



TRAILS WEST HOCKEY ASSOCIATION
COACHES HANDBOOK
2016/2017 SEASON

Updated: June 2016

Thank you for volunteering as a coach with the Trails West Hockey Association. We sincerely appreciate your dedication and the time you put forth in providing our players with a great hockey experience every season. The purpose of this Coaches Manual is to give you the tools and information to make your season run smoothly and give all of our coaches, players and parents another positive hockey experience. While most of the information and commentary provided in this document is common sense, almost every item included is the result of a question that has been asked or an incident that has occurred. If you have any ideas to improve on this document please email them to: coaching@trailswesthockey.com

Key Contacts:

Coach Development (Pee Wee, Bantam, Midget): Steve Lister –
coaching@trailswesthockey.com

Areas of responsibility: coach selection committee, coaching clinic organization, general coaching questions, coach certification info.

Coach Development (Timbits, Novice, Atom): Sandy Hayer –
coaching1@trailswesthockey.com

Areas of responsibility: coach selection committee, coaching clinic organization, general coaching questions, coach certification info.

Also important are your respective VP Operations and Age coordinators. Please see the TWHHA website for names and addresses.

http://trailswest.goalline.ca/page.php?page_id=30528

VP Ops Areas of responsibility: Evaluations, grievances, player and coach discipline hearings, team formation, coach selection committee, team seeding with Hockey Calgary.

General Information and Queries:

Coaches Corner: http://trailswesthockey.com/page.php?page_id=30527

Coach Certification Info:

Every coach on the roster of a team registered in Alberta must have the **Respect In Sport – Coach and Activity Leader** course. This course is separate from the **Respect In Sport – Parents** course and the two certifications are not interchangeable, therefore all coaches must have completed both RIS courses if they also have a player registered in minor hockey. Trails West will automatically cover the cost of this course if you register using the following link: http://trailswesthockey.com/files/coach_program_procedures_for_trails_west_hockey_association_2012.pdf

(If you have difficulty accessing the course through the Trails West link try a different browser or clear the Cache and Cookies from your current browser)

Coaches who have previously completed the Speak Out certification are exempt from the RIS – Coach and Activity Leader requirement, all other coaches must complete the RIS course by Nov 15 of the current hockey season.

All other mandatory certification info can be found at the following links:

<http://www.hockeyalberta.ca/coaches/coaching-requirements/>

http://www.eshootscores.com/mandatory_nccp_hockey.php

Additional certifications must be completed by Nov 15 of the current hockey season.

Reimbursement: TWHHA will reimburse the cost of any mandatory clinics provided that a coach has also attended two of our internal TWHHA coach development clinics. After completing a mandatory Calgary Hockey Development course and attending two TWHHA internal clinics, simply send your mailing address, receipt and proof of course completion to John Jozsa at treasurer@trailswesthockey.com

Police Clearance Info:

http://trailswesthockey.com/page.php?page_id=53306

Trails West Coach Development Program:

Trails West will provide coaches with development opportunities through on-ice and off-ice clinics with Hockey Canada and various Specialists that we bring in to host internal clinics (targeting 5 clinics throughout a season). The intent of this program is to provide development opportunities for our coaches for the current as well as future seasons. All coaches are expected to make a reasonable effort to attend 2-3 development sessions per season. A minimum requirement for each team is that one coach (head, co-coach or assistant) shall attend each coaching clinic offered by Trails West and a failure to comply, may result in a restriction of ice time. Past attendance at these clinics, or a lack thereof, is a consideration in our coach selection process. **Reimbursement for the mandatory coaching clinics will not be provided unless a coach has attended 2 of our internal clinics in the same season.**

Additional Coaching Resources:

Hockey Calgary Coaches site:

<https://www.hockeycalgary.ca/resources/coaches>

Hockey Canada Coaching Essentials:

<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Coaching/Essentials>

Hockey Canada Drill Hub:

<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Drill-Hub>

The Drill Book:

<https://www.thedrillbook.com/>

ProSmart Hockey:

<http://www.prosmarthockey.com/>

Starting your season:

- 1) Name a Team Manager as soon as possible. Ideally this should be someone with excellent organizational skills that you will be able to work closely with throughout the season. Previous managerial experience is preferred but not a requirement.
- 2) Parent Meeting – Have a coach/parent meeting early in the season, the FCA boardrooms can be booked by TWHAs teams at no cost. A sample agenda is available at the end of this manual.
- 3) Pucks and Pylons will be made available at a time and place communicated by your age group coordinator, this will usually be a few days after your team is formed and announced to you. Jersey pick up will be communicated shortly after your team is formed.

Dealing with difficult parents:

If you encounter parents who are unreasonable with their criticism, interference or excessive feedback, there are several steps you should follow. Document all conversations or email exchanges and copy your manager or the Coach Development Coordinator where necessary. Make sure the parent(s) are aware that they will not be allowed to anonymously be the squeaky wheel. Consider holding a meeting with the parent involved to address their concerns before the issue escalates and it is strongly encouraged to have your manager or an assistant coach attend this meeting. Parents can be very emotional when their kids are involved so always respect this and try to find a solution that works for all parties. If you can't resolve an issue with a parent please escalate it to the Coaching Development Coordinator or your Age Group VP Ops. The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with all issues and concerns that are raised. A Head Coach is to strive to do the best job they can for the players, parents and team. A parent raising an issue or concern cannot be held against a player.

PARENT RELATIONS

- First and foremost, it is important to make as early contact as possible and make your expectations simple and clear. A parents handbook is a great tool to help lay out the groundwork for the year.

- As early as possible, have an informal parents' party. Most business can be covered in a relaxed setting and the parents can have some fun and get to know each other.
- Be as open as possible with parents at all times. Parents must realize there are proper times to bring up concerns (not in front of the team in the dressing room right after a game for example), but parents should feel like they can come to you at some point each time the team plays or practices. It is important to use of the 24-hour rule when discussing sensitive issues or concerns. This should be addressed early in the season at the parent meeting.
- Always project the image of being concerned with their child. They should feel you are their child's number one advocate. If you have to work too hard at this, perhaps you are in the wrong position.
- Don't let problems simmer! It is in your best interest to make the first contact if you are having trouble with a child. Most problems can be rectified with a calm and relaxed phone call to a parent soon after any incident.
- Encourage parents to **NOT** make discouraging or disparaging remarks about coaches, referees, opponents, other parents or teammates at any time – especially in the presence of players.
- Finally, realize that despite all your best efforts – you can't please everyone, but you can be calm and open with all parents.
- Use your Coach Development Coordinators as necessary.

Coach Conduct expectations:

Coaches are expected to be good ambassadors for TWHHA at all times. Avoid confrontations with spectators, opposing coaches, officials and players at all times. Never assume that the actions of a young hockey player are a direct reflection on their coaches or proof that an official has "lost control" of a game. Coaches who fail to act according to the TWHHA Coach Conduct expectations will be subject to a review by the TWHHA executive committee and may face a TWHHA imposed suspension in the current or future hockey seasons.

Practice Planning:

Always have a practice plan. A Practice Plan template is included at the end of this document. Use your ice as effectively as possible and try to keep as many players active as possible while considering that a certain amount of rest is also necessary during more intense drills. Timbits and Novice teams should use stations with small numbers of players for a substantial portion of your practice time. Teams with multiple goalies can request extra nets at all the arenas used by TWHHA on a regular basis. You may be assigned crossover ice times where one team starts with full ice, followed by a shared ice segment, and then another full ice segment for the other team sharing the ice time. Be respectful of the team you are sharing with and have all your players and equipment off the ice when starting the shared practice time or when leaving the other team to their full ice segment. Consider repeating drills that

the players are familiar with to make the most of your full ice segment as these are typically 15 minutes in duration. Note that we discourage the use of a shared ice time for a scrimmage between the two teams who are sharing (i.e. Atom 4 and 5). Please use your practice ice for just that purpose, practice. Scheduling an exhibition game or holding a scrimmage leaves approximately two thirds of your team on the bench while the remaining 5 kids share one puck with the opposing team. An exhibition game or two is permitted at the beginning of your season, and perhaps at the end, but is by no means a requirement.

Game Management:

TWHA GAME DAY PHILOSOPHY

Pre-Game

Although there are obvious items to cover before a game, we want to review some of the basics. Mandate that all players are dressed and ready to go at least 10-15 minutes prior to the game starting. Communicate lines/positions for the game. Emphasize three team goals for the game. Stay positive and do not fill their heads up with a lot of concepts and suggestions. Practice your pregame warm up in your weekly practice sessions. Consider a warm up that will prepare both the players legs and hands for the upcoming game, try to find something better than the “horseshoe”!

Game

The majority of your coaching is done at practice. Excessive yelling at players during the game is a distraction. Teaching a player to learn from their mistakes will only work if the player remembers the situation they were in and the choice they made at that given moment. If you can get the player back to that point and ask them what choice they made, or what they saw, you can teach them what a better choice might be. If the player cannot remember, you are wasting your time. In the reverse, if a player makes the right play go through the same sequence and compliment the player for making the right choice. Keep in mind you see the game through different eyes than the player sees it. Take notes on areas to work on in future practices.

Post Game

Meet briefly as a coaching staff and review your pre-game goals. Keep it brief; be respectful of the parents and players time. No matter what the situation was, "end on a POSITIVE note". Acknowledge all players after the game. Review as a coaching staff items to be worked on at upcoming practices.

Bench Management:

Trails West expects that ice time will be equal over the course of a season within a particular position unless extenuating circumstances exist. Poor attendance, behavioural issues, overly aggressive play/penalties, poor work ethic and failure to follow team rules may be reasons to sit a player at the older age groups and in the higher divisions. Please use this strategy cautiously and only upon agreement of you entire coaching staff. The Coach Development Coordinator may be consulted as well. Make sure your players and parents understand beforehand that ice time may be reduced in the circumstances outlined above. At the younger age groups we

highly discourage any shortening of your bench. Timbits and Novice players are expected to rotate all positions (including goalie) equally. Once Novice teams have completed a full goalie rotation you may consider using a small number of players as goalies to encourage their interest and development in this position. However, you cannot go to a single player as goalie for all remaining games. Atom players may begin to play a particular position if that is their desire, provided it fits with the overall balance of your team.

Goalie Management:

Goalies should receive equal playing time. Rotation can be alternate games or sharing halves of a game. Discuss this with the goalies and their parents to find some common ground. Goalies should not be removed from the net at the younger age groups due to performance reasons. You may wish to have a discussion with your goalies and their parents about temporarily pulling a goalie to settle them down and possibly allowing your goalies to remove themselves from the net if they wish. Having an open and honest conversation at the start of the season with your goalies and their parents is highly recommended as it will avoid any surprises or hurt feelings if a situation arises that requires a temporary goalie change. For additional assistance with goalie development, Pat Beauregard is TWHA's Goalie Development Coordinator and can be contacted at goaltending@trailswesthockey.com.

Player Safety Considerations:

Always have a first aid kit, player medical forms, Hockey Calgary Team Roster and your parent contact information at ALL practices and games. Trails West does not supply a First Aid Kit, but it is highly recommended that all teams have one accessible at all ice times. Charging the expense of a basic First Aid kit against your team funds is reasonable in our view. Remind players of the constant danger posed by skate blades and be very cautious when goalies lay on the floor - asking them to either wear gloves or tuck their hands under their chest. If a player is injured and you are unsure if it is safe to move them always err on the side of caution by leaving them still and calling 9-1-1. IN ALL CASES WHERE AN INJURY APPEARS SERIOUS, DO NOT MOVE PLAYER. CALL FOR AN AMBULANCE.

- Spinal Injury - Don't move the player! - Ask player if he can move legs, arms & head. Check A, B, C's - Airways, Breathing, and Circulation.
- Concussion - Sit player out - Ask questions; "where are you?", "who are you?"
- Simple Injury - First Aid Room for cuts, etc. Ensure that the player is fit to return prior to allowing him/her return to the ice game.

When in doubt, call for an ambulance, keep the player warm. DO NOT MOVE THE PLAYER. Do not allow a player to return to the dressing room or first-aid room alone. Ensure that either parent/guardian or a team representative accompanies them.

Handling On-Ice Officials:

TWHA coaches are expected to treat all officials in a respectful manner at all times. In particular, remember that officials at your home games will often be fellow

TWHA players from an older age group. If you wish to discuss a specific call or the way a game is being officiated we recommend a quiet and unemotional conversation at your bench, conduct this conversation between periods when possible. Yelling at officials is not only disrespectful but is also unlikely to turn future calls in your favour. If you have a specific and substantial concern with an official you encounter, please report it to the TWHA President, Andy King (president@trailswesthockey.com).

Dressing Room Supervision:

All Coaches (min. of two at all times) are responsible for supervision of their dressing room from 1/2 hour before practice or game time, until the last player leaves the dressing room after a practice or game. If you are unable to have coaches in the room, please ask parents to substitute. Be very careful to avoid being in the dressing room with a single player who is not your child. In this case, always try to have a second adult with you. Players at younger ages may request a bathroom break during an ice time – we recommend having their parent attend to the child's needs in that particular case.

APPENDIX:

Ten Most Frequent Criticisms of Coaches

- Coach shows favoritism, unequal discipline
- Coach is too negative, belittles players
- Practices are too unorganized and not planned out
- Lack of communication
- Lack of team discipline
- Lack of skill development
- Coach plays the “star” system, lack of teamwork
- Goalies forgotten in practice
- Borderline language
- Not a good teacher

SAMPLE PARENT CODE OF CONDUCT

All parents must display good sportsmanship at all games and practices; regardless of whether a contest is won or lost and regardless of how a game is officiated. As parents and guardians we must be positive in our attitudes toward the game of hockey and emphasize the cooperative nature of the game. Negative and rowdy behavior in or around the hockey rink reflects directly and poorly on the whole organization. We must foster good relationships between our young players, within the Association and with officials and our competitors. Parents must set positive examples for our children in their behaviors or actions.

The following actions are not acceptable:

- yelling at or threatening referees, opposing players or coaches before, during or after games or practices;

- direct confrontations with coaches, parents or players;
- demonstrations of frustration or anger after a game loss;
- unnecessary or exaggerated celebration of a goal scored or a game won that would embarrass or demean the opposing team;
- any physical or verbal abuse of any other person;
- approaching the bench during a game situation unless summoned by a coach.

Coaches have the right to request that no parents enter the locker rooms except at their discretion. Disruptive or abusive parents may be asked to leave a rink and compliance is expected. Such conduct may result in an immediate suspension from TWHA functions until a Board hearing is held on the matter.

SPECTATORS CODE OF CONDUCT

- Display good sportsmanship. Always respect players, coaches, officials and other spectators.
- Always act appropriately. Do not taunt or disturb other fans. Enjoy the game together.
- Cheer good plays of all participants. Avoid negative comments directed at opponents.
- Cheer in a positive manner and encourage fair play. Profanity and objectionable cheers and gestures are offensive and serve to set an extremely poor example for children. Remember this is only one game in the lifetime of your child and not the Stanley Cup play-offs.
- Refrain from inappropriate behavior in the stands. Keep the overall importance of youth hockey games in the proper perspective.
- Help provide a safe and fun environment for all players and officials out on the ice.
- Throwing any items onto the ice surface can cause serious injury to players and officials.
- Do not pound on the glass. It is part of the playing area.
- Support the officials, even when you may totally disagree with a "call". Remember your vantage point often is not the same as theirs on the ice. Recognize that officials have a difficult job. Show respect for all officials. Trust in their judgment and integrity.
- Support the coaches; trust in their judgment and integrity.
- Be responsible for your own safety. Be alert and pay attention to what is occurring on the ice during a game to avoid injuries from flying pucks.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive before, during and after the game, win or lose, recognize good effort, teamwork, and sportsmanship.



PARENT MEETING AGENDA

TRAILS WEST (Age group and Team #)

COACHING TEAM

Head Coach:

Assistant Coaches:

Team Manager(s):

Please feel free to contact us at any time if you have questions, concerns or suggestions.

COACHING PHILOSOPHY: Insert

TEAM GOALS: (modify as you see fit)

1. To have fun within a positive and constructive atmosphere
2. Team building both on and off the ice
3. Generating self confidence
4. Having respect for ourselves, our teammates, other players, officials, coaches, and parents
5. Winning is also fun and we will be teaching our players how to conduct themselves like winners

PLAYER DEVELOPMENT: (modify as you see fit)

I believe that the team with the most skilled players will ultimately be the most successful. Although hockey is a very tactical and strategic game, we will plan to develop superior skaters and puck handlers to give our team an edge. We will make skating a core part of every practice and also spend significant time on passing, stick handling and shooting.

TEAM COMMUNICATIONS:

Our primary source of communication will be via email.

DRESSING ROOM:

Please have your player in the dressing room 45 (or 30/60 depends on your age group) minutes prior to games, they need to be fully dressed 15 minutes before game time. I would also like the players fully dressed 5-10 minutes prior to our practices. We are going to be firm on this point. We plan practices to the minute as ice time is precious in

Calgary. Out of respect to the volunteer coaches and other players, please be ready on time. All non-coach parents should be out of the dressing room **XX** minutes before all games (**younger age groups**).

PRACTICE AND GAMES:

Attendance: Please let us know if you are not able to make it to a practice or game so that we can plan accordingly.

Positions: To balance our lineup players may occasionally be asked to play out of their preferred position.

Water Bottles: Please ensure all players have their own water bottle with a spray nozzle.

Ice Time: All players will receive equal ice time relative to other players in the same position. The bench will never be shortened. Ice time may vary from game to game due to odd numbers.

VOLUNTEERS:

- Social Coordinator
- Treasurer
- Score Sheet and Shot Clock Coordinator
- Scorekeeper/ Timekeeper / Shot Clock Operator Coordinator and Volunteers
- Tournament Coordinators (x2)
- Mandatory Casino/Bingo volunteer

OTHER BUSINESS:

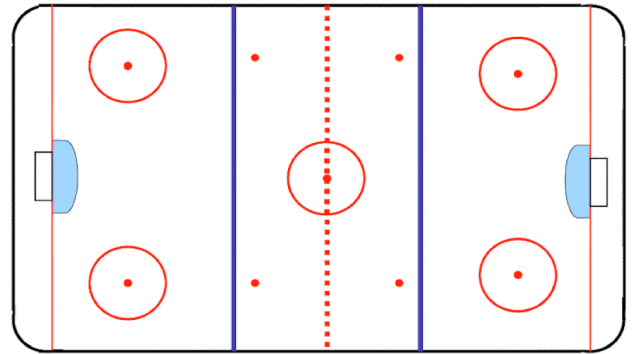
1. **Cash Call -**
2. Tournaments – Hosted, out of town, in town, when?
3. **Jersey Cheques – Please bring an April 1 dated cheque for \$200 to the meeting**
4. Team Building Event - we need to select a date and time
5. Parent social event – Date TBD
6. 24 Hour rule
7. School/Grades/Homework (for older age groups)
8. Player rules and responsibilities
9. Parent behaviour
10. Extra ice purchases



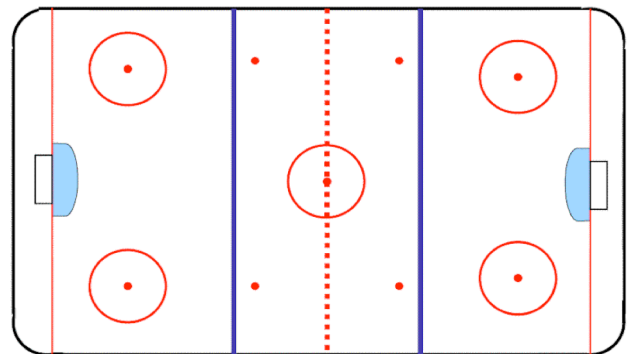
Practice Plan

Date:

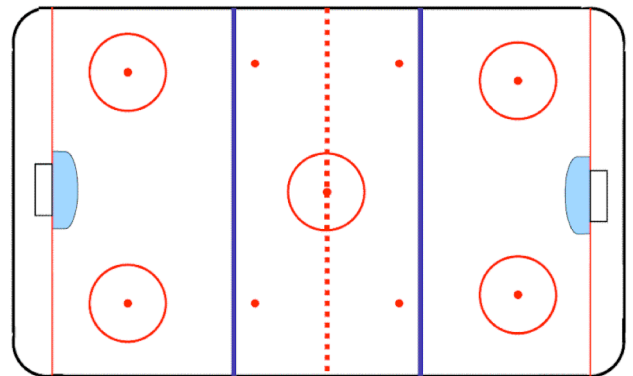
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