



Carleton Place Minor Hockey

# Team Operations Guide

2008/09 season

# TEAM OPERATIONS GUIDE

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## Introduction

The Carleton Place Minor Hockey Association (CPMHA) wishes to thank you for volunteering your time and expertise to manage one of our minor hockey teams. We wish you and your team a fun and successful season!

If you have any questions, concerns or comments, please do not hesitate to contact a member of the CPMHA Executive.

Additional resources can found on the following websites:

- Carleton Place Minor Hockey Association (CPMHA): <http://www.cpmha.ca/>  
(Executive contacts, Team Operations Guide, Constitution and Bylaws, and forms)
- Ottawa District Minor Hockey Association (ODMHA): [www.odmha.on.ca](http://www.odmha.on.ca)  
(Contacts, Constitution, Bylaws, Regulations, Code of Discipline, and forms)
- Ottawa District Hockey Association (ODHA): [www.odha.com](http://www.odha.com)  
(Contacts, Risk & Safety, and clinics)
- Lanark Carleton Minor Hockey League (LCMHL): [www.lcmhl.ca](http://www.lcmhl.ca)  
(Regulations)
- Hockey Canada: [www.hockeycanada.ca](http://www.hockeycanada.ca)  
(Bylaws and regulations)

## Team Management

### Coach's Role and Responsibilities

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

Coaches of teams with players of widely varying skills need to be adept at organizing practices to find a way to focus on players with specific needs (e.g. basic skating skills) without holding back those players who are developing more quickly. This allows all players to move forward so they are not falling victim to the lowest common denominator. Coaches must strive to develop the skills and game knowledge expected of their age group.

Coaches need to conduct high intensity, purposeful practices. "Stand around" time should be minimized for players and practices kept fun and fresh. A balance must be maintained between drills that reinforce skills through repetition, and repetitive drills that bore players and discourage them from attending practices.

The coach must serve as a good role model to 100% of the players, 100% of the time. This includes the following: taking a positive approach to player mistakes, demonstrating respect for referees regardless of the call, respect for the competition, and respect for each player in front of fans, team mates, and opposing players. Coaches will teach players to be a class act, win or lose. Coaches will promote strong ethics to help players develop a high level of determination and competitiveness.

The players are our priority. Making sure that all the players leave the rink after games with a smile and a good feeling is worth more than any win.

The Coach will:

- attend coaches meetings.
- participate in conditioning camps and tryouts.

- be organized, consistent, fair and available.
- finalize their team according to team size as advised by the level convenor.
- have well organized and appropriate practices.
- apply discipline fairly, when and where required.
- deal with potential problems early.
- select tournaments with team parents' input and team finances in mind.
- trade or give away unused ice.
- support and abide by Executive decisions and Association policies.
- report continued discipline problems to the level convenor.
- prepare affiliation lists.
- communicate with other coaches, managers, and the level convenor.
- be **solely responsible** and accountable for **all** team matters and will take direction from the convenor and the league representative.
- submit a list of all team officials to their convenor.
- ensure that a certified Trainer is on the bench at all games.
- when the Trainer is not available, be present in the dressing room before and after games and practices until the last player leaves.

The Coaches of House League teams must have their "Coach Stream" certification (refer to the ODHA web site ([www.odha.com](http://www.odha.com)) for a chart showing equivalencies to older certification levels.

For the Initiation Program, all on-ice help (not just head coaches) require "Intro Coach" certification.

Coaches, Assistant Coaches and Managers should be familiar with the CPMHA's Constitution and Bylaws, the Lanark Carleton Minor Hockey League's Regulations, and the Ottawa District Minor Hockey Association's Regulations and Code of Discipline.

### **Manager's Responsibilities**

The Manager is responsible for the administration of the team and works cooperatively with the coach, convenor, and the league representative. The manager will:

- have available at all times, all approved "Cards" or the "Official Team List" for all team players and coaching staff, which should be maintained in a team binder.
- assist the coach and trainer to ensure that players only participate in on-ice activities with CSA-approved equipment and in full equipment in accordance with ODMHA and Hockey Canada regulations.
- at the direction of the coach, ensure that assistant coaches, trainers, players and parents are given copies of their respective "Code of Conduct" and that all understand the meaning and importance of each reference.
- compile and distribute a name, address and phone number list of all players and coaching staff to all team members/parents.
- assist the coach, as required, in the distribution of team sweaters and any hockey equipment (goalie) and ensure they are returned at the end of the season in good condition.
- arrange the first parent meeting as early as possible in the season to help the coach welcome all the parents and encourage their input and participation. Volunteers needed for the team would include: Treasurer - there may be an existing bank account from the previous year – if not a new one should be set up, always requiring two different signatures. Accounts must be set up under the team name or level name, not under an individual's name. It is suggested that the treasurer not hand out pre-signed blank cheques; Two Callers - to make the phone calls to the team once practice and game times are known (until the schedule comes out), and for any changes; Two Shirt People - one person responsible for washing and bringing the home sweaters to and from games and one person for the away sweaters; and Fundraising People - once the amount and type of fundraising needed has been determined, these people will coordinate the activities with the Treasurer and Manager.
- arrange for score keepers and timekeepers for each home game and ensure they are trained on the use of the equipment, and that they are familiar with the regulations.

- at the direction of the coach, make the necessary arrangements for any exhibition games, tournaments and any team activities.
- assist the coach and his coaching staff in any other related duties to ensure the team is well organized and managed.

Should the manager, coach, or assistant coaches hear any concerns, complaints or rumours regarding the coaching of the team, a meeting should be set up by the Manager ASAP to discuss the issue with the coach and the parents involved. The Manager should ask the parent(s) to come to the meeting prepared with a solution.

### **Trainer's Responsibilities**

The Trainer will:

- maintain the medical information/records on each of the players and will establish an E.A.P. (Emergency Action Plan) for emergency situations. The trainer will ensure that the required accident/injury reports are completed and they are responsible for certifying that injured players only return to play with the appropriate signed medical authorization.
- monitor physical conditioning to ensure it is consistent with the level of play and ensure that players are physically prepared to function at their age level or the level of play.
- accept responsibility for the condition of the dressing rooms.
- be present in the dressing room before and after games until the last player leaves.
- identify and report potentially dangerous situations that may lead to injury (i.e. ice surface, boards, dressing rooms).
- promote healthy living standards.
- never leave an injured player alone.
- ensure that players only participate in on-ice activities with CSA-approved equipment that is safe and in good condition, and in "full" equipment in accordance with all ODMHA and Hockey Canada regulations.

### **Insurance**

Insurance fees for players are included in the player registration fees. Insurance is covered for the Head Coach, Assistant Coach, Trainer and the Manager of each team. Insurance for any additional coaches on the team list will be the responsibility of the team. The insurance policy provides coverage while participating in Hockey Canada-sanctioned hockey activities. Only team management listed on the official team list can be behind the bench or on the ice. Teams travelling outside the country should obtain additional insurance.

### **Training**

Up to a maximum of three coaching staff (coach, assistant coach or trainer) per team may be reimbursed for training that is pertinent to their position on a team.

All team management (coaches, trainer, and manager) require Speak Out training. The head coach requires Coach Stream (which includes Speak Out), and Initiation on-ice help requires Intro Coach. Trainers require a minimum of Trainer 1 certification. A list of clinic locations and schedules can be found on the ODHA web site ([www.odha.com](http://www.odha.com)).

Prior to taking any course, a 'Request for Training' form must be completed (see Appendices). If you are taking a clinic hosted in Carleton Place by CPMHA, payment will be handled by the association. If you are taking a clinic at a different location, the Request for Training form must then accompany the original receipt and be submitted to the Treasurer upon completion of the course for reimbursement.

### **Team naming**

Please note that all CPMHA teams are called "Kings", e.g., "Atom B2 Kings". The Kings name MUST be used on game sheets and tournament registrations, as that is how our teams are identified within

the league. If your team chooses its own name, you may use that on communications internal to the team.

## Communication and Issues

### Team Meetings

Coaches will have a mandatory team meeting with parents (and players, if applicable) at the beginning of the season and have meetings mid-season and post-season. These face-to-face meetings will go a long way towards uniting coaches and parents in a cooperative endeavour that benefits the players. Specific objectives for each of these meetings are listed below.

**First meeting:** The first meeting should clearly set expectations of all involved and is the basis for addressing individual issues with players or parents throughout the year. It should cover:

- Introductions – explain the roles of each person on the team management and remind the parents that the coaches and the manager are volunteers
- Expectations – what the coach expects from parents and players and what the parents and players can expect from the coach (most of the information is covered in the Codes of Conduct in Appendix A of the CPMHA Constitution)
- Team information – Create a team list with player names, number, position, parents names, phone numbers, address and e-mail address and who can provide transportation to and from games and practices
- Call for volunteers
- Social calendar
- How to handle conflicts
- Team sweaters – where name bars and sponsor bars are to be put on and how
- How will team Captains and Alternate Captains be selected  
(Please note that Hockey Canada does not allow goaltenders to be designated Captain or Alternate Captain.)
- Have your team trainer (if they have already been selected) spend a few minutes addressing the parents and players
- Communication - how will you as a coach/manager communicate to the team; e-mail, telephone, newsletters
- What is the policy around dressing rooms; who is in there, when, who will tie skates (if this is an issue)
- Do you want each player to have a white and dark jersey for practices? (Pinnies are available from the CPMHA to use for practices)
- Communicate how you will run your practices
- Show the Hockey Parent's Video to all parents (available from your convenor).

The Team Agreement would be discussed at this time and would cover the following:

- Attendance – let parents and players know that attendance will be tracked, if in fact it is (highly recommended)
- Tournaments – how many home and how many away or overnight tournaments
- Fundraising – what will be needed
- Exhibition games
- Dress code
- Discipline
- Players' ice time (for example, the last 2 minutes of the game are the coach's choice)
- Pre-game times and pre and post game meetings
- Whether the coaches should meet with players individually to discuss expectations.

**Beginning of season:** Give out the finalized Team Agreement, which will include the information gathered at the first parents' meeting and all other information for the beginning of the season.

**Mid-season:** discuss the progress of the team, gather feedback and outline upcoming events.

**Post-season:** ask parents to evaluate the program and thank them for their support and cooperation.

### Parents and Players

Parents should be asked not to approach the coaches 15 minutes prior to games. It is the coach's right to ask parents and siblings to vacate the dressing room at any time. Players must be supervised in the dressing rooms at all times, including practices.

One of the most important and challenging relationships facing coaches today is that which exists between coach and parent. If it is a poor relationship, it can present many problems and an atmosphere of tension. This, in turn, may create an unpleasant environment for the coach, parent and most importantly, the player. If the coach can develop a good working relationship with the parent, many of the problems can be avoided and the entire experience will be rewarding and enjoyable for everyone involved.

Teamwork is essential. Parents and players must place a priority on practices and games and do their best to juggle other obligations and manage their time around team commitments. Players and parents should be informed that poor attendance might impact playing time. Obviously there will be occasions where there are valid reasons for missing, but coaches must be notified in advance of all absences.

Conflicts between parents and coaches should NEVER be discussed in front of any children. Parents must allow a 24 hour cool down period, after which they can ask the manager to set up a meeting with the coach(s) and manager (the coach is not to meet with the parents alone), where they can discuss the problem rationally to resolution. If there are problems with players or parents that a coach is not able to resolve to his/her satisfaction, the coach will contact the level convenor. The CPMHA Executive will then help resolve the issue in collaboration with the coach. Remedies can include suspension from participation in practices and games.

Players must assume certain responsibilities if they wish to play hockey including: good sportsmanship, teamwork, being on time for practices and games, cooperating with coaches and team mates, developing team and individual skills, and abiding by the official playing rules. The players and parents should be familiar with the Players' Code of Conduct and the Parents' Code of Conduct.

### Communication Channels

The following chart illustrates the normal channels/levels of communication. When an issue or concern has remained unattended to, it is appropriate to contact the next level of responsibility.



### Team Discipline

The Coach, in consultation with the coaching staff, will prepare and distribute to players and parents the expected team "rules" and disciplinary procedures using the ODMHA Code of Discipline as a guideline. Learning to abide by training, practice and game rules teaches discipline. Coaches are

ultimately responsible for insuring that players engage in safe and appropriate conduct in both practice and game situations.

Any coach can decide to “sit a player” for poor attitude, disrupting the team, a lack of commitment, or for sufficiently poor attendance that impacts the effectiveness of his/her teammates. This step should not be taken unless the coach has first discussed the player’s shortcomings with the player and their parents. This can be done without notice if the player has committed a serious offence during a game or practice.

Disciplinary action may be anticipated when players violate any Code of Conduct. Discipline may include benching, suspension from practices and/or games, loss of dressing room privileges and up to and including suspension of play for those players violating rules including but not limited to the following:

- Demonstration of a lack of respect for coaches, parents, team mates, opponents, spectators or officials.
- Failure to play as a team player.
- Failure to respect the belongings of others.
- Failure to follow rules governing behaviour in hotels including the coach’s imposed curfew or rules.
- Consistent failure to be on time for practices or games without a valid excuse.
- Failure to attend practices and games without notification to the coach or a designee and without a valid excuse.
- Use of drugs and/or alcohol.

## **Complaints**

On receiving a written complaint about a player or coach that breaches the Code of Conduct, the CPMHA will undertake an investigation of the circumstances surrounding that complaint.

The initial investigation will be carried out by the Convenor and one other Executive Member, who will attempt to talk to all parties involved, and will then report to the CPMHA Disciplinary Committee. This Committee may accept the report and make a decision or investigate further. Depending on the findings, the Committee's decision may range from no further action required to a reprimand, suspension, or referral to the appropriate governing body (for example, ODMHA or Hockey Canada).

## **Suspensions, Hearings and Appeals**

The CPMHA strictly adheres to the ODMHA Code of Discipline and to the ODMHA Discipline and Appeal Hearing Format and Guidelines. All coaches and team officials are expected to be familiar with and to adhere to the contents of these two documents and to know which penalties carry suspensions.

To report a penalty that carries a suspension, House League coaches must contact both the CPMHA president and LCMHL representative within 24 hours of the game played. State the date of the game, players name, penalty assessed and time and period, along with your interpretation of the discipline. It is not necessary to fax the LCMHL president the game sheet unless he requests it.

CPMHA president contact information: Ron Boyle at 613-257-3793 or [president@cpmha.ca](mailto:president@cpmha.ca).

LCMHL contact information: Joan Savoie, LCMHL President at [president@lcmhl.ca](mailto:president@lcmhl.ca) or 613-836-1347. Please do not call after 10:30 PM or before 8:00 AM.

\* Failure to report suspensions within 24 hours as requested above will result in a new ODMHA/LCMHL mandated 1 game suspension for the coach and a \$25.00 fine for the first offence, and a \$50.00 fine for the second offence. All fines are the responsibility of the Home Association.

## **Discipline Appeals**

Please refer to the ODMHA Code of Discipline.

## **Policies, Procedures and Regulations**

### **Accident / Injury Reports**

A Canadian Hockey Injury Report form must be completed when:

- A player requires the assistance of a trainer due to an injury that results in the course of a hockey event.
- A player is taken by ambulance to a hospital.
- If the injury will not allow the player to return to active duty based on a physician's diagnosis.
- If the possibility exists that there could be any expenses related directly to the injury or if a possible claim/suit could result from the injury against the Hockey Canada insurance program.

It is the Trainer's responsibility to file claims and reports. The CPMHA highly recommends that the trainer maintain a log of all incidents in the event that further documentation is required at a later date.

### **Dressing Room Policy**

It is the policy of the Carleton Place Minor Hockey Association that:

1. No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian and there should always be at least two adults present in the dressing room when the door is closed.
2. The parents/guardians of the players on each team may appoint or elect amongst themselves one adult representative who is a parent/guardian of a player on the team but who is neither a team official nor a CPMHA Executive Officer. This representative shall have the right to be present during all discussions and meetings between players and their coaches. In the event that a team has both male and female players on the roster, the CPMHA supports the election/appointment of two representatives, one male and one female.
3. At the PeeWee level and above, when separate facilities exist for both male and female participants, males and females shall make use of these separate facilities. Females shall not be permitted access to a dressing room occupied by players and/or coaches unless all players and coaches are fully clothed.
4. If the facility does not have separate changing areas available for male and female players, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.
5. The team officials and parent/guardian representative(s) of every team shall ensure that the dressing room door remains closed while players are changing.
6. The CHA Bulletin 01/28 regarding #3 and #4 above, reads: "That individual teams shall be free to relax these rules/guidelines to best address the needs of all participants if the team agrees with an alternate plan."

### **Referees**

How a coach communicates with a referee directly affects the attitude of the players. To encourage a good relationship, consider the following:

- Arrange to have the Referee-In-Chief speak to your players at the beginning of the season regarding rules and regulations. Make sure you and your players know and understand the rules and how they are applied.
- Recognize that referees are human and will make mistakes, as do we as players and coaches.
- Do not challenge referees' authority and decisions, even if you disagree with a call.
- Do not take calls personally - calls are against your team, not you.
- Compliment referees when they make good calls, and congratulate them at the end of the game.
- Have players officiate scrimmages during practices to help them appreciate the referee's role.

Coaches and managers please note:

- The CPMHA Referee-In-Chief must be notified when the proper number of officials is not present at any **home game**.
- Coaches and/or managers who have questions regarding an official are NEVER to approach an official during a game; they are to contact the Referee-In-Chief with their concern regarding home OR away games.
- Any scheduling of referees for exhibition games must be done through the Referee Scheduler. Referees are not to be contacted directly.
- The Referee Scheduler must be notified of all games that are cancelled/rescheduled.

### **Exhibition and Tournament Procedures for Referees**

Provide the Referee Scheduler as much advance notice as possible to schedule officials for your exhibition game or tournament.

**Exhibition Games** – Officials will be paid at the **beginning** of the game. The preferred method of payment is cash, divided up for the officiating crew as per the ODMHA rates schedule. If this method is not possible, contact the referee scheduler or the Referee in Chief BEFORE the game. The ODMHA rates are available at [www.cprefs.netfirms.com](http://www.cprefs.netfirms.com).

**Tournaments** – Tournament games will be similar to exhibition games, in that the officials shall be paid cash at the beginning of each game. The difference is the scheduling fee – for tournament games, the scheduling fee is a flat rate of \$20 per tournament (provided it is a regular one-day tournament). This scheduling fee will be cash or cheque, given to the Referee in Chief, or directly to the scheduler, BEFORE the tournament. When the team officials contact the Referee scheduler to discuss the specifics of the tournament, arrangements will be made for the scheduling payment. Tournament rates of pay will also come from the ODMHA rates schedule. The ODMHA rates are available at [www.cprefs.netfirms.com](http://www.cprefs.netfirms.com).

### **Practice and Game Policies**

At one time or another, most coaches and parents have seen players who were not committed to attending practices and games. This has resulted in a team no longer acting as a team but rather as a group of kids that play hockey together. CPMHA is committed to offering a team environment, not just hockey. Ask the parents how they would feel if the coaches decided not to show up for games for no reason – would that be acceptable to them?

For practices, players are expected to be fully dressed and ready to play 10 minutes before the scheduled practice time. Players should arrive 40 minutes prior to a game in order to be in the dressing room fully dressed 15 minutes before the game. During this time, coaches will usually hold a pre-game meeting where plays and strategies for the game are reviewed. Most games are followed by a 5-minute post-game meeting where the coaches evaluate game performance. The pre- and post-game meetings are generally closed to parents. Individual coaches may vary the time frames. Coaches or Managers must advise the Convenor when their own team or a visiting team fails to show for a scheduled game.

Initiation Players ARE NOT to practice with any higher-level team, unless they are an affiliated player to that team.

## Equipment

Teams are responsible for obtaining their own water bottles. CPMHA provides home and away sweaters, a first aid kit, and pucks. There are pinnies available (those used at tryouts) for the teams to use for practices. Please contact the Equipment Manager to pick up your supplies.

With respect to sweaters, coaches are responsible for ensuring the following:

- Sweaters are to be worn at games only.
- Each team will arrange for volunteer parents to be responsible for the care of the sweaters.
- If a volunteer is not available to care for the sweaters, parents must be informed of proper care and cleaning. Sweaters must NOT be stored in a hockey bag unprotected.
- Ensure that the sponsor bars and name bars are **NOT put on the sweaters using a sewing machine or any type of tape or glue**, they should only be hand sewn on. The Coach is responsible for the removal of sponsor bars and name bars at the end of the season.
- The Coach is responsible for the proper care and timely return of all equipment and sweaters. The team **WILL** be billed the replacement cost for any items lost or not returned in good condition.

The CPMHA will provide goalie equipment for players in the Atom division and below (excluding goalie stick and skates). Parents must provide a check for \$500.00, post-dated to April 30<sup>th</sup>, when they receive the goalie equipment, which will be returned once the equipment is given back.

## Ice Schedule

Practice ice will be allocated to the team by the Ice Scheduler. The Manager or the team's phone callers will advise the team of the schedule as soon as it becomes available.

Ice **MUST ALWAYS** be utilized and **NEVER** left vacant. Coaches/Managers will trade or if necessary give away (the association does not replace ice time that is given away) any ice times that are in conflict (for example, due to tournaments). If you are unable to trade ice, you can return it to the ice scheduler a minimum of **4 days** in advance. Teams leaving ice vacant for whatever reason will be invoiced for it.

Rep and House League teams who wish to rent extra ice should do so under the CPMHA name for insurance purposes. The cost of the extra ice is the responsibility of the team.

The ODMHA and CPMHA forbid competitive teams from playing any house league team. The playing of parent/child games or the use of the CPMHA ice for fundraising is strictly prohibited.

## Tournaments

The CPMHA will provide each team with a Tournament date for their home tournament. Teams should get their tournament filled ASAP. Have your tournament package prepared early to give it out to the managers of the teams you play. If for any reason the team cancels their tournament, they must give 6 weeks notice to the arena and advise the Tournament Coordinator. Teams can run tournaments with less than 8 teams. It is CPMHA policy that team parents be involved in the selection and quantity of tournament entries.

All teams travelling outside the boundaries of the ODMHA require travel permits. In addition to ODMHA travel permits, teams travelling to the USA must obtain a special Canadian Hockey Association United States Travel Permit, and should obtain additional insurance coverage. All travel permits must be arranged through the CPMHA President and signed off by the District Chairman well in advance of the event.

The team's tournament coordinator or manager will coordinate and make all necessary arrangements for tournaments. It is suggested that all tournaments be booked as early in the season as possible as some fill quickly. Tournaments are listed on the ODMHA website. Always confirm with the organizers of an away tournament that the tournament is at your level and that teams of a higher level will not be attending.

Teams may not enter or play in a lower level tournament. For all home tournaments, the ODMHA Regulation #13 Tournament Regulations apply.

**NOTE:** It is the responsibility of the Manager to ensure that a member branch in Hockey Canada, USA Hockey or the International Ice Hockey Federation duly sanctions the tournaments which the team enters.

### **Player Affiliation**

The CPMHA asks that all coaches support the affiliation process, Affiliation helps our players experience practices and or games at a higher level and ultimately helps develop our players and the overall quality of our hockey program.

As of September 2007, the CPMHA is using the Club Affiliation format. Players can be affiliated to more than one team with CPMHA with no forms or lists required, providing the guidelines (listed below) are followed.

The following guidelines apply to house league affiliations:

- Initiation players may not be affiliated.
- A team may affiliate a player from another team that is:
  - at the same level, but one letter down (for example PeeWee B can affiliate a PeeWee C player)
  - at a lower level, but same letter (for example, Bantam B can affiliate a PeeWee B player)
  - at a lower level, but one letter up (for example, PeeWee C can affiliate an Atom B player)
- A team cannot affiliate from the same level and letter (for example PeeWee B1 cannot affiliate from PeeWee B2)

Players can be affiliated to a Mississippi Thunder Kings (B rep) team, although this is outside of the Club affiliation and the player can no longer be affiliated to another house team.

When you use an affiliated player, check with their coach before calling them for a game. The player's original team comes first. Affiliated players can only be used to bring the roster up to the current number on the team list to replace missing, sick, injured or suspended players.

There are no restrictions on the number of games an affiliate plays up until midnight January 10<sup>th</sup> (please confirm the date each year). From January 10<sup>th</sup> onward, an affiliate may play five meaningful games (exhibition and tournament games are excluded) without affecting his status with his substantive team. Once the affiliate plays the sixth meaningful game, he becomes the property of the team for whom he played the sixth game as an affiliate and may not play for any other team including his substantive team.

After January 10<sup>th</sup> coaches must call the President of the CPMHA before using any affiliated player. League and Play-off games count as part of the **five**-game limit.

Affiliated Players must wear a shirt number that no other player on that team has been assigned.

Enter an affiliated player's name on the game sheet as you would with any other player and clearly indicate the letters "AP" in the margin next to the player's name. If you have affiliated players on your roster, you must have a copy of the player's card or official team list as required.

For Goaltenders, note exception Hockey Canada Regulation E 36 b): *Appearance of a registered player's name on the official game report of a game shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game, and such participation shall be specially noted on the official game report.*

### **Team List Regulations**

All House league players must be registered on the "Official Team List." The CPMHA Registrar must receive the team list no later than the 15<sup>th</sup> of October.

Once a player has been placed on a "team list" they may not play for any other team (unless they are affiliated) and may not be released from any team without the approval of the CPMHA Executive.

All team lists must be kept in the team binder and the binder must be returned to the CPMHA Registrar at the end of the season.

## Appendix: Forms

### Coach's Self-Evaluation Form

Using the following chart, you can evaluate how well you carry out your roles as a leader, teacher, and organizer. For each statement, select the word that best describes you. You can use this chart to assess yourself throughout the season.

	Excellent	Good	Needs Improvement
<b>As a leader I:</b>			
1. Establish goals	_____	_____	_____
2. Use a democratic coaching style	_____	_____	_____
3. Am a good role model	_____	_____	_____
4. Develop leadership skills in my players	_____	_____	_____
5. Have a positive relationship with the referees	_____	_____	_____
6. Interact effectively with the parents	_____	_____	_____
7. Help all players maximize their potential	_____	_____	_____
<b>As a teacher I:</b>			
1. Teach the necessary hockey	_____	_____	_____
2. Teach skills using the proper sequence and progression	_____	_____	_____
3. Teach skills using understandable language	_____	_____	_____
4. Realize athletes differ in their readiness to learn a skill	_____	_____	_____
5. Realize athletes learn skills at different rates	_____	_____	_____
6. Teach more than just hockey skills	_____	_____	_____
<b>As an organizer I:</b>			
1. Plan effective practices	_____	_____	_____
2. Select very good assistant coaches	_____	_____	_____
3. Have parents assist in the program	_____	_____	_____
4. Attend to details	_____	_____	_____
5. Communicate effectively	_____	_____	_____



<b>Carleton Place Minor Hockey Association Team Management List</b>
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Please fill out the following form and submit it with your team list. Note that all Head Coaches will be listed on our website with their phone numbers and e-mail addresses. Use a second sheet if necessary. Insurance is covered by CPMHA for the Coach, Assistant Coach, Trainer and Manager. The team must cover the insurance for any others listed on the team list.

**Head Coach:**

<b>Name:</b>	<b>Div. &amp; Team:</b>
<b>Certificate Level:</b>	
<b>Have you taken the 'Speak Out' or Harassment Course:</b>	
<b>Phone Number:</b>	
<b>E-mail Address:</b>	
<b>Will you be listed on any other team list:</b>	
<b>If yes, please indicate: Team</b>	<b>Your position:</b>
<b>Signature:</b>	

**Assistant Coach:**

<b>Name:</b>	
<b>Certificate Level:</b>	
<b>Have you taken the 'Speak Out' or Harassment Course:</b>	
<b>Phone Number:</b>	
<b>Will you be listed on any other team list:</b>	
<b>If yes, please indicate: Team</b>	<b>Your position:</b>
<b>Signature:</b>	

**Trainer:**

<b>Name:</b>	
<b>Trainer Number and Level:</b>	
<b>Date of last trainer course:</b>	
<b>Have you taken the 'Speak Out' or Harassment Course:</b>	
<b>Phone Number:</b>	
<b>Will you be listed on any other team list:</b>	
<b>If yes, please indicate: Team</b>	<b>Your position:</b>
<b>Signature:</b>	

**Manager:**

<b>Name:</b>	
<b>Have you taken the 'Speak Out' or Harassment Course:</b>	
<b>Phone Number:</b>	
<b>E-mail Address:</b>	
<b>Will you be listed on any other team list:</b>	
<b>If yes, please indicate: Team</b>	<b>Your position:</b>
<b>Signature:</b>	