

# Coaches and Managers Manual



**2025-2026 Season**

## Table of contents

|     | <b>SECTION</b>                         | <b>PAGE</b> |
|-----|----------------------------------------|-------------|
| 1.  | Certifications                         | 3           |
| 2.  | Equipment (Jersey, pucks, socks, etc.) | 4           |
| 3.  | Game Sheets                            | 5           |
| 4.  | Travel Permits                         | 5           |
| 5.  | Ice Time Not Used (no-show)            | 5           |
| 6.  | Exhibition Games                       | 5           |
| 7.  | Referees                               | 5           |
| 8.  | Timekeeper                             | 6           |
| 9.  | List of Players and Team Staff         | 6           |
| 10. | Team 50/50 Coordinator                 | 6           |
| 11. | Tournaments                            | 7           |
| 12. | Team Fees/Budget                       | 7           |
| 13. | Goalies                                | 7           |
| 14. | Aigles/Panthères Apparel               | 8           |
| 15. | National Bank Partnership              | 8           |
| 16. | Fair Play Code                         | 9           |
| 17. | Injury Report and Medical Records      | 10          |
| 18. | Minor Hockey Development Guide         | 10          |
| 19. | HNB Operations Manual                  | 10          |
| 20. | HNB Minimum Standards for Discipline   | 10          |
| 21. | Dressing Room Policy                   | 10          |

## 1. Certifications

### Checking background check

It is mandatory for all HDM volunteers to obtain a copy of their criminal background. Since June 2026, coaches, managers or any bench staff will not be allowed to go on the ice, behind the bench or be on a roster until the criminal check is done. To do this check, you must go to the RCMP office with 2 pieces of identification and a letter from Hockey Dieppe-Memramcook confirming that you will be volunteering during the season. With this letter, you will not have to pay any fees. When completed, you must bring the criminal check letter from the RCMP to the HDM office no later than December 15th of each year. Your criminal checks are valid for a period of three years. **NEW: Since September 2023, you will need to get the letter at the HDM office, or we can send you one by email before going to the RCMP office.**

### Coach Training and Certifications

Here's an overview of the certifications that your volunteers, coaches and managers will be required during the season:

#### The shift forward

All bench staff personnel and ice personnel of 16 years of age and over registered with Hockey New Brunswick must follow Hockey Canada's online version the shift forward, the course is available at: <https://register.hockeycanada.ca/clinics>

#### Coach Level 1 and 2

All U7 and U9 head coach and assistant coaches must be certified according to the former "Introduction to Coaching" or "Coaching" or "Coaching Level 1".

All head coaches and assistant coaches of the U11 to U18 divisions (excluding AAA) must be certified as a Level 2 Coach, which includes an online course only (since September 2024) To register, visit <https://register.hockeycanada.ca/clinics> and register for the Coach 1 and Coach 2 that's right for you.

#### Development 1

All AAA Development Head Coaches and Assistant Coaches must complete the NCCP Development 1 (National Coaching Certification Program) course.

All certifications must be completed no later than December 15th of the current hockey season.

#### Hockey Canada Safety Course

All minor hockey teams registered with HNB must have a bench staff member who has successfully completed the Hockey Canada Safety Program. This certification expires five years after the course date of the certification program. The Hockey Canada Safety Course is available online. To register: <https://register.hockeycanada.ca/clinics>

### The Shift Forward for Hockey Canada Parents

All parents of players must take Hockey Canada's The Shift Forward online course by **December 1<sup>st</sup>, 2026**; if they are not completed before that date, their child will not be able to continue until the course is obtained. This course has a fee, which will have to be paid by the parents of the child. This course only needs to be done once in the family's career.

This course is available at: <https://register.hockeycanada.ca/clinics>

## 2. Equipment

**Equipment Coordinator: Denis Vautour**  
**506-874-4775 / [denisvautour@gmail.com](mailto:denisvautour@gmail.com)**

The equipment will be distributed at the beginning of the season during an evening organized at AJL for the whole association. Each team must make a deposit of \$400 to Hockey Dieppe-Memramcook to receive their jerseys, pant shells and pucks. This deposit will be returned once all jerseys and pucks are returned by the end of the year. The deposit for the equipment must be made to the HDM office before December 1 of each season.

HDM Aigles & Panthères jerseys are very expensive, so it is very important to take care of them. They should be washed several times during the year and dry flat. They should also be carried in garment bags and not in hockey bags. **These jerseys are for games only. It is forbidden to use them during practice.** Also, teams must have **two pairs of hockey socks**, one being a white pair and one red pair.

**Note: Jerseys and pant shells are the responsibility of the players/parents. If one or both jerseys or pant shells are damaged or no longer wearable, parents will be required to pay \$100 per jersey and \$60 per pant shells. The coaching staff will be responsible for checking the jerseys when they receive them in the fall and notify HDM before November 15th if any jerseys are no longer wearable.**

### It is prohibited to add a sponsor on the game jerseys

Tim Hortons Timbits jerseys are only donated by Tim Hortons every two years, so it's very important to take care of them. They should be washed several times during the year and dry flat. These jerseys can be worn during practices and games. Do not cover the Timbits logo in the back with name bars.

Starting at the 2024-2025 season, Aigles & Panthères teams at the U11 to U18 divisions will have to go through the HDM office to get their game socks. HDM has procured 1000 sets of socks to make sure that every team will have access to some. In the past, some teams couldn't get any because of inventory problems. We hope this will resolve the issue. Only a team coach or manager can come and get the socks, no parents. The manager will take the order for how many socks the team will need and bring in the form to the office and we will issue the quantity. The price for each pair of socks is set at \$25 and payment is due before we give the socks away.

Name Bars:

**Timbits:** the color for the name bars and the name on the Timbits jerseys will be at the discretion of the coaching staff to match the jerseys and will not cover the Timbits logo.

**U11 to U18:** The name bar colors will be:

Red jersey: red with white letters

White jersey: white with royal letters

The height of the name bar letters is 3 inches.

### 3. Game Sheets

Game sheets can be picked up at our Uniplex office for the U11 to U18 divisions. The game sheets are not used by the U7 and U9 divisions.

### 4. Travel Permits

New this year: Travel permits are no longer necessary for all exhibitions games, league games, jamborees and tournaments within the Province of New Brunswick. Your team will only need a travel permit when playing outside of New Brunswick. Permits are available online. Instructions for travel permits are on the link below.

<https://spordle.atlassian.net/wiki/spaces/HDNE/pages/2620719113/Travel+Permit#Add-a-Travel-Permit>

### 5. Ice Time Not Used (no show)

Teams are responsible for using all assigned ice hours. If there are hours of ice that cannot be used, for any reason, the teams are responsible for giving these ice times back to their division coordinator at least 14 days in advance. If an ice time is not used (No-Show), the team will be charged the commercial rate for that ice time.

Starting from the 2019-2020 season, each team will have to make a deposit of \$375 to Hockey Dieppe-Memramcook for the unused ice policy (no show). This deposit will be returned once the season is over minus the cost of your team occurred during the year. This deposit must be made before December 1 of each season.

### 6. Exhibition Games

Teams at the U11 to U18 divisions will have the ability to play 3 exhibitions games before the start of their league play that HDM will pay for the on-ice officials. After their league has started, HDM will no longer pay for officials in any exhibition games.

### 7. Referees

**Referee Coordinator : Jean-Guy Richard**  
**506-269-0212 / [dieppereferee@rogers.com](mailto:dieppereferee@rogers.com)**

The teams are responsible for reserving referees for all their games by contacting Jean-Guy Richard. They are also responsible for verifying that there are assigned referees for all their home games.

If a game is canceled for any reason, the teams are responsible for canceling the referees by contacting the Referee Coordinator at least 48 hours before the scheduled game time. If the referees are not canceled, the team will be billed for the referees' costs and the team will be responsible for paying the fees. Upon receipt of the invoice, the team will have 5 working days to pay the amount. If this invoice is not paid, the ice time of the team will be suspended until payment is received.

## **8. Timekeeper**

**Timekeepers Coordinator : Janice Richard**  
**[janrand12@hotmail.com](mailto:janrand12@hotmail.com)**

The teams are responsible for organizing the timekeepers for their home games. They have two options: they can find their own timekeeper, or they can use the services of our timekeeper coordinator. If you use the service of our coordinator, you will have to pay the timekeeper \$20 after each game in Dieppe and \$20 for the games in Memramcook. The teams will have to tell the timekeeper coordinator if they want to have a timekeeper for the season or not at the beginning of the season.

## **9. List of Players and Team Staff**

A list of players and coaches, including their date of birth must be submitted to the HDM office, no later than November 1, 2025. Please complete this form [Team Roster form](#) and send it to the following address: [christianbosse.hdm@gmail.com](mailto:christianbosse.hdm@gmail.com)

Since the 2017-2018 season, all Hockey Dieppe Memramcook co-ed teams will be named Aigles and all exclusively female teams will be named Panthères. As there will be more than one team per division with the name Aigles or Panthères, when registering your teams for this list and for tournaments, simply add the name of the coach at the end of your name (eg, Aigles - Belliveau, Aigles - Luc Belliveau (if there is more than a Belliveau coach in your division), Panthères - Belliveau, Panthères - Luc Belliveau.)

## **10. Team 50/50 Coordinator**

**50/50 Coordinator : Jean-Roger Comeau**  
**506-863-8539/ <mailto:j-rcomeau@hotmail.com>**

Each team will need to appoint a 50/50 coordinator for the season. This coordinator will oversee the 50/50 ticket delivery and the management of this fundraiser.

The 50/50 coordinator will be required to obtain a copy of their criminal background. To do this check, you must go to the RCMP office with 2 pieces of identification and a **letter from Hockey Dieppe-**

**Memramcook** confirming that you will be volunteering during the season. With the letter, you will not have to pay any fees. Your criminal checks are valid for a period of three years. **NEW: Since September 2023, you will need to get the letter at the HDM office or we can email you a letter before going to the RCMP office.**

## 11. Tournaments

Hockey Dieppe-Memramcook organizes five tournaments each year allowing each player to participate in a home tournament. These tournaments require a lot of organization, as well as a lot of volunteers to provide a positive experience for all young people. For this reason, HDM asks each team to do some 50/50 games during the tournaments.

This season a tournament fee of **\$450** will be charged to all teams for the cost of their Dieppe-Memramcook home tournament. The tournament fee needs to be paid before December 1<sup>st</sup> of each year.

Minor hockey teams have the right to participate in 5 tournaments per season, including HDM. You can find the list of tournaments offered for NB online at [www.hnb.ca](http://www.hnb.ca) (click on the 'Tournaments' button, then choose your division).

U7 divisions are not allowed to leave Districts 6 and 7 for all their jamborees. U9 are allowed outside District 6 and District 7 but must obtain a parent vote of 75% in acceptance of having the jamboree outside to be able to book a jamboree outside the district. All jamborees must stay in the province of New Brunswick for this level.

Hockey Dieppe Memramcook will not cover the Provincial tournament register fees. The teams will have to cover the cost of registration. The Provincial tournaments do not count towards the five total tournaments in the season. This tournament is an addition to the five.

## 12. Team Fees/Budget

All teams are required to send the team fee/budget to the coordinator of their division. Once received, it will be sent to the HDM Treasurer for approval. This process is necessary before advising parents and collecting team fees.

If during the season changes are made to the team fee/budget that is already approved, please follow this procedure again for Treasurer's approval.

**Team fees are applicable for every player.**

## 13. Goalies

**Goalie Coordinator : Kevin Robert**  
kevin.robert.maps@gmail.com

U11-U18

If your team has two goalies in the list of players, please ensure that a fair schedule is set for the season so that both goalies always have equal playing time.

#### U7-U9

Goalies are very limited in some of our levels. Be sure to alternate the roles of goalies and introduce goalie drills into your practice from the U7 level to engage the interest of the players. A rotation with each interested player must be made. Once the rotation is done, it must start again. There are no full-time goalies at the U7 and U9 level.

### 14. Aigles/Panthères Apparel

Hockey Dieppe Memramcook has established an EXCLUSIVE relationship with Maritimes Sources for Sports / Cleve's Source for Sports since the 2017-2018 season.

All HDM players, executives and coaches will receive a digital VIP Hockey Card entitling them to 10% off the regular price for all hockey related equipment. This 10% discount cannot be combined with other discount offers, such as team sales, coupons, tax events, BOGO promotion, etc.

Please note that Maritimes Sports Sources / Cleve's Source for Sports is our EXCLUSIVE provider, which means that other suppliers no longer have the rights to use our Aigles or Panthères logo without approval first.

To obtain your Google form for your team, send a message to Keeley Atkinson at [maritime.team@sourceforsports.ca](mailto:maritime.team@sourceforsports.ca) or by phone at 506-858-8421.

Please send a request to [ChristianBosse.HDM@gmail.com](mailto:ChristianBosse.HDM@gmail.com) for approval if your needs cannot be met at Maritimes Sources for Sports / Cleve's Source for Sports.

### 15. National Bank Partnership

HDM is happy to announce that they have created a partnership with the National Bank for their future banking needs. This will include any teams that would like to open an account for their teams for the season.

Here are some advantages to open an account for your team:

- Teams will take advantage of the same offer as non-profit associations like an account with online access and in branch transactions are free. Only cheques and outgoing interac transfers will have fees.
- The account will be open as an association. So, there is no personal risk or registered accounts to the province that involves extra fees.
- We will always suggest 2 signatures to minimize the risk.
- To open up an account, communicate by email with: Julien Cyr : [Julien.cyr@bnc.ca](mailto:Julien.cyr@bnc.ca).
- See below the information that he will need:
  - 1 – Team name
  - 2 – A copy of your driver's license

- 4 – Your telephone number
- 5 – Name of your employer, your occupation and number of years
- 6 – Choose your Branch for the account opening:
  - A – Dieppe : 200 Champlain street
  - B – Moncton : 346 Promenade Elmwood
  - C – Moncton : 1556 Mountain road
  - D – Moncton : 735 Main street

## 16. Fair Play Code

Hockey Canada asks you to think about your role. Do you show respect for the sport and the people who make this game extraordinary? Do you really have RESPECT for the game and all its participants? Take a moment to do this little test to assess your attitude. Please check the statements that apply to you.

- The safety of participants is more important than the end result.
- I appreciate the coaches' efforts to develop the talent of the players, although I do not always agree with their methods.
- I understand that officials have not created the rules, but they are there to enforce them.
- I understand that my behavior should set an example for children, and that children learn from adults.
- I understand that officials are responsible for ensuring that the match is played in a fair and safe manner.
- I understand that players, officials and coaches are learning the game, and mistakes will be made.
- I do not encourage opposing teams, but I will not verbally abuse them or boo them.
- I understand that the main reason players and officials leave hockey is abuse.

### 10 ways to become a good hockey parent

- Participate constructively in your son's or daughter's team.
- Let your son or daughter know that you like to see them participate in the sport.
- Keep things in perspective, highlight the values associated with the game.
- Support your child and do not let your expectations become a burden for your son or daughter.
- Be a model of respect for your son or daughter.
- Be there for your child, whether he wins or loses.
- Give priority to safety, respect, fair play and fun.
- Give emotional support to your child.
- Encourage your child to participate, but avoid forcing him to play.

Communicate with your son's or daughter's coach in a professional and effective manner.

[Fair Play Codes](#)  
(Hockey Canada)

[Fair Play Contract](#)

[Fair Play Policy of Hockey Dieppe Memramcook](#)

## **17. Injury Report and Medical Records**

When an accident occurs, an injury report must be completed and sent to the Executive Director as soon as possible (the report must be received within 90 days of the accident). The team manager's binder should contain a few blank forms. In the event of an accident, it will be easier to fill in the form at the time of the accident than to retrace the details later.

### **Injury report**

Each player / parent should complete a medical form. While it is important for coaches and staff to be aware of this information and to be aware of any medical issues, it is unlikely that they will remember all the details of all players. Having the medical records on hand helps to get important information in case of emergency and to know the contact information of the family doctor and the people to contact in case of emergency if it is impossible to reach the parents. Coaches must also complete a medical form.

[Injury Report](#)

### **Medical Information Sheet**

The medical form must contain at least the following information:

- the health insurance number of the player;
- the doctor's name and contact information;
- contact information for emergency contacts.

[Medical Information Sheet](#)

### **Important diseases / allergies**

The use of a team injury record allows the team leader or safety officer to track injuries that occurred during the season after the medical records have been completed. The registry provides the most up-to-date information when needed, and can also detail how to handle current injuries (for example, should an injury be tape-coated before a match?) In addition to serve as a reference for injury reports prepared during the season.

## **18. HNB Operations Manual**

[Operations Manual](#)

## **19. HNB Minimum Standards for Discipline**

[Minimum Standards for Discipline](#)

**20. Dressing Room Policy**

[Hockey Canada dressing room policy](#)

**21. HNB Team Guide**

[Hockey New Brunswick Team Guide](#)