

Woolwich Minor Hockey Association

Home of the Woolwich Wildcats

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2011 Coach and Manager Guidelines

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Attachments

- Travel Permit
- Woolwich Minor Hockey police check letter

2011-2012 Executive

Position	Name	Phone	Email
President	Steve Hanley	519-669-3774 H 519-897-0342 C	steve.hanley@melloul.com
Past President	Jim Radcliffe	519-206-1133	radcliffes@rogers.com
Treasurer	Deb Good	519-669-8430	debragood@rogers.blackberry.net
VP Rep Teams	Paul Wilson	519-669-8006	cpairbrush@cyg.net
VP Coaching Committee	Rob Waters	519-362-5010	Rob.waters@waters.nestle.com
VP Player/Coach Development	Eric Brubacher	519-669-2667	ebrubacher@sympatico.ca
VP Local League	Gord Maier	519-669-9253	gord@maierweb.ca

Important Numbers and Sites

Woolwich Minor Hockey Office	519-669-2789
Elmira Arena	519-669-2533
St. Jacobs Arena	519-664-3310
Timekeepers - Deb Good	519-669-8430
Woolwich Minor Hockey Website	hockeyoffice@woolwichminorhockey.ca
Ontario Minor Hockey Website (OMHA)	www.omha.net

Please ensure that the entire coaching staff is familiar with these guidelines. The Woolwich Minor Hockey Handbook - Constitution, By-Laws, Rules, Regulations and Guidelines must also be reviewed and followed. Both these guidelines and the Handbook are to be read in conjunction with each other. If there is duplication, the most stringent will apply.

General Duties:

- You are a representative of Woolwich Minor Hockey Association. Your actions are a reflection of the Organization. Come to a consensus with the bench staff as to the channels of communication.
- Mailboxes should be checked at least twice a week. They are located at the Elmira Arena and St. Jacobs Arena. Your mailbox is at the arena in which your team has its regular practice time.
- Get into the habit of being organized. Something as simple as the family name on each handout. Have a binder and keep it with you at all games and practices.
- The manager is responsible to hand out all ice schedules and notices from the Association. You are the main communication link between the Association and our members
- Distribute the “Code of Conduct” to all team members and have it covered at the parent meeting. All Code of Conduct forms will need to be signed by the parents and returned to the hockey office
- If your team is supplied with a sponsor banner, please ensure it is displayed at all games. Assign a parent, if necessary, to ensure it is brought to each game and hung. This is very important as all sponsors have paid a significant financial contribution to the Association to support the youth of Woolwich Minor Hockey.
- Provide a team list to all team members and include the coaching staff and contact numbers. Parent names and contact numbers (home, business, cell, email addresses, and home address) should also be included on this list.
- Provide a “phone/email fan out” list. This list will assist in contacting each team member very rapidly in case of a cancellation etc. Use 3 to 4 parents as the initial contact from the manager. These 3 or 4 parents will in turn contact 3 to 4 more team members from their assigned list.
- Submit weekly updates of each game to the newspaper (Observer and Independent). This can be done by fax or email. Just a basic write up of the game score and players obtaining points in the game. Always remember to highlight the team sponsor in this write up. This can be assigned to a parent to perform for the season.
- Dressing room keys – discuss with your coaching staff. Some coaches prefer the manager to hold the key during the game to ensure the dressing room is locked during the game and opened at the end of the game. The manager will be responsible to ensure the room is opened if there is an injured player. The key could also be the responsibility of the trainer.
- OMHA roster. Managers are to ensure that this roster is always available at all games and tournaments. **IMPORTANT: When you receive your roster back after it has been approved by OMHA, please review it in great detail. Ensure the correct number of players and staff are noted on the roster and the correct spelling of each player and staff.**



WMHA Code of Conduct

1. I will show respect for my teams' opponents, because without them there would be no game.
2. I will not use inappropriate language, nor will I harass players, coaches, officials or spectators.
3. I believe that the safety of the participants in the game is more important than the final score.
4. I value the contribution of the coaches in developing the players' talents even though I may not always agree with their methods.
5. I understand that officials do not make the hockey rules, they only apply them.
6. I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
7. I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
8. I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
9. I understand that children learn from adults, and my behaviour reflects what I want children to learn.
10. I will applaud good plays and performances by both teams.
11. I agree to abide by the WMHA "TRUST" program.

<http://www.woolwichminorhockey.ca/minutes/Trust%20Program.pdf>

Woolwich values respect in hockey. Together we can make a difference.

I agree to abide by the principles of this CODE as set and supported by the Woolwich Minor Hockey Association. I also agree to abide by the rules, regulations and decisions as set for the Woolwich Minor Hockey Association.

NAME (print): _____ DATE: _____

SIGNATURES: _____ (PARENT)

_____ (PARENT)

Woolwich values respect in hockey. Together we can make a difference.

Copies of the Code of Conduct will be in your mailbox early September



WOOLWICH MINOR HOCKEY ASSOCIATION PLAYERS PLEDGE

It is the intention of this pledge to promote proper behavior and respect for all participants within the Woolwich Minor Hockey Association. All players must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

CODE OF CONDUCT FOR PLAYERS

- A. I will play hockey because I want to, not because others or coaches want me to.
 - B. I will play by the rules of hockey and in the spirit of the game.
 - C. I will control my temper – fighting or “mouthing off” can spoil the activity of everyone.
 - D. I will respect my opponents.
 - E. I will do my best to be a true team player.
 - F. I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
 - G. I will acknowledge all good plays & performances – those of my team & my opponents.
 - H. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
 - I. I will remember that I am an ambassador of the game and will conduct myself in a manner that reflects that position.
 - J. I will refrain from the use of drugs including cigarettes, chewing tobacco, alcohol and illegal substances at all team functions and all hockey facilities.
-

I agree to abide by the principles of this CODE as set and supported by the WMHA. I also agree to abide by the rules, regulations and decisions as set for the WMHA.

PRINT NAME: _____ DATE: _____

SIGNATURE OF PLAYER: _____

TEAM: _____



WOOLWICH MINOR HOCKEY ASSOCIATION

COACHES PLEDGE

It is the intention of this pledge to promote proper behavior and respect for all participants within the Woolwich Minor Hockey Association. All coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

CODE OF CONDUCT FOR COACHES

- A. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- B. I will teach my athletes to play fairly and to respect the rules, officials, opponents And teammates.
- C. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- D. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- E. I will make sure that equipment and facilities are safe and match the athlete's age and ability.
- F. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- G. I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of this CODE as set and supported by the Woolwich Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set for the Woolwich Minor Hockey Association.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

TEAM: _____

Schedules:

- Schedules will be emailed to the team contact as they become available and when they are revised. They are also available on the Woolwich Minor Hockey website.

Exhibition Games:

- Exhibition games have been set up for all A teams this year. If more exhibition games are required, Managers or Coaches are to arrange exhibition games with other teams. It is recommended that all teams have exhibition games as part of the tryouts. It is usually a good practice to schedule this game around your third or fourth ice time. Most teams will reciprocate and host your team also at their arena. You are responsible to contact the Woolwich Minor Hockey Office immediately to ensure your team has the ice time and to arrange for referees. Your team will be responsible to supply timekeepers for exhibition games.
- Woolwich Rep Teams are not allowed to have an exhibition game with another Woolwich Rep Team (i.e. Minor Peewee vs. Peewee AE)
- WMHA will pay for the referees for two home ice exhibition games. Additional home game referee costs may be at the expense of the team and not WMHA.

Roster:

- For all Rep teams, Novice to Bantam, the team must consist of 15 players (2 goalies, 13 skaters). For all Midget Rep teams and Juvenile, the team must consist of 17 players (2 goalies, 15 skaters).
- Any deviation from these numbers must be approved by the Woolwich Minor Hockey Executive.
- Please advise the executive as early as possible if you are interested in carrying an extra player

Affiliated Player List:

- A/P lists need to be submitted to the Woolwich Minor Hockey Office ASAP. It is recommended that the A/P list is filled in at your final cuts and have the A/P player and parent sign at that time.
- A/P players can not be utilized until the list is submitted and approved by the OMHA.
- At no time can another player that is not on the approved A/P list play in any game including exhibition games.
- Please understand the OMHA A/P guidelines. Certain age groups are only allowed to A/P a certain player a given amount of times.
- **Local League players in the Grand River League are only allowed to be A/P'd to a Rep team 4 times throughout the season.** If that player is A/P'd the 5th time, they can not play in the Grand River League for the remainder of the season. This can not occur without Woolwich Minor Hockey Executive approval.
- Coaches/Managers are required to notify and obtain agreement from the affiliates regular coaching staff each time of your intention to use a player; this ensures that suspensions and other issues are known and respected.
- Similarly, coaches using affiliated players must notify the affiliates regular coaching staff following a game should injuries or suspensions occur. Team officials must respect this policy and make no effort to discourage affiliated players from participating with affiliated teams as a result of its implementation.

Releasing Players During Tryouts:

- You may perform releases after the first ice time.
- Have the majority of the releases performed by after the third tryout.
- Have the team selected and final releases no later than the fifth tryout.
- Always have two coaching staff in the room during the releases.
- All releases are to be performed in a private room. Do not release by public list or announce the releases in public.
- It is recommended that the players do not have to walk through the crowd of players after the coaching staff has discussed the release with the player. Select a room where the player can exit the arena after the release with their equipment without having to walk through the crowd.
- Send a letter with the released player indicating when their next ice-time will be. Check with the Woolwich Minor Hockey office or on the Woolwich Minor Hockey website when that player's next ice time would be.
- 'A' Rep team coaches are to communicate the final releases to the 'AE' coaches so the 'AE' coach knows the number of releases left to come to that team to try out.
- No Rep team coach can save a spot for a player. If there is some concern with this ruling, contact the Woolwich Minor Hockey Executive.

Timekeepers:

- Woolwich Minor Hockey provides timekeepers (other than exhibition games) for teams Pee wee and up. For teams Atom and below, the manager should organize a schedule for parents to do the timekeeping. Two people per game must be assigned. One person is responsible for the time clock and the other will be responsible for the game sheet. The coaching staff will not be assigned this task.

Team Fundraising Information:

- Fundraising must not compete with existing Woolwich Minor Hockey areas of fundraising.
- Statements of fundraising expenses / revenues must be maintained and made available for all team members
- All team fundraising must be approved by the Woolwich Minor Hockey Fundraising Chair.
- A parent rep could be assigned to perform the administration of each fundraising event.
- It is recommended that fundraising ideas be brought forward at the parent meeting & voted on.
- Some items that have been approved in past seasons are as follows. You are still required to obtain an approval each season:
 - Chocolate bars
 - 50 / 50 draws
 - Chicken / Pepperettes / Shrimp
 - Raffles
 - Car Wash
 - Bake Sale
 - BBQ
 - MacMillans Baking
 - Poinsettias
 - Candles

Items that have be prohibited

- Beer bottle drives

Budgets:

- Open and maintain a team bank account. Many local banks offer “Community Accounts” which charge no fees. If you know the team manager from the previous season you could try to obtain their existing account and cheques. The two existing signing authorities would have to sign off the account and ensure the account is at zero. All team accounts should be in the name of the team (i.e. Woolwich Minor Atom A)
- Set up an account immediately as the first month of the season requires a lot of transactions (rep fees collected and paid, tournament fees, fundraising, etc.)
- Obtain cheques from this account. Two signing authorities are required. One signing authority must be from the coach/manager staff & the other authority must be a parent.
- Rep fees for A and AE teams are due October 1. You are responsible to collect all fees from your players and deposit them into your account. You are expected to write one cheque for the total of all rep fees for your team to Woolwich Minor Hockey Association.
- Each team is responsible for its own operating budget during the season. The costs can be quite high and include such items as tournament entry fees, lodgings for coaching staff, postage, stationary, long distance charges, travel allowances, bus travel, team functions, coach’s gifts, etc.
- Woolwich Minor Hockey suggests the budget is voted on by the parents of the team. It is recommended that the vote is a closed ballot and passed by 2/3
- Bank accounts are to be closed out totally by the end of the season with any money remaining being distributed evenly to the team / contributing parents.
- Any team fees above \$350.00 need to be approved by WMHA executive
- Teams must provide 2 financial reports throughout the season. December update and March end of year update.

Game Sheets:

- A sample game sheet is attached.
- All areas of the game sheet must be filled in. The OMHA has suspended coaching staff for incorrect information on a game sheet:
 - Game number - (the game number can be found on the schedule that you receive from the Woolwich Minor Hockey Office)
 - Location is either Elmira Arena or St. Jacobs Arena
 - Group / League division - (A Rep teams are usually Smith Division, AE Rep teams are usually Russell Division, Midget AE are usually Harrison Division, and Local League teams are Grand River). If you are unsure of the division, contact the Minor Hockey Office.
 - League – Rep teams are Tri-County, Local League are Grand River.
 - Division – Novice, Atom, Minor Peewee, etc
 - Category – A, AE, LL. AE teams are usually considers AE group 2.
 - Curfew Time – Indicate the time and ensure both teams initial the time.
 - Flood – Indicate if there is a flood or not.
 - Suspended players must be listed on the game sheet in the appropriate location. If this is forgotten, the player will be forced to sit the next game also and must be listed on that game sheet. Indicate the number of games suspended on the sheet (1 of 1, 1 of 3, 2 of 3, etc.)
 - Stickers are permitted on the game sheets. The stickers must be on all copies and must not cover any other areas.
 - Game lengths – indicate the length of each period
 - Novice A, Minor Atom A, Atom AE and Major Atom A have enough ice for 10-10-15
 - Minor Peewee A to Major Bantam A play 10-15-15

- Minor Midget A, Midget AE and Major Midget A play 15-15-flood-20
 - All local league teams play 10-10-15
 - Important – when a game is scheduled in a time slot other than your regular game time slot, take a look at how much time is given and follow the game length times as indicated in the OMHA regulations as listed below:
 - 50 minutes 10-10-10
 - 60 minutes 10-10-15
 - 1 hour 20 minutes 10-15-15
 - 1 hour 35 minutes 15-15-flood-15
 - 1 hour 50 minutes 15-15-flood-20
- It is important to go over the penalty minutes given on the game sheet, make sure that the coach is aware of any penalties with a GM, INS, AGG, GRM, or MP. These usually require the player to sit out the next game. If you are unsure if a suspension exists, please refer to the OMHA Manual of Operations or contact the Woolwich Minor Hockey VP of Representative Teams.
- If you are the home team, please ensure that the correct copies of the games sheets are distributed to each team and the other copies are deposited in the mailboxes for the game sheets located in each arena. These must be deposited in the mailboxes immediately after your home game.
- Ensure that the same name is used on the game sheet that is on the roster. No short forms, nicknames, etc.

Tournaments:

- Tournaments listings can be found on the OMHA website.
- You must always keep the Woolwich Minor Hockey Office informed of any tournaments that you have been accepted into. The office must be notified ASAP in order to re-schedule any of your conflicting ice times during that tournament.
- **All tournaments must be booked and confirmed to the Woolwich Minor Hockey Office no later than October 1!** This is a must. The league will not re-schedule games after this time and your team will be forced to play out a game even if it is during your tournament.
- As soon as you decide on your tournaments, get the applications and cheques into the tournament contact immediately. Most tournaments will allow you to post date a cheque. If it is pre-season or very early in the season and you require to submit a cheque, the Woolwich Minor Hockey Office can issue a cheque on behalf of your team until you have your account set up. This must be re-paid to the Association no later than October 1.
- Please note that the Association requires that the maximum number of tournaments that any Woolwich team can attend is 2 in a season (Including the Woolwich Weekend Tournament). Christmas tournaments and March Break Tournaments are not considered in the tournament restrictions
- The Manager should always be responsible for getting the tournament maps and schedules to all players.
- Book hotel rooms as soon as possible. You can always release or cancel them if they are not required, but it is hard to book them as the tournament date gets closer. Book a block of rooms as soon as your team is accepted into the tournament. You can hold them with a credit card. Have the parents each call the hotel directly then and confirm the room under their name and credit card.
- Approved roster sheets and player cards must be taken to the tournament. If you are planning on using an A/P player you must take the A/P list and player card.

- Forms required for Tournaments:
 - Travel permits – Obtain a travel permit form from the Woolwich Minor Hockey Office or the OMHA website and fill it out as soon as you are accepted into the tournament. Either deliver the form to the Woolwich Minor Hockey Office or fax the form into the OMHA. You must have this form returned with an approval stamp in order to attend the tournament. For all OMHA sanctioned tournaments, the permit is free. For any other tournament, OMHA will charge \$20.00 per permit. (copy attached)
 - Tournament permission forms – Obtain a tournament permission form from the Woolwich Minor Hockey Office. This form is usually requested by the tournament as proof that your home centre has agreed for your team to attend this tournament. (copy attached)

Ice Time Returns:

- Any team that requires to return ice that has been scheduled to your team must do so no later than two weeks prior to the scheduled ice time. Woolwich Minor Hockey can not return ice back to the Township less than 30 days and will be charged for this ice time.
- If your team has exchanged practice ice times with another team, you must notify the Woolwich Minor Hockey Office immediately of your intention. You must receive an approval to exchange this time.

Online Standings – A and AE Teams:

- Your team is required to post the results of each home game on the OMHA standings website. This must be done within 3 days of the game.
- If there are any discrepancies with the standings, contact the Woolwich Minor Hockey Office immediately.
- Go to <http://www.omha.net/standings/default.asp> and register your team
- To post the results you must have the game number, the score and each team total penalty minutes.

Coaching Staff:

- All coaches, assistant coaches, trainers, and managers must have the required certifications to be listed on the roster, to be on the bench, and / or to be on the ice.
- The required certifications are listed on the OMHA website or contact the Woolwich Minor Hockey Vice President of Coaching.
- **Police Records Check - All staff must have a valid police check. This is a must!** Police records checks are required the first time a staff is involved with a Woolwich Minor Hockey team. The police records check will be required to be renewed when your coach or trainers certification is required to be renewed (3 years) (if your coach certificate starts with 09D1....., then your certification and police check has to be renewed for the 2009 season). You will be denied access to the dressing rooms, benches, and ice if your police records check is not up to date. Police Records Check for Service with the Vulnerable Sector forms are available at any police station or from the Woolwich Minor Hockey Vice President of Coaching (copy attached, you must obtain an original). A letter from the Woolwich Minor Hockey Vice President of Coaching is to be submitted with your Police Records Check. This letter enables you to a discounted rate of \$10.00 for this check. (letter attached)
- At no time can a coaching staff member play in any game or tournament with the team. Only rostered players can play in any games.

- There are a “Coaches at Large” and a “Trainers at Large” list within Woolwich Minor Hockey. This is a list of current certified coaches and trainers that are registered with the OMHA through Woolwich Minor Hockey. If your coaching staff is quite short for any given game, please contact the Woolwich Minor Hockey Office ASAP to inquire if another registered coach or trainer is available to help with that game.
- If your trainer can not make a game at the last minute and you have no replacement, you may be able to request from the opposing team that you utilize their trainer. That trainer must sign both sides of the game sheet.
- Each coach and / or trainer must ensure that each player is equipped with all the required protective gear including helmets, mouth guards, and neck guards for every ice time.
- Each registered coaching staff that is on the ice for practices must wear a CSA approved hockey helmet. This is mandatory and required by our insurer.
- If other “professional staff” is recruited for a practice (Junior Player, Goalie Coach, Power Skating Instructor), please advise the Woolwich Minor Hockey Office of your intentions at least 5 days prior to the scheduled ice time. Woolwich Minor Hockey Association may perform a reference check on the Individual.

Injuries:

- Advise the Woolwich Minor Hockey Office of any serious injuries that has occurred to any register player. A serious injury can be classified as an injury that sidelines a player for two weeks or more, a broken bone, etc. Minor injuries are not required to be reported to the Woolwich Minor Hockey Office. Please indicate the players name and the team name.

Concussion Management Program

- Pilot project for the upcoming season for Rep players.
- Goal is to provide the safest environment for our players
- All rep players will be required to conduct a 20 minute on line cognitive test at home (referred to as a baseline test) prior to the start of the season.
- The test can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion.
- Once a player is suspected of incurring a concussion the player will see a CMRG pre qualified physician to assess and advise when the player is able to return to play

Equipment:

- Equipment / Pucks / Jerseys for the team are to be picked up at specified dates and times. Contact the Equipment Director for those times.
- A post dated (April 15 of the following year) deposit cheque will be required when the Equipment / Pucks / Jerseys are picked up. This deposit will be held and not be cashed unless the equipment is not returned in full by the specified time as arranged by the Equipment Director but must not be returned any later than April 15.
- If the equipment is lost, stolen or broken, please contact the Equipment Director immediately.
- Game jerseys supplied are to be worn for games only. Jerseys are not to be altered in any way (name bars, etc.)
- Game jerseys are to be kept together. Individual players may not carry their own jersey.

Alcohol and / or Illegal Substances:

- At no time shall a coaching staff and / or a player have in their possession or be under the influence of any alcohol or illegal substance while on the property of any sport facility that the team is attending a game / practice / function.
- The Woolwich Minor Hockey Association will be very strict with this policy.
- It is the responsibility of the Coaching Staff to ensure that this policy is followed for both the staff and players.

Privacy:

- Ensure that all personal information collected from the players and parents (medical information, personal family situations, etc) is kept safe and secure but is readily available if required in an emergency.

Team / Parent Meetings:

- See attached sample template for parent meeting
- It is recommended that you hold a team meeting as soon as the team is assembled.
 - Issue a contact list
 - Set goals for the team
 - Discuss dress code
 - Discuss arrival times for the games
 - Review Concussion Management Program (Rep)
 - Discuss playing time, fair play, some specialty teams (refer to the Woolwich Minor Hockey Handbook for the Fair Play Policy)
 - Code of Conduct -signed
 - Rep teams must have red pants and red helmets
 - Discuss bank account and budget
 - Discuss fundraisers
 - Special events – Christmas parties, etc
 - Phone chain fan-out list – obtain volunteers
 - Newspaper reports – obtain volunteers
 - Tournaments
 - Collect Rep fees
 - Discuss trainer issues
 - Emergency action plan – assign at least two parents
 - Medical files – Sheet attached
 - Advise on allergies so all players and parents are aware
 - No parents on the bench at any time
 - Clothing for the team uniforms (if required) must be purchased through Woolwich Minor Hockey or their approved supplier to ensure all teams are consistent.

Monthly Coaches Meetings

- WMHA will be hosting mandatory monthly coaches meetings.
- Tentative Topics and guest speakers

Potential Coaches Meetings 2011

October

Richard Rank –How to Effectively Communicate with Officials

- Clarification on new rules and interpretation
- How to effectively communicate with an official

Jamie Isreal - Drills For the Skill

- White Board session sharing ideas for drills to focus on specific skill development
- Insights & ideas for age appropriate drills (Power skating, shooting, passing & battle drills)

November

Scott Walker (Guelph Storm Coach)

- Scott will share his perspectives on playing & coaching

December

Rep Coaches Meeting – Pre Playoff Meeting to Define Expectations

- Review topics to cover in Playoff Parent Meeting

January

Coaches General Discussion

- What can WMHA do to improve our program?
 - Coaches recommendations on policies/procedures
- *** Coaches should have the best perspective on what is needed to improve our association and these recommendations could be shared with the executive to evaluate.
- Addressing coaches issues will continue to keep good coaches in the system

If there is a topic that you think we should be discussing please forward it for consideration.