



Rep Team Handbook

Information, Policies and Procedures
for Bench Staff, Parents & Players

****Reviewed Yearly****

Approved Sep 20, 2022

This is a living document and as such may be changed to reflect the goals and objectives of BAMHA. Any changes will be communicated to the membership.

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1. Parent/Guardian Responsibilities

Parents/Guardians are reminded to adhere to the BAMHA Code of Conduct and policies as well as the following:

- Evaluators shall not be approached or communicated with directly about the tryouts or a players' evaluation / performance.
- Parents/Guardians shall remain in their designated viewing areas in the stands, during the tryout process (evaluators are at reserved ice-designated viewing areas).
- Parents/Guardians shall review online and printed material related to the tryout process, including the Rep Team Prep Talk to ensure they are educated before your player participates in the tryout process.

2. Player Participation

Players are reminded to adhere to the BAMHA Code of Conduct.

- Players shall attend the skill assessment and team scrimmages in order to be assigned to a Rep Team.

**Acceptable absence including family emergency, player injury, or other legitimate absence shall reviewed and approved by the BAMHA Exec. Notification shall be provided in writing to the BAMHA Exec for review before the session.*

- All players shall be given a fair evaluation.
- Players shall only skate with their designated tryout team, unless directed otherwise.
- Players shall wear the provided tryout jersey/pinny.

****No AAA elite team jerseys or socks allowed.****

3. Player Assignment

Players may or may not be assigned to their Working Groups based on skill level. Once in their Working Group, players participate in skill and game play assessments executed by the Coach, TD, evaluators, and volunteers.

- There are multiple rounds of player reassignment, for Rep Team 1 and Rep Team 2 at the discretion of the Coach or Working Group Coach. This is outlined in the tryout process.
- After each round, the Working Group list of retained players shall be emailed to all players.

Reassigned players (or parents/guardians of) shall have the option to contact the Rep Team Selection Committee to discuss their child's evaluation process if desired.

- This can be done after 24hrs of reassignment (cut process) notification.
- Parents have 48hrs after which to email in writing the BAMHA for their evaluation process. Discussions shall not take place outside of this time period.

4. Team Commitment

Once named to a rep team, both the player and the parents have made a commitment to the coaches, teammates and other families.

- Players are expected to maintain at 80% attendance.
- Players or parents/guardians are expected to let the coaching staff know when unable to attend a practice or game.
- Players or parents/guardians are expected to understand the commitment for travel to parts of the region and possibly outside the region and expenses associated with the same. The amount of travel is based on invites and is different for each team.
- The cost for tournaments and exhibition games are above that of the Rep Team fees and shall be collected for each event.

5. Rep Team Prep Talk

Parent/guardian responsibilities are centered on commitment and support to the player, the sport of hockey, the association and the community. You, as a parent, have not only made a commitment to your child, but have made a commitment to the coaching staff and the other players/families on a team that are counting on your child's commitment to the team.

It is difficult for a coach to develop a team when some players are continually missing practices and/or games. Hockey is a TEAM sport; each player is a valuable member and contributes to the team and to the development and enjoyment of each player on the team.

The team also relies on parents to assist the team throughout the season in various volunteer roles, fundraising and to serve as positive support and encouragement to players before, during and after games and practices. BAMHA will not tolerate disrespectful, obscene or obnoxious parents or fans. Such individuals will be subject to disciplinary action as per Policies and Procedures Manual.

Parents are expected to follow the Parent/Guardian Code of Conduct.

These processes are put in place to provide consistency and this is essential for providing the foundation to the success of the BAMHA association.

Individuals that refuse to participate or follow the directives of the programs, policies/procedures, and code of conduct set by BAMHA may result in disciplinary actions as outlined in the following policies and code of conduct.

6. Parent/Guardian Code of Conduct

BAMHA has implemented a Parent/Guardian Code of Conduct which all parents/guardians shall agree to and sign on an annual basis. This agreement is effective at the beginning of the year. A copy of this agreement can be found below. No player shall be allowed to participate in rep team selection and or event or game activity without this form signed. Each form needs to be signed by one parent or guardian who has completed the Respect in Sport for Parents training course.

Bay Arena Minor Hockey Association

Rep Team Parent/Guardian Code of Conduct

I/We, _____, agree to this Parent/Guardian Code of Conduct for my child's rep team operating under the guidelines of the BAMHA for the _____ season.

I/We understand and fully agree to the following conditions:

1. BAMHA strictly enforces the 24 hour rule for dealing with conflicts and communication.
2. I/We will not force our child to participate in sports.
3. I/We remember that children participate to have fun and that the game is for the youth, NOT adults.
4. I/We will learn the rules of the game, policies and procedures, player evaluation and selection process.
5. I (and my guests) will be a positive role model for my child and encourage sporting behavior by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, volunteers and spectators at every BAMHA sporting event.
6. I (and my guests) will speak respectfully at all times to: spectators, players, coaches, volunteers and officials at any BAMHA event.
7. I (and my guests) will not engage in any kind of unsportsmanlike or disrespectful conduct at any time with any official, coach, facility attendant, player, volunteer or parent such as: booing, taunting, yelling, bullying, harassment, insulting, swearing and using profane language or gestures.
8. I/We will not encourage any behaviours or practices that would endanger the health and well-being of the players.
9. I/We will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
10. I/We will ask that our child treat others with respect (how they want to be treated).
11. I/We will teach our child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
12. I/We will praise our child for competing fairly and trying their hardest, and make my child feel like a winner.
13. I/We will never ridicule or yell at a child or other participants for making a mistake or losing a competition.
14. I/We will emphasize skill development and practices and how they benefit my child over winning.

15. I/We will promote the emotional and physical well-being of the players ahead of any personal desire I may have for my child to win.
16. I/We will demand a sports environment for my child that is free from drugs and public intoxication, I will refrain from their use at all sporting events.
17. I/We will make every effort to ensure that my child will be at all practices and games. In the event that my child is unable to attend an event, I will communicate this to the appropriate coaching staff or manager.
18. I/We will make every effort to support the BAMHA and my child's team in fulfilling volunteer and fundraising obligations.
19. I/We will agree to follow, abide and respect all of the by-laws, policies/procedures and rulings of BAMHA and its Executive, appointed committees, and HNL.
20. I/We understand that any violation of this document will result in disciplinary actions as outlined in the Policies and Procedures.

Date: _____

PLAYER's Name: _____

PLAYER's Team : _____

2nd PLAYER'S Name: _____

2nd PLAYER'S Team: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

By signing this document, I agree to also be responsible for any guests or family members that are associated with my child, and their actions at any BAMHA event. I also agree to information policy and procedures laid out in handbook.

7. Coach Selection Process

- STEP 1:** Coach Selection Committee established which includes BAMHA Executive members and/or various volunteers to sit on interview panels.
- STEP 2:** Coaching Applications are received and reviewed by the Coach Selection Committee.
- STEP 3:** Feedback from the Coach Feedback Survey is compiled and reviewed.
- STEP 4:** Assessment of Coaches who have applied to retain a team for a second season is done using feedback from the surveys, unsolicited feedback, team results and the Coach application/philosophy. Interviews may be required.
- Formal feedback sessions are held with each of these Coaches to provide them an overview of feedback, ensuring anonymity.
- STEP 5:** Interviews are scheduled with all other applicants. Starting in the 2023-2024 season, Interview Panels will consist of three volunteers, Ex. Rep team Director, TD, and a BAMHA Executive member. Rep Team Director shall be present.
- A formal Interview Guide is used and scoring is completed using consistent criteria across all interviews for all candidates.
- The Interview Panel makes a recommendation based on experience, talent evaluation, Coaching tactics, ethics and communication. These criteria are evaluated through coaching resumes, past experience, and answers to questions in the interview.
- References may be checked for the recommended applicant.
- STEP 6:** The Interview Panel's recommendations are presented to the BAMHA Executive and/or Rep Team Selection Committee. The Executive votes to approve the selection in a closed and confidential meeting. This includes all rep team coaches for the upcoming season.
- STEP 7:** All applicants are called to inform them of the decisions and feedback is provided to all. The Coach selections are then posted via email.

8. Bench Staff and Team Management Selection Process

It is the responsibility of the Rep Team Head Coach, and BAMHA Executive to recommend their bench staff. Each team within the BAMHA will be required to roster the following team staff members:

- Head Coach (1):
 - Be the leader of the coaching staff and report to the BAMHA Executive.
- Assistant Coaches (2):
 - Assist the head coach and fill in when the head coach is not available.
- Trainer/Goalie Coach(1):
 - Assist the Assistant and Head Coaches. This person makes sure the team is operating safely and provides first aid when needed.
- Manager (1):
 - Manages the operation of the team including logistics (travel), finances, and communications.
- On-ice Volunteers (optional): Assist with running practices at the request of a coach but cannot be on the bench without BAMHA Executive approval.
- A female bench staff member is required if a female player is on the team.
- A male bench staff member is required if a male player is on the team.
- At least one of the members of the bench staff must complete the Goaltending 1 coaching course before Christmas break.

All bench staff shall complete an online coaching registration as defined by BAMHA and agree to the BAMHA Code of Conduct and Ethics prior to working with a team in any capacity.

All bench staff shall be approved by the BAMHA and/or the Rep team Coach Selection Committee prior to finalizing their appointment to the team. It is the responsibility of the Head Coach to get the names of potential bench staff to the Rep team Director for necessary approval.

All bench staff shall have the necessary credentials / clearance from the BAMHA and HNL.

A coach cannot be committed to another coaching staff of another rep team and hold the title of Head Coach Rep Team. The understanding is that a head coach of a rep team shall dedicate all necessary time and energy to the position they hold as rep coach. However they can hold a position of assistant coach or other bench staff (as noted above) on a rep team while being a part of another association of hockey.

If the head coach and/or bench staff is absent, due to other conflicting coaching responsibilities or an excusable absence, your rep team will substitute bench staff as needed to play exhibition games or tournaments. Any substitute bench staff must be registered with BAMHA and approved by the BAMHA Executive.

No tournament invite or exhibition game shall be turned down without a team staff discussion and attempted plan made to attend. This team staff discussion shall happen within a reasonable time frame to provide response to the inviting association. The team staff must inform the Rep Team Director, in writing, why they are declining any tournament invitations.

Managers are to track accepted and not accepted exhibition games. This will be reported to the BAMHA Executive on request.

9. Rep Team Coach Code of Conduct

BAMHA has implemented a Rep Team Coach Code of Conduct which all rep team coaches shall agree to and sign on an annual basis. This agreement is effective at the beginning of the year. A copy of this agreement can be found below. No coach shall be allowed to participate in rep team activity without this form signed. The code of conduct shall be submitted to the rep team manager once completed.

The player/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their players. They shall understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches shall also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how a player regards his/her sport is often dependent on the behavior of the coach.

The following code of conduct has been developed to aid coaches in achieving a level of behaviour which will allow their players to become well-rounded, self-confident and productive human beings. Although this code is directed towards coaching conduct, it equally applies to other members of the "Team Leadership Staff" i.e., managers, trainers, equipment personnel, etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the player.

Bay Arena Minor Hockey Association

Rep Team Coach Code of Conduct

Coaches have a responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the player, official or volunteer.
3. Consistently display high personal standards and project a favorable image of their sport and coaching.
4. Refrain from public criticism of fellow coaches, players, officials and volunteers, especially when speaking to the media or recruiting players;
5. Abstain from the use of tobacco and cannabis products while in the presence of his/her players and discourage their use by players;
6. Abstain from drinking alcoholic beverages when working with players;
7. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site;
8. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
9. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the players and educate players as to their responsibilities in contributing to a safe environment
10. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of their players' medical and psychological problems. Consider the players' future health and well-being as foremost when making decisions regarding an injured players' ability to continue playing or training.
11. Recognize and accept when to refer players to other coaches or sport specialists. Allow players' goals to take precedence over their own.
12. Regularly seek ways of increasing professional development and self-awareness.
13. Treat opponents and officials with due respect, both in victory and defeat and encourage players to act accordingly. Actively encourage players to uphold the rules of their sport and the spirit of such rules.
14. Communicate and cooperate with the players' parents or legal guardians, involving them in management decisions pertaining to their child's development.

15. Be aware of the many pressures placed on players as they strive to balance the physical, mental, emotional and spiritual aspects of their lives and conduct practices and games in a manner so as to allow optimum success.
16. Understanding and follow the Rule of two
17. Avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations at sanctioned events.

Coaches Shall:

1. Ensure the safety of the players with whom they work.
2. At no time become intimately and/or sexually involved with their players. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect players' dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs and other banned performance enhancing substances.
5. Never provide underage players with alcohol; never encourage its use.

Name _____

Date _____

Signature _____

10. Rep Team Player Code of Conduct

BAMHA has implemented a Rep Team Player Code of Conduct which all rep team players shall agree to and sign on an annual basis. This agreement is effective at the beginning of the year. A copy of this agreement can be found below. No player shall be allowed to participate in rep team activity without this form signed. The code of conduct shall be submitted to the rep team manager once completed.

Once the rep team is selected, the Head Coach shall read the Player's Code of Conduct in a team setting, outlining what's expected of a player's character and role on the team.

Players are to adhere to the following guidelines and or relevant BAMHA/HNL policies.

In personal development, as well as athletic development, the player himself/herself plays a critical role. They must understand and respect their relationship and the commitment that is required as a member of a team. The player must also recognize that to achieve complete success, they should understand both the values and goals of Hockey NL. Thus, how a player regards his/her sport is often dependent upon their level of behavior and ability to fit into team concepts. The following code of conduct has been developed to aid the player to achieve a level of behavior which will allow the player to become a well-rounded, self- confident and productive human being.

Bay Arena Minor Hockey Association

Rep Team Player Code of Conduct

Players Have A Responsibility To:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the individual.
3. Consistently display high personal standards and project a favorable image of their sport.
4. Refrain from public criticism of players, coaches or officials;
5. Abstain from the use of tobacco products and discourage their use by other players;
6. abstain from drinking alcoholic beverages, using performance enhancing or mind altering drugs;
7. refrain from the use of profane, insulting, harassing or otherwise offensive language.
8. Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by the coaches and players, recognizing the responsibilities of the players to adhere to and complete.
9. Provide the Coaches with results of their strength and dry land training to enable the Coaches to monitor and assess improvement in their performance.
10. Communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of medical problems. Respect the concerns these medical people have when they are considering the players' future health and well-being and when they are making decisions regarding the players' ability to continue to play or train. Hockey Canada Return to Play Medical Form must be completed.
11. Regularly seek ways of increasing your athletic development and self-awareness.
12. Uphold the rules of the sport, the spirit of such rules and encourage other players to do the same.
13. Treat opponents and officials with due respect both in victory and defeat. Encourage other players to act accordingly.
14. Be aware of the role sport plays in all players' lives and respect the pressures that may be placed on yourself and other players as you strive to balance physical, mental, emotional and spiritual elements of yours lives.

Players shall:

1. At no time allow individuals who may request sexual favours or use threats of reprisal for rejection to go unreported.

2. Participate in a manner that ensures the safety of players, coaches and officials also participating in the game.
3. Respect other player's dignity; verbal or physical behaviors that constitute harassment or abuse are totally unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing drugs

DRAFT

Name _____

Date _____

Signature _____

11. Selection of Team Leadership Group (Captains)

Teams shall have a leadership group consisting of one (1) Team Captain, and two (2) Alternate Captains. The expectation is that the leadership group is chosen in November, within 30 days after team selection, when the coaches and players have an opportunity to get to know each other. The selection process shall be put in place by the coach and bench staff.

Criteria for players to consider for rep team leadership group include:

- Shall place the team ahead of themselves.
- Work extremely hard at every practice and game.
- Want to make a difference and lead the team in a positive manner.
- Never puts down another player and only wants to help make the team better, while encouraging teammates at the same time.
- Is "Selfless" and is a positive influence both on and off the ice.

Players shall vote on the leadership group at a team meeting. After the players vote, the coaching staff will review the results and decide on the selection of the captain and assistant captains.

12. Rep Team Player of the Game

It is traditional for a team to select a Player of the Game and/or Hardest Worker of the Game, based on a positive working environment and ethic. This develops high morale and encourages players to strive to become top players in our association.

By doing so we create a "lead by example" environment and positive culture for those following to want to achieve.

This sets a positive coaching culture. *"If you can do anything at all, leave an ever lasting positive impact and impression on your players"*

Coaches and bench staff shall look for a player who:

- Demonstrated good character on ice
- Respected coaches, officials and their peers
- Demonstrated hard work ethic
- Provided motivation to their team

- Made the most saves/worked hard in net
- Scored the winning goal and/or tying goal
- Provided exceptional defense

Rep Team Managers shall send a picture(s) of one of the following presentations to the social media influencers of the association.

At no time shall coaching staff not issue one or more of the following examples when available.

- 1) Player of the Game
- 2) Hardest Worker of the Game

Not issuing the above awards violates the Coach Code of Conduct and is subject to possible disciplinary action (including suspension and/or dismissal from the position) by the BAMHA Executive.

13. Rep Team Player Selection Process

Below is an example of a rep team tryout process/schedule. Note that this process may be subject to change due to several factors including the number of participants etc. This is provided as an example only.

2022-23 Rep Team Tryout Process

All players must pre-register for tryouts by Thursday, September 29 at 5:00pm. The cost to tryout this season will be \$80. Players will receive between 4 and 7 hours of ice time.

Pre-Register Here: <http://bayarenamha.rampregistrations.com/>

The Process (Under 11/13/15)*:

- The first 2 sessions will be skills based.
- After the first 2 sessions all players will be invited to tryout for either the Rep 1 or Rep 2 team.
- The next 3 sessions will be games to select the Rep 1 team with a possible cut after 2 games.
- After the 3 Rep 1 Tryout games the Rep 1 team will be named.
- Players cut from the Rep 1 team will be added to the Rep 2 tryout list

- The next 2 sessions will be games to select the Rep 2 team with a possible cut after 1 game.
- After 2 Rep 2 Tryout games the Rep 2 team will be named.
- Based on the number of players not selected for Rep 1 or Rep 2 we will do the following:
 - If we have 15 skaters and 2 goalies (or more) we will name a Rep 3 team after Rep 3 coaches are selected and have time to review house league sessions to select players.
 - If we don't have enough to do the above but have 10 or more players we will work with neighboring associations to try to form a Rep 3 team
 - If we have less than 10 players we will offer these players to neighboring associations to try to form a Rep team.

The Process (Under 18)*:

- The first 2 sessions will be skills based.
- After the first 2 sessions all players will be invited to tryout for the Rep 1 team.
- The next 3 sessions will be games to select the Rep 1 team with a possible cut after 2 games.
- After the 3 Rep 1 Tryout games the Rep 1 team will be named.
- Based on the number of players not selected for Rep 1 we will do the following:
 - If we have 15 skaters and 2 goalies (or more) we will name a Rep 2 team after Rep 2 coaches are selected and have time to review house league sessions to select players.
 - If we don't have enough to do the above but have 10 or more players we will work with neighboring associations to try to form a Rep 2 team
 - If we have less than 10 players we will offer these players to neighboring associations to try to form a Rep team.

**Note: These processes may be changed based on the number of players that pre-register. If that is the case we will let everyone know before the tryout sessions begin.*

The schedule for Rep Team tryouts is listed on our website, www.bayarenarovers.ca.

Also note any player wishing to play on a Rep 1, Rep 2 or Rep 3 team is required to try out using this process.

Rep players will not be trying out for positions. That being said rep selection committee will pick the top 15 skaters and 2 goalies based on skill, character and overall knowledge and performance of the game

Example Age Group Process (Under 13)

- Oct 5 @ 5:15 Skills
- Oct 7 @ 6:15 Skills
- Players invited to Rep 1 tryout or Rep 2 tryout
- Oct 8 @ 10:30 Rep 1 Game 1
- Oct 9 @ 9:00 Rep 1 Game 2
- Possible Cut
- Oct 9 @ 3:00 Rep 1 Game 3
- Rep 1 Roster Named
- All players not selected now return for Rep 2 selection
- Oct 11 @ 5:15 Rep 2 Game 1
- Possible Cut
- Oct 12 @ 5:15 Rep 2 Game 2
- Rep 2 Roster Named