



Brooks Minor Hockey Association

Coach/Manager Manual

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Welcome to Brooks Minor Hockey Association

The Brooks Minor Hockey Association (BMHA) would like to welcome you to your role as a Coach / Manager. You are a critical member of your hockey team and we want to thank you and the other countless volunteers who generously give their time, resources, energy, and talents to our players and programs. Brooks Minor Hockey is proud of the exceptional volunteers who dedicate their valuable time and energy to promote, encourage, and facilitate the sport of hockey.

This manual is to serve as an information guide that should make your jobs easier.

The objectives of Brooks Minor Hockey are to promote, encourage and facilitate the sport of hockey within the City of Brooks and the surrounding area with an emphasis on sportsmanship, discipline, and SAFETY while developing the proper fundamentals of the sport of hockey. Brooks Minor Hockey strives to create a positive minor hockey experience for all those involved.

BMHA CONSTITUTION

The Brooks Minor Hockey Association upholds a constitution that has been submitted and accepted by the Government of Alberta under the Societies Act. This constitution is the backbone of Brooks Minor Hockey and contains valuable information. A copy of the constitution should be forwarded to all parents on your team and can be downloaded from the Brooks Minor Hockey website.

BROOKS MINOR HOCKEY TEAMS

The Brooks Minor Hockey Association has teams from initiation to midget. Initiation teams are made up of equally balanced teams while novice to midget teams are tiered and play within the Central Alberta Hockey League (CAHL).

Team Personnel should familiarize themselves with the procedures of their respective leagues. Some of this information, such as the CAHL Regulations, are contained within your team binder.



BROOKS MINOR HOCKEY BOARD

POSITION	NAME	E-MAIL
President	Erick Lutterotti	president@brooksmminorhockey.com
Vice President	Jamie Langley	vicepresident@brooksmminorhockey.com
Secretary	Katie Prediger	secretary@brooksmminorhockey.com
Treasurer	Candace Hodder	treasurer@brooksmminorhockey.com
Equipment Director	Mike Vermeersch	equipmentdirector@brooksmminorhockey.com
Ice Coordinator	Katie Prediger	icedirector@brooksmminorhockey.com
Referee Director	Lee Keinick	refereedirector@brooksmminorhockey.com
CAHL Director	Brent Van Metre	cahldirector@brooksmminorhockey.com
Female Director	Laura Lukye	femaledirector@brooksmminorhockey.com
Midget Director	Mike Fleck	midgetdirector@brooksmminorhockey.com
Bantam Director	Brent Prediger	bantamdirector@brooksmminorhockey.com
Peewee Director	Melanie Van Den Bussche	peeweedirector@brooksmminorhockey.com
Atom Director	Kami Filson	atomdirector@brooksmminorhockey.com
Novice Director	Kendra Smith	novicedirector@brooksmminorhockey.com
Initiation Director	Sean Yeaman	initiationdirector@brooksmminorhockey.com
Player/Coach Development	Stu Pietersma	coachplayerdevelopment@brooksmminorhockey.com
Website	Katie Prediger	website@brooksmminorhockey.com
Office Admin	Lisa Dyck	bmhadmin@telus.net



CODE OF CONDUCT

The Brooks Minor Hockey Association takes its code of conduct very seriously. Brooks Minor Hockey expects that players, officials, and parents conduct themselves in an ethical, appropriate manner at all times. As Team Personnel, you are not only responsible for upholding the Code of Conduct personally, but for being vigilant that the code is not being abused by your players, parents, or other team personnel.

The Brooks Minor Hockey Association has a zero-tolerance policy with respect to the Code of Conduct. Please review the Code of Conduct-Zero Tolerance Policy and ensure parents are aware of this policy.

The Code of Conduct form must be signed by every player and that player's parents each year following a discussion regarding the content between the player and parent. It is the Team Manager's responsibility to ensure that this is completed by October 31. The Code of Conduct forms are to be returned to your Division Director when completed.

Harassment and bullying in all its forms will not be tolerated during the course of any Brooks Minor Hockey activity or program. Accordingly, all those involved with Brooks Minor Hockey, including its volunteers, players, and parents/guardians of players are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

TEAM MANAGER

The team manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the minor hockey association, division manager, league managers, other teams, referees and officials. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

The Team Manager is the main point of contact with League Governors and should generally be the only team personnel that deals with the governor.

Please see the Appendix – Team Managers Roles and Responsibilities issued by the Central Alberta Hockey League.



COMPLAINT PROCESS

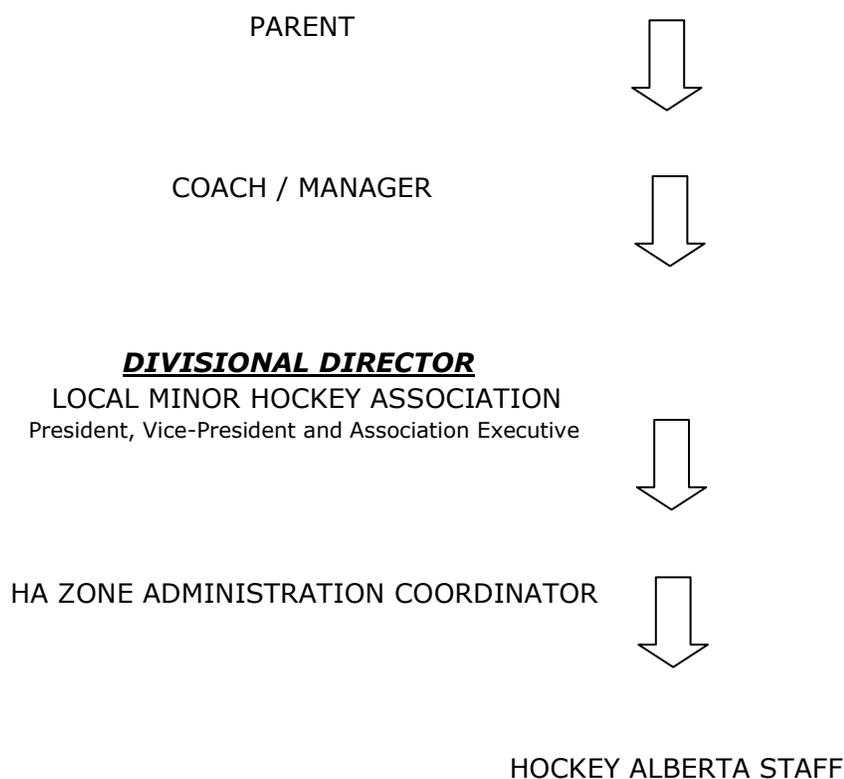
Over the course of the season, it is possible that you will run into a situation that requires some form of resolution. This may be behavioural issues with a player, a parent, or even another official on your bench. When there is a disagreement or a conflict, expressing feelings and opinions in a respectful manner is vital.

There may come a time where a Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc. The Team Manager should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Manager are key. If a dispute cannot be resolved at the team level, the Team Manager should contact their Association for the appropriate next step.

The Brooks Minor Hockey Incident Form should be used to record any complaint or conflict. A coach may use it to document a disciplinary process with a player, or coach and manager may need to document problems with a parent. Any conflict with a player must be brought to the attention of the parents.

Please stress to your team officials and parents that all conflicts require quick resolution! It is not in anyone's interest to let problems fester. It is our goal to resolve all issues quickly and efficiently. Please help us by being diligent and not allowing things to get out of hand.

Below is a diagram explaining proper communications lines to be used for your hockey season:





FEEDBACK

Positive/Constructive feedback is essential in properly assessing the impact which we have on the Brooks Minor Hockey Association Program. To acknowledge our own contributions and we realize the opportunities for improvement, please provide as much feedback as possible. Your input is very valuable to BMHA and to the development in each player's growth. Please utilize the BMH Feedback form that can be found on the BMHA website.

CRIMINAL RECORD CHECK

Brooks Minor Hockey holds the safety and welfare of its hockey players as paramount. It is mandatory that all Team Personnel listed on the team roster obtain a Criminal Record Check. This Criminal Record Check can be completed for free providing that you take a letter from the Brooks Minor Hockey Association stating that you are a volunteer. To apply for the Criminal Record Check, take the BMHA letter to the Brooks RCMP detachment along with two pieces of ID (one must have a picture). This can take up to three weeks to be processed. You are required to submit a Criminal Record Check to Brooks Minor Hockey every year. This must be completed prior to November 15.

MEDICAL INFORMATION FORMS

Medical information forms must be completed for each player. This information could be critical in the event of an injury or medical emergency. The Team Manager is responsible for ensuring that these forms are returned prior to the first game being played. Emergency contact numbers are very important. It is very important that the Medical Information Form is updated throughout the year by parents if circumstances/medical information changes.

TEAM REGISTRATION AND ROSTERS

BMHAs registrar is responsible for team registration however the Manager plays a critical role in this process. Teams must be registered with the South Central Alberta Hockey League, Central Alberta Hockey League, and Hockey Canada Registry and deadlines are absolute. Following evaluations, Division Directors will give Managers a roster template that must be completed. It is imperative that Managers submit completed team rosters to the registrar **ASAP (BEFORE OCTOBER 5)** in order for entries to be made into the various systems.

DRESSING ROOM ETIQUETTE

The use of cameras, cell phones, or any type of recording device be strictly prohibited in dressing rooms, including coaches, parents, players, and visitors. Disciplinary action, including possible suspension will follow any breach of this rule. Coaches are to be responsible for enforcing this rule and shall bring any issues to the attention of their director.



JERSEYS AND EQUIPMENT

Each team will be given two sets of jerseys for use throughout the season. It is the policy of BMH that each team use the bags provided to carry their jerseys. It is requested that plastic coat hangers be used whenever possible. This will help maintain the sweaters quality for many years. **Jerseys are NOT to be taken home by each individual player.** It is our suggestion that the team assign one person to be responsible for maintaining, washing, and caring for the jerseys throughout the year. Jerseys should be hung to dry after washing to prevent shrinkage. Name bars, "C"s and "A"s should be gently stitched on and NOT ironed on. No other badges may be added to BMH jerseys.

BMH will also provide teams with pucks, BMH approved socks, pylons, a team binder, as well as First Aid Kits.

BMH also loans out goalie equipment for some age categories. Please ensure this equipment is treated like it is your own.

Players should provide their own water bottle that is clearly marked with his/her name and is brought to each practice and game.

It is mandatory that all jerseys and equipment is returned following the end of the season (with the exception of socks which may be kept by the players).

Your team will be assigned lockers and combinations to store your various equipment in.

Any jersey and equipment requirements, questions, or concerns can be directed to the Equipment Manager.

PLEASE NOTE: Hockey Alberta requires all coaches, trainers, assistant coaches, guest coaches or volunteers who are on the ice at a practice or a similar function **MUST** wear a C.S.A. approved helmet with the chin strap securely fastened while on the ice. Failure to comply with this policy will result in discipline for all divisions of hockey.

TEAM INFORMATION

The Team Manager is responsible for keeping the team's personal information. This information can be kept in the team binder that is distributed at the beginning of each year. The following information should be kept in the binder and must be present at EVERY game (some of this information will already be included in the BMH team binder):

- Roster
- Medical Information Forms (confidential)
- CAHL Rules/Regulations
- Injury Report Forms
- Game sheet labels
- Arena information
- Schedules incl. Parent volunteers

Game sheet labels are extremely handy to have so that you do not have to hand write your roster on each game sheet. Please ensure all information is correct and laid out properly (for CAHL, goalies



should be listed first followed by the players in NUMERICAL ORDER (last name first). Also ensure that any absent or suspended players are noted on the game sheet. A template for the game sheet labels can be found on the Brooks Minor Hockey website.

TEAM COMMUNICATION

It is imperative that a good line of communication is established with players and parents. With good communication, many issues can be avoided. Please ensure that each parent understands the method that you will be communicating to avoid any problems (didn't read email).

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. Brooks Minor Hockey recommends that at the beginning of the season, the Team Personnel should hold a parent meeting to address expectations for the team and parents and so that parents can provide input regarding their expectations. This meeting may be the first time they meet other players, parents and coaching staff. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. Some other discussion items may include:

- Guidelines and expectations
- Ice Time
- Philosophies
- Discipline
- Communication
- Pre-game, Post-game (when do coaches expect players to be at the rink, will there be a post-game meeting with players)
- Number of tournaments they want to enter
- Dress code
- Fundraising
- Scorekeeping, Volunteers

BMH WEBSITE / TEAM MICROSITE

Your team microsite on the Brooks Minor Hockey website is an excellent communication tool and can be used for calendar updates, email communication, upcoming events, pictures, etc. We are mandating that 100% of our teams utilize this system as it will be our main means of communication within our Association.

The microsite can be a fun, unique, informative space for your team. You are able to post practice, game schedules, and any special events that can be accessed by your parents and downloaded. Photos can be uploaded to the site to create a dynamic place for your team to celebrate its season. One of the most important aspects of your team's microsite is the accurate maintenance of your contact list. It is from this list that you can email your team and families can link players through RAMPBook.

By registering for RAMPbook you will be able to:

- Capture Your Child's Sport Life Season by Season for All Sports (Schedules, Statistics, News, Events, Images).
- Create Player Profiles for All of Your Children.



- Receive an Automated Family Calendar.
- Sync Your Calendar to Iphone & Blackberry.
- Communicate Upcoming Events to Family and Fans.
- Share Pictures and Videos with Teammates.
- This is also going to be the main way for you to RSVP To Your Coach for Upcoming Games and Practises!!!

If you already have a RAMP Family account - You may login using that account information! If you don't have a RAMP Family account, you can register for a RAMPBook account by clicking on RAMPBook account on the BMH Website.

Please contact the website coordinator with any questions you may have regarding your team microsite.

PARENT VOLUNTEERS

The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help. Not only will the Team Managers stress levels decrease, but having parents take a hands on approach with their child's team will increase communication among the parents. A strong parent base will make for a strong team.

Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role. There are a number of roles that need to be filled throughout the minor hockey season and most parents are more than willing to help. Some of these tasks include scorekeeping, selling 50/50, penalty box (if required, depending on location) etc. It is our suggestion that these tasks be assigned well ahead of time and parents are notified as to when they will be required to assist. Further, for game volunteers or shift-work roles, a course of action should be discussed or distributed regarding whom the parent is to contact should they no longer be able to work one of their shifts – e.g. the parent may be responsible for swapping shifts or finding their own replacement. Other tasks may be tournament committee/tournament finder, jersey care, social events, etc.

SCOREKEEPING

Parents will be required to volunteer their time in the scorekeeper's box and should be aware of how to run the time clock as well as what their duties as off-ice officials will be. The duties of off-ice officials as well as instructions appear in the Canadian Hockey Rule Book.

Hockey Canada has developed an "Off-Ice Officials Guide" that may prove to be very useful to many of your parent volunteers. A link to this guide is on the Brooks Minor Hockey website.

Off-ice officials should know their duties for each game, but should also become familiar with the actual playing rules and regulations. This knowledge will prove very beneficial in the performance of their roles.

The responsibilities and functions performed by the off-ice officials are not minor but rather very important. Each individual is an integral member of the team. Remember, you are an official and you must act accordingly, remaining neutral just as the officials on the ice.



TEAM FUNDRAISING

Teams may use a variety of means for fundraising, most typically 50/50 draws. Fundraising should be determined on need and parents' commitment. As a team, it is important to discuss what set costs and what extra costs the team will face throughout the year (from tournaments to a yearend celebration). The Team Manager needs to ensure the team's goals are reasonable and that the team has the ability and dedication to perform the chosen fundraising initiative. A fundraising committee will often be formed to coordinate efforts. The team should determine up front whether the fundraiser is a team event or on a per player basis and whether minimum participation levels are required/expected, etc.

50/50 draws are each team's responsibility if they wish to use them. All fundraising activity outside of the 50/50 draws MUST be approved by the Brooks Minor Hockey board before they can proceed. To request approval for fundraising, please contact the BMH president prior to implementing.

Funds raised from 50/50 draws MUST be recorded on Gaming Sheets provided and MUST be handed in at the end of the year.

TEAM FINANCES

Teams should assign a treasurer to be responsible for team finances. The person responsible for this job collects, banks, and distributes team funds. The Treasurer must also keep record of the team's financial transactions and a **balance sheet must be distributed to parents monthly.**

Typically, to start an account, each family contributes \$75 - \$100 upon team formation). This money may be returned following successful fundraising, dependent on what the team has decided with regard to purchasing track suits/team jackets or how many tournaments they have agreed to enter.

When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated. As stated above, the treasurer must send a copy of the account's statement monthly to each parent. Another check/balance includes ensuring that the account requires two signatures and to ensure receipts are obtained for any transactions.

Parents should be consulted prior to any major financial decisions are made such as track suits, jackets, and tournament entry.

TEAM APPAREL

The Brooks Minor Hockey Association has mandated that if teams are purchasing track suits and/or jackets, they must use the apparel that has been approved by Brooks Minor Hockey (you are not obligated to purchase any apparel). The benefits of this are:

- Continuity through-out the Association.
- Research and legwork done for you
- Team sizing at your convenience
- Competitive Pricing



Any teams wishing to purchase team apparel outside already selected Brooks Minor Hockey Apparel must get approval from the President or Vice-President of the Association to ensure that the apparel adheres to Brooks Minor Hockey approved colors and logo.

If a team is asking sponsors to pay for team apparel, the main team sponsor should be approached first.

TEAM SPONSORS

Brooks Minor Hockey has received tremendous support from many different sponsors. It is important that these sponsors are recognized through various outlets such as:

- Mention on Brooks Minor Hockey Website
- Mention in news articles e.g. Kudu Kanucks defeat Okotoks in season opener
- Framing team picture and delivering to sponsor (you will be provided with a team picture to give to your sponsor)
- Inviting the sponsor company to games and letting them know your schedule

PRACTICE AND GAME SCHEDULES

The Team Manager will receive a practice schedule from their Division Director. Games will be published on the CAHL website once they are finalized. This information should be posted on the team microsite as soon as possible and parents should be notified. Parents should be notified of changes immediately.

Initiation teams do not play in a league and all games for the teams in these divisions are scheduled by the Team Manager.

CANCELLATIONS - The Team Manager is responsible to notify the Ice Scheduler of any practice or game cancellations and must give at least **TWO WEEKS NOTICE** prior to cancellations. The Team Manager must also contact the Referee Director so that refs can be cancelled.

GAME RESCHEDULING – The Team Manager is responsible for following league guidelines for game changes. Prior to initiating any game changes, the Manager must also contact the Ice Scheduler and Referee Director to ensure that all resources are available.

CROSS-OVER GAMES (CAHL) – At the beginning of each season, each CAHL team plays in a tiering round. At that point, any obvious team movement will be done promptly following careful consideration between Managers and Governors. If you are lying on the “bubble”, you will be asked to play a few games against teams from the next lower division. **This is mandatory and any team refusing to cooperate in this regard is subject to a fine or suspensions as set out by the CAHL Executive.**

Any teams not showing up for games without following proper cancellation or game change procedures (including home and away games) will be personally responsible for paying any associated costs with missing the game which include but are not limited to ice and referee fees. There may also be fines levied by the League.



DROP CLOCK CENTRES

Many centres within the Central Alberta Hockey League are drop clock centres. It is imperative that you understand what a drop clock centre is and which centres employ drop clocks. Coaches must note the game start time with the referees. For more information, please contact your CAHL governor. Drop clock centre listing can be found on the CAHL website.

REFEREE / LINESMEN

The BMHA Referee Director will arrange for referees/linesman for all LEAGUE home games (this does not include exhibition games – you must contact the Ref Director to arrange for exhibition games). You MUST contact the Ref Director with any game cancellation or game changes (this includes venue changes). At least one week's notice should be given whenever possible.

If you have an issue regarding referees at away games, please contact your League Governor. Ensure that you document your concerns with as much detail as possible.

Positive feedback is always appreciated by home/away refs. Please pass any comments on to the BMHA Ref Director.

GAME MANAGEMENT

Part of the Team Manager's role is to ensure games run as smoothly as possible. The Manager will be involved in pre-game prep, at-the-game organization, as well as post-game wrap-up. Some duties may include:

Pre-Game

- Secure affiliates if necessary (you must follow Hockey Alberta Affiliation Rules)
- Ensure you have volunteers for game clocks and game sheet
- Ensure game sheet is filled out including noting absent, affiliated or suspended players ➤ It is the responsibility of the home team to supply the game sheet

At the Game

- Ensure jersey colors do not conflict (CAHL has jersey color policies)
- Ensure your game sheet matches the players who have been dressed (critical in the case of suspensions and affiliates)

Post Game

- Obtain your copy of the game sheet as well as any game write-ups, ref reports, etc. Do not leave the arena without your copy of the game sheet!
- Fax/Email game sheet to League governor and mail original
- Enter game info into team microsite on Brooks Minor Hockey website



AFFILIATIONS

Affiliate players are Brooks Minor Hockey Association registered players who temporarily play with teams in a higher tier. There are specific rules and conditions under which affiliates can be used. For non-rep AA teams, familiarize yourself with the rules in the Section A – Minor, Subsection 8.0 Affiliation in the Hockey Alberta Bylaws and Regulations. These rules are extremely important and must be followed. Be aware of the number of times you can use an affiliate before they must remain a member of your team. Any questions can be directed to the CAHL director.

To put affiliate players on your roster, contact the Brooks Minor Hockey Office Administrator. Also contact the affiliated player's coach to keep an open line of communication. Affiliating players is very important to ensure you have a working roster in case of injury, sickness, or other commitments. Prior to using affiliated players, please consult the BMH Affiliation Guidelines (can be found on Brooks Minor Hockey website) and follow the guidelines set.

SUSPENSIONS

The Brooks Minor Hockey Association tracks all suspensions. Please forward any suspensions and game sheets involving suspensions to the CAHL Director as well as the game sheets for games served. This applies to ALL teams within BMHA. If your team experiences a suspension, contact CAHL Director as soon as possible for any required guidance or assistance with procedures and next steps. It is a serious infraction to play a suspended player. If you are in doubt or have any questions, contact the CAHL Director.

TRAVEL PERMITS

The Brooks Minor Hockey League falls within Zone 6 for Hockey Alberta. The Team Manager must obtain a travel permit for any exhibition games (non-league, non-crossover games) or tournaments that are taking place outside of Hockey Alberta Zone 6 (please reference zone map in Appendix B). This also applies to all exhibition games played against members of your league that reside outside of our zone.

Travel permits can be requested from the BMH Office Administrator. One week's notice must be given for all travel permit requests. For all out of province play, your team must carry the actual permit.

TOURNAMENT GUIDELINES

Each division of Brooks Minor Hockey hosts a tournament. This tournament not only gives players a great opportunity to play a tournament on their home ice but is also an essential fundraising tool for Brooks Minor Hockey. In order to keep registration fees low for all participants, Brooks Minor Hockey budgets in a certain percentage of tournament revenue. Some of the things that tournaments help pay for are:

- Coach Clinics (Coaches registered with BMH are not charged fees)
- Power Skating – subsidized
- Goalie Clinics – subsidized
- Equipment, pucks, first aid kits



The Division Director (or an assigned Tournament Director) is responsible for organizing this tournament and ensuring that is successful. To assist with this, a Tournament Guideline checklist has been created and is available on the Brooks Minor Hockey website. Each player's family will be required to volunteer time to ensure a successful tournament.

Ice will be limited during tournament weekends. Please note, ice cancellation for tournaments is four weeks.

PROVINCIAL DECLARATIONS

The philosophy of Minor Hockey Provincials in Alberta is that it is a competition for associations with like sized Divisions competing against one another. Hockey Alberta automatically assumes that teams will be participating in provincials. If your team does NOT want to participate in provincials, you must let the BMH Administrator know your intentions by DECEMBER 11. If you do not opt out, your team will be expected to fulfill your commitment; failure to do so means Brooks Minor Hockey may be subject to discipline.

MUSIC AT HOME GAMES

Teams may utilize the sound system (if available) when playing home games. Please ensure that you follow any instructions given by arena staff and that only appropriate music is played. Volume levels must also be monitored as referees may not be able to have appropriate discussions with office officials or team personnel if the music is too loud.

MEDIA

The local newspapers and radio are very receptive to reporting game results and news regarding your teams. This is a great way to get your team sponsor's name out to the general public and the players enjoy seeing and hearing the reports.

You can write and submit your own article and pictures to the Brooks Bulletin. Providing that the stories are submitted in a news format, they will print your article for free. Email your article and pictures to the sports editor, Bruce Parker (bruce@brooksbulletin.com).

For radio, you can contact Q105.7 at 403-362-3418 or at q1057@newcap.ca.

When submitting your article, some things to remember are:

- Use word-processed documents – hand written information is more likely to be misinterpreted
- Be concise, clear and put main points of interest at the beginning
- Answer the 5 W's – who, what, where, when and why
- Give names in full (or use last names) and do not use slang
- Provide contact information to the media outlet for follow-up or questions



PICTURE DAY

The Brooks Minor Hockey Association organizes annual pictures for all the teams. All players will receive an individual picture and 5x7 team picture at no cost. Additional packages are available for purchase through the photographer.

Your Division Director will advise you as to when your team's picture day will be happening.

PRACTICES AND PREPARATION

During a game, players will have the puck on their stick for an average of 8 seconds and will take an average of 1-2 shots per game. Players are more active, handle the puck more often, take more shots, and give more passes during a practice than during a game. Therefore, it is extremely important that coaches develop practice plans with player development in mind. You can find practice drills and links to websites that contain valuable information to assist coaches with their practice plans. Drill builders are available and will be distributed to coaches on request. Please contact the Coach/Player Development Director with any questions or requests for additional resources.

GUEST COACHES / MENTORSHIP

Guest coaches and mentors are encouraged within the Brooks Minor Hockey Association. Sharing of knowledge, practice drills, and ice time management is an excellent way for senior coaches to pass some of their knowledge and experience to newer coaches. If coaches need assistance or would like to brainstorm, a coach mentor can be extremely beneficial.

If you are a coach that has questions, would like to be put in touch with a senior coach for feedback and/or brainstorming or would like to participate in this program, please contact the Player/Coach Development Director.

COACH CERTIFICATIONS

Hockey Alberta mandates that Coaches and/or Team Personnel following certain regulation requirements based on the team's categorization. For the 2017-2018 season, the Hockey Alberta requirements are as follows. These requirements must be met by November 15 of the current playing year. Failing to adhere to these regulations may jeopardise the team's chances for eligibility for regional, provincial, and national playoffs.

Brooks Minor Hockey does offer various coaching certification courses in Brooks however some may not be offered every year. Some travel may be necessary to attend the courses. Please contact the Player/Coach Development Director with any questions.

ALL DIVISIONS

Hockey Canada Safety Program (HCSP)

- All Hockey Alberta teams must have one (1) person registered to their team that has completed this program **AND BE AT ALL GAMES**



- This certification is valid for three hockey seasons
- BMH suggests that multiple people from your team attend the Safety Program course

Respect In Sport (previously Speak Out)

- All registered team officials must have completed the Respect in Sport - Activity Leader Program
- This course is completed online

INITIATION

- One Team Official Per Ten Players must complete Coach 1- Intro to Coaching.

NOVICE

- All Head Coaches must complete Coach 1- Intro to Coaching.
- Assistant Coaches – highly recommended that they are qualified in Coach 1 as well.

ATOM, PEEWEE, BANTAM, MIDGET

- All Head Coaches must complete Coach 2 – Coach level
- All Head Coaches must complete Checking Skills
- Assistant Coaches – highly recommended that they are qualified in Coach Level and have completed the Checking Skills Program

PLAYER DEVELOPMENT

The Brooks Minor Hockey Association supports the Hockey Canada model for player development. Philosophically, Hockey Canada's goals are not to put players in the NHL. While Hockey Canada naturally wants Canadian players to achieve the highest levels possible, this will be achieved sooner by focusing on the quality of the overall experience.

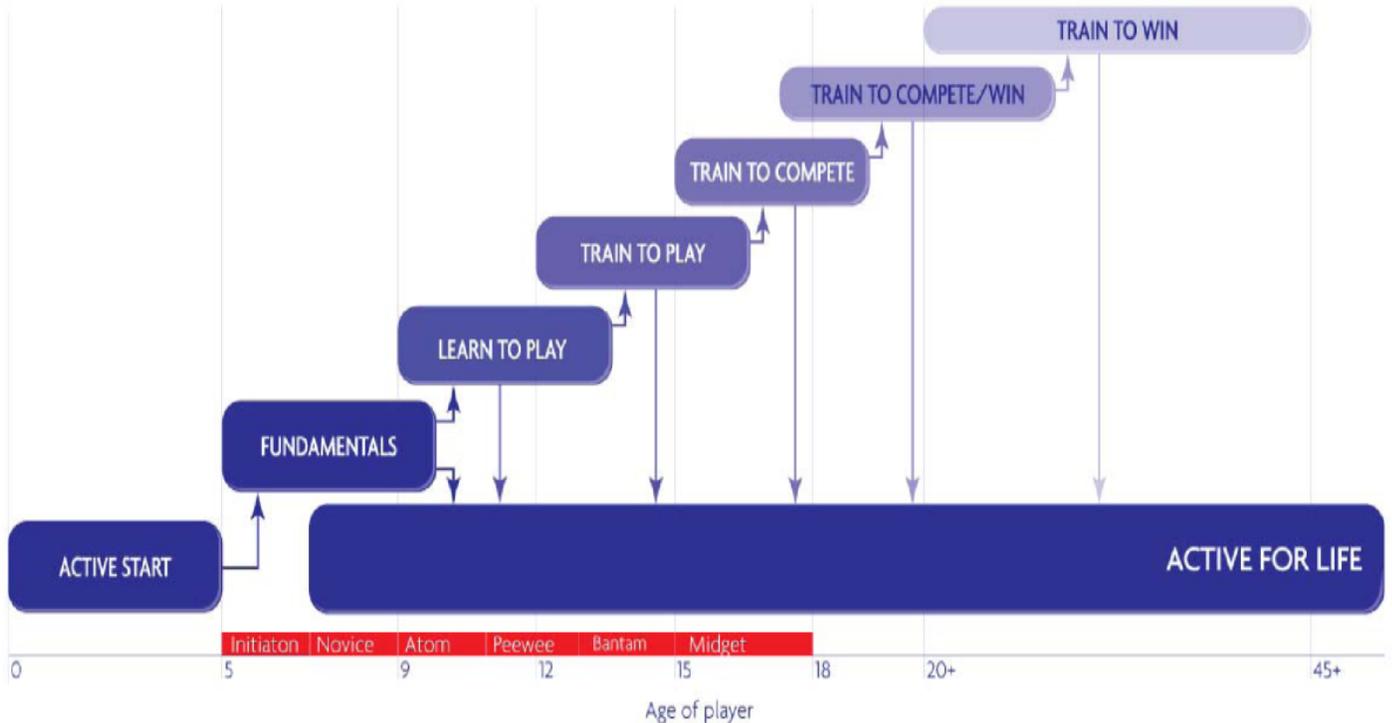
The age and skill level of players defines the seasonal plan. The Hockey Canada skills development programs are based on progressive steps and follow the appropriate allocation of time illustrated in the skill development pyramid.

Research has concluded that it takes a minimum of 10 years and 10,000 hours of deliberate training for a talented athlete to reach elite levels (Starkes and Ericsson, 2003). This means that a player must have developed the fundamental skills, be physically literate, before the 10 year or 10,000 hour rule comes into play. For a player and coach this translates into slightly more than 3 hours of training or competition daily for 10 years. But where do youngsters develop the skills of the game. Evidence would suggest that the number of games played by youngsters in Canada slows the development of players. In a study done by current NHL Coach George Kingston in 1976 he found that the average player in the Canadian system spent 17.6 minutes on the ice during a typical game and was in possession of the puck for an astonishingly low 41 seconds. Kingston concluded that in order to get one hour of quality work in the practising of the basic skills of puck control, (that is, stickhandling, passing pass receiving and shooting) approximately 180 games would have to be played.



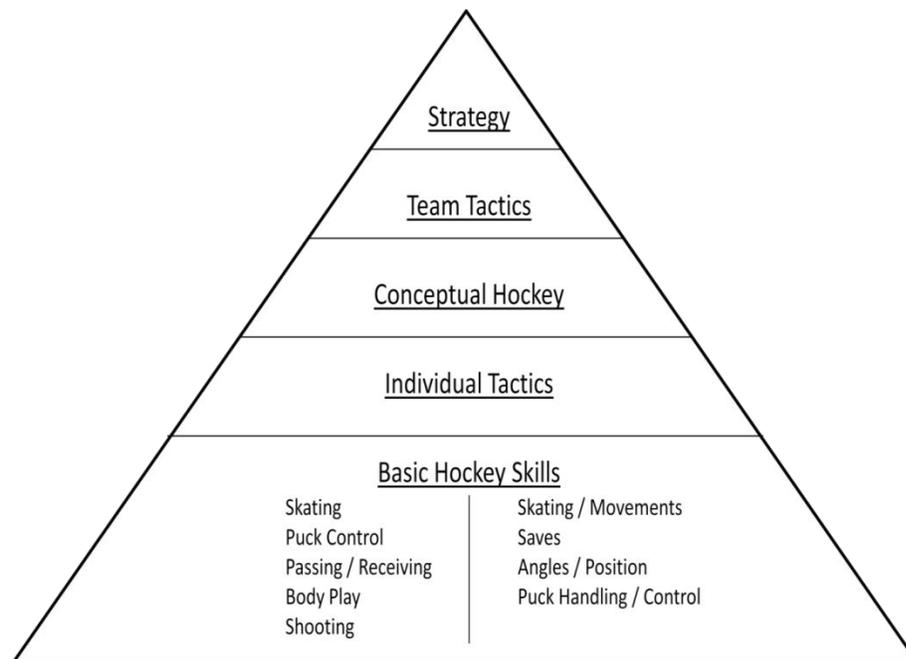
In developing the skills of young players there are three stages of training objectives. These three stages correspond with a player's "readiness" to acquire and develop the skill to a higher level. These stages are introduction, development and consolidation or refinement.

Hockey Canada's Long Term Player Development model has 7 stages.



Darker blue indicates more active participants.

PYRAMID TO SUCCESS





FUNDamental Hockey Skills – Initiation and Novice Program

Objectives – Learn all fundamental movement skills and build overall motor skills

Skill development in the FUNdamentals stage should be well-structured, positive, and FUN!

- The skill of skating speed can be developed quickly with players this age.
- Coaching should focus on developing skating speed in repetitions of less than 5 seconds
- The ABC's of agility, balance and coordination should be emphasized through the teaching of skills and small games to emphasize the ABC's
- Ensure that the skills the player acquires during the FUNdamentals stage will benefit them when they engage in recreational activities, enhancing their quality of life and health

Hockey Canada recommends in the early stages of FUNdamentals that players spend 85% of their time on the introduction and development of technical skills.

The initiation program emphasizes the basic hockey skills: skating, puck handling, passing and shooting.

Each skill is introduced and refined in a progressive one step at a time manner. Children learn and develop through participating in practice drills and informal and modified games (such as shinny, freeze-tag and obstacle courses). Although the emphasis is on fun and progressive skill development, the Initiation Program also allows youngsters to experience fitness, fair play, and cooperation.

Goals for the Initiation age category are:

- fun
- introduction of basic skills
- reviewing of basic skills
- refining of basic skills

The Initiation program recommends the following practice time allotment:

- 85% technical skills
- 15% individual tactics
- 0% team tactics
- 0% team play
- 0% strategy



Goals for the Novice age category are:

- fun
- reviewing of basic skills
- refining of basic skills

The Novice Program recommends the following practice time allotment:

- 75% technical skills
- 15% individual tactics
- 10% team tactics
- 0% team play
- 0% strategy





Learning to Train – Atom and PeeWee Programs

Objective: Learn overall sports skills.

- One of the most important periods of motor development for children is between the ages of 9 and 12.
- This is a window of accelerated adaptation to motor co-ordination.
- Early specialization in late specialization sports can be detrimental to later stages of skill development and to refinement of the fundamental sport skills (hockey is a late specialization sport)
- At this stage, children are developmentally ready to acquire the general sports skills that are the cornerstones of all athletic development.

Hockey Canada recommends that players in the Learning to Train stage continue to focus on the development and refinement of individual skills and individual tactics.

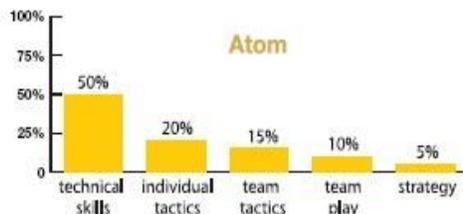
Upwards of 70% of training should be dedicated to individual skills and tactics in this stage.

Goals for the Atom age category are:

- fun
- refining of basic skills
- intro to team tactics

The Atom program recommends the following practice time allotment:

- 50% technical skills
- 20% individual tactics
- 15% team tactics
- 10% team play
- 5% strategy

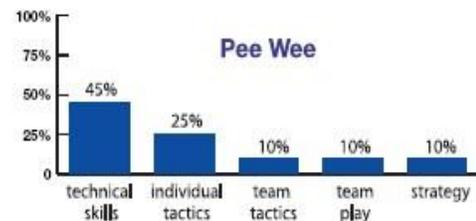


Goals for the PeeWee age category are:

- fun
- refining of individual tactics
- intro to team play

The PeeWee program recommends the following practice time allotment:

- 45% technical skills
- 25% individual tactics
- 10% team tactics
- 10% team play
- 10% strategy





Train to Train - Bantam

- Begin to consolidate the basic technical Skills of the Game
- Increased focus on hockey with a reduction in the number of other sports played to 1-2
- Introduction and development of Advanced Group Tactics and Team Tactics
- Depending on player introduce other activities into physical preparation and being to develop a solid base for general physical preparation
- Develop basic psychological attributes: concentration, activation, visualization, relaxation, positive internal dialogue
- Develop training routines to complement the main part of the ice session: warm-up, hydration, cool down, nutrition, etc.

Goals for the Bantam age category are:

- fun
- refining team play
- intro to team strategy



The Bantam Program recommends the following practice time allotment:

- 40% technical skills
- 15% individual tactics
- 20% team tactics
- 15% team play
- 10% strategy

MIDGET

Goals for the Midget age category are:

- fun
- refining team play and strategy

The Midget program recommends the following practice time allotment:

- 35% technical skills
- 15% individual tactics
- 20% team tactics
- 15% team play
- 10% strategy



GOALTENDERS

To be a good goaltender you must be an efficient skater. Your goaltender does not have to be the best skater on the team, but the best in terms of control and mobility. Pushes from post to post and ability to get quickly to plays laterally are essential for goalies to be able to perform at a high level.

Goaltenders must learn to push with strength and stop hard when needed. So when doing t-push or shuffle drills it is suggested that everything is done in sequence. Example: a coach should be calling out for the goalie to PUSH---STOP---PUSH---STOP---PUSH---STOP etc. giving one second in between pushes. This will give the goaltender time to recover and will keep him from developing bad habits by doing the drill too fast.

The ability for a goaltender to change directions quickly is also an absolute must as today's game is a lot about trying to create a situation to get a goaltender moving in the wrong direction. In order to do this, and be effective, skating drills are a natural part of goaltender development.

BEGINNER	INTERMEDIATE	ADVANCED
<ul style="list-style-type: none"> • 75% movement and positional skills • 20% save movement • 5% tactics <p>Beginner development should be built on practicing individual technical skills 75% of total practice time</p>	<ul style="list-style-type: none"> • 50% movement and positional skills • 20% save movement • 30% tactics and transition <p>Intermediate development should be built on practicing individual technical skills 50% of total practice time</p>	<ul style="list-style-type: none"> • 35% movement and positional skills • 10% post-save consequences • 40% tactics and transition • 15% advanced positioning <p>Advanced development should be built on practicing individual technical skills 35% of total practice time</p>

PLAYER DEVELOPMENT DOWNLOADS FOR ALL LEVELS

The Hockey Canada Player Development model has developed downloads for coaches for each level. They include Core Skills, Skills Evaluations, and practice Plans. To obtain these, please contact your Player/Coach Development Director or go to hockeycanada.ca.

HOCKEY CANADA SAFETY PROGRAM

Hockey Alberta requires that there is a Safety person on every team and is at every game. The Safety person/people (HSCP) must take the Hockey Canada Safety Program. Team Personnel should work closely with their HSCP to ensure they have proper procedures in place in the event of an injury. It is highly recommended that multiple people on your team have taken the Hockey Canada Safety Program.

It is imperative that your team is prepared in the event of an injury/accident and therefore, each team should develop a game plan.

The game plan recommended by Hockey Canada identifies three persons in specific roles as follows



(for further information visit HockeyCanada.ca)

1. Charge Person

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
- Assess injury status of player

2. Call Person

- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

3. Control Person

- Ensure proper room for Charge Person and ambulance crew • Discuss emergency action plan with:
 - Arena staff
 - Officials
 - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested
 - Discuss player's injury and status with parents

HOCKEY CANADA / HOCKEY ALBERTA INSURANCE PROGRAM

Hockey Canada has constructed a national insurance program to provide financial resources to help deal with the cost of risks which organized hockey can be confronted with. Hockey Canada prides itself on its focus on both safety and risk management, offering top development programs in this area and continually working with our branches to ensure that we continue to create a safe environment for our members.

The insurance program is in place to protect every player, coach, assistant coach, manager, official and volunteer and all Hockey Canada Safety program personnel involved in a Hockey Canada sanctioned event or activity. The insurance program eliminates or minimizes the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs. The insurance does not cover a person who drives hockey players. Hockey Canada insurance is a secondary coverage program (it only applies once all other forms of coverage have been exhausted such as Alberta Health Care, Blue Cross, or insurance from work or private insurance).

Please acquaint yourself with the program. An understanding of its parameters is critical for knowing the restrictions you face in booking off-ice activities, special events, and tournaments.

When are you covered?

1. Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only!
2. Transportation directly to and from the arena or venue.
3. Accommodations while billeted or at a hotel during a Hockey Canada/ Branch sanctioned hockey activity.



*Note: it is very important to know when the team is dealing with a non-sanctioned event. Check with Branch for further information.

WHAT TO DO AFTER AN INJURY OCCURS

When an injury occurs, the Manager gives the parents an Injury Report Form to fill out (the Team Manager must carry more than one with you to all games and practices). The Injury Report Form is available on the Brooks Minor Hockey website. Give a form to parents even if an injury is only suspected as these must be filled out by the attending doctor. Any injury must be reported within 30 days of the accident. The completed forms should be forwarded by your coach to the Brooks Minor Hockey Office Administrator as soon as possible.

Parents should also make note (date, time, and place) of seemingly minor injuries as complications may arise later.

SPECIAL EVENT PERMITS

Special event permits are intended to cover team "special events" for which minor hockey insurance coverage is required or highly recommended, but that do not fall under the category of regularly allocated ice times or extra ice times covered by travel permits. This can be team events on or off the ice. Examples of activities for which a permit should be obtained include:

- A guest coach coming on the ice for a team practice
- Parents vs. Players game during a team ice time
- Team social events
- Dryland Training

To request a Special Event Permit, please contact the Brooks Minor Hockey Office Administrator. These permits should be requested two weeks in advance.

REFERENCE SITES

Brooks Minor Hockey

www.brooksminorhockey.com

Hockey Alberta

www.hockeyalberta.ca

- *Lists tournaments*
- *Coaches clinics*
- *Hockey Alberta bylaws and regulations*

Hockey Canada

www.hockeycanada.ca

- *Great resource for coaches and player development*

Central Alberta Hockey League

www.cahlhockey.com

- *League information and game schedules for tiered teams*

Hockey Canada Coaches Club

www.coachesclub.ca



APPENDIX A - MANAGER ROLES & RESPONSIBILITIES FOR CAHL

Game Sheet Requirements

1. The manager of the Home Team must fax all game sheets and Official Game Reports to the Governor within 48 hours.
2. All original game sheets and Official Game Reports must be mailed to the Governor within 4 business days.
3. All players must be listed on the Game Sheet. The goalies should be listed first followed by the players in NUMERICAL ORDER (last name first).
4. Always mark your Captain and Assistants ("C" or "A").
5. Ensure all suspended players of Coaches are marked "SUSP" clearly in the Game Sheet.
6. All affiliated players must meet Hockey Alberta (HA) and CAHL regulations. (SEE AFFILIATION SECTION BELOW) They must be marked "AP" on the Game Sheet.
7. All players must have the correct Jersey # on the Game Sheet.
8. If a player is absent, the name is to be crossed out with a single line and "ABS" written beside.
9. If a player is injured, the name is to be crossed out with a single line and "INJ" written beside.
10. For more than one goalie, mark "START" beside your starting goalie and "ALT" for the backup.
11. If you have an approved overage player they must be marked "OA" on the Game Sheet.
12. Please ensure all information on the Game Sheet is legible.
13. All Game Sheets must have a START and END time and you must ensure that the time the clock was dropped is noted (for Drop Clock Communities).
14. Ensure that the on ice Officials clearly print their name and # on Game Sheet.
15. Shorthanded and power play goals should be noted as "SH" or "PP" beside goal information.

The Governor will give one warning to any teams failing to properly fill out a Game Sheet. After such warning the Governor in Chief will be advised and shall deal with the team in question.

Managers, please ensure that the Timekeeper and Scorekeeper are fully aware of their responsibilities. Pursuant to HA regulations anyone in the Timekeepers box understands that they are considered Off Ice Officials. They are to remain unbiased while performing their duties. They should not converse with players in the penalty box except to get information (jersey # for example). They should never make contact with opposing team players on the ice or coaches on the benches.

Game Rescheduling Procedure

The Manager shall contact opposing team Manager. The appropriate Game Change Request form shall be filled out and submitted to the Governor. These forms can be printed off the CAHL Website. The Governor will either approve or not approve the change and notify the team Managers within 24 hours.



Complaints procedure

In the event of a complaint the governor shall inform the manager to follow the proper flow of communication: *Parent / Player* to *Coach / Manager* to *CAHL Governor* or *Local Association Director* to *CAHL President* or *CAHL Executive Member*

Reminder: Please use the 24-hour "cool down" period before submitting and/or responding to a complaint. The Governor will not accept a complaint unless it is in writing processed through your designated association representative of the CAHL.

Suspended Players or Coaches

1. Should one of your players or coaches receive a major penalty and you are unable to contact a CAHL representative to receive a ruling on the infraction, **DON'T LET THE PLAYER OR COACH PLAY OR BE INVOLVED IN ANY FURTHER GAMES!** It is the team's responsibility to ensure ineligible players are not playing. Playing an ineligible player could lead to forfeiting games and indefinite suspensions for Coaches, Managers and Players.
2. Should one of your players or coaches receive a major penalty resulting in a suspension, that player or coach shall not be permitted to be involved in any game activity until the suspension, as handed down, has been served in its entirety. *Ensure "SUSP" is noted on the Game Sheet, this provides documentation that the suspension was served.*
3. Any suspended Player or Coach is not permitted to go into the dressing room or go within 50 feet of the player's bench.

Affiliation Procedure

Ensure that you have the proper affiliation documentation completed within your LMHA. As well, be sure that you have your critical dates and number of games tallied correctly.



APPENDIX B -ZONE MAP

