



New Hamburg Minor Hockey Association

Coaches Manual

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## Section A – General Information

1. Coach Selection
2. 2 year Coaching policy & Coaching Multiple Teams
3. Coaches Meetings
4. Tri County Hockey League – REP
5. Grand River Hockey League – LL
6. Team Website Policy
7. Player Registration – NRP & Exceptional Player Policy
8. Team Officials Registration
9. Coaches and Trainers Certification, Police checks
10. Coaches Code of Conduct & Expectations
11. Dressing Room Conduct
12. Fair Play Policy
13. Initiation Program
14. End of Season & Playoffs
  - a) Tri County Playoffs
  - b) Grand River Playoffs
  - c) Equipment Return
15. Team Fundraising & Budget
16. Clothing Agreement & 3<sup>rd</sup> Jersey Policy
17. NHHA Executive
18. NHHA Constitution
19. Team Captains, Alternate Captains (and putting C's and A's on sweaters)
20. Affiliated Player Policy
21. Sponsors
22. Exhibition games
  - a) Exhibition games within OMHA
  - b) Exhibition games outside of OMHA
23. Tournaments
24. Suspension codes list
25. Medical Information sheets
26. Bus Rental Agreement
27. Relation of Parent Rep for Team and Rep Liaison on Executive
28. Booking Meeting Rooms

## **Section B – Spring Tryouts**

1. Player Evaluations / Tryouts
2. Selecting Players
3. Putting your Coaching staff together
4. Meet with your parents
5. Required equipment
6. Locker Assignments

## **Section C – Game Day**

1. Equipment Room
2. The Game Sheet
3. Dressing Rooms
4. Pre-Game – Getting Ready
5. Pre-Game – On Ice
6. Length of Games
7. Behind the Bench
8. Injuries
9. Referees
10. Post Game
11. Weather Cancellations

## **Section D – Practice Day**

1. General Notes
2. On Ice Safety
3. Equipment
4. Persons permitted on the ice
5. The Practice Schedule
6. Renting Ice outside NHHA practice times
7. Renting Dry land facilities

## **Section E – Coaches Resources**

1. Coaches Resources List from website
2. Coaches Checklist for the year
3. Team Handbook Template

## **Section A – General Information**

### **1. Coach Selection**

Head Coaches for Rep teams are required to apply when the notification is posted on the website in January. Deadlines will be set each year so watch the website closely for the posting. Applicants will be interviewed by the Coaches Selection Committee and all will be notified whether they are successful or not.

### **2. 2 Year Coaching Policy & Coaching Multiple Teams**

NHHA uses a 2 year Coaching Policy. Head Coaches can only be the same individual in 2 consecutive years of the same age group. Fresh coaching ideas and a new voice are encouraged to help develop and respond to different leadership.

No Head Coach will be chosen for multiple teams in the Organization in the same Season (including Wolverines). Many hours each week are required to prepare and run practices and games. Coaching focus needs to be on 1 team.

### **3. Coaches Meetings**

**Rep Coaches meetings** are held in August prior to the start of the season. Head Coaches must send a designate if they cannot attend.

**LL Coaches meetings** are held in September prior to evaluations and selection of teams. Head Coaches must send a designate if they cannot attend.

**Playoff meetings** are held in December to outline rules that change for period lengths, overtimes, timeouts and suspensions – attendance is mandatory from a staff member

#### **4. Tri County Hockey League – REP**

The website is located at <http://tcmhl.ca/>

The TCMHL consists of 20 associations:

- Ancaster
- Brampton
- Burlington
- Caledon
- Center Wellington
- Dundas
- Erin-Hillsburgh
- Flamborough
- Garden City
- Guelph
- Halton Hills
- Hespeler
- Milton
- Minor Oaks (Oakville)
- New Hamburg
- Niagara Falls
- Orangeville
- Owen Sound
- Stoney Creek
- Woolwich

Each level can have a mix of the associations listed above based on number of players registered.

#### **5. Grand River Hockey League**

The website is located at <http://grandriverll.ca/>.

The GRLL consists of 10 associations:

- Ayr
- Beverly
- Embro
- Hespeler
- New Hamburg
- Plattsville
- St. George
- Tavistock
- Twin Center
- Woolwich

## 6. Team Website Policy

The NHHA encourages teams to maintain a team specific website on the newhamburgminorhockey.com site. Logins will be given to each Head Coach and used to update scores and articles. The document **Coaches web site training** is in the Coaches resources section on the website.

- a) Scores are to be updated following the game – home team is responsible for updating the score the same day as the game occurred
- b) An up to date Calendar with Tournament dates and locations is to be maintained
- c) Team News Articles are encouraged to promote players being recognized
- d) The team site will be removed after the season

## 7. Player Registration

Although Coaches play no direct role in registration, it's important for the coach to understand the process. Coaches are directed to encourage early registration, and follow up with Rep chosen players to ensure all registered by the mid July deadline. Players who aren't registered by that deadline will be moved off the roster and placed into the AE tryout group in the fall, and another player will be asked to join the team. The below document **Non Resident Player Policy** is in the Coaches Resources section of the website.

**Non Resident Players (NRP)** - Rep teams are permitted 3 NRP starting in Minor Peewee. Players from BB centers and below are permitted to try-out for their nearest A center. For our purposes the closest OMHA A centers are:

**Woolwich- 85 Arthur St Elmira**

**Dundas- 133 King St W Dundas**

**St Thomas- Elmwood Sq Postal Outlet St Thomas**

**Hespeler- 640 Ellis Rd W Cambridge**

**New Hamburg- 30 Huron St New Hamburg**

To verify if a player is eligible check player's home address to addresses listed above using Google maps. Player must try-out at center that is closest to their home address.

- NRP's must 1st register with their home association-and request a NRP passport\* for the upcoming season to be eligible (\*copy of sample Passport will be contained in coaches manual)
- Player is responsible to pay the NH try-out fee (\$30.00) at 1st try-out.
- If player is not offered a roster spot they return to their home center
- If a player is offered and accepts a roster spot NH is responsible for roistering the player with Hockey Canada on the HRC profile- and must notify the players home association by September 30th
- The passport is valid for one (1) season only. The player must return to his home center each season and repeat the process. (The OMHA reviews this process each season)

- If player accepts NH must provide the player with a “letter of commitment” for the current season within 14 days of tryouts starting or by September 15th which ever is 1st. (\*\* letter of commitment form can be downloaded from OMHA web site)
- NRP players cannot be signed after September 15th • NRP players cannot be released after September 15th without written permission from player’s home center

Please see coaches list on web site to contact head coach of team regarding NRP opportunities.

**Exceptional Player Policy** - The below document is in the Coaches Resources section of the website.

## **New Hamburg Hockey - Exceptional player Policy**

### **2015/2016**

*The policy applies to A level hockey.*

A player may try-out for a team in the age group above (ie Major Atom to Minor Peewee or Minor Bantam to Major Bantam) providing that they are an exceptional player.

An Exceptional Player is one who meets the following criteria

1. superior skills to players in his own age group
2. deemed to be in the top 3 players in the age group\*\*\* (including NRP's) he/she is attempting to move up to, based on hockey skill level
3. possess the physical and social maturity to move up a classification
4. players returning from AAA automatically qualify

\*\*\*top 3 forwards or top 2 defense or top goalie

Players wishing to play in a division above their age category for the upcoming season must e-mail the New Hamburg Hockey Office [nh\\_ice@rogers.com](mailto:nh_ice@rogers.com) with their request no later than February 15<sup>th</sup> . Players will be advised by March 15<sup>th</sup> if they have been granted exceptional status.

The player will be evaluated during games (league and playoff) as well possibly team practices by an independent group appointed by the NHHA Executive. That group will determine if the player qualifies as an exceptional player. It will be up to the coach of the team that the “exceptional player” is trying out for to decide if they want to choose that player for their team.

(Being deemed an exceptional player doesn’t necessarily mean he/she will be selected)

If at any time during the process the parent(s) of the player(s) participating in the movement attempts to influence the coaches or evaluators, the process will be terminated.

If a successful “exceptional player” subsequently decides during the season that he/she no longer wishes to participate at the higher level the New Hamburg Hockey Executive will decide placement of said player.

NHHA executive strives to run a progressive association, with a strong emphasis on player development. New Hamburg Hockey philosophy remains the creation of strong teams through the creation of strong individuals.

## **8. Team Officials Registration**

Any non-player who will be on the ice or behind the bench during the course of the season must be registered with the NHHA. These individuals are considered to be 'team officials' and 'team volunteers'. This individual must be at a minimum age of 16 years old.

All team officials must be submitted and approved by the Executive by applying on the website. No one other than these registered individuals is permitted on the ice or behind the bench at any time.

## **9. Coaches and Trainers Certification, Reimbursement, Police Checks**

**Certification** - Coaches are responsible for finding, registering, attending and paying for clinics to be qualified for the level they intend to volunteer for. Check the clinics link on the website for the hyperlink to the OMHA website. Certification requirements change and need to be checked and updated as required, so ensure to check the OMHA website for information.

**Reimbursement** - NHHA reimburses 100% of the cost of Hockey Canada accreditation clinics. To be reimbursed, coaches must provide the association Treasurer with proof they have successfully completed the course. The **Clinic reimbursement form** can be found in the Coaches tab on the website and must be filled out along with a scanned blank cheque to the Treasurer for automatic deposit.

### **Certification Requirements**

ALL volunteers (Coaches, Managers, Trainers, On Ice helpers):

- Must have Speak Out or Respect in Sport Certification (further details below)
- Must have a Police Record Check
- Must sign and submit Criminal Offence Declaration Form – found in Coaches Resources on website

All Clinic information is now logged into your Hockey Canada profile and you can check for your own certifications

### **Speak Out / Respect in Sport Certification**

All volunteers are required to obtain 'Speak Out' Certification as per Hockey Canada. The purpose of this training is to educate coaches on preventing bullying, harassment and abuse.

This course will assist in developing skills in communication and interaction with players in the hockey environment. This certification can be obtained in one of two ways:

- 1) Attend a 3 hour Speak out seminar. Check the OMHA website for details
- 2) Take a 3 hour online equivalent to Speak Out called Respect in Sport, this can be done at your leisure within a 30 day time frame.

### **Police Check Information**

The Police Record Check Confirmation Form can be found in the Coaches resources section on the website.

Anyone on a coaching staff that will be going on the ice or on a bench requires a Police Record Check... No volunteer will be rostered or allowed on the ice without having a PRC on file with NHHA.

#### **STEPS:**

- 1- Take the PRC confirmation request form to the Police Station on Maple Grove in Cambridge
- 2- PRC will be completed on the spot
- 3- If finger prints are required it may take up to 3 weeks
- 4a- Return the Expense Reimbursement Form - place in the door mail box at NHHA office located at the WRC
- 4b- Return a copy of the PRC in a sealed envelope marked Attn: NHHA Privacy Commissioner - place in the door mail box at NHHA office located at the WRC

### **10. Coaches Code of Conduct and Expectations**

Coaches often don't realize the impact they have on their players. Players look up to their coaches and take cues from their behavior. Being calm and collected behind the bench teaches your players how to act in a sportsmanlike way. Being angry and abusive sends them all the wrong signals.

Drafting your own code of conduct for players and parents is a great plan to get the entire team on the same page with regards to expectations of behavior.

### **11. Dressing Room Conduct**

It is the Coaches responsibility to ensure that the dressing room is a safe place for all players. Although coaches do not need to stay in the room at all times, they should remain nearby and must look in on players regularly.

All video recording equipment is strictly prohibited at any time through the season.

Music is permitted provided it does not contain vulgar, abusive or discriminatory language.

Fighting, badmouthing and general abuse of players by teammates must not be tolerated.

**The OHF 2 Deep Dressing Room** policy is located in the Coaches resources section of the website.

It will be the Policy of the Ontario Hockey Federation that, when any player under the age of 19 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person associated with the team

## **12. Fair Play Policy**

The fair ice policy has been created to provide Rep coaches, parents, & players, as a guideline and an understanding of what NHHA's expectations are in respect to balanced playing time for all players.

### **Players**

- Each player receives a regular shift throughout the game
- All Players should be given opportunities to play on the Power Play and Penalty kill
- Shortening of the bench can happen at the Coaches discretion in the final few minutes of tournament and playoff games with implications to the team's standing.

### **Goalies**

- Goalies should receive equal ice time during exhibition and league games. Goalies should not sit for more than two consecutive games, unless for disciplinary reasons.
- During tournament or playoff games, coaching staff should attempt to utilize goalies in at least 1/3rd of the games and should not sit for more than three consecutive games.

The coaching staff should inform parents and players upfront at the beginning of the season of their philosophy in terms of ice time.

Local league - all players should receive equal playing time and goalies receive equal rotation.

## **13. Initiation Program (IP)**

NHHA is proud to have one of the finest IP programs in Ontario and continues to provide outstanding development to our youngest group of players in the program. Players as young as 4 can sign up to play in 3 levels of instruction:

- Fundamentals
- Learn to Play
- Pre-Novice

Refer to the **IP Program** under the Initiation/Novice tab on the website for the full document.

#### 14. End of Season & Playoffs

- a) **Tri County A and AE** - The NHHA regular season ends in late December or early January in Tri-County for Rep. All teams are eligible based on standings in regular season for OMHA preliminary rounds. If successful in this round, the team moves on to the OMHA playoffs to represent our Tri-County League. These playoffs can run through the end of March and all Coaches and Parents need to be aware for vacations and other commitments at the start of the season.
- b) GRLL playoff structure will be announced to Coaches prior to playoffs. Rules for eligibility can be found on the link to the Grand River site and click "Rules & Regulations". The full format is available there.
- c) Equipment Return – Coaches are required to return any borrowed equipment to lockers as soon as season is over. Coaches with outstanding equipment will not be permitted to coach anywhere in the NHHA until it is returned or replaced.

#### 15. Team Fundraising & Budget

No team is required to fundraise. Coaches must host a parents meeting prior to the season starting to discuss team expenses/budgets. There must be follow up meetings and presentations to the parents at least once throughout the season to show progress of expenses and bank account balance, and then a final summary at the end of the season.

**Budget per team** should not exceed \$8500 (this is not including NHHA rep fees). A clear understanding and agreement must be made by each parent, and a majority vote given at that meeting to pass the budget with NHHA Exec present at such meeting. A printed summary sheet needs to be provided to the Parents.

Fundraising activities by individual teams must not exceed the teams approved Budget.

All team bank account facilities can only be operated under two signatures one of which must be the team's treasurer. Both signatories must be team parents but cannot be from the same family.

Each team must submit a budget to the NHHA Treasurer & Coaches Committee Chair prior to Team Parent meeting. In addition, all books of account and bank records may be required to be submitted for an Audit if required.

Monies collected by a team by way of budget, sponsorships, fundraising, etc. belong to the entire team and any unused funds at the end of the season must be distributed evenly to all parent members of the team, and the account closed at the end of the season.

**Rep Fee** amounts are found on the website under Registration Information. Team rep fees are to be paid to the Treasurer in one cheque **by October 15**.

As a non-profit entity, the team's final bank balance must be zero.

**The Team Budget Template** is located in the Coaches resources section of the website for you to use for calculations.

## **16. Clothing Agreement**

An agreement with The Sports Zone and NHHA to purchase all team apparel was entered and shall be followed by all teams.

For team purchases of the following items, all should be purchased through The Sports Zone:

- Toques
- Hats
- Gloves
- Tracksuits
- Outerwear (Jackets)
- Hoodies
- Tech Tee shirts
- Shorts
- Sweatpants
- Team Bags
- Pants and Pant Shells
- Team Practice Jerseys and Socks

Please see the NHHA website under **Huskies Wear/Equipment** for full detail of product and pricing. Each year a fitting time is provided for all teams to try on and order team apparel. Any questions should be directed to the Executive in charge of apparel (see Executive list on website for Sponsorship contact)

Note that Pants & Pant shells are longer lead time so will need to be ordered in June to have for the start of the season. Not all items are in stock so check with the Sports Zone.

April 12, 2016

## NHHA 3<sup>rd</sup> Jersey Policy

1. Teams will only purchase the 3<sup>rd</sup> jersey that has been approved by NHHA through our preferred clothing supplier.
2. NHHA approved 3<sup>rd</sup> jerseys will only be worn at International Silver Stick Regionals and Final tournaments away games only, OMHA semifinals and finals away games only. Away tournaments will require approval from the NHHA and will be handled case by case.
3. Additional embellishments to the 3<sup>rd</sup> jersey other than what is approved must be submitted and approved by NHHA prior to purchasing.
4. Teams are responsible for the ordering of the 3<sup>rd</sup> jerseys with our preferred clothing supplier as well as payment. \*Please note that the lead-time on jerseys is typically 60-90 days.
5. Failure to follow this policy will result in the following actions by the NHHA .
  - Head coach and team manager will be suspended 3 games by NHHA, team will miss 2 weeks of practice time and team must repay NHHA lost sponsorship revenue from preferred clothing supplier

## **17. NHHA Executive**

The NHHA Board of Directors is comprised of an “Executive” which includes:

- President
- Vice President
- Past President
- Ice Scheduler
- Treasurer
- OMHA/GRLL/TCMHL Contact, Timekeeper Assignor
- Coach Selection Committee Chair
- Game Sheets Convener
- Player Movement, Exceptional Player
- Goalie/Player Development Convener
- Sponsorship
- Registration/Rosters
- Referee Assignor
- Directors

Each position is a 2 year term. Every year at the AGM in April, 2 year Directors are elected in alternating years.

The Association is governed by four officers and between 12 and 15 directors. The immediate Past President and Active Lifetime Members are deemed as voting members of the executive. The Treasurer is appointed by the general membership.

## **18. The New Hamburg Hockey Association Constitution**

See the **NHHA constitution** in the **Forms and Downloads** section of the **Online Library** for the document.

## **19. Team Captains, Alternate Captains (and putting C’s and A’s on sweaters)**

It is not mandatory to have Team Captains and Alternate Captains. You may decide not to have any on your team – this is up to the Head Coach and Coaching staff.

At the meeting with your players, spell out clearly what it is you are looking for in a captain and alternate. The criteria chosen should be something attainable by all players. Suggestions include:

- hard work in practice
- good attitude
- sportsmanship

Voting should be confidential so nobody feels pressure to make a decision.

The rule of the game prohibits goalies from performing the function of Team Captain or Alternate – this however does not prevent them from performing a leadership role on the team.

## **20. Calling up Players from Affiliate Teams**

All players can affiliate with Teams from the same Association providing they are Teams from:

- The same age Division and lower
- Cannot be a Non Resident player (NRP) if Atom and below

To recap the Regulation reads as follows: “A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, **to a maximum of ten (10) games.**

However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see Regulations B.42, E.36 (b).”

**Note:** Tournament and exhibition games shall NOT count as part of the player’s ten (10) games.

Any player participating in a game as an affiliated player must be indicated on the game report by having “AP” beside his name. Appearance of the player’s name on the official game report shall be considered participation in the game, except in the case of a substitute goaltender, in which case actual participation shall be specifically noted on the game report.

The requesting team head coach must first contact the head coach of the affiliate team before asking a player to play on his team. In the event that the affiliate team head coach can not be reached, the requesting team must contact the Assistant Coaches or Manager to inform them of their intentions before asking a player to play for the team.

All games played by AP players must be documented and submitted to the Game Sheets convener throughout the season. The contact information is on the **Executive & Staff list** on the website.

**The Offer of Affiliation** form is located in the Coaches resources section of the website, and must be filled out and submitted to the Executive in charge of rosters. The player must be official on the roster with OMHA before playing in any games as an AP player.

## **21. Sponsors**

As a non-profit organization, NHHA relies on the goodwill and generosity of sponsors for our association. They have contributed, and are not to be approached for anything further from any Coaching staff.

## 22. Exhibition Games

### Exhibition games within OMHA

To book ice time, the Ice scheduler needs to be contacted for required amount of ice time. The contact information is on the **Executive & Staff list** on the website.

To book referees and timekeepers, the OMHA, GRLL, TCMHL Contact and Timekeeper Assignor is to be contacted. The contact information is on the **Executive & Staff list** on the website.

During the game, any penalties incurring suspensions must be served beginning the next regular season game.

### Exhibition games outside the OMHA

In addition to above - A Travel permit is required for any game outside of the OMHA. Carry a copy of the form with you to the game.

## 23. Tournaments

Tri-County constitution can be found on the link to their website from the NHHA site.

Section 12

C) TOURNAMENTS (see Appendix C): Teams are permitted **two (2) tournaments during the regular season**. This does NOT include pre- season (prior to Division start dates as set each season), or Christmas (week between Christmas and New Year's, December 26th to Jan 1st).

Tyke Select 7 are only permitted to participate in two (2) OMHA Sanctioned tournaments, and only after December 1st each season. No tournaments are permitted during the preliminary round of the OMHA Playdowns (Round Robin Qualifiers) except Silver Stick Finals.

Grand River Local League – At the 1<sup>st</sup> Coaches meeting information will be given regarding tournaments. Contact the GRLL convener for further details as required.

All Teams playing Affiliated Players are required to insert 'AP' after each player's name on the Game Sheet.

### How to Pay for Tournaments

All tournaments are to be registered and paid for by the Team Manager or Coach.

Or

[http://newhamburghockey.com/Forms/2229/Tournament\\_Funds\\_Advance\\_Form/](http://newhamburghockey.com/Forms/2229/Tournament_Funds_Advance_Form/)

Complete the form at the above address if you would like NHHA to pay for a tournament on your team's behalf.

NHHA will process a cheque for a maximum of 3 tournaments.

Requests from teams will NOT be accepted after September 15th for Rep/AE Teams and October 10th for House League Teams.

The Treasurer will notify you when the cheque is ready to be picked up.

At this time a postdated cheque from the team account, dated no later than November 1st must be given to the treasurer of New Hamburg Hockey Association

\*For any reason there are outstanding balances owing after November 1st your teams practices will be revoked until payment is received.

\*\* A maximum of one request per team will be allowed

\*\*\*Only Canadian Tournaments will be covered in this process\*\*\*

After confirmation received that you are accepted into the Tournament, please submit the Tournament Sanction # and Dates must be sent to the Ice Scheduler **and** OMHA/GRLL/TCMHL contact requesting Travel Permit and appropriate payment if required.

Tournaments can be found on the link to the OMHA website from the NHHA website. Early Bird and Silver Stick Tournaments fill up very quickly as well as limited hotel room space so it is recommended for team Managers to check the website in early June to make choices for the season. When confirmation is received, an email to parents outlining Tournament weekends for planning is required.

#### **24. Suspension Codes List & Appeals**

Refer to the OMHA Suspension Codes list in the OMHA Yearbook handed out to each coach at the first Coaches meeting. It can also be found on the OMHA website.

Appeals – **The OMHA Appeals Procedure** form is located on the OMHA website. Contact the OMHA contact in the Executive List for questions.

#### **25. Medical Information Sheets**

It is important for Trainers and coaches to know of any medical conditions their players may have. The best way to get this information is to have them fill out a medical information sheet. **Player Medical Information** form is located in the Coaches resources section of the website. Be sure to treat any information given as strictly confidential between you and the player/family. Remember this information is voluntary, not mandatory.

#### **26. Bus Rental Agreement**

NHHA has an Agreement with Ayr Bus lines for Coach Busses.

Contact Jen Witt-Chilton [jen@ayrcoach.com](mailto:jen@ayrcoach.com) for specific rates.

There are 2 options for busses - approximate cost of a 47 or 56 passenger Coach Bus is \$800-\$1000 depending on the destination.

## **27. Relation of Parent Rep for Team and Rep Liaison on Executive**

NHHA mandates that **All Teams will have a Parent Rep** selected by the Parents of the team at the initial team meeting. This individual will mediate between parents concerns and the Coaching Staff. Parents are required to wait 24 hours to make complaints or issues to the Parent Rep to ensure it is warranted. A meeting or discussion is to be arranged and the issue documented so it can be submitted to the Coach and then discussed between the Parent Rep and Coaching Staff. The parent is then to be advised of the results of the discussion.

If the issue needs to be escalated to the Executive for any reason, the Parent Rep is to contact the Rep Liaisons on the Executive (see the website for contact information or inquire with the President). A meeting to discuss the issue can be set up. The Rep Liaisons will bring all escalated issues to the Executive at the next monthly meeting with resolution or need for resolution.

## **28. Booking meeting Rooms**

Meeting Rooms are available at the WRC for Parent Meetings as required free of charge. Send the request to the President of Minor Hockey and that person will reserve the room with the Township. Give 48 hours notice to ensure the booking is available and confirmed. Bring the contract with you as the Arena staff will need to see it to let you into the room

## **Section B – Spring Tryouts**

### **1. Player Evaluations / Tryouts**

'A' Team evaluations/tryouts are held in late April. All players who wish to play 'A' or 'AE' must participate in at least 2 'A' tryouts and then notify the head coach if they choose not to go further with the team and wish to tryout for AE in September.

Teams chosen to full roster in the Spring are:

- Major Atom
- Minor Peewee
- Major Peewee
- Minor Bantam
- Major Bantam

Required Roster sizes for teams vary on registration and skill level. Teams above as well as AE teams are to be 15 players and 2 goalies. This same roster size applies to Midget and Juvenile rep teams as well –these tryouts are held in September.

Novice and Minor Atom tryouts are held in the Spring, but make final decisions in September. These teams to be at least 14 players and 2 goalies.

AE tryouts are done in September. After those tryouts are complete, Local teams hold evaluations in late September to choose teams.

Parents of all players selected to a Rep team chosen in the Spring need to be notified that if not registered by the July deadline they have potentially forfeited their spot on the team. A player who was released can be contacted and asked if they would like to join the team in his place. The original selected player will be added to the AE tryout list for Fall tryouts when they are registered if a replacement has been found. A welcome letter or email to all parents after Spring selections is required containing this note:

**Welcome to the 201X-201X New Hamburg XXXXXXXXX Huskies!!!**

Congratulations on all your hard work and effort as you have made the team!

**Parent's important note** – This is conditional upon you registering your player by the NHHA deadline in July and paying the registration fee required. If you haven't registered by this date, your player will be moved off the roster and placed into the AE tryout group in the fall and another player will be asked to join this team. There have been issues in the past and this policy will be enforced, so please post this or set a reminder in your calendar to register.

Goaltending equipment (pads, glove and blocker) are available in the locker for those that require it.

Tryouts should be well organized with on ice helpers and off ice evaluators/helpers . Anyone on the ice must be rostered from the previous season with NHA. It is recommended that Head Coaches are evaluators to ensure they see all players on the ice. Other teams coaches can be asked to run the on ice portion of tryouts and then reciprocated for their tryouts. Example Major Atom and Minor Atom run each other's on ice while Coaching Staff evaluates from the stands.

## **2. Selecting Players**

Never release on the Road is something understood in Hockey and should be applied for the Selection process. All releases should be done following home tryouts or exhibition games.

Online number systems are used for initial releases on the website. Final releases and selections need to be done in person and privately with a 2 deep Coach system. Parents need to be included Peewee and under unless the player chooses not to bring them in. A dressing room or referees room is easiest to obtain in the arena and allows for confidential exit for the player.

No Summer ice activities are permitted for the team until the start of September ice times scheduled by NHA.

## **3. Putting Your Coaching Staff Together**

Wherever possible, Staff should be finalized after the Selection process to allow a true Tryout for all players. For rostering purposes, as soon as staff is chosen they need to apply and be approved by the Coach Selection committee and then at the next monthly Executive meeting. Until on the official roster, staff cannot be on the ice or bench for practices or games.

## **4. Meet with Your Parents**

Ensure emails and phone numbers are well documented for communication with parents. A meeting with all parents (and players) is required prior to the September ice times for chosen Rep teams.

Regular meetings with parents help communicate goals and objectives of the Coaching Staff. See **Section E.2** for Team Handbook Template to outline the following:

- **Pre-Season meeting (or after 1<sup>st</sup> ice time) for all to meet the Coaching staff.** This will be longest meeting of the season and needs to outline or confirm:
  - Your name, phone number and email address
  - Coaching Philosophy
  - Yearly Plan
  - If you don't have all Staff filled, ask for volunteers
  - Answer any questions they might have. (If you don't have an answer, don't guess. Tell them you will get back to them).
  - Tournament dates and locations
  - Team Budget Fees

- Volunteers required from the parent group – Fundraising, Music, Social, Jersey washers
- Team rules for players and parents
- Dress code
- Expectations
  
- **Mid-Season meeting** (can be 5 minute meeting in lobby of arena) – October/November
  - Printed Update on Budget and Fundraising
  - Any general concerns
  
- **End of Season meeting** (can be social setting or at arena) – March
  - Printed Finalized Budget
  - Refunds given to parents from overflow
  - Printed balance sheet showing all expenses and remaining monies

## 5. Required equipment

Rep teams need to supply their own game socks and need to be purchased individually or team budget based on the clothing agreement.

Items to be purchased from the Team budget

- Water bottles and carry case are required for Rep teams
- Any extra Trainer equipment required for team use
- Extra pucks other than those provided by NHHHA in the locker
- Practice Jerseys and Socks if desired

## 6. Locker Assignments

Each Coach will be required to understand and sign the Locker Assignment Agreement along with other documents for tryout purposes like pinnies and pucks.

## **Section C – Game Day**

### **1. Equipment Room**

Access to the equipment room will be given along with locker code at the Coaches meeting or through email to the Head Coach. An Agreement for the locker will be given to you to understand and sign with all inventory of the locker.

### **2. The Game Sheet**

Game sheets are provided to each NHHA team in their lockers in the equipment room. The Home team will complete the game sheet first and provide it to the visiting team. The last team to complete the game sheet will give it to the timekeeper.

#### **Filling out the Game Sheet:**

- Fill out all fields at top – Game Code, Date, location, type of game, division, category and period lengths.
- Use pre-printed stickers with numbers and names of all players on every page or write all on top page
- Indicate Captain with a 'C' after his name
- Indicate Alternate captains (max of 3) with an 'A' after their names
- If you've called up a player, write 'AP' after his name and circle it (AP = Affiliate Player)
- Write in the names of all coaches who will be on the bench
- If you have a player suspended, put his name in the appropriate area and indicate game 1 or 2, etc.
- All Coaches sign the Game Sheet
- A Trainer is required, if you don't have one available you need to ask the other Coaching staff if they will provide theirs for the game for your team.
- Collect and file the Game sheet after the game

Check the game sheet for score, penalty minutes and suspensions. If you're not sure, email the NHHA league contact for clarification. The referees assess penalties, but have nothing to do with suspensions. Don't expect the referee to tell you that your player has been suspended.

### **3. Dressing Rooms**

Generally, the arena will assign you with the dressing room directly across from the visitors' bench if you are the visiting team, and across from the home bench if you are the home team.

Before you let your players in the dressing room, be sure you look it over for damage. If there is any damage, report it to the rink staff. Get the staffer's name as a safeguard.

No cell phones are allowed inside arena dressing rooms. No photography of any kind is permitted in the dressing rooms!

#### **4. Pre-Game – Getting Ready**

Follow arena rules as all are different – some don't allow passing or any pucks/balls in the hallways. We may not agree with all policies but it does teach players to follow rules of the road when travelling.

Get in the practice of scanning your players' equipment once all are dressed. Players tend to forget neck and mouth guards.

Be sure your players know not to step onto the ice until the Zamboni doors are completely shut. This is a strict rule at all arenas.

#### **Parents**

At the start of the season you should establish a pre-game procedure for your parents. Have the parents wait in the foyer or snack bar area. Use your team staff to tie skates for those that need it (Atom and lower). Clutter and congestion in the dressing room leads to a confusing place and parents coaching players leading up to game time. If you choose to allow parents in the room to tie skates, set a deadline of when they have to exit the room prior to the pre-game speech.

#### **A Pre-Game Routine:**

Coaches should develop a pre-game routine. A good pre-game routine helps players get mentally and physically prepared. Here are some ideas you can incorporate into your pre-game:

- Encourage players to stretch. Encourage them to drink.
- Remind your players of the things you worked on in practice. Try to have them bring these to the game (skills and techniques).
- Go over the game plan (specific plans and strategies).
- Have them do warm-ups in the room or in a secure location to stimulate the cardio system.
- Announce the 5 skaters who will start the game and the starting goalie.
- Establish an on-ice pre-game routine. Swing drill is common from each corner to warm up the starting goalie is most common.

#### **5. PRE-GAME: On-Ice**

Here's what to expect, on the ice, just prior to the start of the game:

As soon as referee steps onto the ice he will instruct the timekeeper to start the clock at 3:00. As it counts down, both teams have time for a brief warm up. Be prepared for the clock to be running if your team is running late.

Players shake hands prior to the game as well as shaking hands with Coaches.

## **6. Length of Games:**

Centers can have different period lengths. NHHA home games will have periods advised to you based on the level of play.

Rep regular season, Tournament and Playoff games do not have a curfew.

Local League games will be curfewed based on the time allotted so be aware when the buzzer will sound regardless of how much time is left on the game clock.

## **7. Behind the Bench**

All bench personnel must be registered and approved by NHHA and on OMHA approved roster. Teams are allowed 5 coaches behind the bench:

- 1 Head Coach
- 2 Assistant Coaches
- 2 Trainers

The head coach is responsible for the behavior of all players and staff behind the bench.

If you're the home team, you will have to provide a game puck to the referee.

In the interest of safety, be sure to shut the bench doors quickly during line changes. Too often a coach will leave the door open too long ... a dangerous situation.

On face-offs, the referee holding one hand up in the direction of the players' benches indicates that the visiting team can no longer make line changes ... and that the home team has 5 seconds more to make its last change.

Bring water bottles on the bench. Athletes in action dehydrate very quickly.

A trainer may only step onto the ice to tend to an injured player after the play is stopped and only when given the ok by the referee.

## **8. Injuries**

The trainer's decisions regarding injuries and player safety shall be final.

Head coaches cannot overrule injury /safety decisions made by the trainer. This includes sitting a player for a shift or for the balance of the game, if so decided. In cases where a team has more than one certified trainer, one should be deemed as "in charge". This should be discussed and agreed upon before the season begins so as to avoid any conflicts.

### **Teams with NO Certified Trainer on the Bench:**

Where a team has no certified trainer, the coach will need to ask the opposing team if their Trainer will fill in for both teams. Every effort should be made to supply your own Trainer from the NHHA.

## **9. Referees**

The Referee-Coach relationship should be one of mutual respect.

Remember that your players will take your cue. In order to teach your players to be good sportsmen you must lead by example. As tough as it might be, don't call out to the referees when they make mistakes.

Any complaints regarding referees must be channeled through the NHHA.

## **10. Post Game**

### **Parents**

Same as pre-game – ensure Parents understand from the beginning of the season what your rules are regarding when/if they can enter the dressing room.

### **Players**

As coach you should establish a post-game routine for your players. Here are some ideas you can incorporate into yours.

- Wait a minute or two before going into the dressing room. This gives your players a chance to share some post game thoughts amongst themselves.
- Make sure they have water.
- Go over the game highlights, good and bad.
- Encourage feedback.
- Agree upon at least one area to work on for next game.
- Find a positive and end on that note.

Always make yourself available to your players. After games is the easiest time for a player to connect with his coach.

## **11. Weather Cancellations**

Coaches need to be in close contact with the NH Ice Scheduler for any issues with weather that could affect playing a game. Email and phone number is available on the Contact list of the website. Extreme Weather conditions and closed roads will be cause for postponing a game. A deadline will be set to make a decision and followed the day of the game.

Parents need to be kept up to date and notified immediately when the decision is made to either proceed or postpone/cancel the game on the schedule.

## **Section D - Practice Day**

### **1. General Notes**

Practice sessions are generally 50 minutes. Be sure to check your exact time on and off the ice before going to the arena.

The Arena will assign teams to specific dressing rooms.

Make sure the room is clean and there is no damage before going in. If not, call a rink staffer to clean or make note of any damage.

### **2. On-Ice Safety**

Before every practice, check to make sure that the ice surface is safe and free of any debris. Make sure that all doors are properly closed. Drills should be designed with safety in mind. A drill where the players criss-cross may not be appropriate for younger or weaker skaters, for example.

Teach your players to shoot at the goalie only when the goalie is standing and in the goalie ready position.

Any action, which would incur a penalty during a game, should likewise not be permitted during practice and should be addressed immediately by the coach.

### **3. Equipment**

Practice is a good time to look over the players' equipment. Pay particular attention to the helmets, which should fit snugly. A loose fitting helmet may be too big or may simply need tightening or adjusting. Be sure it is a hockey helmet with a face protector, both of which must be CSA certified (look for the CSA stickers).

Make sure every player is wearing a neck protector. Equipment, which is too small or too large, will not protect the player properly. Players that are not completely outfitted with the required safety equipment are not permitted on the ice surface.

**Note: Coaches are required to wear a CSA-approved helmet while on the ice.**

### **4. Persons permitted on the Ice**

Only players registered with NHHA are permitted on the ice for insurance reasons.

Only coaches, assistant coaches and Trainers who are registered and approved with NHHA are permitted on the ice.

Affiliated Players are allowed for unlimited practice times and is encouraged providing they do not have a conflict with their own team.

## **5. The Practice Schedule**

At the start of every season, once the Township has awarded NHHA its ice times for the year, the Ice Scheduler puts together a practice schedule by team.

Practice times are setup with the thought of teams using Affiliated Players.

The NHHA website will have all practices posted.

If for any reason your team cannot use the time allotted, notify the Ice Scheduler so it can be re-assigned or given back to the Township so NHHA does not have to pay for unused ice.

## **6. Renting Ice at other Arenas**

Each team is given 1 practice per week, and some Coaches choose to purchase other ice time from other Local arenas. This is allowed but has to be:

- Included in the Team budget so parents understand the costs
- Posted to the NHHA website by the Team Manager with the location of the practice
- Purchased with Insurance

### **Local Arenas and contact numbers**

- Wellesley Arena – 1004 Catherine St, Wellesley, ON N0B 2T0 – 519-656-2222  
Email: Pat Snyder - [psnyder@wellesley.ca](mailto:psnyder@wellesley.ca)
- St. Clements Arena - 1 Green St. St. Clements, ON N0B2M0 - 519-699-4143  
Email: Pat Snyder - [psnyder@wellesley.ca](mailto:psnyder@wellesley.ca)
- Tavistock Arena - 1 Adam St, Tavistock, ON N0B 2R0 - (519) 655-2102  
Email: Ken Wettlaufer - [kwettlaufer@ezt.ca](mailto:kwettlaufer@ezt.ca)

## **7. Dryland Training**

Some Coaches choose to do Dryland Training for teams. All Activities need to be properly supervised if done as a team to ensure safety for all participants. The Old Arena downtown New Hamburg is available for rental and comes with insurance.

- Old New Hamburg Arena - 251 Jacob Street, New Hamburg, Ontario  
Contact Manny Jones - [manny.jones@wilmot.ca](mailto:manny.jones@wilmot.ca)  
Outline the type of activity and number of participants

## Section E – Coaches Resources

### 1. Coaches Resources

At time of printing this is the Coaches Resources list on the NHHA website. This will continue to evolve with your help as a Coach and Parent in NHHA.

#### Coaches Resources

### **COACHES RESOURCES**

1. **Clinic Reimbursement Form**
2. **OHF Two Deep Dressing Room Policy**
3. **2016-2017 Offer of Affiliation - Fillable PDF Form**
4. **2016/2017 Offer of Commitment**
5. **Coaches Web Site Training**
6. **NHHA Exceptional Player Policy**
7. **Criminal Offence Declaration Form - HCOP Officials**
8. **Player Medical Information Form**
9. **Hockey Canada Injury Report Form**
10. **Non Resident Player Policy**
11. **Police Record Check Confirmation Form**
12. **Team Official Certification Requirements**
13. **Team Budget Template**
14. **Affiliated Player Policy - OMHA**

- Refer to the OMHA website for Coaches Qualifications and Clinics

## 2. Coaches Checklist:

			Complete Date
January	Rep Coaches Apply Online for Head Coach		
	Prepare / Update Seasonal Plan		
February	Submit update on AP players used (if any)		
March	Parent Meeting - End of Season & Final Budget (previous Season)		
	Submit update on AP players used (Final list)		
April	Rep Tryouts	Organize helpers from other teams	
		Organize help for front desk to handout pinnies and administration	
		Create Welcome letters for parents	
		Create on ice plan for evaluations	
		Arrange releases & final meetings with players/parents	
		Ensure Parents know to register by July deadline	
May	Ensure Credentials up to date	Police check	
		Speak Out/Respect in Sport	
		Criminal Offence Declaration	
		Recruit Staff for next Season (if not done already). Ensure all have valid certs or going to clinic.	
		Submit staff to Coach Selection Chair so understood who will be on your Staff	
		AE Coaches Apply Online for Head Coach	
June	Prepare / Update Seasonal Plan		
	Book Tournaments & Hotels for next season		
	Plan dress code & required clothing		
	Team fittings for clothing/equipment at the Sports Zone		
	Purchase Water bottles, practice Jerseys & Socks to ensure ready for season		
	LL Coaches can apply online now through September		
July	Registration deadline for players mid July		
	Follow up with parents to ensure all have registered		
August	Seasonal Plan must be presented to Executive / Coaches Committee for approval by Head Coach		
September	Season begins	AE tryouts and releases	
		LL evaluations and Team selection	
		Submit budget for approval to NHHA Treasurer	
		Request NHHA Parent Liason to be present with date, time and location of upcoming meeting	
	Pre-Season meeting with parents	Nominate Parent rep	
		Vote on Budget with Parent Liason present	
October	Choose AP Players & sign AP forms		
	Get all players Medical information sheets		
	Book extra practice ice times if required at other arenas		
	Submit update on AP players used (if any)		
	Submit Rep Fees to NHHA Treasurer by October 15		
November	Mid Season Parent meeting with Budget Update		
December	Submit update on AP players used (if any)		

4. Team Handbook Template - Modify this Template to fit your Staff, players and information for your Parent and Team meeting at the Start of the Season. Every Parent needs a copy of your modified Handbook.



**2016/2017**

**TEAM NAME "A" HOCKEY**

**CLUB**

**TEAM HANDBOOK**



New Hamburg Huskies \_\_\_\_\_ Hockey Team

**Coaching Staff**

- Head Coach      Phone:      Cell:      Email:
- Manager      Phone :      Cell:      Email:
- Assistant Coach
- Assistant Coach
- Trainer
- At large Trainer

**Treasurer**

Phone:      Email:

**Parent Rep**

Fundraising Committee -



Goalies

FW

D



## **Communication**

We realize that parents and players aren't always going to agree on every decision the coaches make. With that being said, we want there to be open communication between the team, parents and coaches as we believe that it will foster a successful environment.

When a parent has a concern or issue that they want to address, we ask that they approach the parent representative, who will schedule a meeting with the coach to discuss.

We do recognize that there may be small things that you may want to discuss with the coach. If it is a simple question that needs clarification then feel free to contact the coach staff directly.

### **24 Hour Rule:**

When an issue comes up and you want to speak with a member of the coaching staff, we ask you wait 24 hours before contacting the Parent Rep. This allows a cooling off period and ensures that the issue can be brought looked at in an effective and professional manner.

### **Player Concerns:**

Players can approach the coaches at any time and are free to ask any questions or issue that they may have. We are there to assist and guide them and we will take every step to ensure they understand what is being asked of them.



Discuss following:

**Tournaments Estimated**

1)	\$
2)	\$
3)	\$
Total	\$

**Equipment / Etc.**

Pucks	\$
Practice Jerseys/Socks	\$
Water bottles, tape, Trainer supplies	\$
Extra Ice	\$
Team Function	\$
Budget Total	\$
Budget Cost per player (Budget Total / Number of players)	\$
NHHA Rep Fees	\$
Total per player	\$

Payment due by \_\_\_\_\_. Please see Manager for any questions.