



# **COACHES MANUAL**

**2008-2009**

# Introduction

Thank you for volunteering to coach in the South West Area Two (SWAT) Hockey Club. While everyone's volunteer time and effort to SWAT is valuable, the coach's role is critical as he/she will directly influence the experience the players will have and the formation and development they will undergo as hockey players and young members of our community.

The purpose of this coaching manual is to assist in preparing you for your role as a coach by providing you with the necessary basic information required to successfully lead and operate your team in SWAT. There is, of course, no manual that can teach you to be a perfect coach. Your success will depend on your commitment to acquiring the technical, interpersonal and leadership skills needed to fulfill the demanding position of being a coach. If you choose to dedicate yourself to this development, being a coach will be a fulfilling and gratifying experience for you, your son/daughter and your team.

The success of our hockey program is directly dependent on coaches who commit to the following:

- Ensure their available time allows for full commitment to their team; to attend the team's season
- ensure that all players in the program are treated fairly and respectfully
- ensure that each player is provided ample opportunity and attention to improve upon their on-ice hockey skills – through well planned practice sessions and positive feedback during games
- ensure that each player develops positive team/sportsmanship skills
- ensure that our children have a fun and enriching experience
- ensure to work cooperatively and positively with parents throughout the season

Once again, thank you for stepping forward to contribute to the development of the children registered with SWAT.

## Coaching Conduct

As a coach, you will have an extremely strong influence on your team's behavior. Therefore, it is important that you set the standard both on and off the ice and be a role model for your players. You must demonstrate and insist on fair play and sportsmanlike treatment of teammates, officials, and opponents **at all times**.

# **Role of the Coach**

SWAT Hockey Head Coaches are fully responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches, Managers and Parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Coach.

## **Guidelines/Expectations**

Coaches and team management are expected to:

1. Respond to directives of SWAT and operate the team within established policies and guidelines.
2. Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her on-ice potential.
3. Recognize their responsibilities as leaders, educators and role models for our young children & players. Conduct toward players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not accepted.
4. Be sensitive to parental concerns and be prepared to respond cordially when warranted. Be professional in your behavior at all times.
5. Establish regular positive communication with parents on games, practices, schedules, fundraising, etc. – be a good listener.
6. Ensure proper supervision of the team, before, during, and after all games and practices and accept responsibility for the conduct, safety, and well being of their players.
7. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or SWAT Hockey.
8. Hold a parent meeting prior to the beginning of regular play and at appropriate intervals during the season. Ensure the selection of a parent representative to act as a liaison between parents and coaches.

In summary: Development of our children's confidence, ability, and character is the coaches' goal. We believe you will agree; the coach's ability to lead and becoming successful at such is not measured by wins. Winning and losing is part of the game, and life, which allows us to learn as a team each step of the way. Success as a coach requires much more than achieving a good win to loss ratio. Much more important is the development of the children/athletes and their team as a whole, under your guidance.

# **SWAT COACH'S CODE OF ETHICS**

## A Common Sense Approach

Please also refer to:

[http://www.swat.ab.ca/doc\\_pdf/2008/SWAT\\_CodeOfConduct\\_DisciplinePolicy.pdf](http://www.swat.ab.ca/doc_pdf/2008/SWAT_CodeOfConduct_DisciplinePolicy.pdf)

1. The primary role of the coach is to lead his/her team in a healthy and positive manor demonstrating excellent sportsmanship along with a competitive spirit.
2. The key to being a successful coach is demonstrating positive and healthy leadership. You are a role model for both players and parents and you should conduct yourself with care, fairness, class, and respect.
3. The good coach instills, in players, “the team spirit” with a will to win as well as the ability to accept loss with sportsmanship. As a coach, you must demonstrate respect for the game officials and opponents from yourself; and teach this to your players/team.
4. The coach must treat all players fairly with respect to ice time and discipline.
5. Coaches must be organized and prepared for practice in order to maximize the development of players & including a development program for their goalies.
6. Verbal or physical abuse of players or parents will not be tolerated. Any violation by a SWAT coach may result in suspension or expulsion.
7. Coaches found to be under the influence of drugs or alcohol while performing in an official capacity will face possible suspension.

# RECOGNITION & PREVENTION OF ABUSE

In response to adverse events that have occurred over the past few years, the Canadian Hockey Association (CHA) has developed a comprehensive policy in this area.

The CHA and SWAT are part of a sporting community in our country committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse or neglect, whether emotional, physical or sexual is an important element of safety. The CHA considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, the CHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The CHA is committed to the highest possible standards of care for its participants. A number of initiatives are in place including information campaigns, development of new standards for volunteers and awareness of the means for reporting incidents.

## Coaching Qualifications

All SWAT coaches are required to obtain at least a Canadian Hockey Coach Level certificate, issued by the Canadian Hockey Association. ALL teams in SWAT must have at least 1 person registered with their team who has completed the Canadian Hockey Safety Program (CHSP) and the Canadian Hockey Abuse and Harassment Clinic (Speakout) and this person must be present on the bench at ALL GAMES. This is a mandatory requirement of Hockey Alberta. A list of scheduled clinics is included in this manual. Space is limited so register immediately if you need to take a clinic. Please go to the EMHA website ([www.emha.ab.ca](http://www.emha.ab.ca)) to register. Their interactive registration form will only list course offerings if space is still available.

SWAT will reimburse the costs of clinics which coaches attend; these mandatory certification clinics (Initiation, Coach Level, CHSP and Speakout or Checking). Please note: pre-paid receipts and course attendance are required for reimbursement from SWAT. Coaches are encouraged to attend more advanced clinics as well. SWAT will generally reimburse coaches for attending these clinics but pre-approval should be sought. Once the course has been completed, receipts can be sent into the SWAT for reimbursement.

## Coach Clinics

Coach Clinics required can be found at:

[http://www.swat.ab.ca/doc\\_pdf/2008/CoachSelectionPolicy\\_2008.pdf](http://www.swat.ab.ca/doc_pdf/2008/CoachSelectionPolicy_2008.pdf)

Clinics are also listed on the EMHA website. ([www.emha.ab.ca](http://www.emha.ab.ca))

# Organization and Team Structure

## Delegation of Responsibilities

It is not necessary for one person to assume all of the workload required for the operation of the team. Delegation of the workload not only reduces your commitment, but is usually an effective catalyst for the development of cooperation and friendships amongst parents and players. The Coach's responsibility may simply be to oversee their efforts and ensure completion. It is useful to enlist your volunteers early in the season when enthusiasm is high. It is also important to be specific in communicating the responsibilities that you would like them to assume. Some examples include:

## Team Manager

All Coaches are encouraged to recruit a Team Manager. He/she can be your most valuable assistant and therefore should be someone with whom you are comfortable working with closely. The role of the Team Manager is to assist with or assume complete responsibility for the off-ice organization. If you are having difficulty finding a suitable volunteer, please contact your Category Director for assistance. The duties performed by the Manager will vary from team to team and should be agreed on at the first opportunity. The coach and manager together may then decide to further delegate responsibilities to other parents or players if appropriate. The duties of the Manager could include:

1. Assist the coach in ensuring that the team operates within the established policies and procedures of the SWAT and other governing bodies of minor hockey.
2. Assist the coach in setting up and enforcing rules and guidelines for conduct of players, parents, and team officials, both on and off the ice. The manager should play an important role in monitoring off-ice behavior.
3. Organize several parent meetings throughout the year. These can be held as often as necessary but probably **not less than three times per year**. An agenda should be prepared in advance.
4. Ensure that a parent representative who is not involved directly in the day to day operation of the team is either selected or elected by the parents.
5. Prepare and distribute a team roster which includes player's names, jersey numbers, telephone numbers, and parent's names.
6. Prepare Game Sheets unless coach wishes to do so. Computer generated labels of Team Rosters are allowed and encouraged - but don't forget 4 copies per game sheet. Notations of absent, injured, suspended, affiliated and overage players is ALWAYS REQUIRED.
7. Prepare and distribute practice and game schedules.

8. Telephone players regarding changes in the schedule. A telephone committee involving several parents can also be set up to do this task. Email can be used but it's important that ALL families have access to the information in time. For example, work emails could mean that a message sent Friday would not be received until Monday.
9. Develop a team budget based on expected expenditures and revenues. (work with coaches, treasurer and parents)
10. Set up a team bank account. (Usually done by Treasurer) These accounts should require two signatures on all cheques, for obvious reasons.
11. Organize fundraising to meet team's financial needs. Utilize SWAT fundraisers to accomplish.
12. Ensure treasurer prepares a financial statement detailing income and expenditures for distribution to all parents, twice throughout the season.
13. Organize a parent to pick up photos on designated date, place and time.
14. Organize extra ice time either indoors or outdoors for practices or exhibition games in consultation with the Coach.
15. Organize exhibition games in consultation with the Coach.
16. Prepare entries for tournaments in consultation with the Coach.
17. Assist in ensuring that sanction numbers for exhibition games and tournaments within the city, and travel permits for exhibition games and tournaments outside of the city and special event passes are obtained. (\*\*\*)This is a very important function(\*\*\*)
18. Book referees for exhibition games.
19. Ensure that a copy of the game sheet from league games, exhibition games and playoff games is delivered to the Category Director within 24 hours of completion of the game. Also, ensure that all copies of the game sheets from a tournament are delivered to your Category Director within 24 hours of your last game in such tournament. Failure to comply with these rules may result in a suspension for the team's Coach.
20. Organize parents to serve as timekeepers and penalty box attendants during games.
21. Organize volunteers for Minor Hockey Week. During Minor Hockey Week each team will be responsible for providing 5 volunteers at a time when their team is not playing. Duties include manning the timekeeper's box, serving as roster checkers, and collecting admission fees at the door.

22. Serve as team representative to the SWAT Tournament Committee. Each team wishing to participate in the tournament must have a representative to coordinate the team's responsibilities for the tournament.
23. Assist in the distribution and collection of team equipment including jerseys, pucks, pylons, goalie equipment, etc.
24. Ensure the completion of any medical forms such as the CHA Accident Report Form for reimbursement of ambulance fees, etc.

## **Treasurer**

This person will set up and maintain the team bank account, make bank deposits, ensure payment of expenses, and prepare a financial statement of income and expenditures at the end of the season. It is recommended that two (2) signatures be required on issued cheques.

## **Fund Raising Committee & Social Committee/Manager**

This committee &/or person might organize social functions for both players and parents (work with coach and Manager)

Depending on your team's fund raising goals, a committee of two or more people may be required to explore ideas and put projects in motion.

## **Time Keepers**

It is often better if 2 or 3 volunteers can be arranged to become familiar with the job and alternate to make it a smaller commitment.

## **Statistician**

If your team wishes to keep statistics

## **Equipment Manager(s)**

These volunteers will be responsible for: care of jerseys, pucks, water bottles, etc. and might also be in charge of carrying out periodic safety checks on player's equipment. Team jerseys should **NEVER** be distributed to players. Each set is to be carried in its jersey bag and washed by the parent (s) of team members. Jerseys carried in players bags are often cut by skates or lost and the Coach will be held financially responsible for any damages. The manager may also want his person to be responsible for preparing the team lists and referee reimbursement summaries discussed later in this manual.

## **Minor Hockey Week Rep**

This volunteer would enlist and schedule volunteers to cover your team's responsibilities during Minor Hockey Week.

# **SWAT Ice Melter Tournament Representative**

This volunteer would represent your team on the Tournament Committee, and enlist and schedule volunteers to carry out your team's duties as a host team in the year end Ice Melter tournament.

## **Parent Representative**

Each team is recommended to elect or select a parent representative who is not involved in the day to day operation of the team. The purpose of the Parent Representative is to play a central role in communication by:

1. Serving as a communication intermediary between team officials and parents to ensure that pertinent information is disseminated.
  2. Bringing forth concerns of parents to team officials and of team officials to parents.
  3. Pointing out potential problems to team officials and parents before problems occur.
  4. Acting as an intermediary between parents and team officials when disputes arise.
- \*\* A 24 Hour "Cool Down" period is highly requested and recommended in situations of dispute\*\*

The vast majority of problems can be settled quickly simply by effective communication. Many other problems can be averted by communicating objectives and plans to parents during regular meetings. When all else fails, a calm third party is often your best means of dealing with any friction that may arise.

## **Finances**

Most teams will want to develop a budget to cover additional expenses arising during the season. This might include costs of extra ice time for practices, exhibition games, tournaments, social events, team jackets, etc. Each team should open a bank account under the name of the team. For your protection, you should ensure that at least two signatures are required on all cheques. You should also ensure that a financial report is given to the parents approximately every two months or when changes occur throughout the year. At the end of the season, all funds must be dispersed and the account closed. Funds may not be held over until the next year. Management of team finances is often the job of the manager or team treasurer. Funds may be raised by many means including raffles, sales, donations, etc. Remember, SWAT will not be responsible for funds held in team accounts and will not be responsible for over expenditures.

# Team Operation

## SWAT Policies and Procedures Manual

An essential component of managing a minor hockey team is to ensure that the team is operated within the rules and guidelines of the various governing bodies of minor hockey. The SWAT has a Policy and Procedures Manual in which the guidelines for the day to day operation of the Association are written. (Please see our website for a copy - <http://www.swat.ab.ca/downloads/> or find it at; [http://www.swat.ab.ca/doc\\_pdf/SWAT\\_PolicyProcedures\\_3.pdf](http://www.swat.ab.ca/doc_pdf/SWAT_PolicyProcedures_3.pdf) ) The Policy and Procedures Manual should be referred to if concerns arise. In addition, members of the SWAT Executive Committee are prepared to offer assistance. Some rules unique to the Edmonton Area are contained in the EMHA Handbook.

## Parent Meetings

Ultimately, all Minor Hockey programs are responsible to the parents. Criticism from parents most commonly revolves around problems with communication. Regularly planned meetings are an effective means of communication. A minimum of 3 or 4 meetings should probably be held during the season with the first scheduled as soon as possible after formation of the team.

A typical agenda for a first meeting might be as follows:

### Agenda

1. Introductions
2. Explanation of coaching and managerial philosophy
3. Explanation of discipline and disputes policy
4. Practices: Structure, number, indoor or outdoor
5. Games: Regular season, exhibition, tournament
6. Social Events
7. Anticipated budget
8. Fund raising
9. Selection of Parent Representative
10. Recruitment of other volunteers
11. Guidelines for parent behavior
12. Medical forms: found on the website

## Behavior and Discipline:

[http://www.swat.ab.ca/doc\\_pdf/2008/SWAT\\_CodeOfConduct\\_DisciplinePolicy.pdf](http://www.swat.ab.ca/doc_pdf/2008/SWAT_CodeOfConduct_DisciplinePolicy.pdf)

A consistent and fair approach to behavior and discipline, **which has been communicated to and discussed with players and parents early in the season**, is an important means of making

hockey an enjoyable, rewarding, and positive experience. On the ice, the standard is determined by the rules of play which are enforced by the referees. On the bench, in the dressing rooms, and in the stands, it is sometimes necessary for team officials to remind players, and sometimes other team officials and parents that sportsmanship is for all participants. All players and parents must sign the For the Good of the Game sheet and adhere to its guidelines.

Keep control of the players on the bench and do not allow derogatory comments to teammates, opponents, officials or fans. A player set on the correct course early in his career will usually continue on this path. In the dressing room, it may be necessary to set specific rules such as no throwing of tape balls, no swearing, etc. It is useful to publish these rules and distribute a copy to all players and parents. It is also important to positively encourage and promote the development of sportsmanship including recognition of efforts of teammates, referees, and opposing players. Sometimes it is necessary to remind team officials and parents that their behavior is often the example from which young players learn.

Harassment of officials or the opposing team is never acceptable. Players and officials may receive ejections and suspensions levied by the AAHA, EMHA, or SWAT Discipline Committee. Unruly fans may be asked to leave the rink by the referees, EMHA Category Director, SWAT Category Directors (for SWAT fans only), SWAT Executive member or the Zone Director. Failure to leave the rink results in forfeiture of the game.

Be aware of “horseplay” at practices and during games, and control this in a positive manner. Many unnecessary injuries occur as a result of horseplay. Also, remember that your team may be held financially responsible for any damage to property that arises as the result of horseplay.

Most problems with parents and players can be avoided by effective communication before problems arise, hence the importance of Parent meetings and the Parent Representative. However, when concerns do arise between **parents and team officials**, the following procedure should be followed:

1. Direct communication between parent and head coach.
2. Involvement of the parent representative as an intermediary.
3. Direct communication with the Category Director.
4. Referral of the problem to the SWAT Executive

When concerns arise regarding the **behavior of a player**, the following procedure should be followed:

1. Direct discussion with the player.
2. Involvement of the parent.
3. Involvement of the category director.
4. If necessary, involvement of the SWAT Executive.

# Rules and Regulations

## League Games

Rules are determined as per the Canadian Hockey Association Rule Book.

Novice & Atom Categories: periods are 12-12-12 minutes Stop Time

Peewee & Bantam Categories: periods are 15-20-20 minutes Stop Time

No between period scrapes in any category and there will be **NO TIME-OUTS** in Federation Hockey.

1. Your Category Director will provide you with your schedules for league and playoff games. Remember that the City Tiering Committee meets after each round and a new schedule is supplied for each round and the playoffs. Schedules may also be posted on the EMHA website [www.emha.ab.ca](http://www.emha.ab.ca) . Initiation 2A teams are not re tiered and a schedule is provided for the full year.
2. All games must end on time. When there are **5** minutes remaining in the scheduled time slot, the referee will decide if the game can be completed in the remaining time. If not, the clock will be reset to 2 minutes of playing time. Please ensure that your team is ready to start each game on time.
3. The Home Team supplies the gamesheet (available from your Category Director) and the principal timekeeper. However, both teams should have an official in the timekeeper's box.
4. Referees must be paid in cash prior to starting the game. Please have the correct amount on hand and obtain a receipt for reimbursement purposes.
5. Minor Hockey Week schedules are posted in the city rinks a few days before Minor Hockey Week starts. You can also get the information from the EMHA website by mid-January.
6. Regular league, playoff, and Minor Hockey Week games take priority over exhibition and tournament games. If you have a conflict that can't be avoided, changes can be made but with difficulty. In order to change games, you must contact the SWAT Category Director, the City of Edmonton Category Director and your replacement **MUST** play a game in order that the referees assigned to this slot are utilized and reimbursed.
7. If you have concerns with the officiating, put them in writing and contact your Category Director. Do not confront referees directly. Any perceived or real abuse of referees can result in serious suspensions.
8. The rules of play are those of the Canadian Hockey Association. Your Coach has received a copy of the CHA rulebook. Minor modifications by the Edmonton Minor Hockey Association for the City of Edmonton are found in the EMHA Handbook, which your Coach also has.
9. You must **PHONE** or **FAX** your Category Director with the results of **WRITE-UPS** of a league, Minor Hockey Week, exhibition or playoff game within **4 hours** of completing the game and a copy of the gamesheet must be delivered to the Category Director within 24 hours. One copy of the game sheet from all games should be kept for your team.

## Practice Ice

As part of registration, each team will receive 13 hours of practice time. Practice allocations will be distributed with game schedules or through the SWAT ice allocator. You are encouraged to seek additional ice time for practices to suit your team's needs. You may also want ice to arrange exhibition games and small tournaments. Sources of additional ice time are:

1. The SWAT Ice Allocator produces an ICE Sale File each round for indoor ice slots. This is sent to the head coach by e-mail. This is your best value for extra indoor ice. Teams are billed each round by SWAT for ice used. This is also sent to the head coach by e-mail.
2. Community League rinks for outdoor ice times. You are strongly encouraged to use this inexpensive resource. No permit is required for an outdoor practice, however, the coach/team management must make an inspection of the facility to insure the safety of the team, only on-ice assistants who are registered on the team sheet are covered by CHA Insurance and players must wear full equipment
3. Operators of private arenas in the area (CAC Arena, Parkland Arenas, Enoch Recreation Center, NAIT Arena, Argyll, U of A, River Cree and West Edmonton Mall)

**REMEMBER!** You are responsible for the cost of any extra ice times beyond the basic allotment.

## Exhibition Games and Tournaments

SWAT teams are allowed to seek additional games and tournaments for their teams. Scheduled league, Minor Hockey Week, and playoff games must always take first priority.

In searching for exhibition games and tournaments, there are several sources:

1. Your fellow coaches and other contacts that you meet.
2. Your category director.
3. The Alberta Hockey Directory (available in late fall). This publication lists all of the teams, organizations, and phone numbers registered with the AHA. It is available from Hockey Alberta for approx \$10.00 per copy.
4. EMHA website - [www.emha.ab.ca](http://www.emha.ab.ca) or Hockey Alberta website - [www.hockey-alberta.ca](http://www.hockey-alberta.ca).

## Sanction Numbers and Travel Permits

If you are entering a tournament or playing an exhibition game within EMHA boundaries, that tournament organizer or other team manager must have obtained a sanction number from the Alberta Hockey Association (for tournaments) or EMHA (for exhibition games) and must give you that number **BEFORE** you can obtain sanctioning from your City Category Director via an on-line application. Please allow at least 3 days for approval.

If you are planning to play an exhibition game or go to a tournament outside of EMHA boundaries (but within Alberta), a Travel Permit must be sought from the EMHA website **AFTER** you have obtained the other teams' or tournament sanction number. For exhibition games, you may apply for a travel permit immediately as both teams must have their own numbered permit. Please allow at least 7 days for approval.

If you are playing an exhibition game or attending a Tournament outside of the province of Alberta, an Out of Province Travel Permit is **MANDATORY** and is obtained by applying to EMHA **at least 4 weeks** before the tournament or exhibition game.

Sanction numbers and travel permits require 2-4 days notice while Out of Province travel permits require at least 30 days notice. Note that all of these are essential for insurance purposes. Failure to obtain a sanction number or travel permit may result in your automatic suspension by SWAT and EMHA. Copies of all game sheets covered by sanction numbers and travel permits must be delivered to your SWAT Category Director within 24 hours of exhibition game completion or final game of tournament completion.

As of September 2002, sanction numbers, travel permits and Out of Province travel permits will be applied for on-line by team coaches or managers. If you do not own a computer, these requests may still be phoned to your SWAT Category Director.

**PRIOR** to requesting a permit on-line, contact your Category Director to inform them of your intention and all details necessary. Only after this is done, may you go to <http://www.emha.ab.ca> Click on "permit requests" and select the correct type (In Edmonton, In Province or Out of Province). When you agree to the printed conditions, a "request form" will appear. Complete it **IN FULL**, press "submit" and a verification form will be produced. Print a copy for your records. An e-mail will be sent to the Permit Coordinator who will then forward a copy to the EMHA Category Director.

If there are no objections, approved requests will be given a number and posted on this EMHA website usually within 2 business days. It is your responsibility to check back, obtain this number and **PRINT** it on all game sheets affected. Out of Province requests will not be posted until they receive approval at the monthly EMHA meeting, which is held the 2<sup>nd</sup> Wednesday of each month.

If your sanction number is not posted, you **MUST CONTACT** the City (EMHA) Category Director for an explanation. Their name and phone number can be obtained from your SWAT Category Director.

**TEAMS MUST NOT PLAY OR PARTICIPATE IN ANY GAME  
THAT HAS NOT BEEN SANCTIONED**

The sanction number must be noted on all game sheets and after the game(s) have been completed, **ALL GAME SHEETS** and **WRITE-UPS** must be delivered to your SWAT Category Director within 24 hours.

**PLEASE NOTE:** A scheduled league game played in St.Albert or Sherwood Park does not require a sanction number or travel permit.

## **Booking Referees (section to be updated by mid Oct. 2008)**

If you need referees for exhibition games, you must first obtain a sanction number from the EMHA website. Only then should you call the referee assignor for your age group, as they will ask you for this number and your team's tier. At least 72 hours notice is required (which does NOT include the day of request) to ensure referee availability for games during the week. eg. For a game on Friday, call the previous Monday at the latest. For games on the weekend, call no later than the Tuesday before.

Six (6) to Eight (8) weeks are required to arrange referees for tournaments and the schedule must be fixed at the time of booking.

**\* Referee Fee sheets are provided in the coach package from EMHA**

## **Concerns Regarding Referees**

Remember that good referees, like good hockey players, must be developed. As a team official, you have a responsibility to support and encourage the development of these officials, who for the most part, are young people. Therefore keep your comments positive and your emotions under control. If you have concerns regarding the officials, your comments should be put in writing and submitted to your Category Director. Do not approach the referees directly. Any perceived or real abuse of referees will be dealt with harshly.

## **Reimbursement of Referee Fees**

Keep your referee receipts for reimbursement by SWAT. Fees are reimbursed for a maximum of 22 regular season games and all playoff games.

Before your fees are reimbursed at the end of the season, you must have turned in all SWAT equipment and clean jerseys to the SWAT Equipment Manager.

## **Uniforms**

An athletic club is identified by its colors and uniform design. The SWAT colors and style are based on a custom made jersey and this is the visible identity by which the SWAT is recognized. It is important that all teams have a consistent appearance both on and off the ice. Therefore, there should be no changes or deviation from the accepted designs. **Any team proposing changes to the colors, logo or style must first seek approval from the Executive Committee.**

### **Guidelines for apparel are as follows:**

#### 1. Team Jerseys

One set of home and one set of away jerseys will be assigned to you by the equipment manager. These must be used at all sanctioned events but NOT for practices. **Jerseys are NOT to be distributed to players**, but rather carried by assigned parent on the team in garment bags provided.

## 2. Jersey Name Bars

All name bars must be stitched and not glued on jerseys. There are a number of sporting goods outfitting retailers that will accommodate.

## 3. Team Socks

Are purchased by each team individually – these are not provided by SWAT. Home and away socks make sense.

## 4. Team Jackets, Track Suits, Hats and all other apparel

Must use the official SWAT Logo.

## 5. Coach's Apparel

SWAT coaches must wear either regular street clothes or SWAT apparel on the bench. It presents an unsatisfactory image if you wear apparel from other hockey clubs while functioning as a SWAT coach.

## 6. Equipment Safety Standards

No player shall participate in SWAT sanctioned activities unless fully dressed in protective equipment sanctioned by the CHA. This will include: helmet (with absolutely no stickers on it), full face protector, shoulder pads, neck protector with bib (single “rings” are no longer allowed), elbow pads, protective pants, athletic protector, gloves, shin guards, and approved skates suitable for hockey. It is the responsibility of the coach to ensure that all players are properly equipped before stepping on the ice for play or practice.

**EMHA has ruled that the wearing of mouth guards be mandatory for all players in all levels of hockey starting at Novice age and up.**

## 7. Goalie Equipment

Most goaltenders will have their own equipment. However, for those that don't, the SWAT will do their best to supply equipment that will be the responsibility of the goaltender for the season and must be returned at the end of the season. Contact the SWAT Equipment Manager if you need assistance.

## **CARE OF UNIFORMS**

- A) **DO NOT HAND OUT JERSEYS TO PLAYERS.** If the jerseys are distributed and carried by players, the Coach will be accountable and financially responsible for any missing and/or damaged jerseys.
- B) Please submit a team list of players and assigned jersey numbers to the Category Director who will forward it to the Equipment Manager. Please note any damage to jerseys on that list.
- C) Wash Jerseys after every 3 – 5 games. This will prevent rust marks and yellowing of jerseys and will make atmospheric conditions in change room more tolerable. Wash in COLD OR WARM water with your normal detergents and fabric softeners. **DO NOT USE BLEACHES.** DO NOT USE CLOTHES DRYER. HANG TO DRY. Jerseys usually take 1 hour to dry.

D) NAME BARS must be stitched on the jersey and not glued or ironed on. Damages to jerseys resulting from unauthorized attachments will be charged.

## **RETURN OF UNIFORMS**

- A) WASH all jerseys. Use twice as much fabric softener as usual. This will help prevent the jerseys from becoming stagnant over the summer storage.
- B) PLACE in jersey bag with numbers facing up and starting from the largest number at the bottom to the smallest number at the top.
- C) PLEASE note any damages, numbers peeling off etc. so they can be repaired before next season.
- D) Deliver your unclaimed referee receipts along with the properly completed claim form (maximum of 26 games per season) to the WWAHA Registrar. The Treasurer will then give the Equipment Manager any remaining reimbursement. Once that cheque is received, you will be contacted by the Equipment Director who will provide you with a time and date to return your jerseys / equipment. At that point you will receive a reimbursement cheque.

**NOTE:** You will not receive any moneys if you have any outstanding ICE INVOICES. Please have this cleared up before you contact the Registrar.

## **Sponsors**

### **SWAT Organization Sponsorship**

#### **Team Sponsorship**

Businesses will have the opportunity to sponsor individual teams. Information will be available on the website.

## **Team Captains**

The referee will require that you identify captains and assistant captains on the gamesheet. The method of choosing captains is for each team to decide but most often they are selected by a player's vote, at younger ages this may not be appropriate.

## **Team Name**

Each team must select a name that will then appear on official schedules. If you don't, your Category Director may select one for you or your team may simply be designated by a number. Most teams allow their players to vote on a team name.

# Affiliations (Section to be updated by Mid October 2008)

The purpose of having affiliated players is to allow each team to have additional players to call upon when the team is short of players because of injury or absence for other reasons. When choosing affiliates, remember:

1. Affiliates must be chosen from within the SWAT organization from a team below your tier. You should look at teams one or two tiers below you remembering that teams may move up in the second or third tiering rounds. There is no affiliation from Atom to Peewee.
2. The coach of the possible affiliate must first be contacted to receive permission to speak to this player in regards to affiliation. Then the parent(s)/guardian(s) of the player and the player himself/herself must also be contacted for their approval. All of the preceding four (4) parties must sign the EMHA Individual Player Affiliation Agreement which is then filed by November 15<sup>th</sup> with the SWAT registrar. If the coach will not sign the Affiliation Agreement, you may contact the Category Director and/or the VP of Coaching.
3. A player may affiliate WITH ONLY ONE TEAM. Please ensure that there is not a conflict.
4. If you are thinking of affiliating with players from a lower age group, you must first discuss this with the Vice-President of Coaching.
5. You cannot dress more players than are listed on your Team Registration Card. In effect, you must have players absent, injured or suspended before affiliates can be used.
6. You cannot purposely leave one of your registered players undressed, if the player is able to play, in order to use an affiliate.
7. Affiliated players CANNOT be used during Minor Hockey Week and certain tournaments. Check the rules of each specific tournament that you enter before taking affiliated players with you.
8. If an affiliate plays more than five (5) league games (excluding exhibition and Non-Provincial Tournaments) with a team of a higher tier, division or category after January 10<sup>th</sup>, 2007 he/she shall remain on the active roster of the team of the higher tier for the remainder of the season.
9. All affiliated players must have signed an official affiliate form and the original must be delivered to the SWAT Registrar schedule or not later than November 15<sup>th</sup>, 2006 at 1800 hours.  
If you have difficulty understanding this policy, check with your Category Director.
10. **There will be NO EXCEPTIONS to the November 15 deadline.**

## **Insurance (To be updated end Oct. 2008)**

SWAT, through its registration fees, participates in the Canadian Hockey Association National Insurance Program. This includes Comprehensive General Liability, Accidental Death and Dismemberment, and Major Medical/Dental coverage.

## **IN CLOSING**

**SWAT thanks you for your support of this great game! Please remember the importance and privilege of your volunteer position. The children and their families that you work together with will be friends for life, and the hockey you participate in creates a multitude of characters, memories and friendships; that will hopefully last a lifetime.**