

2008/2009

HIGHLAND STORM MINOR HOCKEY ASSOCIATION

COACHES GUIDELINES

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TEAM OFFICIALS INFORMATION

Each team may have up to 5 registered officials on their team list and bench. Each of these persons must have their Team Officials certificate card completed and sent in with the team list. Only carded officials may be on the ice and bench with the team. Officials on the bench must have their cards with them.

Head Coach: Coaches Certification card and Prevention Services card

Assistant Coach: Coaches Certification card and Prevention Services card

Trainer: Trainers Certification card and Prevention Services card

Assistant Trainer: Trainers Certification card and Prevention Services card

Manager: Must have Prevention Services card to be on the bench.

TEAM SELECTION GUIDELINES

Coaches chosen to lead the Highland Storm hockey teams are expected to represent our hockey association to the best of their ability. When in doubt, they should contact the Team Officials Convenor for advice. This guideline is designed to assist the Head Coach in the selection process of their team.

We do not “cut” players!

We “select” players that together will be the best team possible!

Before the first try out:

- Head coaches will be given a players list of all players of their age category by the Team Officials Convenor.
- Players who wish to try out as an underage player – please check items 4.7 and 4.8 of the Manual of Operations.
- Players must pay registration fees and complete all forms as outlined in the Manual of Operations before they step on the ice for a try out.
- Players must come to try outs in order to be selected to the “Rep” team, exceptions must be addressed and approved by the Player Placement Committee – please check item 4.12 of the Manual of Operations.

After the first try out:

- The coach must let players know by use of a “Selection” letter immediately after each try out whether they have been selected for that team or not.
- Attached are examples of “Selection” letters to be used.
- The coach will be told how many players they must select for their team before the third try out, by the Team Officials Convenor.

After the final try out:

- Coaches must select their team by the end of the final try out unless they have communicated with the Team Officials Convenor and have been granted an extension.
- Coaches must inform the Team Officials Convenor immediately after the final try out with a list of the selected team. Coaches for the second team will then be chosen.

GAME SCHEDULING GUIDELINES

- Your convenor will schedule all regular league games

- If you book an exhibition game, you must contact your convenor who will set up referees, gate and time keepers.

Playoff Schedules:

- Your convenor will schedule all your playoff games for you.
- OMHA rules state you can not go to a Tournament if you are in a play off series without permission from OMHA – check with your Convenor.
- If your team is eliminated from play off action, your ice time will be reduced to one ice time per week until the end of February, after this date there will be no ice time unless the team pays for it – check with your Ice Convenor.
- Coaches should have all players and team officials cards and the playoff contract in their possession for each playoff game.

GAME AND ICE CHANGE GUIDELINES

Scheduled games can not be cancelled or changed without permission from your convenor.

What to do if a game must be cancelled on short notice:

- 1) Your decision must be made at least 6 hours ahead of game time.
- 2) Call your convenor who will confirm your decision and contact the opposing teams convenor, referees, ice convenor, gate and time keepers.
- 3) If you can not make contact with your convenor or the ice convenor, call our association President.

What to do if you need to cancel or change a practice time:

- Start with trying to trade ice with another team.
- Then call the ice convenor.

Home game curfews:

- All ice times will have a curfew in the two arenas.
- To avoid having a game end by curfew, ask the arena manager before the game starts if you can finish the game. If there is no community group on the ice after you, he might give you extra time.

Extra Practice Ice:

- Call the ice convenor, sometimes there are openings.

Ice and Bench Rules:

- Players can not be on the ice surface until all ice surfacing machinery and staff are off of the ice and doors are closed.
- Players can not be on the ice without a coach on the ice.
- All players must be off the ice 10 minutes before the end of the ice time.
- If the team after you forfeits the ice cleaning, then they get the extra 10 minutes of practice time.
- All coaches must wear helmets on the ice.
- All team officials on the bench for a game must be “carded” as a coach, trainer or manager and have their cards in possession.
- All teams must have a “carded” coach and trainer and first aid kit on the bench for games. If a trainer is unavailable, you may request the other teams trainer to assist

you with the referees permission. For playoff games you must have a “carded” trainer on the bench.

- All officials on the bench must be “carded” with Prevention Services qualifications and must have the card with them.

Game Sheets:

- All game sheets must have team officials card numbers and signatures on them.
- All game sheets must have the scheduled game number on them.
- contact your convenor if you need more game sheets.

Game Misconducts:

- All game or gross misconducts must be called in immediately after the game to your convenor, who has to report them to OMHA.

Affiliated Player List – Return to OMHA Rep by December 1st

- Please list in alphabetical order players names, OMHA ID numbers etc.
- Parents and the Head Coach of the team that the player is affiliated from must sign for every player
- Head coach and managers signatures at bottom

TOURNAMENT GUIDELINES

The following information will hopefully be of assistance in helping your team prepare for and deliver an excellent and profitable tournament. All tournaments have been sanctioned by the OMHA and are listed on the OMHA web site. The association has attempted to advertise the tournament schedule, however it is each team’s responsibility to fill their own tournament. Please contact your tournament convenor when your tournament is full.

You should delegate someone on your team to be your tournament convenor and meet regularly prior to the date of the tournament to decide the following:

- tournament format
- fundraising events – contact the Association Fundraising Representative to ask about sponsors
- tournament rules – note that all OMHA rules apply
- trophies or awards
- type of meal served (Novice and down meals must be served, Atom and up lunches are optional)
- tournament program – contact Fundraising Rep about names of Highland Storm Sponsors which must be thanked in all programs
- facilities required – upstairs room
- arrange referees and time keepers by contacting the Referee in Chief and the Time Keeper Convenor

Tournament Funds:

- all cheques from visiting teams must be delivered to the Association Treasurer
- all cheques must be payable to Highland Storm Minor Hockey Association
- a tournament financial statement must be submitted to the Association treasurer no later than two weeks after the tournament
- the treasurer may request copies of all receipts for expenses incurred

- for each invited team, the Highland Storm Minor Hockey Association will receive \$150.00 (trailer fees) to cover costs: phone bills, mailing, faxing, sanction fees and general operational expenses
- tournament fees are used to pay for ice rental, room rental, referee fees time keeper fees, meals and trophies
- team profits will come from fundraising and ice sponsors
- teams will be responsible to pick up cheques from the Association Treasurer to pay the referees and time keepers

Two weeks prior to the tournament:

You will be contacted to confirm your tournament is full. Shortly thereafter you will receive a package for your tournament. It will include the following:

- Tournament Sanction permit
- OMHA tournament rules
- Roster sheets to be completed and signed
- Tournament financial reporting sheet

One week prior to the tournament:

- confirm with each visiting team their start time
- confirm all details with: Referee in Chief, Time Keeper Convenor, Ice Convenor and snack bar operators

Day of tournament:

- Sanction permit must be posted at registration area
- Rosters must be completed and signed, original OMHA rosters and player's and team official cards must be scrutinized
- Each visiting team to receive tournament format, schedule and rules
- Copies of all game sheets must be given to Association Tournament Convenor
- Pay referees and Time Keepers

AFFILIATED PLAYER GUIDELINES

The coach of the team that is short its regular compliment of players may use AP'd players that have been properly rostered as AP players. The coach of the requesting team will ask the coach, the parent and the player of the team that the player is registered with (in that order), for permission to AP that player.

The parent and player must agree and be willing to be rostered as an AP player.

For each occasion a coach wishes to use an AP'd player in a practice or a game, the coach of the requesting team will ask the coach, the parent and the player of the team that the player is registered with, (in that order), for permission to use that player.

A coach may refuse permission to allow an AP'd player to play or practice with the requesting team. Examples:

- the player is involved in disciplinary issues
- there is a same time conflict (game or practice) between the team the player is registered with and the team requesting to use the player
- there is an important game (eg. Playoff game) that day and the coach does not want to risk losing the ability of that individual player

The Player Placement Committee will resolve any dispute, their decision will be final and may not be appealed.

HIGHLAND STORM MINOR HOCKEY ASSOCIATION TEAM RULES

Team: _____ **Head Coach:** _____

Manager: _____ **Trainer:** _____

Ass. Coach: _____ **Ass. Trainer:** _____

- 1) All players should be in the change room for practices and games 30 minutes prior to ice time.
- 2) Parents are asked to leave the change room 15 minutes prior to ice time.
- 3) Parents are asked to wait 10 minutes after the end of an ice time before they enter the change room.
- 4) If a player will be late or absent for a practice or game, please call the head coach as soon as possible.
- 5) All players and parents are asked to display positive cheering and support at all times in the stands and the change room.
- 6) Parents are asked to please not sit behind the players bench during games. Parents are also asked to not give their child instructions during a game. Let the coaches do their job.
- 7) Ice time will be distributed as fair as possible, however we do not time shifts and parents should not time shifts. There will be some games that some players will get more ice time (close games, playoffs, penalty killing). Players will be awarded for effort not just skill.
- 8) If you have a concern, do not approach the coach during or after the game, wait 24 hours and then call one of the coaching staff. If you are not satisfied, please call the Team Officials Convenor.
- 9) Please at some point over the season acknowledge our team sponsor.
- 10) Players must wear all protective equipment when on the ice. Equipment must fit properly and be safe.
- 11) Dress code will be established at the first parents meeting.
- 12) Players and parents are expected to show respect at all times towards: our team mates, coaches and parents, players on opposing teams and game officials.
- 13) Foul language will not be tolerated in the change rooms, bench or ice.

Consequences:

Failure to follow the above team rules could result in the following:

Step 1: Loss of ice time

Step 2: Player will not dress for a game

Step 3: Suspension from the team (includes practices) for a set time period

Player/Parent Acknowledgement: We have read, understood and agree to follow the above team rules.

Player: _____ Parent: _____