



# **Brooks Minor Hockey Association**

## Coach/Manager Manual

[www.brooksminorhockey.com](http://www.brooksminorhockey.com)

Office: 403-362-8215

Email: [bmhadmin@telus.net](mailto:bmhadmin@telus.net)

**BROOKS MINOR HOCKEY BOARD**

<b>POSITION</b>	<b>NAME</b>	<b>E-MAIL</b>
<b>President</b>	Stu Pietersma	president@brooksmminorhockey.com
<b>Vice President Jr. Bandits</b>		vpjrbandits@brooksmminorhockey.com
<b>Vice President PT</b>	Laura Lukye	vpprairiethunder@brooksmminorhockey.com
<b>Secretary</b>	Lisa Jennings	secretary@brooksmminorhockey.com
<b>Treasurer</b>	Kami Filson	treasurer@brooksmminorhockey.com
<b>Coach/Player Development</b>	Shaun Smith	development@brooksmminorhockey.com
<b>Referee Director</b>	Lee Keinick	refereedirector@brooksmminorhockey.com
<b>CAHL Director</b>	Brent Van Metre	cahldirector@brooksmminorhockey.com
<b>RMFHL Director</b>	Krystie Olson	rmfhldirector@brooksmminorhockey.com
<b>Office Administrator</b>	Lisa Dyck	bmhadmin@telus.net
<b>Ice Coordinator</b>	Alia Szeszorak	icedirector@brooksmminorhockey.com

**JUNIOR BANDITS COMMITTEE**

<b>POSITION</b>	<b>NAME</b>	<b>E-MAIL</b>
<b>Initiation Governor (Intro 4, Intro 5-6)</b>	Lisa Jennings	initiationjrb@brooksmminorhockey.com
<b>Novice Governor (Intro 7-8, Novice 8)</b>	Dana Hebert	novicejrb@brooksmminorhockey.com
<b>Atom Governor</b>	Alisen Okell	atomjrb@brooksmminorhockey.com
<b>Peewee Governor</b>	Justin Harty	peeweejrb@brooksmminorhockey.com
<b>Bantam Governor</b>	Rob Hartery	bantamjrb@brooksmminorhockey.com
<b>Midget Governor</b>	Mike Fleck	midgetjrb@brooksmminorhockey.com
<b>Equipment</b>	Mike Vermeersch	equipment@brooksmminorhockey.com
<b>Coach/Player Coordinator</b>		

**PRAIRIE THUNDER COMMITTEE**

<b>POSITION</b>	<b>NAME</b>	<b>E-MAIL</b>
<b>Secretary/Treasurer</b>		
<b>Atom Governor</b>	Craig Dyck	cndyck@gmail.com
<b>Peewee Governor</b>	Kelly Wilson	Kellywilson52@gmail.com
<b>Bantam Governor</b>	Terri-Lea Yeaman	hiturk@yeaman.ca
<b>Midget Governor</b>	Farrah Caverly	F_caverly@hotmail.com
<b>Equipment</b>	Tyler Watson	twatson@tarponenergy.com
<b>Web/Media</b>		
<b>Coach/Player Coordinator</b>	Lesley Burton	prairiethunderpc@gmail.com



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## **Welcome to Brooks Minor Hockey Association**

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

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

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

### **BMHA CONSTITUTION**

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

### **CODE OF CONDUCT**

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

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

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

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



## **CAHL & RMFHL MANUALS**

Both CAHL and RMFHL have manuals and information on their websites that give specific instructions on all policies relating to their respective leagues. Please be sure to obtain a copy of those from their website and keep in your manager binder for easy reference. Make yourself familiar to all suspension, cancellation, affiliation, game sheet and off-ice official policies. These will help to make your season a successful one.

## **TEAM MANAGER**

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

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

## **COMPLAINT PROCESS**

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

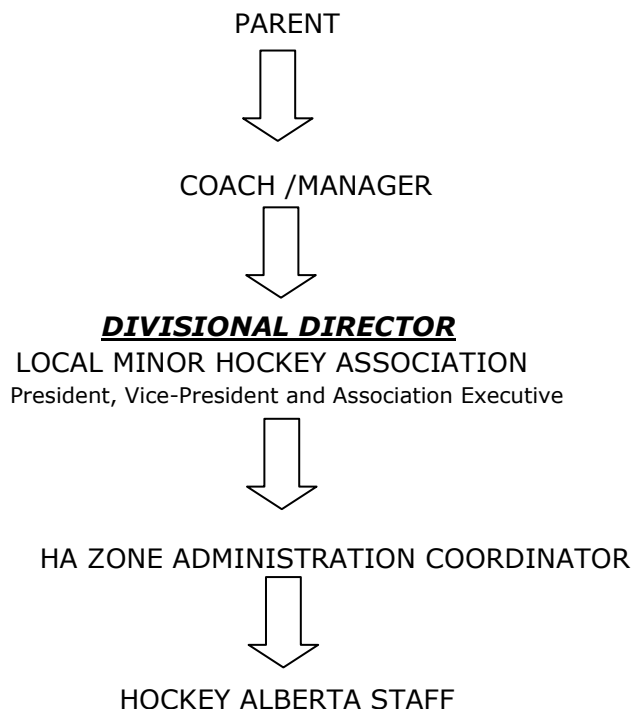
There may come a time where a Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc. The Team Manager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

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

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



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



## **FEEDBACK**

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

## **CRIMINAL RECORD CHECK**

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

## **MEDICAL INFORMATION FORMS**

Medical information forms must be completed for each player. This information could be critical in the event of an injury or medical emergency. The Team Manager is responsible for ensuring that these forms are returned prior to the first game being played. Emergency contact numbers are very



important. It is also important that the Medical Information Form is updated throughout the year by parents if circumstances/medical information changes.

## **TEAM REGISTRATION AND ROSTERS**

BMHAs registrar is responsible for team registration however the Manager plays a critical role in this process. Teams must be registered with their respective leagues and the Hockey Canada Registry and deadlines are absolute. Following evaluations, Division Governors will give Managers a roster template that must be completed. It is imperative that Managers submit completed team rosters to the registrar **ASAP** in order for entries to be made into the various systems.

## **DRESSING ROOM ETIQUETTE**

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

## **JERSEYS AND EQUIPMENT**

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

BMH will also provide teams with pucks, BMH approved socks, pylons, a team binder, as well as First Aid Kits. BMH also loans out goalie equipment for some age categories. Please ensure this equipment is treated like it is your own. It is mandatory that all jerseys and equipment is returned following the end of the season (with the exception of socks which may be kept by the players). Your team will be assigned lockers and combinations to store your various equipment in.

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

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



### **TEAM INFORMATION**

The Team Manager is responsible for keeping the team's personal information. This information should be kept in a team binder by the Manager. The following information should be kept in the binder and must be present at EVERY game:

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

Game sheet labels are extremely handy to have so that you do not have to hand write your roster on each game sheet. Please ensure all information is correct and laid out properly (for CAHL, goalies should be listed first followed by the players in NUMERICAL ORDER (last name first). Also ensure that any absent or suspended players are noted on the game sheet. A template for the game sheet labels can be found on the Brooks Minor Hockey website.

### **TEAM COMMUNICATION**

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

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

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





## **BMH WEBSITE / TEAM MICROSITE**

Your team microsite on the Brooks Minor Hockey website is an excellent communication tool and can be used for calendar updates, email communication, upcoming events, etc.

## **PARENT VOLUNTEERS**

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

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

## **SCOREKEEPING**

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

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

Off-ice officials should know their duties for each game, but should also become familiar with the actual playing rules and regulations. This knowledge will prove very beneficial in the performance of their roles. The responsibilities and functions performed by the off-ice officials are not minor but rather very important. Each individual is an integral member of the team. Remember, you are an official and you must act accordingly, remaining neutral just as the officials on the ice.

## **TEAM FUNDRAISING**

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





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

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

## **TEAM FINANCES**

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

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

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

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

## **TEAM APPAREL**

In order to create unity within our Association, Brooks Minor Hockey has created a guideline that must be followed when ordering Team apparel, such as coats, tracksuits, etc. For the Junior Bandits, colors will be limited to Black, Navy Blue or Red. This includes piping, edging and accent colors on your clothing. Printing may be white if desired. The logo can be one of the two Brooks Minor Hockey Logos. For Prairie Thunder, the official colors are Black, White and Orange.

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

## **TEAM SPONSORS**

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

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



## **MUSIC AT HOME GAMES**

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

## **MEDIA**

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

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

## **PICTURE DAY**

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

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

## **SPECIAL EVENT PERMITS**

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

- **A guest coach coming on the ice for a team practice**
- **Parents vs. Players game during a team ice time**
- **Team social events**
- **Dryland Training**
- **To request a Special Event Permit, please contact the Brooks Minor Hockey Office Administrator. These permits should be requested two weeks in advance.**

## **TRAVEL PERMITS**

The Brooks Minor Hockey League falls within Zone 6 for Hockey Alberta. The Team Manager must obtain a travel permit for any exhibition games (non-league, non-crossover games) or tournaments that are away games. This also applies to all exhibition games played against members of your league that are played as away games. **ZONES DO NOT MATTER ANY MORE ANY AWAY GAME**



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

### **PRACTICE AND GAME SCHEDULES**

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

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

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

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

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

### **BMH ICE CANCELLATION POLICY**

Brooks Minor Hockey teams are responsible for the use of all allocated ice. Any ice cancelled less than 14 days prior to the scheduled time will result in the team being fined **the full cost of the Ice**. The offending team has the chance to give their ice to another Brooks Minor Hockey team. If they are able to find another suitable user for the ice time, no penalty will be awarded. However, if the ice remains unused, the initial scheduled team will be fined. All ice fines shall be paid in full by the team within 14 days of the offense, or additional fines and disciplinary action may be taken by Brooks Minor Hockey. The offending team must provide an explanation to why the ice was not used. All fines are subject to the discretion of the Brooks Minor Hockey Ice Director. (severe weather policy will be considered)  
All cancellations must be emailed to [icedirector@brooksmminorhockey.com](mailto:icedirector@brooksmminorhockey.com)



## **DROP CLOCK CENTRES**

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

## **FLOODING POLICY**

- Anyone using the half boards, will not receive a flood during their games. This will be Intro 4, Intro 5/6 and Novice Red, Blue or White.
- Novice 8 (full ice), Atom and Peewee will all get 1 flood during the game, between the 2<sup>nd</sup> and 3<sup>rd</sup> period.
- Bantam and Midget will get 2 floods during the game, between every period.

Please keep in mind it is up to the coaches and referees to keep the game momentum and ensure all games are being completed within their allotted time slots.

## **REFEREE / LINESMEN**

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

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

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

## **GAME MANAGEMENT**

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

### Pre-Game

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

### At the Game

- Ensure jersey colors do not conflict (CAHL has jersey color policies)



- Ensure your game sheet matches the players who have been dressed (critical in the case of suspensions and affiliates)

### Post Game

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

## **AFFILIATIONS**

Affiliate players are Brooks Minor Hockey Association registered players who temporarily play with teams in a higher tier. There are specific rules and conditions under which affiliates can be used. For non-rep AA teams, familiarize yourself with the rules in the Section A – Minor, Subsection 7.0 Affiliation in the Hockey Alberta Bylaws and Regulations. These rules are extremely important and must be followed. Be aware of the number of times you can use an affiliate before they must remain a member of your team. Any questions can be directed to the CAHL or RMFHL director.

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

## **SUSPENSIONS**

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

## **TOURNAMENT GUIDELINES**

Most Divisions of Brooks Minor Hockey hosts a tournament. This tournament not only gives players a great opportunity to play a tournament on their home ice but is also an essential fundraising tool for Brooks Minor Hockey. In order to keep registration fees low for all participants, Brooks Minor Hockey budgets in a certain percentage of tournament revenue.

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

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



## **PROVINCIAL DECLARATIONS**

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

## **COACH CERTIFICATIONS**

Hockey Alberta mandates that Coaches and/or Team Personnel following certain regulation requirements based on the team's categorization. For the 2018-2019 season, the Hockey Alberta requirements are as follows. These requirements must be met by November 15 of the current playing year. Failing to adhere to these regulations may jeopardise the team's chances for eligibility for regional, provincial, and national playoffs.

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

### **ALL DIVISIONS**

#### **Hockey Canada Safety Program (HCSP)**

- All Hockey Alberta teams must have one (1) person registered to their team that has completed this program **AND BE AT ALL GAMES**
- This certification is valid for three hockey seasons
- BMH suggests that multiple people from your team attend the Safety Program course

#### **Respect In Sport (previously Speak Out)**

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

### **INITIATION**

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

### **NOVICE**

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





### **ATOM, PEEWEE, BANTAM, MIDGET**

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

### **PRACTICES AND PREPARATION**

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

### **GUEST COACHES / MENTORSHIP**

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

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

### **PLAYER DEVELOPMENT**

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

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

Research has concluded that it takes a minimum of 10 years and 10,000 hours of deliberate training for a talented athlete to reach elite levels (Starkes and Ericsson, 2003). This means that a player must have developed the fundamental skills, be physically literate, before the 10 year or 10,000 hour rule comes into play. For a player and coach this translates into slightly more than 3 hours of training or competition daily for 10 years. But where do youngsters develop the skills of the game.



Evidence would suggest that the number of games played by youngsters in Canada slows the development of players. In a study done by current NHL Coach George Kingston in 1976 he found that the average player in the Canadian system spent 17.6 minutes on the ice during a typical game and was in possession of the puck for an astonishingly low 41 seconds. Kingston concluded that in order to get one hour of quality work in the practising of the basic skills of puck control, (that is, stickhandling, passing pass receiving and shooting) approximately 180 games would have to be played.

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

## **HOCKEY CANADA SAFETY PROGRAM**

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

It is imperative that your team is prepared in the event of an injury/accident and therefore, each team should develop a game plan. The game plan recommended by Hockey Canada identifies three persons in specific roles as follows (for further information visit [HockeyCanada.ca](http://HockeyCanada.ca))

1. Charge Person
  - Most qualified person available with training in first aid and emergency response
  - Familiarize yourself with arena emergency equipment
  - Take control of an emergency situation until medical personnel arrive
  - Assess injury status of player
2. Call Person
  - Location of emergency telephone
  - List of emergency telephone numbers
  - Directions to arena
  - Best route in and out of arena for ambulance crew
  - Communicate with Charge Person and Control Person
3. Control Person
  - Ensure proper room for Charge Person and ambulance crew
  - Discuss emergency action plan with Arena Staff, Officials, Opponents
  - Ensure that the route for the ambulance crew is clear and available
  - Seek trained medical personnel (i.e., MD, nurse) to assist injured player if requested
  - Discuss player's injury and status with parents

## **HOCKEY CANADA / HOCKEY ALBERTA INSURANCE PROGRAM**

Hockey Canada has constructed a national insurance program to provide financial resources to help deal with the cost of risks which organized hockey can be confronted with. Hockey Canada prides itself on its focus on both safety and risk management, offering top development programs in this



area and continually working with our branches to ensure that we continue to create a safe environment for our members.

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

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

### **When are you covered?**

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

## **WHAT TO DO AFTER AN INJURY OCCURS**

When an injury occurs, the Manager gives the parents an Injury Report Form to fill out (the Team Manager must carry more than one with you to all games and practices). The Injury Report Form is available on the Brooks Minor Hockey website. Give a form to parents even if an injury is only suspected as these must be filled out by the attending doctor. Any injury must be reported within 30 days of the accident. The completed forms should be forwarded by your coach to the Brooks Minor Hockey Office Administrator as soon as possible. Please see the concussion protocol on the Brooks Minor Hockey Website. If a head injury or concussion is suspected, the player must not return to the ice until cleared by a medical doctor. Parents should also make note (date, time, and place) of seemingly minor injuries as complications may arise later.

## **REFERENCE SITES**

Brooks Minor Hockey  
Central Alberta Hockey League  
Rocky Mountain Female Hockey League  
Hockey Alberta  
Hockey Canada

[www.brooksminorhockey.com](http://www.brooksminorhockey.com)  
[www.cahlhockey.com](http://www.cahlhockey.com)  
<http://rmfhl.com/>  
[www.hockeyalberta.ca](http://www.hockeyalberta.ca)  
[www.hockeycanada.ca](http://www.hockeycanada.ca)



**APPENDIX A – ZONE MAP**

