



Peterborough Girls Hockey Association

COACHES HANDBOOK

2026-2027

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Introduction

Founded in 1980, the Peterborough Girls Hockey Association (PGHA) is dedicated to developing, promoting, and supporting girls' hockey in our community. As a proud member of the Ontario Women's Hockey Association (OWHA), we provide opportunities for players of all skill levels to grow, compete, and thrive in a positive and inclusive environment.

We welcome passionate coaches, trainers, and volunteers who share our commitment to fostering teamwork, sportsmanship, and a love for the game. We recognize and appreciate the dedication and time commitment of our volunteers, whose efforts are essential to the success of our teams and players.

Whether you are an aspiring athlete, a dedicated coach, or a supportive volunteer, the PGHA is proud to be part of your hockey journey. Join us in continuing the tradition of excellence in girls' hockey in Peterborough!

PGHA Contacts for Tryouts

President Erin Johnson 705-927-6650 president@pgha.net	VP Rep Hockey Mike Walton 416-738-2839 repvp@pgha.net	Registrar Melissa Murray 705-761-6699 icekatsregistrar@gmail.com
Ice Scheduler Melissa Gillespie 705-768-4027 icescheduler@pgha.net	Referee in Chief Jeff Chartier 705-875-0173 Ptboreftk@gmail.com	Timekeeping Coordinator Carole Wagner 705-931-6213 Ptboreftk@gmail.com

PGHA Tryout Point of Contacts

Week	Age Division	Contact	Phone	Email
1	U9, U11, U13	Melissa Gillespie	705-768-4027	icescheduler@pgha.net
	U15, U18	Erin Johnson	705-927-6650	president@pgha.net
2	U9, U11, U13	Gillian Morley	705-927-6494	VPOperations@pgha.net
	U15, U18	Steve Moloney	705-875-4495	JR_REPDirector@pgha.net
3	U11, U13	Melissa Murray	705-761-6699	icekatsregistrar@gmail.com
	U15, U18	Steve Moloney	705-875-4495	JR_REPDirector@pgha.net
4	U15, U18	Erin Johnson	705-927-6650	president@pgha.net

What is the role of the Head Coach?

Opportunity

Understand the opportunity you have to be a role model, mentor, trusted adult, etc. to all the players that you have selected to be a part of your team.

“The interesting thing about coaching is that you have to trouble the comfortable and comfort the troubled.”

- Ric Charlesworth, former Australian national women's field hockey coach.

Communication

Good communication practices can help avoid misunderstandings and potential conflicts. The more that parents and players feel in the loop, the smoother things run. Here are some strategies for effective communication:

- a. Provide a letter to all families communicating an overview of what you are looking for during tryouts, any relevant tryout information, season overview including expectations, budget etc. so there are no surprises if they are selected to be part of the team. [PGHA Tryout Letter Template](#).
- b. Schedule a ‘Welcome to the Team’ meeting shortly after team selection to review your season plans and expectations. This is an opportunity to introduce yourself, your staff, and share a more detailed plan for the year.
- c. Weekly ‘Snapshot’ email – this can be sent by the Coach or Team Manager, and it is a great way to update the team regularly and keep communication lines open.
- d. Team App’s – SportsHeadz and Team Snap are common apps teams use for communication.
- e. Have a Communication Lead – this could be the Team Manager or another parent volunteer.
- f. Stay out of group chats!

Conflict Resolution

You will have some conflict at some time. It is better to get ahead of things than to let it ‘simmer’.

- a. Have a chat. Depending on the age you are dealing with you may want to involve the parents initially.
- b. Listen... Let the player or parent share their concerns. Make them feel comfortable enough to share.
- c. Don’t let things get out of control. **Don’t Wait!**
- d. The 24-hour rule is recommended.
- e. Use the PGHA Executive to support you, your players and families. Any member of the team can reach out to the Rep Director for their team or the [VP of Rep](#) at any time for support or guidance.

Pre-Tryout Preparation

Tryouts are a sign of how your season will go. If they are disorganized, stress filled, and poorly managed chances are that will continue throughout the season.

Like it or not, tryouts are a direct reflection on the Head Coach. It is crucial that parents and players walk away knowing that they had a fair opportunity. **OPTICS MATTER!**

Getting Ready for Tryouts

- ✓ After you are awarded the team, make sure you have a current Vulnerable Sector Check (within 2 years), if you do not, apply for one immediately.
- ✓ Review [OWHA Coaching Requirements](#) for age group and level. Coaching certifications are available through OWHA and Hockey Canada:
 - [OWHA Coaching Clinics & Courses](#)
 - [Spordle/Hockey Canada](#)
- ✓ You are allowed to select one assistant coach for your team prior to tryouts, please ensure that if this is a parent the player is at the playing level of the team. PGHA approval required, please email your selection to repvp@pgha.net and president@pgha.net.

Tryout Plan/Equipment

- ✓ Ensure you have pucks, pylons, and any other supplies needed for ice drills.
- ✓ Meet with your on-ice staff in advance and explain how you want the tryout to be run. (10 mins before going on the ice is not ideal).
- ✓ Provide evaluation methods/scoring methods to your evaluators and explain how they should be scoring the players.
- ✓ Divide players for the evaluators so they can focus on smaller groups of players, especially at the first couple of tryouts when the numbers are high.
- ✓ Have a plan to be able to evaluate the different positions; forwards, defence, goalies.
- ✓ Talk to previous coaches about player strengths, weaknesses, concerns.

Tryout Roster

- ✓ All coaches, on-ice staff/help, trainers, and den moms **MUST** be registered in [RAMP](#), and added to a tryout roster which is then approved by the OWHA.
- ✓ This includes having a **Valid Vulnerable Sector Screen** and completing the [OHF Screening Process](#).
- ✓ The approval process takes time, please ensure your helpers are registered ASAP. **Anyone not on the OWHA approved tryout roster will NOT be allowed to participate in tryouts.**
- ✓ PGHA volunteer letters are available here for police checks [Libraries > Volunteer Letter/Offence Declaration \(Peterborough Girls Hockey Association\)](#)

Tryout Staff

- ✓ For tryouts you will need staff to run your registration table, on-ice staff, player evaluators, a trainer at every tryout and den moms (for every age group).
- ✓ Names of evaluators, on-ice staff, and trainers must be submitted to the **VP of Rep** repvp@pgha.net and the **PGHA President** president@pgha.net for approval and cannot be affiliated with anyone trying out for the team (no aunts, uncles, grandparents, etc.).
- ✓ Registration table staff and den moms can be connected to the players trying out for the team.

Night of Tryouts

- ✓ Post any updates on your team page as soon as possible.
- ✓ Have your **Parent Letter printed** and ready for families as they arrive at tryouts.
- ✓ Make sure you have staff to run your tryout registration table.
- ✓ Tryout staff should be at the arena ready to go 1 hour before your tryout ice time, players are anxious and show up early!
- ✓ Table staff will need to handout pinnies, record numbers for evaluators, make sure any PTT forms are handed in, and players registered for tryouts.
- ✓ Each age group will have a **PGHA Point of Contact (POC)** at the arena throughout tryouts, they are there to support you, answer questions and make sure everything runs smoothly.
- ✓ I would suggest having at least 2 staff at your table, especially for the first night
- ✓ Have a plan for collecting the pinnies following each tryout. Coaches are responsible for making sure all the pinnies are returned.
- ✓ Make sure you know who your **PGHA POC** is and their contact info
- ✓ Make sure you have a rostered trainer at every tryout and not connected to a player trying out for the team.
- ✓ Share any medical concerns you are aware of with the trainer.

Permission to Tryout (PTT)

- ✓ Any player coming from another association must have a "Permission to Tryout" from their home association prior to stepping onto the ice.
- ✓ PTT will be sent by the player to the Registrar prior to tryouts, if there is a registered player and the PGHA does not have their PTT, they are **NOT allowed on the ice**. This will be communicated to the coach when tryout lists are provided.
- ✓ Please be mindful of the OWHA tampering policy. Players who are not rostered with the PGHA for the previous season **CANNOT** attend any PGHA practices. Any coach found in violation of this will be removed.
 - [OWHA Tampering policy](#)
 - [OWHA Player Movement policy](#)

Tryout Process

- ✓ **The Tryout Schedule** will be emailed to you prior to player registration and posted on the PGHA website with all registration details, (4 ice slots are scheduled for most teams, final team may only have 2/3 ice times).
- ✓ Prepare your tryout plan and player evaluation sheets for tryouts, make sure to have copies for all your evaluators.
- ✓ You have the option of using one of your tryout times for an **exhibition game**, make sure to email the **Ice Scheduler** icescheduler@pgha.net and **Registrar** icekatsregistrar@gmail.com of any games so that the schedule can be updated and refs/timekeepers can be booked (Refs/Timekeepers for tryouts come out of tryout fees).
- ✓ **Pinnies** will be handed out to coaches at the coach meeting. They are yours to keep and distribute as needed for the entire length of your tryouts. **You are responsible for returning all the pinnies provided to you, the cost to replace any missing pinnies is \$20 each.**
- ✓ **Tryout Player lists** will be sent to coaches as soon as possible once tryout registration closes. Registration deadlines vary depending on the team (AA/A/BB/B). Please be patient with this process, typically players wait until the last minute to register so providing lists ahead of the registration deadline is not useful.
- ✓ For AA/A team's night one of tryouts will be split into 2 one-hour ice times, the players will be divided alphabetically, and they will be notified by the registrar which group they are in.
- ✓ After night one, if you have a 2-hour ice time that you want to spit into 2 1-hour ice times, you **MUST** split the players alphabetically.
- ✓ Please be aware of the **PGHA Non-Resident Policy** and quotas for your team. Players that are trying out who are considered non-residents will be indicated on your tryout list. Any exceptions to this policy must be requested to the **VP of Rep** repvp@pgha.net and the **PGHA President** president@pgha.net in advance to any player releases for consideration by the PGHA Executive.

Player Releases

- ✓ Player releases are done electronically using the **PGHA website**, if you would like to do final releases in person you **MUST** have a PGHA Executive present and arrange this ahead of time. Please let the PGHA Registrar know if you plan to do in person releases icekatsregistrar@gmail.com.
- ✓ You will have access to your teams PGHA webpage once the new season is live (April 21st), if you do not know your username and password, please contact the Website Administrator at webmaster@pgha.net.
- ✓ **Tryout lists** will be added to your team's PGHA webpage once registration has closed and will be live for the public starting the first day of your scheduled tryouts.
- ✓ Confidential tryout numbers will be emailed to players along with any instructions regarding the first night of tryouts (groupings etc.).
- ✓ **Make sure releases are done at an appropriate rate.** Players should not be dragged along without justification. You **are not** responsible for giving the coach of the next team time to watch players. We want to avoid giving players and families false hope. This also helps manage the anxiety and stress of the situation.
- ✓ **Releases need to be done in a timely manner**, let players know when to expect releases to be posted so they are not waiting needlessly.

- ✓ It is also helpful to send an email through the website advising families when releases have been posted.
- ✓ After final selections have been made, post your final roster on your PGHA Website as soon as possible.
- ✓ **NEVER RELEASE PLAYERS VIA PHONE**, always use the website or in person.
- ✓ Send a complete list of all your players and bench staff to the **PGHA Registrar** icekatsregistrar@gmail.com.

Rostering your Team (after tryouts)

Bench Staff

- ✓ **Insurance for 5 staff is covered by the PGHA**, any additional staff insurance will be covered by the team budget (\$72/pp)
- ✓ **Bench staff MUST be approved** by the PGHA Executive, please send your selections to the **VP of Rep** repvp@pgha.net and the **PGHA President** president@pgha.net for approval
- ✓ All team staff must meet the following requirements:
 - Completed [Respect in Sport for Activity Leaders](#)
 - Completed [Gender Identity and Expression \(GE&I\) Course](#)
 - Anyone 18 and over must have a satisfactory **Vulnerable Sector Screen/Check (VSS/VSC)** approved through the [OHF Centralized Screening Portal](#).
 - For more information on the OHF process, or for staff that were approved by the OHF last season please review the [OHF Screening Portal Information](#).
 - Register in [RAMP](#).
 - Be a minimum of 16 years of age and be a minimum of 2 years older than the oldest player on the team.
 - Specific certifications depending on role (Coach/Trainer).
 - Trainers must be female.
 - All teams must have a minimum of 2 dressing room monitors (Den Moms) – for all ages.

IMPORTANT: All coaching staff and trainers must make sure they have the proper certification – [OWHA Team Staff Qualifications](#)

- **U7-U9** - Coach 1 Intro to Coach (Any Coach/Asst Coach)
- **U11** – D1 Trained
- **U13BB, U13B, U15 BB, U15B, U18BB, U18B** – D1 Trained
- **U13AA, U13A, U15A, U18A** – D1 Certified
- **U15 AA, U18 AA** – HP1 Certified
- ✓ Any third-party instructors also must complete the OHF Centralized screening process and be insured and rostered with the PGHA.
- ✓ Once your bench staff has been approved, please provide a list of your staff to the PGHA Registrar icekatsregistrar@gmail.com.

Important Reminders

- ✓ All staff and players must register in [RAMP](#) once the 2026-2027 season opens – typically May 1st.
- ✓ **Players have 5 days after being selected for a Rep team to register in RAMP** (once registration has opened).
- ✓ PGHA Registration fees can be split over 4 equal payments (date of registration, June 30, July 31, Aug 31).
- ✓ Rosters are submitted to OWHA in June for approval – teams with players/staff not in RAMP or not meeting the rostering requirements will not be submitted.
- ✓ Once your roster has been submitted, the PGHA Registrar will email your team a copy - please double check players names, jersey numbers and player DOB for errors. This determines how quickly you will receive your final roster which you will need to register for all tournaments.
- ✓ Roster approvals take time; **teams cannot play exhibition or regular season games without an approved roster.**
- ✓ Final rosters will be sent to teams once approved by OWHA.
- ✓ Classification deadline is typically Sept 25 – if your division has fewer than 4 teams, we can request specific classifications. **If this is something you are considering, you must speak with the PGHA Registrar at the end of tryouts to ensure proper timelines are followed.**
- ✓ **Re-Categorization** – teams can apply for Re-Categorization for Provincials between Oct 1st – Dec 31st by submitting an [application](#) to the PGHA and OWHA. This does not change your regular season loop.

Player Pathways

Player Pathway

- ✓ [OWHA U7 Program](#)
- ✓ [OWHA U9 Program](#)
- ✓ [OWHA U11 Program](#)

Fair and Equal Ice Time

Hockey Canada emphasizes fair and equal ice time, ensuring all players have the opportunity to contribute, regardless of skill level, and that coaches develop all players, not just shorten the bench to win games. All players and goaltenders should receive fair and as close to equal as possible ice time.

Please be aware of the fair and equal ice time regulations for your specific age division. [Hockey Canada Player Pathways](#)

Resources

Coaching Resources

- ✓ Review the [OWHA handbook](#) so you are familiar with the rules and policies.
- ✓ [OWHA Coaching Resources](#)
- ✓ [Hockey Canada Coaching Resources](#)

Dressing Room and On-Ice Staff Requirements

- ✓ Ensure you have a rostered trainer(s) at each game and practice, if none of your rostered trainers are available please reach out to another team or the Health & Safety Director who will assist you health-safety@pgha.net.
- ✓ Trainers must be female and have their [HTCP Level 1 Certification](#).
- ✓ Minimum 2 dressing room monitors must always be in the dressing room, including practices – they must be rostered as volunteers and meet the team staff requirements.

Team Staff Resources

- ✓ [OWHA Team Staff Qualifications](#)
- ✓ [Respect in Sport for Activity Leaders](#)
- ✓ [Gender Identity and Expression \(GE&I\) Course](#)
- ✓ [OHF Screening Portal](#)
- ✓ [Volunteer Letters](#)
- ✓ [RAMP Registration](#)

Final Thoughts

Coaching is a rewarding but often demanding role with significant responsibility. Not every season goes as planned, but that doesn't mean you've failed. Stay positive, stick to your coaching plan, and remain committed to your goals. Seek advice and support from fellow coaches and the PGHA Executive throughout the season. Encourage your players and proudly represent the PGHA wherever you go. Your experience is what you make of it.

Congratulations on your head coach position and thank you for volunteering your time. Good luck in your upcoming season! **GO ICE KATS!**