HOUSE LEAGUE

COACHES MANUAL

**Last updated
September 22, 2019**

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Revision History

Date	Description
September 21, 2016	• Initial revision
September 24, 2016	• Added Team Sponsors to the team menus
September 30, 2016	• Added comment about being able to add players' jersey numbers and positions
July 23, 2017	• Updated Coaches Forms and Documents • Removed date-specific references for ease of maintenance in future years. • Added Gender course • Updated tie-breaking rules • Minor corrections to the web site section
August 19, 2017	• Added a section on House League tournaments • Added a section on Change room protocol • Other small updates to: o Completing a game sheet (re: GMs and suspensions) o Injury reports o Team budgets
August 28, 2017	• Added comments about online travel permit form for non-Alliance tournaments
October 6, 2017	• Added a link to a video tutorial for maintaining the web site
July 29, 2018	• Updated tie-breaking rules. Other minor edits, ePACT, fundraising etc.
September 22, 2019	• Updated travel permits information and Rowan's Law information

1. **Coaching Forms and Documents**

On our web site, you will find many forms, documents and links that are useful to you as a coach at Chedoke. Our web site is http://chedokeminorhockey.com.

The **Coaches** menu option on the main menu contains many useful links and pages of information.

On that menu, the **Forms** option will take you to the Coaches Document Library which contains more coaching resources you may need. The library can also be accessed directly via this link https://chedokeminorhockey.com/Libraries/1336/Coaches.

The following documents and links are included in the library:

- **Manual**
  This document.

- **Clinic Schedule**
  The clinic schedule is updated annually.

- **Clinic Application**
  The clinic application in PDF or Excel format are updated annually.

- **Police Check Volunteer Letter**
  This letter is updated annually and needed if applying for a Police Check in-person.

- **Police Check Application (In-person)**
  http://chedokeminorhockey.com/Public/Documents/Police_Check_-_VSS.pdf

- **Police Check Application (Online)**
  http://www.policesolutions.ca/checks/services/hamilton

- **Criminal Offence Declaration Form**
  Needed in the intervening years before a new Police check is required.
  Word: http://chedokeminorhockey.com/Public/Documents/Chedoke_Criminal_Offence_Declaration.docx
  PDF: http://chedokeminorhockey.com/Public/Documents/Chedoke_Criminal_Offence_Declaration.pdf

- **Reimbursement Form**
  For recovering expenses incurred getting certified to coach.
  Word: http://chedokeminorhockey.com/Public/Documents/Chedoke_Reimbursement_Form.docx
  PDF: http://chedokeminorhockey.com/Public/Documents/Chedoke_Reimbursement_Form.pdf

- **Travel Permits**
  These are online forms used for any travel permit requests.
  Visit http://www.minorhockeyforms.com/ to register/login to complete these forms.

- **Player Medical Form**
  Required if the player's family does not submit their form online using ePACT.
  https://chedokeminorhockey.com/Public/Documents/Player_Medical_Form.pdf

- **Injury Report Form**
  http://chedokeminorhockey.com/Public/Documents/Injury_Report_Form.PDF

- **OHF Minimum Suspension List & Penalty Codes**
  A link to the current OHF list which is updated annually.

2. Certification and Screening Requirements

Please review our Certification and Volunteering Screening requirements.
http://chedokeminorhockey.com/Pages/1328/Certification/
http://chedokeminorhockey.com/Pages/1330/Screening/

Volunteer Role	Volunteer Screening	Respect in Sport Activity Leader	Coach Stream	Development Stream	Level 1 Trainer	Gender Identity	Rowan's Law
Head Coach - House League	✔	✔	✔			✔	✔
Head Coach - Select	✔	✔		✔		✔	✔
Assistant Coach	✔	✔				✔	✔
On-ice Help	✔	✔				✔	
Trainer	✔	✔			✔	✔	✔
Treasurer	✔						
Manager	✔	✔				✔	
Parent Liaison		✔				✔	

3. Completing a Game Sheet

Your weekly game sheet is an official CMHL / Minor Hockey Alliance of Ontario document and as such must be completed in full and correctly. Please note the following:

- Player names and numbers must be printed and legible in ascending order of jersey number. Full names (i.e. first and last) must be used.
- You may use labels but if you do you must affix a label to each copy (all 4) of the game sheet.
- All players on your roster must be listed for every game. Absent players must be included on the list and then crossed off. This also applies if you use labels. You must make changes to the labels to accurately reflect your weekly roster. If you make any changes on a label on the top sheet you must make the changes on all 4 copies of the game sheet.
- Your goalie(s) must be listed at the top in the goalie space. If you are using labels, and are rotating goalies, cross the player off who is goalie in the main list and print his/her name in the appropriate space at the top of the list.
- Any players under suspension must be listed in the correct section including what game they are serving of their suspension. E.g. game 1 of 3. Note: Chedoke players may be serving suspensions in House League or Select that were incurred in either. Failing to record this correctly will result in the player having to re-serve the game.
- Only rostered and certified members of Chedoke Minor Hockey can be on the bench.
- You are allowed a maximum of 5 bench staff one of whom must be a certified Head Coach and one of whom must be a certified Trainer (they cannot be the same individual). These must be listed in the appropriate spaces on the game sheet. Bench staff not on the game sheet may be removed from the bench at any time during the game at the discretion of the referee or convenor.
- You will receive a copy of the game sheet after every game. If you choose to maintain player statistics on your team pages on the Chedoke web site, a legible game sheet will help you and/or your volunteer.
- You must hand in a copy of the game sheet for any game that takes place offsite. These can be dropped off in the CMHL mailbox on the main level.
- Any players who are assessed a Game Misconduct in any offsite game, must be reported to the Executive immediately.

4. Running the Game Clock

Turning on the scoreboard
- Press [GAME TIME]

Clearing the scoreboard
- Press [GAME TIME], then
- Press [GAME TIME]

Setting the time
A number of default options have been programmed into the scoreboard. To view the options:
- Press and continue to press [GAME TIME] until the desired time appears on the scoreboard

Starting and stopping the clock
- Press [STOP/GO]

Changing the score
- Press [HOME SCORE] or Press [VISITOR SCORE]

Correcting the score
- Press [HOME SCORE] or [VISITOR SCORE], then
- Press the appropriate number, then
- Press [ENTER]

Entering a 2-minute penalty
- Press [HOME PENALTY] or [VISITOR PENALTY], then
- Press [ENTER], then
- Press the appropriate number of the offending player, then
- Press [ENTER]

Entering a 4-minute, 5-minute or 7-minute penalty
- Press [HOME PENALTY] or [VISITOR PENALTY], then
- Press and continue to press [TIME] until the desired time appears on the scoreboard, then
- Press [ENTER], then
- Press the appropriate number of the offending player, then
- Press [ENTER]

Removing a penalty after a goal has been scored against a team playing shorthanded and serving a minor penalty
When the goal is entered for the opposing team, the penalty with the least amount of time remaining on the scoreboard will start to flash. After a few seconds, the penalty will automatically be cancelled and will disappear from the Scoreboard.

Removing a penalty that was entered in error
- Press [HOME PENALTY] or [VISITOR PENALTY], then
- Press [1] to select the penalty that appears on the first line or [2] to select the penalty that appears on the second line, then
- Press [TIME], then
- Press [0] [0] [0], then
- Press [ENTER], then
- Press [ENTER]

Changing the length of a penalty
- Press [HOME PENALTY] or [VISITOR PENALTY], then
- Press [1] to select the penalty that appears on the first line or [2] to select the penalty that appears on the second line, then
- Press [TIME], then
- Press the appropriate time in minutes and seconds, then
- Press [ENTER], then
- Press [ENTER]

5. Fair Play

Copied from our By-laws:

The Head Coach of each House League team shall ensure that, in each game, all players participate equally. This will include an equal number of shifts per player by position (within one over the forwards and within one over the defence). Also, the Head Coach shall ensure all players receive, within reason, equitable amounts of actual ice time.

To achieve this, the Head Coach shall run his/her bench during House League games as follows:

# of skaters	Forwards	Defence
6	4	2
7	4	3
8	5	3
9	5	4
10	6	4
11	6/7	5/4
12	7	5
13	8	5
14	8/9	6/5
15	9	6

This procedure will be monitored by the respective Division Convenor, member of the Executive, or delegate.

Any coach who does not follow this procedure in regular season games shall receive, in order of number of infractions, a verbal warning, followed by a 1-game suspension, followed by a suspension for the balance of the season.

Any coach who does not follow this procedure in the playoffs shall receive, in order of number of infractions cumulative of any regular season incidents, a forfeit of the game in favour of the opposing team, followed by a forfeit of the game and a 1-game suspension, followed by a forfeit of the game and suspension for the balance of the season.

6. Medical Forms

Chedoke Minor Hockey uses ePACT, an online emergency network, to improve emergency preparedness and safety for all our athletes. ePACT helps us better connect, communicate and share critical information in case of a crisis, like an illness or injury of one of our players, or an evacuation.

Using ePACT:

For a family –
- Each player's family will receive an email invitation to use ePACT.
- Families create their ePACT account, entering required details, such as medical needs and emergency contacts.
- Families securely connect with Chedoke allowing coaches and trainers access to their information.
- Families can update ePACT anytime during the year, and we will automatically be alerted (e.g. add a new cell phone or new emergency contact, and we receive that update).

For a coach or trainer –
- A team's coach or trainer will be given access only to his/her team's medical records
- The trainer or coach can choose to download and print the forms or sync them to their mobile device for access at any time, even without a cellular signal.

Any family that does not complete their player's medical information will be asked to keep their player at home until it's done.

Any family that cannot complete the ePACT profile online, must complete a paper medical form.

At all times, all player medical information should be managed in confidence.

7. Injury Reports

If a player on your team is injured during a game or practice, you must fill out the Hockey Canada Injury Report form.

The family must take it to the doctor/dentist to be filled out and return it to the CMHL Office within 30 days. Failure to do so will result in the loss or slowdown of insurance coverage through Hockey Canada should any claims wish to be submitted through that policy.

8. Change Room Protocol

Bench staff must monitor the behaviour in the change room before and after all games and practices either by physically being present in the room or just outside of it. If the bench staff wish to remain outside the room at any point, the door must be open enough to monitor behaviour.

Coaches should pay particular attention to any inappropriate behaviours such as verbal or physical taunts, throwing objects and meddling with player's personal belongings. Change room monitoring must continue until all players have vacated.

The two-deep rule is always in effect.

9. Team Budgets

It is the responsibility of the manager (if the team has one) and the coaches, to create a team budget. All items are optional, but the type of Items to be purchased from this budget may include:

- **Jerseys, Apparel**
  Teams must contact our approved supplier to get team jerseys customized or any team apparel. Your division VP or Convenor can provide contact details.

- **Christmas party, Year-end party**
  The cost of a party depends entirely on what you decide to do. Estimate a cost based on providing food and some sort of entertainment (similar to a birthday party). Party costs paid by the team will only include the players. Siblings and parents who wish to participate can be charged an additional fee per event.

- **Trophies**
  The league will not provide your team with trophies unless you make it to Super Saturday. You must purchase trophies from the league's approved supplier. Your division VP or Convenor can provide contact details.

- **Tournament entry fees, Exhibition games**
  You can include this type of thing in your team budget if known at the time, or you can collect money for these on a per player basis if and when they occur. An approval from the league and a clear plan of how a tournament will be financed are required before approaching the parents of the team.

- **Coach supplies (e.g. pucks, cones, etc.)**

- **Trainer supplies**

Estimate a total cost and divide it by the number of players on the team to obtain a per-player amount. The per-player amount should not exceed $60, unless an exemption is provided by the VP to add the costs of a tournament.

Your budget must be submitted to your Convenor and approved by the Divisional Vice-President. Once the budget is approved each family should be given a copy.

Keep receipts for all items purchased from the budget money during the season. Use these receipts to prepare a final budget at the end of the season. Actual expenses should be noted. If you have money remaining it must be reimbursed to the parents.

10. Fundraising

You may wish to raise funds to offset some budget costs. In some raffle-type fundraising activities, there are rules that must be followed should you wish to do so. Please contact your VP for details.

Note: Chedoke may run some league-wide fundraising efforts which you may be able to benefit from. Inquire with your VP.

11. Tournaments

While not common, House League teams may wish to enter a tournament. The Alliance and OMHA web sites are good sources of information on tournament options.

To provide an opportunity to coordinate scheduling with Chedoke's Select teams, any House League team interested in a tournament is asked to declare their interest prior to <u>November 15</u>.

The following rules must be adhered to regarding entering a House League tournament:
a) Approval of the VP is required before approaching the team's parents.
b) Unanimous or near-unanimous agreement is required by the team's parents.
c) The costs of entering a tournament should be added to your team budget, if known at the time. The costs must be shared equally across all participating team members. Financial assistance for individuals may be available on a case-by-case basis. Contact your VP for details.
d) With permission of the division VP, the team could miss their practice to accommodate tournament play but they cannot miss any House League games.
e) The tournament cannot conflict with Chedoke's Winter Classic held between Christmas and New Year's.
f) Only rostered members of the team may participate (no call-overs).

Note: Chedoke may host an internal House League tournament using modified rosters. Contact your division VP for more information.

12. Super Saturday

Copied from the By-laws:

a. After conclusion of the Playoffs, the top two teams in each division shall compete in the Super Saturday game.

b. To break any ties in the playoff standings, the tie-breaking rules in the Alliance Manual of Operations shall be used to determine which team(s) advance to the Super Saturday game. For full details on the application of these rules for scenarios when two teams are tied or when greater than two teams are tied, see Tie-Breakers in Section 7.0 under Structure in the Alliance Manual of Operations. https://alliancehockey.com/Manuals/2430/ALLIANCE_Manual_of_Operations/

c. The Super Saturday game shall consist of three ten-minute, stop-time periods in all divisions.

d. One timeout per team during the Super Saturday game shall be permitted.

e. If the game is tied at the end of the third period, a five-minute, stop-time, 5-on-5 sudden victory overtime period shall be played.

f. If a goal is not scored during the five-minute period, the game shall be decided by a shootout as follows:
    - If at the end of the five-minute period and prior to the shootout, one team has a greater number of players than the opposing team, the team with the greater number of players may reduce its numbers to equate with that of the opposing team. If the team with the greater number of players chooses to reduce its numbers to equate with that of the opposing team, the Head Coach must inform the referee(s) of the name and number of each player to be excluded from the shootout.
    - Each team shall select three players.
    - Players serving a penalty at the end of the five-minute period and players that have been assessed a match, game misconduct or gross misconduct penalty are not eligible to participate in the shootout.
    - The home team shall have the choice of shooting first or second.
    - The teams shall alternate shots.
    - If the score is still tied after three shooters, each team shall select another player to participate in a sudden-victory shootout. No player shall be used a second time until all players have had an attempt.
    - Each team shall be given an equal number of attempts and the game shall end when the score is no longer tied.
    - If a player is injured or assessed a match, misconduct, game misconduct or gross misconduct penalty <u>during the shootout</u> resulting in one team having a greater number of players than the opposing team, the team with the greater number of players may <u>not</u> reduce its numbers to equate with that of the opposing team.

g. Decisions made by the Executive are not subject to appeal. On and off-ice rulings that contradict the rules and regulations may be appealed.

h. The winning team in each division on Super Saturday advances to the City Playdowns.

i. Super Saturday games may carry additional rules set out by the League Executive in advance.

13. Web site

Each Head Coach will be emailed a User Name and default password for access to the web site pages for their team. This is used to login to http://chedokeminorhockey.com by selecting the **Login** link at the top right of the site.

Upon logging in for the first time, the default password should be changed to something private.

If the Head Coach wishes to delegate the duties of maintaining their pages to someone else, please send that person's name and email address to webmaster@chedokeminorhockey.com. All teams are encouraged to contribute content to their site.

> **All individuals with access to post content to Chedoke's web site must be cognizant of the Alliance Social Media Policy available here:**
> https://alliancehockey.com/Public/Documents/Policies/ALLIANCE%20SOCIAL%20MEDIA%20POLICY.pdf

> **Any editorializing must be in-line with our guiding principles: "Develop and encourage sportsmanship, community spirit and good fellowship among all participants and members for the betterment of the physical, mental and social well-being of all players and volunteers".**

Once logged in, the **Control Panel** will be available as a link at the top right of the site. The **Control Panel** is where the team's web site pages are maintained.

You may find this video tutorial helpful:
http://support.mbsportsweb.ca/kb/a101/team-webmaster-training-video.aspx

The **Manage Site Content** option at the bottom left will reveal the following menu. (note: the options in red are the options most teams will likely use).

> Site Pages (Menu)

> Password-Protection

> Manage Page Content
    Team Home Page
    Team News
    Player Roster
    Player Statistics
    Schedule & Results
    Team Calendar
    Team Sponsors

> Basic Features
    News articles
    Events
    Team Sponsors
    Quick Links
    Accomplishments

> Advanced Features
    Galleries
    Libraries
    Polls
    Online Forms
    Player Sponsors
    Auctions

> Player Statistics

> Tryout List

> Setup & Settings
    Default Images
    Image Manager

> Reports
    Subscriptions
    Team Schedule Health

Site Pages (Menu)

This is where you can add new pages to your team menu. There are some pre-programmed page types you can choose from (e.g. Accomplishments, Links).

There is a type called 'Other Internal or External Page". This is a page type that allows you to link to:
- Any existing or newly-created team or organization page or feature
- Any external web site
- An existing document from the site.

Some of the team content you can create is available under the Basic or Advanced Features options. See below.

There is also a free-form page type called 'General Blank Page' to add a new, blank page with your own custom content.

You can re-order the pages in your menu, but for consistency across the site, the order of the default pages should be maintained.

Password-Protection

This option is where you can apply a password to some pages of your site. Not all pages can be password protected since they are system pages.

An example of a page you might like to password protect is if you add a Photo Gallery page and you only want your team's parents to have access.

When you select the page you would like to protect, enter the password in the field above and click Update. This password can then be shared with whomever you wish to provide access to.

Manage Page Content

Under **Manage Page Content**, you can select **Team Home Page** or **Team News** to view, add or edit news articles.

Player Roster will show you the players and coaches that have been added to your team by Chedoke's Registrar. You may add your players' jersey numbers and positions and also add team staff (non-coaches) and bios to coaches and staff if you wish.

The **Player Statistics** option will show you the statistics for your players if you have entered any. This is <u>not</u> where you add the statistics. That option is further down the menu.

Schedule & Results and **Team Calendar** are populated automatically by your team's schedule. You do not have access to add games or practices to your schedule. For any scheduling questions, please contact vpadmin@chedokeminorhockey.com**.** You can, however, add a Team Event on the **Team Calendar**.

Note: Do not enter any game results. Game results will be managed by your Division Convenor or Vice-President.

Basic Features

In this section, you can also add news articles and team events as in the **Manage Page Content** section.

Your team sponsor will have already been assigned by the league.

You can also add **Quick Links** or **Accomplishments** to your site. **Quick Links** will show up automatically on the left-side bar, whereas **Accomplishments**, once added, are a page type you add in the **Site Pages (Menu)** section.

Advanced Features

Galleries: This is for creating a photo gallery. Once you create and populate a gallery, you can add it to your menu in the **Site Pages (Menu)** section.

Libraries: This is for adding documents, forms and links. Once you create and populate a library, it will be added to your team home page on the right side. You can also add it to your menu in the **Site Pages (Menu)** section.

Polls: For conducting a poll, i.e. a quick/fun way to interact with your visitors. When creating a poll you will have the option to add it to your home page or every page on your site.

Online Forms: For creating a custom form allowing visitors to supply information or feedback; a useful feature to gather feedback from a group without needing to manage multiple email responses.

Player Sponsors: For adding individual sponsors to players.

Auctions: For creating auctions.

Player Statistics

Players that have been added to your roster will be displayed here and you have the option to keep track of their statistics. These statistics will show on the **Player Statistics** menu option. You can choose to password-protect that page if you prefer.

Tryout List

This option won't be utilized by House League teams. It's for the purposes of conducting tryouts and supplying prospective players with access codes for checking the tryout results on the site.

Setup & Settings

You can change the default image that is used in articles and also upload or delete images for use in your pages.

Reports

In this section, you can add email or SMS alerts for your team for Schedule Changes, Game Results, News Articles, and Events. You can also review your schedule for conflicts.