



# PGMHA COACHES HANDBOOK

## Representative Hockey Expectations

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## Representative Hockey Expectations

### Coaching Certification:

- All Head and Assistant Coaches at the U13 level are required to have their Development 1 level. If a coach does not currently hold that level, they must sign up for the course and completed by the assigned BC Hockey Deadline.
- Any coach that completes the course will have their Course Enrollment Fees reimbursed by PGMHA
- If you have any questions, please contact Lorne Hauk [coachcoordinator@pgmha.com](mailto:coachcoordinator@pgmha.com)

### Season Layout:

1. Budget
2. Practices
3. Games
4. Tournaments
5. Volunteer plan
6. Consequences

### PGMHA Expectations & Policy:

1. Provide high quality coaching
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 or equable ice time
4. Players will earn ice time through positive attitude, commitment to the team, hard work and ability
5. Roles for U13 Tier 1, U15 M/F and U18 M/F
6. Hold myself, staff and players accountable
7. Be prepared
8. On time
9. 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](http://www.bchockey.net) › CODE OF CONDUCT POLICY FORM 09-27-2017
  - [www.bchockey.net](http://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
- dress code
- 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
6. School

### Player Norms:

1. Good attitude, work ethic, listen, be supportive, push yourself, responsible on and off the ice
2. Represent yourself, the team and the organization positively
3. Appropriate language
4. Appropriate clothing
5. Cleanliness/hygiene
6. 30mins prior to practice (15mins warm up, 15 mins to dress) **Follow Covid-19 Protocols**
7. 45 mins prior to games (15 min warmup, 15 mins to dress, 15-minute meeting) **Follow Covid-19 Protocols**
8. Set player off-ice warmup
9. Outstanding dressing room behaviour
10. Appropriate music
11. Dress code
12. Zero tolerance for abuse of officials, coaches or players
13. Bullying not tolerated
14. No electronics in dressing room
15. No vaping, drugs, alcohol

### Dressing Room Expectations

Coaches are expected to have a listening ear and be present in the dressing at all times. Many incidents and allegations occur within the dressing room throughout the season. The two deep rule applies here. Coaching and team staff.

### 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

- 1<sup>st</sup> offence Mandatory 2-week team suspension



- 2<sup>nd</sup> offence removal from the team.
- This will be enforced for team events or on personal time during the season

### School Suspension

- Suspension will be upheld by the team as well. Suspension from school removes you from team events and practices for the length of the school suspension.

### 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](http://www.hockeycanada.ca).

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



## Coach's Report Form:

An email link will be provided for you to document and record any incidents or issues of concern you may have. It is a link you can carry on your phone and access immediately.

Please note that documentation is the first step in the discipline process. Some documentation is informational only and will go no further. Documentation is for your safety as well as that of your players.

## 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 2-week suspension from PGMHA events and arena
3. Season suspension from PGMHA events and arena

**Coach's Report Form:** Incidents involving parents should also be documented using the coaches report form

## 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



- Must be submitted 10 days prior to event

### Extra Ice Requests:

- Each team has their assigned amount and time slot for ice
- If an extra ice slot becomes available, the time slot will be emailed to all teams and will be on a first come first serve bases but once you have an extra slot you are not available again until everyone has had one or the time is passed on by the other teams
- You can privately rent ice, but it will not be paid for by PGMHA or through team funds and is not mandatory to attend

### HiSports:

[Hisport.app](https://hisport.app) is used for all scorekeeping. Manager and coaches will have to create and gain access (login info) for Hisports.

League games should all be scheduled for you through the league coordinators. 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](mailto: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 – scratches/suspensions/APs can't be on the game sheets
  - 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 to Hisports and select scorekeeper button

## Tournaments:

Currently, initial tournament registration is on the manager and coaches. Until your season is up and running, the budget has been passed, and the accounts turned over to your team, tournament fees are covered by the manager and coaches. Tournaments fill quickly and registration should be done at the end of the season or over the summer for the following year. Any registration through the season can be paid through the team accounts. Reimbursement is expected once team fees are collected.

Home tournament information should also be pushed out at these events. Prince George has difficulty getting committed teams and it is often helpful to make connections and send out information and invitations throughout the season.

## Travel Reimbursement:

(differs for parent and non-parent coaches)

All remuneration and expenses must be presented in the team budget for approval

Parent Coaches: up to 2 persons (expectation to share room with assistant coach)

- Bus Trips
  - Room and meals to be paid by the team for both coaches. You are expected to travel with the team on the bus and eat meals with your team.
- Parent Drive
  - 50% for accommodations for head coaches only (other team staff to pay own expenses)
  - \$50 per day for meals
  - No reimbursement for travel
  - Head coach is responsible for their child's expenses

Non-Parent Coaches and Team Staff: (up to 4)

- Bus Trips
  - Remuneration and Expense Reimbursement up to
    - Tournament travel = \$400/trip
    - League games = \$200/trip
    - Monthly Maximum = \$1000
  - All expenses to be paid (hotel, meals and transportation via bus)
- Parent Drive





- Expenses for non-parent team staff up to 2 (accommodations, meals)
- Travel reimbursement for one vehicle only (CRA mileage rates for reimbursement)

### Travel Notes:

- Receipts expected for reimbursement and within the allotted time frames
- Team staff must actively participate in the trip for reimbursement (supervision, team events, etc.)
- Coaches are expected to share rooms and carpool if necessary
- If team staff choose alternate accommodations, transportation or meals, it will be at their own expense.

### 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 on the bench for GAMES
- Treasurer (cannot be a relative of ANY team staff)

Treasurer should be appointed and approved soon after the team manager to gain access to the bank account and manage the team financials as quickly as possible.

Neither the manager nor the HCSP can participate as an assistant coach unless they have appropriate coaching certification.

### Other Team Staff Possibilities:

- Jersey Designate
- Fundraising Coordinator
- Tournament Coordinator
- Food/Cooler Designate

### Budget:

A seasonal team budget must be presented to the parent group for approval. Your team manager has a sample budget in the managers handbook for you to refer to. The budget and updated finances must be presented each month to PGMHA.