



MWF

MANAGER'S

MEETING



October 18, 2026



7pm to 8pm

AGENDA

1. Welcome
2. Start of Season Checklist
3. Parent Meeting
4. Team Gear
5. Game and Practice Schedule
6. Tournaments
7. Timekeepers
8. AP Guidelines
9. Financial / Budgets
10. Fundraising
11. Team Onboarding / HCR 3.0 Accounts
12. Volunteer Requirements
13. Safe Sport
14. Manager Best Practices





Welcome & Introductions

2026/2027 Board of Directors:

Chris Cotton, President
Kyle Selig, Executive VP
Dave Gallina, VP Safe Sport
Lisa Park, VP Finance
Krista Stewart, VP Hockey For Life
Devin Veinot, VP Player Development
Chris Larade, VP Coach Development
Keri Irwin, VP Membership Growth
Michelle Lucas, VP Administration and Communications
Ryan LaPointe, VP Hockey Operations
Mark Richardson, VP Recreational Hockey
Lloyd Clarke, VP Membership Experience

Key Roles:

Registrar: Shawn Young
Technical Director: Jordan Burke
Goalie Coordinator: Mel Doyle
U15/U18 Coordinator: Vacant
U13 Coordinator: Sarah Hare
U11 Coordinator: Stephanie Rivers
U9 Coordinator: Jennifer Konecny
U7 Coordinator: Hailey Graves
Ice Scheduler: Lisa Gillis
Bookkeeper: Christine Bowman
Certifications Coordinator: Susan Rossong
Equipment Coordinator: Brittany Pottie

*Please remember, our Board Members are all volunteers with full-time jobs, families and other commitments.
We all strive to do our best for our Association and we ask all MWF Members to be respectful and kind to our volunteers.*



Start of Season Checklist

Michelle Lucas

- Meet with Coach to understand their philosophy for season, expectations, and involvement.
- Team Roles: Ask for help!! Identify Treasurer, Dressing room scheduler, Team building Coordinator, Fundraising Committee, etc.
- Provide Team Staff list to MWF Registrar, Shawn.
- Draft Team Budget.
- Prep/Hold the Parent Meeting (further details on next page).
- Get team outfitted with jerseys, name bars, pant shells & socks.
- Book extra ice if applicable.
- Update/Check MWF Grayjay for Games/Practices. Ice Coordinator will provide initial practice schedule.
- Coach/Manager Prep/Provide [Player Dressing Room Rules](#)
- Plan out your Tournaments & Apply – book rooms!!!
- Send/Collect completed [Medical Forms](#) for each player. Be sure to let team staff know any important medical information and necessary information
- Determine/Purchase required/planned equipment (first aid kit, coaching supplies, water bottles, etc)
- Start on Team Staff Certifications - Deadline Dec 1

* [Sample Team Admin Checklist \(Managers\)](#)



Parent/Caregiver Meeting

Michelle Lucas

- **Prior to Meeting:** Meet with your Coaching and Team Staff
- **Purpose:** Share the vision of the coaching staff and Team expectations and understand parent's expectation
- **Goals:** Communication is key. Your role is responsible for ensuring that all families have the information they require. Their hockey season will be impacted by your approach and ensuring that all of the logistics are set up to ensure smooth operation of the team
- **Attendance:** Representatives from each family and parents/caregivers only
- **Approach:** Parent/Caregiver meetings have a key importance to ensure that parents are well informed early in the season. It also allows for you to start work on planning / fundraising with parent's input fully considered

Parent/Caregiver Meeting Agenda Sample:

- *Introductions*
- *Parent/Player/Coach Expectations*
- *Season Details/Schedule/Tournaments etc*
- *Communications*
- *Team Gear*
- *Team Roles*
- *Team Misc: Certifications/Medical Forms/CRC's*
- *MWF/HNS Policies*
- *24 hour rule*
- *Team Financials/Draft Budget*
- *Fundraising Opportunities*

Jerseys / Socks

Michelle Lucas



- If any tryout jerseys are passed along please contact Brittany, our Equipment Manager to arrange for pick-up/delivery equipment@metrowestforce.com
- For teams that do not have their jerseys yet, please contact Brittany to arrange for pick-up.
- Socks and Pant Shells:
 - Teams will be invoiced for socks; \$27 per pair / \$54 per set (home and away)
 - Teams will be invoiced for shells; \$53 each
 - Orders to be submitted to Brittany at equipment@metrowestforce.com; when submitting order please include your Team Name, contact information (Manager name and email), and sizes
- Jerseys are to be returned at the end of the season. This includes the two game jerseys. These are the property of Metro West Force and have to be used for future teams and seasons so ask parents/players to take care of them!
- Jersey Form: Managers must complete the Jersey tracking form and email to Brittany within 4 weeks of receiving jerseys. If you do not have a form please contact Brittany for one.
- Jersey Care Guidelines:
 - [Manager Jersey Care Guidelines](#)
 - [Families Jersey Care Guidelines](#)

Team Gear Orders

Keri Irwin, VP Membership Growth



- All MWF Branded gear to be ordered through official apparel partner, Pro Hockey Life (PHL).
- Jersey Name Bars (Pro Hockey Life)
 - To avoid damage, sew on new name bars, do not iron transfer.
 - White Name Bars on white jersey/ red on red
- Pant Shells:
 - All Competitive teams (U11 to U18) require pant shells.
 - Additional pant shell order will be placed by November 1st as required
 - Turnaround time is expected to be 4 weeks plus shipping
- Pro Hockey Life order sheets have been provided to managers for water bottles, name bars, practice jerseys, etc.
- Additional items can be sourced from our Team Sales contact Danny: danny.teamsales@gmail.com
- Teams can also order items from the association online store if they'd prefer but they ship with the store order.
- Pro Hockey Life Player discount cards are in and we're working to get them to teams.

Logo, Branding Guidelines & Sponsors

Keri Irwin, VP Membership Growth



- Please use the official MWF logo on team materials (fundraising, door signs, sponsor banners, etc) and do not modify or customize.
- Pro Hockey Life, Needs, Dominos and Scotiabank are generously supporting the association. If you are doing a live stream and have an opportunity to thank the association level sponsors or can thank them on your social channels we'd appreciate it.
 - MWF sponsor logos will be shared with managers
- Dominos Player of the Game coupons

Game Schedule

Lisa Gillis, Ice Scheduler



- Season consists of Pre-Season, Regular Season, Playoffs, Day of Champions/Provincials/Atlantics (if applicable) Oct - March/April
- All Games are located on the [Nova Scotia Female Hockey League](#) site
- The number of games will depend on the number of teams in your league/division
- If a game needs to be rescheduled:
 - Home: confirm with visiting team a time that mutually works
 - Away: contact home team to work out a new time
 - No resolution then Presidents/RD's get involved
- Please review the [Game Protocols](#) for the guidelines on each game
- GrayJay Team Roster will be set up upon registration by MWF. Please review for accuracy and add Admins as required to ensure you are able to sign off on each home/away game for the Officials during games
- Ensure AP players are added if applicable (please follow proper AP policies)
- Always check stats of games on the NS Female Hockey League site to ensure proper reporting of final game results
- **Players should always bring both jerseys to games, team to bring extra if applicable (the standard is that red is for home games and white is for away games – when playing in tournaments confirm policy)**
- Will release winter weather protocols later



Practice Schedule

Lisa Gillis, Ice Scheduler

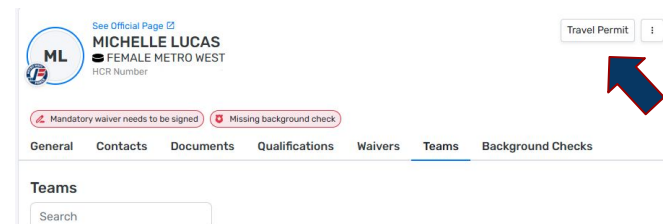
- All teams have their baseline weekly practice schedule
- Goalie Development (Monday nights 6-7pm @ GEC & Friday mornings)
- Additional ice every week accessible by Skedda
- Please make sure you **add ALL practices, tournaments and team events** to GrayJay
- If you find ice on your own, we may be able to add it to our contracts (GEC, RBC, Civic/Forum)
- GEC/RBC Meeting rooms booked and paid for by teams directly; not added to MWF contracts
- Arrange with another team manager or coordinator for ice “switches” within MWF
- Be familiar with what [team registration covers for budgeting purposes](#)
 - Competitive teams have 22 hours of practice ice and 15 home games
 - U9 teams have 44 shared practices and 10 home games
 - U11C / U13C / U15/U18C have 33 shared practices and 10 home games
- Please track your ice hrs/costs for budgeting purposes. . * [Ice Tracker 2026-2027](#)
- Extra ice costs \$235/hour after base practice ice allocation is used by team
- The Early Bird Gets the Banner! Thursday and Friday ice from 6:30-8:00 am on certain weeks. Only \$185

Tournaments

Michelle Lucas



- Maximum of 3 tournaments (in-season).
- Book your tournaments early.
- Book hotel blocks well in advance (know your cut-off dates).
- You require official team roster to apply for a tournament, you can get this from the MWF Registrar
- Communicate the Tournament Rules and Schedules (provide players a Tournament Itinerary so they are clear on expectations)
- Tournaments vary in price from \$800 to \$1500 so plan early as this has impacts on your team budgets
- Organize team events during tournament weekends.
- Apply for Travel Permits early:
 - Rostered managers/coaches can do so in your HCR account (Spordle), under “Travel Permits”.
 - If there is a conflict between a league schedule game and a tournament, Hockey Nova Scotia will not be approve the travel permit until the conflicting league games are changed.



Timekeepers

Michelle Lucas



- Timekeeping is the responsibility of the team.
- Each team responsible for providing their own timekeeper
 - Parent/sibling volunteer
 - Arrange for own paid timekeeper put through team budget; terms of payment (cash or e-transfer and rates) are between team and third party timekeeper
- Typical per game fee is \$30 for 90 minutes game. Payment is at discretion of Team Manager (don't forget to add to your budget)
- Each team will be given their own GrayJay timekeeper login / password
 - Share with timekeeper to do game
 - Password reset not available

AP Guidelines

Devin Veinot



- Affiliate Players can be utilized to fulfill spots on your roster when rostered players are missing for games.
- MWF is currently working on a formal AP policy that will be released soon.
- Link to regulations: [AP Regulations](#)

Movement of players is restricted as follows (recent changes are highlighted):

Affiliation	
Major U18	U18 AA, U18 A U15 AAA
U18 AA	U18 A U15 AA
U18 A	U18 C U15 A
U18 C	U15 C
U15 AAA	U15 AA U13 AAA
U15 AA	U15 A U13 AA
U15 A	U15 C U13 A
U15 C	U13 C
U13 AAA	U13 AA, U13 A
U13 AA	U13 A, U13 C U11 AA
U13 A	U13 C U11 A
U13 C	U11 C
U11 AA	U11 A
U11 A	U11 C
U11 C	As approved by HNSFC

Team Finances/Budget

Lisa Park, VP Finance



- Please review the updated [MWF Financial Guidelines](#) which includes:
 - Team budgets
 - Presented to parents at beginning of season
 - Send to VP finance by Nov 15
 - Budget template will be sent out this week
 - SEED money (initial deposit) collection - up to \$500
 - Typical team budgets range from approx. \$500 - \$1,850/player (based on a 17 player roster) - anything above this must be through team fundraiser
 - 22 hours of practice ice is included in registration fees - anything above this will be the responsibility of the team - Extra ice interim bills to be issued (use ice tracker - \$235/hour)
 - ****NEW: request to participate in Tournaments outside of the Maritimes must be submitted to MWF (vpfinance@metrowestforce.com)**
 - Team records and banking
 - No personal bank accounts (must use Scotiabank)
 - Interim financial statements to parents and VP finance by January
 - Non parent coach expenses
 - Meals \$50/day and 0.35/km
 - Limit of \$3,000/team
 - Expense template under team manager forms

Team Expenses could include (but are not limited to):

- Gear/Equipment
- Officials/Timekeepers for hosted games
- Additional practice ice
- Exhibition game costs
- Tournament registration fees
- Non-Parent Coach expenses
- Additional Development (on or off ice)
- Goalie Development
- Team events / year-end
- Bank fees

Fundraising

Lisa Park, VP Finance



- Our Hockey Canada insurance covers sanctioned events that are not on ice including dry land training and fundraising activities
 - Please reach out to our VP Safe Sport (vpsafesport@metrowestforce.com) to ensure any fundraising activities conducted are insured
- You require a Lottery license to hold fundraiser draws – two different types of permits (prizes valued over \$4k and those \$4k and under) - See Access NS websites for the applications: [Gaming Control and Registration - Government of Nova Scotia](#)
- Jersey or Banner Sponsors can be an additional way to support your player budget. Copy of Jersey Sponsor letter can be found under [team management forms](#).
- Sponsorships - not considered donations (receipts may be issued by team - template can be found under [team management forms](#))
- Fundraising can be team based with equal distribution of funds raised, individual player accounts or a combination of both
 - Be clear with team approach at the start of the season
- No fundraised \$ can be returned to players at end of season - only direct contributions can be returned.
- If any individual player raised more than is required for their individual contribution - Any excess fundraised \$ can go to eligible team expenses
- Be considerate in the number and scale of fundraising activities undertaken - we are a small community.



Team Bank Accounts

Lisa Park, VP Finance

- All head coaches received email with instructions on getting an account set up upon forming of the teams (still waiting on 9 teams)
- Once 2 signatories are identified, reach out to VP Finance (vpfinance@metrowestforce.com)
- Community Account Plan
 - \$3 monthly fee
 - 10 transactions free per month (\$1.25/transaction after that)
 - Outgoing e-Transfers: \$1.00 per transaction
 - E-transfer daily limit \$2,500 and \$10,000 weekly limit
- **All accounts must be closed by the team by May 31, 2027**
- MWF not responsible for any shortfall or debts - must be settled by team prior to account being closed
- If any questions - please reach out

Team Onboarding

Shawn Young, Registrar



- Onboarding email to coaches
 - Includes team lists with emails, phone, address information
 - GrayJay Setup
 - Need phone numbers for Head Coaches and Managers
 - GrayJay Teams Setup
 - Staff lists -> Please send updates
- Waivers
 - New process for Staff Waivers
 - Managers are provided with the Waiver text and are responsible for sharing with Staff
 - Registrar will sign waivers on behalf of Staff
 - If Staff object to Waiver, they will be removed from roster in HCR and cannot volunteer
- Interim Official HCR Rosters will be sent out at the beginning of November.
 - Confirm they are correct
 - Confirm no omissions (missing staff, dressing room volunteers, etc)
 - Address any issues (missing qualifications)

Hockey Canada Registry (HCR) 3.0

Shawn Young, Registrar



Hockey Canada Registry (HCR 3.0) is Hockey Canada's new Universal platform for managing all Hockey Canada participant registrations.

HRC profile is how all the certifications are stored once completed.

All legacy platforms (HCR 2.0, HCR Online Registration, and Ehockey) are discontinued.

Details on how to create an account and sign up for required courses/clinics as part of your team roles is here:

[Creating an HCR 3.0 Account](#)

[Registering for a Clinic](#)

Volunteer Requirements

Dave Gallina, VP Safe Sport



- All of our Team Staff Volunteers are required to have set standard Certifications (Coaches, Managers, Trainers, Dressing Room Monitors). For a complete list of these requirements for each volunteer at each level, please see [Hockey Nova Scotia Volunteer Requirements Matrix](#).
- Once team staff have been confirmed, each volunteer should go into their HCR profile to determine what is required. Reach out to Certifications Coordinator @ certifications@metrowestforce.com for questions and/or assistance.
- MWFHA will receive an official list of requirements from HNS and will send out to each team however it is important to be proactive in starting this process. It is up to the volunteer to ensure they have these requirements **no later than Dec 1st** after which they will be unable to actively participate in their roles until these have been met.
- **New Obligatory Certification** - [The Shift Forward](#) wholly replaces Respect-in-Sport. It will be rolled out over 3 seasons and is a requirement for **all** Volunteer Positions (except DRMs). Any **new** volunteers will complete it this season. All others are strongly encouraged to complete it in advance of 01 December 2027.
- **First Aid** - For those requiring First Aid (each team will require 1 x Bench Staff to be qualified), please contact vpsafesport@metrowestforce.com to confirm options.
- **Payment Method** - Each volunteer will have to pay out of pocket for required certifications (except backcheck/RIS - this comes from MWFHA). Once done, you can submit your receipt and course completion certificate to [MWFHA Volunteer Reimbursement Portal](#) and you will be reimbursed directly via e-transfer.



Safe Sport

Dave Gallina, VP Safe Sport

See the **Safe Sport & Coaches/Managers Sections** on MWFHA website for detailed information on the following policies:

- MWFHA Codes of Conduct (**Updated**)
- Path to Redemption (**Revised**)
- Player Injury Reporting/Return to Play
- Safety Policies
- Social Media Policies
- Fair Play Policy (**New**)
- Reasonable Accommodation Policy (**New**)
- Dressing Room Policy

Suspensions. Please see [HNS Code of Discipline and Minimum Suspensions](#)

How It Works. Official to HNS – HNS to MWFHA – MWFHA to Head Coach & Manager (as timely as is possible)

Appeals/Protests. Aside from on-ice to official by Team Captain, must be in writing and accompanied by \$350

- Appeals – Within 48 hours
- Protests – Within 24 hours (12 hours for Playoffs)

Complaints. In **writing** to vpsafesport@metrowestforce.com. Use of Complaint Resolution Intake Form is strongly encouraged.



Fair Play Policy

Dave Gallina, VP Safe Sport

Fair Play Policy. MWFHA acknowledges that, given the dynamic and complex nature of our game, absolutely equal ice-time is impossible to achieve. In addition, MWFHA has recognized that Coaches need some ice-management discretion - within reasonable limits - to optimize team performance. Consequently, MWFHA is introducing its own [Fair Play Policy](#)

Observations/Insights. Our policies are constantly evolving, your thoughts are welcome at any time over the season, in writing to vpsafesport@metrowestforce.com.

As stated in the MWFHA Principles, MWFHA values player development and positive experience over winning – we will win through development and not at the cost of development. With this in mind, all MWFHA players, regardless of skill level, deserve the opportunity to **play and develop in all situations.**

However, exceptions can be made for safety, discipline, goaltender management, overtime/shootout or during select game circumstances in **meaningful games.**

See Table - [Fair Play Policy by Level](#)

In General. Up to 10% of meaningful games (15% for U13AAA, U15AAA & U18AA)
Assigned PP/PK - No (After Christmas for U15AAA & U18AA provided it is universal)



Dressing Room

Dave Gallina, VP Safe Sport

GUIDELINES TO FOLLOW

- **The Rule of Two:** Two trained and screened adults must be present together in the dressing room or immediately outside with the door propped open. A lone adult is not permitted with players at any time.
- **Timing:** Supervision is mandatory before, during, and after all on-ice sessions (games and practices). The Rule of Two remains active even when showers are in use.
- **Strictly a Female Role (besides U7/U9 which allow for males to hold the role)**

RULES TO ENFORCE

- **Cell Phones/Recording Devices:** Taking photos, videos, or voice recordings of any kind inside the dressing room is strictly prohibited. Mobile phones are banned from use in dressing rooms, except for playing team music when properly monitored
- **Minimum Attire (Base Layers):** Players must wear a base layer (such as shorts and a shirt, or comparable garments) at all times while in the dressing room.
- **Zero Tolerance:** Bullying, hazing, and any form of violent or discriminatory behavior are strictly forbidden. All players should feel valued and included in the dressing room.



Code of Conduct - Team Staff

Michelle Lucas

- **Professionalism** – Act with integrity and respect in all interactions.
- **Player-First** – Prioritize safety, development, and a positive team environment.
- **Respectful Communication** – Be constructive with players, parents, officials, and volunteers.
 - **Fair Play** – Model sportsmanship and respect for rules and opponents.
 - **Boundaries** – Maintain appropriate professional boundaries with all players.
- **Information Use** – Do not share or use MWFHA information for personal gain.
 - **Social Media** – Represent MWFHA positively in all online spaces.
 - **Accountability** – Non-compliance may result in disciplinary action.



Manager Best Practices - FYI

Michelle Lucas

- Get to know your Coach and expectations early.
- Have a Plan and Communicate timely.
- COMMUNICATION is Key with families!
- Delegate/Delegate/Delegate (get everyone involved!!).
- Communicate scheduling changes in advance.
- Interact and listen to what is happening on your team.
- Know the facts and make yourself accessible.
- Keep your parents and coaching staff informed.
- Know your [MWF Board](#).
- Know where to access all the tools and information when needed.
- Ensure you receive and regularly check all the MWF Communications by the way of website communication, email, Facebook page, etc.
- Keep in Contact with other MWF Managers.
- Build Relationships with Other Coaches/Managers within your Division outside of MWF and have an up-to-date contact list - Introduce yourself at Games!
- Ask questions or seek assistance.

QUESTIONS?

