

River East Royals

Amended April 15, 2019

Coaches Guidelines and A1 Policies

APPENDIX A – MEDICAL INFORMATION

APPENDIX B – PARENT MEETING FORMAT

R.E.M.H.A. Royals Guidelines and Policies

A Structure

Hockey Winnipeg offers a tiered program for children 8 -17 years of age. In REMHA the responsibility of the program rests with the Executive & primarily is the responsibility of the Vice President of the category.

The Development Director chairs the Coaches Selection Committee for selection of all coaches of Area teams consisting of the President, the Vice President or Director of the particular category and such appointments as may be necessary.

Team Structure

- A) Roster Size - REMHA teams will be required to fall within the WMHA program chart. The size of the teams will depend on the number and caliber of players in a single age group.
- B) Team Officials – REMHA recommends three coaching staff, one team manager and one parent representative. Assistant Coaching Staff – will be selected after the team has been selected subject to the approval of the Coaches Selection Committee.
- C) Coaching Staff – Coaches Selection Committee reserves the right to refuse any or all applicants. A parent may be appointed as coach, assistant coach, team manager, or parent representative. It is expected that all team members, i.e. players, coaches, and managers will behave in a manner that brings credit upon the REMHA Association and Royals teams.

Responsibility of Coaching Staff

The coaching staff assumes a responsibility beyond fielding winning teams. They are charged with guiding and developing youth in their most critical years of spiritual, mental, and physical development. A coach leads by example and he must ensure his leadership sets a good example for the players in his charge.

Coaches are expected to attend the REMHA Royals Coaches Meeting prior to the start of the season.

Responsibility of the Manager

- A) Open a bank account on which yourself and the parent rep. are the signing authorities, TWO to sign, for collection of fees, fund raising activities etc. and payment of all bills for the team. The use of cash is to be discouraged whenever possible and a receipt book utilized whenever this is not possible. **ALL BANK ACCOUNTS ARE TO BE CLOSED AT THE END OF EACH SEASON!**
- B) Financial statements should be prepared on a monthly basis for the team and for the individual player accounts. These statements should be distributed monthly and arrangements made for any arrears that may exist.
- C) Provide financial statements to the Vice President regarding any instances where a player's team assessment is in arrears. The Vice President may at his discretion withdraw playing privileges of the player involved. REMHA will not subsidize team assessments.
- D) Teams will not be assigned ice in the second half, if they have failed to pay for ice allocated in the first half. Cheque's should be made out to REMHA.
- E) Provide a communication link between the parents and the coaching staff regarding all scheduled team events. These events should be communicated in writing by maintaining a log of the activities. The best laid plans often require change and parents should be notified as far in advance as possible in order to accommodate their personal schedules.
- F) Develop a ways and means committee within the team involving all or as many parents as possible in fund raising activities or other activities for the benefit of the team e.g. phone committee etc.
- G) Prepare a listing of all players and coaches together with their phone numbers & emails for distribution to all parents.
- H) Sweaters may be entrusted to the team manager or coach, but are the property of the player. Sweaters must only be worn for scheduled games. Please ensure that the sweaters are laundered properly. (Should always be laundered/washed in COLD water, sweaters should be washed inside out, should NEVER be dried in a dryer, should be hung to dry).
- I) Team pictures should be taken and will be arranged by the team manager. They are not included in the registration fees.

Responsibility of the Parent Representative

- A) Provide a communication link and act as a liaison between the Parents and the Coaching Staff.

- B) The Parent Representative will contact the Vice President if issues develop between Parents, Coaching Staff, and the Team Manager when the conflict cannot be resolved within the team.
- C) Serious conflict may require the Parent Representative to set up a Parent meeting with Coaching Staff and the REMHA Coaches Selection Committee.

Responsibility of the Parents

Support the coaching staff, players and officials. Be respectful and mindful of others and reinforce work ethic and a healthy lifestyle away from the rink. Conduct at the rink reflects not only on the parent but the team and the Association.

Games

- A) Exhibition games may be arranged at any time with the permission of the Division Director assigned to the age category. For home exhibition games the coach will be responsible for notifying the Referee in Chief in a timely fashion to arrange for officials and the teams will be responsible for payment to all officials at that time in cash.
- B) NOTE: Permission to travel to tournaments and be excluded from the schedule must be obtained from WMHA. The rules for obtaining travel permits are outlined in the WMHA handbook and must be followed. Please ensure that applications are submitted in a timely manner.

Team Colors

Rules for color conflicts as outlined in the WMHA rule book will apply. Royal's team colors will be worn for all league and playoff games, exhibition, tournament etc. unless otherwise approved by the 1st Vice President. Royals team colors will be the same as outlined in the constitution, the logo for the Royals will be:



All players are encouraged to wear the approved standard Royals colors i.e. hockey pants, helmets, and socks.

Tournaments

- A) Travel permits must be obtained for all out of City or Province tournaments. Medical numbers and parents **WRITTEN CONSENT** to act on their behalf when hospital attention is required should be obtained for those players whose parents are not travelling.
- B) No REMHA A team is permitted to participate in a tournament at other than their designated level without the consent of REMHA and their Division Director.

Team Selection

- A) Players must participate in tryouts to be rostered. The only exception would be for an injured player having played A1 or higher in the previous season.
- B) It is REMHA policy that after a player has been selected and signed to a roster form they may not be released for other than disciplinary reasons.
- C) In setting rules and regulations, reason must dictate taking into account the age of the players and the coaching staff must apply these rules equally to all players in all respects.
- D) Players picked are the players to be played. All players are to be provided the opportunity to participate in all special teams situations. The rare exception would be discipline reasons or the last 5 minutes of a close game. Where numbers do not provide equal rotation by position, ice time is to be managed to ensure the most frequent rotations do not overlap except as noted above.
- E) All age advancements are subject to the rules set out by WMHA and by REMHA. (see Policies on web site)

Finances

- A) Your team will require money for supplies, ice time, tournaments etc. and monies may be raised in a variety of manners including parent assessments, socials, donations, raffles, etc. Any fundraising that utilizes the name of River East Royals must be approved by the Vice President.
- B) Teams may solicit or accept sponsorship for fees. These sponsorships may be acknowledged or advertised as follows:
 - 1) A crest or patch not more than 3 or 4 inches in diameter discreetly placed on the players' uniform in consideration of a donation of not less than \$50.00.
 - 2) The patch may be placed on a sleeve, shoulder, sweater tail, or front of the hockey pants.
 - 3) The name of an advertiser may be printed on the band area on the back of a sweater in consideration of a donation of not less than \$100.00. The name of a team sponsor may be affixed to all team sweaters as above in consideration of a donation of not less than

\$750.00. Some flexibility will be allowed in those instances where say 2 sponsors donate \$375.00 and each advertiser could be acknowledged on the equivalent of one set of sweaters.

- C) All advertising is subject to the approval of the Vice President.
- D) Each team manager is responsible for Team Finances.
- E) Teams will reimburse coaches/assistant coaches for vehicle use when driving from the City to tournaments greater than 45 kilometers from the perimeter. A rate of .40cents per km. will be paid to a maximum of 500 km. (1 major trip per season)
- F) Teams will be responsible for the cost of rooms for coaching staff who do not have a child on the team (2 coaching staff per room). Parent coaches will pay their own room costs.
- G) Teams will be responsible for meals for the coaching staff & manager when travelling – a per diem of \$40/day for each member.
- H) Teams will be responsible for coaches and manager jackets (up to a maximum of 3 coaches & 1 manager on the team roster), an approved model wind breaker, nylon style jacket to be worn at practice & games as well as any other team events.
- I) Parent managers & Parent Representatives do not qualify for team funded room allowance.
- J) Parent Representatives do not qualify for meal allowance.

** Note – If within a team roster a coach, assistant coach, or manager are related (e.g. father son, brother) & do not have a child on the team they will be required to car pool together & stay in the same room up to the maximum 2/room basis & shall only be reimbursed the amount equivalent to that of one room cost & one vehicle cost.

- Team members are responsible for all shared costs relative to the team operation without exception.

Equipment

- A) REMHA will provide at the team's cost, practice pucks and a first aid kit. All players are responsible for their own equipment needs. We recommend that the coaching staff carry additional supplies of tape, laces, etc. for emergency purposes.
- B) Sweaters and socks will be paid by the team. REMHA contracts for these items and arranges fittings following team selection.
- C) REMHA will allow for the reuse of jerseys and socks from one season to the next if the player's equipment meets the attached criteria.

- D) Sweaters and socks are to be worn only for games and any socks/sweaters damaged will need to be replaced at the player's expense.
- E) Please ensure that the sweaters are laundered periodically.
- F) See [Royals Sweater and Socks Policy](#)

Team Jackets/Apparel

- A) Team jackets and/or apparel are not included in registration and are not considered a mandatory item for players. REMHA will solicit a preferred supplier for Royals team apparel. Please contact the REMHA Equipment Director for a preferred supplier.
- B) The colors will be the Association colors and will be in the approved model as determined by the REMHA Equipment Director. Any clothing, pins, or memorabilia intended to feature the name of the Association or its teams must be approved by the REMHA Equipment Director. The name River East Minor Hockey Association is the property of the Association alone as is the name's constitutionally associated therewith.
- C) Teams will be responsible for coach's jackets as set out in Finances section.

Communication

- A) REMHA will periodically hold meetings with the coaching staffs. The purpose of the meetings is to pass along information to the teams and to clarify policy and encourage interaction.
- B) All teams should have a Parent Representative in place to deal with any dispute between coaching staff and parents.
- C) In all cases of conflict or dispute that cannot be handled internally and requires the involvement of the Association, the initial contact person is the Vice President.
- D) Any disputes involving coaches, managers, parents or players themselves that cannot be settled amongst them will be arbitrated by the Coaches Selection committee.
- E) Any team requiring the services of a player from another team will not contact the player or their parents direct but always communicate through the coach of the respective team.

APPENDIX "A"

MEDICAL INFORMATION

Medical forms **MUST** be filled out for all players. To obtain medical forms go to Hockey Manitoba web site: www.hockeymanitoba.mb.ca than click on Hockey Forms than on Player Medical Information Sheet.

Insurance information is also found on the Hockey Manitoba website. An injury form must be filled out if any player or coach gets hurt (so please fill out every injury no matter how serious, you may require treatment later), in order for any compensation to be obtained! These forms are found also on the Hockey Manitoba website.

APPENDIX "B"

PARENT / COACHES MEETING FORMAT

1. **Introduction of self and Coaching Staff.**
2. **Review expectations for those parents not previously involved in the hockey program and the expectations of this coaching staff:**
 - Commitment Level
 - Budget
 - Competition Level and Expectations

3. **Budget**

Registration fees **DO NOT** include sweaters, numbers, name bars on both home and away jerseys, home and away socks, jackets, practice ice, tournaments, pictures or travel costs for out of town tournament or exhibition games. These costs are paid from the individual team budget.

4. **Team Funds**

- A) Each team is to select a Parent Representatives and Manager who are separate from the members of the coaching staff. They are to establish a bank account for the team and both must sign all cheque's drawn on the account.
- B) Monthly statements are to be prepared for both the team account and the individual participant accounts.
- C) Team members are responsible for their portion of expenses even if they are unable to play due to injury, illness, or by their choice.
- D) Parents must keep their individual accounts with the team current as requested by the team manager. Failure to do so may result in suspension of playing privileges. E)

- E) Any delinquency will be reported to the Vice President. January 31st should be the designated date for all team fees, to the conclusion of the season, to be paid.

5. General Policies

- A) School will remain a priority. Church and family functions are also considered priorities within reason.
- B) All team members may purchase jackets
- C) Jackets, IF ACQUIRED, should be worn to all team activities i.e. practice, games, and team outings.
- D) All players are encouraged to wear equipment of the designated Royal colors i.e. black helmets, black pants, and black & white or black & grey combination gloves (with the exception of goaltenders). Also, black socks with the black jersey and white socks with the white jersey. (One black and one white stocking will not be tolerated.)
- E) Players, coaches and parents are ambassadors for River East and behavior at all times during games, team functions and tournaments reflect the organization.
- F) Coaching staff will determine position, line combinations or defensive pairings & all other decisions regarding the on ice team play.
- G) Procedures for complaints are to be channeled through the parent representative. Ensure all parents are fully aware of how conflict is to be resolved. **ENSURE THE 24 HOUR RULE IS STRICTLY ENFORCED.** If not resolved by the parent representative in consultation with the coaching staff, the parent representative is to escalate to the Vice President to arrange a meeting of the parties and if necessary with the Coaches Selection Committee.
- H) Financial assistance, sponsorships, both individual and team basis requires the approval of the Vice President of REMHA.
- I) Fund raising in the name of the REMHA or Royals requires the approval of the Vice President of REMHA.
- J) If you plan on disciplining players during the season for their actions, ensure parents are aware of the types of discipline that coaches plan to employ. i.e. Reduced ice time, miss first period, extra skating etc.
- K) Establish dressing room supervision and rules for parents attending the room.