



## **Glanbrook Minor Hockey Association**

**Coaches Resource Manual 2018/19**

**<https://glanbrookminorhockey.com/>**

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**Glanbrook Minor Hockey Association (GMHA)  
COACHES RESOURCE MANUAL**

This is meant to be a summary of information needed by coaches, bench staff and managers. Please review the GMHA constitution found on the website for more detail.

NOTE: The website and email is our major form of communication to all stakeholders of GMHA. Please encourage your parents & player groups to refer to the website frequently.

**GMHA Executive & Staff**

**The attached link provides up to date contact information for current GMHA Executive and Staff**

<https://glanbrookminorhockey.com/Staff/1003/>

**Important Dates:**

August 31 <sup>st</sup>	Expiration date for all team officials to recertify for upcoming season
December 1 <sup>st</sup>	Final date to submit Local League roster to Regional Director
December 15 <sup>th</sup>	Final Roster and Affiliated Player Registration to League Convener deadline
January 15 <sup>th</sup>	Final date to file a team's Affiliated Player list
February 10 <sup>th</sup>	Final date in which a player may be added to the Electronic Roster

## **GMHA Mission (Coaches, Team Staff and Players)**

The goal of the Glanbrook Minor Hockey Association (GMHA) is to develop and promote the ideals of responsibility, hard work, sportsmanship, teamwork, and fellowship within a safe and positive and fun environment. The purpose of this document is to state clearly the expectations of Coaches and Team Staff for the season ahead, and to provide assistance to them, in order to ensure a successful season. Please take some time to review this document to ensure that everybody involved fully understands their responsibilities.

### **COACHES AND TEAM OFFICIALS WILL:**

- Be a resource person able to assist players to develop his/her potential
- Ensure that all equipment and facilities meet current safety standards
- Make the sport challenging and fun
- Be honest and consistent with players
- Be prepared to interact in a positive manner with administrators, league officials and parents
- Be responsible people who are flexible and willing to continually learn and develop
- Follow the advice of a medical exam when determining when an injured player is ready to play again
- Recognize individual differences in players and always think of the player's best interest. Aim for excellence based on realistic goals. The activity undertaken should be suitable for the age and ability of the players
- Lead by example. Teach and practice cooperation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements which no one should evade or break
- Set and monitor boundaries between a working relationship and friendship with players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

## **SOCIAL MEDIA AND INTERNET POLICY**

Members of GMHA (players, parents, coaches, team officials, board members) shall refrain from using any form of electronic communication to send or post content that is bullying, harassing, abusive or found to be conduct unbecoming (text, e-mail, social media, internet forums and blogs, etc.).

## **OMHA CODE OF CONDUCT**

This Code for Conduct identifies the standard of behavior which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in OMHA activities and events. OMHA is committed to providing an environment in which all individuals are treated with respect.

- Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.
- During the course of all OMHA activities and events, members shall avoid behavior, which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors.
- OMHA members and participants shall at all times adhere to OMHA's operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.
- Members and participants of OMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- Members of OMHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior, which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA's Harassment Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges, which come with membership in OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

## EQUIPMENT

All Head Coaches will be given a code to the designated equipment room at Glanbrook Arena for their teaching aids. This code is NOT to be shared among other coaches on staff, and Head Coaches are responsible to inventory and return any equipment removed. Head coaches are responsible to report any defective or missing equipment to the Coach Mentor and Director Purchasing.

Any equipment in the Glanbrook Arena Equipment room belongs to the GMHA, and is for the use of ALL coaches (Rep/AE/LL/IP). As such, it MUST be returned to the equipment room after each use.

**\*New for 2018/19 Season and beyond.** Rep coaches will be given access to an iPad that will be used throughout the season for Electronic Game Sheets. These iPads belong to the GMHA, and are for the sole purpose of Game Sheet use. The Head Coach will be responsible for the care and security of these iPads, and will return to the GMHA at seasons' end.

### Rep Coaches:

- Teams should build into their budget, any coaching equipment needed for the season. Coaches must submit their receipts to the team manager prior to reimbursement. Team Managers should be expected to keep these receipts until all team accounts are closed at the end of the season

### LL Coaches:

LL coaches will be able to purchase "reasonable" coaching aids, and will be reimbursed to a **MAXIMUM of \$50** by the GMHA. The GMHA will do our best to provide coaches with an organizational discount through an approved retailer to assist. Such "Reasonable" purchases include pucks, pylons, whiteboard, and whistle. Please submit any receipts for approved expenses to the GMHA for reimbursement.

*Note:* Prior to purchasing any coaching aids (i.e., pucks, pylons, etc.), please contact to Director of Purchasing, to see if that equipment is already available.

### Goalie Equipment (LL):

Goalie equipment is provided by GMHA for use by goaltenders in the IP Program and Local League Tyke  
Provided goalie equipment is as follows:

- a) Goaltenders pads
- b) Goaltenders stick
- c) Goaltender gloves
- d) Chest protector

Any goaltender's equipment, including a bag, is issued by the Director of Purchasing to each LL Head Coach at the beginning of the season, and must be returned following the team's final game/practice of the season. The Head Coach shall be responsible for the upkeep of the equipment, and should report any damage immediately to the Director of Purchasing.

### Mandatory Equipment:

The following equipment is MANDATORY and must be worn by ALL PLAYERS AT ALL TIMES when engaged in activities on ice, whether practice or games.

- a) OMHA and CSA approved helmet equipped with approved chin strap fastened.
- b) OMHA and CSA approved facial protection which completely covers the face.
- c) Approved neck protectors and goalie throat protectors.
- d) CSA approved mouth guards.

**All Coaches and on ice staff will wear CSA approved helmets, with chin straps fastened, at all activities.**

## TOURNAMENTS

- All GMHA teams are expected to participate in GMHA tournaments, where applicable
- Teams may enter a maximum of Five (5) tournaments, which includes a maximum of Three (3) during the NDHL season. *Note:* Christmas Tournaments are excluded from the 3 tournament limit.
- Teams must obtain travel permits, from the VP of OMHA, for each Tournament entered.
- Any Non-OMHA (e.g.; Alliance or USA Hockey) tournament is subject to a \$20 fee payable to the OMHA. This Fee is the responsibility of each team, and **MUST** be paid to the VP of OMHA **prior** to the Travel Permit being issued.
- Please be sensitive of financial ability among families and limit additional expenses of hotel rooms when considering your entry into tournaments.

## ICE TIME

All ice time is to be scheduled through the Ice Scheduler (TBD). Some ice time may be shared as dictated by the scheduler and the Operations Committee

- Please contact the ice scheduler 72 hours prior to cancellation of ice time as GMHA must pay for ice if less notice time is given. **YOUR TEAM WILL BE RESPONSIBLE FOR THE COST.**
- Coaches may switch ice times with other coaches, however they must notify the Ice Scheduler and VP of OMHA for Rep & AE teams, and the Ice Scheduler and Local League Convener for local league teams
- Teams are permitted to purchase extra ice outside of ice provided by GMHA. In such circumstances, the team will be covered by OMHA Insurance, and a Certificate of Insurance would be made available upon request

## EXHIBITION GAMES

- All ice time is to be scheduled through the Ice Scheduler. Should teams wish to schedule exhibition games during these extra time periods, **officials are to be paid by the team, NOT GMHA.**
- **When scheduling a home exhibition game, the team must notify the VP of OMHA, Ice Scheduler, and Referee in Chief with the following:**
  - **Opponent**
  - **Location**
  - **Date**
  - **Team/Division**

## GAMES

- Home teams must supply pucks. A timekeeper & scorekeeper is provided and scheduled by GMHA.
- Timekeepers for all REP, AE and Local League games will put 3 minutes on the clock for warm up or as per OMHA guidelines. The clock is to be started when the Zamboni door is closed.
- The "Fair Play Initiative" is in effect, which is to shake hands prior to the start of the game for OMHA Players.
- Only approved team officials will be allowed on the bench during a game.
- It is required that all teams have an OMHA certified coach and trainer on the bench at all times. Should a

team's Trainer be objected, the game may continue provided the opposing team has a Trainer available.

- Should a Team's Rostered Trainer not be available, a list of "Trainers at Large" is provided to assist
- Should a Team's Rostered Coaches not be available, a list of "Coaches at Large" is provided to assist

### **PRACTICE**

- There must be a certified coach on the ice to conduct a practice.
- A certified trainer must be available to the team while they practice.
- All on ice helpers must have a completed police check and be approved by GMHA prior to assisting on the ice.
- All players must wear full equipment including mouth and neck guards during practice.
- All coaches and on-ice helpers must wear CSA approved helmets with chin straps done up properly during practice.
- GMHA rostered players are permitted to assist on-ice, provided they are a minimum of two (2) age groups older than the team that they are assisting.
  - *On-ice assistants below the age of Fourteen(14) MUST wear full equipment*

It is expected that coaches come prepared for practice with a practice plan. Practice Plan assistance, including Drill Sheets will be available on the "Coaches" Tab of the GMHA Website. If you would like assistance with drills, please consult the *Director of Coach Mentor/Hockey Development*.

### **REFEREES**

Referees for:

- All REP and AE Exhibition games must be booked through the Referee in Chief, and the VP of OMHA must be notified.
- All Local League Exhibition games must be booked through the Local League Convener and Referee in Chief.
- Referees must be paid prior to all Rep/AE games by a team manager. The current fees for referees will be provided to you by the VP of OMHA or VP of Haldimand upon request.
- Coaches/managers are asked to check 15 minutes prior to game time that referees have arrived, and if they have not, please notify the Referee in Chief.

### **DRESSING ROOM POLICY**

- Two members of the coaching staff will be in the dressing room **AT ALL** times while the players are present, as per the attached OHF Information Bulletin I 13.01 "**Two Deep Dressing Room Policy**"
- Key for dressing rooms are to be picked up at the Arena office before each game/practice.
- Dressing #3 is the girls only designated room; the key is in the Arena office.
- Room is to be secured during each game and practice.
- At the end of each game ensure dressing room is cleaned up when you leave. Arena staff will be available after each game to help ensure that dressing rooms are left in the same condition as when entered.



### **REP AND AE AFFILIATED PLAYERS (AP)**

Should a Rep team be unable to dress an active roster due to suspension, illness, or injury, the coach may, in accordance with OMHA regulations, call up registered affiliated players (AP's) from:

- the lower division Rep team
- laterally from an A/E team
- Local League player in the same division

Should an AE team be unable to dress an active roster due to suspension, illness, or injury, the coach may, in accordance with OMHA regulations, call up registered affiliated players (AP's) from:

- the lower division A/E team
- Local League player in the same division

When a team carries only one goalie they may dress one affiliated goalie for each game.

The coach requesting an affiliate player must:

- obtain permission to play from the coach of the affiliate player,
- be added to the official OMHA roster of that Rep/AE team,
- Not be allowed to play if the game is in conflict with their rostered team's game.
- be approved by the Board

Consent for an affiliated player shall not be unreasonably withheld.

***NOTE: Players can affiliate with one (1) team only, including a AAA team***

### **LOCAL LEAGUE AFFILIATED PLAYERS (AP)**

- Affiliations must be from the next division below (no lateral affiliations).
- Players must be affiliated to only one team. (Local League or REP/AE).
- Players must fulfill all game and practice commitments to their rostered team prior to being allowed to play/practice with the team to which they are affiliated.

Coaches may not utilize affiliated players unless they have fewer than ten (10) skaters on a roster at game time. The total number of skaters (including affiliated players) must not exceed ten (10)

### **AFFILIATED PLAYER CALL UP - ALL TEAMS**

A team may affiliate up to 19 players. Prior to participating as an affiliated player, the player's name must appear on the team's affiliated player list, which has been approved by the OMHA. The Affiliated Player paper work must be submitted to the OMHA Convener by a specified date each year. If it is not submitted by the specific date the team will not be able to use any affiliated players for the remainder of the season.

- A coach requiring an affiliated player must get the prior approval of the coach which the player is rostered.
- After receiving the approval of the rostered team coach, the parent of the affiliated player is to be contacted in order to get their permission.
- The parent of the affiliated child is responsible for asking his/her child whether they wish to

participate in the game/practice in question and should advise the coach of the team requiring the services of their child accordingly.

- Not allowing a player to A/P must be justified by the withholding coach. All disputes will be resolved by the Disciplinary Committee.

**IMPORTANT NOTE: The failure of any coach or player to adhere to this policy can result in the loss of affiliation privileges for the remainder of the current season.**

### **FUNDRAISING GUIDELINES FOR TEAMS**

**\*\*Please note all fundraising or additional sponsorship efforts must be submitted and approved by GMHA before proceeding, fundraising request forms are located on the GMHA Website\*\***

**All teams are required to submit a Fundraising Summary Form at the conclusion of each specific fundraising activity**

[https://glanbrookminorhockey.com/Libraries/1185/GMHA\\_Forms/](https://glanbrookminorhockey.com/Libraries/1185/GMHA_Forms/)

GMHA recognizes that teams may wish to fundraise to help offset the additional fees associated with the hockey season. We are very fortunate to have a generous group of local businesses and service clubs that sponsor our program year after year. Fundraising is not mandatory, but an individual decision.

The following are pre-approved suggestions for team activities, please still make us aware so we can possibly assist in promotion & avoid duplication with other teams:

- Bottle drive
- Car wash
- Yard/Garage sale
- Yard services - raking leaves, shoveling snow
- Dances
- Selling chocolate , frozen foods or calendars

### **EDUCATION**

Please review the “Coaching Certification Requirements” on the Coaches Tab of the GMHA website to ensure that all team staff has the up to date Certification Requirements

GMHA will reimburse 100% of the Clinic fee for Coaching, IP Certification or Trainer Certification and all Speak Out clinics or complete the online equivalent Respect in sport – Activity leader program. The GMHA will only reimburse coaches for fees related to obtaining the MINIMUM required Certification for their current coaching role. Should a Coach/Trainer wish to take additional courses beyond the minimum required, those course cost(s) WILL NOT be reimbursed. CHECK the OMHA Website for clinics available in the area.

- All qualifications MUST be completed by September 1<sup>st</sup> prior to upcoming season.
- All team officials require a valid Vulnerable Sector Check (Police Check). This check is valid for 3 yrs, and

must be current as of Aug 31<sup>st</sup> of the current season. The GMHA will supply you with a Volunteer Letter to reduce the cost of this check



GMHA\_Police Check  
Letter\_June 2018.doc

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- Trainer Certification: each team at the Representative level is required to have a Trainer on the bench for games and practices. A trainer is to be on site for all Local League practices and games.
- For reimbursement, please send a scanned copy of your receipt to the VP of OMHA, and include the Treasurer.

Team Official Requirements:

### 2018/19 Team Official Requirements

#### Team Support

- All bench staff & on ice helpers require GMHA board approval and must have a valid and updated Vulnerable Sector Check (police check). Please submit all their contact information to VP of OMHA (Rep) VP of Haldimand (LL).
- Off-ice Manager - Designate an individual who is not on the ice /bench to help with the managerial roles. The OMHA has great resources for team managers on the website <http://www.omha.net/page/show/884934-team-managers>.

#### CONDUCT AND DISCIPLINE

- Any participant, coach, manager, trainer, player, parent or volunteer will be subject to suspension from GMHA activities if he or she contravenes the Constitution, By laws or Regulations of the GMHA
- Any participant, coach, manager, trainer, player, parent or volunteer who deliberately damages or defaces facilities used by GMHA or GMHA equipment will forthwith be suspended from GMHA activities until the cost of repair or replacement of the damaged equipment has been paid in full. In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the GMHA Executive Disciplinary Committee.
- The use of alcohol or non-medicinal drugs at any GMHA function (excluding licensed events), or in any arena or in any facility used for a hockey function, by any coach, manager, trainer, official or player, will not be tolerated and may lead to suspension, without a refund (where applicable), for the balance of the season.
- Any player, who is found to be ineligible, (due to age, residence or OMHA suspensions) but still plays, will be subject to disciplinary action or suspension.
- Any coach or manager who allows a player to play, who is ineligible to play (because of age, resident or OMHA suspensions) will be subject to disciplinary action or suspension.
- Any player, coach, trainer or manager who is suspended by OMHA could have his suspension reviewed by the executive for possible further action.
- Any coach who fails to notify the GMHA Executive (via the VP of OMHA for Rep teams and the VP of Haldimand for LL Teams), within five days of OMHA suspensions received by any member of his/her team, regular player or AP players, will be subject to an automatic three game suspension plus possible further action at the discretion of the Board.

## **Appendix:**

Available Clinics: [Search for a Coaching Clinic](#)

Trainers Certification Program: <https://www.hdcolearning.com/>

Respect in Sport:

For Coaches and Staff

→ <https://omha.respectgroupinc.com/>

For Parents

→ <http://respectgroupinc.com/respect-in-sport/#parent-program>

Gender Identity Training: <http://www.ohf.on.ca/view/ohfmainsite/team-officials/gender-identity-training>

*Summary of Coaches Meeting Held June 23, 2018:*

[Coaches Meeting June23-18.pdf](#)