

Volume VIII



WILLOWDALE BLACKHAWKS

Greater Toronto Hockey League

**Season 2005-2006
Coaches and Managers
Guide**

Coaches and Managers Guide

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Chapter 1 *Success is not determined by wins and losses...*

Welcome to the Willowdale **Blackhawks**. Since 1965, the Willowdale Sports Club (**WSC**), a not-for-profit organization, has provided a variety of hockey, lacrosse, basketball and baseball programs to the community of Willowdale and surrounding regions. Currently the **WSC** offers a hockey house league for children 6 to 18 and is represented in the North York Hockey League (**NYHL**) by Select teams comprised of players from the house league program and in the Greater Toronto Hockey League (**GTHL**) at the AA and A levels.

The **WSC** is run by a volunteer Board of Directors. A listing of Directors and Officers of the **WSC** is included with the Coaches Contact List which is included in the Appendix.

Try-outs for the Willowdale **Blackhawks** AA and A teams are held in April and the try-outs for the Select program are held in October.

This text relates to the **GTHL** hockey operations of the Willowdale Sports Club only. More information can found at the Club website at www.willowdalesportsclub.com. All references to the **Blackhawks** are to be interpreted as being the AA or A teams.

For the 2005-2006 season, the **Blackhawks** program encompasses players ranging in age from 9 years of age (Minor Atom) to 17 years of age (Midget). In previous years we have fielded teams in the Juvenile categories. These players are selected from the try-outs which occur in April. This wide range of ages brings with it various aspirations, abilities, and reasons for playing hockey. This document has been developed to provide assistance and guidance to **Willowdale Blackhawks** teams towards a successful season.

Guiding Principles

Fairness is the guiding principle of the Willowdale Sports Club. This must be evident in the selection of players, the determination of roster size, and ice-time. Each of these issues are dealt with in greater depth in the Coaches & Managers Manual found on our website.

The players, team management and supporters are all goodwill ambassadors of the Willowdale Sports Club. It is expected that players show respect to their coaches, to their fellow teammates and their parents, to opponents and to the referees.

Player safety is a priority of the **WSC**. It is mandatory for all teams to have an accredited trainer. Upon successful completion of an accredited trainer's course, the individual may submit an invoice to the **WSC** for reimbursement of the course.

The **WSC** has a responsibility to parents to ensure that its coaching staff has the ability, temperament and knowledge to instruct, as well as serve as role models for their children.

Club Rules

Rule 1: If you think you can do a better job, congratulations you start immediately.

Rule 2: If you are not prepared to takeover then accept things as they are.

Rule 3: If you still don't like the way things are run go back to Rules 1 and 2.

Chapter 2 *Building the foundation...*

The success of the Willowdale Sports Club hockey programs is attributable to the individuals who volunteer their time as coaches and managers. The head coach of a *Blackhawks* team is appointed by the General Manager. Due to the reputation of the **WSC** hockey program, the organization receives many coaching resumes and is able to select from a number of good candidates. Coaching staff are appointed for a one year term.

The **WSC** has a responsibility to parents to ensure that its coaching staff has the ability, temperament and knowledge to instruct, as well as serve as role models for their children.

Ideally, the full management team should be established by the first of March. As a minimum, a team must have a head coach and a manager. All head coaches below Minor Bantam age must have their Level 1 Coaching Certificate. From Minor Bantam to Juvenile a head coach must have their Level 2 Coaching Certificate. A listing of available Coaching and Trainer's Clinics is provided to all teams at the beginning of each season. It is also available through the **GTHL** website at www.gthlcanada.com.

- **All Officials must have Anti Harassment Training**

All Team Officials must complete a **GTHL** Team Official's Registration Certificate for the current hockey season. Effective with the 2004-2005 season all Team Officials (including Trainers) must have attended the Abuse and Harassment course and submit personal information for a confidential police background check to be conducted.

An individual may only be signed with one organization. The Roster, , bearing the **GTHL's** stamp of approval, will be retained by the General Manager.

- **If a non-carded individual is on the bench then the game will be defaulted and the head coach will suspended for 6 games. (Regulation 203)**

Only those who have valid Team Official passes provided by the **GTHL** are permitted on the bench. Any non-carded official on the bench not only jeopardizes the insurance coverage for the team during that game but if a non-carded individual is on the bench the game shall be recorded as a 1-0 victory for the opposing team. The coach will be suspended for six (6) games (Regulation 203).

Each team is entitled to have five carded officials, as long as at least three of the individuals are certified as either a coach or a trainer. If there are less than three certified team officials then the maximum number of passes is four. Coaches' passes will not be issued until the team has a certified trainer.

The team can purchase one additional pass, which is known as an Associate pass. It should be noted that the Associate pass does not entitle that person to be on the bench. The cost of an Associate pass is \$110 per season. A cheque in this amount payable to the **GTHL**, plus a photo, is to be provided to the General Manager.

Head Coach

The **WSC** values the time, effort and dedication of its volunteer coaches. Knowledge of the basic rules and strategies of the game is only a small factor of being a successful coach. A head coach must have all of the attributes of an educator, philosopher, social worker,

strategist, philanthropist, disciplinarian, and communicator. A coach must also serve as role model to both players and parents.

Some of the responsibilities and expectations of a coach are outlined in Chapter 7. An excellent description is provided in Dave Chambers book "Complete Hockey Instruction".

Another recommended source is the Nike Skills Development Program which offers a separate yearly plan for Atom, PeeWee, Bantam and Midget players.

The Trainer

- **All teams must have a certified trainer.**

It is mandatory for all teams to have a trainer. The **WSC** will reimburse individuals, upon successful completion of an accredited course, for the cost of the course to attain their trainer's certificate.

The Manager

Primarily the manager is responsible for all off-ice activities, including communication with the players/parents, the Willowdale Sports Club and other community hockey associations.

Managerial duties are described in greater detail in Chapter 7.

Team Responsibilities

The team is responsible for being goodwill ambassadors of the Willowdale Sports Club, on and off the ice. This is especially true in out-of-town tournaments where the behaviour of one team can positively or negatively affect future teams from participating in that same tournament.

Chapter 3 *Selecting the team...*

Try-outs for a team are not permitted prior to the completion of the **GTHL** season, which is April 16th, 2006. Try-outs for AAA teams will start April 17th and run until April 21st inclusive, AA will be between April 22nd and April 26th inclusive and A try-outs will be conducted from April 27th to May 1st, 2006.

Teams may only conduct try-outs during these allotted time periods. The penalty for conducting a try-out or practice outside of the allotted time period will result in the coach being suspended until November 1, 2006 and the Club being fined \$2,000.

Each team is provided with a minimum of three try-out times which are advertised in the try-out edition of Sporting Scene which is released the week prior to the first AAA try-out in accordance with **GTHL** regulations. In addition the try-out information can be found on the **GTHL**'s website at www.gthlcanada.com. and www.willowdalesportsclub.com

Teams are notified in advance of the times, dates and locations of their try-outs.

- **Under GTHL regulation 230, teams holding try-outs outside of the appropriate timeframe will be fined \$2,000 and the coach will be suspended until November 1st.**

Pre-season Planning

The majority of parents, and at the older ages the players themselves, are interested in knowing what the team objectives are for the upcoming season.

One of the more important pre-season planning decisions to be made is setting the dates of a team's pre-season camp. The **WSC** is committed to ice at Pleasantview and Bayview Mitchell Field, York Mills and Roding Arenas beginning the fourth week of August. All teams are expected to use at least 10 hours of ice during this one week period.

Pre-season planning should include the determination of the tournaments that the team will enter. Favourites from previous years may not be available at the next age category. The age group above your team is usually the best source of information for tournaments that have been well-run in the past and those to avoid.

Pre-Season Communication

Communication with players/parents prior to registration assists in planning for the upcoming year. A representative of the coaching/management team should be on the desk at the registration for the first try-out to answer any questions about the *Blackhawks* program and the try-out process. There are likely to be more questions along these lines at the younger age groups.

The perception of "fairness" is important towards the long term development and enhancement of our *Blackhawks* program. A parent or player who does not perceive the try-out process as equitable to newcomers, or to players who in previous years were not selected, will harbour resentment towards the organization and will not come out again at future try-outs. As players develop at different age levels, this year's cut may be one of your "go to" players in two years time.

Tampering

All coaches must be aware of the **GTHL**'s strict policy on Tampering (Regulation 208). Try-outs are held in accordance with **GTHL** Regulation 230. Any coach found guilty of tampering will be released by **WSC** and will be held personally responsible for any Club fines determined by the **GHTL**. Tampering against your team should be reported to the GM.

Try-Outs

Try-outs are to be held in accordance with **GTHL** regulation 230.

Player try-out fees are \$10 for one hour sessions and \$15 for 90 minute sessions. Try-out fees go to the team. Teams are charged \$145 per hour for their try-out ice.

It is important to be familiar with any requirements for permission to skate letters and Lake Ontario Region residency regulations. Updated information is usually communicated to teams just prior to try-outs and a summary of requirements is left at the registration desk.

Meeting with Parents before Try-outs

As the players go through their initial stretches and warm-up exercises, the coach should meet with parents to outline team objectives, address such controversial issues such as attendance at practices, games and particularly during school breaks, as well as discuss the expectations of the coaching staff with respect to players and parents and what their expectations should be of the coaches.

Most importantly, the coach must explain his approach to the try-out process. It is vital to the integrity of the Willowdale Sports Club for try-outs to be perceived as fair.

Team Selection

There are obviously various criteria used in selecting a player who has the ability to play AA or A level hockey. It is not the purpose of this manual to specify the selection process to be followed, but rather to ensure that you take all criteria such as physical ability, emotional make-up and general attitude into account.

Although the willingness of parents to be supportive to the team is a factor, please remember that you are picking players and not parents at the end of the day. A player should not be penalized nor rewarded for the actions of a parent. Having said this, it is recognized that unruly, undermining parents can adversely affect a team and many a coach has passed over a talented player because of a parent.

It is recommended that "cuts" are not made at the rink. At the younger ages, it is best that the coach phone the parent to inform him or her of the decision not to select their child. For Minor Bantam players and older, the coach should speak directly with the player.

Roster Size

The **GTHL** allows a maximum of 15 skaters and 2 goaltenders to be dressed for each game, with the exception of Midget where a team may dress 17 skaters and 2 goalies. Effective with the 1999-2000 season, the **GTHL** will ensure that teams comply with **CHA** regulations which stipulate that a team consists of a minimum of fifteen players, two of which are goaltenders.

Underage Players

Effective with the 1999-2000 season, no player who is younger than 8 as of December 31 of the current season is eligible to be registered. A Minor Atom team may not register more than three players who are 8 years of age.

No player from PeeWee to Midget shall be permitted to play or be carded on a team more than two years beyond the age group in which the player should normally play. Players from Novice to Minor PeeWee would be limited to one year beyond the group in which the player should normally play.

GTHL Registration Deadline

For a team to be properly registered for the upcoming season, 15 fully completed player registrations must be filed with the General Manager by May 30th.

It is the policy of the Willowdale Sports Club not to release players during the season. We believe that commitments should be fulfilled by both parties. A player "good enough" to be selected in April is "good enough" to play in March. However, circumstances may exist that a release is in the best interests of all concerned. A situation that falls into this category must be brought to the attention of the General Manager by October 31.

The General Manager is not permitted to release a player if this would cause the team to fall below the 15 player minimum, without the prior approval of the Board of Directors of the Willowdale Sports Club.

According to **GTHL** rules, players may be released prior to November 15th. In order for a player release to be valid, the General Manager must release the player on-line, sign a letter and have it delivered to the **GTHL** Office prior to 5:00 p.m. on November 15th.

A released player (or an uncarded player) is a free agent and may sign with another team up until January 15th. The fully completed registration must be delivered by the General Manager to the **GTHL** Office prior to 5:00 p.m. on January 15th.

A player may not sign more than two "cards" during a season.

From Minor Bantam through to Juvenile, a player who was with another organization in the prior season must have a release from his previous team before a *Blackhawks* registration may be completed.

If you are interested in signing a player who played with another organization during the previous season, contact the General Manager and provide him with the name of the player and the team that he was signed to for the prior season. The General Manager will contact his counterpart at the other hockey club.

There is an agreement between most General Managers at the AA and A levels to release players unless they owe the Club money or equipment from the previous season. The **GTHL** will not permit the player to be registered with another team until such debt is cleared up or the equipment is returned.

Parents' Meeting

Shortly after team selection it is prudent to hold a parents' meeting. The agenda should include team objectives, team responsibilities, including their involvement in fundraising, fees and a calendar with the dates of the tournaments that you have planned to enter.

Parents should be provided with a team roster with players and parents' names, addresses, home and business numbers plus fax numbers. Contact numbers should also be provided for the coach and manager.

The General Manager may be invited to attend the meeting. The meeting room at Bayview Arena can be booked by leaving a message for Bob Butler at (416) 221-9122. Or e-mail at rbutler42@aol.com

Ice Time

Once a team has been formed the most scrutinized issue is ice time. Coaches are solely responsible for the selection and utilization of players. Each player should have equal opportunity but not necessarily equal ice time.

The **WSC** does not mandate equal ice-time in every period of every game from the start of the season to the end of the playoffs, however unbalanced ice-time should be used with caution. Shortening a bench in a close game with five minutes to play is understandable and supportable. Doing so over the first two periods is questionable.

The establishment of specialty teams also doesn't make sense during the first two-thirds of the season. It sends out the wrong message to players. How a player is going to learn how to play the power play or penalty kill from the bench escapes the GM.

Your commitment to the player should be that if the player is "good enough" to be selected in April then he or she is good enough to play in March. It is the responsibility of the coaching staff to assist all players in reaching their full potential.

Practice Time

Regular practice time commences after the second Sunday in October. This is when the majority of North York arenas open and as our contracts are held with Bayview, Baycrest, Fenside and Flemington arenas (all North York rinks) practices prior to this are limited to what is available.

Prior to the opening of all of the North York arenas, Willowdale has the use of at least one arena that we specially arrange with Parks and Recreation to open early. Each team will be allocated up to 6 hours practice time from September to the second Sunday in October. A listing of practice times, (from the second Sunday in October until April) home game times and team contacts is included in the Appendix.

If your team is not able to use its practice time, Bob Butler is to be notified by leaving a e-mail rbutler42@aol.com Please give as much notice as possible in order that it may be redistributed through the Willowdale organization. The average cost of practice ice is \$145 per hour. The total cost for each of our teams to miss one regular practice per season, with the ice not reallocated to another team is nearly \$2,000 which is significant to a not-for-profit.

It is recommended that teams consider pooling their resources to bring in outside instructors. For example, two teams with overlapping practice times could each give up 30 minutes of their practice time and hire a power skating instructor which would benefit both teams.

Team Photos

Team photos are arranged by Bob Butler. Co-operation is required from all teams as the pictures are taken at the end of one practice time and the beginning of another. Each player receives a team and individual picture. Additional pictures or plaque mounts may be ordered at the individual's own expense. For the 2005-2006 season photo sessions will be arranged shortly after November 15th.

Sponsor Plaques

If your team would like to purchase plaques for your sponsors, you should advise the photographer of the number required and provide him with a typed list of the engraving details at the time of the team photo. Teams are responsible for the cost of their own sponsor plaques.

Team Apparel

In order to ensure consistency, teams may only purchase player jackets, track suits and other team apparel which have been preapproved by the **WSC**. Failure to comply with **WSC** policy can result in not being retained for the following season.

Arrangements are made in late May for team fittings.

It is expected that all players will wear black helmets, black pants and black gloves. As players have different preferences as to style and comfort equipment is not provided by the Club.

Chapter 4 *Let the season begin....*

As noted previously, a team can not be formed prior to end of the regular season, which for the 2005-2006 season will be April 17th, 2006. The **GTHL** schedule for AA and A teams begins September 19th, 2005. The **GTHL** no longer organizes exhibition games prior to this date. Teams are responsible for making their own exhibition game arrangements.

Exhibition Games

Teams are responsible for organizing their own exhibition games. This includes the booking of ice and hiring officials, as well as the payment for both services. Teams must also provide their own game sheet.

Teams contact the Central Registry Office (905) 897-0586 to book **GTHL** officials for exhibition games. Generally the team is responsible for paying the refs. The only exception to this would be if the exhibition game is being played on GTHL ice and if normal entry fees and gamesheet fees have been paid.

The General Manager must be notified in advance of all exhibition games. The General Manager has to advise the **GTHL** for insurance purposes. Insurance is not in effect if the **GTHL** is not notified in advance of the game. If your opponent is not a **GTHL** based team then a \$5 fee will be assessed to the Club.

Greater Toronto Hockey League Season

The **GTHL** season consists of two distinct sections;

- regular season (September to end of February)
- play-offs (end of February to mid-April)

The GTHL website will show the final league standings prior to the beginning of the play-offs.

Play-offs

Not all teams make the play-offs. The play-off format is dependent on the number of teams in a division.

# Teams in Group	# Teams Qualifying for Play-offs
7 or less	4
8 or 9	6
10 or more	8

The length of each play-off round will be provided to teams prior to the commencement of the play-offs. Generally the first rounds are determined by the first team to reach six points and in later rounds it is the first team to 8 points. The length of a series can be changed by the **GTHL** prior to the first game.

Overtime is not played in play-off games unless both teams are tied with either 5 or 7 points (depending on the series) and a winner must be determined. If at the end of the overtime period, teams are still tied, another game is scheduled. The outcome is not determined by shoot-out.

Play-offs usually begin the third week of February and subsequently collide with Spring break. Before team selection, parents should be apprised of the team policy, if any, with respect to

attendance during vacation periods. Many teams establish a policy of mandatory participation at all games and practices unless the player is sick or is behind in school.

Some teams are flexible with respect to attendance however too often a competitive *Blackhawks* team has made an early exit from the play-offs due to a lack of players. The team must have 12 players on the bench at the start of the 3rd period.

As noted, the standards on this issue are set by each individual team, not the **WSC**. The **WSC** does insist that the team position is clearly articulated at the beginning of the selection process.

During the play-offs, teams must be prepared to play with only 24 hours notice. It is advised that teams regularly check the Bell TIPS Hotline 1 (800) 847-7303 for play-off schedules.

Tournaments

Tournament play is an excellent way of enhancing the *Blackhawks* experience and is greatly encouraged.

Tournament listings are available on the Internet as well as in a variety of amateur sports papers. It is advisable to ask the age group above you for their recommendations.

As noted earlier, you should determine the tournaments that you plan to enter in your pre-season planning and should contact the tournament chair as soon as your team is picked. Tournaments usually fill-up early; don't be disappointed by applying late.

- **Tournament applications filed with less than 5 weeks notice will not be approved.**

Although tournament play is encouraged, the **GTHL** imposes the following restrictions;

- no team can enter more than 3 tournaments that result in changes in the regular season schedule
- only two teams per organization can be involved in Thanksgiving (Canadian or American) tournaments at a time. At the *Blackhawks*, this rule is applied as 1 AA team and 1 A team.
- no teams can participate in tournaments while still involved in play-offs

As the GTHL does not play over Christmas and Easter, tournaments entered during these periods are not counted as one of the two exemptions.

In **all cases**, the General Manager is to be notified of all tournament participation **before** a firm commitment is made to participate.

As noted above, tournament play cannot conflict with the **GTHL** schedule. These conflicts are easily avoided by the proper and timely filing of the **GTHL** Tournament Application form.

This form must be completed and signed by the General Manager for submission to the **GTHL five** weeks prior to a tournament. If this is not filed within the 5 week period, permission will be denied.

The General Manager will provide the team with the approved **GTHL** Tournament Application. The form must be taken and presented to the tournament hosts. This is their assurance that approval has been granted, consequently players' insurance is in effect. The manager should keep a copy for the team records.

Tournament exemptions can be used to ensure that teams don't play during religious Holy Days or team fundraising events. A total of 5 tournament exemptions are allowed for one team. Note, that if a Christmas Tournament goes into January 2nd 2006, it will count as 1 of your 3 Exemptions.

If the **GTHL** is not advised of a team playing in either an exhibition game or in a tournament, then insurance coverage is not in effect.

Game Schedule

Regular season games appear on the **GTHL** website at www.gthlcanada.com and the Bell Canada TIPS Hotline (1-800-847-7303). Bell Canada has generously provided the **GTHL** with this line which gives the scores from the previous night as well as the schedule of games for that day.

Each team is responsible for checking their own schedule. A team that misses a scheduled game will be fined \$200 and the game will be recorded as a 1-0 loss.

In the event that two games have been inadvertently scheduled for the same day, or a game has been scheduled when a team is away at a tournament which has received **GTHL** approval, the manager is to contact the General Manager and notify him of this conflict. Under these circumstances, (and assuming that the manager has given more than 24 hours notice to the General Manager of the conflict), the **GTHL** will reschedule the game and the fine will not be levied.

- **Players are not permitted to stay with a member of the coaching staff**

Out-of-Town Rooming Policy

The **WSC** policy with respect to rooming during out-of-town tournaments is as follows; For out-of-town tournaments, a player(s) who is not staying in a room with his/her parent(s), is not permitted to stay with a member of the coaching staff, unless an exemption from the parent or guardian has been received in writing by the General Manager. The request for an exemption must indicate the parent's understanding of Board policy and that he/she is requesting a one time exemption from Board policy.

If a team is going to the United States for a tournament, then a letter of permission is required for any player not travelling with his or her parents. While parents are responsible for travel documentation and authorizations in joint custodial arrangements, team management should be aware of all **documentation required** and ensure that it is prepared in good time.

Entry Fees

The **GTHL's** revenue is gate driven. Clubs pay a minimal entry fee per team to register a team for the season, consequently the **GTHL** charges entry fees to players and spectators over 12 (up to October 9th) and over 15 from October 10th 2005. This goes towards covering the cost of ice rentals. For the 2005-2006 season the gate entry fees are \$5. It is important that parents are made aware why their child has to pay to play.

Game Sheets

To cover the cost of officials, timekeepers, cashiers and gatekeepers, teams between Minor Atom and Minor PeeWee are charged \$25.50, \$48.50 for PeeWee and Minor Bantam and \$50 for Bantam to Midget inclusive, for gamesheets. The cost is higher from PeeWee and up as these age groups use a three man referee system as opposed to two.

The gamesheet will not be handed out by the cashier until both teams have paid their gamesheet fee. The gamesheet is to be completed by the Visiting team as soon as possible.

Effective with the 1999-2000 season it is no longer necessary to identify the starting line-up. This does not mean that you automatically write in all of the team players on the gamesheet. Only those who are present are to be on the gamesheet.

Players or Team Officials that are suspended should be listed as such in the appropriate location on the game sheet. .

- **Designate captains, alternates and APs on game sheets**

The captain and assistant captains must be noted, with either an "A" or a "C", beside the player's name on the game sheet. If no captain or alternate is designated on the game sheet, then no one is permitted to converse with the referee during the game. A goaltender may not be either a captain or an assistant captain. At the end of the game, the team captain is to go to the timekeeper's bench and obtain the team's copy of the game sheet.

On occasion, a team may need to call up from the team that they are officially affiliated with, in order to fill a roster depleted by illness and/or suspensions. Affiliated players must be designated on the gamesheet as "AP". The game sheet should be delivered to the Home team as soon as possible. The Home team is responsible for giving the completed game sheet to the timekeeper.

Any errors in gamesheets, (e.g. wrong player identified for suspension) for **GTHL** games are to be reported to the General Manager by noon on the day following a game, unless the game is held on a weekend in which case by Monday noon.

A copy of all gamesheets, including exhibition and tournaments games, are to be retained. If penalties have been handed out that automatically carry suspensions, then a photocopy of the game sheet is to be provided to the General Manager by noon the day after the game, unless the game occurs on a weekend in which case the game sheet must be provided to the General Manager by Monday noon.

Team Affiliations

Prior to the start of the regular season, the General Manager must provide the **GTHL** with a listing of affiliated teams.

Please note that *Blackhawks* teams are affiliated between A and AA. For example, if the Minor PeeWee AA team is short players due to injuries or suspensions then they would call up from the Minor PeeWee A team. The coach of the Minor PeeWee AA team is to contact the coach of the Minor PeeWee A team and ask him to recommend players. All requests should go through the coach and never directly to the player or player's parents.

Use of a player from a non-affiliated team would subject the team and coaching staff to all penalties associated with using an ineligible player.

Rules and Regulations

- **Ignorance of the rules is not a legitimate defence.**

The **GTHL** plays under the rules and regulations of the **CHA**. In addition to the **CHA** rules, there are rules that are specific to the **GTHL**, such as suspensions, payment of dues and try-outs. It is the responsibility of every coach to be familiar with the rules.

Each team is provided with two copies of the GTHL Yearbook. The GTHL forwards a copy to each registered player.

Pucks

It is the Home team's responsibility for providing ample pucks in proper playing condition at all home games. Failure to do so will result in a two minute bench minor being assessed. (Rule 172)

Disciplinary Action

Any disciplinary action taken against a *Blackhawks* player or coach by the Greater Toronto Hockey League and/or any Tournament Committee will be subject to review by the Disciplinary Committee of the **WSC**.

When a *Blackhawks* player or coach faces a hearing by either the **WSC** or the **GTHL** disciplinary committees either the *Blackhawks* General Manager or his designate will be present.

Any abuse of **WSC** policy by a manager or coach will be subject to review by the Coaches Committee.

Chapter 5 *Communication, communication, communication...*

There are five main groups with which the team has to regularly communicate. These include players, parents, the General Manager, other hockey associations, and the community of Willowdale.

Players

Generally, the coach and the coaching staff handle all communication with the players. This does not include the manager unless it is with respect to off-ice activities. Coach/player interaction, particularly where a disciplinary issue is involved, is always on a 2-up basis.

Parents

Parents are required to sign a document indicating that they have reviewed the Club's Guiding Principles and are responsible for reviewing the Coaches and Managers manual.

- **Teams must be prepared to play with 48 hours notice (24 hours during play-offs)**

One of the most common complaints a General Manager receives from parents is the lack of consideration for people's schedules. People accept last minute notice for play-off games and items that require immediate attention. Short notice for team meetings that have no urgent issues give the impression of being poorly organized and disrespectful.

As the **GTHL** only has to provide 48 hours notice of a game during the season and 24 hours during play-offs, it is crucial that information flow effectively and efficiently throughout a team. Some teams establish phone banks whereas others take advantage of e-mail. There are sufficient pieces of information to share with the team to warrant weekly communication. Some teams successfully use a team newsletter or website.

All communication with respect to playing time and other on-ice activities should be handled by the Coach. Discussion should be limited to the parent(s)' own child.

Each team must submit a budget to parents for approval at the beginning of the season and provide regular updates as to the financial position of the team. The approved budget is to be provided to Bob Butler by September 30th.

It is prudent to have meetings with parents prior to try-outs and after team selection. It is advisable to hold at least one other meeting during the year.

General Manager

Each season there are approximately 500 GTHL Rep teams with an average of 16 players per team. In order for the **GTHL** to operate efficiently, all communication with the **GTHL**, by parents, team managers and coaches, must go through the General Manager.

In the event of questions or disputes, the appropriate process to follow is;
Parent > Manager > Coach > General Manager > WSC > GTHL

In some circumstances, it is appropriate for the parent to contact the General Manager directly, on a confidential basis.

The majority of communication will come by e-mail from the General Manager. A list of all coaches and managers is provided to every team at the beginning of the season and whenever changes occur. It is the responsibility of each team to notify the General Manager of any corrections or changes. One person on each team to be identified as the main contact although more than one may receive the communications from the GM. That individual should be responsible for bringing team issues to the attention of the GM. Occasionally, the GM is expected to work on non-hockey issues.

All communication with the **GTHL**, whether it is with respect to contacts for other clubs, to a game, other game results, schedules or suspensions, must go through the GM.

A drop-off box is secured to the outside wall to the right of the main entrance to Bayview Arena. One individual per team is provided with a key to this mailbox. Normally, you will be notified in advance if there is a distribution being left there for you. However, it is a good practice to check it every time that you are at Bayview Arena. Teams can leave information here for the General Manager.

Calls to the General Manager

- for the A teams should be directed to Ann Pogson at 416-949-4197
annpogson@hotmail.com and
- for AA teams to Mike Belchos at mbelchos@sympatico.ca .

Please be explicit as to the issues which you would like to discuss.

Other Hockey Associations

Throughout the season teams should develop a list of contacts within other organizations for your age category. This not only assists in arranging exhibition games during the current hockey season but also for the following September before the GTHL starts up.

Given our difficulty in obtaining ice to offer as a home and home series, you can use September and early October as your part of the arrangement.

Community

The **WSC** has a favourable reputation within the hockey community. Teams are held responsible for the activities of players and parents as soon as they enter onto the property that the arena is situated. At times, emotions run rampant and officials can easily become the target at which frustration is vented. This type of behaviour must not be tolerated within your team.

The *Blackhawks* teams and their fans are goodwill ambassadors of the **WSC** within the hockey community and we expect everyone associated with our organization to be aware and proud of this reputation. It is the responsibility of the Manager to speak with *Blackhawks* supporters who are out of hand.

The management team is responsible for the activities of players and parents as soon as they enter onto the property that the arena is situated.

It is especially important that players and supporters behave appropriately in out-of-town tournaments. Unfortunately, there are several incidents a year, reported to GMs, involving hockey teams at hotels for which there are complaints about behaviour, kids roaming free and damage.

Chapter 6 *Coach's Corner...*

The role of a minor hockey league coach is to provide the atmosphere for players to experience an enjoyable, positive and safe hockey experience while learning and improving their skills as individuals and teammates. In accepting this challenge, the coach is expected

- to be prepared for all games;
- to run organized practices; and
- to set team objectives.

It is imperative that a coach be well prepared and not just from the standpoint of the game at hand. Hockey is an extremely expensive sport and many parents are concerned about getting “value” for their money. If they do not feel that their child is developing because of a lack of instruction during games or practices, then we as an organization are failing in meeting these expectations.

There are a number of good resource books available. One recommended book is “Complete Hockey Instruction” by Dave Chambers. It is published by Key Porter books and can be obtained from the Ontario Sports Federation at the corner of Don Mills and Eglinton. It is an excellent source for evaluation, try-out and practice drills. It has a section on the philosophy of coaching which should be mandatory reading for all coaches.

Team objectives, such as aiming to attain the Carnation Cup, enter 4 tournaments, be a finalist in at least one tournament, win at least one play-off round, should be shared with parents prior to try-outs.

It is important for coaches to define their objectives with respect to the following year such as “to graduate as many players as possible to AA or higher.”

Team objectives should also include;

- having fun
- developing the physical, mental and social skills of each and every player
- winning

Winning is always a controversial objective. This does not mean win at all costs or that winning is everything. However, a team that constantly loses is stressful to everyone involved. It erodes self-confidence of young players which is difficult to restore.

The objectives of a first year team are vastly different than one which has been more or less in place for three years. The message to players should be that this is a building process with little attention to win/loss records. Opponents for exhibition games should be carefully chosen to ensure that they are closely matched in skill and development.

A second year team’s objectives should include an aspiration to win as many games as it loses.

Rules of Conduct

It is advisable to establish and distribute rules of conduct for both players and parents. Generally, these should address and stress the importance of good sportsmanship, co-operation with officials, coaches and other players, dressing room behaviour and parental

guidance. The **GTHL** Fair Play Codes and Rules of Conduct used by the Willowdale *Blackhawks* are **attached in the Appendix**.

Reason for Playing

The **Canadian Amateur Hockey Association (CAHA)** Coaches Manual states that the primary reasons for playing hockey fall into the following four categories:

- **Excellence** - to learn and improve their skills on the road to excelling at hockey.
- **Affiliation** - to make new friends and to participate in both on and off the ice activities with their new friends.
- **Sensation** - to participate in the excitement of the game.
- **Success** - to receive external rewards such as trophies and media recognition, that come with winning.

You will have children on your team that fall into each of these categories as their major reason for playing AA or A hockey. Therefore, your approach to coaching should be balanced to ensure that the maximum enjoyment of the experience for all members of the team is attained.

For the majority, the categories "affiliation" and "sensation" are very important. The needs and desires of A and AA players are certainly different from those playing Select or house league but are often more balanced among the four categories than those playing AAA.

Assistants

The head coach is responsible for the appointment of, and the behaviour of, his assistant coaches. It is imperative that assistants are properly utilized. No one likes simply to be used as a pylon during drills and a doorman during games.

Handling a door is not as simple as it appears. Many an assistant is caught up in the game and would better serve the team in the stands. An assistant that can properly pull players on the fly is a valuable resource.

Appointment

Coaches are appointed for a one year term. By December 5th head coaches are to indicate in writing to the General Manager of whether he wishes to be considered for the position for the following season.

A number of factors go into the consideration of a coach's reappointment for another one year term. Some of these include player development, player behaviour (high level of match penalties, suspensions/hearings), Team Official's behaviour (treatment of players, suspensions/hearings) relationship with other organizations, and compliance with Willowdale Sports Club deadlines (player registration, team dues, financial reports).

Coaching appointments are usually completed by the end of January. Releases are provided to Team Officials who are not asked back for the following season.

Chapter 7 *Managerial duties... and Trainer's files...*

Primarily the manager is responsible for all off-ice activities and fulfils the functions of bus driver, equipment manager, dressing room attendant and owner.

Working with the Coach

Duties vary from team to team depending on the coach. Some coaches prefer to book the exhibition games, but usually this only means that they wish to pick the opponent, not that they want to hunt down the ice.

As a general rule, all communication with players and parents regarding anything that occurs on the ice should be the responsibility of the coach. If a parent wishes to discuss issues such as playing time or lack thereof, that discussion should always be directed back to the coach.

Few managers have successfully mixed the dual responsibilities of a manager with that of an assistant coach. Managers are discouraged from working the bench. Observations from the stands can provide helpful insight for the coach.

The Binder

The manager's binder should contain each of the following;

1. copy of **GTHL** approved Roster signed by the GM
2. copy of **GTHL** rules and regulations;
3. *Blackhawks* team and club contact list;
4. if at a tournament, a copy of **GTHL** permission form;
5. if at a tournament, a copy of tournament rules; and
6. copy of correspondence (at least the most recent) with parents.

It may also include such items such as blank statistic sheets to record shots, goals, assists, plus/minus and any other stats that your team wishes to maintain. It is not uncommon for game sheets to be error-ridden. Assists, particularly second assists, can be hard to come by, if you go by the gamesheet. Consequently, it is advisable to keep your own statistics.

Players and Team Officials Registration Forms

As noted the manager's binder should include a signed copy of the GTHL approved Roster. Keep a photocopy of the Roster available in the event that it is requested by a tournament organizer.

For tournaments sanctioned by the Ontario Minor Hockey Association and the Alliance, the coach's certificate number plus the trainer's certificate number must be registered on the form. You should record the number on the CHA Team Officials card for any non-certified coaches. If not available the team will forfeit the game.

Dressing Rooms

Dressing rooms are to be vacated by the end of the first period of a game in progress. Prior to your team entering a vacated dressing room, the manager should check for any damage. Any damage should be reported immediately to the rink attendant. If it is not reported your team could be held liable.

The dressing room should be locked during the course of the game and the key should be with someone who is not on the bench. This ensures that the dressing room will be open for an injured or suspended player as soon as he comes off the ice.

The dressing room is to be unlocked one minute prior to the end of the game in order that players may go directly into the room. Many skirmishes have occurred after a game when players are standing around waiting for their dressing room to be opened.

The manager should check the dressing room after all of the players have left regardless of whether it was a game or a practice. Teams will be held liable for any damage to a dressing room, or to the arena property.

Jerseys

At the end of the season the team may hand out one set of sweaters to players. The manager is responsible for ensuring that a full set is available to the successor team.

The exception to this is the Minor Atom age category. If the **WSC** has to purchase two sets of jerseys for a Minor Atom team then the team must reimburse the **WSC** for each jersey distributed. If only one set of jerseys is purchased by the **WSC** then the team may keep the older set of jerseys. For further clarification please discuss this with Bob Butler.

Communication with Parents

As noted in Chapter 5, all communication with respect to playing time, player cuts and other on-ice activities should be handled by the coach. The manager should be fully responsible for the notification of **GTHL** games, tournament schedules, changes in practice times, team and parent meetings.

Every parent should be provided with a team list which includes the names and numbers of the players, his or her parents' names, home, work and fax numbers as well as the appropriate numbers for the coach and manager. This is extremely helpful to them in car pooling for games and practices. It also assists those of us with diminishing name recall capabilities.

Many teams have websites or publish newsletters and provide player profiles and game highlights.

One of the most important qualities of a manager should be the ability to delegate. Hockey can become a time consuming full-time occupation. The inner rewards are many but for some inexplicable reason for a country so steeped in hockey history aren't transferable into mortgage payments.

Chapter 8 *Trainer's Responsibilities...*

All teams must have a certified trainer on the bench at all times during games. The GTHL requires that Trainers are certified through the HDCO. Certification schedules may be found through the Trainer's Room at www.gthlcanada.com

Player safety is a priority of the **WSC**. It is mandatory for all teams to have an accredited trainer. Upon successful completion of an accredited trainer's course, the individual may submit an invoice to the **WSC** for reimbursement of the course.

Effective with the 2004-2005 season all Trainers must have attended the "Speak Out" Abuse and Harassment course or similar and submit personal information for a confidential police background check to be conducted.

Player Medical Information

A profile of the medical background of all players should be maintained by the trainer. A sample form is included in the Appendix.

This information enables the trainer to understand the players' health and physical needs in the event that the trainer is called onto the ice. The Medical Form is confidential between the trainer, parents and player, however the Coach must be made aware if the child is not expected to cope with the physical demands of the game or practices.

First Aid Kit

All teams must have a certified trainer. A first aid kit must be on the bench for all games, including exhibition. A fine will be levied against any team found guilty of not having an adequate first aid kit on the bench.

Risk Management

Each team should have a plan in place on how to deal with a serious injury. There should be a clear signal from the trainer to someone in the stands who is either near an arena payphone or has access to a cell phone to obtain emergency medical assistance.

In the event that the trainer needs to spend time with a player due to injury, a second adult must be present at all times. 2-up.

- **Helmets are required for everyone, including coaches, trainers and hired coaching professionals on City of Toronto Ice Rinks.**

As the ice contracts are made between WSC and the City of Toronto, it is imperative that the WSC representative respect the rules put in place by City officials.

Chapter 9 *Financing the stone...*

Each team is responsible for its own finances. The **WSC** establishes the amount required from each team to meet the anticipated expenses for the upcoming season. This is usually approved in the May meeting of the Board when all of the ice contracts are generally known.

For the 2005-2006 season, the team levy is \$10,500.00. This levy covers the cost of one set of *Blackhawks'* sweaters and two pairs of socks, one hour of practice per week, team pictures (unplaqued), insurance for players and Team Officials and the entry fee into the **GTHL**.

Team dues are paid in installments of \$5,000 due on June 15, 2005 and the \$5,500 balance due September 15, 2005. Teams that do not provide the June 15 installment will not be registered with the **GTHL** and will be withdrawn from the 2005-2006 season.

Other costs such as gamesheets, other equipment, jackets, additional ice-time, hired instructors, tournament entry fees, team parties are the responsibility of the individual teams.

- **All fundraising activities must be preapproved**

Additional funds can be obtained through sponsorships, additional player levies and fundraising activities. All fundraising activities must be preapproved by the parent group. As there are teams undertaking fundraising activities every year, it is prudent to inquire of prior year teams as to their most successful enterprise. No-one wants to

As noted previously all teams must submit a team budget to parents for approval. The approved team budget is to be provided to the **WSC** Treasurer by September 30th.

All teams must submit financial statements to the General Manager twice a year. The first is due January 31 for the period ending December 31. The second is due May 31 for the full year. A sample financial statement is provided at the coaches and managers meeting in September.

Player Dues

Each team establishes the dues for each player. A receipt should be issued for any payment received by the team.

- **Team budget must be approved by parents**

Team Budgets

As noted earlier, all teams must submit a team budget to parents for approval. Team management must also provide regular updates to parents as to the financial position of the team. The approved team budget is to be provided to the **WSC** Treasurer by September 30th.

Sponsorship

Each team is to provide a listing of all team sponsors to Bob Butler. This enables the **WSC** to not only be aware of those who are generously assisting our teams but also to acknowledge such contributions on the Club website. In recognition of their sponsorship, teams are encouraged to provide a letter of thanks and Sponsor Plaque to their sponsors at season's end.

Sponsor logos may be sewn on the back or sleeve of team jerseys as long as they don't cover either team logos or the Canadian flag which must be visible on every jersey.

Bank Accounts

Two signatures are required on every cheque. Signing officers must include a parent who is not an official of the team or a Director or Officer of the Willowdale Sports Club..

End of Season Surplus Policy

The **WSC** does not have a formal policy regarding surplus funds at the end of the season. It is generally felt that sponsors funds should remain within the team and not redistributed to parents. If the team is funded purely by parents, then it would be appropriate to carry forward no more than \$50 per player and return any additional funds to parents. Parents may at their own discretion sign their portion of the surplus distribution back to the team.



Name: _____ Birthdate _____

Address: _____

Postal Code: _____ Telephone: _____

Mother's Name: _____ Father's Name: _____

Business Telephone Numbers: Mother _____ Father: _____

Person to contact **in case of accident or emergency**, if parents are not available.

Name: _____ Telephone: _____

Address: _____

Doctor's Name: _____ Telephone: _____

Dentist's Name: _____ Telephone: _____

Please **circle** the appropriate response below pertaining to your child:

Yes No Previous history of concussions

Yes No Fainting episodes during exercise

Yes No Epileptic

Yes No Wears glasses

Yes No Are lenses shatterproof?

Yes No Wears contact lenses

Yes No Wears dental appliance

Yes No Hearing problem

Yes No Asthma

Yes No Trouble breathing during exercise

Yes No Heart Condition

Yes No Diabetic

Yes No Has had an illness lasting more than a week in the past year

Yes No Medication

Yes No Allergies

Turn over.

PLAYER MEDICAL INFORMATION SHEET – page 2

Yes No Wears a medic alert bracelet or necklace.

Yes No Does your child have any health problem that would interfere with participation on a hockey team?

Yes No Surgery in the last year.

Yes No Has been in hospital in the last year.

Yes No Has had injuries requiring medical attention in the past year.

Yes No Presently injured.

Please give details below if you answered "Yes" to any of the above items.

_____ (Use separate sheet if necessary)

Medications: _____

Allergies: _____

Medical conditions: _____

Recent Injuries: _____

Last Tetanus Shot: _____

Any information not covered above: _____

Date of last complete physical examination: _____

* Any medical condition or injury problem should be checked by your physician before participating in a hockey program.

I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child.

I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____

APPENDIX 2

2005-2006 Willowdale Sports Club Draft Practice Schedule

Team	Practice Day	Time	Arena
Minor Atom AA	Saturday morning	7.00am – 8.25am	Bayview
Minor Atom A	Sunday morning	7.30am – 8.55am	Pleasantview
Atom AA	Sunday afternoon	4.30pm – 6.00pm	Goulding
Atom A	Saturday morning	7.15am – 8.45am	Baycrest
Minor PeeWee AA	Saturday evening	5.30pm – 6.30pm	Fenside
Minor PeeWee A	Saturday morning	8.35am – 10.00am	Bayview
PeeWee AA	Saturday morning	10.05am – 11.30am	Bayview
PeeWee A	Sunday morning	8.30am – 10.00am	Flemingdon
Minor Bantam AA	Thursday evening	6.30pm – 7.3-pm	Goulding
Minor Bantam A	Thursday evening	6.30pm – 8.00pm	Bayview
Bantam AA	Monday evening	9.45pm – 10.45pm	Flemingdon
Bantam A	Sunday noon	12.00pm – 1.15pm	John Booth
Minor Midget AA	Sunday evening	9.30pm – 11.00pm	Flemingdon
Minor Midget A	Wednesday evening	9.00pm – 10.30pm	Bayview
Midget AA	Wednesday evening	9.00pm – 10.30pm	Fenside
Midget A	Monday evening	9.00pm – 10.00pm	Pleasantview

2005-2006 Willowdale Sports Club Draft GTHL Home Game Schedule

Team	Practice Day	Time	Arena
Minor Atom AA	Sunday afternoon	4.35pm	Fenside
Minor Atom A	Friday evening	6.45pm	Oriole
Atom AA	Tuesday evening	6.40pm	Bayview
Atom A	Sunday afternoon	5.40pm	Fenside
Minor PeeWee AA	Sunday afternoon	4.35pm	Oriole
Minor PeeWee A	Sunday evening	6.45pm	Fenside
PeeWee AA	Sunday evening	5.40pm	Oriole
PeeWee A	Friday evening	7.40pm	Oriole
Minor Bantam AA	Sunday evening	6.45pm	Oriole
Minor Bantam A	Sunday evening	8.00pm	Oriole
Bantam AA	Sunday evening	8.00pm	Fenside
Bantam A	Friday evening	9.00pm	Oriole
Minor Midget AA	Tuesday evening	8.00pm	Bayview
Minor Midget A	Sunday evening	9.20pm	Oriole
Midget AA	Tuesday evening	9.20pm	Bayview
Midget A	Sunday evening	9.20pm	Fenside

APPENDIX 3

WSC Board of Directors:

Matt Mintz **President** email: mimintz@nobelmed.com

John Chandler (Red Wings) - **Girls Hockey - Competitive**

Tel: 416-250-6570 Fax: 416-733-2588 email: john.chandler@bellnet.ca

General Manager, Willowdale Blackhawks

A teams is Ann Pogson Tel: 416-949-4197 email: annpogson@hotmail.com

AA teams is Mike Belchos at mbelchos@sympatico.ca

Barb May - **VP House League** Tel: 416-733-2582 Fax: 416-733-0252

email: bmay@interlog.com

Rick O'Connor - **VP Softball** Tel: 416-222-5511

Elena Steinman - Treasurer Tel: 416-736-9427

Willowdale *Blackhawks* Coaches:

SERIES AA

Minor Atom AA - Born 1996 Peter Bowman - Coach 416-605-4507

Atom AA - Born 1995 Fraser Deacon - Coach 416-399-3810

Minor Peewee AA - Born 1994 Dave Meloff - Coach 416-843-8198

Peewee AA - Born 1993 John Deighan - Coach 416-433-3935

Minor Bantam AA - Born 1992 Will Cluett - Coach 416-423-3184

Bantam AA - Born 1991 Gary Tsjui - Coach 416-778-7009

Minor Midget AA - Born 1990 Paul Bernard - Coach 416-423-7771

Midget AA - Born 1988 & 89 Brian Ballentine 416-298-2903

SERIES A

Minor Atom A - Born 1996 Dave Draper - Coach 647-828-1456

Atom A - Born 1996 Bryan Moriarity - Coach 416-332-1077

Minor Peewee A - Born 1994 Rob Morrow - Coach 416-250-5368

Peewee A - Born 1993 Sreve MacDonald - Coach 416-219-0059

Minor Bantam A - Born 1992 Kevin Wilson - Coach 416-878-0651

Bantam A - Born 1991 Jim Porteous - Coach 416-580-5305

Minor Midget A - Born 1990 Pat Lamanna 416-757-3414

Midget AA - Born 1988 & 89 Gary Montgomery - Coach 416-676-3518