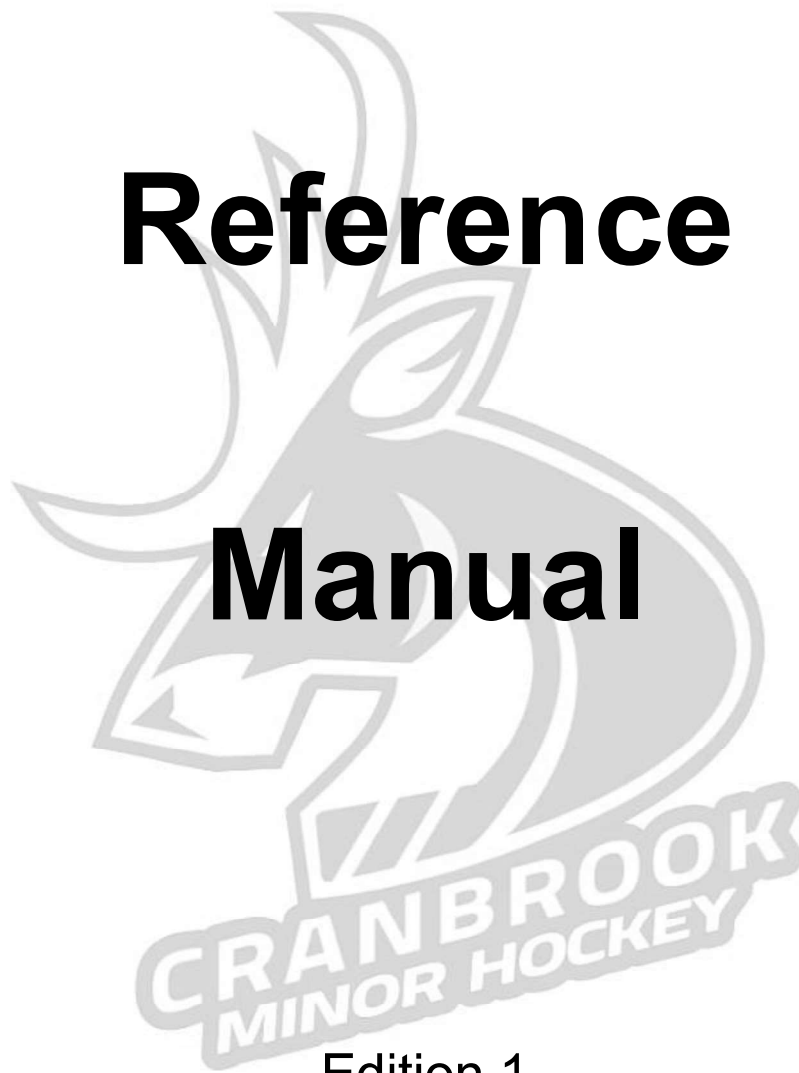


Coaching

Reference

Manual

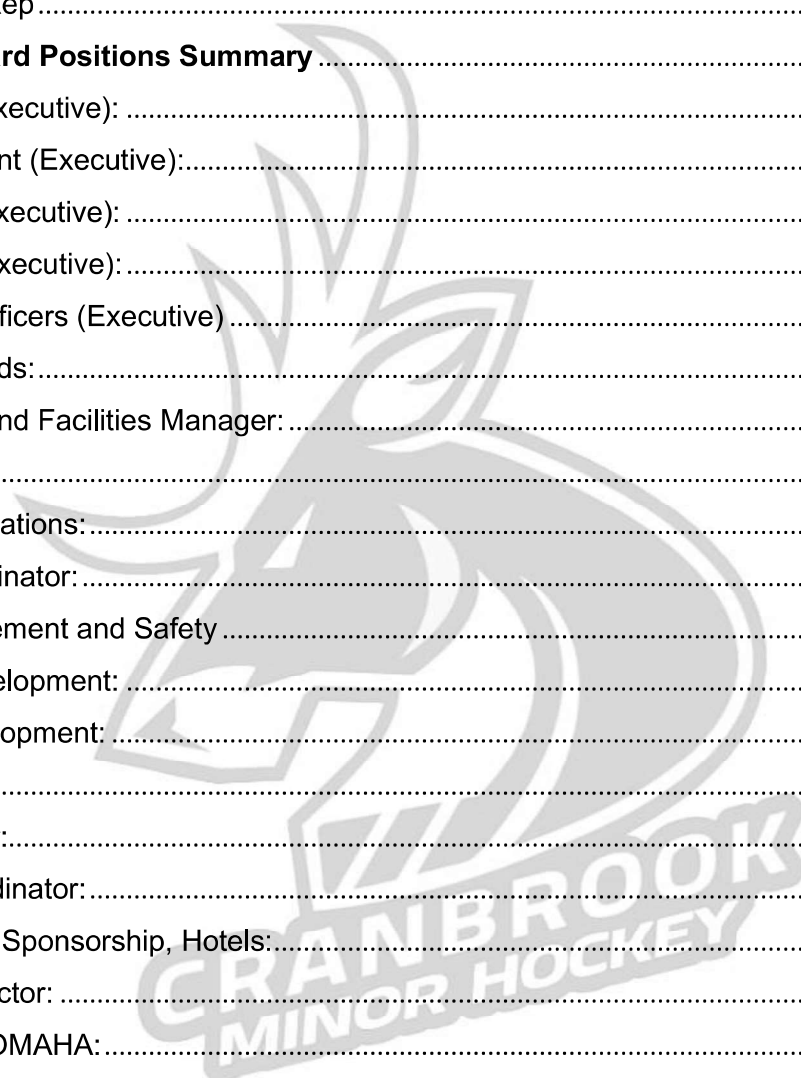


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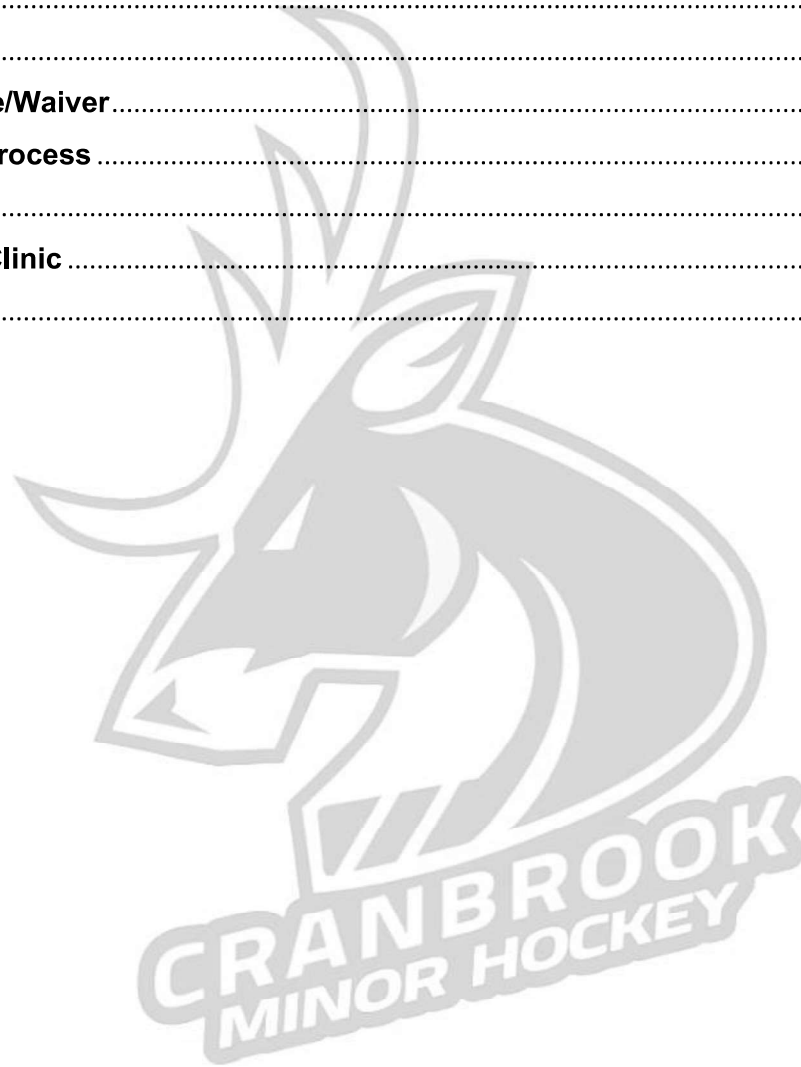
July 2021

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Coaching Reference Manual

This manual is designed to help new coaches navigate the ins and outs of being a coach within the Cranbrook Minor Hockey system.

This manual will summarize many situations that as a coach you will face. It will also outline what is needed from you for each coaching level, key contact information, the tryout process amongst other information.

It must be pointed out first and foremost that Cranbrook Minor Hockey would first like to say **thank you** for your volunteer efforts and commitment to the organization in helping develop our young players.

Coaching Requirements

Initiation Minor/Major

- Respect in Sport
- Concussion
- Criminal Record Check
- COVID Safe Return

U9

- Respect in Sport
- Concussion
- Criminal Record Check
- COVID Safe Return
- Coach Certificates Level 1&2 Online
- Coach 1 Certification

U11 – U18 House

- Respect in Sport
- Concussion
- Criminal Record Check
- COVID Safe Return
- Coach 2 Certification



U13 – U18 Rep

- Respect in Sport
- Concussion
- Criminal Record Check
- COVID Safe Return
- Development 1 Certification

Volunteer Board Positions Summary

Before being considered for an executive position, volunteers must be a board member for at least one year

Meetings are held once per month even in the off season- this is a year around volunteer commitment

President (Executive):

- *Chair for the Board of Directors, AGM and all other meetings
- *Delegates duties to other members and supervises as needed
- *General manager and supervisor for all affairs of the association

Vice President (Executive):

- *Assumes role of president if he/she is unavailable
- *Liaison for complaints and appeals process regarding the conduct of players, parents, coaches and officials.
- * Assists the President where needed

Secretary (Executive):

- *Creates meeting agenda and sends out reminders for meetings
- *Attends all meetings, records minutes, and forwards to members

Treasurer (Executive):

- *Keep records of accounts for all financial activities
- *Reports on the financial activities as required

*Sign and hand out cheques as needed

Executive Officers (Executive)

Division Heads:

*Oversee operations for your division i.e assigning of managers, communication with teams re: schedules, assist with booking and running tournaments, obtaining travel permits etc.

*Be involved with any complaint resolution with parents, players, coaches' officials etc.

*Communicate with the rest of the board regarding all the above

Equipment and Facilities Manager:

*Responsible for maintaining up to date inventory of equipment

*Keep records when releasing equipment to teams and receiving them back

Website:

*Update the website and Facebook page as needed

*Communicate with the board about changes to ensure they are appropriate and correct

Personal Relations:

*Promote minor hockey events within the community

Photo Coordinator:

*Communicate with photographer and create a schedule for photo sessions

*Communicate with team managers regarding schedule and requirements for photos

*Attend picture nights to assist and hand out photos when completed

Risk Management and Safety

*Ensuring CATT and CRC and safety guidelines are being adhered to

Female Development:

*Recruit new female players in to hockey

*Same roles as above mentioned division head duties

Goalie Development:

*assist in putting on clinics, 1 vs 1 sessions and liaison between goalie instructor hired at that time and the association.

Clinics:

*Books coaching clinics and communicates this information to CMHA membership

Ref Assignor:

*Balance the game assignments between officials

* Ensure officials are qualified for assignments

*Ensure officials are paid for their assignments

*Assist with any conflict resolution regarding officials

Coach Coordinator:

* Establish and Chair the Coach Selection Committee including coordinating Rep. Coach interviews.

* Coordinate tryout evaluators and supervising player selection process.

*Review and assist in tournament regulations and any changes to the existing CMHA Tournament Policies.

*Receive and review complaints regarding CMHA coaches, team officials, or breaches of CMHA Rules and Policies.

Fundraising, Sponsorship, Hotels:

*Communicate with local business regarding team sponsorship

*Work with local hotels to offer discounts

Gaming Director:

*Responsible for overseeing that all gaming activity (fundraisers, raffles, etc.) is being done in compliance with the BC Gaming Board requirements

*Communicate with gaming board and CMHA board to resolve any issues

SCAHL/EK/OMAHA:

*Attend the AGM's for these leagues

*Communicate to our board on updates and events

House League Volunteer Coordinator:

*Ensure managers and other volunteers in the house league are aware of how to fulfill their duties

*Ensure they have the supplies and information available to fulfill their duties

*Support volunteers as needed and take part in any complaint resolution

Board Members

Name	Position	Contact
Todd Leffler	President	cmhapresident20@gmail.com
Wade Lamond	Vice President	cmhavp20@gmail.com
Kimberly Eagles	Secretary	u7divcmha@gmail.com
Todd Kostiuk	Treasurer	toddkostiuk@trikonprecast.com
Kimberly Eagles	U7 Division Head	u7divcmha@gmail.com
Ashley Roberts	U9 Division Head	u9divcmha@gmail.com
Aaron Byng-Hall	U11 Division Head	u11divcmha@gmail.com
Desiree Janowicz	U13 Division Head	u13divcmha@gmail.com
Desiree Roberts	U15, U18 Division Head	u1518divcmha@gmail.com
Desiree Janowicz/Randi Morrison	Female Development	cmhafemale20@gmail.com
Blaine Davidson	SCAHL/EK/OMAHA League	cmhaliason20@gmail.com
Pete Stefano	KMHA/CMHA Liason	petestefano@gmail.com
Colin Sinclair	Goalie Development	cmhagoalie20@gmail.com
Richard Nelson	Clinics	cmhaclinics20@gmail.com
Kevin Dyer	Refree Assignor	cmharef20@gmail.com
Dave Kaczowka	Coach Coordinator	cmhacoach20@gmail.com
Brandon Cavener	Risk Management & Safety	cmhasafety20@gmail.com
Wade Lamond	Equipment & Facilities Manager	cmhaequipment20@gmail.com
Kimberly Eagles	Website & Facebook	cmhawebsite20@gmail.com
Colin Sinclair	Personal Relations	cmhapr20@gmail.com
Brandon Cavener	Photo Coordinator	cmhaphotos20@gmail.com
Daryl Cuthill	Fundraising & Sponsorship	cmhafundraising20@gmail.com
Cathy Gaudord	House League Volunteer Coordinator/Hotels	cmhavolunteer20@gmail.com
Cathy Gaudord	Gaming Coordinator	cmhagaming20@gmail.com
Giacomo Scavo	EK Zone Committee Liaison	cmhasafety20@gmail.com
Brandon Cavener/Colin Sinclair	Indigenous Cultural Safety Training	cavener97@gmail.com
John Taggart	Head Coach	headcoachcmha@gmail.com

Executive Officers

The following people sit on the executive and serve as officers to the Cranbrook Minor Hockey Board.

- Dave Kaczowka
- Wade Lamond
- Pete Stefano
- Todd Kostiuk
- Todd Leffler
- Giacomo Scavo
- Blaine Davidson
- John Taggart

Try-Out Process

Initiation Minor/Major

- No tryout process.
- Division Head works with coaches to make teams to ensure fairness for levels of kids as well as work schedules with the coaches.

U9

- No tryout process.
- There is skating evaluation done with rankings of skaters from 1-5.
 - Once evaluation completed coaches get together to put teams together to ensure fairness and competitive.
 - Teams are also formed with coaching staff to ensure no gaps within any team.

U11 – U18 House

- No tryout process.
- There is skating evaluation done with rankings of skaters from 1-5.
 - Once evaluation completed coaches get together to put teams together to ensure fairness and competitive.
 - Teams are also formed with coaching staff to ensure no gaps within any team.

U11 – U18 Rep

- Tryouts are conducted at various times usually starting end of August and completion of all tryouts at the end of September.
- Evaluation committees are formed by the coach coordinator consisting of minimum 3 evaluators.
- Tryouts vary in terms of format but consist of usually:
 - Tryout weekend consists of 1 practice evaluation, 1 goalie practice evaluation, 2 games then 1st cuts, then 1 game and final cuts.
- Cuts are done via email sent out by the association.
- Coaches are needed on bench but do not use parents of kids trying out to avoid conflict of interest and complaints from parents.
 - Reach out to the coach coordinator for help if needed to find volunteers.
- Parents can request evaluation of their kids. This request to be sent to coach coordinator who will be liaison for this process.

Parents Meeting

THIS IS ONE OF THE MOST IMPORTANT ASPECTS OF BEING A COACH. YOU NEED TO SET THE TONE FOR THE YEAR AND SEND A STRONG MESSAGE TO PARENTS ABOUT YOUR EXPECTATIONS NOT ONLY OF THEIR KIDS BUT OF THEM.

Parents are the biggest reason for coach fatigue and coaches quitting. It is your responsibility to ensure parents understand the goals and objectives for the year, their behaviour, their kid's behaviour, the use of the parent liaison and the process for this (many parents do not adhere to this rule), as well as your coaching philosophy and how you will coach.

Below is a sample of a Parents Meeting Agenda you can use.

Parents Meeting Agenda

Conducting the First Parent Meeting

(host meeting shortly after team is formed)

Scheduled Date: _____



A. Introduction (5-10 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.
- Give a brief explanation of the importance and purpose of the meeting.



B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.



C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program.
- Overview of how coach and player evaluations will be implemented.
- Discuss expectations of the player (and parents) **Appendix 1: Fair Play Codes**
 - Time commitment
 - Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
 - Expected conduct – games, practices, locker room, events
 - Discipline
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.



D. Budget (15 minutes)

- Outline of expected costs **Appendix 22: Budget**
- Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution? *Suggestions:* bingos, casinos, dinners, auctions / raffles, sponsors, etc.
- Extra activities – social events, photos, extra tournaments, how much extra ice time must be booked?



E. Team Apparel (5 minutes)

- Discuss dress code
- Water bottle policy



F. Expectations of the Parents / Volunteers (20 minutes)

- Organize a parent's committee to coordinate roles and responsibilities – volunteer roles are essential and each family should participate in a role. **Appendix 3: Parents' Contact & Responsibility List**



G. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention.
- Set up time for next meeting. Date: _____

Parent Liaison

Each coach is to assign a parent liaison for the year at the beginning of the season. The role for the parent liaison is to act as a conduit between parents and coaches especially in high emotional situations. Parents are to wait 24 hours prior to contacting a coach or anyone in regards to an incident they are concerned about. Be prepared many parents do not follow this rule. Once 24 hours is complete they contact the parent liaison and voice their concerns. The parent liaison is the gatekeeper and decides the severity of the complaint, who the complaint goes to, sets up the meeting and deals with the complaint accordingly.

Hockey Canada App/Drills

Once you complete your Coach 1 you will get a code from Hockey Canada with a code for the Hockey Canada App. It has a wide range of resources for hockey practices plans, drill ideas, videos on development, etc.

www.hockeycanada.ca

Core Skills

Hockey Canada has established a list of core skills for each age group based off the long term development model. These core skills are the bases of your coaching development model for your team and what you want to achieve in teaching these young athletes based off age. These core skills must be taught, practiced and evaluated at least twice a year. The link for these core skills are found on Hockey Canada website and link below.

[Hockey Canada Player Development Downloads | Resources for Skill Development](#)

Goal Setting

Below is just one sample of a goal setting template you can use for your team. Can be used as a team based goal setting template or as individual goal setting template. It is good to set goals, review mid-season and check in with the players/team to see where they are at.

GOAL SETTING TEMPLATE

OUTCOME GOAL:

.....

PERFORMANCE GOALS:

1.

2.

3.

PROCESS GOALS:

Based on Performance Goal #1:

1.

2.

3.

Based on Performance Goal #2:

1.

2.

3.

Based on Performance Goal #3:

1.

2.

3.

Photos

Photos will be conducted yearly in the first two months of a season where typically your manager will take the role on. Any issues please contact the Photo coordinator if you need any direction.

Media Release/Waiver

Each year your team will need to sign off on a media release/waiver for each member of your team. This function is usually taken care of by your manager.

Call Ups/AP Process

CMHA is trying to grow and develop kids of all ages. This includes bringing up kids from time to time from house to B teams and from B teams to A teams. This allows kids the experience to move up a level during the season for a practice or a game. The process is relatively simple and can get direction from the director of CMHA. The administration aspect is usually completed by your manager. Your role as a coach is to foster an environment inclusive to allowing these kids to come up and feeling welcomed and safe to experience their call up opportunity.

Mentorship

The goal of CMHA is to allow coaches the opportunity to draw on other coaches within the association on their experiences to help them navigate the coaching role they have taken on. Please reach out to a coach that has coached at your level for help to understand how the kids are at the certain age, what league play is at that level, a roadmap for the coming year, tournaments and game play, and an overall mentorship to give coaches the best opportunity to succeed at the level they are coaching. If you do not know of a coach please reach out to Head Coach of CMHA for assistance or guidance.

Goaltending Clinic

Depending on the level you are coaching, you will have access to goaltending coaching either through a monthly clinic (house goalies) or 1 vs1 (rep goalies) to help further the development of the goalies within the organization. These will be conducted monthly and the goalie coordinator will contact your team for times and locations.

Bucks Swag

Items	U15	U15	U18	U18
CCM Mid-weight Jacket (Players)	Youth- \$94.50	Adult- \$94.50		Adult- \$100.80
CCM Mid-weight Track Pant	Youth- \$64.05	Adult- \$64.05		Adult- \$100.80
CCM Joggers	Youth- \$48.30	Adult- \$53.55	Youth- \$51.50	Adult- \$57.12
CCM Long Sleeve Warm up Shirt	Youth- \$34.65	Adult- \$34.65		Adult- \$36.96
CCM Warm up Shorts	Youth- \$28.35	Adult- \$28.35		Adult- \$30.24
CCM Training Hoody	Youth- \$65.00	Adult- \$65.00		Adult- \$69.33
No Name Hoody	Youth- \$30.00	Adult- \$30.00		Adult- \$32.00
CCM Quilted Jacket (Coaches)		Adult- \$168.00		Adult- \$179.20
Warrior Pro Bag	Goalie	40X20X20	Forest Green/ Logo	\$130.00
	Large	32X15X20	Forest Green/ Logo	\$130.00
	Medium	28X15X15	Forest Green/ Logo	\$130.00
AK Sublimated Pant Shell	\$60.00			\$60.00
AK Sublimated Socks	\$32.00 per pair		\$32.00 per pair	
Helmet Stickers (numbers Front/ Back and Bucks logo)	\$5.00 per Helmet (Side Kick Stickers)		\$5.00 per Helmet (Side Kick Stickers)	

All Track Jackets will be embroidered - Left Chest Logo/ Name and Number

All Track Pant and Jogger will be embroidered with Number only

Warm Shirt and Hoody's will be Heat Fusion on Left Chest; Warm Shorts will be Heat Fusion; Hockey Bags will be Heat Fusion. All Taxes in.

