



St. Thomas Panthers

Coaches, Manager &
Trainers Meeting
2025-26

STAFF

Team Staff Guidelines & Requirements (2025-2026)

Association Coverage:

- The association **covers the cost of 5 bench staff**.
- **Bench staff** includes **anyone participating on the ice or behind the bench** during games or practices.
- **Additional bench staff (over 5)** will cost **\$72 per person**, payable by the team.
- **Important: Only registered bench staff** are permitted on the ice **at any time**.

OWHA Staff Roster – Minimum Requirements:

- Head Coach
- Trainer
- Female Representative
 - *Note: This role can be filled by the coach or trainer.*

Additional Mandatory Team Roles (Not Bench Staff):

- 2 Den Moms
 - *These roles are not included in the bench staff count.*

Highly Recommended Roles:

- Team Manager and/or Treasurer
- Bond Representative
- Social Media Coordinator



Optional Support Roles:

- Fundraising Coordinator
- Sponsorship Liaison
- Team Photographer or Videographer
- Event/Team Building Coordinator

**These roles do not count to bond hours but
may help manage a better season**



Staff Requirements

Courses & Certifications (see next slide for specific coaching/trainer courses needed)

- Completed **Respect in Sport (RiS) – Activity Leaders**
- Completed **Gender Expression and Identity Course**

Screening & Documentation

- **If 18 years or older:**
 - Submit a **satisfactory VSS/VSC** (Vulnerable Sector Screening/Check)
 - Submit a **Declaration Document**
 - Documents processed via the **Ontario Screening Portal**, in accordance with the **OWHA Screening Policy**

Registration

- **Registered with the OWHA through RAMP**
- Completed **Rowan's Law training (OWHA CONCUSSION AWARENESS RESOURCE)** via RAMP (Den mom's don't have to do this)

OWHA Coach & Trainer Requirements

DIVISION	CATEGORY	HEAD COACH (REQUIRED)	ASSISTANT COACH (RECOMMENDED)	TRAINER (REQUIRED)
Fund, U7, U8 & U9	ALL COACH & ALL ASSISTANT COACHES in these divisions MUST have Coach 1 No other qualifications will be accepted for these divisions.			HTCP Level 1
U11	House League / DS	Coach 2	Coach 2	HTCP Level 1
U11	Competitive	Development 1 Trained ³	Coach 2	HTCP Level 1
U13	House League / DS	Coach 2	Coach 2	HTCP Level 1
U13	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U13	AA, A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U15	House League /DS	Coach 2	Coach 2	HTCP Level 1
U15	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U15	A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U15	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
U18	House League / DS	Coach 2	Coach 2	HTCP Level 1
U18	BB, B, C	Development 1 Trained ³	Development 1 Trained ³	HTCP Level 1
U18	A	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U18	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
U22	House League	Coach 2 -Coach Level	Hockey Canada Coach 2	HTCP Level 1
U22	A, B, C	Development 1 Certified ⁴	Development 1 Trained ³	HTCP Level 1
U22	AA	HP1 Certified ⁵	Development 1 Trained ³	HTCP Level 1
Senior	All	<p>OWHA Senior teams with 1 or more participants under the age of 18 require a certified coach, trainer and all staff to be screened with satisfactory Respect in Sport Activity Leader, Gender Identity and Expression and screened with satisfactory VSC and Declaration</p> <p>Any Senior team registering a coach must ensure that all rostered coaches are certified with a minimum of Coach 2 Level, Respect in Sport Activity Leader, Gender Identity and Expression and screened with satisfactory VSC and Declaration</p> <p>All OWHA Senior Teams MUST roster a certified trainer with satisfactory Respect in Sport Activity Leader, Gender Identity and Expression and screened with satisfactory VSC and Declaration</p> <p>OWHA Senior teams with ALL participants over the age of 18 do not require a rostered coach.</p> <p>OWHA Senior teams with ALL participants over the age of 18 do not require staff to be screened, but it is recommended.</p>		

COACHING QUALIFICATION LEGEND:

- Coaches of FUNDamentals, U7, U8 and U9 divisions **must** have Hockey Canada Coach 1 qualification. **No other qualifications are accepted.**
- Hockey Canada Coach 2 or higher: Hockey Canada Coach 2 or Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified.'
- Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or High Performance 1 & 2 'Trained' or 'Certified.'
- Development 1 'Certified' or higher: Development 1 'Certified' or High Performance 1 & 2 'Trained' or 'Certified.'
- High Performance 1 'Certified' or higher: High Performance 1 & 2 'Certified.'

Screening & Background Check Requirements:

All bench staff and volunteers **must complete appropriate screening** in compliance with OWHA and OHF policies.

Screening Process Cycle:

- **Year 1:**
 - Vulnerable Sector Check (VSC)
 - OHF Screening Declaration Form
- **Years 2 & 3:**
 - OHF Screening Declaration Form
- **Year 4:**
 - VSC + OHF Screening Declaration (cycle restarts)

👉 **Required forms** (OHF Volunteer Letter & OHF Screening Declaration) are available on our website under the “**Coaching and Manager**” tab.

RAMP

- All players, coaching staff and den moms are required to register on ramp.
- In RAMP register through “Coach/Staff Registration”
- Coaches and Bench Staff register under Division with Position ex - “U11 - Trainer”.
- Den Mom’s register under “Uninsured” with position as “staff”
- Add certifications into your RAMP profile.
- If having trouble with RAMP please contact Britt - registrar@stthomaspanthers.com



INSURED PARTICIPANTS

It is the responsibility of the head coach to ensure that all participants of any Panther ice time (game or practice) be fully insured and registered through St Thomas Panthers.

The coach of any team that knowingly allows an unregistered participant (coach, instructor, player, parent, sibling, etc) will receive a suspension from all team activities for one calendar week.

PRIVIT

✓ Who Must Complete Privit?

- All Players
- All Coaches & Bench Staff

🔒 What Is Privit?

- A secure platform that stores:
 - 📄 **Emergency contact information**
 - 🩺 **Medical details** relevant to health & safety
- Used to ensure the **well-being of all team members**

👁️ Who Has Access?

- Head Coach
- Team Trainer

📱 Privit On the Go

- **Download the Privit App** for easy mobile access
(Available on iOS & Android)

🙋 Need Help?

Contact your Player Health & Safety Representative to:

- 🔑 Get your login credentials
- ❓ Ask questions or get support navigating Privit







Ice Management & Game Scheduling

Responsibilities for Coaches – 2025-2026 Season

Team Ice Allotment

- Each team receives a **set amount of ice** for practices & games.
- Coaching staff are responsible for **managing their team's ice**. Coaches are responsible for scheduling their own games. You will receive an email with instructions and contacts for other teams.
- **Notify the Ice Convenor** of all changes.

Ice Conflicts & Trades

- Teams must **facilitate their own trades** when conflicts arise. If unable to trade:
 - **Notify the Ice Convenor** (minimum **7 days notice**).
 - The time will be posted as available ice within the association.
-  **Plan ahead for tournaments** — early trades help avoid issues.
-  Don't count on **Sunday post-tourney practices** being available.

Game Scheduling & Changes

- **Minimum 7 days notice** required for:
 - Game changes
 - Exhibition games
- Allows time to schedule referees.

Using RAMP

- All games must be:
 - **Created in RAMP Games Portal**
 - Game codes **generated at least 7 days in advance**
- These codes are also sent to the referee scheduler.

Submit All Requests & Changes To:

 scheduler@stthomaspanthers.com

Tournament Planning Guidelines

Getting Started

- Check the **OWHA website** for a list of approved tournaments.
- **Register early** – many tournaments fill up quickly.
- **Tournament Advance Form** is available on our website under the “**Coaching and Managers**” tab.

Panthers-Hosted Tournaments

- **Big Cat Tournament & Panthers on the Prowl**
 - **Avoid scheduling away tournaments** on these weekends. Each team is required to fill volunteer hours to qualify for a free tournament.
 - **All Panthers teams** may participate in **one Panthers tournament free of charge**.
 - If no appropriate division is available, the Panthers will cover the equivalent fee for another tournament.

17 Scheduling & Tracking

- For **all tournaments**, contact the **Ice Scheduler** to have them added to your official schedule.
- Once your tournament is showing in your team schedule you can:
 - Add tournament games to your schedule
 - Share info with parents
 - Track scores and updates

Tournament Planning Guidelines (cont'd)

17 Scheduling & Tracking

- Tournaments out of Ontario
 - To attend a tournament out of Ontario (USA, other province, etc) you will need a Travel Permit
 - This is essential to ensure your team is insured.
 - Requesting your permit is completed in the Ramp Registration Portal.
 - For assistance reach out to president@stthomaspanthers.com

RAMP

Coaching and Managers Tab – RAMP Tools & Resources

- Visit the **coaching and managers tab** on our website to access **RAMP FAQs and Tutorials** — helpful guides to get you started.

RAMP Portals & Apps Overview

- **RAMP Registration Portal**
Used by **players, staff, and executives** to complete registration.
- **RAMP Games Portal**
For **coaches and managers** to **schedule** and **approve games**.
- **RAMP Gamesheets App** (*Mobile App*)
 - Access electronic game sheets
 - Used by **teams, timekeepers, and referees**
 - **Make sure to download** and install the app on your device

Game Scheduling & Responsibilities on RAMP

Home Team Responsibilities:

- **Create and schedule** games.
- Ensure both **HOME** and **VISITOR** team names are listed.
- Provide the **appropriate game codes** to the **VISITOR** team and **officials**.
- Using the **home team code**, the **coach/team representative** must select the bench staff and players, then **sign the game sheet electronically**.

Visitor Team Responsibilities:

- Using the **visitor team code**, select **bench staff** and **players** for the game.
- **Electronically sign** the game sheet.
- After the game, log in to the **OWHA game sheet portal** to **review** and **verify** the completed game.

Different Codes:

Gamesheet Code: This is used by your timekeepers to enter game data (goals, penalties, etc)

Official Code: This code is for the officials only and allows them to make any necessary notes for the game. (suspensions, protests etc)

If you want to pick up a player for a game this is also done through RAMP and the approval from the other coach is also done through RAMP. There is a tutorial on how to do this in our coaches and managers tab.

Calling a Player Up

If one of your rostered players is unable to play in a game you can add a player from a lower team. (lower division and/or lower age group)

- Example 18B is missing a player. Players from the following teams would be eligible to play:
 - 18C, 18 HL
 - 15B, 15C, 15HL

To call up a player, first reach out to their coach to ensure they would not be missing their team's icetime. Then use the AP Request function in the Ramp Games Portal

- The coach of the player must also approve the request in Ramp Game Portal

Dressing Room Protocols

Supervision Requirements

- Always maintain **“Two Deep”** supervision:
 - Minimum of **2 screened adults**
 - **At least 1 must be female**

Cell Phone Policy

- **Absolutely NO cell phones** permitted in the dressing room:
 - Applies to **players and staff**
 - **One device** may be used **strictly for music**
- Consider using a **cell phone locker** or equivalent secure option.

Photo Policy

- **No photos or videos** may be taken in the dressing room — ever.

Resources & Guidelines

- Refer to the following OSHA documents:
 - **Dressing Room Implementation Guide**
 - **Dressing Room Policy**
 - **Dressing Room Policy FAQ**



Manager's Checklist & Team Finances

✓ Manager's Checklist

- Available for download on our website under the “**Coaching and Managers**” tab.

💰 Team Bank Account

- **Use a team bank account only — never a personal account.**
- **Bank Account Request Form** is available under the “**Coaching and Managers**” tab.
- Track all team spending and be prepared to **share financial summaries with parents.**
- **Close the account properly** at the end of the season.

Trainers

Trainer Resources & Responsibilities

OWHA Resources:

- Access training materials and resources directly on the **OWHA website**.

Player Safety:

- Prioritize **player safety** at all times.
- **Remove a player from play** if you believe it is unsafe for them to continue.

Mandatory Training:

- Refer to **previous slides** for required certification courses.

Equipment & Well-being:

- Ensure players have **mandatory equipment** that fits properly.
- Encourage **proper warm-ups** before games.
- Promote an overall **healthy lifestyle** for players.

Rowan's Law: Annual Concussion Awareness

Mandatory Review:

All **coaches and team trainers** must review the **Ontario government-approved Concussion Awareness Resources** **annually** before participating with a sport organization.

Key Topics Covered:

- The nature of concussions
- Common signs and symptoms
- Immediate steps to take when a concussion is suspected
- Protocols for safe removal and return-to-sport

OWHA Concussion Resources:

- Concussion Awareness Guide
- Concussion Card
- Concussion Recognition Tool 5
- Pocket Concussion Recognition Tool
- Concussion Guidelines for Coaches & Trainers



Injury Reporting

Injury Reporting Protocol

- All injuries **must be documented** using the **OWHA / Hockey Canada Injury Report Form**, available on the **OWHA website**.
- Completed forms should be submitted to:
 healthandsafety@stthomaspanthers.com
- OWHA/HOCKEY CANADA INJURY REPORT FORM

Team Equipment & Supplies

For **first aid kits** (including replenishments), **pucks**, and **extra jerseys**, please contact:

✉ Equipment Manager
equipment@stthomaspanthers.com



Pre-Season Parent Meeting

Team Meeting:

Holding your first **team meeting as early as possible** is essential — especially for organizing tournaments and planning the season effectively.

Suggested Agenda Topics:

- 🏏 Tournaments & Scheduling
- 💰 Team Budget
- 🏏 Fundraising
- 👤 **Parent Roles & Volunteer Hours**
(Parent positions count toward fulfilling **Bond requirements**)
- 🧑‍🏫 **Coach's Contact & Information**
- 📜 **Player Code of Conduct**
(Consider having players sign a *commitment letter*)
- ✅ **Team Expectations**

Team Communication

We **highly recommend** establishing a clear communication platform for your team.

 **WhatsApp** is a commonly used and effective app for team messaging and updates.

Choose a method that works best for your group to ensure everyone stays informed and connected.

Volunteer Bond Program Overview

Bond Cheque Requirement

- Every family must provide **one \$300 bond cheque**
- Cheque made out to: **St. Thomas Panthers**
- **Post-date for April 15th** of the upcoming year
(e.g., for 2025-2026 season → April 15, 2026)
- Bond cheques **MUST** be received by October 4th, 2025 or players will not be allowed on the ice.

Collection & Return Process

- **Parent Bond Rep** collects all cheques and delivers them to the Panthers office **before the first game** of the season. Please send your Bond reps email to Craig- bond@stthomaspanthers.com so he can arrange pickup.
- At season's end, the Bond Rep will pick up and return cheques/cash **after the final game**.

Bond Exemptions (Full-Season Roles)

No bond hours required for those serving the full season as:

- Executive Board Member
- Head Coach
- Trainer
- Team Manager
- Den Mom / Dressing Room Attendant
- Parent Rep
- Media Rep (e.g., 2+ articles/month for newspaper or website)

Approved Bond Hour Duties

Earn hours by participating in:

- **Timekeeping & Scorekeeping**
- **Volunteering at Panthers-hosted tournaments**
- **Helping at Panthers-sanctioned events**
- **Tournament Committee**
- **Association Fundraising Committee**

More Info

For complete details, refer to the
Volunteer Bond System Policy (Appendix E)

IMPORTANT DATES: Southern League

- Stay tuned

IMPORTANT DATES: WOGHL





- Sept 1, 2025 - 2025-26 Original ITRs will be available
- Sept 15, 2025 - 2025-26 Final ITRs due- changes can still be made until Sept 29, 2025
- Sept 29, 2025 - Final Day of Exhibition Games and Final changes to ITRs
- Sept 30, 2025 - Final Divisions/Loops Released
- Oct 1, 2025 - Scheduling games starts online
- Oct 4, 2025 - Scheduling completed, Regular Season Games begin
- Oct 6, 2025 - Have all the games entered in by the Ice Schedulers

These dates are tentative. Confirmation to follow after WOGHL AGM.

Panther Day – October 2025

We're excited to announce **Panther Day**, a celebration of our players, teams, and community!

Event Highlights:

-  **Games for All Teams** at *The Joe*
-  **Merchandise Sale** from **Source For Sports**
-  Possibly hosting a **Western Mustangs Hockey Game**
-  **Fun Activities** for players and families

Team Involvement:

- Each team is expected to **host a league or exhibition game**
- Families are encouraged to **come out and support** other Panther teams throughout the day

Let's come together for a day full of **hockey, Panther pride, and community spirit!**

Panthers Apparel Policy

Article 10 – Standardized Apparel



- All equipment and apparel worn by teams, groups, or individuals representing the Panthers Corporation **must adhere to approved designs and colours.**
- Apparel must be **purchased only from the approved vendor**, as designated by the Board of Directors.
- Coaches and Managers who order team apparel or items from **vendors not approved by the STPGHA Board will forfeit their bond cheque.**
- **Any item featuring the team logo must be ordered through Source For Sports first.**
- For questions or clarifications, please contact the **Equipment Manager.**

Approved Vendor: Source For Sports



406 Wharncliffe Rd S, London, ON N6J 2M4
(519) 673-3810

Team Website & Social Media

- All coaches and managers should have access to their **team pages** on the Panther website for posting updates and scores.
- Need a quick tutorial?
 Contact: **admin@stthomaspanthers.com**
- Coaches are responsible for submitting content for social media to:
 **admin@stthomaspanthers.com**

Suggested Content to Share:

- Tournament and team successes- if you don't send us information we can't celebrate you on our socials!
- Community engagement activities
- Qualifying for provincials
- And other team highlights!

LiveBarn

- Subscriptions are available through the vendor for parents and coaches at different price points
- Promo Code for 10% off : elg3-live
- This is not provided through the organization however you may look to pay for a team account through team funds

Who to contact when:

Suspensions (Player or Coach)

- Report any in-game suspension to the OWHHA office within **24 hours** or **before the next game**—whichever comes first.
- Email a copy of the game sheet to: **stats@owha.on.ca**
- After each game of a suspension has been served, send OWHHA game number (found in Ramp Game Portal) to the **same email** within 24 hours or before the next game.
- Always inform the **Vice President** of any suspensions.

Reporting Issues or Inappropriate Behaviour

- While we try to give as much leeway to teams to manage any issues within your team, if you feel like a problem is likely to have parents reaching out to board members it is often easier if we are already in the loop.

Other Teams/Associations:

- **If your team has any negative interactions with other teams/associations off ice or through social media, notify the Vice President immediately to help navigate the situation in the best interest of you, your players and the association.**

Your Team:

- Use the **24-hour rule** before reacting to issues.
- Encourage all team members to pause and reflect before taking action.
- Try to resolve concerns within the team/staff.
- If needed, reach out to the **Vice President** for support.

CONTACTS: Found on Our Website

- Greg Van Herten: president@stthomaspanthers.com
- Quinn Sciberras: vicepresident@stthomaspanthers.com
- Brittany Parkin: registrar@stthomaspanthers.com
- Ian Thompson: development@stthomaspanthers.com
- Eva Drinkwater: healthandsafety@stthomaspanthers.com
- Gary Dutra: scheduler@stthomaspanthers.com
- Jamie Fife: lowerlakesrep@stthomaspanthers.com
- John Fife: woghlrep@stthomaspanthers.com
- Kayla Annen: treasurer@stthomaspanthers.com
- Jeff Bogart: tournaments@stthomaspanthers.com
- Alex Davy: equipment@stthomaspanthers.com
- Rebecca Kapogiannis: secretary@stthomaspanthers.com
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- Christina Van Herten: admin@stthomaspanthers.com
- Emily Robertson: specialevents@stthomaspanthers.com
- VACANT: sponsorships@stthomaspanthers.com
- Kelly MacFarlane: fundamentals@stthomaspanthers.com
- Kurt Watson: bingo@stthomaspanthers.com