and vulnerable section check through the OHF.

## Concussion Safety

Rowans Law: <https://www.ontario.ca/page/rowans-law-concussion-safety>

Applicable age-appropriate Concussion Awareness Resources are located at [www.ontario.ca/concussions](http://www.ontario.ca/concussions).

The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

You can review the OHF Concussion Code of Conduct here: [OHF Concussion Code of Conduct](#)

You can review the Concussion Awareness Resources via these links:

- [10 and Under Concussion Awareness Resource](#)
- [11-14 Concussion Awareness Resource](#)
- [15 and Over Concussion Awareness Resource](#)

Acknowledgement: I confirm that I have reviewed the [OHF Concussion Code of Conduct](#) and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.

## RZone

London's recreation facility strategy to eliminate inappropriate behavior(s)

<https://london.ca/living-london/recreation/rzone>,

<https://london.ca/council-policies/rzone-policy>

[https://westlondonhockey.ca/Categories/1008/Articles/6382/City\\_of\\_London\\_RZone\\_Policy/](https://westlondonhockey.ca/Categories/1008/Articles/6382/City_of_London_RZone_Policy/)

## West London Policies and Procedures

This includes maltreatment, code of conduct, social media policy, incident report, etc. can be found on the West website at: [https://westlondonhockey.ca/Pages/1002/POLICIES\\_and\\_PROCEDURES/](https://westlondonhockey.ca/Pages/1002/POLICIES_and_PROCEDURES/)

## Alliance Pathways Novice/Atom (Alliance website)

Details/info about practices/games

U9 and below: [https://alliancehockey.com/Pages/4514/U9\\_and\\_Below/](https://alliancehockey.com/Pages/4514/U9_and_Below/)

U10-11: [https://alliancehockey.com/Pages/5213/U11\\_/](https://alliancehockey.com/Pages/5213/U11_/)

## TEAM Items

**Ipads:** Each team is given an invitation code (by email) for Gamesheet (GS). Trisha Phibbs (Registrar) loads Team Setup up list into GS, with approved roster/bench staff. Ipads are in the lockbox (combination 519) in the alleyway on Pad B.

**NOTE: Please be careful setting up West vs West games. Make sure if you are the home team, you load your team in the home game side AND sit on the correct bench.** It is the responsibility of the home team to make sure game is uploaded and the ipad returned to lockbox, plugged in and charging.

Helpful ipad videos: <https://help.gamesheet.app/article/29-training-videos>

Every Game: ensure completed correctly with approved roster/bench staff with the correct designation for each team member. APs are to be added at bottom of GS.

**Paper game sheets:** how to complete, when required-some tournaments still use.

**Bench Staff:** recruited from the parents of the team.... (head/Asst coaches, trainer, on ice helpers)

**Coach/Team Manager/Trainer Duties:**

[https://westlondonhockey.ca/Pages/1804/COACH\\_STAFF\\_DUTIES/](https://westlondonhockey.ca/Pages/1804/COACH_STAFF_DUTIES/)

**Trainer** (First aid kit, extra tape/wax, screwdrivers): Need one for ALL ice times

**Player Medical Forms:** Trainer collects and stores for the season, form on WL Website

**Injury Report** Hockey Canada Document

[https://westlondonhockey.ca/Pages/7266/Risk\\_Management/](https://westlondonhockey.ca/Pages/7266/Risk_Management/)

**Team manager** (emergency parent/guardian contact info, team budget, tournaments, team events, parent updates, etc). Maintain regular communication with player's parents through the season, with regular viewing of Website for any updates/changes

**Parent rep** (any team issues): parent volunteer, most issues go through them first, then to coaching staff)

**Team Equipment/jersey manager:** parent volunteer, what is needed, who to contact and how to get it. Takes care of jerseys all season (drop off/pick up pre and post all games, washing regularly). Equipment Director: Lionel Lavoie - SEE below for further details

**Team Set up list/Rosters:** Roster setup must be completed ASAP and sent to Trisha ([tphibbs@bell.net](mailto:tphibbs@bell.net)). This includes players, bench staff, treasurer, manager, etc. and tournaments. West London pays for the first 5 rostered bench staff / on ice volunteers. Any beyond 5, the team must pay the Alliance/Hockey Canada fees. \$57.11 per person.

Rosters received after December 1<sup>st</sup> will incur a \$20/day fine.

**Team Budget:** sent to Jason Higgins, Kate Vauthier, and Steve Chiras for approval - (doc on WL website)

**Team Bank Account:** Team manager and treasurer to set up. Ensure it is transparent and provide updates throughout the season.

**NOTE:** team fees should NOT be paid to a personal email account or go to a personal bank account.

**Tournament/Exhibition games:** must complete and submit **travel permits** if you choose to do any tournaments with Deadline: October 31<sup>st</sup> (Contact/inform Shawn Phibbs ([phibbs29@gmail.com](mailto:phibbs29@gmail.com)) of any tournaments).

HL teams are only permitted to attend 3 tournaments per hockey season.

Apply for travel permits at [www.minorhockeyforms.com](http://www.minorhockeyforms.com)

\*Tournament/exhibition paper game sheets, process to get them sent in CHL-Need to be sent to John Brochu ([brochu325@gmail.com](mailto:brochu325@gmail.com)), and Gary Chenier ([cheump54@gmail.com](mailto:cheump54@gmail.com))

**Pre-Season Parent Meeting:** to review season, introduce coaches/bench staff, outlook for season, goals, expectations, etc. All HC's should run one to introduce themselves and their support team and work together with families to ensure a positive season.

**2 Deep Rule:** Must have 2 coaches/bench staff in every dressing at all times

**24 Hour Rule:** Parents cannot contact parent Rep/coaches for 24 hrs after any issue

**Practice plans:** send to all bench staff, parents to review pre-practice to limit time spent during practice (not required but highly recommended)

**Sponsorship:** not required, but aids with any extra team needs (extra ice, team parties, team clothing, etc) (Past sponsor: Desjardins, Team pics (with coaches), submitted by October 31<sup>st</sup>)

## Time Keepers

Contact info: Contact Trisha Phibbs 519-902-4295

## Referees

Contact Info: Paul 519-686-9449 or Mike 519-871-9449. Check for referees 30min. prior to game!  
Maintain regular communication with player's parents through the season, with regular viewing of Website for any updates/changes

## Equipment

Pick up from Lionel Lavoie (Equipment Director) at the equipment room upstairs at Bostwick arena, emails will be sent out

Jerseys for all age groups: \$500 deposit to ensure jerseys not returned in poor shape. Team jerseys **ONLY** during games, and **NOT** for any practices. Herm's has great price for practice jerseys.

The deposit can be rolled into the team fee and returned at end of season to parents when jersey is returned

Goalie equipment: U7-10 will need \$500/team deposit-cheque, cheque returned with gear returned at end of season (U8-9 need 2 sets of goalie gear/team)

## SELECT Hockey

Open try outs to any HL players, and will occur after regular HL tryouts.

Coach/bench staff take on a select team and run it as a separate team with its own bench staff, budgets, jerseys, booking ice times/tournaments, travel permits, etc.

Upcoming season is 2<sup>nd</sup> season for Select, available ice times etc. but the expectation will be 6 home / 6 away + 2 tournaments

## MISCELLANEOUS

Regular Review of Alliance and WL Hockey Website for updates/New Bulletins

AP Process: only use when below 10 skaters-and up to 10 players max (use AP players to attain 10 players total)

Monitor opponent team rosters and ensure no lateral player movement

ALL Players/bench staff remain OFF the benches while Zamboni on the ice

**\*\*Boards Crew for U8-9 center ice boards: 4 people works best - MUST have helmet on.**

## Re-scheduling game process and criteria:

Must be approved by HL Directors: please contact them first before making any changes. Contact:

Jason Higgins 226-926-9292

Kate Vauthier (U13+)

Steve Chiras.

DO NOT email Shawn Phibbs with requests.

### **Suspension process:**

Ipad game sheet/paper game sheets-EVERY COACH MUST REVIEW AFTER each and every game, any suspensions sent to Gary Chenier, sending a pic of paper GS is fine.

### **Complaint process:**

Send to Association Rep and John Brochu

Any maltreatment issues go directly to Maltreatment Director - Karen Gingrich  
maltreatment.wlmh@gmail.com

### **End of season into Playoffs process:**

**End of regular season standings will determine who plays in playoffs/Champ weekend and Alliance.**

**HL Champ Weekend:** Centralized area in each arena: all coaches come to and sign shootout sheet/complete Ipad rosters/bench staff signatures, etc.

Paperwork needed (Rules, Shootout and Host responsibilities)

Time keepers (minimum 15 minutes early)

Refs (ensure they have copy of rules), Same for TKs

No APs unless approved by CHL in email minimum of 1 week before Champ weekend.

**Alliance Championship Weekend:** Must submit travel permits for Championships.

HL Alliance Teams: Any teams that make it-Registration Fee paid by WLMHA.