



Plattsville District Minor Hockey Association  
Coaches Handbook  
2023-2024



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#### PDMHA Contacts:

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**Southern Counties League Rep** – Jeremy Goodfellow - jeremygoodfellow@hotmail.com

**Admin Manager (ice scheduling, OMHA rep, registrar)**

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## Team Roles: Coach's Responsibilities

Coaches give an enormous amount of their time and energy to the players and expect little in return except for personal satisfaction. Good coaches build on players' character, develop their skills, bring credit to the game, and are respected in their community. Coaches should be measured not by their win/losses, but by player and team development and accomplishment throughout the season.

Coaches who coach teams of widely skilled players need to adapt to organizing practices to focus on players with specific needs (i.e., basic skating skills), without holding back players who are developing more quickly. Coaches must strive to develop the skills and game knowledge expected of their team's age group.

The coach must serve as a role model to the players 100% of the time.

### ***This includes:***

- Positive approach to player mistakes
- Respect for referees regardless of calls
- Respect for players in front of fans, team mates and opposing players

Coaches should promote strong ethics to help players develop a high level of determination and competitiveness while maintaining respect and appreciation for the game and for officials.

### **ROLE:**

The primary role of the coach is to teach, guide and help players. The secondary roles are to evaluate, recruit and mentor players and others.

### ***The effectiveness of a coach is dependent on 4 personal attributes:***

1. Ethics
2. Knowledge of the game
3. Communication skills
4. Resourcefulness

### **ETHICS:**

Ethics are the primary trait of a coach. Ethics are revealed in their behaviour and will dictate how he/she conducts himself/herself. Before taking on a coaching role, coaches must be clear on their own ethics.

### ***This will help answer two questions:***

1. What do I believe in as a coach?
2. How should I act as a coach?

"Ethics" - the discipline dealing with what is good and bad and with moral duty and obligation.

### **SKILLS:**

### ***The skills to coach are divided into 4 groups:***

1. Hockey skills - The ability to play the game and the knowledge about the game.
2. Administrative skills - The ability to plan, organize, execute and evaluate.
3. Learning skills - The ability to research, understand, retain and recall information.
4. Communication skills - The ability to listen, watch, speak and write effectively.



## **TOOLS:**

Tools for a coach are very subjective. What one coach considers being an asset another may believe to be a hindrance.

### ***The primary tools for coaches are:***

**Teaching Tools:** These constitute items that will help explain the message that a coach is trying to convey in meetings, before games and practices.

*Examples: white boards and markers, chalk boards and chalk, TV & video, computer programs, handouts, play books, speeches and internet.*

**Statistics:** These are the facts about games or practices.

*Examples: individual, team and league statistics.*

**On-Ice:** These are the tools that are needed in a practice or game.

*Examples: skates, stick, track suit, gloves, pucks, cones, tennis balls, tires, chairs, clip board, coaching card.*

**Resources:** These are tools which can be places or people to help make your message more effective.

*Examples: gym/dry land training centres, conditioning coaches, meeting rooms, other coaches, mentor, parents, sponsors.*

## **RESPONSIBILITIES:**

### ***The coach will:***

- Attend PDMHA coach meetings
- Hold and attend a team parent meeting
- Be organized, consistent, and fair to all players
- Have well organized practices
- Discipline fairly, when and where required
- Deal with potential problems early
- Select tournaments with team parents' input and finances in mind
- Support and abide by home Association Executive decisions and policies
- Follow Hockey Canada, and OMHA rules
- Understand and report to league conveners any suspensions received during a game
- Select and confirm affiliate players (APs)
- Be solely responsible for all team matters
- Ensure all bench staff have completed the Respect in Sport | Activity Leader Course and have attained the proper qualifications required to be on a bench during a game.
- Ensure all bench staff have completed the Gender Identity & Expression Course and understand how to handle any player requests.
- Ensure a certified trainer is on the bench at all games and practices.
- Ensure members of coaching staff have applied for and provided proof of Police Check, including a Vulnerable Sector background check.
- Ensure dressing rooms are always supervised
- Ensure someone remains after games and practices until all players have changed and left the arena.



**LEVELS:**

- All qualifications listed are the **MINIMUM REQUIREMENT**
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS) - Activity Leader or Speak Out!
- All Team Officials (Coach, Trainer, & Manager) require Gender Identity & Expression Course
- All Team Officials must complete Rowan's Law Resource Review & Acknowledgement
- All qualifications must be registered in the Hockey Canada Registry (HCR)

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
<b>U7   U8   U9</b>	ALL	Coach 1- Intro to Coach <sup>1</sup>	Coach 1- Intro to Coach <sup>1</sup>	HTCP Level 1
<b>U10   U11</b>	Representative	Coach 2-Coach Level Certified <sup>3</sup>	Coach 2-Coach Level Trained <sup>2</sup>	HTCP Level 1
<b>U10 – U21</b>	House League (HL) Local League (LL) Minor Development (MD) Select	Coach 2-Coach Level Trained <sup>2</sup>	Coach 2-Coach Level Trained <sup>2</sup>	HTCP Level 1
<b>U12   U13 U14   U15 U16   U18 U21</b>	Representative (Below A)	Development 1 Certified <sup>5</sup>	Development 1 Trained <sup>4</sup>	HTCP Level 1
<b>U12   U13 U21</b>	AAA/AA/A	Development 1 Certified <sup>5</sup>	Development 1 Trained <sup>4</sup>	HTCP Level 1
<b>U14   U15 U16   U18</b>	AA/A	Development 1 Certified <sup>5</sup>	Development 1 Trained <sup>4</sup>	HTCP Level 1
<b>U14   U15 U16   U18</b>	AAA	High Performance 1 Certified <sup>6</sup>	Development 1 Trained <sup>4</sup>	HTCP Level 1

**COACHING QUALIFICATION LEGEND:**

1. Coaches in divisions **U9** and Below **must** hold Coach 1-Intro to Coach - **No other qualifications are accepted**
2. Coach 2-Coach Level 'Trained' or higher: Coach 2-Coach Level 'Trained' or 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
3. Coach 2-Coach Level 'Certified' or higher: Coach 2-Coach Level 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
4. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
5. Development 1 'Certified' or higher: Development 1 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
6. High Performance 1 'Certified' or higher: High Performance 2 'Certified'

**ACTING IN THE ROLE OF HEAD COACH:**

Should a team's Head Coach not be available, an Assistant Coach rostered to that team is eligible to act in the role of Head Coach for that game only. If the Head Coach resigns or is removed from the position and subsequently removed from the team's Roster, the Association is responsible to Roster a new individual as Head Coach holding the qualifications appropriate to the role.

**COURSES:**

Please note that all bench staff must take the following courses prior to any games.

- Respect in Sport | Activity Leader Course (previously referred to as "Speak Out")
- Gender Identity & Expression Course



## Team Roles: Trainer's Responsibilities

The role of the team's trainer is to implement effective risk management for their own teams, where safety is the first priority at all times, both on and off the ice. All Hockey Trainers should utilize a proactive, preventative approach to safety, while being prepared to react in the event of accidents, injuries or medical emergencies.

The team trainer should be at all on and off-ice activities; all teams, including Initiation through to Midget at every level of hockey, need to have a trainer.

### ***The team trainer should:***

- Know their role and responsibility as a hockey trainer
- Have taken the appropriate HTCP Trainers level for the team / division associated with
- Know their role in risk management
- Ensure all participants are treated with respect and integrity - emotionally, socially, intellectually, physically, culturally, etc.
- Know the importance of protective equipment in the prevention of injuries
- Know effective injury prevention techniques
- Know how to develop medical history files on all players
- Keep the essential items in maintaining a fully stocked First Aid Kit
- Know how to recognize significant and/or potentially life-threatening injuries
- Basic injury management principles
- Know how to recognize when an injury is serious enough to remove a player from action, and the process which must be followed to allow the injured player to return to play
- Know how to fill out OMHA Injury Report (See Forms) and send with injured player to hospital (if via ambulance) or doctor's office for next visit
- Send completed Injury Report and case report to OMHA at (905)780-0344 and to the Coach Mentor of PDMHA.

***All forms located in appendix and can be found on the PDMHA website:  
[www.plattsvilleminorhockey.ca](http://www.plattsvilleminorhockey.ca) -> Useful Information -> For Coaches***



## Expectations for Coaches and Team Officials

- Members of the coaching staff must abide by the Constitution and Bylaws of PDMHA.
- Winning is a consideration, but neither the only one nor the most important one. Remember that players are also involved in hockey for the sheer fun and enjoyment of the game.
- Be a positive role model to your players, display maturity and be alert to the physical safety of players. Verbal or physical abuse of players will not be tolerated.
- Show respect for on-ice and off-ice officials at all times. Verbal or physical abuse of officials will not be tolerated.
- Be generous with your praise; be consistent, fair and just.
- Be aware of player's needs and be a good listener. Support and foster the overall development of your players.
- Organize practices that are fun and challenging. Become familiar with the rules, techniques and strategies of hockey; encourage team play.
- Maintain an open line of communication with parents. Understand and explain the goals and objectives of your team and PDMHA.
- Ensure all players receive fair ice time.
- Strive to best represent your role as a coach or team official.

## Dressing Room Responsibility

- Safety and welfare of the players are your responsibility at ALL times during sanctioned events. This includes while the players are changing in the dressing room both prior to and after on-ice activities. This is covered in all courses including Speak Out that you would have taken.
- Supervision is the single most effective method of prevention when it comes to conduct based issues.
- **Practice "two-deep" method of supervision**, having at least 2 adults providing supervision at all times during events.
- Team officials are responsible for player's well-being and simply not being in the change room does not absolve one from this responsibility.



## Team Meetings

A parents/coach meeting needs to be set up shortly following the formation of the team - for some, this will be the first time they meet other players, parents and coaching staff.

Ideally, the manager should be in place before the initial team meeting, but this is not always be the case.

The meeting should discuss the seasonal plans, coach's philosophy and understand potential tournament participation. This will help the parents understand the commitment, both time and financial, up front and before the season starts.

The team manager should lead this meeting to ensure all information is discussed in a timely manner and ensure the group stays on topic and does not exceed any time restrictions.

### ***Topics to be discussed:***

- Introduction of bench staff
- Ask for introduction of parents and players
- Expectations for the team (both players and parents) for the season
- Expectations for the team during games vs. practices - ie - arrival times, team dress code, etc.
- Importance of volunteers to help the season run smoothly. Each team must select a hockey parent rep to liaison with PDMHA executive. Additional position might include: jersey washer(s) or team fundraising coordinator.
- Tournaments - how many? How far are you willing to travel? One day tournaments vs. 2-3 day tournaments? Accommodations while away?
- Fundraising - the coach should notify parents that it will be their responsibility to organize and run any fundraising events. Note that all activities, with the exception of 50/50 draws during league games, need to be brought to the PDMHA for approval.
- Team activities – the coaching staff will only coordinate team activities related to helping team performance. Any extracurricular events will be the responsibility of parents.
- ***Ice Time – how amount of ice time for players will be handled throughout the year.***





## Tournaments

For away tournaments, it is recommended that you register as early as possible to avoid disappointment.

Using the OMHA website is a good place to look for tournaments.

Things to consider when picking tournaments for your team:

1. How many tournaments? Cost of each tournament? Minimum number of guaranteed games?
2. Distance parents are willing to travel to a tournament out of town.
3. What time of year is better? Do parents go away at Christmas and March Break? Will you have enough players?
4. Are there restrictions on when your team can travel away from your Association (i.e. fundraisers, OMHA Playdowns, etc.)?
5. Body contact or not? If your team is registered as body checking, please ensure that you have not entered a NO body checking tournament.
6. For all OMHA sanctioned tournaments, you will require a Travel Permit; contact the PDMHA Admin Manager, and provide:
  - o Tournament name, location, dates, and sanction/permit/ID number
7. If the tournament is outside of OMHA (such as in the U.S.), you will require an Outside-OMHA Travel Permit, which has a fee of \$20; contact the PDMHA Admin Manager with the tournament information.
8. Once approved by our OMHA Regional Director, travel permits are emailed directly to the head coach.
9. Note: some Associations host minor or major tournaments. Our teams are combined minor/major mix. Please take this into consideration when you apply.

**NEVER ASSUME YOU ARE IN A TOURNAMENT YOU HAVE APPLIED FOR UNTIL YOU HAVE RECEIVED CONFIRMATION**

### ***Tournament Advance Cheques:***

Teams can request a tournament advance cheque to pay for tournament registration fees. PDMHA will issue the cheque directly to the hosting association. The team must then repay PDMHA within 3 days of the completion of the tournament (or before).

To request a tournament advance cheque, contact the Admin Manager and provide the amount required as well as to who the cheque is to be made payable to. Once ready, it is the team's responsibility to mail the cheque to the tournament convenor.



## Ice Information

Team schedules, including all games, tournaments and practices will appear on the PDMHA website ([www.plattsvilleminorhockey.ca](http://www.plattsvilleminorhockey.ca)).

PDMHA endeavours to provide ice time for each team for all home league games, and for one practice per week; during League Playoffs, preference may have to be given to certain teams in order to meet mandatory deadlines.

When your team does not have a scheduled game during your usual home game time slot, do not assume you have an extra practice – that ice slot goes back to the ice scheduler to be possibly used for game reschedules or make-up practices for other teams.

- Requests for reschedules of any games must be submitted to the PDMHA Ice Scheduler as early as possible – coaches are not allowed to arrange for reschedules with other associations, this must be done by the Centres' ice schedulers.
- If a team would like to cancel a scheduled practice, let the Ice Scheduler know as soon as possible, in order that the ice time can be allocated to another team; if no advance notice is given and ice sits empty, the team may be charged and held responsible for the cost of the wasted ice time.
- Ensure the ice scheduler is notified of all team events, including tournaments and off-ice activities, even if the event does not conflict with current game schedules.
- The ice scheduler will track all ice time allocated to each team throughout the season; extra ice time that may become available will be offered to teams in a fair and equitable manner.

### ***In the case of inclement weather:***

- Please encourage your families to carpool and to leave themselves adequate time to travel to away games in a safe manner.
- If you have an away game scheduled, and your team families are concerned with the weather/road conditions, contact the Ice Scheduler as soon as possible
- The ice scheduler will contact the away centre's scheduler and determine if the conditions warrant a reschedule of the game.
- For League Playoff games: In some cases, playoffs involve the creation of a contract for the series of game dates and times. This contract cannot be broken except under extreme circumstances. If the OPP have closed major roads between the two centres involved, then the game can be rescheduled and the contract re-negotiated.

**Ice Scheduler:** Tina Balfour, email (preferred) – [pdmhasec@hotmail.com](mailto:pdmhasec@hotmail.com) text – 519.588.9937



## Registrar Key Information

### Lists and Forms

**Team Rosters** - Team rosters, including players and all bench staff, must be submitted to the PDMHA Registrar by the scheduled due date in order to be entered into the HCR database and approved electronically by our OMHA Regional Director. Once approved, a copy of the team's official roster will be forwarded to the Head Coach. The roster **must** stay with the team at all times. If changes to the roster are required, please contact the PDMHA Registrar.

**Teams are not permitted to hold parent/player on-ice activities at any time of the year. This is a violation of the OMHA Insurance Policy.**

**Affiliation Forms** – Affiliation (AP) forms must be filled in and signed as indicated. The forms must then be submitted to the Admin Manager, and the Affiliated Player will be added to the team's electronic roster for approval by our OMHA Regional Director.

**Declaration of Right of Choice** – All rep players, including players AP'ing to a rep team, must meet residency eligibility as determined by OMHA boundaries. A Declaration of Right of Choice Form may be required if a player's primary residence is within a "Shared Area"; contact the PDMHA Registrar for more information. The form can be found in the appendix.

#### OMHA Regulation 3.4 Right of Choice

- a) A player resident in a defined Shared Area shall be given a choice of the named Home Centres for which he may play.
- b) With respect to Regulation 3.3d) for players resident in areas where there is no defined Centre or Shared Area, a player shall be given a choice of Home Centre when the difference in distance from or to his residence, over well-traveled roads, always measuring by the shortest possible route to the two (2) or more Centres concerned does not exceed eight (8) km, but will not be permitted to bypass a Centre to play for another Centre in the same general direction. The difference in distance shall always be determined by using the distance to the closest Centre for such calculation. The measurement shall always be from the main entrance of his residence to the main post office of such Centre(s) or a location within such Centre(s) as designated with the OMHA.
- c) Having made his choice of Home Centre under Regulation 3.4a) or 3.4b) through registration, such player shall remain a member of the Centre with which he has registered until properly released by that Centre, or until the Centre of which he is a resident operates a team for which he is eligible.

### Certifications:

All bench staff **MUST** hold the qualifications as set out by OMHA, as well as have had a Police Vulnerable Sector Background Check completed, before being allowed to be rostered to a team (see pages 2-5 of this manual). Managers included.

**OMHA Rep/Registrar & Admin Manager:** Tina Balfour [pdmhasec@hotmail.com](mailto:pdmhasec@hotmail.com)



## Affiliation Process

**PURPOSE**, to provide an opportunity for:

1. Player development by enabling players to play with a higher-level team.
  2. Teams to dress the maximum number of players allowable for a game in accordance with their League Playing Rules.
- A player is only permitted to participate as an affiliated player with one OMHA Minor hockey team of a higher division or category during a playing season.
  - Prior to a team placing an AP player's name on a team roster, **the coach must receive permission from the Head Coach of the team to which the player is a registered member.**
  - Prior to participation as an affiliated player, the player must have completed and submitted the Affiliated Player form to the PDMHA Registrar or Admin Manager, and the player's name must appear on the team's official roster before the player may be called up for a game.
  - Once a player's Hockey Canada registration has been endorsed by the OMHA Regional Director as being an affiliated player, the player's name will be added to the team's official roster, and may not be dropped from the roster, nor replaced, during the current season.
  - **The coach is strongly encouraged to invite all affiliate players to practices.**
  - An affiliate should only be used for a league game in order to replace injured, sick, suspended, or absent players. Affiliates should normally not be on the bench for any other reason. For instance, if the team list contains 13 players and 1 player is absent, a coach MAY call up only one affiliate (check your league rules for maximum number of AP's allowed).
  - A coach at the lower level may not stop a player from affiliating at a higher level during regular season. **However if a coach with who the player is rostered feels that the player being AP'd is causing hindrance to their original team, a decision could be made to disallow playing any further. (ie. Player being suspended when AP'ing, thus unable to play for their original team)**
  - During playoffs the coach of the team the player is rostered with has the ultimate decision as to whether a player can be AP'd to the higher level.
  - Player priority is always given to the rostered team. If both teams are playing on the same day, the player plays for the rostered team.
  - **If an affiliate plays more than 5 games after January 10th, the player cannot return to the lower team, but will remain ONLY as an affiliate at the higher level. Exhibition games and tournaments are excluded from this rule.**
  - **Check your league rules to see if there is a maximum number of games any one affiliated player is allowed to play.**
  - **A player must play more than 50% of their games for lower level team**
  - No player's names may be added after January 10th to an affiliate list.
  - **Suspensions are served with the lower category team, regardless of what team the player has incurred the suspension with.**
  - Affiliated players used by a higher Division/category team in a game, shall be designated on the official game report by the use of the symbol "AP" after their name on the players line-up or roster.



## Game Sheets

Game sheets are the most important part of the beginning of a game, whether it is league, exhibition or tournament play.

The game sheet will be the major item of information required if:

- There is a dispute over the game result
- There is an injury during the game
- A fight ensues during the game
- A player or players receives a penalty that is a suspendable offence
- Suspected illegal use of a player or bench staff

The game sheets issued for the 2023-24 hockey season will be electronic, completed on an iPad.

The Date, Division, League, and Arena SHOULD be pre-filled in on the game sheet prior to start. The coach/manager of each team is responsible for ensuring the team list entered onto the game sheet is correct, and any absent players/bench staff are indicated as being so.

If you have a player serving a suspension – there is a box under the team list where the players name should be recorded along with the game number being served (e.g., 1 of 1, 1 of 2 and 2 of 2).

The team officials must sign the game sheet before the start of the game. The home team coach/manager must ensure the visiting team has ample time to fill in all required information.

The iPad should then be taken to the ice with the team and handed off to one of the referees/linesman who will check the info and take the device to the timekeeper box.

At the completion of the game, the referees will sign the gamesheet, lock it & upload it. Head coaches will be provided with a link to the website from which they can view the gamesheet once uploaded.

***Coaches are not to go into the referee's room at any time.***



## Suspensions

***It is the responsibility of the coaching staff to know the rules for suspensions. Suspension Lists are included in the Appendix.***

***Suspensions must be reported to the League conveners via email within 24 hours.***

***Failure to sit a player when a suspension has been issued will result in the coach being suspended and the player not being able to return until the suspension is served. Ignorance of the rules is not an excuse ... when in doubt ask.***

***Grand River League has installed a policy where a coach will be suspended 2 full games for playing a player under suspension.***

***A list of minimum suspension has been attached at the back.***

### ***Contacts:***

***Grand River Local League: Josephine Czech – [joczec@gmail.com](mailto:joczec@gmail.com)***

***Southern Counties League: Jeremy Goodfellow - [jeremygoodfellow@hotmail.com](mailto:jeremygoodfellow@hotmail.com)***

***Coach Mentor: Shawn Crozier - [s.crozier2011@gmail.com](mailto:s.crozier2011@gmail.com)***



## Equipment

### Guidelines for equipment management:

1. Team coaches are responsible for pick-up and drop-off of all equipment supplied by Plattsville District Minor Hockey Association
2. ***Pylons, will be stored in a bin at the far end of the arena near the guest bench. PLEASE PUT AWAY ALL PYLONS AT THE END OF YOUR PRACTICE. NOT EVERYONE USES THEM. DO NOT LEAVE THEM IN THE BENCHES!!!!***
3. ***All pucks and pinnies will be stored in the last locker on the left hand side. PLEASE MAKE SURE THAT THE LAST TEAM WITH A PRACTICE AT THE END OF THE NIGHT PUTS THE PUCKS AWAY!!!***
4. RAGE Jerseys are to be worn in game situations only — not for practices. Please have your players provide a practice jersey to be worn during practices – advise them of this at your first team meeting of the season.
5. Each team is required to submit a completed jersey list to the equipment manager after jerseys have been provided to their team.
6. A volunteer jersey washer (home and away if desired) should be recruited to care for the jerseys. This is mandatory for all teams at peewee division and below. Volunteer fee is reimbursed for this position.
7. For all bantam and midget division teams, each player's family must provide a jersey deposit cheque. The cheque is to be in the amount of \$120, post-dated to March 31 2024, and made payable to PDMHA. Jersey deposit cheques are to be submitted to the PDMHA Admin Manager, and will be returned at the end of the season when jerseys are handed back in.
8. Any problems with damaged / lost / stolen jerseys should be directed to the Equipment Manager as soon as possible, so that the problem can be rectified promptly.
9. Goalie Equipment will be provided from Initiation to Atom.
10. **Namebars and/or sponsor crests are not permitted to be sewn on team jerseys. Please make this clear to all parents!**
11. PDMHA players MUST wear a neck protector, and mouth guard at any time when on the ice.

**Equipment Manager:** Dan Glendinning [dan.glendinning@hotmail.com](mailto:dan.glendinning@hotmail.com)



## ***APPENDIX AND FORMS***