



# **Caledon Minor Hockey Association**

## Coach & Team Manager Guide

# **Welcome to the Caledon Minor Hockey Association Volunteer Team!**

We are thrilled to have you join us as a volunteer for the Caledon Minor Hockey Association (CMHA). As a volunteer, you are making a valuable contribution to the development and enjoyment of hockey for young players in our town.

Volunteering with the CMHA is a rewarding and fun experience. You will have the chance to share your hockey passion and skills with young developing players, represent your town, and make a positive impact within our hockey community.

As a volunteer, you will be aligned to a specific hockey team role, based on your skill, ability, and qualifications. No matter what role you choose, you will be supported by the CMHA executive and fellow volunteers, who will provide you with support, training, resources, communication and feedback.

We hope you are excited to start your volunteer journey with us. We are confident that you will find it fulfilling and enjoyable. If you have any questions or concerns, please do not hesitate to contact us at any time. We are here to help you succeed and have fun.

Thank you for choosing to volunteer with the CMHA.

You are making a difference!

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# Team Coaching/Staff Roles & Responsibilities

## Head Coach & Assistant Coaches

The role of a minor hockey coach is multifaceted and crucial for the development and success of young players. Though the team head coach has ultimate responsibility for the CMHA team they are awarded, the below responsibilities additionally apply to assistant coaches. The responsibilities and expectations associated with a coaching position include, but are not limited to the following:

1. Team Leadership and Direction
  - Game Strategy: The head coach is responsible for devising game plans, analyzing past games, and preparing for future ones. They determine the team's playing style and tactics.
  - Player Selection: The head coach (and possible support from other coaches/bench staff) decide which players participate in games, considering factors like skills, fitness, and teamwork.
  - Ensuring players and team staff members represent the CMHA and the Town of Caledon in a respectful and appropriate manner.
2. Player Development and Teaching
  - Fundamental Skills: In youth hockey, coaches focus on teaching fundamental skills such as skating, stick handling, passing, and shooting.
  - Evaluation and Assessment: They assess player progress, identify areas for improvement, and provide constructive feedback.
  - Rules and Safety: Coaches educate players about the rules of the game and ensure a safe playing environment.
  - Character Building: They instill values, discipline, and teamwork, fostering personal growth beyond the rink.
  - Teaching players hockey skills, fair play, respect for the rules & officials and good sportsmanship toward each other and opponents.
3. Communication and Motivation:
  - Listening and Support: Coaches listen to players, address concerns, and provide emotional support.
  - Motivation: They inspire players to give their best, maintain a positive attitude, and persevere through challenges.
  - Keeping parents informed via email, newsletters, group parent meetings and/or individualized meetings. (The Head Coach and Manager may work together to divide these responsibilities when appropriate).
  - Creating a Fun Environment: Coaches ensure that hockey remains enjoyable for young athletes.
4. Off-Ice Responsibilities:
  - Participating in community events and attending CMHA meetings
  - Administration/email responsibilities associated with team communication and planning
  - Managing the team CMHA website, alongside the Team Manager (when requested) by the head coach
5. Support Staff Collaboration:
  - Planning Activities: Coaches organize off-ice activities, team meetings, and parent communication.
  - Coaches work with the assistant coaches, the team manager, the trainer, and other team volunteers/support.
  - Assistant coaches also contribute to team management.
6. Certification and Learning:

- Coaches MUST complete required certification courses and team age/level specific training modules.
- Learning opportunities, including mentoring and discussions with other coaches, enhance their skills.

Important coaching information and resources can be found at [COACH EDUCATION \(omha.net\)](https://www.omha.net/coach-education)

## Trainer

The role of a minor hockey trainer is critical for ensuring the safety and well-being of players on the team. Key aspects of a trainer's role include but are not limited to the following:

1. **Player Safety:** The utmost priority for a youth hockey trainer is player safety. Trainers are there to ensure that nothing goes wrong on or off the ice. They are first responders for any medical events that happen at the rink and/or other locations a team may be in attendance. From handling errant high sticks to using defibrillators and delivering CPR if needed, trainers play a crucial role in emergency situations.
2. **Equipment Managers:** Unlike NHL teams with dedicated equipment staff, youth hockey teams rely on trainers. Trainers prepare gear, handle equipment malfunctions, sharpen skates, and even tape sticks. They carry essential tools like sharpening stones for skate maintenance and screwdrivers for quick helmet or skate adjustments.
3. **Injury Prevention:** Before games, trainers educate players about pre-game warm-ups and stretching to prevent injuries. Their extensive hockey knowledge allows them to guide young athletes effectively.
4. **Risk Management:** Trainers must quickly identify, assess, and react to any problems or injuries during games. They create emergency action plans, locate defibrillators, and know emergency exits in the rink. The trainer is responsible for the team first aid kit, that must be on the bench and in possession at all times when players are present and/or participating in team on or off ice activities. If the team trainer cannot be present, it is their responsibility to find a replacement who is a registered trainer. If the team trainer cannot make a game at the last minute and you have no replacement, you may request to utilize the trainer from the opposing team. That trainer must sign both sides of the game sheet. Trainers must also collect medical information for all players and keep it confidential but have it readily available if required in an emergency. The trainer will also complete an injury report in the event of an injury and submit a copy to the CMHA VP of Risk. Communicate any necessary follow-up care with parents in the event of a serious injury
5. **Volunteer Mindset:** Trainers contribute their time during evenings, weekends, practices, games, and tournaments. They provide players with a positive sporting experience.
6. **Effective Communication:** Trainers interact with players, parents, and coaches before, during, and after games. Confidence in communication and readiness to answer questions are essential attributes.

Important trainer information and resources can be found at [TRAINER EDUCATION \(omha.net\)](https://www.omha.net/trainer-education)

## Team Manager

The role of a minor hockey team manager is pivotal in ensuring the smooth functioning of the team. Here are some of the key responsibilities of a team manager, including but not limited to:

1. **Communication Hub:** The team manager acts as a central figure, facilitating communication among players, parents, coaches, and various support systems. They liaise with the minor hockey association, division managers, officials, referees, the ice scheduler, other teams, etc. The team manager must circulate any communications from the CMHA, and ensure parents know how to access the team page on the CMHA website, in order to view the game and practice schedule for the team, in addition to team news, events, etc. The team manager will

also coordinate & sync any App (i.e. TeamSnap, etc.) that may be used for additional team communication and scheduling.

2. Operational Tasks: By handling operational aspects, the manager allows the coach to focus on player development and on-ice instruction. Some common tasks include:
  - Scheduling: Organizing practices, games, tournaments, and other team activities. (pre-approved by the head coach)
  - Record Keeping: Maintaining essential team information, such as emergency contacts, medical details, arena locations, travel permits, roster, etc.
  - Financial Management: Handling team finances, including collecting fees (i.e. rep fees, tournament fees, team fees, etc.) and managing all other expenses. The team manager is responsible for submitting the required fees to the CMHA, by the due date on behalf of the team & according to CMHA guidelines. Team financial management is typically in cooperation with the team treasurer and in collaboration and agreement with the head coach)
  - Tournament Applications: Coordinating team participation in tournaments. (pre-approved by the head coach)
  - Tournament & Exhibition Game Travel Permits: Submission and maintenance of approved permits. [Representative > Rep Travel Permit \(Caledon Minor Hockey Association\)](#)
  - Travel Arrangements: Organizing travel logistics for away games and/or tournaments.
  - Team Meetings: Facilitating team meetings and ensuring effective communication.
  - Fundraising & Sponsorship: Coordinate and plan fundraising activities, while handling and supporting team sponsorship.
  - Team Data: Team managers will ensure game sheets are properly completed, contain all necessary details (game date, time, players in attendance, penalties being served, absences, AP's etc.) and are signed by all team staff present.
  - Assisting (when requested) the head coach with the team CMHA website
  - Delegation: Distributing tasks efficiently within the team (i.e. Event Planner, Fundraiser Lead, Parent Liaison etc.).
3. Resource Utilization: The manager can refer to the Hockey Canada Team Manager's Manual and/or the OMHA Team Manager's section (link below) which covers essential topics like team rules, safety, and coaching resources. The manual provides templates, samples, and practical guidance for effective team management.

The Team Manager and Treasurer are NOT to be related to the Head Coach of the team.

Remember, while the team manager role is extensive, teamwork and delegation can help manage the workload effectively. The team manager plays a crucial role in creating a positive experience for everyone involved in youth hockey.

Important team manager information and resources can be found at [TEAM MANAGERS \(omha.net\)](#)

See Appendix for a list of other important volunteer roles needed for your hockey team.

## **CMHA Executive & Website**

The Caledon Minor Hockey Association has a strong group of executive team members, committed to the success of all teams and players within its purview.

### **MISSION STATEMENT**

The Caledon Minor Hockey Association and its Executive dedicate ourselves to promote and foster Amateur hockey through progressive leadership and by ensuring that all organized hockey programs are controlled and developed in the spirit of fair play and in accordance to the prescribed standards, as directed by the OMHA.

## AIMS AND OBJECTIVES

- 1) To foster the maximum opportunity for youth to participate in amateur hockey within the Boundaries as set down by this Constitution.
- 2) To develop and encourage sportsmanship and good fellowship between all participants for the betterment of their physical, mental and social well being.
- 3) To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial welfare of the Association.
- 4) To cooperate with the Town of Caledon for the furtherance of amateur hockey.
- 5) It is the policy of the CMHA that a participant shall not be denied their fundamental rights and freedoms, nor shall they suffer any abuse or neglect whether physical, emotional or sexual.
- 6) The CMHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment or denial or any rights within the control of the CMHA.

The CMHA website is the primary "hub" for all things Caledon Minor Hockey. Each team will have a dedicated web page on the CMHA site. This is where your team calendar/schedule can be found, game results, sponsorship information, team news, etc. Teams can utilize and/or update their web page as much as they'd like. The CMHA website can be found at: [Caledon Minor Hockey Association](#)

The head coach has the only access to the team web page on the CMHA website. It is at the head coach's discretion, whether to share their access with the team manager, for administrative purposes throughout the hockey season.

## Rosters

OMHA rules permit a maximum of five team officials on your roster, signed to the game sheet and on the bench during a game. ALL coaching staff and player information must be entered correctly and be up to date for a team roster to be approved. All teams must have an approved roster before they may begin to play. No team will be permitted to enter a Preseason Tournament without having an approved roster. The Registrar and the VP Risk must be notified of any additional on-ice help as they must be insured by the OMHA. No player is invited to play on a CMHA team if they are not on the approved roster. This rule remains in effect the entire hockey season and will include all exhibition games.

**Please Note:** In regard to rostered team officials, it is critical that the roster and iPad used for timekeeping, are listed correctly as to Head Coach, Assistant Coach, and Trainer titles at every game. It is recommended that only the head coach and team manager use the iPad for electronic game sheet related activities, to help avoid errors. Report any issues that are incorrect directly to VP Rep for correction. The titles listed MUST be correct for all games. If the head coach is absent, you have the ability to change the Assistant Coach to the Head Coach for that event, by changing the role title.

Affiliated Players must be approved players on an active roster in CMHA. An AP can be added to your roster from October 1st to Dec 15th of each hockey season (this timeframe may change on occasion based on OMHA direction). You must first contact the Head Coach of the affiliate player

and advise of this intent. With coach and player/family approval, a completed Offer of Affiliation form must then be sent to VP Rep for approval and submission to OMHA. Once approved by OMHA, the AP is allowed to participate.

The use of affiliated players is strongly encouraged among all levels in CMHA. This is key to overall development of our players and also running an effective practice. Coaches are expected to coordinate inclusion of APs in games, practices and other team activities so that they become exposed to the members of the team, and to the level of play. These players will then be more able to participate and contribute at that level if needed for game play. Any conflicts between the teams when APs are requested (games at the same time) need to be resolved by allocating players to the greater need. Each team's available roster, travel, and scheduling are all considerations. If coaches need assistance with AP allocation, please contact the VP REP.

Please note that only rostered players and team officials are to be on the ice for practices, with the exception of 3<sup>rd</sup> party trainers (private team instructors, goalie instruction, etc.). Siblings or players from other organizations are not permitted for insurance reasons.

Players are eligible to affiliate within the same age group and up a level - ex. U12A to U12AA - and from the age group below at the same level - ex. U12AA to U13AA. House League players are eligible to AP to our B level teams as well.

## **Offers of Commitment**

Team Managers offer support to the Head Coach in ensuring that the offers of commitment and offers of affiliations (affiliated players), are signed and handed in to the CMHA registrar (email is fine). Team Managers also offer support to the Head Coach in submitting the roster information to the Rep Registrar as soon as possible. This includes all updated coaching certifications.

Vulnerable Sector/Criminal record checks can be done on line at: [Vulnerable Sector Checks \(VSC\) | Ontario Hockey Federation \(ohf.on.ca\)](#)

Please see Appendix for a Sample Offer of Commitment letter.

## **Travel Permits**

Travel permits are required for all exhibition games (Home and Away) and tournaments. This typically takes at least 2 weeks to process with the OMHA. Due to the volume of travel permits being requested within the CMHA and OMHA, this is a process you will need to be patient with. There are times where approved travel permits arrive in your email inbox the day before a tournament. Decide who should have the role of travel permit submission, whether that be the coach or team manager. Whoever ends up being the responsible party, there should be clear communication that the travel permit has been submitted and then again once it is approved.

The Travel Permit Request form is located on the Caledon Rep and Caledon Minor Hockey websites found at [Representative > Rep Travel Permit \(Caledon Minor Hockey Association\)](#). You must include the Tournament Sanction # on your request form; you can obtain this from the center hosting the tournament (i.e. Tournament website). Tournament permits will not be processed without this number. Exhibition games will not have a sanction #, so you will list "N/A" or "NA" in the travel permit form instead.



Ensure that everything entered on your submitted travel permit is correct. If there is an error after you have already submitted the travel permit for approval, please email [office@caledonminorhockey.ca](mailto:office@caledonminorhockey.ca).

Once you submit a travel permit for review and approval, you will receive an email confirmation of the submission. This does NOT mean your travel permit is approved. Keep the submission confirmation email in an email folder for any future reference. You will receive a second email, once your travel permit is approved. The travel permit will be attached to that email as a PDF. You should save this email, and the approved PDF of your travel permit. Once your approved travel permit is emailed to you, double check that all of the information on the approved travel permit is correct.

Teams should exchange approved travel permits, ahead of exhibition games. Teams should print a copy of their approved travel permit, to take with them to that corresponding exhibition game and/or tournament.

There is a \$20 charge for travel permits required for tournaments outside of the OMHA, and a \$10 charge for travel permits required for exhibition games outside of the OMHA.

## **Games, Practices & Exhibition Games**

The CMHA ice scheduler is Dee Sweeney ([ice@caledonminorhockey.ca](mailto:ice@caledonminorhockey.ca))

### **EXHIBITION GAMES**

Exhibition games may be organized between coaching staff or the team manager. Exhibition games can only be scheduled once the roster is approved by the registrar. This can be done by contacting opposing teams within the same age group and playing category as your team. You can find contact information for these teams and their staff, on their corresponding team website, and reach out to them directly. Games within the OMHA and with GTHL teams are permitted. If you are playing on home ice the games must be officiated by OMHA Referees and if you are playing in the GTHL the game must be officiated by GTHL Referees. Once you have an exhibition game decided on, the team manager must contact the CMHA ice scheduler immediately, in order to provide advance notification of the game details. The exhibition game will then be added to your team schedule/calendar by the ice scheduler. You must fill in and submit a travel permit for all exhibition games (home AND away), in advance of the game. (See the travel permit section of this guide for instructions) The travel permit must be approved by the CMHA VP of Rep., before the game is played. There will be team fees associated with the booking and scheduling of referee's and timekeepers for exhibition games. (Please see the Referees and Timekeepers section of this guide for more info.)

### **GAMES AND PRACTICES**

The Ice Scheduler provides each team with their game and practice schedule and has the sole authority to book games and practices on behalf of the CMHA. No requests for specific dates and/or times are accepted.

Any request to change a game or practice must go to the Ice Scheduler. These change requests for game dates or time changes would be permitted ONLY because of conflicting tournament schedules only.

The Ice Scheduler must approve any trades of practice time to prevent problems that might arise; for example, if the ice were required for a rescheduled game. In the event rescheduled games are required during the regular season, the Ice Scheduler has the authority to remove practice time in

order to complete the game schedule for each team. These practice times will be returned whenever possible.

(Please see the Safety section of this guide for information related to inclement weather)

## **EXTRA ICE TIME**

There are two ways to book extra ice time.

1. Through the CMHA Ice Scheduler

This is ice that comes up once in a while. Be sure that both the head coach and team manager are added to the appropriate WhatsApp text message group, as a text message will be sent by the ice scheduler, when extra ice becomes available. That extra ice time will be scheduled on a first come first served basis according to text message responses from your team. If you are then awarded that extra ice time, the ice scheduler will add this to your team schedule/calendar.

2. You can also book ice personally through the Town of Caledon. (The CMHA will have no oversight into these personal ice bookings)

This ice is available on a first come, first serve basis. Occasionally there is the option for regular weekly ice time and ice that comes up once in a while.

If you book ice through the Town of Caledon (Catch Corner), the town rules apply to cancellations of that ice time and refund requests. Please note that purchasing ice time directly from the Town of Caledon will be more expensive than booking through the CMHA.

## **Tournaments**

The head coach and team manager will usually work together to research tournaments the team may wish to participate in during the hockey season. Generally, it will fall on the Team Manager to book the block of hotel rooms for tournaments farther away. When interested in a specific tournament, the team manager will need to register the team and submit a deposit, in order to hold a participating spot for their team. The team manager will need to ensure that all required tournament fees are paid at or before the appropriate deadlines as outlined within the tournament details/rules. The tournament director will send a link with information on how to book approved hotel rooms. All tournaments require an approved travel permit in advance of a team's participation in that tournament. Once you have paid your deposit for tournament registration, inform the ice scheduler immediately.

The Ice Scheduler and the VP of Rep must be notified no later than October 7th of all regular season tournaments. There are no exceptions to this requirement, as the OMHA also needs to approve the team participating. The Ice Scheduler will also add the tournament dates in the team CMHA calendar well in advance of the participation date, to ensure that weekend is booked as "no schedule" days and move any originally scheduled practices. Please do not add tournaments to your team CMHA schedule, the ice scheduler should be doing this for you.

When participating in a tournament provide everyone with a copy of the information forwarded to the team by the hosting center (i.e. rules of play). Make sure all coaching staff, parents and players clearly understand the tournament rules. This will avoid confusion, for example, when a goalie is pulled at the end of the second period in a point per period type of competition.

The team manager submits an approved roster and travel permit to the tournament organizers in advance of the tournament date. The team manager should additionally provide the coaching staff

with a copy of both the approved roster and approved travel permit at the first tournament game. (There are times when the tournament office will request to see these at the event.)

Teams are permitted 3 tournaments during the regular season. This does NOT include Pre-Season, Christmas break, or Post-season. If a tournament is scheduled for 4 or more days, it will count as 2 tournaments. Please speak with the ice scheduler for assistance with tournaments that may require travel days.

No tournaments are permitted during OMHA Round Robin Qualifiers except Silver Stick Finals.

All OMHA sanctioned tournaments are listed on the OMHA website.

## **Banking, Budgeting & Fees**

### **BANKING**

The Head Coach is ultimately responsible for all team funds, and as such, should be fully aware and informed of all team financial activities in advance.

Each team is responsible for setting up a team bank account at the approved financial institution of the CMHA. Determine who is opening a bank account for the team. Get a letter from the CMHA Treasurer to open the account ([treasurer@caledonminorhockey.ca](mailto:treasurer@caledonminorhockey.ca)). All fees paid from parents should be deposited directly into this account. There should only be one bank account per team.

Each team must have a minimum of two signing officers on cheques, neither of which can be the head coach, or anyone related to the head coach. Usually, the 2 signing officers are the treasurer and the team manager, though this may be decided differently according to team preference. Each team will be required to keep records of all their financial transactions and may be required to submit back-up documentation to the CMHA.

To request a Bank letter from the CMHA, please contact [treasurer@caledonminorhockey.ca](mailto:treasurer@caledonminorhockey.ca)

### **FEE STRUCTURE**

Rep Hockey Team fees may change from time to time, based on review and assessment by the CMHA Executive.

At the beginning of each hockey season, the CMHA will provide teams with the hockey fee breakdown for each playing level.

The rep. team fees for the 2024-2025 Hockey Season are:

U7 - U11 \$17,000.00

U12 – U14 \$18,000.00

U16 – U18 \$19,000.00

Rep. hockey team fees include the cost of team jerseys, socks, all home games and one team practice a week. It also includes referee and timekeeper fee for regular season games only. (Exhibition game referee and timekeeper fees need to be paid by hockey teams directly).

Full payment of rep. hockey team fees are due to the CMHA on October 15th of each hockey season. All cheques are payable to the CMHA and must be dropped off in the CMHA lock box (located at the Caledon East Arena), at or before the payment deadline date.

### **BUDGETING**

The team player fee cap is: \$2,000.00 (No matter the roster size) The player fee cap may change, depending on a review/assessment by the CMHA executive.

Any additional team fees required must be raised through fundraising and/or sponsorship.

A preliminary budget and payment schedule must be provided to everyone participating in the team try-outs. This allows families to make informed decisions related to finances, before they are selected for a team. The budget should outline the revenue expectations (i.e. player fees, sponsorship, etc.) and the estimated expenses (i.e. extra ice, tournaments, etc.) for the hockey season. Please note that no alcohol or drugs can be part of the team budget and/or reimbursable expenses.

Once the head coach, team manager and treasurer have had time to determine approximate revenues and expenses based on planned team activities/events, an initial budget must be provided to each family/parent no later than October 1st. The initial budget update (to parents) should include an estimate on extra ice, team training, apparel, team fundraising, tournament destinations, etc., in order to provide parents/players with a plan as to what is being focused on and where the funds are to be allocated. These amounts will vary based on level/age group.

In addition to the initial budget provided to each family/parent, an interim season hockey budget must be distributed to the families/parents and emailed to the VP of Rep. by Dec 15th.

A financial statement must be available at any time to all families/parents with players on the team.

Final season financial statements must be handed out to the team families/parents, and any remaining funds disbursed amongst the families/parents.

Please ensure all receipts are kept for expenses the team incurred throughout the hockey season.

Please see Appendix for a sample budget.

## **Team Communication Principles**

### **COMMUNICATION PRINCIPLES**

- **Exchange of Information:**
  - Communication involves exchanging information words/statements and gestures between individuals through various channels. This also includes behavior.
- **Sending and Receiving:**
  - There are two processes in communication: sending and receiving. Receiving communication and feedback is important for growth, development, clarity and understanding.
- **Verbal and Non-Verbal:**
  - Information can be exchanged directly through words (verbal) or emotions (non-verbal).
- **Direct and Indirect Channels:**
  - Information can be exchanged directly (e.g., conversation) or indirectly (e.g., posters, videos, email).

### **COMMUNICATION WITH CALEDON MINOR HOCKEY ASSOCIATION (CMHA)**

- It is important that there be a clear line of communication between the Coach and the Caledon Minor Hockey Association. The coach is an extension of the CMHA and is expected to be a

positive influence for CMHA, who dispels myths and answers questions in an open, honest and transparent manner.

- o If any member of the coaching staff or the manager knows of or anticipates any problems that may result in a player/parent either calling or writing to the Executive, please contact VP REP and VP RISK immediately. This is critical, and the responsibility of both parties.

### **COMMUNICATION WITH PARENTS/FAMILIES**

- o It is important for Coaches & Team Managers to keep both players and parents informed as much as possible. To ensure overall program success it is important to maintain a positive relationship with each parent. Have a one-on-one parent meeting by the end of October to discuss any concerns, good or bad. Parents will always appreciate regular feedback as opposed to none at all.
- o The team parent liaison should be utilized where possible, to assist coaches with parent and player communication.
- o Parents may need to be reminded that hockey is for the players.
- o Please ask the parents to respect the "24-hour rule". That is, if they would like to discuss a situation with a member of the coaching staff after a game or practice, they must wait 24 hours before doing so. They should contact the team Manager and or parent liaison to make arrangements to discuss the situation with the appropriate person.
- o Following player selection schedule, a meeting with the parents to begin the season's communication process. This will allow the coach to introduce the coaching staff and manager, outline coaching philosophy, and establish an open process for two-way communication. Involvement of parents in activities including fundraising, entertainment, ice scheduling, timekeepers and reporters are recommended.

### **COMMUNICATION WITH PLAYERS**

- o Maintain Open Communication: Be available to listen to players' concerns and give them an active role in communicating their experiences on your team. You are volunteering for the players, their development and enjoyment FIRST.
- o Clearly Explain Goals: Clearly explain team goals and objectives, as well as personal goals and objectives you have for each player.
- o Set Expectations: State expectations and consequences for not meeting them from the start of the season. These expectations and consequences should be age appropriate, reasonable, and applied equally amongst all players.
- o Be Consistent: Consistency in communication and rules helps players and parents understand what's expected.
- o Communication with players by the Head Coach, coaching staff, and team staff/volunteers should be kind, respectful, non-abusive and encouraging.

### **COMMUNICATION WITH ONTARIO MINOR HOCKEY ASSOCIATION AND/OR TRI-COUNTY**

Members of the coaching staff are not to contact Tri-County or the OMHA Area Conveners with problems or questions. These calls are typically re-routed to the CMHA for resolution, therefore calls and/or emails should be directed to the appropriate CMHA Executive. Should there be a need to

involve another organization or party, the OMHA will decide who and when that contact is appropriate.

## **COMMUNICATION WITH SPONSORS**

o Send the team sponsor(s) the game schedule in the event the sponsor wishes to attend a game. All sponsor plaques purchased will be at the team's expense. You will be asked to identify the names of the sponsors for the plaques to be prepared. Extra team photos and plaques may be ordered when the team pictures are taken.

## **COMMUNICATION WITH OTHER COACHES (INSIDE THE CMHA)**

o In the event a call-up is required it must be cleared with the player's originating team coach first. Please contact your VP REP if you are having difficulty getting a player released to AP. (Refer to the section on Rosters for further information on the Affiliated Player Roster.)

Create a distribution list. How will you communicate with the team via email? You may be sending out many emails to the team, especially at the beginning of the season.

Parent Meeting. Book a parent meeting, led by the head coach. Depending on the age of the players, they may not be there. Topics to include: season schedule, tournaments, expectations for practices and games, 24-hour rule for disagreements, CMHA Code of Conduct Policy, other CMHA policies you may wish to highlight, player medical information forms for the Trainer, fundraising, sponsors, and zero-tolerance policy on harassment and/or discriminatory behaviour. This list is not an exhaustive list.

CMHA Calendar and Sportsheadz. Decide with the Head Coach who will be responsible for updating the CMHA calendar and whether or not the team wants TeamSnap. If you need access to the CMHA calendar, reach out to the CMHA office (At present, Coaches are the only team member given access to the CMHA Calendar and Sportsheadz). Connect with Dee, the ice scheduler, as needed about practice and game schedules. Sportsheadz is a sports scheduling app, paid for by the CMHA that replaces TeamSnap. It will automatically link the CMHA calendar to the app for you. Go to [sportsheadz.com](https://sportsheadz.com) and create an account to get started.

## **Other Communication Considerations**

- Coaches can use tools and skills to establish effective communication
- Remember that amateur hockey isn't about producing professional players. Less than 1% of children who play hockey will make a living from the game. Focus on development, enjoyment, and positive experiences for all players
- Communication with the CMHA should remain respectful and professional. Abusive language and harassing behaviour will not be tolerated.

## **Escalations**

While it is recognized that minor incidents will arise throughout the course of the season that the coaching staff would like to handle at the team level and not escalate to CMHA, there is a CMHA Incident Resolution Policy and Process put into effect this season to guide coaches, players, parents etc. through this process. Any incidents that fall under the guidance of Hockey Canada's Discipline and Complaints policy introduced Oct 1, 2022, must be reported to the ITP (Independent Third Party) through their Independent Safe Sports Complaint process. We encourage you to review this policy on OMHA <https://www.omha.net/safesport>.

The CMHA Incident Resolution Policy and Process can be found on the CMHA website.

Other Incidents (minor and/or not in scope for the ITP to investigate) may be able to be handled at the Team or CMHA Level. Behavioural issues such as players using profanity and/or displaying negative attitudes towards other players and/or members of the Coaching/Bench Staff should be discussed immediately with the player and the player's parents or guardian. A warning may be given to the player. If the coach feels the behavior warrants a CMHA Bench Suspension we ask you to call the VP of Rep or VP of Risk, followed up by an email detailing the players conduct and steps taken toward correcting the players behavior. At this time, it will be discussed with a committee of Executive Members what action we believe is appropriate to take. This may be game and/or practice suspension depending on the severity.

## Referees & Timekeepers

### REFEREES

Minor hockey loses over 10,000 qualified officials every year in Canada. The impact of poor treatment and behaviour is the primary reason for officials resigning from their positions.

Referees are essential to the integrity and fairness of minor hockey games. They should be treated with respect and appreciation by players, coaches, and spectators alike. Their role is challenging, requiring quick decisions and a deep understanding of the game. Any form of abuse or disrespect towards referees is unacceptable and undermines the spirit of sportsmanship. CMHA members are required to adhere to the CMHA's Code of Conduct Policy, when interacting with referees. The CMHA strives to ensure that referees feel valued and supported, contributing to a positive and enjoyable experience for everyone involved within CMHA activities.

Educating minor hockey players about respecting officials is crucial for fostering a positive sports environment. Here are some effective strategies for coaches and parents:

1. **Role Modeling:** Coaches and parents should demonstrate respectful behavior towards officials. Young players often emulate the actions of adults around them.
2. **Pre-Game Talks:** Coaches can include discussions about the importance of respecting officials during team meetings and pre-game talks.
3. **Workshops and Training:** Organize workshops that focus on sportsmanship, including the role and challenges of officials. This can help players understand the importance of their role.
4. **Positive Reinforcement:** Praise and reward players when they show respect towards officials. Positive reinforcement can encourage continued respectful behavior.
5. **Educational Materials:** Provide players with educational materials, such as videos or pamphlets, that highlight the importance of respecting officials and the consequences of disrespect.
6. **Guest Speakers:** Invite experienced referees to speak with the team about their experiences and the importance of mutual respect on the ice.
7. **Code of Conduct:** Implement and enforce a code of conduct that includes guidelines for respecting officials. Make sure players and parents are aware of and agree to these guidelines.

Coaches should be highly involved in addressing and correcting player and parent conduct that is contrary to the above, and CMHA's Code of Conduct Policy expectations. By incorporating these strategies, we can help young players develop a deeper understanding and appreciation for the vital role officials play in the game.

The relationship established between the Coach and Referee impacts the atmosphere in which the game is played. It is necessary for coaches and referees to appreciate the importance of the other's role in hockey. A Referee who has a positive attitude toward the game and is consistent in interpreting the rules, and a Coach who reinforces to the players the importance of playing by the rules, will each contribute to the development of a mutually respectful relationship.

The Coaches' behavior toward the referees has a very significant effect on the player's attitudes toward them. Develop and maintain a good relationship between yourself, your players and the Referees and explain to your players that Referees are an important part of hockey and are necessary to keep the game fair and more enjoyable.

Both coaches and players need to understand and accept that Referees do make mistakes; they are human and cannot be perfect all the time.

## TIMEKEEPERS

Timekeepers play a vital role in the smooth operation of minor hockey games, ensuring accurate timekeeping and record-keeping. They should be treated with respect and appreciation by players, coaches, and spectators. Their work is essential for maintaining the flow and fairness of the game. Any form of disrespect or mistreatment towards timekeepers is unacceptable and goes against the principles of sportsmanship, as well as CMHA's Code of Conduct Policy expectations. Let's recognize and value their contributions, fostering a positive and supportive environment for everyone involved.

## SCHEDULING AND COST

Regular Season Hockey - Referees, Linesmen & Timekeeper fees will be included in the CMHA fees. The CMHA will be paying these fees, in accordance with established guidelines by the OMHA.

Exhibition Games - Referees, Linesmen & Timekeeper fees will be paid by the individual teams. Fees need to be paid before the game commences. Fee guidelines will be provided to coaches and team managers at the beginning of the hockey season.

Referees and timekeepers are scheduled by the CMHA ice scheduler, when they are made aware of an exhibition home game.

## **Penalties & Suspensions**

The CMHA requires all game suspensions to be reported within 24-48 hrs. of the suspension being issued by a game official. Ideally, the CMHA should be made aware ASAP.

The suspension reporting form for head coaches and/or team managers to use, that will notify the required CMHA executive, can be found here:

[Suspension Reporting Form \(Caledon Minor Hockey Association\)](#)

The "comments" section of the form is key to add additional comments as it will help the convenors to properly assess. If anything is not known such as 1<sup>st</sup> or 2<sup>nd</sup> suspension in a category, this information should be noted in the comments.

All OMHA rules related to the serving of suspension time, MUST be applied, and is the responsibility of the head coach to ensure those rules are strictly followed.



## Safety & Wellbeing

Safety and wellbeing are paramount within a minor hockey organization. Ensuring a safe environment (including psychologically safe) for young hockey players to foster their physical and emotional well-being, allows them to enjoy the game of hockey and develop their skills without fear of injury and/or harm. Implementing thorough safety and wellbeing protocols, such as proper equipment use, concussion management, and respectful conduct, not only protects players but also builds a culture of trust and responsibility. By prioritizing safety and wellbeing, we create a supportive and positive atmosphere where young athletes can thrive and grow both on and off the ice.

### BENCH REQUIREMENTS

- There must be at least one certified and registered coach AND trainer on the bench during a game. Ideally, the coaching staff should have two team officials with coaching and trainer certifications.
- All players, even if sitting out due to injury, must wear full equipment including a helmet, while on the bench.
- Under no circumstances is an unequipped player allowed on the bench. This includes parents watching practices.

### EQUIPMENT REQUIREMENTS

- o All on-ice staff must wear a helmet with the chin strap done up - No Exceptions!

### TEAM CONDUCT

All CMHA teams must adhere to the OHF Dressing Room Policy, which can be found here:

[Ontario Dressing Room Policy | Ontario Hockey Federation \(ohf.on.ca\)](https://www.ohf.on.ca/ontario-dressing-room-policy)

Questions related to this policy and/or its application and adherence, can be directed to the CMHA VP of Risk.

Dressing rooms must always have a minimum of 2 adults. This is to protect both the player and the coaching/bench staff. Do not leave players alone under any circumstances. All teams should be dressed and ready to go at game time. Make sure that no one goes onto the ice until the Zamboni is off the ice and the gate is closed.

### MEDICAL INFORMATION

Players and bench/coaching staff, require completed medical information forms. These forms must be held together (preferably in a 3-hole folder/binder) and kept with the team first aid kit during all practices, games and tournaments. These forms should be completed and ready prior to the first team practice of the hockey season.

[player\\_med\\_info\\_e.pdf \(hockeycanada.ca\)](#)

### INJURIES

The VP of Risk for the CMHA should be notified by the team trainer and/or head coach, of any injuries obtained by players and/or bench/coaching staff, if they meet the following criteria:

Any injury that results in a:

- broken bone

- hospital visit
- stitches
- concussion

A Hockey Canada Injury Report form should be completed for the above injury circumstances and submitted to the CMHA VP of Risk.

[2023 injury report hockeycanada ohl e.pdf](#)

## OFFENSE DECLARATIONS

Every year, all CMHA volunteer bench staff and on-ice helpers, will be required to complete the Caledon Offense Declaration prior to the start of the hockey season. A list of on-ice help must also be provided to the VP Risk so that they can be recorded on the OMHA Volunteer insurance list. The head coach and/or team manager should print this form for all bench staff, have them fill them out, sign them and submit them to the CMHA office. These must be handed in before a roster can be approved by the OMHA. Vulnerable Sector Checks must also be completed every 3 years. Please see the link on the CMHA website for more information.

Any on-ice help not on this list provided to the CMHA, will not be insured and are not eligible to help with the team. Outside professional help that a team may hire (i.e. goalie coach, skating trainer, etc.) would not fall under this insurance coverage, and therefore must have their own insurance coverage. Please make sure that you confirm that they do prior to engaging their services.

The Coach is responsible for providing all declarations and a list of on-ice help to the VP Risk.

Failure of any member of the coaching staff to not have the proper certification or a clear police check will result in them not being allowed on the bench during a game or on the ice during practice.

## VULNERABLE SECTOR CHECK

All bench staff and on ice helpers are required to have Vulnerable Sector Checks completed. Each Coach/Manager must forward a list of all bench staff and on-ice helpers to the VP Risk. Once the list is received the VP Risk will be contacting each team to advise who is due to submit a police record check for the upcoming season. Vulnerable Sector Checks must be completed every 3 years.

[Vulnerable Sector Checks \(VSC\) | Ontario Hockey Federation \(ohf.on.ca\)](#)

## INCLEMENT WEATHER

Before any game can be cancelled the Ice Scheduler must contact the opposing center to confirm poor weather and unsafe driving conditions. Only then can approval be given for a game cancellation.

If the Scheduler cannot be reached, contact the VP of Rep directly. If they are both unavailable the Head Coach of the CMHA team will be allowed to make the decision to call off the game after all attempts have been made to call the other center to confirm poor weather and unsafe driving conditions.

Teams must make an effort to attend all scheduled games. Snowy weather is not a sufficient reason to call off a game, only poor and unsafe road conditions where safety is a clear concern. Remember safety and common sense should prevail.

## **Social Media & Entertainment**

Teams using a social media platform must ensure that access is provided for each family member. We ask that you use these platforms in a positive way that complies with the CMHA Social Media Policy. Social Media platforms are monitored by the CMHA for compliance with the CMHA Social Media Policy, found on the CMHA website.

The CMHA Social Media Policy can be found on the CMHA website and should be adhered to at all times. Questions about this policy may be directed to the CMHA VP of Risk.

The CMHA encourages families to follow the CMHA Facebook and Instagram accounts, and "tag" the CMHA Instagram and Facebook account on all team social media posts. Please connect with the Marketing/Social Media Representative to borrow the Hawks Mascot Costume for a practice, game, tournament, or team event.

If you need a copy of the Caledon Minor Hockey logo, it can be copied from the website!

Team parties are a great bonding experience for the players and the parents. Ensure that if you are having a team party, whether on or off the ice, teams need to ensure that appropriate insurance is purchased. Parties often happen in December and at the end of the hockey season. Talk to the Head Coach about ideas for locations, team building activities, and gifts for the players. Ensure that everyone is included in all celebrations.

Teams often enjoy having a pre-recorded team home game introduction/announcement. There are a variety of external vendors who can provide this service for a relatively low fee. The top sponsors of your team can be included in this introduction/announcement as added sponsorship value. Ensure that all player names are pronounced correctly in the introduction/announcement, by double checking with parents ahead of time.

## **Apparel, Team Photos & Hawks 4 Hunger**

### **APPAREL**

Apparel fitting days are announced in the spring for teams with spring tryouts and the fall for teams with fall tryouts. Watch for an email from the VP Admin. Our vendor is Sportfix, and our contact is John. Only one of the team manager or head coach should be contacting John from each team.

Discuss with the Head Coach what are the required items parents must purchase for their players and what items players will wear to and from games and tournaments (see the Coaches manual for details). The clothing players wear should be consistent for the entire team.

Required Apparel. For the required apparel: jerseys, socks, gloves - 80%+ black, black hockey pants, black helmet, optional pants shells). To ease this process, bring a team list with correct spelling of last names and numbers with you to the fitting. Fill in the sizes for required apparel on your chart. Determine with the head coach how players will choose their numbers.

The dress code outlines the standard of dress to which the coaching staff and players are expected to adhere while representing Caledon Minor Hockey in all leagues, playoffs, tournaments or exhibition games. Dress codes set a positive image for the organization. Teams should be consistent in their approach to team apparel. It is at the coaches' discretion which options below are chosen.

The coaching staff is expected to be role models to the players. Failure to adhere to a proper dress code by a player or member of the coaching staff may result in game suspensions. Sportfix is the preferred supplier for Caledon Hawks apparel, no other Hawks apparel may be created by any other vendor.

## BENCH STAFF

- Black Pants – dress pants, Dockers, casual pants (no jeans or sweatpants)
- Collared Shirt – mock turtleneck, or golf shirt, or dress shirt (Head coach to decide)
- Black Shoes - dress, or walking on ice surface (trainer)
- Hawks Winter Jacket or Warm-up jacket (in spring/fall months)

## PLAYERS

- Coaches can choose what the players wear to and from games. Either: CMHA approved apparel (track, suit, etc.) OR Collared shirts with dress pants and black shoes
- All players should have a Hawks Winter Jacket or Warm-up jacket (in spring/fall months)
- No headwear that has anything other than a CMHA logo OR all black with no other logo

Non-compliance to the official team apparel policy, could result in game suspensions. Any questions regarding this policy are to be directed to the VP Rep.

All Caledon Hawks team wear and other Hawks items must be purchased from Sportfix. Please provide Sportfix with the jersey sponsor's name and how it is to appear on the jersey to avoid any delay in production. Sponsor bars will be billed directly to the team.

## TEAM PHOTOS

REP Team and House League team photos are taken on different days, with the actual date being communicated well in advance by the CMHA. Your Team has the option of taking the picture either with the White Jersey or Black Jersey.

Picture day is determined by the league. You or your coach will receive an email from the VP Admin with your picture day and time. Determine what the team will be wearing and inform parents in advance. On picture day, you need to pick-up an order form for your team sponsor plaques. These orders should be placed within a month of picture day to ensure you receive them in adequate time.

## HAWKS 4 HUNGER - Caledon Exchange Food Bank

- \$350 donation per team (Each team will provide a cheque to the CMHA on picture day)
- Teams will also be asked to donate non-perishable food items to the Caledon Exchange Food Bank (Recommend approximately 20 lbs. of food per player)
- Teams can plan to go together following their team photo, to drop off the food donation at the Caledon Exchange

## Fundraising & Sponsorship

Download and modify the Sponsor letters from the CMHA website. Send copies of the letters to parents to print for finding sponsors for the team. There are two separate letters: jersey sponsors and other sponsors. If there are multiple offers for jersey sponsors, the Head Coach will decide what sponsor goes on the jerseys. Sponsor logos may also be displayed on a sponsor banner. The sponsor letter indicates that logos will be added to your website. If you are not going to do this, delete this line from the letter before sending it out.

Many teams choose to hold fundraisers for their team: Golf Tournaments, BBQ's, North Country Meat, etc. Be sure the team is following the fundraising guidelines of Ontario, and that the money is being deposited directly into the team bank account.

## SPONSOR BANNER

Many teams have a sponsor banner created that is displayed at all home and away games. This banner will help advertise your team's season sponsors. If your team will be creating a sponsor

banner, collect sponsor logos as vector files and/or high-quality JPEG images for printing on the banner. Banners can be ordered through the fall, with order instructions being provided on the banner order form that you will collect at picture day. Banners can be displayed at all home games, and away games and tournaments as permitted.

The CMHA does not provide receipts for company sponsors as we are a "not for profit" organization and not a charity. Teams may wish to create a "thank you for your sponsorship" letter that business can use for marketing/advertising expense purposes.

## **Appendix - WORK IN PROGRESS**

CMHA Executives (Titles & Sample of R&R)

CMHA Hockey Season Timeline

Team Volunteer Roles

CMHA Website Image/Instructions

Bank Letter

Budget Sample

Team "Welcome Letter" Sample

Sponsor Letter Sample

Travel Permit Sample

Roster Sample

Player Commitment Letter Sample

Medical Form Sample (showing all sections completely filled out)



## **CMHA Executive & Assigned Role Support**

**President**

**VP Rep**

**VP House League**

**Secretary**

**VP Administration**

**VP Hockey Development**

**Treasurer**

**VP Risk Management**

**VP AAA**

**Ice Scheduler**

**Referee In Chief/ Referee Scheduler**

**Timekeeper Scheduler**

**Finance Manager**

**Hockey Operations Manager/Equipment Manager**

**Marketing/Social Media**

**Rep Convenor**

**Privacy Officer**

**Goalie Coordinator**

**Tournament Director**

**Sample Hockey Season Timeline**

