



## ST. THOMAS MINOR HOCKEY ASSOCIATION

# Travel Team Coach Manual

### **1. MISSION STATEMENT**

1. To provide a positive minor hockey experience for all players by organizing, coordinating and developing hockey programs for all age levels.
2. To enhance the positive value of our hockey program by providing leadership and initiative to develop better citizens, to encourage and direct the fostering of a strong sense of community pride and participation of all players.
3. To develop coaches, officials and volunteers to carry out the expressed goals of our members.

### **2. BOARD OF ADMINISTRATION**

The Board of Directors meets monthly at which time all issues regarding St. Thomas Minor Hockey (house league, local league, and traveling teams) are addressed. If you should have any issue to be addressed by the Board, forward it to the VP of Travel to be added to the agenda.

### **3. HEAD COACH**

As Head Coach, you are responsible for your coaching staff/players and must abide by the following:

1. Adhere to Ontario Hockey Federation's Constitution, By Laws and Regulations; Ontario Minor Hockey Association Manual of Operations; and Alliance Manual of Operations.
2. If a Novice (U9) or Atom (U10-U11) head coach you are responsible to have fully read, understood, and adopt the Hockey Canada Novice or Atom Pathway approach to minor hockey programming.
3. To ensure coaching staff are aware of their duties and carries out said duties;
4. Pre-plan and oversee all team practices and ensure coaching staff are informed of practice times;
5. Attend coaches meetings as scheduled, if you cannot attend then advise the Vice President Travel Hockey and attempt to send one other member of your coaching staff;
6. Insist that the players notify you if they are to be absent from practice/games;

7. Give pre-game instructions to players only – no parent needs to be a party to these discussions;
8. Refrain from criticizing other coaching staff or referees in front of players. Encourage your players to do the same (league maltreatment rules – be fully aware)
9. Do not speak to any player in a demeaning or demoralizing manner; praise and private correction to the players ensures respect and gets the best performance from all players;
10. At all times control yourself on and off the ice. This example helps control the team players. Discipline is vital for respect, fairness and consistency in dealing with team members;
11. Ensure the allotted ice is not wasted. Contact other travel team coaches to trade ice times. Any changes to ice times must be reported to the Ice Scheduler – STMHA Administrator. If you cannot trade your ice time with another travel coach, contact the Ice Scheduler – STMHA Administrator immediately, in order that this ice time can be allotted back to another team;
12. Hold a meeting at the start of the season with players/parents in order to make them aware of your plans and aims for the season, tournaments, fundraising events – budget for team, ice times, discipline etc that apply to your team. It is strongly suggested that prior to OMHA Playoffs and League Playoffs that a team meeting is called;
13. To appoint a team manager to assist you in all paperwork – tournament permits, hotel reservations, exhibition permits, game sheets and to advise parents of game/practice schedule etc;
14. Manage Team website (or assign someone to do so), report scores via upload of electronic game sheets, submit articles etc. This is the Association's primary source of communication with the families.
15. Manage team finances in an appropriate and responsible manner. Establish a team bank account with '2 to sign' signing authority. A letter from the STMHA Treasurer (to be given to the financial institution) will be required to do so. Establish a team budget and submit to STMHA Treasurer when requested (usually mid season and season end).
16. Each STMHA Travel team will have a Primary – Association Level Sponsor assigned by the STMHA Board Sponsorship Chairperson. This Association Level Sponsor must be the prominent Sponsor on Team websites and Team banners. Additional fundraising initiatives must be submitted for approval to the VP of Travel or the Treasurer of STMHA.
17. Keep an open line of communication with all players and parents. Advise parents that if an issue arises at any practice/games, there will be a 24 hour period ( 24 hour rule) prior to contacting you to discuss the issue. At no time should issues be discussed at the arena or in front of the players.
18. Ensure proper conduct of your players and coaching staff on and off the ice at all team functions – **REMEMBER YOU AND YOUR TEAM ARE REPRESENTING ST. THOMAS MINOR HOCKEY.**

The people around you and your players are subject to the influence you exert as Head Coach. Particularly in the younger age groups. You must, therefore, be prepared to accept the obligation of giving leadership, simply by showing the qualities that make a good citizen. These qualities are developed through hockey by teaching what is right and wrong, fair and unfair, cooperation with team-mates, respect for authority and respect for the property of others.

#### **4. COACHING STAFF**

Each team is allowed up to 5 officially carded coaching staff as approved by the Board. **No non rostered/approved individuals are allowed on any travel team bench – no exceptions.** All coaching staff must obtain a police check prior to being carded. Previous year STMHA team staff may sign a declaration if police check on file was obtained within the last 3 years. Positions are:

- Head Coach
- Trainer
- Manager
- Assistant Coach
- Assistant Coach or Assistant Trainer

All staff must have taken the online RESPECT IN SPORT COURSE or attended the PREVENTION SERVICES/SPEAK-OUT Clinic. The Head Coach **MUST** have an assistant coach, trainer and a manager.

#### **5. ASSISTANT COACHES**

Your Assistant Coach must have the following:

- Registered with the OMHA(Hockey Canada certificates);
- Completed the appropriate Coaching Certification (CHIP's, Coach Stream, Coach 1 , Coach 2or Development 1). Certified/Registered coaches and assistant coaches sixteen (16) years of age shall be restricted to coaching/assisting in the Pee Wee and lower divisions. **NOTE: MUST BE AT LEAST FOUR (4) YEARS OLDER THAN THE TEAM THEY ARE COACHING.**
- Completed a Prevention Services or Respect in Sport Course.

#### **6. TRAINERS**

Your Trainer must have the following:

- Completed a Hockey Trainers Certification Program at Level 1 or higher **NOTE: MUST BE AT LEAST FOUR (4) YEARS OLDER THAN THE TEAM THEY ARE TRAINING FOR**
- Obtain STMHA supplied first aid kit and assure proper supply of basic first aid kit requirements; supplies available through STMHA office administrator
- Inform coach/parent of condition of player;

- Ensure proper first aid to any injured player;
- Keep up-to-date records of players – players needs – asthma etc.;
- Ensure Player Medical Information Form is completed by all players/parents and kept with you at all team games/practices;
- Keep record of emergency contact numbers;
- Complete and file an accident report with STMHA on any incident that necessitates a player being taken to an emergency health facility, a copy of the game sheet must accompany the injury report;
- **Follow proper “Return to Play” protocol by ensuring you receive a Doctors release prior to an injured player returning to practice or games.**
- Return the STMHA supplied first aid kit to the team locker in the equipment room at end of season to prevent the team from being billed \$300 to replace. There will be a signout sheet for this. James Sutherland will be organizing.

## **7. MANAGER**

Will assist you with all paperwork – including game sheets (and/or electronic gamesheets), obtaining travel permits, tournament permits, booking hotel reservations (if necessary); advising parents/players of all games/practice times. In general, to assist you when needed in both on ice and off ice organizational aspects. Must complete Respect In Sport prior to stepping on the bench.

## **8. SUBSIDIZE OF CERTIFICATION FEES FOR TEAM OFFICIALS**

- Development 1, Coach Stream, Chips, Level 1 Trainers – **100%** of fees;
- Coaches or Trainer Refresher Clinics – will be subsidized for all individuals involved with a coaching staff during the current hockey season;
- Cross Over of Certifications – **no subsidies**;
- Upgrading Trainers Level 1 Certification – **no subsidies**.

## **9. TEAMS**

All ‘A/AA’ and ‘BB’ teams shall declare a roster of 17 players (15 skaters and 2 goalies) upon completion of tryouts at the U15 age group and below. At U16 and U18 it is acceptable to roster up to 19 (17 skaters and 2 goalies). **If you are considering rostering less or more than 17 players, at U15 and below, you must have the approval of the STMHA Board of Directors prior to completion of tryouts. Requests for decreased or increased rosters must be submitted in writing with rationale to the VP of Travel for approval by the board of STMHA.** Requests will not be considered until after the 1<sup>st</sup> tryout. Failure to comply may result in suspension/dismissal of the Head Coach.

Tryouts are progressive in nature. BB teams will begin their tryouts process once the A/AA teams have declared their rosters.

## **10. TRYOUT AND ELIGIBILITY**

1. To be eligible to try-out for a team under the jurisdiction of the STMHA a player must first be properly registered with the association prior to the Registration Deadline (JULY 15<sup>th</sup>).
2. The player must be eligible for the team he is trying out for by age as per the OMHA Player eligibility rules.
3. A player must then be eligible by residence as defined by the OMHA boundaries and shared area for the STMHA Exception Non-Resident Players in Minor Pee Wee and above.
4. All players should be encouraged to play at their age group. No player will be forced to play at a higher classification against his wishes. Any coach or manager who persuades, coerces, or compels any player to play for his team shall:
  - a) on first offence, receive verbal warning;
  - b) on the second offence, be suspended for the balance of the season.
5. All players wishing to play travel hockey must attend a minimum of 2 try-outs held for that team. Exceptions may be made for situations such as temporary medical conditions. These situations must first be cleared with the STMHA Vice President of Travel Hockey.
6. BB teams will begin their try-out process after the A/AA teams have declared their rosters. To be eligible to participate in 'BB' try-outs, players must first have participated in the "A/AA" team try-out process or presented medical conditions to exempt themselves. Players not released by the "A/AA" team coach are ineligible for the 'BB' team.
7. The STMHA will publish contacts and known try-out dates and times for the respective teams on the STMHA web site.
8. All Minor/Major team roster sheets must be declared by the third Monday of September and verified by the O.M.H.A
9. No player may play for more than one team except if that player is affiliated to a second team with his name being registered on a certified affiliated players list.
10. Any player chosen as an affiliated player may do so for one team only and **must in all cases fulfill his responsibilities of attending games and practices of his primary team.** Failure to do so will result in that player no longer being eligible to participate as an affiliated player.
11. If a Representative Player leaves his team of his own volition after registration but prior to December 10<sup>th</sup>, he/she can only play for a local league or house league team if an opening exists.
12. The player in '11' may not return to his representative team for the balance of the season.
13. Any player requesting permission to try-out as an underage player for a representative team must do so by presenting the 'St. Thomas Minor Hockey Association Player Request To Move Up' form to the Vice President of Travel Hockey. This form must be received 30 days prior to the scheduled first tryout for the older age group team.
14. The Evaluation Committee will assess the player during the first try-out of the higher age group. Prior to the second try-out the Vice President of Travel Hockey will discuss the Evaluation Committee assessment with the coach of the higher age group.
15. **The STMHA Board of Directors will only approve a player playing up if the player is in the top 3 overall players for the higher team (definition of exceptional player), the move appears to be in the best interests of the development of the player, and the move will not cause irreparable harm to the lower age group team.**
16. At the end of each year, the player will return to the team of his proper age group and he must follow the application procedure to be considered to play up the following season.
17. To qualify as an underage player, the player must possess the following:

- a) exceptional skill (meaning unusual)
  - b) must excel at his position (meaning superior skills)
18. The coach of the representative team must apply in writing to the Vice President of Travel Hockey for approval of selecting an underage player. Each representative team will be allowed a maximum underage one skater and one goaltender, who must be the #1 goalie on the higher age team.
  19. House League / Local League under or overage player eligibility is at the discretion of the Vice President of House League / Local League. A player may only be moved up with the consent of both player and parents.
  20. If a new player moves into residence after the representative team selection process is complete, he may be granted a ten-day try-out in his designated age classification, up until January 10<sup>th</sup> of the current hockey season. Such registration is subject to the rules and regulations of Hockey Canada. The player may only be an affiliated player in his designated age group and will only be allowed to play in house league or local league.
  21. Any player requesting his release from a representative team after December 10<sup>th</sup> must first notify his coach, who will immediately refer the request to the Vice President of Travel Hockey.
  22. While the STMHA Board of Directors will review the application for release of any minor hockey player, as a general rule, it will be the policy of the STMHA not to be in favour of granting such a release.

## **11. TRY-OUT PROCESS**

1. During the try-out process the coach should ensure that returning players and new players are mixed when more than one change room is being used.
2. Players should also not be unnecessarily separated into two groups on the ice (returning players and new players). Always mix the players together, whether it is for drills, scrimmages, or placement on the benches.

## **12. RELEASING/CUTTING PLAYERS**

1. Players can only be released after the third tryout;
2. Release of players will be done through the web site, with players being selected for continuation in the tryout process being listed on the team site. Coaches must also provide their email or phone # so they can be contacted.
3. Remember for some players this is a very stressful time.
4. Final rosters must be posted no later than 48 hours following the final tryout session/game.

## **13. AFFILIATED PLAYERS (APs)**

The following procedure must be followed when adding Affiliated Players to your Roster:

1. The coaches/parent/player must complete the proper OMHA OFFER OF AFFILIATION FORM.
2. Offers of Affiliation must be completed in FULL and returned to the STMHA Administrator for addition to the roster. No form on file in the STMHA office means the Affiliated Player is not eligible to practice or participate in games.
3. All AP players must be added to a team roster by **January 5th** (OMHA deadline).
4. A maximum of 19 players may be listed as Affiliated Players on a travel team roster.
5. All Affiliated Players must have tried out for the appropriate travel team before being eligible to be an AP player for any representative team. The only exception to this rule will be if the player falls under the criteria of paragraph 10. (20) above.
6. An affiliated player must in all cases fulfill his responsibilities of attending games and practices of his primary team.
7. **The following are the circumstances by which a team may use an affiliated player in a game:**
  - a) **when a regular player is sick;**
  - b) **when a regular player is injured;**
  - c) **when a regular player is serving a league suspension;**
  - d) **when a regular player is absent for personal reasons; and**
  - e) **under special circumstances with the prior approval of the Vice President of Travel Hockey.**
8. In situations such as described in #7.0 above, it is a coaches discretion to utilize his affiliated players in games. In younger age groups the primary focus is development in a practice environment. At Minor Bantam (body checking) and above there is more of a necessity to utilize players in game situations due to injury and suspension.
9. Permission of the Rostered Coach must be sought for each time an AP player is to be used
10. A House League / Local League Player who has been moved to a higher category by STMHA is not available for the AP List of the higher division representative team (i.e. a house league Novice player who has been moved to Atom house league is only eligible for the AP list of the Novice Representative Team, not Minor Atom).
11. **Per STMHA Regulation 5.0 f) – an A/AA team coach must AP a minimum of 3 players from his team's same birth year before he is eligible to AP from a younger aged team. No AP request for a younger birth year will be approved by STMHA until the minimum 3 same birth year condition has been met. After a reasonable amount of time has passed (month end November of each season) the board of STMHA will reserve a last resort right to deny practice ice time to any coach who has failed to AP as per STMHA Regulation 5.0 f)**

#### **14. EXHIBITION GAMES**

1. Requests for Exhibition games must be emailed to the Vice President Travel Hockey and copied to the Ice Scheduler/Administrator at least 1 week prior to the playing date of the game for approval using the online application form via the STMHA website. Should a situation arise, that the request cannot be given 1 week prior to the game, the approval will be at the discretion of the Vice President Travel Hockey;
2. Scheduled league game will not be rescheduled for any reason in order for your team to play an exhibition game;

3. Once the game has been posted on the teams website – game officials have been requested.
4. A copy of the game sheet must be forwarded to the Office following the game.
5. STMHA will cover the cost of officials for up to 3 Exhibition Games, teams will be billed for any additional games.

## **15. TOURNAMENTS**

1. You must complete the online “Tournament Request Form” for approval and payment.
2. “Travel Permits” are available from the Vice President Travel Hockey via the STMHA Administrator. These permits must be signed by the VP of Travel, President, OMHA Representative or Administrator prior to attending any tournament. This form gives your team permission to travel to the tournament and the convenor of the tournament will request to see this form;
3. Tournaments outside of the OMHA also require an OMHA Travel Permit. Teams are responsible for obtaining and paying for their own OMHA Travel Permits.
4. You can attend 3 tournaments plus your respective STMHA home tournament during the regular season (the Silver Stick Qualifier and the International Silver Stick Tournament will count as one tournament). No tournament will be allowed during OMHA Playdowns or Alliance Seeded League playoffs. Alliance teams are permitted 2 tournaments prior to mid season seeding (mid November) and 2 after.
5. All Tournament requests must be in a minimum of 2wks prior to the season scheduling weekend - this is in early August (look for a detailed email from Vicki)
6. Major penalties received in any game (exhibition/tournament/league/playoff) must be reported to the office & VP of Travel by email as soon as possible
7. Tournament registration fees are the responsibility of your team. Teams will be billed for any advanced fees by November 30<sup>th</sup>.

## **16. EQUIPMENT**

1. It is mandatory for all players to wear the required approved hockey equipment as per “Hockey Canada” rulebook at all games and practices. Failure to comply may result in suspension of the player and team officials by the Vice President Travel Hockey;
2. Coaches and Assistants (all team officials) must wear protective headwear during activities on the ice in accordance with OMHA rules;
3. It is mandatory that all players wear approved mouth guards as set out in the OMHA Mouthguard Policy and CSA approved helmets with earpiece covers attached as set out in the OMHA Helmet Policy.
4. All players to wear black pants, black helmets, and black gloves.



## **17. HARASSMENT AND ABUSE**

STMHA is committed to providing a safe sport and work environment, which promotes equal opportunities for all and prohibits discriminatory practices – Harassment is discrimination, which includes:

- ✓ Insulting;
- ✓ Intimidating;
- ✓ Humiliating;
- ✓ Offensive; and
- ✓ Physically harmful.

Anyone who suspects, during any STMHA function, a minor is being abused or harassed must report the incident to the President of the St. Thomas Minor Hockey Association. It may also be necessary, depending on the incident, to notify the Children's Aid Society and the Police of this incident.

We will strive to keep all matters relating to a complaint confidential; however, if STMHA is required by law to disclose any information, we will do so. This will not preclude publication of the final outcome of any matter, where a sanction imposed under OMHA Policy includes publication.

STMHA will follow the guidelines of the OMHA Risk Management/Harassment and Abuse Policy (OMHA Manual of Operations).

## **18. TOBACCO, ALCOHOL AND NARCOTIC SUBSTANCES**

All individuals involved in coaching, training, or managing a St. Thomas Minor Hockey Association Team will refrain from the consumption of alcoholic, cannabis or narcotic substances prior to or during any game, practice or function of the STMHA. This includes breaks between sanctioned tournament games. Zero tolerance is to be expected and immediate removal from the team roster will be the outcome.

The use of any tobacco related product or substance is prohibited in any City of St. Thomas arena, or other municipal buildings our teams may visit per that municipality's by-law restrictions.