



# FREDERICTON YOUTH HOCKEY ASSOCIATION COACHES MANUAL

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## **INTRODUCTION**

This manual has been produced by the Fredericton Youth Hockey Association (FYHA) to assist coaches in understanding how the association and the governing bodies of minor hockey (Hockey New Brunswick (HNB) and Hockey Canada (HC)) operate.

This manual is a resource for new and veteran coaches to assist with frequently asked questions, regulations, and policies. The tools within the manual are educational, and it is the hope of the association that they will assist you in your volunteering role as a coach.

Thank you for the time, energy, patience, and understanding you provide as a volunteer coach to the youth of the Fredericton Youth Hockey Association.

## **HNB FAIR PLAY POLICY**

This document is being prepared to alleviate some of the problems and concerns that are currently occurring within Hockey New Brunswick. This “Fair Play” rule will apply to Competitive AA and below. With the implementation of the “Fair Play” policy, we hope to address all the issues and make for a better hockey experience for everyone involved.

1. The purpose of introducing Fair Play into the HNB program is to encourage, foster, develop players, and enhance the aspects of SAFETY and RESPECT, on and off the ice by all participants involved. Fair Play encourages all players to be as competitive as possible, but within the rules of the game. Fair Play does NOT take away from winning. It has been shown that Fair Play can enhance winning rather than detract from it.

2. *The five basic principles of Fair Play:*

- a. Respect the rules
- b. Respect the opponents
- c. Respect the officials and their decisions
- d. Have everyone participate fairly
- e. Maintain your self-control at all times

3. *Respect the Rules*

Each participant within HNB will respect the rules of the Association and abide by the rules. Rules and guidelines ensure our game is fair and to educate the kids to ensure a safer and more enjoyable learning experience.

4. *Respect the Opponents*

Your opponents are also players within a minor hockey association. Treating all players the same from both teams is essential for a more productive and safe environment. By cheering for both teams as they make plays will enhance the production of the kids on the ice. Respect for opposition coaching staff is also crucial so any infractions during the game can be resolved with ease.

5. *Respect the Officials and Their Decisions*

Officials for Minor Hockey play a vital part in the success of our season. Officials are young adults, learning the game, as so are the players on the ice. They have to be directed and supervised and learn

from their mistakes. Calls made by officials will not be questioned over the ice however any discussions between officials and coaching staff will be taken up at the bench area through the teams Captains and Assistant Captains.

#### *6. Have Everyone Participate Fairly*

It is important for all players to participate to develop into hockey players. Ice time for kids is important as they will have a greater opportunity to develop to the best of their potential. By having everyone participate it will create a team building experience which will result in the kids learning and progressing to the best of their ability.

#### *7. Maintain Your Self Control at All Times*

It is important for coaches, players, executive, and parents to maintain their emotions within a hockey environment. Yelling at the referees will not be tolerated and making derogatory comments will create a tense environment. We are the teachers and should act accordingly so our kids can learn from our actions.

#### *8. Coaching*

Coaches have to be able to coach but within the guidelines laid out in the HNB constitution and Fair Play rules. When teams are participating within their regular season, tournaments, special events and playoffs, coaches will ensure that all players participate the same. By doing this the kids will learn from each other and develop to the best of their ability. There will be no double shifting as it should not be required due to an equitable amount of players on the team. The coaching staff is to brief parents on their plan for the season and what is expected of them so everyone involved is aware of what is going to happen. If any concerns are raised then they should be addressed immediately before they move on. It is important to have team meetings periodically so coaching staff can address any concerns that may linger throughout the team so issues can be dealt with immediately.

#### *9. Breaking the Rules*

Rules are implemented to make our game a better experience for all involved. They will be followed and anyone breaking the rules as laid out in our constitution and fair play guidelines will be liable to suspension. All constitutional By-Laws and regulations will be followed and the HNB executive will implement this policy to ensure a positive experience for all.

#### *10. Contracts*

Contracts and guidelines will be provided to all players, coaches and parents involved in Hockey New Brunswick. These contracts will be reviewed by all and signed as being made aware of the "Fair Play" policy within HNB. Failure to comply will result in no on ice activity by players registered. Contracts must be signed by coaches, players & parents prior to commencement of any on ice activity.

#### *11. Complaint Intake Form*

HNB fair play policy is designed to ensure all aspects of the fair play rules are implemented and followed to ensure a positive experience for all participants within HNB. Anyone within HNB can complete a complaint intake form and submit to the appropriate director who will ensure it is passed to the HNB executive for action. (Complaint intake form is found on page ??).

## **CONTRACTS**

### **COACH**

As coaches within the Hockey New Brunswick, our focus is to ensure that players develop and refine their hockey and skating skills, fair play, work hard, build teamwork, have fun, and most importantly, learn to respect teammates, coaches, opponents, officials and their decisions, and the game of hockey. SAFETY and RESPECT are our goals.

As coaches we agree to abide by the following guidelines:

1. We will actively encourage and support the concepts of Fair Play: Respect the rules. Respect your opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. We will be organized and prepared for all practice sessions and games to maximize and optimize all scheduled ice time.
3. We will not openly be critical of any players on our team, opposing teams, officials, or other coaches.
4. We will treat all players fairly and with respect and ensure all players receive equitable ice time throughout the season.
5. We will respond to and be aware of all players' safety and their needs.
6. We will emphasize respect, teamwork, fun, and attempt to build a love for the game in our players.
7. We fully understand that our system is designed to serve the needs of the players first, and not to serve the coaches and parents.
8. We will attempt to teach our players to work hard to win, but not to win at all costs.
9. We will respect other coaches within our system and work with them to ensure maximum benefit to the players.
10. We will make ourselves available to meet with individual parents to discuss any personal concerns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Team: \_\_\_\_\_

(A signed copy, signed by the coaching staff, of this Contract/Guidelines is given back to the executive.)

## **PARENT**

All parents of players within Hockey New Brunswick agree to abide by the following guidelines and ensure that friends/relatives who accompany them to the rink also follow these guidelines as applicable.

1. Parents will actively encourage and support the concepts of FAIR PLAY at all times. The concepts are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. For younger players parents will ensure that players are brought to the assigned dressing rooms for all scheduled games and practices.
3. Limit of one parent per player in dressing room prior to game/practice. (If possible no siblings/friends/relatives in dressing room prior to games/practices.) Please respect the need of each player to have his/her own space.
4. For younger players, parents should leave dressing room once your child is geared up for game/practice, minimum 15 minutes prior to games and 5 minutes before practices.
5. Parents are asked not to return to dressing room following game or practice until permitted by coaching staff. (Please respect a closed door.)
6. Parents will ensure their child attends ALL scheduled practices and games. Contact team manager if unable to attend for any reason.
7. Parents will leave the coaching to the coaching staff, and not interfere with, or undermine the coaches at any time. They are not to coach the kids from the stands during play and not to approach anyone involved with the function of the game or practice. Any major concerns can be addressed after the event giving a twenty-four hour cool off period. Do not encourage your child to play the game in a manner inconsistent with the coach's direction or plan.
8. Parents will communicate any/all concerns to the team manager, however if a manager has not been designated then all concerns will be directed to the coaching staff. If a manager is present, they will schedule a meeting between parents/coaches if necessary.
9. Parents and players are expected to participate in required team fund raising and rink volunteer work (Clock, Assisting Coaches).
10. Parents are to be aware that all kids may not receive the exact amount of ice time however all kids will get equal opportunity depending on coaching decisions throughout the game.
11. Parents will attend any team meetings or special functions that may be scheduled and ensure that your child does, as well, if required.
12. Parents are reminded that players will not be permitted on the ice without complete and safe equipment. Double check equipment before leaving home.

I agree to abide by the HNB Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name(Print): \_\_\_\_\_

Team: \_\_\_\_\_

(The Parent Contract/Guidelines are distributed to the parents at the first team meeting at the start of the season. The Contracts/Guidelines are signed by all the parents. The parents hand the signed portion of the Contract/Guidelines to the manager indicating agreement.)

**PLAYER**

1. I will follow the rules of Fair Play. I will respect the rules of the game. I will respect my opponents. I will respect the officials and their decisions. Everyone will participate. I will maintain my self-control at all times.

2. I am on a team and will be a team player.

3. Winning isn't everything. Doing my best in all games and practices is everything.

4. I will respect my teammates.

5. I will maintain a positive attitude in a losing and winning situation and provide leadership to all my players at all times. We win as a team and lose as a team. No individuals are responsible.

6. I will listen to my coach's instructions.

7. I will show good sportsmanship at all times and maintain a positive attitude on and off the ice.

..... Return Signed Portion Below to Your Coach .....

I agree to abide by the HNB Rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Team: \_\_\_\_\_

## **COACH RESPONSIBILITIES**

*(Directly quoted from FYHA Operations Manual)*

### **5.15 Coaches**

#### **1. Results Required**

- 1.1 Operation of their team fully in accordance with FYHA purposes, objectives, policies and procedures.

#### **2. Typical Responsibilities**

- 2.1 Provide a budget and statement of disbursements to the Director of Operations as per guideline 6.15.
- 2.2 At all times, set an example of good sportsmanship to their players by their attitude toward their players, FYHA personnel, officials, fans and opposing players by their own conduct. A coach must refrain from using profane language and from smoking in dressing room and players bench, etc.
- 2.3 Get to know their players as soon as possible and to understand each ones needs, desires, character, attitude, emotional control, and hockey abilities, and build a rapport of understanding and respect in a good player-coach relationship.
- 2.4 Develop their coaching qualifications by attending CAHA clinics at least to Development Level or as appropriate for the skill level which they are now or aspire to coach. Obtain and maintain St. John Ambulance First Aid Training Certification.
- 2.5 Cooperate with the Coordinator of the appropriate program in the assignments and re-assignments, of players to their team, with the objective of having each player play at their appropriate level of skill and that teams are balanced as closely as practical as early as possible in the season.
- 2.6 Pass on information to their players as appropriate re: schedules, practices, etc.
- 2.7 To issue collect and return FYHA equipment as issued for their team by the Director of Property and Equipment.
- 2.8 Supervise their players at all times when they are at the rink for games and practices, including when they are in dressing rooms, bench and on-ice.
- 2.9 Follow-up to see that all their players are present for all games and practices, except if excused for good reason such as illness, absence from town, etc.
- 2.10 Enforce the principles of Fair Play (see Appendix 5) and as such ensure that all their players receive equal ice-time for all games, except if a player is being disciplined by sitting out shifts or periods, and otherwise do their best to ensure that the game is fun for all their players. FYHA discourages the use of Power Plays and/or special penalty killing units as this leads to unequal ice time. If such practices are followed, responsibility 2.9 must be achieved by compensating player rotations.
- 2.11 Arrange for responsible adult drivers when the team is traveling.
- 2.12 Ensure that designated practice sessions are used to maximize advantage for development of basic skills and not for exhibition games. Coaches are encouraged to seek recommendations from the Director of Coaching Development on how to organize and run practice sessions.
- 2.13 Use of alcohol or drugs, or the being under the influence thereof, by any player, coach, manager or other team official during any FYHA team activity is strictly prohibited.

- 2.13.1 Any violation hereof by any player, manager or other team official shall be dealt with by the coach forthwith under the provisions of section 2.22 of section 5.15 and section 3.2 of section 5.15 hereof, or the same may be referred by the coach in writing to the Discipline Committee.**
- 2.13.2 Any person may lodge a written complaint for any violation of the provisions hereof with the Discipline Committee.**
- 2.13.3 Upon receipt of any complaint as aforesaid, the Discipline Committee shall deal with same within seven days and shall impose such penalties as in its opinion is reasonable in the circumstances, and considering the criteria for the imposition of Sanctions set forth by the NBAHA.**
- 2.14 Ensure that all players use CSA approved helmets, the CSA sticker must remain on the helmet at all times, with a full CSA approved face shield, and that all players also wear BNQ certified and stamped neck protectors.
- 2.15 Check that all other hockey equipment worn by their players is complete and properly sized.
- 2.17 Ensure that game reports are properly completed as required. (Refer to the section in this manual regarding Game Reports)
- 2.18 Assist, and involve their players, in FYHA fundraising and other official functions.
- 2.19 Arrange for a responsible individual to operate the time clock and record penalties, goals and assists at their home games.
- 2.20 Generally work with officials in controlling the players during games.
- 2.21 In so far as possible get to know the parents or guardians of their players and encourage them to abide by FYHA policies.
- 2.22 Discuss any protracted behavior problems with the parents or guardians of the player involved.
- 2.23 Bring any observed violation of FYHA policies or procedure, to the attention of the other Coach involved, or to his Division Manager or Coordinator of the appropriate program where warranted.
- 2.24 Promptly take appropriate action in event of injury to his players.
- 2.25 When penalties are assessed at the end of a game, have team captain or alternate captain report to the timekeeper's bench to receive game ending penalties.
- 2.26 For Bantam Division and higher, no game shall proceed until at least 2 qualified officials are present.
- 2.27 Notify Division Coordinator of any player suspension action taken.

## **CERTIFICATION**

A listing of Coach Clinics can be found on the FYHA website on the "Coach Information" page once the schedule has been determined. The clinics are FREE for all rostered FYHA team officials. An online equivalent of the Speak Out! course has been approved by Hockey Canada, and the link is available on the "Coaches Corner" page. Once you have completed the course, you will be sent an email confirming you have received your certification. Forward that email along with your mailing address to the Executive Director for reimbursement of the course.

**Intro to Coach** - certifies a volunteer to coach at both Initiation and Novice age levels only.

**Coach Stream** - "qualifies" a coach to coach any level between Atom and Midget AA hockey and below to Recreation. To become "certified", a coach must complete the post task to given to them during the course and submit this post task to the Course Conductor who facilitated their course.

**Development 1** - "qualifies" a coach to coach AAA hockey within the following age levels of Peewee, Bantam, and Midget. To become "certified", a coach must complete the post task given to them during the course and submit this post task to the Course Conductor who facilitated their course.

*(Directly quoted from the HNB Constitution)*

December 15th of the current season shall be the deadline for all persons requiring certification to obtain their certification, as follows:

- a. All persons involved in instructing children from the ages of 5-8 inclusive require **Introduction to Coach**,
- b. All minor hockey coaches in Development AAA require **NCCP Development 1**.
- c. All other coaches not mentioned above require NCCP **Coach Stream** (excluding Junior and Senior). Persons that are qualified and certified at a higher NCCP course shall be grandfathered as qualified at lower NCCP courses, and
- d. All bench and on ice personnel 16 years and older, registered with HNB, require Hockey Canada's **Speak Out!** (or Respect In Sport online course equivalent)
- e. All HNB registered hockey teams (excluding Adult Recreation) shall have a **Hockey Canada Safety Program** certified trainer on the **HCR team roster** for all HNB sanctioned games. Their certification will expire 5 years after the date of the program certification course.

## **CRIMINAL RECORD SEARCH POLICY**

### **POLICY OBJECTIVE**

The Fredericton Youth Hockey Association (FYHA) owes a duty of care to its members, volunteers, and the community. We are committed to creating and maintaining a safe environment for our participants. In an effort to protect the youth involved with the FYHA, we now require all team officials (those rostered with the Hockey Canada registry) to complete a criminal record search with their local police department. Once received and approved, applying team officials must submit their police record check with their volunteer application form; otherwise, the individual will not be accepted to that position.

### **EFFECTIVE DATE**

This FYHA policy is effective May 1, 2010.

### **POLICY STATEMENT**

*It is FYHA policy that:*

- 1) Volunteers working closely with players and holding positions of authority be screened using criminal record searches;
- 2) The criminal record search is a mandatory personnel screening tool;
- 3) Criminal record searches are required for each volunteer once every three years;
- 4) FYHA volunteers must complete the criminal record search process before they apply for a position. A volunteer application will not be accepted unless the criminal record search is submitted at the same time.

### **APPLICATION**

This policy applies to all FYHA recreational league and competitive league program team officials, including, but not limited to, coaches, assistant coaches, trainers, and managers.

## **POLICY REQUIREMENTS**

**Individuals with past *Criminal Code* convictions, five years or more recent, may not be accepted for a volunteer position with a team.** These offences include, but are not limited to the following:

- Individuals with past convictions for criminal driving offences, including but not limited to impaired driving.
- Individuals with past convictions for drug offenses under the CDSA or its predecessor.
- Individuals with past convictions for any violent offense, whether or not it involved weapons.

**Individuals with past *Criminal Code* convictions for the following offenses will not be considered for a volunteer position with a team.**

- Physical or sexual assault
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 18
- Indictable criminal offenses for child abuse
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching
- Individual listed on the sex offender registry

Applicants may be rejected as a result of other information gained during the criminal record search process or as a consequence of other factors.

## **PROCESS**

The FYHA will accept a completed criminal record search by an applicant three months or more recent. A criminal record search completed for another association (ie. Boy Scouts) in the three month time period will also be accepted.

Individuals living within the city limits will print off the criminal record search application form on the FYHA website along with the volunteer form and submit both forms to City Hall along with payment of \$10.00 + tax. The individual will pick up the completed check at the Fredericton police station (311 Queen Street) after ten working days and present two pieces of identification. One piece must bear photograph and signature (ie. driver's license).

Individuals living outside the city limits will complete the process through the RCMP in Oromocto.

The FYHA does not cover the cost of the police record check. The individual applying to volunteer with the association will pay the fee.

## **MONITORING/RECORDS**

- 1) The FYHA Executive Director will maintain a master list of individuals who have completed the criminal record search;
- 2) The FYHA Division Coordinators will provide the Executive Director with updated and accurate lists of all volunteers associated with each team each season in order to cross reference names in an effort to ensure compliance with the program.

## **POLICY APPROVAL DATE**

This FYHA Policy was approved by the FYHA Board of Directors on April 14, 2010.

## **SCHEDULE**

*(Based on 2010-11 season ice)*

**Initiation** – 1:1 practice to game ratio after Christmas

Wednesday 2:15pm & 2:45pm; Saturday 9:30am & 9:45am

**Novice Minor** – Practice to Game ratio - 1:1 after Christmas

Monday 3:45pm; Wednesday 4:00pm; Friday 4:00pm & 4:15pm; Saturday 8:15am & 10:45am; Sunday 3:15pm

**Novice Major** – Practice to Game ratio - 1:1 after Christmas

Tuesday 4:15pm; Wednesday 4:00pm & 4:15pm; Friday 4:00pm; Saturday 11:00am, 12:15pm, & 1:00pm

**Atom Rec** – Practice to Game ratio - 1:1

Monday 5:00pm; Wednesday 4:45pm; Thursday 4:15pm & 4:30pm; Saturday 7:00am & 8:30am; Sunday 7:45am & 5:45pm

**Atom Comp** – Plays within District 3 League; Practice to Game ratio - 1:2

Monday 6:00am; Tuesday 6:00am; Wednesday 6:15pm; Thursday 6:00am; Friday 6:00am; Saturday 3:45pm & 5:15pm; Sunday 4:30pm

**Pewee Rec** – Practice to Game ratio - 1:2

Monday 5:45pm; Wednesday 5:15pm; Thursday 8:15pm; Friday 5:30pm & 8:00pm; Saturday 6:00am, 7:00am, 8:15am, & 3:45pm; Sunday 8:15am & 7:00pm

**Pewee Comp** – Plays within District 3 League; Practice to Game ratio -1:2

Monday 6:00am & 6:15pm; Tuesday 5:45pm; Wednesday 6:00am; Thursday 6:00am; Friday 6:00am & 6:30pm; Saturday 2:15pm; Sunday 7:15am

**Bantam Rec** – Practice to Game ratio - 1:3

Monday 7:00pm & 8:15pm; Tuesday 8:30pm; Friday 6:45pm & 9:15pm; Saturday 6:45pm & 8:00pm; Sunday 6:00am, 6:30am, & 11:45am

**Bantam Comp** – Plays within District 3 League; Practice to Game ratio - 1:3

Monday 6:00am; Tuesday 6:00am; Wednesday 7:45pm; Thursday 6:00am; Friday 8:00pm; Saturday 5:30pm

**Midget Rec** – Practice to Game ratio - 1:4

Monday 7:00pm, 7:45pm, & 8:30pm; Thursday 5:30pm; Friday 6:30pm & 8:00pm; Saturday 5:00pm; Sunday 10:15am & 1:00pm

**Midget Comp** – Plays within Central Midget League; Practice at coaches' discretion

Wednesday 6:00am; Saturday 12:00pm

**CANCELLATION OF ICE TIMES**

In order for ice to be cancelled with the city, without FYHA being charged, the city must be notified more than 72 hours in advance. If your team cannot use an ice team, you should notify your coordinator at least four days in advance to allow the Director of Operations to find another user or cancel without penalty. If your team will not be using an ice time because of a game later that day or because you are going to a tournament, proper notification should be sent well in advance. If a special circumstance arises the day before an ice time which will prevent an ice time from being used, your coordinator should be informed so they can schedule another team. If a team cannot use an early morning ice time the next morning, you should contact your coordinator and also call the rink staff.

Willie O'Ree Place – Errol Keetch 460-2701, 460-2700

York Arena – Royce Van Horne 460-2949

LBR – Mike Bungay 460-2257

Keswick Valley Arena – Dale 363-5014

Stanley Agrena – 367-2154

Tri-County Complex – 368-2422

**BUDGET****RECREATION**

Recreational teams are not required to pay additional fees. However, it is recognized that teams do participate in tournaments. In order to cover these expenses, coaches need to discuss the method of payment with parents prior to commitment to events involving additional fees. Most teams need only cover the cost of a maximum of five tournaments. The maximum player contribution cannot exceed \$150. The team budget limit is set at \$2,500 with an extra \$1,000 cap on additional fundraising over the base budget with prior approval by the division coordinator. Teams have the option to fundraise all or a portion of the funds included in the team budget. A draft budget must be submitted to the division coordinator by November 30 with the signature of all parents/guardians who attend initial parent meeting. The budget must detail a breakdown of anticipated expenditures and revenue sources. Any budget amendments due to changes in circumstances must be submitted to the division coordinator for approval. There is no obligation of any player not wishing to participate in tournaments to pay extra fees towards a team cost. FYHA will cover the registration costs for any team advancing to the zones or provincials.

**COMPETITIVE**

Atom, Peewee, and Bantam competitive teams are required to pay additional fees for FYHA competitive fee (\$1,500 per team). Midget competitive teams are required to pay additional fees for FYHA competitive fee (\$2400 per team). The competitive fee is to be paid before regular league play begins with the latest date being December 1. As a result, these teams require that the players and/or parents be responsible for additional funding. To limit the financial obligation of the players, the maximum player contribution cannot exceed \$350 per player. The team budget limit is set at \$6,000 with an extra \$1,000 cap on additional fundraising over the base budget with prior approval by the division coordinator. Teams have the option to fundraise all or a portion of the funds included in the team budget. Competitive teams are responsible for preparing a budget within the limits outlined above. Items which may be included in the budget, but at the discretion of the parents, are: FYHA competitive fee (referees, extra practice times, league fees), crests for jackets, name bars on jerseys, team apparel, tournament fees, extra ice costs, etc. A draft budget must be submitted to the division coordinator by

November 30 with the signature of all parents/guardians who attend initial parent meeting. The budget must detail a breakdown of anticipated expenditures and revenue sources. Any budget amendments due to changes in circumstances must be submitted to the division coordinator for approval. There is no obligation of any player not wishing to participate in tournaments to pay extra fees towards a team cost. FYHA will cover the registration costs for any team advancing to the zones or provincials.

## **TOURNAMENTS**

A link to the *HNB Tournament Guide* will be placed on the “Coaches Information” page of the website once it is released for the season. The tournament guide provides a listing of all tournaments sanctioned by HNB. Teams must receive approval from FYHA to participate in a tournament. A copy of the *HNB Travel Permit* is found on the “Coaches Corner” page of the website. If you are a recreation team, you must fill out a travel permit and send to your division coordinator for approval. If you are a competitive team, you must fill out a travel permit and send to the Executive Director.

Initiation - Maximum 3 day trips per season within 60km radius

Novice Minor - Maximum 7 day trips per season within District 3 only

Novice Major - Maximum 7 day trips per season within District 3 only

Atom Rec - Maximum 5 tournaments per season; Maximum 15 outside city trips per season within 100km radius and 1 out of province trip

Atom Comp - Maximum 5 tournaments per season; Maximum 15 outside city trips per season within 100km radius and 1 out of province trip, not including league play or provincials

Peewee Rec - Maximum 5 tournaments per season; Maximum 15 outside city trips per season within 100km radius and 1 out of province trip

Peewee Comp - Maximum 5 tournaments per season; Maximum 15 outside city trips per season within 100km radius and 2 out of province trips, not including league play or provincials

Bantam Rec – Maximum 5 tournaments per season; Maximum 25 outside city trips per season within 100km radius and 1 out of province trip.

Bantam Comp - Maximum 5 tournaments per season; Maximum 15 outside city trips per season within 100km radius and 2 out of province trips, not including league play or provincials

Midget Rec – Maximum 5 tournaments per season; Travel at discretion of coaches upon agreement with parents at parent/coach meeting

Midget Comp – Maximum 5 tournaments per season; Travel at discretion of coaches upon agreement with parents at parent/coach meeting

## **PLAYER AFFILIATION**

*(Verbatim from the FYHA Operations Manual)*

1. The Competitive teams must be affiliated and must work in cooperation with full regard for each other's task. The lower level teams must operate with the realization that they are, in effect, "farm teams" for the higher level teams.
2. The coach of a lower level team must accept the responsibility to ensure that his top player(s) is encouraged to move up to the higher-level team if given an opportunity. A player should always be encouraged to play at the highest level of competition he is capable of.
3. Bantam and Midget Competitive teams **may** sign and carry 19 players. All other competitive teams must carry 17 players. In all cases 2 players must be goaltenders.
4. Notwithstanding (3), any coach desiring to carry more than 17 players must come to the board for approval at their November meeting. This request will only be approved if exceptional circumstances exist. After this time rosters must be set with movement of players following already established guidelines.
5. Competitive teams may sign 19 player cards with two carded players remaining with the "REC" level teams. Competitive teams can only draw players from within FYHA for affiliation purposes.
6. FYHA teams are not permitted to affiliate with non-FYHA teams.
7. The call up of players from affiliated teams on a permanent or temporary basis is to be subject to the regulations contained in this manual under the Section - Player Movement between Teams.

*(Verbatim from the FYHA Operations Manual Section 6.4 Player Movement Between Teams)*

- (3) The Competitive coaches are able to draw from the "REC" League in times of need and to fill spots left vacant from call ups or injury's.
- (4) In all cases of the call up of a player from one team to another, the coach of the player being called up must be contacted before the individual player is approached.
- (5) Coaches who call up players must, in all cases, ensure that a player's eligibility to play at their regular teams level is not impaired without the knowledge and approval of the player's coach and the appropriate Program Coordinator.

## **PARENT MEETINGS & COMMUNICATION**

The need to communicate effectively as a coach is a critical piece of the puzzle when striving to run a successful program. Once the season starts, however, finding the time to communicate all of the information that is available is never easy. By holding periodic meetings with the players and parents, you reduce the time needed to maintain effective communications while delivering a consistent

message to all team members. Meetings can also be an opportune time to make team members and their parents aware of your philosophy and plans for the season.

#### *How Often Should You Hold Meetings?*

Coaches should hold meetings as often as necessary. Meetings should not be viewed as a negative experience and when the need arises, holding a meeting, even a short one, can be very effective. Meetings that coaches should consider holding as a minimum include:

**Pre-Season** - It is important that the coaching staff meet with the players and parents before the season starts. Typically, this meeting is held soon after final player selections are completed. This meeting provides you and your staff the chance to meet all the parents as well as to tell them about yourself and what it is you hope to accomplish during the season. The pre-season meeting is an excellent opportunity to establish the ground rules for your team as

well as to respond to questions from players and parents. Some key topics that coaches may communicate during the pre-season meeting include:

- Introduce staff, players and parents to each other;
- Detailing each staff member's role;
- Outline your coaching philosophy;
- Provide an overview of your seasonal plan;
- Review your expectations for all team members and parents;
- Discuss any team rules and the consequences of not abiding by each;
- Seek out parents for various committees such as phone, fundraising and travel;
- Review your team budget and discuss fundraising options; and
- Open the floor for questions from parents or players.

Coaches should realize the importance of being prepared and organized for the pre-season meeting. Many of the parents and players will be talking with you for the very first time and you will want to make a good first impression on them. Taking the time to prepare leaves your players and parents believing that you are organized and professional.

**Mid-Season** - It is important to hold a mid-season meeting to maintain effective communication as well as to bring forward new information. The mid-season meeting also provides the coach with an excellent opportunity to gauge the success of the initial plan as outlined during the pre-season meeting. Some key topics that coaches may communicate during the mid-season meeting include:

- Reviewing the progress of the first half season and build on any successes related to skill development and team play;
- Discuss any refinements to your plans;
- Communicate any new ideas or activities that will be coming up in the second half of the season;
- Refine any fundraising plans and review the budget;
- Reinforcing your team rules;
- Offer players and parents the chance to provide feedback. Surveys are an effective way to seek feedback and keep the meeting positive; and
- Establish preliminary plans for the end of the season such as play-offs or tournaments.

**Post-Season** - Regardless of how successful the coach feels the season has been, it is important to hold a post-season meeting to bring closure to the season. The post-season meeting provides the staff and team with the opportunity to reflect back on the season and bring out the positive highlights that every season holds. It also provides the staff a chance to thank the families who have been very supportive

and helped out with team activities such as fundraising and travel. Some key topics that coaches may communicate during the mid-season meeting include:

- Review season and celebrate the many positives and funny moments that took place;
- Finalize any administrative functions such as the disbursement of the remaining finances;
- Offer players and parents the chance to provide feedback. Surveys are an effective way to seek feedback and keep the meetings positive;
- Have some fun and allow all team members to depart with fond memories of the season;

Special Meetings - There will be times throughout the season when holding a short meeting with players and parents makes sense. Such occasions include prior to tournaments or trips where logistics can be finalized. Other opportunities would include the need to speak on ongoing fundraising activities or scheduling changes. By holding a short special meeting when required, coaches may also take advantage of the meeting to communicate other team related information and, in doing so, save themselves several phone calls.

#### *How Long Should Meetings Be?*

Meetings should not exceed one hour in length. Most meetings are usually held before or after a game or practice and it is important for coaches to remember not to take up too much of the families' time if not necessary. If you feel the meeting may go longer, take steps such as preparing handouts to reduce what needs to be brought forward at the meeting so you can limit the meeting length. Remember that preparation will enable you to be effective and organized and keep your meeting on track. In cases where parents may want to ask questions that are specific to their child or situation, ask them to stay behind and discuss the issue in private.

#### *How Should The Meeting Be Structured?*

Just as being prepared for a meeting will help you be confident and in charge, it is equally important to prepare a meeting agenda to guide the group. In order to keep the meeting to one-hour or less, the flow of the meeting must be efficient and focused. By developing an agenda and providing a copy to the parents in advance, coaches set the table for a successful meeting. Developing the agenda will be dependent upon the time of the season as well as the topics you wish to communicate. The following sample agenda is provided to assist you in developing your pre-season meeting plan.

Opening remarks (5-10 minutes) - This portion of the meeting is for introductions of those in attendance as well as to allow you to quickly detail what the meeting will be about and a short review of the agenda. Once you have completed this introduction and overview, ask the parents if they have any topics to add should time permit. Another key is to get everyone in attendance to agree to limit the meeting to one-hour. By getting consensus on the length of the meeting, the parents will be more likely to agree when you want to move on to the next topic on the agenda. Remember, you can always take those individual questions after the meeting.

Coaching philosophy (10 minutes) - Take this time to briefly explain your coaching approach and philosophy. Explain where you place your emphasis in terms of winning, participation or learning. Review the roles of your staff, and your expectations for the season. It is important that your message is positive and allows the players and parents the opportunity to understand what your overall objectives are as the coach. It is important that you clearly communicate what you are about and how you approach areas such as skill development, ice distribution, discipline, etc.

Details of your program (15 minutes) - Present specific information on the operation of your hockey program and its components including practices, competition, tournaments, goals and objectives for the season as well as for specific stages within the season, and other planned team activities.

Expectations for players and parents - (15 minutes) - Take the group through what your staff will expect from the players and parents. For the players, this could include issues such as level of sportsmanship, commitment, attendance, punctuality, codes of conduct and personal goals for the season. Expectations for the parents could include parent conduct at team activities and games, positive role models, communicating questions and concerns, roles on committees, your safety plan, and other support your staff requires from each.

Wrapping up (15 minutes) – Facilitate a discussion by players and parents on any questions they may have. Be willing to listen to suggestions for future consideration. If you don't feel comfortable responding the 'tough' question, put it off and tell the group that you will consider your response. Finally, for those questions that are individual in nature and don't involve the group in general, ask that the parent and/or player remain after the meeting to discuss their question. By doing so, you will reduce the amount of time required to complete the meeting and be able to handle the individual question with confidentiality.

Team rules regarding inappropriate behaviour should be clearly communicated to parents and players. Penalties and/or sanctions related to the breaking of these rules should be clearly understood, and evenly and fairly enforced. If required, coaches should meet with the parents and player to discuss any ongoing issues regarding inappropriate behaviour. The FYHA adheres to the *HNB Fair Play Policy* as outlined on page two in which all members must follow.

In many cases, you as the coach and/or members of the team staff will have children on the team. In the majority of cases, this will not be an issue. It is always good policy to review with the parents the understanding from the team staff of how they will handle this particular type of situation. It is expected that all players on each team be treated equally.

As per the *HNB Fair Play Policy*, there is to be a maximum opportunity for all eligible individuals on a team to participate as equitably as possible, both during the regular season and playoffs. The allocation of ice time to players should be a basic philosophical cornerstone of the team. There are instances on a team where coaches will develop alternate playing combinations such as during power plays and penalty killing. If you decide to employ a final 2-minute rule where you can play any player in any combination only during this time in the game, this must be openly communicated to the parents and players at the beginning of the season. It is important that your parents and players understand and agree to accept the philosophy, whatever it is.

Is winning everything? Let's hope not. Hockey is a game and is meant to be fun. Different philosophies prevail at different levels, but at the core of it all, enjoyment, development, and growth, both as a player and as a person, should all be high on the priority list.

It is very important to develop and communicate, as part of the team philosophy, the policy regarding players who miss games and/or practices. Many families will take a vacation at some point during the hockey season or players may miss team activities due to school commitments. The philosophy developed by the coaching staff should acknowledge these challenges yet still communicate the commitment made to the team and any repercussions for unacceptable absences.

Emails sent out to parents, players, and bench staff must list email addresses in the blind carbon copy line. No individuals, other than the team officials, should have access to parent and player personal contact information. The information that team officials are given by FYHA cannot be used for any other purposes than FYHA team involvement.

## **WEBSITE**

Each team will be assigned a team username and password that will allow team officials to operate their team's portion of the FYHA website. The division coordinator will provide each head coach with this information directly after the draft. Any or all individuals involved with a team can use this same username and password to operate their team's webpages. Team officials are highly encouraged to utilize all functions of the website. If you have any questions about use of your webpages, please contact the division coordinator.

The Executive Director will input players' names in the player roster section once drafts are complete and finalized. The Executive Director will input all FYHA regular season and playoffs games into a team's individual schedule. For exhibition or tournament games, email the Executive Director to input this information in your schedule. You should have these games added to your schedule as a communication method with parents/players, and also because you will want to add statistics for those games. The division coordinator will input games scores into the webpage once a team official has emailed the game sheet.

Team officials should provide parents/players with up to date information concerning the team on the team news portion of your site. Coaches should add their practices to their team schedules. Any team events can be also be added to the schedule. For divisions that track player statistics, this portion should be kept current. Coaches should add all team officials' names and contact information on the coaching staff page for parents information. If you capture a tournament championship throughout the season, please email picture and brief write-up to the Executive Director to post on the home page of the website and to add to the champions photo gallery. As per FYHA guidelines, no player or parent's personal information can be posted on the website. Also, no negative wording concerning players, parents, officials, coaches, league, or the association can be posted on the website.

## **EVALUATIONS & DRAFT**

Competitive tryouts will begin October 2. The first two ice times are "unevaluated" skills n drills sessions for players to get a feel for the ice again. With the exception of Atom, each age group will also have a mandatory checking clinic session. The next three ice times are 4x4 scrimmages with officials. Players receive an evaluation score for the three scrimmage sessions. Some of the weaker players will be moved to the recreation evaluations after a pre-determined ice time. The FYHA Board of Directors will determine the number of teams per division at the end of the evaluation process.

Recreation ice times will begin approximately October 11. The first ice time is an unevaluated skills n drills session for players to get a feel for the ice again. The next three ice times are 4x4 scrimmages with officials. Players receive an evaluation score for the three scrimmage sessions.

The Director of Operations will assign an on-ice leader for each ice time and will provide a practice plan/guidelines for each session that must be followed. Coordinators will assign other on-ice help.

Coordinators will appoint one evaluator to oversee each group. At the group's first ice time, the evaluator will receive a set of jerseys from their Coordinator and hand out to all players. The Coordinator will already have a list of jersey numbers assigned to each player. At the group's last ice time, the evaluator will collect all jerseys and give them to their Coordinator. The evaluator will be present in the dressing room prior to and following ice times.

The approved HNB evaluation sheets are to be used to evaluate players during the tryout process (1-5 scale). Coordinators will meet with all evaluators prior to each ice time and hand out evaluation sheets (player information already filled in). All evaluation sheets must be turned in to the Coordinator immediately following each ice time. Coordinators will post a schedule for all ice times and email to all evaluators prior to the first ice time. At least 3 coaches and 2 independent evaluators must attend all ice times. Each group of evaluators must continue evaluating the same group of players so as to provide consistent rankings.

The following criteria are to be used by the Coordinator to compile the final rating on the players evaluated:

- 1) If the number of evaluations per player is equal to or greater than four, the high and low scores are discarded and the remaining scores are averaged.
- 2) If the number of evaluations per player is equal to or less than three, all scores must be averaged.
- 3) In all instances, the Coordinator has the option to review or discard scores if he/she judges that the scores vary significantly from where the player should be placed in the system (ie. coach's child rated higher or lower than deserved).

A draft template will be emailed to Coordinators by the Director of Operations. Player names and scores are to be filled in the spreadsheet. The final player ratings are to be emailed to all coaches one day prior to the draft for their review. The order of teams is to be determined the day of the draft by lottery.

Goaltenders will be drafted in a separate draft using the reverse order of selection from the player draft (ie. team that selects player #1 selects last goaltender). Both draft formats are continuous (ie. 1-2-3-4-4-3-2-1-1-2-3-4). The draft is conducted in an open format. Each player must be evaluated the required minimum number of times accompanied by a commentary of the player's skill.

Each team is permitted to have a maximum of two coaches attend the draft. A team can only protect two players, provided that those two players are the children of the two coaches in attendance. If one or both of the coaches does not have a child in the draft, they cannot protect any other player. All other team officials will not be named until after the draft is complete. (All team officials are named at the discretion of the coach selection committee). The Coordinator will determine in which round of the draft protected players will be picked. The Coordinator will determine this by calculating the earliest possible round in which the player may be drafted.

At the competitive level, no player's request for a specific coach is to be entertained except under exceptional circumstances (ie. recent death in the family, absolutely no parental support). The

Coordinator is responsible to make a judgment in each case and his/her decision is final. At the recreation level, travel requests will be limited.

## **SUSPENSIONS**

*(Directly quoted from the HNB Minimum Standards)*

### **Coaches Responsibilities**

- a) Coaches are primarily responsible to control the behaviour of their players on and off the ice.
- b) Be knowledgeable of the Hockey Canada rules.
- c) Be knowledgeable of the NBMHC disciplinary suspension standards.
- d) Provide information, when required, to members of the Disciplinary Committee.
- e) Ensure that players are not allowed to play until a formal decision on the suspension has been rendered.
- f) Explain the suspension to the player and encourage the player to modify his/her behaviour.
- g) Ensure that the player serves suspension.

### **General NBMHC Discipline Administration**

- a) All discipline suspensions will be given in games, unless otherwise noted in the minimum standards. Games counting towards suspensions are regular scheduled league games and tournament games, which were scheduled before the infraction occurred. Proof that the games were scheduled must be provided to the District Director or League President handing down the suspension. Exhibition games sanctioned prior to a game, in which a suspension is issued, will count toward the serving of a suspension.
- b) All persons receiving a suspension under the jurisdiction of Hockey Canada, HNB, or its member branches shall be deemed ineligible from participating at any level of hockey in any competition under the jurisdiction of HNB until the suspension has been served or length of suspension has elapsed from within the league and/or Council in which it was given.
- c) The District Director or League President must receive game reports within 48 hours of the infraction.
- d) Members incurring suspensions in excess of Minimum Standards of Discipline or an indefinite suspension shall be permitted a hearing by the responsible authority. All hearings must follow Section 6.2 of the NBMHC Operation Manual.
- e) Further appeals of this decision may be made to the HNB Appeals Committee (attention HNB Executive Director) under HNB regulation 110.
- f) Strict enforcement of the Code of Ethics for coaches being assessed misconduct and game misconduct penalties are to be adhered to.
- g) Players and/or team officials conduct while under suspension: PLAYERS – a) Can practice with the team while under suspension; b) Cannot play exhibition, tournament, or league games while under suspension; c) Anyone carrying a suspension from a previous season can try out and is permitted to play exhibition games prior to the start of the season. COACHES – a) During, before, and after games, coaches cannot be in the dressing room while under suspension; b) During, before, and after games, coaches cannot be near the players bench; c) Coaches cannot coach league, exhibition, or tournament games while under suspension.
- h) Abuse of officials will not be tolerated.
- i) Severe penalties are to be assessed to community clubs and/or coaches who allow suspended players to play.

- j) For use of an ineligible player as defined in NBMHC Operation Manual Section 12.1, the minimum suspension is 5 games.

## **FORMS**

Copies of the following forms and informational documents can be found on the FYHA website on the “Coach Information” page: Player medical information form, Hockey Canada injury report, Travel permit, HNB minimum standards, the Complaint intake form, HNB Fair Play policy and contracts, and the FYHA Police Record Check policy,

## **MISCELLANEOUS INFORMATION**

As per HNB policy, all on-ice coaches and volunteers participating in practices or on-ice activities must wear a helmet due to Hockey Canada insurance regulations. If a board member finds a coach on the ice without a helmet, they are to remove the coach from the ice.

*Co-Ed Dressing Room Policy as per HNB guidelines:* 1) When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities; 2) If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing, and showering; 3) This agreement is a minimum method of resolving this issue; 4) Individual teams shall be free to relax these rules/guidelines to best address the needs of all participants if the team agrees with an alternate plan. Where a team cannot agree on an alternate plan as set out in section 4, the player of an under-represented gender may insist on the application of the following policy: a) A Statement of Intent: HNB and its local associations are committed to the equal participation of male and female players at all levels of league play and in furtherance of this goal, will implement policies to ensure protection of the reasonable intimacy and safety of all players while ensuring equal access for all players to coaching time and team participation; b) Dress Code: In teams made up of players of both genders, the changing rooms will be supervised by coaches and assistants. Male players shall not undress to less than a minimum of boxer shorts and female players to less than a minimum of shorts and a t-shirt while players of the other gender are present. c) Showering: In teams made up of players of both genders, players of the under-represented gender must be able to have access to the shower facilities and exit the change room prior to the rest of the players having access to the shower facilities.