



# **COACH / MANAGER MANUAL**

## **2010-2011**

## Introduction

The Clairmont Minor Hockey Club (CNHC) coaches'/managers' manual has been developed to assist the coaches and managers to understand what we believe, how we intend to operate, and what we expect.

The coaches'/managers' manual will be updated based on year-end program assessments at each level. The assessment information in the form of suggested improvements, in addition to direction from HOCKEY ALBERTA, will determine future changes and improvements to the program.

In addition, the CMHC recognizes it will be necessary from time to time to change or add to the manual. Changes or additions can only be made by executive approval.

A copy of this manual "must" be presented to all Coaches and Managers at the commencement of the hockey season. These individuals will need to read and understand this document completely. A copy will be available for all members online at [www.clairmonthockey.com](http://www.clairmonthockey.com).

All Hockey Alberta and All Peace Hockey League rules are to be adhered to. CMHC expectations may add to Hockey Alberta and All Peace Hockey rules providing these variations are more restrictive than the original rules. A copy of the CMHC Constitution is available online at [www.clairmonthockey.com](http://www.clairmonthockey.com).

Thank you for volunteering to coach/manage in Clairmont Minor hockey (CMHC). While everyone's volunteer time and effort to CMHC is valuable, the coach/manager's role is critical as he/she will directly influence the experience the players will have and the formation and development they will undergo as hockey players and young members of our community.

The purpose of this coaching/manager manual is to assist in preparing you for your role as a coach/manager by providing you with the necessary basic information required to successfully lead and operate your team in the CMHC. There is of course, no manual that can teach you to be a perfect coach/manager. Your success will depend on your commitment to acquiring the technical, interpersonal and leadership skills needed to fulfill the demanding position of being a coach/manager. If you choose to dedicate yourself to this development, being a coach/manager will be a fulfilling and gratifying experience for you.

The success of our hockey program is directly dependent on coaches who commit to the following:

- ensure that all players in the program are treated fairly and respectfully
- ensure that each player is provided ample opportunity and attention to improve upon their on-ice hockey skills – through well planned practice sessions and positive feedback during games
- ensure that each player develops positive team/sportsmanship skills
- ensure that each player has a fun and enriching experience
- work cooperatively and positively with parents throughout the season

Once again, thank you for your contribution to the development of the children registered with CMHC.

As a member of Hockey Alberta and All Peace Hockey League (Atoms division only), CMHC must comply with the rules and regulations set out by these two associations. All team staff members are asked to become familiar with the Hockey Alberta and/or All Peace Hockey league rules and regulations which apply to your team/division. These can be found at:

[www.hockeyalberta.ca](http://www.hockeyalberta.ca)

[www.allpeacehockeyleague.com](http://www.allpeacehockeyleague.com)

Failure to comply with some of the rules could have dire consequences for your team, ignorance of these rules and regulations will not be a defence if an infraction occurs and discipline is necessary by either of these organizations.

## Coaching Conduct

As a coach, you will have a strong influence on your team's behavior. Therefore, it is important that you set the standard both on and off the ice and be a role model for your players. You must demonstrate and insist on fair play and good sportsmanship amongst teammates, parents, officials and opponents **at all times**.

## Role of the Coach

CMHC Head Coaches are fully responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches or Trainers, Managers and parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Coach.

## Guidelines/Expectations

**Coaches and team management are expected to:**

1. Respond to directives of the CMHC and operate the team within established policies and guidelines.
2. Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her on-ice potential.
3. Recognize their responsibilities as leaders, educators and role models for young players. Conduct toward players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not acceptable.
4. Be sensitive to parental concerns and be prepared to respond cordially when warranted.
5. Establish regular positive communication with parents on games, practices, schedules, fundraising, etc.

# Clairmont Minor Hockey Club

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(Coaches and team managements' guidelines & expectations cont'd)

6. Ensure proper supervision of the team, before, during, and after all games and practices and accept responsibility for the conduct, safety, and well being of their players.
7. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or CMHC
8. Hold a parent meeting prior to the beginning of regular season play and at appropriate intervals during the season.

In summary: Success as a coach requires much more than achieving a good win to loss ratio. Much more important is the development of the athletes under your guidance.

## **CMHC COACH'S CODE OF ETHICS**

1. The primary role of the coach is to lead his/her team in a healthy and positive manner demonstrating excellent sportsmanship along with a competitive spirit.
2. The key to being a successful coach is demonstrating positive and healthy leadership. You are a role model for both players and parents and you should conduct yourself with care, fairness and respect.
3. The good coach instills, in players, "the team spirit" with a will to win as well as the ability to accept loss with sportsmanship. As a coach, you must demonstrate respect for officials, players, parents and opponents as well as expect respect for same from your players.
4. The coach must treat all players fairly with respect to ice time and discipline.
5. Coaches found to be under the influence of drugs or alcohol while performing in an official capacity will face possible suspension or expulsion.
6. Coaches must be organized and prepared for practice in order to maximize the development of players including a development program for their goalies.
7. Verbal or physical abuse of players or parents will not be tolerated. Any violation by a CMHC coach may result in suspension or expulsion.

## **RECOGNITION & PREVENTION OF ABUSE POLICY**

In response to adverse events that have occurred over the past few years, CMHC has developed a Conduct Management Plan in this area.

The Canadian Hockey Association (CHA). Alberta Hockey and CMHC are part of a sporting community in our country committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse or neglect, whether emotional, physical or sexual is an important element of safety. The CHA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, the CHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The CHA is committed to the highest possible standards of care for its participants. A number of initiatives are in place including information campaigns, development of new standards for volunteers and awareness of the means for reporting incidents.

### **Coaching Qualifications**

All CMHC coaches are required to obtain at least a Canadian Hockey Coach Level certificate, issued by the Canadian Hockey Association. ALL teams in CMHC must have at least 2 people registered with their team who has completed the Canadian Hockey Safety Program (CHSP) and the Canadian Hockey Abuse and Harassment Clinic (Speak out). At least one of these two people must be present on the bench at ALL GAMES. This is a mandatory requirement of Hockey Alberta. This year, Hockey Alberta is participating in a project called Respect in Sport which is replacing the Speak Out program. If you have Speak Out, you do not need to take Respect in Sport. If you do not have Speak Out, you must take Respect in Sport by Dec. 31<sup>st</sup> of this hockey season

CMHC will compensate coaches attending mandatory certification clinics (Initiation, Coach Level, CHSP and Speakout or Checking). Please note: pre-paid receipts and course attendance are required for reimbursement from CMHC. Coaches are encouraged to attend more advanced clinics as well. CMHC will generally reimburse coaches for attending these clinics but pre-approval should be sought by CMHC. Once the course has been completed, receipts can be sent to the CMHC executive for reimbursement.

## **Organization and Team Structure**

### **Team Manager**

All Coaches are to recruit a Team Manager. He/she can be your most valuable assistant and therefore should be someone with whom you are comfortable working with closely. The role of the Team Manager is to assist with or assume complete responsibility for the off-ice organization. If you are having difficulty finding a suitable volunteer, please contact your CMHC executive for assistance. The duties performed by the Manager will vary from team to team and should be agreed on at the first opportunity. The coach and manager together may then decide to further delegate responsibilities to other parents or players if appropriate. The duties of the Manager could include but are not limited to:

# Clairmont Minor Hockey Club

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(Team manager's duties cont'd)

1. Assist the coach in ensuring that the team operates within the established policies and procedures of the CMHC and other governing bodies of minor hockey.
2. Assist the coach in setting up and enforcing rules and guidelines for conduct of players, parents, and team officials, both on and off the ice. The manager should play an important role in monitoring off-ice behavior.
3. Organize several parent meetings throughout the year. These can be held as often as necessary but probably **not less than four times per year**. An agenda should be prepared in advance.
4. Ensure that a parent representative who is not involved directly in the day to day operation of the team is either selected or elected by the parents.
5. Prepare and distribute a team contact list which includes player's names, jersey numbers, telephone numbers, and parent's names.
6. Prepare Game Sheets unless coach wishes to do so. Computer generated labels of Team Rosters are allowed and encouraged - but don't forget 4 copies per game sheet. Notations of absent, injured, suspended, affiliated and overage players is ALWAYS REQUIRED.
7. Prepare and distribute practice and game schedules.
8. Telephone players regarding changes in the schedule. A telephone committee involving several parents can also be set up to do this task. Email can be used but it's important that ALL families have access to the information in time. For example, work emails could mean that a message sent Friday would not be received until Monday.
9. Organize fundraising to meet team's financial needs.
10. Organize team on photo date, place and time.
11. Organize extra ice time either indoors or outdoors for practices or exhibition games in consultation with the Coach.
12. Organize exhibition games in consultation with the Coach.
13. Prepare entries for tournaments in consultation with the Coach.
14. Obtain sanction numbers for exhibition games and tournaments within the city, and travel permits for exhibition games and tournaments outside of the city and special event passes.
15. Book referees for exhibition games.
16. Ensure that a copy of the game sheet from league games, exhibition games and playoff games is delivered to the appropriate contact from All Peace League as per the league requirements.

# Clairmont Minor Hockey Club

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(Team manager's duties cont'd)

17. Organize parents to serve as timekeepers and penalty box attendants during home games.
18. Organize team volunteers to meet fundraising obligations to CMHC.
19. Assist in the distribution and collection of team equipment including jerseys, pucks, pylons, goalie equipment, etc.
20. Ensure the completion of any medical forms such as the CHA Accident Report Form for reimbursement of ambulance fees, etc.

## Trainer

There must be one trainer in the building at all times; the trainer must act as a safety person for both their team and the opponents if only one trainer is present.

It is the responsibility of the all team officials to be concerned about and attentive to all aspects of player safety. The prime objectives are prevention and proper injury management when the situation requires. The trainer is the leader amongst a team's staff in enhancing the safety of players and other participants within minor hockey. Safety, both on and off the ice is the trainer's primary responsibility and top priority at all times.

Trainers must attend a course to become certified. Trainer certification is valid for 3 years.

## Fundraising Committee

Depending on your team's fund raising goals, a committee of two or more people may be required to explore ideas and put projects in motion, all fundraising activities must be approved by CMHC executive.

## Scorekeepers and Timekeepers

It is often better if 2 or 3 volunteers can be arranged to become familiar with the jobs of score keeping and time keeping.

## Statistician

If your team wishes to keep statistics

## Team Equipment Manager(s)

These volunteers will be responsible for: care of jerseys, pucks, water bottles, etc. and might also be in charge of carrying out periodic safety checks on player's equipment. Team jerseys are **NEVER** to be distributed to players. Each set is to be carried in one jersey bag and washed by the parent (s) of team members.

## Tournament Representative

This volunteer would represent your team on the Tournament Committee, and enlist and schedule volunteers to carry out your team's duties as a host team in a CMHC tournament. Each team wishing to participate in a tournament must have minimum of two representatives to coordinate the team's responsibilities for tournaments. At least one of these people must become familiar with Hockey Alberta's rules and regulations pertaining to tournaments. (Section 12.0)

## Parent Representative

Each team is **encouraged** to elect or select a parent representative who is not involved in the day to day operation of the team. The purpose of the Parent Representative is to play a central role in communication by:

1. Serving as a communication intermediary between team officials and parents to ensure that pertinent information is disseminated.
2. Bringing forth concerns of parents to team officials and of team officials to parents.
3. Pointing out potential problems to team officials and parents before problems occur.
4. Acting as an intermediary between parents and team officials when disputes arise.

The vast majority of problems can be settled quickly simply by effective communication. Many other problems can be averted by communicating objectives and plans to parents during regular meetings. When all else fails, a calm third party is often your best means of dealing with any friction that may arise.

## Team Captains

The referee will require that you identify captains and assistant captains on the game sheet. The method of choosing captains is for each team to decide.

## Delegation of Responsibilities

It is not necessary for one person to assume all of the workload required for the operation of the team. Delegation of the workload not only reduces your commitment, but is usually an effective catalyst for the development of cooperation and friendships amongst parents and players. The Coach's responsibility may simply be to oversee their efforts and ensure completion. It is useful to enlist your volunteers early in the season when enthusiasm is high. It is also important to be specific in communicating the responsibilities that you would like them to assume.

## Team Operation

### CMHC Policies and Procedures Manual

An essential component of managing a minor hockey team is to ensure that the team is operated within the rules and guidelines of the various governing bodies of minor hockey. CMHC has a Policy and Procedures Manual in which the guidelines for the day to day operation of the Association are written. (Please see our website for a copy) Some of these guidelines are reproduced in this manual; however, the Policy and Procedures Manual should be referred to if concerns arise. In addition, members of the CMHC Executive Committee are prepared to offer assistance.

## Parent Meetings

Ultimately, all Minor Hockey programs are responsible to the parents. Criticism from parents most commonly revolves around problems with lack of communication. Regularly planned meetings are an effective means of communication. A minimum of 3 or 4 meetings should be held during the season with the first scheduled as soon as possible after formation of the team.

A typical agenda for a first meeting might be as follows:

### Agenda

1. Introductions
2. Explanation of coaching and managerial philosophy
3. Explanation of discipline and disputes policy
4. Practices: Structure, number, indoor or outdoor
5. Games: Regular season, exhibition, tournament
6. Social Events
7. Anticipated budget
8. Fund raising
9. Selection of Parent Representative
10. Recruitment of other volunteers
11. Guidelines for parent behavior

## Behavior and Discipline

A consistent and fair approach to behavior and discipline, **which has been communicated to and discussed with players and parents early in the season**, is an important means of making hockey an enjoyable, rewarding, and positive experience. On the ice, the standard is determined by the rules of play which are enforced by the referees. On the bench, in the dressing rooms, and in the stands, it is sometimes necessary for team officials to remind players, and sometimes other team officials and parents that sportsmanship is for all participants.

Keep control of the players on the bench and do not allow derogatory comments to teammates, opponents, officials or fans. A player set on the correct course early in his career will usually continue on this path. In the dressing room, it may be necessary to set specific rules such as no throwing of

# Clairmont Minor Hockey Club

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(Behavior and Discipline cont'd)

tape balls, swearing, etc. It is useful to publish these rules and distribute a copy to all players and parents. It is also important to positively encourage and promote the development of sportsmanship including recognition of efforts of teammates, referees, and opposing players. Sometimes it is necessary to remind team officials and parents that their behavior is often the example from which young players learn.

Harassment of officials or the opposing team is never acceptable. Players and officials may receive ejections and suspensions levied by the APL, AHA, or CMHC.

Unruly fans may be asked to leave the rink by the referees, CMHC Executive member or the Zone Director.

Be aware of "horseplay" at practices and during games, and control this in a positive manner. Many unnecessary injuries occur as a result of horseplay. Also, remember that your team may be held financially responsible for any damage to property that arises as the result of horseplay.

Most problems with parents and players can be avoided by effective communication before problems arise, hence the importance of Parent meetings and the Parent Representative. However, when concerns do arise between **parents and team officials**, the following procedure should be followed:

1. Direct communication between parent and head coach.
2. Involvement of the parent representative as an intermediary.
3. Direct communication with the team manager.
4. Referral of the problem to CMHC executive.

When concerns arise regarding the **behavior of a player**, the following procedure should be followed:

1. Direct discussion with the player.
2. Involvement of the parent.
3. Involvement of the team Manager.
4. If necessary, involvement of CMHC President.

## Rules and Regulations

### Practice Ice

As part of registration, each team will receive practice time. Practice allocations will be distributed with game schedules or through the CMHC ice coordinator. You are encouraged to seek additional ice time for practices to suit your team's needs. You may also want ice to arrange exhibition games and small tournaments. **REMEMBER!** You are responsible for the cost of any extra ice times beyond the basic allotment.

## Exhibition Games and Tournaments

CMHC teams are allowed to seek additional games and tournaments for their teams. Scheduled league and playoff games must always take first priority. All Hockey Alberta rules and regulations apply to exhibition games.

In searching for exhibition games and tournaments, there are several sources:

1. Your fellow coaches and other contacts that you meet.
2. Your category director.
3. The Alberta Hockey Directory (available in late fall). [www.hockey-alberta.ca](http://www.hockey-alberta.ca).

## Sanctions

Sanctions must be obtained for **ALL** organized team activities on or off the ice. Failure to obtain a sanction will void any/all insurance coverage through Hockey Alberta. CMHC does not accept any liability for the failure to obtain an appropriate sanction for a team event. Sanctions are obtained by contacting the person who is appointed as CMHC sanction person. Please allow sufficient time for the sanction request to be processed. Keep in mind that certain activities **CANNOT** be sanctioned, check with the sanction person prior to planning an activity to see if it is allowable.

## Referee /Referee Fees

Certified on-ice officials are not required at the Initiation or Novice level. Parents are encouraged to officiate these games on a no cost basis.

League games as well as exhibition games at the Atoms level, must use certified on-ice officials. All games shall have a minimum of 2 certified on-ice officials. For games with a two man system, one must be from at least two (2) divisions higher than the play they are officiating, whereas the other must be from at least (1) division higher. On games with a three man system, the referee must be from at least two (2) divisions higher than the play they are officiating, whereas the linesmen be from at least (1) division higher or the linesmen can be from the same level. Teams not meeting these requirements will be fined \$ 250.00 by the League Commissioner and/ or President.

On-ice officials are to be compensated in accordance with the rates set out by Hockey Alberta in each season. The referee rate sheet can be found on the Hockey Alberta website: [www.hockeyalberta.ca](http://www.hockeyalberta.ca)

Team managers are responsible for compensating the on-ice officials. An advance for the following month's fees can be requested from the treasurer. At the end of the month, a copy of all official gamesheets for the month must be provided to prove that the games were played in order to obtain an advance for the next month.

A list of certified on-ice officials will be provided by CMHC. Once the All Peace League schedule is complete, try to schedule officials for all home games as soon as possible to avoid last minute confusion.

## Concerns Regarding Referees

Remember that good referees, like good hockey players, must be developed. As a team official, you have a responsibility to support and encourage the development of these officials, who for the most part, are young people. Therefore keep your comments positive and your emotions under control.

## Uniforms

An athletic club is identified by its colors and uniform design. The CMHC colors and style are based on a custom made jersey and this is the visible identity by which the CMHC is recognized. It is important that all teams have a consistent appearance both on and off the ice. Therefore, there should be no changes or deviation from the accepted designs.

### Guidelines for apparel:

#### 1. Team Jerseys

One set of home and one set of away jerseys will be assigned to you by the equipment manager. These must be used at all sanctioned events but NOT for practices. **Jerseys are NOT to be distributed to players**, but rather carried by an assigned parent in the team garment bags.

#### 2. Name Bars on Jerseys

Name bars are not permitted on CMHC team jerseys

#### 3. Team Socks

Each player will receive a pair of socks which is to be worn at ALL games.

#### 4. Team Jackets

Official CMHC apparel Team Jackets, Track Suits, Hats and all other apparel information is available from the CMHC Equipment Manager.

#### 5. Coach's Apparel

CMHC coaches must wear either regular street clothes or CMHC apparel on the bench. It presents an unsatisfactory image if you wear apparel from other hockey clubs while functioning as a CMHC coach.

#### 6. Advertising

Team jerseys will bear the CMHC logo on the front along with a sponsor's name bar as approved by the Executive Committee. Additional advertising or logos are **not allowed** without prior consent of the Executive Committee.

## 7. Equipment Safety Standards

No player shall participate in CMHC sanctioned activities unless fully dressed in protective equipment sanctioned by the CMHA and as required by Hockey Alberta. This will include: helmet, full face protector, shoulder pads, neck protector elbow pads, protective pants, athletic protector, gloves, shin guards, and approved skates suitable for hockey. It is the responsibility of the coach to ensure that all players are properly equipped before stepping on the ice for play or practice.

## 8. Goalie Equipment

Most goaltenders will have their own equipment. However, for those that don't, the CMHC will do their best to supply equipment that will be the responsibility of the goaltender for the season and must be returned at the end of the season. Contact the CMHC Equipment Manager if you need assistance.

## CARE OF UNIFORMS

- A) **DO NOT HAND OUT JERSEYS TO PLAYERS.**
- B) Please submit a team list of players and assigned jersey numbers to the CMHC Registrar who will forward it to the Equipment Manager. Please note any damage to jerseys on that list.
- C) Wash Jerseys after every game. This will prevent rust marks and yellowing of jerseys and will make atmospheric conditions in change room more tolerable. Wash in COLD OR WARM water with your normal detergents and fabric softeners. **DO NOT USE BLEACHES.** DO NOT USE CLOTHES DRYER. HANG TO DRY. Jerseys usually take 1 hour to dry.
- D) NAME BARS are not permitted on CMHC jerseys

## RETURN OF UNIFORMS

- A) WASH all jerseys. Use twice as much fabric softener as usual. This will help prevent the jerseys from becoming stagnant over the summer.
- B) PLACE in jersey bag with numbers facing up and starting from the largest number at the bottom to the smallest number at the top.
- C) NOTE any damages, numbers peeling off etc. so they can be repaired before next season.

## Affiliations

Refer to Section 8.0 of the Hockey Alberta rules and regulations for the complete rules and regulations pertaining to affiliates

The purpose of having affiliated players is to supplement a team in case of illness, injury, suspension or other forms of absenteeism on the team. When choosing affiliates, remember:

# Clairmont Minor Hockey Club

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(Affiliations cont'd)

1. Affiliates must be chosen from within the CMHC organization from a team below your tier/division.
2. All affiliations must be approved by the president of CMHC.
3. A player may affiliate WITH ONLY **ONE** TEAM. Please ensure that there is no conflict.
4. You cannot dress more players than are listed on your Team Registration Card. In effect, you must have players absent, injured or suspended before affiliates can be used.
5. You cannot purposely leave one of your registered players undressed in order to use an affiliate.
6. All affiliated players must have signed an **official affiliate form** and the original must be delivered to the CMHC Registrar in time for the affiliation to be properly registered by December 15<sup>th</sup>.
7. Affiliated players are to be added to the game sheet and identified as "Affiliate" by placing an A beside their names.
8. Any Player participating in any game as an affiliated Player, without the approval of the General Manager or his designate(s) shall be considered an Ineligible Player, and team officials subject to discipline under section 13.3 of the Hockey Alberta rules and regulations. (penalty is an indefinite suspension)
9. A Novice player affiliated to an Atom team may not play more than 5 games with the affiliated team in the current hockey season (excluding exhibition and tournament games). After 5 games player will become an ineligible player.
10. Proper procedures set out by CMHC must be adhered to prior to playing an affiliated player:

## Procedures for requesting an affiliate:

The coach/manager of the affiliate must first be contacted to receive permission. It is their responsibility to ensure that there is no scheduling conflict as a result of the request as a player cannot miss a game with the team he is registered to in order to play as an affiliate on another team. The coach/manager of the affiliate will then contact the parent(s)/guardian(s) of the player and the player himself/herself for their approval.

If you have difficulty understanding this policy, check with your CMHC Registrar

## Insurance

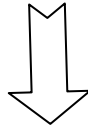
All players, coaches, assistant coaches and managers of the CMHC that have been properly registered are covered through insurance provided by Hockey Alberta.

It is the team manager's responsibility to provide a list of team officials to the registrar as well as to ensure that no one else is on the ice unless the proper sanction has been obtained.

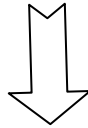
Failure to comply will void the insurance of **ALL** people on the ice.

# **LEAGUE PROTOCOL FOR THOSE WITH PROBLEMS &/OR QUESTIONS (Coaches, Managers Etc.)**

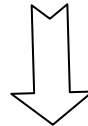
- 1. First call your Local Minor Hockey Association President &/or All Peace League Representatives.**



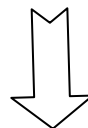
- 2. Your local rep will solve your problem or answer your question. If they can't they will contact the League Divisional Commissioner for advice.**



- 3. If the League commissioner is unable to help, the League President may need to be called.**



- 4. All contact with the League Commissioners & League President will be done ONLY via the All Peace League Representative or the Local Minor Hockey Association President.**



- 5. This protocol is in place to ensure that the Local Minor Hockey Association is aware at all times of what concerns or problems their teams are experiencing with the league and to minimize the number of calls the League Commissioner & League President are required to answer.**