

The logo is a circular emblem with a yellow background and a light blue border. It features a central shield with a green and yellow design, possibly representing a hockey player or a team. The words "DIDSBURY" and "PRIMBLETS" are written in a light blue, serif font around the top and bottom of the circle, respectively.

Didsbury Minor Hockey Association Coach/Manager Information Manual

Revised September 2020

1. INTRODUCTION

The Didsbury Minor Hockey Association would like to thank you for becoming a Team Coach and/or Manager. We truly appreciate what you will be doing to ensure an enjoyable and successful season for your team.

The Didsbury Minor Hockey Association promotes the development of values, social maturity, physical fitness and mental fitness. Our goal is to promote acceptable conduct within a safe environment, which develops ethical conduct towards others and promotes a positive attitude and respect for the game of hockey.

DIDSBURY MINOR HOCKEY ASSOCIATION OBJECTIVES:

1. To promote, govern, and improve organized minor hockey, and to encourage participation by all interested adults and young persons in the town of Didsbury and immediate surrounding area.
2. To operate as an Association by the authority of the AAHA Constitution & Bylaws, and in accordance with its affiliation in the CAHL.
3. To foster among its members, supporters, and teams a general community spirit of sportsmanship and good citizenship.
4. To maintain and increase interest and fellowship in the game of hockey.
5. To have and exercise a general care, supervision and direction over the playing interests of its teams and players.

The Didsbury Minor Hockey Association supports the Hockey Canada initiative: Respect In Sport. Respect for the game and its rules, Respect for the opposition, Respect for the Officials and their decisions, Respect for participation for all, Maintain yourself control at all times.

2. COACH, ASSISTANT COACH, MANAGER – DUTIES AND RESPONSIBILITIES:

Coaches will have gone through an application and interview process and will have been appointed by the Coach-in-Chief and Coach Interview Committee for that particular age group. Assistant Coaches and Team Managers will also be appointed to teams by the Coach-in-Chief, with input from the Head Coach where required. Assistant coaches can only be considered for approval after they submit an application to the appropriate Coach-in-Chief.

Coach:

- 1) To provide positive encouragement to all team players for the effective promotion of sportsmanship and the skills required for the game of hockey
- 2) To provide a positive influence and meaningful information pertaining to the rules, attitudes and team efforts necessary for the promotion of the sport of hockey
- 3) To assist with player selection, if requested
- 4) To liaise with the Coach-In-Chief, as required, for the selection of Assistant Coaches.
- 5) To communicate with the team manager to address issues with respect to game times, practice times, tournaments, suspensions, league information and any other issues pertaining to the team.

- 6) To relay such pertinent information to the team, as required
- 7) To acquire and maintain an understanding of the rules and regulation of AAHA and CAHL, and to ensure strict adherence to said rules and regulations
- 8) To attend as many games and practices as reasonably possible
- 9) To prepare effective practice times
- 10) Will have final decision with respect to all aspects of the team

Assistant Coach

- 1) To provide positive promotion of the skills and attitudes necessary for the success of all team players.
- 2) To assist the Head Coach in all planning aspects.
- 3) To assume the responsibilities of the Head Coach in his/her absence.
- 4) Ensure team equipment (pucks, jerseys, goal tender equipment, etc) is available as needed.

Managers will be appointed early in the season, ideally prior to the first season practice. This will ensure optimum communication and organization right from the start of the team's season.

Manager:

- 1) will be the liaison between Coach and parents and between parents to Coach;
- 2) will be the liaison between DMHA and team;
- 3) will be responsible to schedule exhibition games and tournaments for the team and reschedule cancelled or postponed league games;
- 4) work directly with the Association's ice scheduler with regard to any and all ice times, new, cancelled, postponed, etc;
- 5) will work directly with the CAHL Governor that is responsible for their tier and provide home game sheets and rescheduled game dates and times;
- 6) keep players and parents informed on all team schedules, activities, events, etc for the entire season;
- 7) Will schedule off-ice officials and 50/50 sellers for home games.
- 8) Parent/Player Pledge Forms – found under forms on the DMHA website. Each parent and player needs to sign one of these. Keep on hand and shred at the end of the season. (this was done online during registration process)
- 9) Game Change Forms – See the CAHL website. These need to be filled out and sent for approval to your team governor before the game can be Played which can also be found on the CAHL website.
- 10) Travel Permits are required for all exhibition games and tournaments outside of your own association as per Hockey Alberta. You must request these permits from the registrar at least 1 week prior to the game or tournament. You will need to give the registrar the sanction number, location and date. 2 and 27 league requires a Sanction number for all home games and travel permits for all of their away games. This is a major insurance issue and is a MUST!! Your team can not travel outside of our Association without a permit.

3. GETTING STARTED

Coaches and Managers must attend a mandatory meeting that is scheduled by the DMHA Coach-in-Chief and is scheduled after evaluations. A variety of useful information is handed out at this meeting that is attended by DMHA Board members, as well.

The coach and manager must set a date as to when a team parent/player information meeting will be held. This should be scheduled within the first week of practice. Book a room large enough to handle all players and parents. The meeting will be ran by the Coach(es) and will cover, but not be limited to:

- introductions of coaching staff, manager, players, parents
- outlining expectations of players for the season, Player's Pledges
- outlining expectations of the parents for the season, Parent's Pledges, 24 Hour Rule
- league schedule and tiering
- exhibition games and tournaments, provincial play
- fees outside of DMHA registration fees, Association and/or team fundraising
- Board Approved team jackets, dress code, etc
- Special events, such as home tournament
- Other

The team Manager may have other information to share regarding communication with parents and/or players, the handling of team money, jersey parent, data entry for CAHL etc.

4. ICE ALLOCATION

Didsbury Minor Hockey Association has an Ice Scheduler who is responsible to schedule and allocate ice for all DMHA teams. It is the responsibility of the Team Manager to work closely with the DMHA Ice Scheduler in regard to team ice.

5. LEAGUES

2 & 27: The 2 & 27 League is a league within the Central Alberta Hockey League and the North Central Minor Hockey League that was designed and implemented for Tyke to Novice hockey in order to reduce travel time for parents and players with the same caliber of play as the two mentioned leagues. All associations in the 2 & 27 League like within the boundaries of Highway 2 & Highway 27, and consist of Carstairs, Didsbury, Olds and Crossfield. The 2 & 27 League has an active Board made up of one representative from each association. This Board meets regularly throughout the season and governs this league. A schedule is drawn for teams in this league to begin on or about November 1st each season and end on or about February 15th each season. The League also schedules a year-end tournament in which participation is mandatory by all league teams. This tournament is hosted on a rotating basis by participating league teams.

Central Alberta Hockey League: The CAHL is a league that extends from Oyen to

Didsbury to Banff to Fort McLeod to Brooks and ices hockey for Novice to Midget. The CAHL has an extensive Board that meets regularly before, throughout and following the season and governs the league. Each division of hockey has a variety of tiers and each tier has a Governor. Governors create and distribute schedules for the tier they are looking after, keep the tier website up to date with all relative information and game statistics and run playoff rounds specific to their assigned tier. Every association has a CAHL representative that must attend mandatory meetings as they are scheduled. The CAHL rep sits on the Association Board and keeps the Association apprised with necessary CAHL information. Additional CAHL information is handed out to team Managers at the Coaches and Managers meeting at in mid-October that is hosted by DMHA. Please familiarize yourself with the CAHL website.

IMPORTANT: Attached the Managers Reference and Responsibilities for CAHL attached. Novice and Atom Managers need to make sure you familiar yourself with these.

6. PREPARING FOR THE GAME:

6.1. Courses –

a). Coach- The Coach Level courses will have been completed or will be completed no later than November 15th of the playing season by all coaches. At Intro to Hockey level- (U7 & U9) 1 Coach per 10 players to have Coach 1(Intro to Coach) , all coaches to have RIS Coach, one safety person per 10 players. -U-11 – Head Coach to have Coach 2 ,checking skills, and one to have safety, Highly recommended for Assistant coaches to have coach as well, all to have RIS Coach.

6.2. Player Selection: Player selection and the formation of teams are outlined in the DMHA Operating Guidelines.

6.3. Preparing an Emergency Action Plan: To ensure proper handling of injuries and/or incident on ice or off-ice that involve team players and/or team officials, all teams must have an Emergency Action Plan. This document will be provided to all teams as part of their Coach/Manager manual. “Care of an Injured Player” document will also be provided to all teams.

6.4. Team Lockers and Jerseys: Will be assigned to teams by the DMHA Equipment Manager on or around the first practice time. If teams need equipment or replacement jerseys, they need to advise the Equipment Manager who will assess the need and respond accordingly. There are to be NO name bars sewn onto the jerseys. Also NO liquids except water to be on the bench, to help keep our jerseys clean. Anyone who wishes to purchase a spare / replacement pair of socks can do so through the equipment manager at a cost of \$25/pair.

6.5. Affiliations: All teams in Didsbury affiliate team to team. Coaches wishing to bring up an affiliate player to a practice or a game must first ask the coach of the

player. The coach of the affiliate has the right to approve or deny such a request. It is expected that the requesting coach respect and abide by the decision of the player's coach. Parents of the player will be asked for their approval by the player's coach if he feels it appropriate that the player plays with his/her affiliate team.

Note: Affiliate guidelines specific to leagues are detailed in league regulations.

Novice affiliations are detailed in Hockey Alberta Regulations. These regulations will be provided to the appropriate teams.

6.6. Critical Dates: The DMHA Registrar is responsible to look after critical dates for teams and players within associations. These include:

November 15th Final date for team registration re: provincial eligibility'

November 15th Final date to submit provincial host bid applications

December 15th Final date to affiliate

January 10th Final date to register players

January 10th Final date to play games as an affiliate without "counting". After

January 10th, affiliates may only play five games with their affiliate team. Their sixth game deems them to be a member of the affiliate team and the player becomes an ineligible player for his registered team (where he started the season).

January 10th Final date to withdraw from provincial play downs

6.7. Data Entry Person: You must have a data entry person for each team in CAHL league. Your data entry person must be chosen by October 9th. Please advise the registrar as they will submit an online form to CAHL.

6.8. Minor Assistant Coach Program:

The program in its entirety will be provided to coaches of U7 to U11 teams. A brief summary is as follows:

Objective:

- Provide players in the DMHA system an opportunity to be mentored as an assistant coach with the goal of developing them into a future coach.
- Improve and enhance coaching related skills such as communication, analysis and observation of the coaches appointed to be mentors.
- Retain coaches for the future.

7. PLAYING THE GAME

7.1. Off-ice Officials.

At all home games, the team manager is responsible to schedule capable off-ice officials in the time box. For U7 and U9, a timekeeper and a scorekeeper are minimum requirements for off-ice officials in the time box. For U11, a scorekeeper, timekeeper and two penalty-gate keepers are required.

7.2. Game (Score) Sheets.

The game sheet is to be filled in prior to the start of the game by both the visiting team and the home team. Many teams use premade lineup labels that stick onto the game sheet. Four of these per game are required to complete all four game sheets. A coaches or manager must verify and sign the game sheet below their game roster prior to the start of the game. All on-ice officials sign the game sheet following the game. The on-ice officials may choose to take the game sheet into the Referee Room to complete Officials Game Reports if major penalties or penalties resulting in game misconducts were assessed during that particular game. The manager is responsible to wait for and retrieve the completed game sheet from the Referee's Room and provide the appropriate copies to the visiting team's manager. 2 & 27: After all home games, it is the responsibility of the home-team manager to fax/email the white copy of the game sheet to the appropriate governor for 2/27. CAHL: After all home games (within 24 hours of completion of the game), it is the responsibility of the designated data entry person to submit to CAHL all the game info that is requested. Hockey Alberta: After all games played under the control of Hockey Alberta (tournament, provincial, exhibition), the white copy of all games sheets must be faxed to the Zone 6 Hockey Alberta Suspension and Discipline Coordinator (within 24 hours of the game).

7.3. Suspensions.

Should you submit any Officials Game Reports that could result in subsequent suspensions of players and/or coaches, you must personally follow-up with the League Governor or Hockey Alberta Suspension and Discipline Coordinator. When you call and speak with the League Governor or Hockey Alberta rep to confirm if a player is suspended, you will get the information that you need. Never assume. If a suspended player actually were to play a game while under suspension or if a coach were ever to be on the bench while suspended, this would result in an indefinite suspension of a coach.

Coach suspensions must be reported to the Coach-in-Chief within two days of the suspension being assessed. Player suspensions must be reported to the Director-in-Chief within two days of the suspension being assessed.

i) Player and coach discipline. The DMHA has outlined steps to take when dealing with this topic in their operating Policies. And is included in the Respect in Sport course.

7.4. Travel Permits.

Alberta is divided into 9 different Zones. Didsbury is in Zone 6. If your team is traveling to play hockey outside of the Association, a travel permit is mandatory. Travel permits are accessed through the DMHA Registrar and must be obtained a minimum of one week prior to traveling.

7.5. Dressing Rooms.

Dressing room assignments for practices and games are posted above the door entering the arena lobby. Dressing rooms are always to be left clean, neat and with nothing on the floor subsequent to every practice and/or game in our arena and in any arena your team visits.

7.6. First Aid Kits:

Are provided to all teams at the beginning of the season. First aid kits must be available on the bench at all practices and games. The team trainer or first aid person is responsible to ensure that the first aid kit is always adequately stocked.

Replacement supplies can be obtained from the DMHA Equipment Manager

7.7. Medical Forms/Injury Report Forms (Hockey Alberta and/or DMHA Forms):

The manager will be required to ensure that these reports are available at any game or practice. They can be kept in the manager's documents as well as in the team first aid kit. These are to be completed in full when any injury occurs to a player. If the player goes to the hospital, the form must accompany the player to the hospital. It is important that these forms are completed by attending physicians at the hospital and returned to the player to be submitted to Hockey Alberta. Forms will be distributed at the Coach/Manager Meeting at the beginning of the season by the Coach-in-Chief. Teams can replenish their supply of these forms by speaking with the Coach-in-Chief.

7.8. Didsbury Minor Hockey Association is **NOT** a "drop the clock" association

8. CANCELLING THE GAME/RESCHEDULING THE GAME

Procedures for canceling and scheduling games are outlined in 2&27 and CAHL regulations. It is necessary to be in contact with the DMHA Ice Scheduler when canceling and/or rescheduling hockey games and/or practices. When and if possible give as much notice as possible. The Ice scheduler will then let the Ref assignor know to cancel the officials for the game. Less than 24hr notice and not due to weather will result in the team being charged for the officials.

9. AFTER THE GAME

9.1. Game sheets.

See Section 2 regarding submission of game sheets. Managers should keep all season game sheets in a team binder.

9.2. Incident Reporting

Unruly fan, off-ice injuries, theft, vandalism. Should any of this occur in the arena, the arena staff needs to be notified. The team coach and manager also need to be advised of these incidences when they occur. Teams are responsible to ensure that Didsbury fans from their teams follow the Respect in Sport initiative as well as their Parent's Pledge. Off-ice injuries will be assessed and handled by the team's Person in Charge (as per EAP) where possible. Arena staff are also first-aid trained in most cases. Theft and vandalism is to be reported to the team coach and manager as well as arena staff.

9.3. Respect In Sport

This program provides in detail the steps to take when dealing with complaints from parents, players and/or coaches. This course has to be done every 4 seasons.

9.4. Media.

DMHA Communication Coordinator submits weekly scores to the local newspaper. Team manager is responsible to get information a board member. Media release/voip forms should be signed by parents and coaches at the beginning of each season. Make sure you advise the board if there is DMHA member not wanting their information or picture used in media.

10. TEAM AND ASSOCIATION FUNDRAISING

10.1. Team Accounts:

All teams have been allotted a \$1,000 float to start your season. This money would be used to enter tournaments and is to be paid back to DMHA through your 50/50 sales, tournament income, donations, etc. All information is to be given to the Treasurer for hockey season. All money will be tracked by the Treasurer and an update will be provided upon request. Monies owing/refunded back to the team will be communicated between the team manager and the treasurer.

10.2. 50/50 Sales:

DMHA sets up a 50/50 license for each team. This will be done by the 50/50 Rep for the hockey season. The team manager should/will assign parents to sell 50/50s at their home games. The team manager will keep track of this money they raise each game and return the 50/50 sheets and money to the lock box located in the DMHA equipment room after each home game.

10.3. Other sources of fundraising

Team tournaments

10.4. Association Fundraising

To include and may vary from year to year:

Pub Night, Raffle Tickets, Casino, Provincial tournaments, Other

11. RESOURCES

11.1. Didsbury Minor Hockey Association

Information and/or documents you should be aware of

- a). DMHA Operating Guidelines – see www.didsburyminorhockey.com under About Us
- b) DMHA Bylaws – see www.didsburyminorhockey.com under About Us
- c) DMHA Website www.didsburyminorhockey.com

11.2. Hockey Alberta Bylaws and Regulations and Website. www.hockey-alberta.ca

11.3. 2 & 27 Bylaws and Regulations. See www.didsburyminorhockey.com

11.4. CAHL Regulations and Website. www.cahlhockey.com

11.5. Didsbury Minor Hockey Association Board Members:

see www.didsburyminorhockey.com under About Us