

RECREATIONAL COACHES AND MANAGERS GUIDE

TEAM SNAP

- Team Snap is your communication tool for coaches, players and parents.
- All league games and tournament games need to be added to team snap and updated as necessary.
- Assignments for home games, keeping track of team fees, emails and important information can be communicated here.

JERSEYS & SOCKS

- Handed out at the coaches meeting with PGMHA staff at the start of the season

JERSEY INVENTORY

- It helps to document or create a spreadsheet of the jerseys (numbers) that were given to you at the start of the season.
- Track the Following:
 - Player and jersey number
 - Spare Jerseys
 - Document damage to jersey prior to handing out (i.e., Strings missing, etc.)

PGMHA Policy:

1. Fair Ice Time
2. Fair play evaluation
3. Skill Development, Safe, Fun, Positive

Coaching Norms:

1. Develop players and staff (Team, character and accountability)
2. Create a positive hockey and team experience
3. Deliver fair ice time
4. Players will earn ice time through positive attitude, commitment to the team, hard work and ability
5. Hold myself, staff and players accountable
6. Be prepared
7. On time
8. Communicate with players, staff and parents

Code of Conduct:

- PGMHA uses the BC Code of Conduct for both players and coaches. Upon registration all families signed the BC Code of Conduct. Here are the links for review if necessary.
 - www.bchockey.net › CODE OF CONDUCT POLICY FORM 09-27-2017
 - www.bchockey.net › Files › Parent Code of Conduct Contract with TL quot..

Team Built Rules

- Bullying
- Attitude
- Disrespect
- Lateness
- Discipline
- Lying
- Electronics
- clean dressing room
- language

Team built rules need to be consistent and consequences communicated in advance. Coaches will decide discipline issues, but a discipline committee is available for major incidents involving bullying and harassment. Team building is essential to minimizing issues of this nature.

Player Expectations:

Hockey is a privilege

- Defining expectations is the first step in the discipline and complaint process. The signed code of conduct for players as well as your expectations as the coach should be clear to both the parent and player. “I didn’t know”, “it is only a joke”, “or that’s hockey” will not be tolerated. Expectations and conduct are clear as are the consequences. Our goal for every player is an inclusive, fun and competitive environment.

When defining your player expectations, values, and norms, it is beneficial to develop and define these with your players in conjunction with a player agreement.

Player:

1. Commitment and Dedication
2. Sportsmanship
3. Teamwork

Values:

1. Commitment, dedication, and effort
2. Sportsmanship
3. Teamwork
4. Honesty

5. Good attitude

PGMHA Player Discipline & Consequences

1. Coaches' intervention and reminder of expectations and possible team consequences
2. PGMHA Written letter of expectation and possible 2 weeks suspension
3. Possible release from team and Prince George Minor Hockey for rest of season.

Vaping, Smoking, Drugs or Alcohol

- 1st offence Mandatory 2-week team suspension
- 2nd offence removal from the team.
- This will be enforced for team events or on personal time during the season

Definitions per BC Hockey:

- The following are definitions that will be used to determine the grounds on which the complaint is made and the process to address it. BC Hockey acknowledges and supports Hockey Canada's definitions of bullying and harassment and abuse.
- **Bullying**
 - Bullying is repeated physical, verbal, or psychological acts carried out by a person who has perceived power over the victim. These acts can occur in person or online (cyberbullying)
 - Bullying describes behaviours that are similar to harassment. It is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her (i.e.: trying to cut off victims from the social connection by convincing peers to exclude or reject a certain person), and reactive (i.e.: engaging in bullying as well as provoking bullies to attack by taunting them).
- **Harassment**
 - Harassment is offensive behaviour – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.
- **Abuse**
 - Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and / or breach of trust. Abuse is an issue of child protection.
 - Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation are available at www.hockeycanada.ca.

Incidents involving any of these issues will go to PGMHA board and discipline committee

Parent Expectations:

- **Parent Norms:**
 - Parent's attitude is crucial to the success of this team. As a team, we will count on you to be a part of the team 100%. Without your support and commitment, we cannot have success.
 - **Parents are expected to:**
 1. Have a good attitude and sportsmanship in and out of the arena
 2. Volunteer
 3. Get your athlete to events prepared and on time
 4. Adhere to the 24-hour rule
 5. Bring concerns and questions go through team manager
 6. Refrain from being in or near the dressing room area or hallways
 7. Support coaches and team both at the rink and at home
- **Process:**
 - Player talks to coach / assistant coach
 - Parent talk to manager / coach
 - Parent talk to manager and supervisor
 - Refer to PGMHA grievance policy

Parent Consequences:

1. Written letter of expectation
2. Possible suspension from PGMHA events and arena
3. Season suspension from PGMHA events and arena

Special Event Sanctioning:

- Every activity (other than games or practices) must have special event sanctioning.
- Includes: fundraising, dryland, volunteer work, team building activities, WHL or BCHL game attendance
- Paperwork must be submitted 10 days prior to event

Hisports:

Hisport.app is used for all scorekeeping. Manger and coaches will have to create and gain access (login info) for Hisports.

All games be scheduled for you. Anything outside of league and tournaments (i.e., home tournament and exhibition games in PG) will need to be created for you.

- Email hisport@pgmha.com with the pertinent information (time, location, teams and both HCR numbers for game creations).

Each game has its own game number to score keep (game number is 5 digits)

- Provide game number to both the home team manager and the away team manager once game is created

- This is for them to sign off on their rosters – pick up players can be added
- ROSTER NEEDS TO BE CORRECT BEFORE GAME TIME
- Starting goal tender also needs to be selected prior to game time

TIPS FOR HISPORTS

- Every team has their own HCR roster numbers
- Jersey numbers/positions/C's and A's etc. can be added to the HCR roster for future games
 - Go through TEAMS button
 - Search for the HCR number in the hockey ID tab
 - Roster tab should access your team to make these permanent entries
 - If these changes are not added, you will need to make them each time you have a game
- Note Game numbers and add to your team snap schedule for scorekeeper
 - Scorekeepers need game number to access the game for game time
- Home Tournaments
 - When sending out your tournament schedule adding game numbers to the schedule simplifies things for the opposing team to finalize rosters prior to game time
- Scorekeepers' login in to Hisports.app and select scorekeeper button

Tournaments: Refer to the tournament handbook

Team Staff:

Once the Head Coach is appointed, they will choose their supporting staff to be approved by the PGMHA board.

- One manager (cannot be a relative of head coach)
- One HCSP
- Up to 2 assistant coaches
- Tournament coordinator (needed for home tournament)

Tournaments:

- 3 out of town recreational tournaments per year to be approved by the parental majority