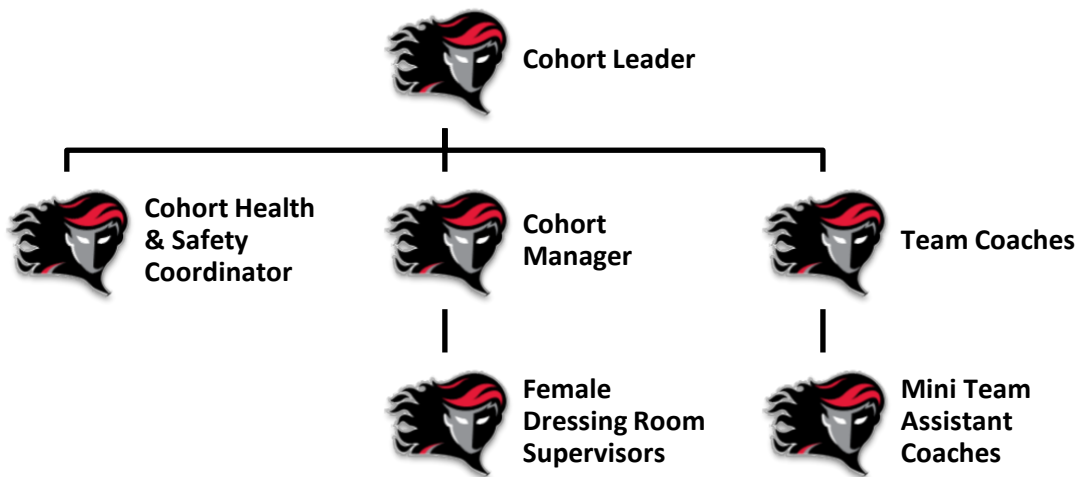




Welcome GHC Cohort Leaders!

Thank you for volunteering as Cohort Leader for your daughter's hockey season! Here are a few items that will get you started as we await more information on our Hockey Calgary league schedule and structure.

1. Cohort Structure (You are one big team!)



2. Virtual Orientation Session

All Cohort Leaders and Mini Team Coaches are required to attend the Virtual Orientation Session. (Date and Zoom link for your age division will be provided by GHC Coordinator Player and Coach Development.)

3. Team Introductions and Virtual Meeting

Please introduce yourself to your Mini Coaches, Cohort, Mini Team players and parents. Explain your coaching philosophy, coaching credentials and goals for the season, and outline your expectations of players, parents and coaches. Direct them to your Age Division webpage on the GHC page (i.e. www.girlshockeycalgary.com/U11) which will display the schedules for each Cohort.

You can schedule a "Virtual Cohort Meeting" to for your initial Player / Parent Meeting after your Virtual Orientation. If you do not have access to web conferencing (i.e. Zoom, Microsoft Teams, etc) please contact your AGC.



4. Important Volunteer Roles

GHC is pausing the Volunteer Bond requirements during the “Development Phase” and will adjust our policy as needed if/once we return to a more traditional team volunteer structure. However, we are a volunteer-run organization and rely on the tremendous efforts of our amazing volunteers. During the “Development Phase” you will need the following volunteer roles:

- **Mini Team Coaches** are selected and notified during the Team Formation process. Mini Team Coaches will also receive their Mini Team Roster and should introduce themselves to their team. Mini Team Coaches are required to attend the Virtual Orientation Session for their age division.
- Each Mini Team should select two **Assistant Coaches** who will join practices on an as-needed, rotational basis.
- Select your **Cohort Manager** and **Cohort Health & Safety Coordinator** as soon as possible as they will be an integral part of the new hockey structure this season. These volunteers can be from any of your Cohort’s Mini Team. Ideally, these roles should be filled by members who have experience as a Team Manager. Please provide these volunteers with their Welcome Letters.
- **Female Dressing Room Supervisors** are a required role for each Mini Team to manage the occupant capacity of change rooms and other duties as outlined in GHC Policy and Procedures.

5. Skills Sequences Training Session

Register for a Skills Sequences training session:

<https://girlshockeycalgary.volunteerlocal.com/volunteer/?id=50703>

Monday, September 28	7:00 – 8:30 pm	ECTAS Red
Monday, October 5	7:00 – 8:30 pm	ECTAS Red
Thursday, October 8	7:00 – 8:30 pm	ECTAS Red

6. Equipment Pick-Up

Schedule a time to pick up your coaching materials at ECTAS. Please email our Jr. Inferno Equipment Coordinator (ghcequipment2020@gmail.com) for available pick-up times.

7. Hockey Calgary “Development Phase”

- The Hockey Calgary “Development Phase” is currently October 1-December 20, 2020,
- Age Division Cohorts will share one ice time for the majority of their practices.
- Hockey Calgary will schedule Mini Team “match-ups” beginning October 2020.
- For formal Mini Team “match-ups”, only two teams will be scheduled on ice.
- Hockey Calgary has outlined Modified Game Play Guidelines. These will be provided as soon as they are released by Hockey Calgary.



8. Health & Safety Roles & Responsibilities

- All volunteers, parents and players must learn and uphold the Return to Play policies of our association, league, facility partners and government. We all share in the responsibility of a safe and sustained season!
- All volunteers and players must complete TeamSnap “Health Check” before each hockey activity. Cohort Health & Safety Coordinators will be responsible for monitoring this information in liaison with GHC’s Chief Safety Officer.
- Cohort Managers, Coach Leaders & Health & Safety Coordinators will be added as “Non-Players” to all Mini Teams in their Cohort. You will have access to your Cohort’s TeamSnap “Health Check” record.
- Spectator guidelines are subject to the policies of our partner facilities and will be managed at the Cohort level with support and guidance from GHC. Facility protocols vary greatly throughout Calgary and we encourage Cohorts to work together to identify a spectator procedure and/or rotation that works for them. There will likely be more information from Hockey Calgary and/or the association on this as we move further into the season.
- Please note, spectator restrictions are very fluid and are subject to change at any time by the association, Hockey Calgary, facility partners and/or the government. If we do not respect the protocols at our partner facilities as a user group, we could risk our spectator, booking and/or dressing room privileges.

9. Changes to Note During the “Development Phase”

As you are likely aware, there will be no tournaments during Hockey Calgary’s “Development Phase” (currently identified as October 1-December 20, 2020). Hockey Calgary has stated that they will update associations on new financial guidelines, including cash calls limits, for the 2020-21 season, to address the financial burden hockey can place on families.

For the time being, GHC will not be collecting and/or distributing:

- Team Bank Accounts
- Volunteer Requirements and Bond Cheques
- Game Jerseys and Game Socks*
- Jersey Deposit Cheques

GHC will communicate further on jerseys and socks as we learn more about formal games for Mini Teams. If you have a sponsor for practice jerseys or decide to purchase practice jerseys as a team, please do so as a “personal expense” and make expectations clear to all families. **Families should not be required to purchase practice jerseys.*

10. Coach Requirements & Police Information Check

All Community Coach Requirements are outlined on the GHC Website:

<https://www.girlshockeycalgary.com/community-coach-requirements-reimbursement>



11. Conflict Resolution

Occasionally disputes arise within a team. These guidelines are outlined in GHC's Policy Manual:

- **24-Hour Rule:** Parents are asked to wait 24 hours after an incident, and then bring their concerns to the Cohort Manager who will work with the Cohort Coach Leader and parents to resolve the issue.
- **Informal Resolution:** If a resolution cannot be solved at the Cohort level, the Cohort Manager/Coach Leader is to contact the Age Group Coordinator (AGC) who will then contact the Director of Coaches. The AGC and the Director of Coaches, in a neutral, unbiased capacity, will receive information regarding the incident(s) and where appropriate, assist in the "Informal Resolution" of the matter.
- **Formal Resolution:** Some conflicts may require escalation to the level of formal complaint. This measure should be a last resort. The Incident Report Form (GHC Policy Manual - Appendix A) must be used to file a formal complaint.

12. Resources

- GHC Coaches Page: <https://www.girlshockeycalgary.com/coaches/>
- GHC Policy Page: <https://www.girlshockeycalgary.com/policy/>
- GHC Return to Play Page: <https://www.girlshockeycalgary.com/return-to-play/>
- Hockey Calgary Fair Play: <https://www.hockeycalgary.ca/about/who-we-are/fair-play-codes>

This will be a very different year, but our mission remains the same: To provide individual growth, team development, and the opportunity to play female hockey at the appropriate age and skill levels within a safe, healthy and fun environment.

We wish you the very best hockey season.

Warm regards,

Girls Hockey Calgary Association (GHC)

Every child deserves a champion —
an adult who will never give up on them,
who understands the power of connection
and insists that they become the best that
they can possibly be.

- Rita Pierson



First Steps for Cohort Leader & Mini Team Coaches

- Cohort Coach Leaders should introduce themselves to Mini Team Head Coaches and Cohort players and parents.
- All coaches should introduce themselves to their Mini Team.
- All Coaches should attend their Virtual Orientation session.
- One coach per Cohort should arrange equipment pick-up with Equipment Coordinator (ghcequipment2020@gmail.com)
- Cohort Coach Leaders should select a Cohort Manager and a Cohort Health & Safety Coordinator. (Send these names to your AGC)
- Coaches, Manager and H&S Coordinator should determine location and spectator guidelines for your first few practices. Cohort Coach Leader should communicate this to parents and players.
- Mini Team Coaches should select up to two Mini Team Assistant Coaches per Mini Team. (Send these names to your AGC)
- All coaches should sign up for Skills Sequence Training (<https://girlshockeycalgary.volunteerlocal.com/volunteer/?id=50703>)
- All coaches should review Community Coach Requirements (<https://www.girlshockeycalgary.com/community-coach-requirements-reimbursement/>)
- All coaches should review Hockey Calgary Return to Play document (available at <https://www.girlshockeycalgary.com/return-to-play>)
- Confirm your Cohort Coach Leader, Cohort Manager and Cohort Health & Safety Coordinator are rostered to all Mini Teams in your Cohort. This people will have access to TeamSnap “Health Check” information.
- Have fun! For the first few practices, focus on welcoming the players back on the ice and setting a positive tone or the hockey season. Any minor housekeeping items and parent meetings that can wait, should wait!