

River East Royals A1

Amended 9/18/11

Coaches Guidelines and A1 Policies

APPENDIX A – MEDICAL INFORMATION

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

A1 Structure

The Winnipeg Minor Hockey Association offers a tiered program for children 8 -17 years of age. In R.E.M.H.A., the A1 teams are governed by the Executive of the Association, and are the primary responsibility of the 1st Vice President of REMHA. The 1st Vice President will chair the required committees. 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. Unlike AA, A1 needs to take into consideration the numbers of players required for the A2 and A3 programs.

- 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.

See Appendix C for Coaches Meeting.

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 1st Vice President regarding any instances where a player's team assessment is in arrears. The 1st Vice President may at his discretion withdraw playing privileges of the player involved. REMHA will not subsidize team assessments and may withdraw playing privileges for any player whose account is in arrears.
- D) Attend the Practice Ice Allocation Meeting. Teams will not be assigned ice in the second half, if they have failed to pay for ice allocated in the first half. Cheques should be made out to either REMHA or River East Minor Hockey Association.
- 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 for distribution to all parents.
- H) Sweaters may be entrusted to the team manager or coach, but become the property of the player at the end of the season. 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). Two parents may be chosen to take care of the sweaters for the duration of the season.
- I) Team pictures should be taken and will be arranged by the team manager. They are not included in the A1 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 First Vice President if issues develop between Parents, Coaching Staff, and the Team Manager when the conflict can not 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. Treat the coaching staff and your children the way you would like to be treated. Be respectful and mindful of others. Reinforce work ethic and a healthy lifestyle away from the rink. Behave yourself at the rink. Positive re-enforcement goes a long way.

Games

- A) Exhibition games may be arranged at any time with the permission of the WHMA Division Director or the WELH 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. For travel out of Province, a Hockey Manitoba permit is also required. 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. Royals 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 A1 team is permitted to participate in an AA or A2/3 tournament without the consent of REMHA.

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 approved by REMHA.

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 1st Vice President.
- B) Teams may solicit or accept sponsorship for fees. These sponsorships may be acknowledged or advertised as follows:
 - a. 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.
 - b. The patch may be placed on a sleeve, shoulder, sweater tail, or front of the hockey pants.
 - c. 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. Lettering may only be in white or black lettering to conform to Marauder colors. 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 1st Vice President.
- D) Each team manager is responsible for Team Finances.

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.

SEE APPENDIX D – JERSEY AND SOCK REPLACEMENT POLICY

- 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. Sweaters may be entrusted to the team manager or coach during the season, but become the property of the player at the end of the season. 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). Two parents may be chosen to take care of the sweaters for the duration of the season.

Team Jackets/Apparel

- A) Team jackets and/or apparel are not included in registration and are not considered a mandatory item.. 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.
- C) Minor Hockey Association is the property of the Association alone as is the names constitutionally associated therewith.
- D) Teams will be not be responsible for parent coach's jackets, but may include it in their budget in non parental situations.

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 disputes between coaching staff and parents.
- C) In all cases of conflict or dispute that can not be handled internally and require the involvement of the Association, the initial contact person is the 1st 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 whether a Royals team or Community Club team will not contact the player or their parents direct but always communicate through the coach of the respective team. Approval of the HEAD COACH of the team must be obtained in each instance –i.e. no blanket approvals.

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. Comment on the difference between A1 and A2/A3 Hockey for those parents that have not had a boy involved in A1 previously.

- Commitment Level
- Cost - Budget will be discussed by the coaches
- Competition Level and Expectations

3. Budget:

- A1 registration fees include league and insurance fees, and initial team supplies. A1 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) Parent representatives and the manager are to establish a bank account for the team and both must sign all cheques drawn on the account.
- B) Monthly statements are to be prepared for both the team account and the individual participant accounts.
- C) Financial statements need to be prepared for the team at December 31st and end of season.
- D) Team members are responsible for their portion of expenses even if they are unable to play due to injury, illness, or by their choice.
- E) 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. Any delinquency will be reported to the 1st 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 and some coaches may request report cards to identify problems with time commitments. 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) Team selection will follow the process outlined by the Evaluation/Tryout Committee for the age group in question.
- H) Procedures for complaints are to be channeled through the parent representative. If not resolved by the parent representative in consultation with the coaching staff, the parent representative is to escalate to the 1st Vice President to arrange a meeting of the parties and if necessary with the Coaches Selection Committee.
- I) Financial assistance, sponsorships, both individual and team basis requires the approval of the 1st Vice President of REMHA.
- J) Fund raising in the name of the REMHA or Royals requires the approval of the 1st Vice President of REMHA.

APPENDIX "C" – EXECUTIVE / COACHES MEETING

Introduction

- A) Introduce Executive members in attendance e.g. Equipment Director, Referee-in-Chief , Ice Director
- B) Review mandate and role of Coaching Selection Committee.
- C) Review standards regarding coaches, players and parents behavior expected by REMHA teams.

Parent Meeting

- A) Coaches are required to set up a parent meeting to discuss the specifics of playing A1 hockey and budgets.
- B) Each team must select a Team Manager and a Parent Representative who are separate from the coaching staff.
- C) Ensure all parents are aware of how conflict is to be resolved.
- D) Enforce 24 hour rule.
- E) Coaching philosophy, include what you expect from parents and players regarding practices, games, schoolwork, etc.
- F) 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, man-makers, etc.

Temporary Players

- A) Review WMHA rules for temporary players, including play-offs.
- B) When a team requires a temporary player, contact must be made through the HEAD COACH of the team from whom the player is being requested. Under NO circumstances is a player or his parents to be contacted directly.

REMHA policy for Tournaments. (One major tournament trip)

Exhibition Games

- A) Review REMHA Policy for Exhibition Games.
- B) For referees and timekeepers contact the Referee In Chief:

Check the officials section for contact information:

www.remha.ca/Officials/OfficialsContacts.shtml

Finances

- A) Meet with your Manager and parent representative at first opportunity to discuss budgets and the need for monthly financial reporting. Remind the Manager that all fund raising projects utilizing the name of REMHA or the Royals must be approved by the 1st Vice President of REMHA.
- B) All sponsorships of individual team members and teams must follow the guidelines set out in the Coach Guidelines and A1 Policies.
- C) A mid season and end of season financial statement must be provided to the parents.
- D) Teams are not responsible to pay for coach's costs related to exhibition or tournament games. However, the team may decide on their own to help offset non parent coach's costs by including some in their budget.

Team Jerseys/Socks

- A) Jersey/sock fittings are scheduled by the REMHA Equipment Manager. The timing is tight so teams need to be fitted as soon as they are formed.
- B) Jerseys and socks are not included in the fees and must be paid for by the team. REMHA will only accept a single cheques from the team as payment.

Team Jackets

- A) All players may have a Royals jacket in the designated style.
- B) Teams are not responsible for coach's jackets, but may elect to covers the costs for non parent coaches.
- C) Jacket fittings are scheduled by the REMHA Equipment Manager.

Team Pictures

- Team Pictures should be taken and will be arranged by the team manager. They are not included in the A1 fees.

Officiating

- A) Introduction of the Referee in Chief.
- B) Referee in Chief will go over rule changes for the upcoming season, discuss officials and coaches conduct on the bench.

Policy and Guidelines Handout

- A copy of the A1 Guidelines and Policies to be provided to each team so that they may share relevant information with their Manager and Parent Rep.

APPENDIX "D" – JERSEY AND SOCK REPLACEMENT POLICY

- A) Jerseys and socks must fit properly, have no rips, torn seams stains, or faded due to washing etc. The coaching staff will be responsible for assessment to determine if a jersey or socks need to be replaced. Any disagreement between the coaching staff and a parent will be arbitrated by the Equipment Director.
- B) Name bars on the jersey will display the last name of the player and the Name bar will be the same color as the jersey. The name bar, letter font and size will be the standard (2") two inch letters that REMHA has stipulated with the supplier as all issues regarding the style, logo, colors, supplier etc.
- C) Duplicate numbers will occur as a result of the draft process used to select the teams. There may be two or more players with the same number and replacement of sweaters will be required. In the event of duplicate numbers the player who gets to keep the number will be determined by a flip of the coin. The cost of replacing jerseys of the player or players will be borne equally by the players INCLUDING the player who won the flip.
- D) Eight year old teams coming into the A1 system will need to purchase Home and away jerseys and socks upon team formation. The Equipment Director will arrange the date and time to attend at Gateway to be fitted.
- E) Replacement jerseys and socks will be acquired on an ongoing rotating basis starting with the replacement of the white jersey and socks in 2012 and subsequent even years and dark jerseys and socks in 2013 and subsequent odd years. The exception will be the eight year old teams who will not come into the replacement cycle until age 10 and players that replaced the previous season due to size requirements or duplicate numbers.
- F) In the event our supplier is unable to acquire and supply jerseys of the Current style and color etc., new jerseys will be required for all players.
- G) Coaches will arrange a meeting of their selected team within one or two days of drafting/selection of their team to determine the jersey and sock replacement needs for the current season subject to item E above. The Equipment Director will advise the date and time for your team to attend at Gateway for fittings, name bars etc.