



Welcome to Frontenac Minor Hockey and thank you for coaching!

2025/2026 FMHA Executive Committee

President – Marc McIntosh marcmcintosh12@gmail.com	Vice President/Ice Scheduler/Safe Sport – Jeff Peck peck.ja@kos.net
Vice President/OMHA Contact – Jamie Seale jayseale@hotmail.com	Registrar – Heather Hasler heather.hasler4@gmail.com
Secretary – Kelsey Shulist kelseyshulist@gmail.com	Treasurer - Debbie Donovan ddonovancga@hotmail.com

2025/2026 FMHA Board

Coach Coordinator – Terry McFarlane ddonovancga@hotmail.com	Select Coordinator – Jenn Moore jj227@hotmail.com
Learn to Skate/IP Coordinator/Fundraising Coordinator – Hannah Barker hbarker@revelrealty.ca	Registrar 2 – Krista Bremner kristabremner@hotmail.com
Social Media Coordinator – Heather Kemp heatherkemp624@gmail.com	ICHL Coordinator – Melissa Shorrock Melissa.shorrock@queensu.ca
Health and Safety – Reshelle Leonard foxyshelle@hotmail.com	Equipment Manager – Janna Corkum burnsey_417@yahoo.com
Development Coordinator – Jeff Ottenhof jeffrey.ottenhof@bell.ca	Referee in Chief – Willie Wilson sffr252@gmail.com
Webmaster – David Hasler shsdhasler@gmail.com	

Team Organization

In order to stay organized and keep communication open between coaches and parents for your team, it would be a good idea to have a team manager or parent help out with weekly communications/emails on practice times/game times etc. The coach does not have to do all the work – ask parents to help out!

Team Rosters

You will need an electronic approved team roster from OMHA. You may only play players from your approved OMHA team roster. Our Registrar will submit your team roster to OMHA and send you the approved roster by email. You need to have a copy of your approved team roster with you at all games/tournaments in case you are asked for it. You could be asked for it anytime by a referee etc.

Team Accounts

If teams are handling money they must prepare a financial workbook and make it available to parents/executive on request. It is also strongly recommended to have more than one parent on the team account.

Coach/Bench Staff

Every team must have a minimum of two bench staff (Coach and a Trainer) certified within the Hockey Canada system to be approved on a team roster by OMHA. You may also add an assistant coach and an assistant trainer or a manager for a maximum of 5 bench staff. Each team can only have 1 manager listed on team roster but is not required to have a manager listed unless they will be on the bench for games.

All volunteers on the ice or bench must have Respect in Sport activity leader (online course) – can be found on the OMHA website at www.omha.net and must have a completed Vulnerable Sector Check (VSC). Coach certification requirements are listed on the Frontenac website under Documents. Please reach out to our Coach Coordinator if you have any questions on Respect in Sport, VSCs or certifications.

In the event that you are short a coaching staff member for a game, please follow the following rules:

- You may borrow a FMHA coach/trainer provided they are on an FMHA approved roster (including the AT LARGE roster). You may borrow the opposing teams trainer if needed but please let the referee know prior to the game.
- All coaches/bench staff must sign the game sheet for the position that they have been approved for – for example a trainer must sign as a trainer and assistant trainer can only sign in the assistant trainer spot on the game sheet (the only exception is an assistant coach may sign as a coach when acting as the head coach).
- Roster AT LARGE – this is an FMHA roster of volunteers that will help out but are not on a specific team roster, you may contact the Registrar for one of these volunteers if necessary.

Respect in Sport “Parent Program” is an OMHA mandatory course for at least one parent to complete before their child may be added to an electronic team roster to play hockey this season, the Registrar will let you know if this course is missing for a player.

On ice Insurance

If someone is assisting you for practice but they are not on any of FMHA team rosters they must be added to OMHA on ice insurance, they cannot participate until added to the on ice insurance policy. Please submit your request for inclusion on FMHA insurance policy along with this person’s date of birth and address, which is required to send to OMHA. On ice volunteers must be at least 14 years of age in full equipment, over 14 – 18 years of age must have a neck guard, gloves and helmet.

Game Sheet Rules – iPADS

Please ensure that the games are being uploaded when using the iPad. There is a blue cloud beside the game on the iPad if it has not been uploaded.

Game numbers --- these can be found on the Frontenac calendar on the website -- no excuse for not filling this in.

Please use the exact game number – **for example U18E-02 not 02.**

Please ensure the proper team name is filled out:

Sample

Center – Frontenac

Team Name – U18 LL Team 2

Division – U18

ICHL

Game Number – U18E-02

Make sure that all bench staff sign the electronic game sheet -- if they are away mark them away --- it is a one game suspension to the Head Coach if a signature is missing.

Make sure you have the start AND end time completed on the game sheet (iPad)

Timekeepers name must be on game sheet (iPad)

If you are unsure of something please ask!!

Affiliate Players

All affiliated players must be approved by our OMHA Contact and Coach Coordinator. This process is required to use players from the division directly below for ICHL, rep teams may roster players from ICHL league, or if goalie relief is required. Affiliated players must have “AP” beside their name on the game sheets. You will need to send an affiliated form that has been completed by the local league coach or team the player plays on full time to our OMHA Contact for his signature and then this form is given to the Registrar to upload in Hockey Canada for approval by the OMHA. Once you

receive back the approved roster with the player added, you may play this affiliated player ONLY when your ICHL team has less than 10 skaters, and if the player does not have his own team game with ICHL. If a player has a game with his primary team they CAN NOT play with the affiliated team.

Select Players

FHMA is offering Select teams for U11, U13, and U15 age groups for this season. Players who are rostered on one of the LL teams in those age groups (no rep. players) are eligible to apply for a position through the Select Coordinator. If more players apply for a Select team than can be rostered, competitive tryouts will be held to select the team.

Select teams must not conflict with LL programming, as the LL practices, games, and tournaments are prioritized over Select practices, games and tournaments.

Tournaments

LL teams are limited to two (2) tournaments per year. For U11, U13, and U15 LL teams cannot book tournaments during Christmas break or after March 1st.

Select teams are also limited to two (2) tournaments per year. This will ensure that LL players that play select do not play in more than four tournaments in one season. Select tournaments are limited to only be booked during Christmas break or after March 1st.

OMHA Contact

You must contact our OMHA Contact for the following items:

- a travel permit if you are travelling with your team outside of the OMHA district (please see OMHA website) for example Ottawa, Westport. Please give at least **10 days** notice prior to needing a travel permit (**now travel permits are located on the FMH website**):
- [Tournament Travel Permit Request \(Frontenac Minor Hockey\)](#)

frontenachockey.ca)

- [Exhibition Game Travel Permit Request \(Frontenac Minor Hockey\)](#)

frontenachockey.ca)

- all affiliated player forms must be approved and signed by OMHA contact before added to the affiliated team
- all exhibition games must be reported to the OMHA contact prior to the game.
DO NOT contact OMHA directly, any questions regarding OMHA policies or rules must go through our local OMHA Contact.

Ejection from game

When you have a player ejected from a game by a referee, please ensure that there is parent support at the dressing room, players at any division should not be in dressing rooms unattended. Assign a parent-spectator to ensure coverage is there.

Suspensions

Rep suspensions must be reported immediately to OMHA Contact and reported directly to the EOMHL website at the following link:

https://eomhl.ca/Forms/1019/Suspension_Tracking/

ICHL suspensions please report immediately to our ICHL Coordinator and reported directly to the ICHL website at the following link:

https://intercommunityhockey.ca/Forms/1029/ICHL_Suspension_Reporting/

Please note that coaches are required to report the suspensions online at the links above, as this will not be completed by the EOMHL or ICHL coordinators.

If a coach is suspended, it is their own responsibility to find a replacement. FMHA cannot guarantee a qualified coach can be provided to fill in for suspended coaches. It is the responsibility of the suspended coach to find their replacement, otherwise the team may not be able to play if there is not at least one coach and one trainer available to be on the bench.

Suspensions must be tracked by FMHA – it is important players are serving the correct amount – if an error occurs, there is no pardon...coach can be suspended and player can receive additional games - we want to avoid this - so please report! If there is a game suspension they must be marked on game sheet indicating the suspension is being served for example if player has 3 games (each game needs to be marked on game sheets 1 of 3, 2 of 3, 3 of 3).

Medical/Injuries

Please remember to send to OMHA all injury reports (www.omha.net). Please ensure follow up with family and the return to ice policy is followed. All players are required to have a completed medical form found on the Frontenac website under documents and the trainer for the team should have on them at all times.

Game cancellations

Please follow the EOMHL or ICHL rules on game cancellations. Games are only cancelled for bad weather...if you know that you will have coaches or players away, plan to replace them (use AP players and coaches/trainers can fill in from our AT Large roster).

All ice times outside of your regular scheduled practices/games must be approved by the President or the Treasurer. Do not contact the ice scheduler directly or your team will be responsible for paying for the ice! No exceptions!

Respect for referees/timekeepers

Please remember that these people are OMHA approved referees. These are local parents whom have taken the ref courses and teenage kids from our community who are learning!

If you have a legitimate concern with a referee/timekeeper, please send your concerns to our Referee in Chief – if additional instruction or direction is required for the ref, it will be given by our Referee in Chief.

Curfews

ICHL games are 50 minutes...you can help get your game completed by doing the following:

- getting your team on the ice for warm-up in time
- checking for timekeepers/referees
- do not have informal team chats b/w periods
- have your team ready in the circle to go by end of warm-up

Fundraising Events

Fundraising events need to be reported to our Fundraising Coordinator, who can answer any of your questions regarding appropriate fundraisers. For the purchase of any Frontenac clothing apparel, please contact our Fundraising Coordinator so that the proper Frontenac Flyers logo is used to maintain our branding. The amount of fundraising done by your team must be reported at the end of the season.

Attached to this manual is the Team Financial Accountability and Fundraising Policy.

On-site fundraising (front lobby at FCA) is permitted for the time period one hour before the start of your game. This allows all teams one hour before the start of their game for fundraising and then allows the parents to watch and enjoy the game once it starts!

Equipment

Game jerseys should only be used for games only, please tell your players to use a practice jersey for practices. Please contact our Equipment Coordinator for equipment/and or questions regarding equipment.

Any teams that are borrowing goalie equipment must return the equipment at the end of the year.

General Reminders

- No person's in dressing room until a coach has arrived, players should not be unattended in the dressing rooms and there should always be two adults in the dressing room at all times with the players
- No players on ice until a coach is available (especially pertains to 5 pm practices). A coach should always be on the ice during practice
- No players/coaches on ice until zamboni has cleared off ice and given the go ahead to go on the ice
- 2 min buzzer during practices – coaches need to clean up ASAP
- Off the ice at 10 min to the hour. No exception!
- **NO ALCOHOL – NO EXCEPTIONS!!!**