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# **Coach Guidelines**

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Minor Oaks Hockey Association  
House League Coach Guidelines

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<b>Table of Contents</b>
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<b>So, you want to be a coach!</b> .....	<b>3</b>
<b>Overall Guidelines</b> .....	<b>3</b>
<b>Prior to the Season</b> .....	<b>4</b>
<b>During the Season</b> .....	<b>5</b>
<b>During the game</b> .....	<b>6</b>
<b>At the end of the game</b> .....	<b>8</b>
<b>Practices</b> .....	<b>9</b>
Overall .....	9
General Practice Principles.....	9
<b>Team Rosters &amp; Bench Staff</b> .....	<b>11</b>
<b>Team Rosters - CRITICAL</b> .....	<b>12</b>
<b>Additional Volunteer Participation</b> .....	<b>12</b>
<b>Player Participation</b> .....	<b>12</b>
<b>Travel Permits (Tournaments and Exhibition Games)</b> .....	<b>13</b>
<b>Team Budgets</b> .....	<b>14</b>
Team Budgets – Additional Information .....	15
Typical “Budget” Items .....	16
<b>Player Evaluations</b> .....	<b>17</b>
<b>Coaches Meetings</b> .....	<b>17</b>
<b>Additional Guidelines and Expectations</b> .....	<b>18</b>
Tournament and Exhibition Games .....	18
<b>Team Roles</b> .....	<b>19</b>
“Carded” Roles / Team Officials .....	19
“Non Carded” Roles .....	19
<b>Team Composition</b> .....	<b>20</b>
Non Drafted Leagues .....	20
Drafted Leagues .....	20
Protected Players .....	21
Sponsorship and Sponsored Players .....	22
Balancing .....	22
<b>Summary</b> .....	<b>23</b>
<b>APPENDIX</b> .....	<b>24</b>
“B” M.O.H.A. Practice Planner .....	24
“C” M.O.H.A. Team Budget (Sample Format).....	25

## M.O.H.A. House League Coaches Guidelines

### *So, you want to be a coach!*

The M.O.H.A. recognizes and appreciates that all of our House League Team Officials are volunteers. We also acknowledge that our Team Officials make a significant commitment of their time, energy and resources to support our community's young athletes.

However, all of our Team Officials and Coaches in particular, must recognize that it is both a privilege and a major responsibility to be afforded this opportunity. Coaches must, in all aspects of their conduct, reflect and support the Association's values and set the appropriate example for everyone they are involved with:

*“To play our game as a team, both on and off the ice, at all times with a sense of fair play, consistent with the principles of good sportsmanship, with dedication and commitment and in the spirit of friendly competition, while being gracious in victory as well as defeat.”*

The following information is provided to assist you in evaluating your interest in joining our Coaching ranks and to provide some guidelines on enjoying a successful season as an M.O.H.A. House League Coach. These guidelines are not all inclusive, but are intended to provide a good idea of what is needed to be successful in the role.

At all times remember that our primary responsibility as an Association is to provide a safe and enjoyable hockey environment for every player within our House League and Town Rep systems. To support that responsibility our decision making criteria, in conjunction with the established rules, will be to consider what is in the best interests of the majority of our players, not necessarily for a single individual (player, coach, official or parent).

### **Overall Guidelines**

1. **At all times keep a cool head and use common sense.** One of the primary responsibilities of any team official, especially the “Head Coach” is to provide a behavior model for their players, parents and other team officials. Coaches should not get involved in heated discussions with convenor(s), spectators, other coaches, players, parents or on or off ice officials.

As a Coach, you are a representative of the Minor Oaks Hockey Association and are expected to conduct yourself in a manner consistent with that responsibility. These expectations apply both on and off the ice, as well as when in Oakville or representing Oakville in another centre.

2. You are required to be familiar with and adhere to all policies, procedures, rules and regulations relevant to the M.O.H.A., including:
  - The Players' Bill of Rights
  - The Association's Code of Conduct
  - Anti Harassment and Abuse, “Speak Out” policies
  - The M.O.H.A. Constitution, Bylaws and Playing Rules
  - The guidelines established in this document

3. Coaches are also expected to be familiar with the basic rules of hockey (Hockey Canada, O.H.F. and O.M.H.A.) in addition to the M.O.H.A. "Green Book" (Constitution, Bylaws & Playing Rules).

**Note:** *The M.O.H.A. "Green Book" is intended to supplement the Hockey Canada, O.H.F., and O.M.H.A. playing rules to reflect any additional regulations of the Association. It may not always be explicit in covering all situations and may end up "dated" relative to changes implemented by parent / partner associations or by our own Board of Directors.*

*Convenors, Coaches and other Team Officials and participants must realize and accept that its application and interpretation will be towards the best "interests" of all players as outlined in the values presented earlier.*

4. All coaches must comply with Hockey Canada, O.H.F. and O.M.H.A. risk management requirements or other regulations as stipulated from time to time by those associations or by the M.O.H.A. At this time there are two key risk management requirements:

***The O.M.H.A. policy on Safety and Risk Management requires that "All on-ice Coaches, Trainers, Assistant Coach, Assistant Trainer or Volunteers will be required to wear C.S.A. approved helmets during all on-ice activities".***

*Convenors and other league officials will be provided with the appropriate forms and empowered under this policy to provide written notice to cover non-compliance. Subsequent infractions will lead to escalating suspensions as stipulated by the O.M.H.A.*

*Remember, this regulation is for your protection and can affect possible insurance coverage should there be an unfortunate incident. As the Head Coach you are ultimately responsible for the actions of your hockey team and the compliance of all on-ice volunteers.*

- *Hockey Canada has also mandated that as of December 31<sup>st</sup>, 2001 all coaches or individuals involved in any dispute resolution process must have completed the "Speak Out" anti harassment and abuse training program. This program is approximately 4 hours (one evening) and will be offered on occasion through the association. It can also be taken through other centers. It is a MUST for anyone interested in a Coaching role in our House League program. This program is highly recommended for any Team Official and has been declared as mandatory for all Team Officials in our Town Rep program.*
5. You are also expected to display good sportsmanship and at all times act in a manner that is consistent with supporting the values of the Association.

#### **Prior to the Season**

6. **Make your intentions known.**

Identifying and selecting coaches for all of the association's teams is a difficult and time consuming challenge. The sooner there are enough qualified candidates for a division, the sooner teams can be awarded, and successful candidates can then plan their season. Coaching applications are available on the M.O.H.A. web-site.

**Recognize certification requirements.**

Based on O.M.H.A. regulations any team wishing to participate in Tournaments or Exhibition games with teams outside of their local association MUST have an O.M.H.A. approved roster. This requires both a certified coach (NCCP or CHIP as appropriate) and HTCP certified trainer.

**The Coach and Trainer roles must be filled by separate individuals.**

Any individual being identified as a Team Official in any capacity on an OMHA roster must have current OMHA certification appropriate to their role (NCCP or CHIP for Coaches or assistants and HTCP for trainers or Assistants) and must also have received Speak Out certification with the appropriate number (PRS#####).

**Any individual applying for a “Red” team should have these credentials, have a support staff that meets these requirements or be prepared to acquire these qualifications in support of their position for the current season.**

7. **Security Clearances**

**The M.O.H.A. requires a current Security Clearance for every team official.**

If you have any concerns about your ability to qualify on this basis, contact the Vice President, House League, or the Chairman of the Discipline Committee for a confidential assessment.

**The MOHA has arranged for and will require a more stringent check on volunteers that allows the police to access the files of sexual offenders on a more in-depth level. The appropriate form (Criminal Record Check for a Sexual Offense) authorizing this check is available at the annual volunteer meeting, on our web site, or at the MOHA office on Speers Road.**

Please note that these clearances will be mailed directly to your indicated home address NOT to the M.O.H.A. office. It is your responsibility to ensure that these clearances are submitted to the M.O.H.A. This procedure allows you the opportunity to deal on a confidential basis with any issues that may arise.

**During the Season**

8. **On-site Convenors.**

The M.O.H.A. is represented at every game by the on-site Convenor. Coaches must follow the direction of the Convenor with respect to basic playing rules, rink instructions and general division operating issues. There MUST be an identified Convenor on-site for every game. Normally this will be the assigned division Convenor. However in the event that the division Convenor cannot be present, a clearly identified replacement must be arranged and in attendance prior to the game.

Note: *The Convenor represents the coaches' official avenue to raise issues or concerns with the M.O.H.A. (unless there is a concern with the Convenor's actions. In that case, the matter should be addressed through the Senior Convenor, or in the absence of that individual to the Vice President, House League).*

***Concerns will NOT be addressed unless this process is followed.***

9. **Arrive on time (early).**

Arrive at the arena with plenty of time to prepare for your game (ideally at least 30 minutes prior to the scheduled start). Upon arrival, check-in with the Convenor to

pick up any updates or information. Let the Convenor know if there are any potential issues or concerns with your team that may need to be shared with the other coach(es) and, or game officials.

#### **10. Game Sheets.**

Fully complete the game sheet (if this is not done by your Convenor) and make sure that it is appropriately signed or initialed by all of your bench staff and that their relevant certification numbers are included.

*Only players in uniform and authorized team officials are allowed on the bench. Our House League policy is to allow a maximum of four (4) team officials on the bench at any one time.*

Ensure that only players in attendance are listed, that their numbers are correct and that any suspensions being served are clearly indicated. Normally the visiting team will complete the game sheet first and the home team second. Under our scheduling conventions, the team number listed first on the schedule is the “Home” team and the team listed second is the “Visiting” team.

Remember that the game sheet represents the official record of the game and will be used as the reference source with respect to any issues that may come up.

Technically, improper or incomplete game sheets (including missing team official signatures and certification numbers) are potential grounds for forfeit and, or suspension. While coaches should appreciate that all of these details may not be rigorously enforced during regular House League play, it is important to realize that they can be challenged in tournament or exhibition play.

#### **11. Assigned Dressing Rooms.**

Check with your Convenor and use your assigned dressing room. Normally these rooms will be assigned consistent with the location of the Home and Visitor benches and ice access.

The intent is to establish separate ice access and egress routes. This ensures that the two teams are separated while moving from their dressing rooms to the ice and especially from the ice to their dressing rooms after the game when emotions may be high. Please make sure that your players are aware of and follow this process when moving to or from the ice.

#### **12. Be ready on time and stay on time.**

Make sure you and your players are ready to begin on time. It is not fair for games later in the time block to be shortened or curfewed because an earlier game did not start on time. Notify the convenor of any delays or problems that may affect the schedule.

All game and or practice schedules allow reasonable time to complete regular games as well as provision for flood times. “Curfew” times may be assigned to stay on that schedule. Convenors are challenged to get the most playing time available out of our scheduled ice blocks. Rather than a standard 10 / 10 / 10 stop time game, convenors will attempt to lengthen the playing time - subject to the coaches' abilities to help manage ice time.

To help avoid issues, have your players and team officials leave the ice immediately upon the conclusion of your game or practice.

While every attempt is made to avoid curfew situations, recognize and accept that your game may be shortened or curfewed based on delays and, or injury.

*If your game or practice time is shortened or curfewed, recognize the reason(s) for this and accept it with good grace.*

### **During the game**

#### **13. Set an example.**

*As the coach you are responsible for the actions and behavior of your players.*

Lead by example. Demonstrate the type of attitude, composure and sportsmanship throughout the game that is consistent with our values. As a special note, particularly at the younger levels, remember that we are trying to develop officials as well as players. Calls will get missed, or not go the way you think they should. Recognize that whatever you say or do that behavior is magnified through your players and is also picked up on and often embellished by spectators in the rink.

#### **14. Fair Play.**

**You are responsible for ensuring that fair play practices are followed for your team.**

Fair play applies both in terms of playing time and the use of the fixed playing structure. Lines should be played in rotation, and ice time equalized for all players.

For non-buzzer divisions, there will clearly be variances within shift lengths subject to the flow of the game. However, over the course of a full game these should “even out”. For example in a 30 minute House League game with a full bench, each player should ideally receive 10 minutes of ice time. As a “rule of thumb”, recognizing the variances that do happen our expectation is that each player should receive approximately 10 minutes plus / minus up to 20%, or 8 to 12 minutes of ice time.

Under our fair play principles, players should not “miss” shifts, nor should the same player(s) regularly get “short shifted” in penalty, injury or other bench management situations.

Coaches are reminded that all teams are required to follow the “Fixed Playing Structure” as laid out in the “Green Book” under the Playing Rules – Section D – Game Regulations - Rule #3

Coaches will establish their own objectives and practices regarding shift lengths and line changes. However, these practices must be applied equally to all players / lines.

This also implies that teams should not employ “power play” or “penalty killing” units as these tactics are not consistent with our fair play and skill building philosophy.

*Coaches not adhering to these principles are subject to game forfeiture or forced replay and, or suspension. Should you have concerns in this area, refer the situation to your convenor.*

*Under no circumstances will this type of behaviour be ignored or condoned.*

*Coaches must also recognize that this is not a perfect system and mistakes and discrepancies will occur. It is neither financially justifiable nor reasonable to expect that all games will be monitored. However, convenors are expected to evaluate their games on an ongoing basis and forward any concerns.*

*Should there be continued abuse of the fair play rule in any division, the league reserves the right to revert to a “buzzer” system at any time!*

**15. Stay on Time.**

Maintain a quick tempo during the game to maximize ice time utilization. Quick line changes and period transitions will help to ensure that your team gets their maximum playing time and potentially permit longer games.

<p><b>Period transition “coaching” breaks and “time-outs” are NOT allowed in House League play.</b></p>
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Referees will be instructed to assess a bench minor “delay of game penalty” for abuse of this rule.

**16. Risk Management - Play Safe but Be Prepared.**

In the event of an injury or accident, the coach / trainer must be prepared to support the implementation of an “Emergency Action Plan”. The convenor is the person in the rink in charge from the M.O.H.A. perspective. However, in most cases, the trainer of the team involved will likely be the “Person in Charge” as defined by the "EAP".

Under O.M.H.A. rules, there MUST be a certified trainer available for all games, regardless of the level. Please check to ensure that there is a trainer available, either from the other team or consult with the convenor if you do not have your own team trainer present.

The convenor will ensure that there is access to a telephone and that he / she will have all of the appropriate emergency numbers (Police, Ambulance, Fire Department). The Trainer should ensure that he / she has this information for any facility used for games or practices either at home or when travelling out of town.

"Call Persons" are reminded that emergency calls for assistance "911" should always be made where possible from a land line and not a cell phone. Land lines allow for a more accurate and efficient dispatch process from the Emergency Response Teams as well as guard against lost or dropped signals.

Any serious injuries must be reported via the O.M.H.A. Case report. Coaches must ensure that this form is completed promptly and returned to their convenor. This report must be completed and “delivered” to the M.O.H.A. office within 48 hours of an injury incident – **do not send it directly to the O.M.H.A.** Make sure you are familiar with this form. Copies are available from your convenor or through the M.O.H.A. office.

It is strongly recommended that any player who is removed from a game or misses any ice time due to injury, (whether hockey related or not) provide the coach/trainer with a doctor’s note authorizing resumption of play before that player is allowed to participate in any on ice activity.

**At the end of the game**

**17. Review the Game Sheet.**

Review your copy of the game sheet to determine that it has been fully completed. Ensure that you make note of any major penalties or suspensions and that you understand what has been assessed and the impact of those calls.

**Clear up any confusion immediately with the convenor.**

Remember that once the game sheet has been signed off by the game officials it constitutes the official record for that game.

#### 18. **Playing Rules – Game Suspension Policy.**

Coaches are reminded that the M.O.H.A. operates under the auspices of the O.H.F. and the O.M.H.A. and is therefore governed by their rules.



*All game sheets indicating suspensions will be forwarded to the Discipline Chairman / Committee for information, confirmation and tracking purposes. Minimum suspensions attributed to physical infractions, or non physical suspensions limited to one game are not normally subject to review or appeal.*

Coaches should clearly understand that any carryover or “outstanding” game suspension penalties incurred in Tournament or Exhibition play **MUST** be reported and served in subsequent league play regardless of any games already served.

**It is important that the full extent of any suspension is served ie. any suspensions not completely served in subsequent tournament games must be served in league play.**

Failure to report or comply with this rule will result in additional game(s) suspensions for both the coach and player(s) involved. Any games played with an ineligible player as per the above are also subject to forfeit.

#### 19. **Dressing Room Rules.**

Once your team has finished playing, vacate the dressing room as soon as possible. Leave the room in good shape (clean) for the next team. Trashing dressing rooms will not be tolerated and will lead to discipline or suspension. In addition, coaches should clearly understand that any facility damages caused by their team will be charged back to the team.

*O.M.H.A. guidelines require that all dressing rooms for players under 18 years of age be supervised by two adults at all times. This applies for both game and practice situations. No coach should leave a dressing room unsupervised nor should he or she allow themselves to be put into the position where they are alone with a player or player(s).*

*The “Two Deep” rule as reinforced in the Speak Out program is there for everyone’s protection! Please observe it.*

At the start of the season, coaches should establish and clearly communicate to parents their dressing room “rules”. In many cases, coaches identify the ten to fifteen minutes prior to game time and, or the five minutes immediately after the game as “their time” with the players and restrict access to the dressing room for that period. For older age groups (once players can “dress” themselves), many coaches also follow a “no parents in the dressing room” policy.

#### **Practices**

##### **Overall**

Perhaps the most difficult and challenging aspect of your role as an M.O.H.A. Coach is to design and execute an appropriate and effective practice program. For a lot of Coaches

the philosophy is that “games are for fun, practices are where you learn”. However, in order for productive learning to take place, players must be actively engaged in the process. Practices must be both enjoyable and challenging to the players to keep them interested and involved. The content must be appropriate to the age and experience level and delivered in a manner that encourages understanding and improvement. Coaches that accomplish this are usually rewarded with well-attended practices and invariably teams that perform well in games.

### **General Practice Principles**

The following points are intended as some “best practices” for planning and executing an effective practice program. Besides dealing with “engaging” the players, these points are intended to address the fact that ice time is limited and expensive. Use it wisely!

- Plan your practices in advance. Don’t show up at the rink and “wing it”. Knowing what you want to do and how you want to do it will save you valuable time at the rink and on the ice. There are a number of resources available to help you plan your practice. There are a number of Internet sites with practice and drill related information. A sample practice planner form has been appended to the guideline as Appendix “C”.
- Establish a standard warm-up / cool down process for your players so that they all know what to do when they hit the ice. This will save time that you can better use for teaching.
- Establish and enforce clear practice “rules”. For example, no shots after a whistle, one whistle means stop, two quick whistles mean gather on me. This will also save time if players know what you want.
- Get your players to arrive early if you can. That will give you some time to stretch / teach before going on the ice.
- Explain what you want to do and how – in the dressing room – before the practice. In this way you can save time on the ice and have more time to “practice”.
- Give your players diagrams and descriptions of the drills you want to cover so they can see what they are expected to do. This can be accomplished in many ways, e.g., in a handout at the beginning of the season, after practice or game the week before, in the dressing room or hung on the glass. Remember to keep in mind the age and experience level of your players.
- Describe – demonstrate – do. It is critical that everyone understands what they are expected to do. Try it once, correct as necessary and do it again. Use your assistants to work with players who need additional instruction or to minimize group size.
- Relate activities to results. It is important that players understand the objective and how it will improve their capabilities, the “what’s in it for me?”
- Break it up, both in terms of groups and activity. Use your assistants and break up into smaller groups for more personalized instruction or more role specific work (forward / defense).
- Build from the basics – Start with a simple concept and add progression / complexity as the players master the current level. ex., basic skating without, then with a puck, simple pattern then more complex, without, then with a puck etc.

- Work with your goalie(s) – keep him or her actively involved – they are not there as simply targets. See if someone on your team has goalie “expertise” or interest and involve them as your goalie coach.
- Don’t beat it to death - don’t stay with any drill or activity too long (4 – 8 minutes) and other than your quick warm-up program, don’t do the same things every week. Always consider how well something works for you and watch what works for other coaches.
- Be responsive to your players – watch for and understand their reactions to what you’re doing and respond appropriately. If they are not ‘engaged’ they won’t learn – you’ll see it, find out why and fix it.
- Plan your breaks – players cannot go full out for fifty minutes. Plan your water breaks (make sure water is available) or other interruptions to work into the flow of your activities.
- Ask for help and advice – nobody knows it all and good coaches are always looking for and finding ways to improve their programs. Get someone to come out with you and either run your practice or assist. Offer to do the same for them.
- Use the ice – Regardless of whether you are using full or half ice, use it all. With shared ice it often makes good sense to work together “full ice” for at least part, if not all of the practice time.
- Use “scrimmage” carefully. Simply scrimmaging is not practice. It can become an expectation for your players and cause them to “resent” any other practice activity. Treat it as a reward and monitor and use it as a teaching experience.

### **Team Rosters & Bench Staff**

**All M.O.H.A. bench staff or on ice practice personnel MUST file the appropriate security clearance with the M.O.H.A.** These clearances are maintained on a confidential basis and administered under O.M.H.A. guidelines. Should you have any questions or concerns about your eligibility for acceptance, please contact and review your concerns on a confidential basis with the Vice President, House League or the Chairman of the Discipline Committee.

Clearances for the current hockey season must be dated on or after April 15, of the year in which the season starts.

**These clearances must be received in the M.O.H.A. office by October 31<sup>st</sup> of the current season.**

**Failure to provide a security clearance will result in suspension and, or removal from the bench and, or team roster.**

**Note:** *A: Any bench or on ice staff failing to provide a valid clearance by the due date will be suspended from all team activity until a valid clearance is provided.*

*B: Any bench or on ice staff member whose clearance does not meet the O.M.H.A. guidelines will be removed from their role.*

M.O.H.A. House League teams are permitted to have a maximum of four Team Officials on the bench for any game.

## **Team Rosters - CRITICAL**

***Any team wishing to play exhibition or tournament games must submit a team list and qualified bench staff to the MOHA office to get an O.M.H.A. approved roster.***

It is the coach's responsibility (often using the team manager) to follow-up on and ensures that this documentation is completed and processed properly.

In order to get their team roster approved a team must have:

- A team list of all players, including a copy of the birth certificate(s) for any player(s) not previously registered with the O.M.H.A.
- A Head Coach and Trainer with valid certification.
- A Team Manager
- Speak Out certification numbers for all team officials.
- Anyone listed as either a coach, assistant coach, trainer or assistant trainer on the team roster must have an appropriate / valid certification number.

***All certification numbers must be current O.M.H.A. numbers.*** *Coach or Trainer numbers issued by another OHF partner (ex, Alliance or GTHL) may be current but will NOT be accepted. These numbers must be converted by providing proof (copy of card or certificate) of program completion and paying the appropriate conversion fee directly to the O.M.H.A.*

Once the team roster has been approved by the O.M.H.A., it will be returned to the M.O.H.A. office.

Once the appropriate documents are complete and submitted, Coaches should allow two weeks for O.M.H.A. approval and return. It is the coach's responsibility to pick up their copy of the approved roster sheet and retain it for presentation as required for tournaments or other events.

*Teams attempting to play exhibition games or tournament without an approved roster will in all likelihood be refused play and are subject to forfeiture of games and, or forfeiture of entry fees and, or suspension of the team officials.*

### **Additional Volunteer Participation**

Some teams will have the advantage of having additional volunteers available to help with on-ice activities (on a regular basis) who are NOT registered to the team as Team Officials. While this is a good thing, under insurance rules these individuals must be identified and information on them submitted to the OMHA.

Therefore for any team with these on-ice / non Team Official volunteers, the convenor must be advised of:

- Name / address / phone number / date of birth / role with the team

### **Player Participation**

**House League players are not normally eligible to play on more than one team. House League players may play as an Affiliated Player (AP) with a Town Rep team provided that they are carded to a House League team with an OMHA approved roster and subsequently listed on the Rep team's AP list.**

The M.O.H.A. and the O.M.H.A. allow a House League team to AP a goaltender from a lower age division (e.g., a Peewee “Red” team may AP a Minor Peewee “Red” goaltender). This practice is encouraged to provide teams with a second goaltender for practice purposes and for Tournament or Exhibition games, as well as to provide incremental development opportunities for the “second” goaltender. AP goaltenders are not eligible to play in regular league games for the higher division team unless the team’s “regular” goaltender is not available. An AP goalie must be listed on an official Affiliated Player form and submitted to the O.M.H.A. for approval.

**Note:**

***House League teams are not allowed to “pick up” player(s) to supplement their bench for Tournament or Exhibition games.***

*Any House League team “picking up” a player or players is creating a “select” team and can be challenged / charged with having an ineligible player(s). This will cause an automatic forfeit and may lead to suspensions for the player(s) and, or team officials involved as well as possible expulsion from the tournament. The player(s) “picked up” may also be denied insurance coverage in the event of any unfortunate accidents.*

*To address “short bench” challenges, especially for “older” Red level teams considering tournament play and concerned with player availability, the league will consider the use of AP players for tournament and exhibition play only. This is by special request only, after consultation with the league convenor and provided the “AP” player(s) are identified as capable of play at the older level, identified on approved AP forms and the “play” does not conflict with their primary team (games or practices)*

*Coaches should also be aware that this may or may not be acceptable to external tournament organizers and must be assessed on a case by case basis.*

**Travel Permits (Tournaments and Exhibition Games)**

Any team wishing to enter a tournament or wanting to host or travel to an exhibition game MUST have a valid travel permit approved by the O.M.H.A.

**Your Convenor must be informed of all exhibitions games and tournaments that you are planning to attend. Prior to submitting the travel permit for approval to MOHA, make sure your convenor has initialed the travel permit.**

The convenor will keep a record of such permits and require that the participating teams report back to them on the results (Tournament Report or Exhibition Game Result). This will also normally require that the team submit a copy of the official game sheet for each tournament or exhibition game played. Failure to provide this information may result in suspension of these privileges for the offending team.

Review any questions you may have with your convenor. It is important that you plan your events in advance to provide the lead time required to secure the appropriate permit (at least two to three weeks for O.M.H.A. approval).

When hosting an external team, the local coach should ask to see a copy of the visiting team’s travel permit to ensure that all requirements have been met.

**\*\* Remember that teams need to ensure that they arrange or are covered by supplementary insurance coverage for any travel to US events.**

### **Team Budgets**

To help coaches and parents better understand the financial responsibilities and budget expectations for our House League program, the Board of Directors has approved the following budget regulations. These regulations provide further clarification of the information provided in the M.O.H.A. "Green" Book.

1. All teams must complete budgets and these budgets must be submitted to the Vice President, House League for approval.
2. All sources and application of funds must be included in a budget, including the approximate value of any equipment, apparel, services or events that are provided, donated, or supported by a sponsor or team member. The value of any commercial transportation planned to accommodate travel for tournaments or any other team functions must also be included.
3. Any House League budget in excess of \$9,000 requires Executive approval and may only be presented by a team to their parents or players on that basis.
4. Within the limit of \$9,000 a maximum of \$1,800 may be applied to apparel (20% of the cap total). 20% was considered as a reasonable budget proportion but is not applied as an absolute, recognizing that some teams may only include an item like "team caps" as their entire budget.
5. Financial assessments are limited to a maximum of \$400 per player. Coaches are reminded that M.O.H.A. policy stipulates that a player may not be denied participation in team functions based on a parent's unwillingness or inability to pay a team assessment.
6. A preliminary budget must be submitted for approval prior to October 31<sup>st</sup> and a final statement of actual expenditures by April 30<sup>th</sup> (at the end of the season). A copy of both the initial budget and final statement must be provided to all parents on the team.
7. Should there be a material change in a team's financial status during the year, through revised plans, donations and, or fund raising opportunities, an amended budget needs to be filed for approval at the time the change occurs.
8. Any team proposing a 4<sup>th</sup> tournament at the end of the season must identify funding for that event separately within their budget and may not commit to that tournament until they have the written approval of the VP House League (as per current regulations). Funding for this event would be considered as part of their budget or revised budget total.
9. Failure to comply with budget policy will result in a suspension to both the coach and team manager.

Any team wishing to secure approval for a team budget outside of these guidelines must submit a detailed proposal to the M.O.H.A. Executive for consideration and may be called upon to present / defend their situation.

The intent of these budgets is to ensure that teams are operated on a fiscally responsible basis and that the league can reasonably respond to any issues that may be raised. Coaches and, or the M.O.H.A. must be in a position to respond to any parental requests for verification of any team's budget or spending.

*Coaches are cautioned that the M.O.H.A. reserves the right to contact individual parents directly should the association feel that this is necessary to validate parental support of team programs. These calls will be made on a confidential basis and may be used as part of the decision making process regarding budget approval.*

### **Team Budgets – Additional Information**

Budgets are always a challenging issue and difficult to “normalize” due to different circumstances and approaches followed by each team, as well as the preferences of the coach and parents to be more or less active in fund raising and overall team activities.

**Coaches are reminded that these are not “travel” teams and that they should be sensitive to the “demands” placed on parents.**

**House League budgets, will not exceed \$9,000.00** typically, higher-end budgets reflect teams that are more inclined to fundraise and want to take on more activities, games and events. There are also teams that are more fortunate in the generosity of their sponsor who may choose to make an additional contribution to the team.

As a separate note, teams need to be sensitive to the fact that additional “sponsor” fund raising must not detract from the support or identification given to their original, primary sponsor.

Any funds provided to the team must be made out to the team account and not to the MOHA. The MOHA will not act as a clearance centre for team funds.

As a minimum, coaches must provide their parents with an initial team budget and a final accounting of income and expenses at the end of the year.

Any unused funds must be apportioned back to the parents on an equitable basis dependent upon their contribution. Refunds to parents may not be in excess of their actual cash contributions.

**Note: M.O.H.A. House League rules stipulate that a player may not be denied participation in team functions based on a parent’s unwillingness or inability to pay a team assessment.**

Regardless of the amount of any team budget, it is important that it is arrived at in consultation with parents, and that the team’s financial status is clearly agreed and communicated on a regular basis.

## Typical “Budget” Items

The following is intended to provide examples of typical “budget” items. In most cases the two primary expenses will be incremental ice time and tournament entry fees.

Item	Description	Budget Amount
Additional Practice Ice	Depends on time of day ex., 24 weeks @ \$200 per	\$100 - \$250 per hour \$4,800. + GST
Exhibition Games	Ice + referees and timekeeper	\$200 - \$300 per game
Tournaments – entry fee only	One day – “Mini” tournament Weekend – Major Tournament U.S. Tournament	\$300 - \$500 \$450 - \$650 \$800 - \$1,200 Canadian
Social	Party(s) and team awards	\$300 - \$600
Security clearances	If team pays – 3 to 5	\$45 - \$75
Jersey Lettering	Names / numbers / patches	\$75 - \$150
Miscellaneous – dependent on coach and team approach	Post game drinks, Replacement first aid items, Tape / pucks / pylons / water bottles Phone / fax / courier bills O.M.H.A. travel permits (\$10 or \$20 per)	\$100 - \$300
Team Apparel* / Equipment	From nothing to caps, jerseys, shells, bags, jackets . . . .	\$0 - \$2,500+?? Requires approval for amounts in excess of \$1,500.

- **The caricature logos used on the M.O.H.A. House League jerseys are the property of and copyrighted to the Minor Oaks Hockey Association.**

**These are also the only jerseys allowed in House League games.**

## **Player Evaluations**

Properly completed player evaluations are a key component of our ongoing program. Coaches working with their Convenor must ensure that evaluations are completed on each player in a complete, consistent and objective manner. Player information must be as complete and accurate as possible, both in term of player characteristics (position, shot, height and weight) and on his or her performance evaluations. Evaluations need to be considered both in terms of each player's relative performance on the team as well as the integration of the individual and team ratings into the overall division ratings.

**These evaluations MUST be completed and submitted prior to the completion of the season. The coach's role is not complete until these evaluations are finalized with their peers, the convenor and submitted to the league office.**

All efforts should be made to keep these evaluations confidential. Incomplete, inaccurate or inappropriate information can be misleading or harmful.

**Properly completed evaluations are essential in successfully getting the following season off to a good start.**

**Note:** *Coaches not completing or submitting these evaluations as directed will be suspended and, or denied coaching privileges in the following season*

## **Coaches Meetings**

It is strongly recommended that coaches hold periodic meetings with their players and parents to make sure everyone is informed of any issues that impact their team or division. Player, and, or parent meetings also ensure that everyone is afforded an opportunity to present their ideas or opinions and help to prevent misunderstandings.

Suggested meeting opportunities with players and parents are as follows. Please recognize that these are suggestions only, coaches may choose to do more or less:

- Initial players meeting followed by an initial parents meeting (this is a MUST do). As an initial get together this allows you to introduce yourself and your "staff", as well as to provide an outline of your credentials, philosophy, basic season plan, expectations and rules. You can also use this session to solicit input / support from parents for team roles, budget plans, fund raising, team activities, tournaments etc.

*It is strongly recommended that as part of this initial meeting, that coaches provide to all parents a written copy of their rules, and expectations for players and parents. This is especially important as it relates to any "discipline" actions that may be taken with players not adhering to agreed upon team rules, standards of behaviour or inappropriate on-ice activity. It is important that expectations are clearly set, understood and agreed so that there are no "unpleasant surprises" for anyone later on.*

- Post balancing – approximately four to six weeks into the season to clarify plans and follow-up on your initial meeting.
- Pre tournament – to cover off tournament details and roles (car pooling, attendance, schedules, format. . .). For an “overnight” road trip there will be additional planning needed re meals, accommodation, car pooling, player supervision etc.
- “Xmas” timing - off ice social as a good player / parent get together.
- Pre-playoff to cover how play-offs work – review season.
- Post season team wrap-up celebration. Relive the high spots and have some fun.

Coaches are also expected to attend “coaches” meetings with their convenor. At minimum, convenors will hold meetings with their coaches at the appropriate times to cover

- The draft / team allocations (required and arranged)
- Season start – establish the ground rules for working with you, any specific rules that relate to your division / level, key M.O.H.A. issues - fair play – code of conduct etc., a get to know each other . . .
- Balancing – after initial games to identify and deal with any issues.
- Mid season – pre Christmas break to make sure everyone is on track.
- Pre-Playoff – ***Make sure you know the playoff rules and format*** and re-enforce the fair play requirements with the members of your bench.

### **Additional Guidelines and Expectations**

The following information is provided as “rules of thumb” information and represents what have been “common practices” for House League coaches in prior years. These comments are NOT requirements but rather are presented to assist less experienced coaches in understanding what other coaches have done or tend to do.

### **Tournament and Exhibition Games**

There is a general expectation that “Red” teams will participate in two or three tournaments per year – one of which will likely be a “stay-over” weekend event. Teams are allowed a maximum of four tournaments over the season, provided one is after the end of the season and it has been approved by the Vice President, House League.

“White” teams typically do not play as many tournaments, although it is important that coaches try to participate in at least one. Players and parents really enjoy these opportunities. **Remember that an “approved O.M.H.A. roster” is required to participate in any outside tournament or exhibition games.**

Both “Red” and “White” teams expect to play exhibition games with the same consideration that the “Red” teams tend to play more. On average, a “Red” team would play six to twelve exhibition games (often set-up as three to six home and home series. Common “etiquette” is that if you host (pay) for a game, you should expect to receive a return match). Outside teams are often prepared to split the cost of “Oakville” games as it may be difficult for them to secure ice time for a return game.

Oakville teams should extend the same offer / courtesy when playing away from home. If they do not feel that they can host a return game, they should contribute to the cost of the “away” game. Recognize that some teams play more, some less. Check with your convenor or other coaches for contacts for, or assessments of other teams.

Be willing to share your contacts and experiences with other coaches to allow other teams to benefit from “good” competition or to avoid inappropriate match-ups.

### Team Roles

All House League teams should try to assemble as complete a staff as soon as possible to both lighten the load on the coach, as well as to encourage more active participation by more parent members of the “team”. Our ability to attract and involve “assistants” this year will significantly impact our ability to develop individuals as “head” coaches and for other roles in future years.

**All Team Officials must be identified to and are subject to approval by the M.O.H.A.**

Simplistically, the “standard” roles that should be established are as follows:

<b>“Carded” Roles / Team Officials</b>	<b>General Responsibility</b>
<b>Coach</b>	Overall responsibility for the team, both on and off the ice - <i>required with NCCP and Speak Out certification on any rostered house league team wishing to play tournament or exhibition games</i>
<b>Trainer</b>	“Risk Management”, First Aid and Safety “expert” for the team – often also an assistant coach – <i>required with HTCP certification on any rostered house league team wishing to play tournament or exhibition games</i>
<b>Manager</b>	Manages and maintains all administration, information and activities for the team as directed by the coach – often serves as treasurer as well.
<b>Assistant Coach</b>	Backup for the coach on hockey issues and a key participant in practices and bench management during games. <i>In order to be carded as an assistant coach on an OMHA rostered team NCCP and Speak Out certification is required.</i>
<b>Assistant Trainer</b>	Assistant as per trainer role
<b>“Non Carded” Roles</b>	<b>General Responsibility</b>
<b>Hockey MOM</b>	Key liaison with Hockey MOMs as well as “social” event organizer. Usually plays a key role in team fundraising activities. Should work closely with, or could be Team Manager.

### Team Composition

Under most circumstances our intent is to include sixteen players on every House League team – fifteen skaters and a goalie. However, subject to registration demands and our interest in affording as many players as possible with the opportunity to play, there may

be instances where we will add a second goalie or, increase or decrease the overall number of players for a team or teams within a division.

### **Non Drafted Leagues**

For Tyke (6 year old) and Novice (8 year old), team assignments will be based on a combination of prior year ratings (where available), on-ice assessments and where possible the consideration of parental requests.

Coaches are expected to participate in the organized on-ice evaluations for all players for consistency reasons.

Normally the Convenor and, or Senior Convenor will involve the coaches in the subsequent team assignment process. However, if this is non-productive, the Convenor and Senior Convenor are empowered to arbitrarily establish team rosters.

Several weeks of “practice” sessions are normally utilized to finalize teams prior to any “games” being played. This allows for better balancing and team review as many of the players in these age groups will be new to hockey.

For these younger age groups, coaches and convenors should be sensitive to and try to accommodate parental requests as much as possible for playing arrangements, provided that they do not upset the balancing process.

### **Drafted Leagues**

For minor atom and up, team selection is normally established by a player draft. The draft can be a “stressful” situation for those involved, but runs much smoother and with fewer problems if participants spend the appropriate preparation time and know the rules. A well-managed draft sets the tone for the rest of the year and can eliminate the need for subsequent balancing moves.

The M.O.H.A.’s normal practice is to hold an initial “Red” draft prior to any scheduled ice time. Selection is based on prior year player evaluations and coaches’ knowledge of the players. At the initial draft, Red coaches will select a goaltender and twelve skaters from all players registered in the age group and included on the draft lists provided.

<p><b>Any individual not included on the draft list or added by the convenor prior to the commencement of the draft is NOT eligible for that draft.</b></p>
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The initial Red draft will leave three spaces open for the supplemental Red draft. After the initial Red draft, all non-drafted players will be contacted and brought out in groups to the initially scheduled ice times for the “White” division. All Red coaches are expected to attend these sessions to assess the remaining players and determine candidates for their final three spots. These skates are considered by many players as a “try-out” for Red and taken very seriously by players who are very “eager” to play Red level hockey but have not as yet been drafted. Red coaches should recognize the importance of their decision to these players, recognize their sensitivity, and govern themselves accordingly.

Immediately following the undrafted player skates, a time will be set for the Red coaches to select their final three players. At this point the White / Blue coaches will have a single draft session to select their teams from the remaining player pool.

Once players have been drafted, coaches are directed to call their players as soon as possible to let them know they have been selected and reduce the number of "what is happening" calls that are directed to the Association Office.

A number of points with respect to the handling of “protected” and “sponsored” players are covered in the following sections. However, there are a number of other conditions that are necessary for and contribute to an effective draft.

- Be prepared, the draft list will be provided in advance of the draft. Review it carefully – drafting 12 left wingers and no defense is not a good idea.
- If you feel there is a problem or error bring it to the attention of the M.O.H.A. office prior to the draft – only players on the list or announced at the draft are eligible.
- Share information with your peers – remember this is House League hockey – for the players – if you know something about players, especially new players, share it with the group. Remember, the next person looking for help just might be you!
- Be reasonable in your requests or assessments – don’t try to artificially inflate or deflate a player’s assessment in order to improve your position.
- Respect the role of the Convenor or Senior Convenors involved with the draft. Remember they are also volunteers and are simply trying to ensure that teams are drafted on a balanced basis.
- Be willing to compromise to reach decisions. If need be, the Vice President House League will make the decision for you, but it is better if you decide on your own.
- Respect the “confidentiality” of the data. Players and parents do not need to know who was drafted in what order or what rating was assigned to an individual player. Incomplete or inaccurate data taken out of context is dangerous.
- Have the appropriate representation – **the guideline is that each team should have two representatives at the draft –no more / no less.** More than two is unwieldy and creates potential issues regarding “protected” players (see below) and only one representative has difficulty tracking and assessing the situation during the draft.
- Carefully review and be prepared to follow the following rules for “protected” and “sponsored” players.

### **Protected Players**

**Under M.O.H.A. playing rules, as outlined in the “Green Book”, there is no provision for players to be “protected”, other than from “White” teams in a balancing adjustment.** However, it has been generally accepted that the son or daughter of the Head Coach and an “Assistant Coach” may be “protected” by being seeded into the draft selection process where they would fall as a result of their overall evaluation. We have generally accepted that this is a reasonable and necessary practice in support of our coaching volunteers and will continue this practice on a go forward basis, subject to the following clarifications and guidelines.

- Coaches without a son or daughter may NOT designate a “protected” player, nor may they designate two “Assistant Coaches / Trainer” for player protection.
- The draft placement of players is provided that there is general agreement that the evaluation is a fair assessment of the player(s)’ ability. Should this be disputed, the convenor / senior convenor in charge of the draft is empowered to arbitrarily place those individual(s) in the round(s) he or she feels is appropriate.

- Should a team's identified "protected" player(s) be deemed to be impact players to the extent that their normal assignment could significantly impact the balance of the league, the draft order or selection process may be altered to compensate.

**Note:** *All coaches should recognize and support that the intent of the draft process and player evaluation is to establish balanced teams from the outset. The objective is to minimize any subsequent changes and disruptions. Ideally there would be no balancing moves required.*

- Based on the current O.M.H.A. requirement for a certified coach and trainer as a prerequisite for rostering teams, the Head Coach at his or her discretion may designate the son or daughter of their identified trainer as their protected "assistant coach" player. In this case the team will NOT be allowed to protect the son or daughter of an assistant coach.

### **Sponsorship and Sponsored Players**

A sponsor's son or daughter will normally be placed on the sponsor's team. Usually this does not present a problem as the coach that drafts the sponsor's child ends up with that sponsorship.

- Once a team has acquired a sponsor, they must submit the name of the sponsor and child's name in writing to their convenor prior to their draft date.
- All efforts will be made to resolve any sponsorship conflicts or issues among the team(s) involved. However, in the event that an issue can not be resolved, it will be decided by the Vice President, House League and may result in the arbitrary movement of a player or players or sponsorship.
- Coaches and sponsors must be aware that sponsor "colour" match-ups are done on a first come / first served basis and are generally already committed prior to the draft. With the number of teams involved, jerseys are screened in advance in order to have as many as possible ready for the beginning of the season and minimize the amount of disruption required for subsequent changes. Once screened, changes can not be made. Sponsors are encouraged to make their commitment early to improve their chances of securing their preferred colour / graphic combination

### **Balancing**

Our objective for each division is to provide as level a playing field as possible by providing quality player evaluations and incorporating provision for balancing teams early in the schedule.

*This balancing provision is clearly spelled out in our rules, identified on our registration forms and coaches are asked to remind all players and parents of this process at the beginning of the season.*

Ideally the need for balancing is kept to a minimum and can be dealt with early on. The objective is to provide an environment for each division where any player can come to the rink on any given day and feel that their team has an opportunity to win. This does not mean that there won't be stronger and weaker teams, or that some coaches won't do a better job in developing the talent on their team.

We expect that at the beginning of the season when coaches have had an opportunity to assess their players on ice, that they share an open and honest assessment of their team (strengths and weaknesses) with their convenor and the other coaches. If everyone does

this and identifies where balancing issues exist and supports the appropriate changes, this process does not have to be as contentious and disruptive as it has occasionally been in the past. Coaches not supportive of the process will be treated accordingly.

Convenors try to approach balancing a “consultative” approach. However, coaches are reminded that convenors are authorized to make initial balancing moves based solely on their own assessment.

Balancing is not intended as an ongoing process. Coaches should also be clear that after the initial balancing there will not be any player movement except for exceptional circumstances, and then only under the direction of the Vice President, House League.

*Coaches, parents and players should also be aware that once a balancing decision is made it is not negotiable. Therefore, if there are any personal or situational issues that should be taken into consideration that may affect the player decision, they need to be brought to the attention of the convenor prior to the moves being decided.*

### **Summary**

While some of the foregoing may appear onerous and bureaucratic, it is simply a reflection of the environment that now exists in society in general and for minor hockey specifically.

The regulations are there with the intent of protecting the safety and well being of all participants. We truly appreciate the commitment that is required from all of our volunteers and are trying to make our “system” as hassle free as possible under the circumstances.

As a participant, the more you understand and comply with our expectations, the easier and lighter the load on all of us. Thank you for making the commitment to create a safe and fun hockey environment for our players.

Remember what we are trying to accomplish – be safe, have fun, develop abilities and play the game.

# "B" M.O.H.A. Practice Planner

Date: \_\_\_\_\_ Duration: \_\_\_\_\_ (min.) Practice No.: \_\_\_\_\_

Objective: \_\_\_\_\_

**LEGEND**

- ◎ Coach
- ● Forwards
- △ ▲ Defenders
- G Goalie
- || Stop
- X Pylon
- Pucks
- ~~~~ Puck Carrying
- ~~~~ Shooting
- Pass
- ~+ Drop Pass
- ~~~~ Backward Skate
- ||||| Lateral Movement
- Defensive Pressure

TIME: \_\_\_\_\_ NAME: \_\_\_\_\_

DESCRIPTION:

TIME: \_\_\_\_\_ NAME: \_\_\_\_\_

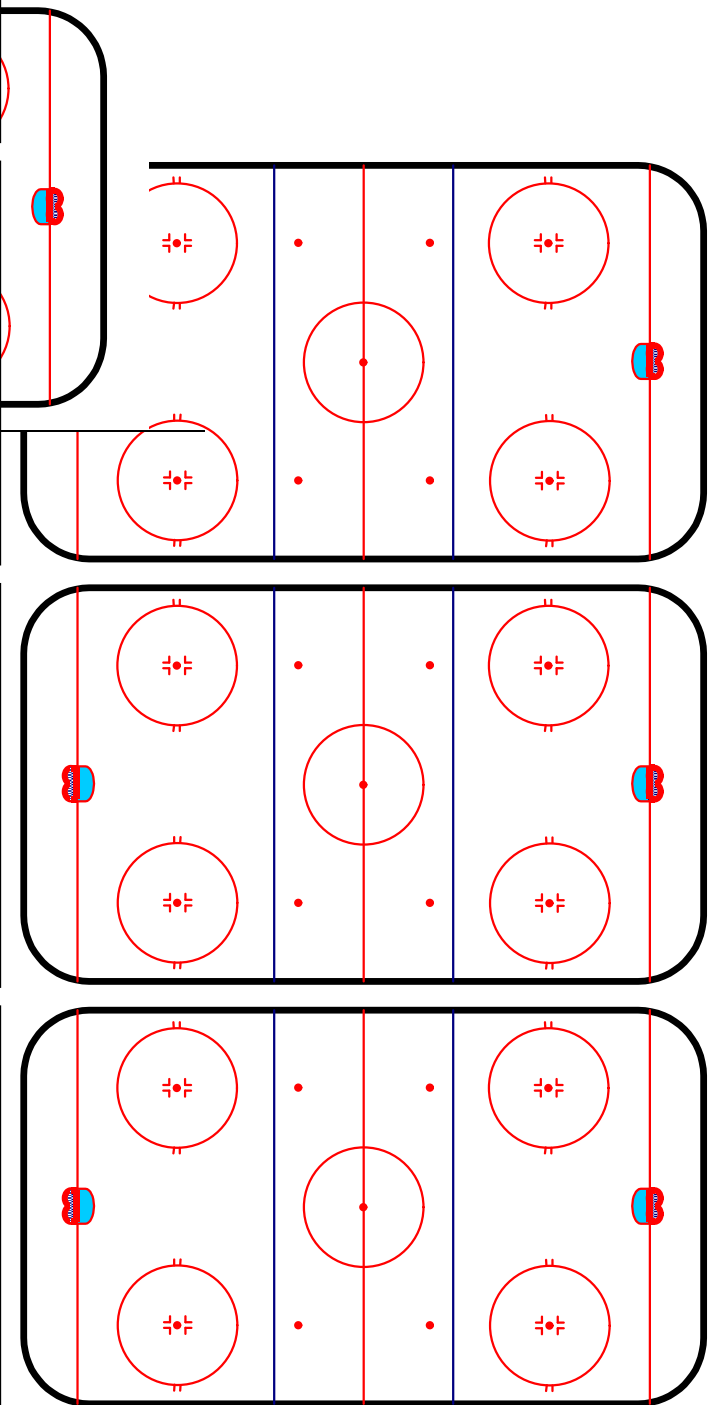
DESCRIPTION:

TIME: \_\_\_\_\_ NAME: \_\_\_\_\_

DESCRIPTION:

TIME: \_\_\_\_\_ NAME: \_\_\_\_\_

DESCRIPTION:



**“C” M.O.H.A. Team Budget (Sample Format)**

<b>MOHA Division / Level</b>		<b>Year 2009 / 10</b>		
<b>Team # / Name (Sponsor)</b>		<b>Rev. Date:</b>		
<b>Budget</b>				
<b>REVENUE</b>		<b>Original Estimate</b>	<b>Actual To Date</b>	<b>Full Year Actual</b>
Player Assessment	per player =			
Fund raising	1			
	2			
	3			
	4			
Additional Sponsorship and Donations	1			
	2			
	3			
	4			
	5			
<b>TOTAL REVENUES</b>				
<b>EXPENSEES</b>				
Tournament Fees	1			
	2			
	3			
	4			
Additional Ice	Practice			
	Exhibition			
	Officials			
Team	Equipment			
	Jerseys			
	Clothing			
Social / Team Events	1			
	2			
	3			
	4			
Miscellaneous fees and expenses	1			
	2			
	3			
	4			
	5			
<b>TOTAL EXPENSES</b>				
<b>SURPLUS / (DEFECIT)</b>				
<b>per Player</b>				

Notes: