

Saskatoon & District Female
Hockey Association – Minor



Comets

Coaches and Managers Guidelines

1. Purpose

The purpose of this document is to act as a guideline for all Comet Coaches and Managers to facilitate the smooth operation of a hockey team throughout the course of a season.

2. Initial Parents Meeting

This meeting should take place as soon as possible after the selection of the team. Clear communication of the plans and objectives of the team will make for a better chance of a successful season. We realize that most of you have had a team meeting, however, the following may act as a checklist for you.

2.1. Proposed Agenda

- * Introductions
Introduce the Coaches and Managers to all the parents.
- * Distribute a team list
Include player's name, address, phone, position, sweater number, and parent's name.
- * Explain the team rules, disciplinary procedure, coaches philosophy and the coach's plans and objectives, including the number of practices for the upcoming season.
- * Determine the number of tournaments the team will participate in and come to an agreement on the time and place of these tournaments.
- * Select a fundraising committee and discuss fundraising issues such as approximate amount of money required, ideas for raising these funds, and the required commitment from the parents.
- * Determine a method for team communication such as a telephone committee.
- * Discuss a Parent's code of conduct.
- * Question and answer session.

2.2. Parents Meeting Follow-up

Phone each of the parents on the team to confirm their commitment to tournaments, fund raising, and team rules. Quite often parents are uncomfortable voicing an opinion in a group situation but are more likely to tell you how they feel if they are consulted privately.

Some families do not have the financial means to help pay team expenses but are willing to fund raise to pay their share. In these situations please exercise patience, understanding, and keep information confidential.

A schedule of games, practices, and tournaments should be prepared along with a team budget and distributed to the parents in a timely manner. PLEASE NOTE: A copy of this budget must be submitted to the Comet Female Hockey Executive.

3. Coaches Guidelines

Conduct of Team Officials

- * All Zone coaches and managers will be responsible to the Executive Council for their conduct on and off the ice. The Executive Council has the power to discipline or discharge an official.
- * Coaches are responsible for the conduct of their players prior to/during/after any game/practice until players have safely left the area where the game/practice took place.
- * At no time will team officials and/or players interfere with the execution and authority of game officials. Violations of the above will be reviewed by the Zone Executive for appropriate action.

Main Objectives

- * That your players have fun this season and have an enjoyable experience playing hockey.
- * That your players technical, mental, and physical hockey abilities improve this year.

How to Achieve Objectives

- * At the beginning of the season address and discuss team and individual goals. Team goals can be discussed as a group or team and individual goals may be obtained by using a questionnaire. Following the collection of the questionnaires, team goals can be discussed, It is recommended that individual goals be assessed part way through the season and again at the end of the season.
- * High intensity practices, which will later be geared to conditioning and improving individual skills such as skating and puck handling. Later the emphasis will be geared to team concept issues such as breakout plays, defensive plays, power plays, etc..
- * Instruction during games.
- * Positive feedback from the bench.
- * Pre-game mental and motivational preparation.
- * EQUAL ice time for all players, unless there are extenuating circumstances i.e. missing practices, disciplinary action, or previously discussed with players and parents and there is agreement.
- * Discipline will be undertaken in accordance with the severity of the misbehaviour, Disciplinary procedures should be consistent for all players and these procedures should be determined at the initial parent meeting.

3.1. Coaches Expectations of Parents

- * Go directly to the team manager with concerns about your child's progress.
- * Be supportive of the coaches when talking to your child; don't offer advice that is contradictory to that of the coaches.
- * Don't criticize your child's on-ice play; chances are they are giving their best.

- * Have your child at the rink early enough before ice time, to allow adequate time for physical and mental preparation.
- * Practices are an extremely important requirement to improve your child's play.
- * Don't pay for your child's goals. Hockey is a team sport.
- * Before and after each game, please allow the coaches to have some time alone with the players in the dressing room for debriefing and performance review.
- * Always phone the coach or manager to advise them if your child will be unavailable for a practice or game.
- * Keep up the excellent cheering and support regardless of whether the team is winning or losing, This is extremely motivational for the players and coaches.
- * Maintain a positive attitude towards the opposing team, parents, and officials. Please refrain from any verbal abuse.

3.2. Dressing Room and Game Rules

- * It is recommended that there always be a female present in the dressing room (if the coaches are male) when the coaches are speaking to the players.
- * Swearing on or off the ice will not be tolerated.
- * Players will pay attention when the coaches are talking.
- * Players will be supportive of one another regardless of skills and accomplishments.
- * There will be no arguing or harassing referees.
- * Alcohol or smoking will not be tolerated.
- * Players suspended by the league may be subject to further suspension by the team/zone.
- * Jerseys should only be worn during games and kept in the sweater bags provided and not in the individual hockey bags.
- * Dressing rooms must be left clean and tidy.

4. Suggested Responsibilities of the Team Manager

- * Ensure jerseys are brought to and from the game or assigned to a parent or parents. Care and attention should be paid to launder the jerseys according to the label. No crests should be heat applied. Protective material should be applied to the back of the crests and sewn onto the jersey.
- * All teams must submit a \$200.00 jersey deposit to the Coordinator at the beginning of the season. The Zone will deposit this cheque and when all the jerseys and equipment are returned at the season's end, the deposit will be returned based on whether all equipment is returned.
- * Practice ice time. Collect receipts, copy, and submit to coordinator as soon as possible, Any city receipts from city rinks need to be handed in because all monies paid helps to increase our ice subsidy from the city to the association.

- * Arrange tournaments and related accommodations if necessary. Copy and save receipts and submit to the coordinator. We require proof of monies spent in order to justify our Bingo license.
- * Ensure that proper paper work and switching of ice for tournaments is properly carried out. No SMHA ice should be left vacant.
- * Ensure that team communication, fundraising, and treasurer duties are being carried out effectively.
- * Represent the team on our Tournament Committee.
- * Manage grievances; grievances are to be directed to the team manager. If the grievance cannot be resolved, it must be directed to the Zone Coordinator.
- * Distribute and then collect evaluation forms and give to the coordinator. Evaluations will be handed out twice during the season. It is extremely important to have all of these evaluations filled out and returned.

4.1. Budget and Financial Statements

- * Prepare and submit a budget to parents and Zone Executive at the beginning of the season following the initial parents meeting.
- * It is suggested that a simple statement of revenues and expenses showing a current bank balance should be made available in the middle of the season.
- * All teams are required to submit a final statement to parents and a copy to the Executive at the end of the season.

5. Comet Team Clothing

- * Comet colours are green, white, and black. Green and white are the basic colours.
- * All teams must conform to the combinations of zone colours for sweaters, jackets, bunny hugs, hats, etc..
- * The Comets logo shall not be changed in any way and must be used to represent Comet Female Hockey.
- * One of the companies that has our logo and will put together team or individual packages is:

Rocky Mountain Imprinted Sportsware Inc.
 Bay 112
 2750 Faithful Ave.
 Saskatoon, Sk.
 242-0000

6. Tournament Expectations

Our Annual Hockey Tournament is usually held in late December. It is our opportunity to promote female hockey and have teams travel to experience competition and have fun. It is a great deal of work to put on a major event like this and we need help from all of our teams and parents. Our association benefits greatly from this tournament. The following are expectations of our association membership:

- * All Comet teams are entered in the tournament.
- * Team Managers are expected to be the liaison between the tournament committee and their teams. They will be given volunteer sheets to fill in completely and return to the tournament committee.
- * We will require all teams to secure advertising for our tournament programs. There will be financial incentive to obtain this advertising.
- * Volunteer jobs will include working at the raffle table, selling 50/50's, time keeping, and scorekeeping etc..

Player Portfolio

Name: _____

Nick-name or name you like to be called: _____

Have you ever played hockey before? _____

If you have, how many seasons have you played? _____

Have you ever been involved in any other ice activity like figure skating or ringette?

Are you involved in any after school activities, sports, or clubs?

Do you have any allergies? _____

Please list any allergies or health problems you may have that Coach _____ should know about to make your season as fun as possible

What would you like to learn or improve at during this hockey season?

Is there anything else you would like to the coaches, or your teammates know about you?

