

McKnight Hockey Association

Coach Manual

2016-2017



Table of Contents

Welcome	4
Introduction.....	4
Terminology	4
Important Dates	5
Orientation	6
Mentorship	6
Team Mentorship	6
Coach's Role	6
Team Manager's Role	7
Coaching Philosophy	7
Coaching Responsibilities.....	9
Team Meetings	9
First Parent Meeting	10
Medical Information	11
Fair Play Code	11
Communication	12
Division Coordinator	12
Hockey Calgary League Chairpersons	12
Communication Flow Chart	13
Dispute Resolution Flow Chart	13
24 Hour Rule	14
Coach Development.....	14
Certification	14
Respect In Sport.....	16
Police Information Check.....	16
Safety	16
Concussion Awareness Training Tool.....	16
Checking Skills.....	16
Development 1 or High Performance 1	16
Reimbursement	16
Game and Practice Schedules	17
One Click Ice.....	17
Hockey Calgary Website	18
Game Procedures	18
Score Sheet	19
Affiliations.....	19
Procedure for use of Affiliated Players	19
Timekeepers & Scorekeepers	19
Hockey Calgary Length of Games	20
Scheduling Windows.....	20
McKnight Blackout Process.....	20
Travel Permits	20
Suspensions	21
Referees	21

Esso Minor Hockey Week	21
Injury Reports	21
Insurance	22
Emergency Action Plan	22
Player Development	23
Hockey Canada Player Development Pyramid.....	23
Practice Facts	24
Practice Philosophy.....	24
Practice Planning.....	24
Preparation.....	25
Resources	26
Team Equipment Distribution	26
Equipment Penalty List.....	27
Additional Equipment.....	28
Team Registration	28
Dressing Room Supervision	28
Co-Ed Dressing Room Policy	28
Code of Conduct and Discipline Policy	29
Notes	29

Welcome

Welcome to a new and exciting season with McKnight Hockey Association.

One of our primary objectives in this manual is to provide coaches with support, mentorship and the most current resources available to help make this season a success.

Within this document, you will find an outline of expectations and requirements that McKnight has for all members of a coaching staff. We are hopeful this information will be a stepping-stone to building a strong foundation for your season.

McKnight has long committed to providing players an opportunity to enjoy playing the sport they love, in a safe and fun learning environment. The development of skills, physical fitness, cooperative sportsmanship, and social interaction and most importantly, the pure enjoyment of our sport are all common goals shared by the McKnight.

Our program is centered on improving the quality of the hockey experience for players of all ages and skill levels. Studies show that the better kids are at something, the more they will enjoy it, and the longer they will play. Many players quit hockey because they get to a level where they can't compete due to lack of skill – therefore it is no longer fun.

In addition, the McKnight website, specifically the Coaches website page will be used as an important tool in providing coaches with up to date resource information.

We are committed to making your experience as a coach this season a positive one and welcome any input on improving the overall program.

Introduction

This Coach's manual was initially prepared for the 2013-2014 hockey season. As it is still a work in progress, we would appreciate any feedback to make this document more useable for all Coaches. Please feel free to give constructive criticism for future editions.

This manual is intended for all levels of hockey and has therefore been written general in nature. There may be sections or points mentioned that seem obvious or unnecessary to experienced Coaches, but which might be very useful to first time Coaches. Please take this into account when viewing this manual. The document is intended as a reference for frequently asked questions and issues only; for information and interpretation of specific rules and regulations, we recommend you consult the applicable governing Hockey Calgary Regulations Handbook.

Terminology

Seeding Round – the first round of league games scheduled by Hockey Calgary from the end of October to the beginning of December

Regular Season – the second round of league games scheduled by Hockey Calgary from early January to the end of February

Playoffs – the post-season games played to determine the league champions

Eso Minor Hockey Week – tournament style games played in the third week of January

Important Dates

2016-17 IMPORTANT DATES - COMMUNITY COUNCIL

29-Aug-16	Timbits "Learn to Play" Week 1 - Cardel South (Blackfoot, Bow Valley, Girls Hockey, Glenlake, Lake Bonavista, Midnapore, Saints, Southwest and Trails West)
05-Sep-16	Timbits "Learn to Play" Week 2 - Father David Bauer/Norma Bush (Bow River, Crowfoot, Girls Hockey, McKnight, Northwest Warriors, Simons Valley and Springbank)
12-Sep-16	DEADLINE: October tournament sanctions
15-Sep-16	DEADLINE: Flames Even Strength Program
19-Sep-16	DEADLINE: Elite must cut down to 63 midget players
22-Sep-16	DEADLINE: All bantam players must be released by Elite to community
26-Sep-16	DEADLINE: All midget players must be released by Elite to community
04-Oct-16	DEADLINE: Schedule Window Requests - seeding round
06-Oct-16	Seeding round scheduling begins
11-Oct-16	Seeding round scheduling complete
12-Oct-16	Seeding round schedule available at HC website
12-Oct-16	DEADLINE: November tournament sanctions
14-Oct-16	Novice teams may travel outside Hockey Calgary for games
15-Oct-16	DEADLINE: Players must be pre-registered
15-Oct-16	DEADLINE: Respect In Sport - Parent
22-Oct-16	Seeding round begins
01-Nov-16	DEADLINE: Midget aged players released from Junior teams
12-Nov-16	DEADLINE: December tournament sanctions
15-Nov-16	DEADLINE: Provincial tournament host bids
15-Nov-16	DEADLINE: Team Official Certifications
15-Nov-16	DEADLINE: Teams must be registered with Hockey Alberta
16-Nov-16	Senior Timbits teams may begin playing formal games
01-Dec-16	DEADLINE: Overage player applications
01-Dec-16	Junior Timbits teams may begin playing formal games
03-Dec-16	Governors to submit proposed regular season placements
04-Dec-16	Seeding round ends
05-Dec-16	Draft #1 of Regular season divisional placements circulated to Associations
06-Dec-16	DEADLINE: Schedule Window Requests - regular season
06-Dec-16	Draft #2 of Regular season divisional placements circulated to Associations
07-Dec-16	Final Draft of Regular season divisional placements circulated to Associations
08-Dec-16	Regular season scheduling begins - Hockey Calgary
12-Dec-16	DEADLINE: January tournament sanctions
13-Dec-16	Regular season scheduling complete
14-Dec-16	Regular season & EMHW schedules available at HC website
15-Dec-16	DEADLINE: Affiliation requests - minor
02-Jan-17	Regular season begins
06-Jan-17	EMHW begins
10-Jan-17	DEADLINE: Player registration - minor
10-Jan-17	DEADLINE: Release players
12-Jan-17	DEADLINE: February tournament sanctions
14-Jan-17	EMHW - finals
01-Feb-17	Playoff schedules available at HC website
10-Feb-17	DEADLINE: Player registration - junior
12-Feb-17	DEADLINE: March tournament sanctions
15-Feb-17	DEADLINE: Affiliation requests - junior
26-Feb-17	Regular season ends
28-Feb-17	Playoffs begin
04-Mar-17	Timbits Jamboree - WinSport
06-Mar-17	DEADLINE: Declare representatives for Atom & Bantam Provincial tournaments
12-Mar-17	DEADLINE: April tournament sanctions
13-Mar-17	DEADLINE: Declare representatives for PeeWee A & Midget Provincial tournaments
16-Mar-17	Provincials begin: Atom & Bantam
19-Mar-17	Provincials end: Atom & Bantam
20-Mar-17	DEADLINE: Declare representative for PeeWee AA Provincial tournament
22-Mar-17	Playoffs end
23-Mar-17	Provincials begin: PeeWee A & Midget
24-Mar-17	Provincials begin: Junior C
26-Mar-17	Provincials end: PeeWee A, Midget & Junior C
30-Mar-17	Provincials begin: PeeWee AA
02-Apr-17	Provincials end: PeeWee AA
08-Apr-17	Hockey Calgary Awards Gala

	League dates
	Seeding, reseeding and scheduling activities
	Meetings and special events
	Deadlines and other important dates
	Statutory Holidays

AUGUST 2016						
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NOTE: When more than one type of important date occurs on the same day it will be grey

Orientation

Each season, immediately following the team and coach selection process, the Coach Selection Committee Chair and the Coach Development Director along with the President or Vice-President, will hold a meeting for all coaches to orient them with the Association's policies and procedures. This meeting takes place in early October of each season.

Mentorship

McKnight will design and run a comprehensive Coach Development Program for the McKnight Hockey Association with the recommendations of the Coach Development Director. They will develop a series of "core drills" to be run at practices for each division. These drills will focus on the development of individual player skill and team play concepts while focusing on the fun of the game. The Coach Development Program will be presented at the annual Coach Orientation Meeting.

The Coach Development Director will coordinate various coaching clinics throughout the season. As well, the Director will assign a Coach Mentor for each division to allow all coaches someone to turn to during the season for advice and further mentorship.

Team Mentorship

McKnight encourages teams to participate in Team-to-Team mentorship programs. Teams are encouraged to work with their Division Coordinators to help set up mentorship practices. This mentorship must be reviewed and approved by the Head Coach. It is a great teaching tool for the players. The younger players look to the older players for guidance, and the older players learn valuable mentorship training. Last season we had some of our PeeWee teams visit our Timbits and Novice teams.

Coach's Role

The Coach is the most important person that the players will come in contact with during the hockey season. The coach is the person the players see regularly; gets feedback from both on and off the ice and looks up to for guidance and leadership. Therefore, it is important that the coaches understand this role when they are deciding on how to run their team, how to assign positions, how to reward players, how to deal with parental issues, how to deal with player issues, etc.

The Coach is also responsible to ensure that the "back-room" work is also done properly. This includes ensuring that proper equipment is used, proper communication happens to ensure players know when and where to be. It also includes modeling appropriate behavior for both players and parents to see, both on and off the ice. Coaches should familiarize themselves with the Fair Play Code for Coaches. By virtue of accepting a coaching volunteer position in McKnight, you also agree to abide by the Code. McKnight Hockey Association will take a zero tolerance approach to the inappropriate conduct of coaches, other team officials, parents and spectators.

It is the coach's responsibility to ensure all players have all of the required equipment prior to stepping onto the ice. This includes neck guards, mouth guards, helmets, and facemasks properly done up, etc. This is required for all ice activities, practices, games, shinny, etc. Per Hockey Calgary, mouth guards are mandatory for Novice Division and above. No player is allowed on the player's bench area without full proper equipment. Therefore, injured players must either step away from the player's bench or wear full equipment if they choose to stay on the bench.

The most common complaint from parents is fair ice time for all players. Coaches must ensure that all players play the same amount of time throughout the year, with obvious exceptions being players absent from games for any reason. This is a fundamental philosophy of Hockey Calgary's Community Hockey Program and is to be strictly adhered to.

Team Manager's Role

As an initial task each season, it is important for the Head Coach to ensure a Team Manager is in place. This will provide much needed support and allow you to focus on the on ice activities.

Each manager must establish a primary relationship with the Head Coach. Discuss your role and expectations on both sides. It will vary with each head coach and each division. ***It is very important for the team manager and head coach to always be on the same page and send a unified message to all players and parents on the team.***

The Team Manager is the central figure in creating the flow of communication within the team (players, parents and coaches), and also between the team and McKnight – the Division Coordinator, Hockey Calgary League Chairs, other teams, referees, etc.

The Team Manager is responsible for ensuring all off-ice tasks are completed. By taking on the operational aspects of the team, the Team Manager enables the Head Coach to focus on player development and on-ice instruction.

Coaching Philosophy

"People don't care how much you know until they know how much you care." Theodore Roosevelt

A sound coaching philosophy includes:

- Being an effective teacher
- Being an effective leader for players, coaching staff and parents
- Be a model of sportsmanship
- Delegate responsibilities to players and support staff
- Develop self respect in your players
- Develop respect for teammates, opponents and officials in your players

The statement "Success is getting a group of kids to play together, as a team, play hard, and reach their ultimate potential while having fun" is the foundation of a sound coaching philosophy. While all players should enjoy their experience as part of the team, everyone on the team is expected to put the best interest of the team first, before any thought is given to individual accomplishments. No individual, coach or player, is more important than the team.

Enthusiasm, encouragement and personal attention from the coach are the keys to every player having a positive experience. Much of this comes from players developing a sense of contribution to the team. Find a role for all players and let them know they are doing a good job. You may have to be creative, but it's important to find that spot for each player. Finally, focus on improvement and development. Cheer the areas where you see improvement in individuals and the team as a group. Point out with a positive approach where

additional improvement is possible. Effort, enthusiasm, improvement and fun lead to a successful team. Never miss a chance to encourage, challenge and have fun.

Team pride is another cornerstone of any athletic program. Success builds pride, but so does hard work and commitment to individual and team goals. Coaches should inspire in every player the belief that hard work pays off, and the harder players work, the more they will achieve. While being successful is a goal for everyone, at the same time each player should focus on effort - not outcome. A team can always control effort but seldom the outcome of a game.

Teaching and repetition are two tools used to prepare players to be the best they can be. Start the fundamentals, work on techniques and individual skills and teach team defense in depth. Take every opportunity to teach and demonstrate teamwork, sportsmanship and respect for everyone, starting with the coaches. Believing that "Perfect practice makes perfect", players should properly practice the skills being taught on a repetitive basis, so that these skills become as natural as walking and talking.

Players should set goals for themselves and the team. Goals should be challenging enough to require players to extend beyond their present skill level. Every player should have the opportunity to achieve success and/or failure in game situations. When they succeed, give them positive feedback in terms of recognition and approval. When they do not succeed, give them feedback in terms of advice or instruction.

Success and individual growth have much in common. Former players often remember successful coaches more for their lessons of life than for winning or losing. Good coaches know that the key to success is motivating their players to do their best and improve beyond apparent limitations, motivated by team goals. The best coaches know that spirit, the will to win and to excel are more important than the game itself. A good saying to remember..."You never exceed your own expectations".

Each player's primary competition should be on his or her team, not the opposing team. Strive for constant competition among forwards, defensemen, and goaltenders. By practicing often with excellent players, the individual player will have lots of opportunity to become the best that they can be. The underlying philosophy is...players compete with other players or teams rather than against other players or teams.

Mental preparation is as much a part of a coaching philosophy as physical preparation. Try to accomplish the following through mental preparation:

INTENSITY - Exhibit an exceptional focus and concentration.

COMPOSURE - Keep cool under pressure.

ENTHUSIASM - Have fun and enjoy the game of hockey.

Finally, your coaching philosophy should include the fact that playing hockey is intended to be FUN! Strive to make practices and games enjoyable experiences that will both develop skills and provide positive life long memories for your players.

Coaching Responsibilities

The following outlines the responsibilities of a coach:

1. *To develop the physical skills and understanding of the game of hockey in each player, while promoting sportsmanship and the learning skills required to contribute to the positive growth in each player.*
2. To provide a positive team environment.
3. To represent McKnight in a professional manner.
4. To improve and develop himself and his coaching staff.
5. Foster positive relationships between coaches, teammates, game officials and opponents.
6. Be aware of Hockey Alberta/Hockey Calgary bylaws and rules for the current season. Hockey Calgary rules apply within Zone 9 (Calgary), outside of Zone 9 (Calgary), all Hockey Alberta rules apply.
7. Ensure that the game results are forwarded to your Hockey Calgary League Chair within 24 hours and is posted on the Hockey Calgary website. Failure to do so may result in coach suspension.
8. Ensure player safety at all times. Players must wear all necessary equipment at practice and games including mouth and neck guards.
9. Acquire a travel permit when playing in any tournament or exhibition games outside the City of Calgary (Zone 9).
10. Immediately report all suspensions and major penalties to the Head Coordinator at headcoordinator@mcknighthockey.com.
11. Only registered players, coaches, parent volunteers and registered affiliate players (as listed on the official team roster) are allowed on the ice with a team during practices and games unless approved by the McKnight Board.
12. Identify volunteer positions within the team parent group: Team Manager, Treasurer, Tournament Coordinator, Jersey Parents, Timekeepers, Score Keepers, etc.
13. Utilize the Team Manager to ensure off-ice duties are accomplished and volunteer commitments are completed. Work as a team!
14. Game jerseys must remain in the possession of the jersey parents. Players are not allowed to keep game jerseys or wear them outside of sanctioned games or special team functions.
15. Ensure that all team equipment is returned to the Equipment Manager at the conclusion of the hockey season. All jerseys are to be on hangers (one per jersey), cleaned, all facing the same direction, sequenced from the smallest to the largest number.

Team Meetings

It is recommended that each team hold at least three parent meetings throughout the hockey season. An initial meeting to facilitate introductions, determine roles and outline expectations; a second meeting in close proximity to first meeting to outline plan for the season and obtain buy in for season plan from the team and a third meeting post Christmas to check in with team, course correct season plan as required and proactively respond to issues or concerns.

Team meetings are a great time at the beginning of the season, in particular, to connect with the parents and agree upon a few details of team management, such as volunteer positions, parents' position on extra practice ice, team expectations, out of town tournaments, financial commitments, etc.

First Parent Meeting

The Team Manager in consultation of the Head Coach should arrange a parent meeting shortly after the team is formed. This is the first time the parents and coach staff formally meet. If a Team Manager has not yet been chosen, the Head Coach should initiate an initial short meeting to request a volunteer for the Team Manager position.

Often coaches have expectations of their team that needs to be relayed in a positive manner. These expectations might include the number of minutes before a game or practice the coach expects them to arrive, attendance at practices, how to advise of non-attendance by players at practices or games, behavior rules and consequences for non-compliance, social activities for the team, team apparel, or dry-land training. The team/parent meeting at the beginning of the season is an excellent place to relay this information to parents, but the team members also need to hear it and sometimes hear it repeated.

At the team meeting, team rules may be established with respect to discipline and attendance at practices. The rules should be fair and reasonable, and should not change throughout the year in order to avoid complaints and issues later.

An example agenda of the items to be discussed and agreed upon can include the following:

- **Introductions**
- **Coaching Overview:** Provide information on the goals and objectives for the season along with credentials and philosophy.
- **Outline Team Rules:**
 - Expectations of the players, parents:
 - Expected time to arrive prior to games/practices.
 - Expected behavior of players.
 - No parent time zone: Time when no parents are to be in dressing room to allow “Coach Talk” before and after games. Co-ed teams, dressing room policies, ensure female players are included.
 - Dress code if decided by team/coach.
 - Code of conduct for the players, parents, and coaches.
- **Forms:** There are a variety of forms that need to be completed by parents and players at the beginning of the season:
 - Player Medical form
 - Fair Play – Players (**Parents and Coaches are completed online only**)
 - Contact Information form
- **Volunteer Cheques:** Each family must provide you with a \$200 volunteer cheque made out to McKnight Hockey Association, dated April 31. Your team manager manages this.
- **Budget:** The team will require funds to operate during the season for numerous items including: tournaments, extra practice ice, exhibition games, specialized training, referees, team apparel, team social activities, year-end wrap up party, and year-end gifts. Generally, all teams will start their account with a cash call for all families. \$50-100 depending on budget items is a good place to start. *Please be sure to keep in mind that some of our families have applied for Financial Assistance and may not have access to as much funds as other families.*

- **Fundraising:** This is a decision to be made at the team level. The most popular and most successful fundraising for our Hockey teams is the Silent Auction. Many teams earn an average of \$1000-3000 from the event. This year there is no silent auction event, teams will have to rely on secondary fundraising. Secondary fundraising is available to the team, some ideas include: Corporate sponsorship, skate-a-thon, bottle drive, raffles, etc. Please refer to the Fundraising page on the McKnight website for more information.
- **Tournaments:** The team needs to decide on the number of tournaments it will attend, any out of town tournaments, and whether or not you will host your own tournament. Note: when applying to attend a tournament they are often looking for a reciprocal opportunity. Due to limited ice availability McKnight hosting tournaments are processed through a lottery. Information on these tournaments will be available on the McKnight website. There will be no exceptions made to deadline dates. Please watch the website carefully for more information on tournament dates, costs, and application deadline date. Your team can apply to each of these tournament slots through the website. Tournament dates are December and March.
- **Volunteer Positions:** There are a variety of ways that parents can help out at the team level. Please refer to the Team Volunteers form for more details. Positions available for your team include: Assistant Coaches, Team Manager/Co-Manager, Treasurer, Silent Auction Coordinators (2), Tournament Coordinators (2), Fundraising Coordinator, Social Event Coordinator, Jersey Parents (2), Team Apparel Coordinator, Timekeepers, Scorekeepers, Team Webmaster, Team Photographer, Water Bottle Parent.
- **Important Dates:** Picture day, Esso Minor Hockey Week, Playoffs, tournament windows, etc.
- **Water Bottles:** Your team needs to decide if each player is responsible for his/her own game day water bottle or if a parent/coach will be responsible for the entire team.
- **Question and Answer Period:** The parent meeting should be summarized with a copy given to each parent. This often saves disagreement later in the season and ensures everyone knows what is expected of them.

Medical Information

Each team manager must collect important medical information relative to each player in case of accident or injury when a parent is not in attendance. These are normally kept by the team manager; made available at all games and practices and must be returned to families at the end of the season. Ensure as a coach that you are aware of any medical conditions of players, these may have an affect on how you coach these players.

Fair Play Code

McKnight Hockey is committed to excellence and sets high standards of character and conduct for all of its members, participants, officials and fans. The "Fair Play Code" for Players is to be reviewed and signed by each. These forms are to be kept by the team manager along with the medical information. Fair Play Code for Parents and Coaches are to be completed online only.

Given the increased media scrutiny of both on and off ice behavior of our players, coaches, officials and parents, it is timely to remind coaches that they need to stress to all members of the team the importance of maintaining proper verbal and physical behaviors while at the rink. McKnight will not tolerate the abuse of officials, players and other coaches or team officials and any inappropriate actions could result in ejection from

the team, disciplinary action by Hockey Calgary, penalties for the team, ejection from the arena, and/or suspension.

It is great when our coaches, players and parents are passionate about the game of hockey and bring that to the arena in a positive manner. Positive encouragement and cheering is encouraged. Negative comments, swearing, physical or verbal abuse, will not be tolerated by McKnight. Coaches play an important role in modeling the correct behavior and dealing with players who exhibit undesirable behavior. For more information, please refer to the McKnight Anti-Bullying and Respectful Hockey Policies.

Communication

McKnight Hockey will periodically provide information to teams primarily through the Division Coordinator who will then pass on the information to the head coach and/or team manager.

Check the McKnight website often and encourage your team parents and players to do so as well. The McKnight website is our primary source of communication and we encourage all teams to use it to its fullest ability.

Division Coordinator

The Division Coordinator shall report to the Head Coordinator during the hockey season. The Division Coordinator's duties will include, but are not limited to:

- To communicate Association events to all teams in their division;
- To report to the Board through the Head Coordinator on a regular basis and in relation to any coach or team manager issues;
- To establish a high visibility among the parents of players and teams within their division;
- To attend as many games and practices of teams within the division to assess the relative seeding of the teams, suitability of practice ice utilization, and to ensure overall efficient operation of the program;
- To encourage team managers and parents to submit coaching evaluations at the end of the season to assist in assessing coaches and improving coaches selection;
- To serve as liaison for the Equipment Manager and their division;
- To handle and/or report player, parent, and coaching disputes, issues and questions throughout the year;
- To assist the McKnight Board as they might otherwise determine.

Hockey Calgary League Chairpersons

Hockey Calgary assigns a League Chairperson for every Division of hockey. The Chairpersons consist of volunteers from each Association, McKnight each year provides 3 Chairperson volunteers, who will be assigned to a specific division. They have the responsibility of supervising and directing the conduct of the teams within their division. Therefore, it is imperative that you know who your League Chairperson is and maintain regular contact with them.

The two most important duties that the League Chairperson has are:

- Handle the tabulation and recording of scores. Game sheets must be sent in to the Chairperson and scores must be submitted within 24 hours of the game finishing.
- Deciding of appropriate suspensions for infractions noted by the referees on the game sheet. The Chairperson, (not the Referee) decides how many games a player will be suspended and they do look at the past performance of a player.

The League Chairperson also attempts to attend a number of games for the teams within their divisions and are usually evident during Esso Minor Hockey Week and Playoffs. The Chairperson can also suspend, fine any team, team official, player or spectator if they feel it is justified based upon the behavior being exhibited.

The League Chairperson should be approachable and available to team managers and coaches. They are a great resource when you have a situation or question you don't know how to deal with.

Teams may obtain verbal permission from the League Chairperson if they wish to play an exhibition game against any team. They must also obtain verbal permission to use an affiliate for any game. Teams must also obtain permission from the League Chairperson to attend any out of town tournaments.

Communication Flow Chart



Dispute Resolution Flow Chart



****** If a concern is brought to the McKnight President from Hockey Calgary – the President will start the process at an appropriate level based on the concern.

24 Hour Rule

The 24-hour rule works this way: If you have something to say to a coach/manager/parent, or they have something to say to you (that could be contentious) please wait 24 hours after the event or the game before discussing it. By this time, you have better perspective, they have better perspective and a lot of arguments naturally are eliminated in the process. Hockey is an emotional game. It's best to let the emotions simmer before talking to a coach/manager/parent, adult to adult, preferably away from the rink.

Coach Development

McKnight fully supports and encourages all coaches in the pursuit of knowledge within the game of hockey. Coach development sessions will be conducted at various times throughout the season. These are intended to provide a positive learning environment for coaches, to allow for a forum for the coaches and the organization to jointly discuss any ongoing issues or concerns and to be a platform for the planning of hockey development for the McKnight Hockey Association.

The Coach Development Coordinator will provide opportunities for development and resource sharing to build knowledge and capacity within the organization. The Coach Development Coordinator can also support coaches with problem solving team challenges on and off the ice.

Certification

All coaches in all divisions require various certifications.

Information on certification requirements listed below can be found on the Coaches website page and the Hockey Calgary website. There are a number of National Coaching Certification Program (NCCP) requirements that are in place and will be required of our coaches:

McKNIGHT HOCKEY ASSOCIATION COACH REQUIREMENTS

TIMBITS	NOVICE	ATOM	PEEWEE (HC Division 2 & Lower)	PEEWEE (HC Division 1)	BANTAM	MIDGET JUNIOR C
Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Police Check	Police Check	Police Check	Police Check	Police Check	Police Check	Police Check
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Coach Level 1	Coach Level 1	Coach Level 2	Coach Level 2	Coach Level 2	Coach Level 2	Coach Level 2
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ASSISTANT COACHES)	(ALL COACHES)	(ALL COACHES)
				Development 1		
				Level or High Performance 1 (HEAD COACH)		
		Coach Instructional Stream – Checking	Coach Instructional Stream – Checking	Coach Instructional Stream – Checking	Coach Instructional Stream – Checking	Coach Instructional Stream – Checking
		(HEAD COACH)	(HEAD COACH)	(HEAD COACH)	(HEAD COACH)	(HEAD COACH)

McKnight Hockey Association Coach Requirements

NOTES:

- **Respect In Sport** - All registered team officials must be certified in the Respect in Sport - Coach Edition (not to be confused with the Parent module). The old Hockey Canada Speak Out Abuse & Harassment program certification is grandfathered and equivalent to Respect In Sport - Coach Edition.
- **Police Information Check** – All team officials must have a valid police check on file. All police checks are valid for 4 years.
- **Hockey Canada Safety Program** - All team officials must be certified in the Hockey Canada Safety Program.
- **Concussion Awareness Training Tool** - All team officials must complete the online concussion awareness program.
- **Coach Level 1 & 2** - The old Intro To Coach - now Coach Level 1 - and Coach Level 2 certifications are now separated. All team officials must either have Coach level 1 or Coach level 2 as noted in chart.
- **Checking Skills** – All Head Coaches of Atom and above teams must have completed the Coach Instructional Stream – Checking Skills certification. If you have previously taken the Hockey Alberta Checking Skills course then you are grandfathered for the new certification.
- **Development 1 Level or High Performance 1** – Only Head Coaches on the PeeWee 1 team are required to have this certification, if the team is placed in the Hockey Calgary Division 1.
- **Coaches without the minimum required certification will be removed from the bench until certification is completed.**

**IF YOU DO NOT KNOW WHAT CERTIFICATION YOU CURRENTLY HAVE
PLEASE LOGIN TO YOUR eHOCKEY ACCOUNT
OR CONTACT THE COACH QUALIFICATIONS COORDINATOR FOR ASSISTANCE.
Coaching-admin@mcknighthockey.com**

Deadline to complete your certification is November 15, 2016

Coaches can register for local Calgary clinics at <http://www.eshootscores.com>.

As a compliment to certifications offered externally, McKnight will also typically host Coach Level 1 and/or Coach Level 2 clinics early in the season. Other workshops may be offered through the season. Please refer to the McKnight web site for more details on date and location.

Respect In Sport

All Hockey Teams in the province of Alberta must have all registered Team Officials certified in the Respect in Sport-Activity Leader/Coach Program (OR at least have the equivalent "Speak Out" program certification already completed). This RIS online course is approximately 3 hours long and is not to be confused with the Respect in Sport – Parent Program. The cost for the course is \$30, plus GST. Keep your receipt if you wish to submit to the McKnight Treasurer for reimbursement.

Coaches that do not have their RIS (or Speak Out) Qualification will be listed as ineligible on the Official Roster. Coaches that are listed as ineligible but are found to be on the ice, or the bench, can be suspended for up to 3 years, and the team may forfeit any games that coach participated in while declared ineligible.

Police Information Check

All coaches are required to have a valid police information check on file with McKnight. **No exceptions.** Once completed, your police information check is valid for 3 years. To complete your police information check, please refer to the Coaches website page for all details.

Safety

All coaches must be certified in the Hockey Canada Safety Program. This program is now an online course. It takes about 3 hours.

Concussion Awareness Training Tool

All coaches must complete this online course. It takes about one hour.

Checking Skills

All Head Coaches in Divisions Atom to Junior C are required to complete the Hockey Calgary Checking skills course.

Development 1 or High Performance 1

The Head Coach of PeeWee 1 is required to complete this course if the PeeWee 1 team is seeded in Hockey Calgary Division 1. All other PeeWee coaches are required to compete Coach Level 2.

Reimbursement

McKnight will reimburse coaches for the fees associated with certification courses. For reimbursement, please send an email to the McKnight Treasurer at treasurer@mcknighthockey.com with your contact information and a copy of your receipt and coaching certification. Submit a copy of your certification, receipt and contact information when requesting reimbursement.

Game and Practice Schedules

The best method of communication is via the McKnight website.

The team manager is responsible for keeping the team informed of game and practice schedules along with additional team events throughout the season. Practice schedules are posted 4 times a year by the McKnight. Once practices are posted, if a change is required, the team manager can enter the system to make the change. The McKnight Ice Scheduler will also post game schedules. Game schedules are also available on the Hockey Calgary website in October (refer to Important Dates) for the seeding round and in December for the regular season and Esso Minor Hockey Week. Each team manager is responsible for posting additional tournament/exhibition games, extra practices, and team events on their team webpage.

Timbits have no formal game schedule. Game scheduling, within Hockey Calgary game limits, is the responsibility of each team. If assistance is required please contact the Coach Development Coordinator. Please refer to the Hockey Calgary Timbits manual for game restrictions.

Novice teams have game restrictions as per the Hockey Calgary Novice Development League. Please refer to the NDL manual for more information.

House League teams have game restrictions as outlined by Hockey Calgary.

One Click Ice

Website access: <http://mcknight.oneclickice.com/Login.aspx>

Login: _____

Password: _____

One Click Ice is a program that has been developed by our own McKnight Ice Schedulers to manage the ice schedule for the Association. If your team is unable to honor their commitment to the ice scheduled for your team, you have an option to “give back” or “swap” ice with another team. This program will also allow your team to “take” extra ice available in the system. Please have your team manager check this program regularly if you are looking for extra ice.

Please note that there are rules around using this program: When returning ice, your team must give at least 4 days notice, if less than 4 days is provided, you must ensure that you have made arrangements for another team to use your ice. If your ice is not used “no show” then the association will charge your team for the ice.

Ice costs are approximately \$210/hour. Further penalties will arise for teams that default on ice more than once within a season.

Each team will be provided a login and password for One Click Ice as well as instructions on how to use the program. Should you have any questions regarding this program, please contact our Ice Schedulers at ice@mcknighthockey.com. Please ensure that any changes made in One Click Ice are reflected on your team’s website page, as this is not done by the Ice Scheduler.

Hockey Calgary Website

Website access: <https://www.hockeycalgary.ca/login>

Login: _____

Password: _____

One Click Ice is a program that has been developed by our own McKnight Ice Schedulers to manage the ice schedule for the Association. If your team is unable to honor their commitment to the ice scheduled for your team, you have an option to “give back” or “swap” ice with another team. This program will also allow your team to “take” extra ice available in the system. Please have your team manager check this program regularly if you are looking for extra ice.

Game Procedures

Your Division Coordinator will provide game sheets at the start of the season, if you require additional game sheets throughout the year, please contact your Division Coordinator. Game sheets are an important document that needs to be handled appropriately. The game sheet is the document upon which the player rosters are put, the time and scorekeeping is done, which the referees sign and enter their comments. Therefore, it is important that it be filled out correctly and correctly handled.

The home team is responsible for providing and filling out the game sheet. The Head Coach (or team manager) should verify and sign the roster, pass it to the opposing team for roster and sign off. After the game the timekeeper, scorekeeper, and referees will sign the game sheet.

Following the game, the winning team keeps both the white and yellow copies of the game sheet. The losing team gets the pink copy. The winning team is then responsible for reporting the final score and any incidents or suspensions to the league chair within 24 hours and either e-mailing, faxing or mailing the white copy of the game sheet to the league chair within 48 hours. Please check with your league chair for any additional requirements for your division. In the event of a tie, the home team keeps the white and yellow copy and is responsible for reporting the game results to the league chair.

All exhibition and tournament games must either be approved by your League Chair or be sanctioned by Hockey Calgary. Please refer to the Hockey Calgary website for sanction instructions. Copies of the game sheets for all exhibition and tournament games must be sent to the League Chairperson within five (5) days of the game or completion of the tournament.

Your Division Coordinator will provide you with the contact information for your Division League Chairperson prior the start of the seeding round. This contact information can also be found on the Hockey Calgary website.

Only those coaches listed on the official roster are allowed on the ice at practice or on the bench at games. Those teams that may have 6 coaches listed on an official roster, please note that you can only have a maximum of 5 coaches on the bench at games.

Score Sheet

Hockey Calgary will provide a login and password for teams to enter their scores onto the Hockey Calgary website, where applicable, this information will be forwarded to your Team Manager by your Division Coordinator.

Timbits do not have to report their games to a League Chairperson. Novice teams do not have access to enter their scores on the Hockey Calgary website; this is done by the League Chairperson.

Affiliations

Each team will be provided an approved list of affiliate teams/players by the McKnight Registrar. Before this list is formalized, the Head Coach may be asked to advise on player affiliation.

For full list of rules and instructions regarding affiliate teams/players, please refer to the Hockey Calgary Regulations Handbook. A copy is available on the Coaches website page for your reference.

Procedure for use of Affiliated Players

Games are defined for the use of affiliates as Hockey Calgary scheduled league games, the first game of Minor Hockey Week (the second and subsequent games during Minor Hockey week do not count in the total for use of affiliates), playoff games, and Provincial Playoff games. All associations will follow the Hockey Canada regulation for Affiliations (Bylaws Book - Section (E), Rule 35-39). Please see www.hockeycalgary.com to download a complete Hockey Canada Bylaws book.

- A player of a team of lower division or category may play a maximum of ten (10) games. If the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.
- Exhibition and Tournament games do not count in the total for the use of affiliates.
- When a higher division club uses an affiliated player they **must signify same in writing (a/p or AP)** after the player's name on the official game report.
- When using an affiliate player, the higher team must obtain the permission of the lower team and have the sanction of the League Chair. Failure to obtain permission to use the affiliate player or to obtain the sanction of the League Chair may result in the loss of 2 game points and the coach of the higher team receiving a one game suspension.

Timekeepers & Scorekeepers

For all Hockey Calgary seeding round, regular season, EMHW and playoff games, the home team is to supply the Timekeeper and the visiting team is to provide the Scorekeeper. You should also each provide another team representative to handle the gate for your respective penalty boxes.

For exhibition games and tournaments, the host team supplies both the Timekeeper and Scorekeeper. The visiting team may provide a team representative to handle the gate for the penalty box.

Hockey Calgary Length of Games

<u>Permit length</u>	<u>Length of periods 1, 2 and 3</u>
1 hour permit	12, 15 and 15 minutes
1 ¼ hour permit	15, 15 and 15 minutes
1 ½ hour permit	15, 15 and 20 minutes
1 ¾ hour permit	15, 20 and 20 minutes
2 hour permit or greater	20, 20 and 20 minutes

Note: all games are stop time, no timeouts, with a 3-minute warm-up before each game.

Scheduling Windows

Calgary teams are not permitted to host tournaments during the seeding round, regular season or Esso Minor Hockey Week. If your team would like to attend an out of town tournament during these times, a scheduling window must be submitted and approved by Hockey Calgary. Please be sure to check the Hockey Calgary Important Dates prior to committing your team to a tournament to ensure that you haven't missed the deadline for submitting your request online via the Hockey Calgary website. Coaches, Managers or Hockey Associations are NOT allowed to reschedule any Hockey Calgary scheduled games.

McKnight Blackout Process

Teams can request blackouts by completing the online request form. Blackouts can be used for team fundraising, tournaments and events. Example: Team wants to do a bottle drive - request a blackout for that day and your team will not be scheduled for a practice. **** This is not to be confused with the Hockey Calgary Scheduling Window Requests for the seeding & regular season.** Teams must request blackout dates from Hockey Calgary according to Hockey Calgary rules, which prevents teams from getting games booked on those dates. If you request a blackout with Hockey Calgary, **DO NOT forget to request the same blackout with McKnight.**

If a team requests a blackout with McKnight, practices and home games (where possible) will not be booked during the requested period BUT we cannot guarantee that away games are not booked at that time.

Rules for "making-up" lost practices due to a requested blackout:

- If you request 1 or 2 (weekday) blackout days – no lost practices
- If you request 2 (weekend), 3 or 4 blackout days – team forfeits 50% of practices for the blackout period
- If you request 5, 6 or 7 blackout days – team forfeits 100% of practices for the blackout period

If you would like to request a blackout date please send an email to ice@mcknighthockey.com as soon as your team needs that date. Teams still have the ability to trade with other teams for ice. The Blackout process will allow teams the option not to have to find trades because the team would not be scheduled on those dates.

Travel Permits

Travel permits are required by Hockey Calgary for games played outside of Zone 9. Please refer to the Hockey Calgary website for more details. An online request form is available. It is essential that all game sheets be turned into Hockey Calgary immediately after the team returns from its trip (including end of season tournaments!). **Failure to do so can result in penalties for sanctioning any further travel for the entire hockey association.**

Suspensions

Suspension write-ups will see the game sheet travel to the referee's dressing room. Your team manager must follow up with the referees. Suspensions need to be reported to your League Chairperson immediately so that you are able to determine a player's eligibility. If a player is serving a suspension, mark on the game sheet, example (serving 1/3). Please refer to the Hockey Calgary Rule Book for more details.

Do not approach the referee's dressing room.

Referees

McKnight Hockey pays referees for all pre-season, regular season, Esso Minor Hockey Week and Playoff games. All exhibition and tournament games are the responsibility of the individual teams. All exhibition game requests require 48 hours notice as a minimum. Referees for exhibition games are booked when games are booked through the Hockey Calgary website. All tournament game requests require 7 days notice as a minimum. It is best to book your referees as soon as possible. Please refer to the Referee Request website page for more information as the referee requests are different for each division, see below:

- Referees are not required for Timbits.
- All Novice and Atom referee bookings are booked through the McKnight website, by the McKnight Referee Coordinator.
- Hockey Calgary Division Peewee 4 or lower requires booking with both Central Zone and McKnight. *Central Zone will book the Head Referee, and McKnight will book the 2 Linesmen.*
- Hockey Calgary Division Peewee 1 to 3, and all Bantam and Midget teams require booking with Central Zone only. Please refer to the Referee Request website page for more information as well as a direct link to Central Zone.
- When hosting a tournament, the team is required to pay for referees at time of booking. McKnight referees will be paid at time of booking the tournament; Central Zone will bill your team directly, prior to the tournament.

Esso Minor Hockey Week

Esso Minor Hockey Week is the largest minor hockey tournament in the world, which includes all categories and divisions from Novice to Junior. Esso Minor Hockey Week sees over 8,500 kids, 507 teams, 2,500 coaches and over 4,000 volunteers. This Tournament is the Stanley Cup of minor hockey, which first kicked off back in 1970 and is still going strong today. Each year, the event begins the third weekend in January; please refer to Hockey Calgary's Important Dates. Novice players will only play a standard 3 games; they will not participate in playoff format.

Your first Esso Minor Hockey Week game will be a league game and count in your regular season standings.

Injury Reports

Hockey Canada provides an insurance policy that takes over when basic and extended medical insurance is exhausted. In case of accident or injury, a Hockey Canada injury report **MUST** be filled out immediately and sent to the address on the bottom of the form. These can be found on the Managers page on the website. Keep a copy available at all times.

McKnight Hockey also requires all injuries, regardless of severity, be reported to the division coordinator. This is for all injuries where the player misses the rest of the game or practice.

Insurance

All players and coaches listed on the official roster are covered for limited medical coverage under the Hockey Canada registration process. It is therefore imperative that all players and coaches be appropriately registered with Hockey Calgary through the team registration process. It is also important to note that McKnight is required to abide by certain guidelines to ensure that the insurance is valid. One of these requirements is the necessity to obtain the approval of your Division League Chairperson if you intend to participate in hockey practices or games outside the physical boundaries that Hockey Calgary covers. Failure to obtain such approvals may negate insurance coverage and lead to coach suspension.

Please note that all McKnight players and referees are covered under this insurance. Player mentors from other Hockey Calgary registered teams or officials are allowed to assist in McKnight practices at the discretion of the Head Coach.

Emergency Action Plan

It is recommended that each team have an emergency action plan.

For Example:

- One coach will go onto the ice to check on a player that is down
- Coach will assess and see if the player can return to the bench under his/her own ability, with minimal assistance. Do not help the player up.
- If player is hurt and needs medical assessment, arms crossed signal. Do not help player up.
- All coaches have taken a Safety program. If more medical attention is required, the manager or designate will call 911 and provide the address of the rink. (Keep a list of all arenas and addresses on file, just in case)
- Manager or designate will meet ambulance personnel and direct to the incident.

Player Development

Hockey Canada Player Development Pyramid



Definitions of Terms *:

- **Technical Skills:** The fundamental skills that are required to play the game (i.e. skating, shooting, passing and checking)
- **Individual Tactics:** Action by one player using one or a combination of skills in order to create an advantage or to take away the advantage of an opponent. A tactic may be classified as offensive or defensive (i.e. 1-on-1 offensive fake and driving to the net)
- **Team Tactics:** A collective action of two or more players using technical skills and/or individual tactics in order to create an advantage or take away the advantage of an opponent (i.e. 3 vs. 2)
- **Team Play:** A pattern of play in which the movement of all players is integrated in a coordinated fashion in order to accomplish an offensive or defensive objective (i.e. 2-1-2 fore checking system)
- **Strategy:** The selection of team play systems in order to impose upon the opposition, the style of play and tactics which will build on the coach's, team's strengths and neutralize those of the opponent while at the same time taking advantage of the opponent's weaknesses. (i.e. when opponent's defensive players have weak puck handling skills the strategy might be to shoot the puck in and use a 2-1-2 aggressive fore checking system.

** Information taken from Hockey Canada Skills Development Program*

Practice Facts

The following facts and figures relate to a 60-minute practice:

1. Efficient practice will give a player more skill development than 11 games collectively.
2. Each player should have a puck on his stick for 8-12 minutes.
3. Each player should have a minimum of 30 shots on goal.
4. Players will miss the net over 30% of the time in a minor hockey practice.
5. Coaches should try and run 4-5 different drills/games/activities each practice.
6. More is not better; execution of what you do is development.
7. No more than 5 minutes should be spent in front of a teaching board each practice.
8. If you have 10 players on the ice, aim to keep 4-5 players moving at all times during a drill.
9. If you have 15 players on the ice, aim to keep 9-10 players moving at all times during a drill.
10. If you have 20 players on the ice, aim to keep 14-15 players moving at all times during a drill.

The following statistics were recorded during a 60-minute PeeWee level hockey game:

- Players will have the puck on their stick for an average of 8 seconds per game;
- Players will take an average of 1-2 shots per game;
- 99% of the feedback coaches give players is when they have the puck;
- Ironically, players only have the puck on their stick for 0.2% of the game!

Practice Philosophy

“It is said that it takes 10,000 hours or 10,000 repetitions to master a skill.”

Ice time should be designed to engage every participant consistently. Players do not attend practice to watch others play. Kids enjoy practices when they have fun and they experience improvement in their overall skills.

Learning the fundamentals and perfecting the same basics at every level of play is essential to having a chance of success. If one player does not execute the fundamentals of his/her position correctly, the most challenging drill or sophisticated play will not work. It is unfair to focus on plays that will fail 9 out of 10 times. Practices that focus on Team Play over *Executing Fundamentals* are cheating every player out of the chance to learn the game properly. The execution of the fundamentals will lead to the development of the player. A team that focuses on the fundamentals of the game will provide the opportunity to compete against an opponent.

Practice Planning

Keys for a Great Practice

Players must be on time, all the time. Coaches should set the standard and lead by example. Parents/players are encouraged to abide by the guidelines of the team.

Basic skill development (skating, passing, puck control, shooting) should comprise the majority of your practice plan (as per the Hockey Canada Development Pyramid). However, it is important to note you can work basic skill development in game-like drills.

Interaction with each and every player during a practice session is imperative for development. Positive and specific feedback is key for learning. “Tell me and I will forget, show me and I might remember, involve me and I’ll understand.”

Execute in practice. Great drills that aren’t executed properly by coaches become ineffective in the development of the player. Execution involves using all on-ice staff, proper explanation of the drill and the expectations of the coach, having pucks spotted in the proper areas, informing players of the whistle sequence (1st whistle begin, 2nd whistle stop, 3rd whistle begins next group, etc.) and providing appropriate feedback. To make life easier, name your drills! Players will identify with the name, which will limit on-ice explanation at future ice times.

Relate what you do in practice to games and vice versa.

Progression drills play an important role in teaching team tactics. Regardless of a player’s skill level, it is your responsibility as a coach to teach every player on your team. When players experience improvement in their skills, no matter what their athletic ability may be, they will continue to participate and return to learn more. Ensure you teach the skills in the proper order so you can continue to improve and build on each ice session.

Preparation

Season Plan

Take the time to develop a plan for the season. This will allow the coaching staff to stay on pace in developing the players throughout the year.

Practice Plans

Practice plans are essential in your preparation. Practice plans allow for total usage of allotted ice times.

1. Practice Plan Format
 - Use practice plan sheets to record your plan.
 - File your practice plans for easy reference at a later date.
 - Prepare a written practice plan that will detail the progression of individual skill and team development. Consider the flexibility that will be required to adapt this plan to the progress of the team and players.
2. Measurable Outcomes for the Plan
 - Players of all ages need to know the goals of each practice
 - Record information about the outcome of the plan
3. Elements of the Plan
 - Practices and drills should be more active than passive
 - A well balanced practice contains a warm up, teaching components and technical skill execution, drills under game like conditions, fun elements, competitive activities and a cool down
4. Assign Coach Specific Responsibilities to Lead a Drill
 - Ensure all coaches understand the purpose of the drills so they can provide appropriate feedback for improvement
 - All coaches should be engaged in the delivery of each drill
5. Identify Practice Rules

- Use whistles to identify the beginning and end of drills.
 - Players do not slide into on-ice meetings. Players should remain on 1 or 2 knees.
 - Set timelines for players to be prepared to step on ice. i.e.) 15 minutes prior to the start of practice
6. Proper Illustrations
- Take pride in illustrating good plans and more specifically each drill
 - Written descriptions should include details of the drill execution, key teaching points and key execution points
 - Have your illustrations ready before the practice, and spend less time drawing while you're on the ice.

Please refer to below or to the Coaches website for further resources regarding practice plans.

Resources

There are many resources available to coaches that will allow them to become better acquainted with their position and facilitate practice planning. McKnight has listed some of these resources on the Coaches website page.

Examples include:

- Drill Hub - <https://www.hockeycanada.ca/en-ca/Hockey-Programs/Drill-Hub>
- www.thedrillbook.com
- www.hockeyshare.com
- www.prosmartsports.com

Should you find a resource on the Internet that is considered to be a valuable asset, please let us know so that we can share it with your fellow coaches.

McKnight also has a library of Hockey Calgary Coaching Manuals for your reference throughout the season. Please contact the Coach Development Director to sign out the resource materials.

The opportunity to liaison with other coaches is also invaluable. Experience has taught many of our coaches tons of great information and insights. Please consider joining the McKnight Coaches FaceBook Group to discuss your coaching issues with other coaches.

Team Equipment Distribution

For most teams, two sets of jerseys will be provided, home and away. Pucks and first aid kits will also be supplied. Where the age category will not be using McKnight jerseys (Timbits/Novice/Atom), their jerseys will be provided through an alternate source. In addition to the above, for Timbits teams, McKnight will supply balls and pylons. For Novice and House League teams, McKnight will provide goalie equipment.

Each team receiving jerseys or goalie equipment will provide a \$200 deposit cheque made out to McKnight Hockey Association in order to pick up the McKnight equipment. The cheque may be a personal cheque and may be replaced by a team cheque before October 31. The Equipment Manager must receive the cheque prior to any equipment being handed out. ***There will be no exceptions.*** Cheques will be cashed. Teams will be

provided a copy of the Equipment Penalty list indicating the cost to the team for equipment that is missing or damaged beyond repair. The cost will be deducted from your deposit.

When the hockey season is complete, equipment supplied to the team must be returned quickly and in good operable condition. The following are points to help make returns efficient:

- All jerseys must be returned washed, dried, and in numerical order. Do not put jerseys in the bag wet! This causes mold and mildew and shortens the life of the jerseys as well as making it unpleasant for the next team that may get your bag of wet jerseys. McKnight will not accept jerseys back until they are clean. Again, it is more pleasant for the team receiving these the following year if everyone complies.
- When there is a jersey that needs to be repaired, please advise the equipment manager at time of return.
- All teams are issued 40 pucks. Please return as many pucks as possible. We understand many will go missing through the season and some teams gain and some teams lose. We get that. However, when no pucks come back, there is an issue.
- All teams are issued a First Aid Kit. Please return what is left.
- Timbits teams will receive 18 small balls, 1 large ball, 8 pylons and 30 “blue” pucks.
- Novice teams will receive a complete set of goalie equipment, including:
 - Throat guard
 - Chest and arm protector
 - Blocker (left and right)
 - Catching glove (left and right)
 - Leg pads (large and small set)
 - Goalie sticks (2)
- Return all equipment at the same time. McKnight will not accept partial returns. It is too difficult to manage and control. Please remember that our Equipment Manager is also a volunteer.
- Do not leave equipment with any arena staff. It will not be passed onto McKnight and your team will be charged for missing equipment.

If your team cannot make any of the scheduled equipment return dates/times, it is incumbent on your team to make an appointment with the Equipment Manager to return your equipment. All equipment must be returned by April 30th.

Equipment Penalty List

Missing:

- | | |
|---------------------------------|----------------|
| • Puck bag and pucks | \$50 |
| • First Aid kit | \$10 |
| • Timbits bag (including pucks) | \$50 |
| • Novice goalie equipment | entire deposit |
| • Set of jerseys | entire deposit |
| • Single jersey | \$50/each |

Additional Equipment

It is recommended that each Head Coach also purchase certain items to assist them. This could include:

- White boards
- Individual water bottles and holder
- Pylons (these are provided only to Timbits teams)

Team Registration

Teams are registered with Hockey Calgary during the pre-season registration process. Team rosters will be e-mailed to the Team Manager as soon as team and coach selections are finalized. The rosters need to be verified for accuracy with any changes emailed to the McKnight Registrar as soon as possible. Please ensure that all parents sign your copy of the roster.

A copy of the Hockey Calgary official team roster must be available at all games as the referee has the right to review it in the case of a player dispute. Ensure you or your team manager has a copy of this at all your games. You may also require this document for tournaments.

Dressing Room Supervision

The Head Coach will be responsible to ensure there is always two (2) responsible adults monitoring the team dressing room before and after each ice time. They will endeavor to prevent disorderly conduct, bullying and vandalism in any form. These adults may be any team official or adult selected by the Head Coach or team manager. Failure to comply with this supervision may result in the suspension of the Head Coach. As per Hockey Calgary Regulations any adult found complicit with any undesirable activity will be suspended for a period of at least one year.

Co-Ed Dressing Room Policy

1. Players Atom level and down, mixed genders may change in the same room at the same time with the presence of two adults.
2. Players PeeWee level and up, mixed genders may not change in the same room at the same time.
3. It is the responsibility of the coach to ensure that ALL players are involved in both the pre-game and post game activities.
4. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
5. If the facility does not have separate change areas available, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing and showering.
6. An individual team must keep a written record of any relaxation of or deviation from this policy.

Code of Conduct and Discipline Policy

Further to the existing McKnight Dispute Resolution policy, look to establish a code of conduct for your team that includes a progressive discipline procedure and communicate it to everyone. The coaching staff will have a tremendous influence on the players and should do everything in their power to be positive role models. Coaches are responsible for the behavior of their coaching staff and players at all times.

Player Code of Conduct (EXAMPLE):

1. I will respect my parents, my teammates, my coaches, my opponents and the on ice officials.
2. I will listen to my coach and do my best at all practices.
3. I will listen to my coach and do my best at all games.
4. Practices are mandatory.
5. As an important part of this team, I will come prepared and on time to each practice and game. If I absolutely cannot make it, I will contact the head coach or team manager well in advance to the practice or game.

Team Discipline Policy (EXAMPLE):

1. I will take responsibility for my own conduct. I will always have the choice as to how I will behave. My coaches are not responsible for how I act. If I choose to ignore the Code of Conduct the following will apply:

- A warning
- Sit one period
- Sit one game
- May be asked to leave the team

Notes