

HIGHLAND STORM MINOR HOCKEY ASSOCIATION COACHES GUIDELINES

TEAM OFFICIALS INFORMATION

Each team may have up to 5 registered officials on their team list and bench. Only carded officials may be on the ice and bench with the team. A carded Trainer must be on the bench/ice for all games and practices.

All team officials must have their Police Check completed and returned to the Team Officials rep before the first league game.

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.
- 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 OMHA Rep will assist you in scheduling all regular league games
- If you book an exhibition game, you must contact your Rep and the Ice Convenor who will help you set up referees, gate and time keepers. The team will pay for all exhibition referees and time keepers.

Playoff Schedules:

- Your Rep 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 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 Rep. Teams will be fined \$100.00 by the League if a scheduled game is changed

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

- 1) Your decision must be made at least 6 hours ahead of game time.
- 2) Call your Rep 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 Rep 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.

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 is 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.

Game Sheets:

- All game sheets must have team officials signatures on them.
- All game sheets must have the scheduled game number on them.

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. All suspensions by players or coaches must be reported immediately to the MPS League and the HSMHA Rep.

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.

TEAM FUNDRAISING

All teams are sponsored by local businesses and these sponsors need to be recognized by parents and players throughout the season. When writing to the local media about your team please include your team sponsors name in your article. Please do not fundraise for your team without permission from the Fundraising Convenor. All funds collected at the gates or tournaments etc. must be tabulated and a copy of the season's financial report must be sent to each player's parent and to the executive at the end of the season. Any extra funds collected by a team that is not spent on players clothing, tournaments etc. must be sent to the HSMHA.

GATE KEEPERS

During exhibition games and regular season games each team is responsible for collecting gate fees and for paying the time keeper and the referees. Teams are to submit monthly receipts to the HSMHA Treasurer for referee and time keeper costs which will be reimbursed. During Playoff games, the HSMHA executive will run the gate for each game. Teams are still expected to pay the ref's and time keepers for playoff games and send in their bills.

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.
- 14) Players/Parents are expected not to use the social media to incite disrespect or harassment towards other players/parents/coaches/ref's etc.

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: _____