

# River East Marauders

COACHES GUIDELINES AND POLICIES

update May 2017

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## **R.E.M.H.A. Coaches Guidelines and AA Policies**

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. They must realize that their attitudes and philosophy will be reflected by their players. If a coach allows himself to berate officials his players will follow suit. If a coach blames defeat on anything or anyone other than himself, his players will excuse their bad performance by deflecting their responsibilities.

***A coach leads by example and he must ensure his leadership sets a good example for the players in his charge.***

It is expected that all team members, i.e. the players, coaches, and managers will behave in a manner that brings credit upon the REMHA Association and Marauder teams.

### **1. AA Structure**

The Hockey Winnipeg offers a tiered program for children in designated age groups. In R.E.M.H.A., the AA teams are governed by the Executive of the Association, and are the direct responsibility of the Vice President AA of REMHA.

The Vice President AA of REMHA will appoint a committee to assist in the administration of the program, team try-outs, year end banquet etc. The Vice President AA will also sit on the Coach Selection Committee.

### **2. Team Structure**

a) Each team in accordance with the R.E.M.H.A. rules will have seventeen players, two of which must be goaltenders. AA Midget category may carry up to 19 players.

b) Each team will in addition to the coaching staff shall have a team manager and a parent rep.

c) A parent may be appointed by the coach as team manager after team selection is finalized however, this person must not be recorded on the team roster nor allowed on the bench or in the dressing room.

d) Coaching Staff - no coach or assistant will be allowed to coach more than two consecutive years with the same group of players as they progress through the system. Any exception will require the approval of the Executive Board.

e) Coaching Staff - will apply as a group in whole or in part. Coaches Selection Committee reserves the right to refuse any or all applicants. Each team will have a minimum of 3 and maximum 4 coaches.

### 3. Games

AA teams will play a schedule as set forth in the Hockey Winnipeg program chart. All games must be played as scheduled - there are no requests for changes allowed after the schedule has been completed.

Exhibition games may be arranged at any time with the permission of the Hockey Winnipeg 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. **REMHA will reimburse for (2) preseason exhibition games only. (referees and time keeper )**. Teams are responsible for all other exhibition games during the season.

NOTE: Permission to travel to tournaments and be excluded from the schedule must be obtained from the AA Vice President, REMHA as well as Hockey Winnipeg. The rules for obtaining travel permits are outlined in the Hockey Winnipeg 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.

### 4. Team Colors

- a) Rules for color conflicts as outlined in the Hockey Winnipeg rule book will apply.
- b) Marauder team colors will be worn for all league and playoff games, exhibition, tournament etc. unless otherwise approved by the Vice President AA. Marauder team colors will be the same as outlined in the constitution, and the logo will be that which was approved by the Executive of REMHA at the December 2016 meeting.
- c) All players must wear the approved standard Marauder colors i.e. hockey pants, helmets, gloves. **(example - one white stocking & one black stocking will not be tolerated)**
- d) Sweater numbers are restricted from 1 through 98 **(except for 69)** at the coach's discretion and must be the same for both home & away uniforms for each player.
- e) Dress code will be in effect for each team, consisting of black pants and either a black Marauder turtleneck / long sleeve shirt or dress shirt and tie. This should be decided upon by the coaching staff, in conjunction with the player's parents.

### 5. Tournaments

- a) Travel permits must be obtained for all out of City or Province tournaments.
- b) Medical numbers and parents WRITTEN CONSENT to act on their behalf when hospital attention is required should be obtained.
- c) **Major trips (up to 850 km's) are restricted to ONE PER SEASON and must be approved by the AA Council / subcommittee and the parents of the players.** No restrictions have been set for in town or nearby tournaments however reason must prevail.
- d) No REMHA AA team is permitted to participate in an AAA or A tournament without the consent of REMHA.
- e) Teams traveling between 350 km's and 850 km's (1 way) must travel by bus. Seating on the bus is allocated as follows: 17 (19 for Midget) seats plus one per coaching member of the staff. One parent per player attending the tournament. A parent not attending the tournament cannot sell their seat. Balance of the seats are to be sold to other family members wishing to attend bearing in mind the objective is to have a full bus and the price for seats should reflect. Calculation of bus

allocation will be as follows: price of the bus divided by players (17 or 19); the price of the extra seats will be as follows: price of the bus divided by the number of seats. The total collected by the number of seats sold will be put back into the team coffers.

f) The team will make a commitment for the length of their stay when traveling by bus before attending the tournament regardless that a team may be eliminated from competition.

g) Teams will pay mileage for a coach's vehicle when driving from the City for, exhibition, tournament, and practices. A rate of .40 cents per kilometers has been established.

h) Teams will be responsible for the cost of rooms for the coaching staff on a maximum two per room basis. Parent Managers & Parent Reps. do not qualify for team funded accommodation or meal allowance.

i) Teams will be responsible for meals of the coaching staff when traveling - a per diem of \$40.00 for each member of the coaching staff will apply.

## 6. Team Selection

a) Tryouts will take place in the month of September on the dates as advised by REMHA.

b) Player cuts are to be made in groups following the first three ice times. Under no circumstances is one player alone to be cut from the team. Players cut are not allowed to try out in another zone.

c) Players must participate in tryouts to be rostered. The only exception would be for an injured player having played AA or higher in the previous season.

d) 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 or player request. (See Hockey Winnipeg guidelines.)

e) Specific team rules regarding dress code etc. are permitted however must be reasonable for the age level and published prior to final team selection.

f) In setting rules and regulations, reason must dictate and the coaching staff must apply these rules equally to all players in all respects.

g) Players picked are the players to be played. All players are to be provided the opportunity at least initially to participate in all special teams situations (**at least the first half schedule**). The rare exception would be discipline reasons or the last few minutes of a game.

h) NO age advancement is allowed unless there was a shortage of players in an age group as per Hockey Winnipeg rules.

## 7. Finances

a) Your team will require money for supplies, ice time, tournaments etc. - 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 Marauders must be approved by the AA Vice President. A team bank account must be established to track all team funds and **TWO** signatures must be required for all payment orders.

b) Teams may solicit or accept sponsorship for fees. These sponsorships may be acknowledged or advertised as follows:

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 \$100.00. The patch may be placed on a sleeve, shoulder, sweater tail, or front of the hockey pants.

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 \$200.00. 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 \$1,500.00. Some flexibility will be allowed in those instances where say 2 sponsors donate \$750.00 and each advertiser could be acknowledged on one set of sweaters.

c) All advertising is subject to the approval of the Vice President AA.

d) Each team will provide a budget to the council at the beginning of the season and a financial statement at December 31st and the end of the season. Honorariums will not be paid until financial records have been provided. At the end of each season: **ALL BANK ACCOUNTS MUST BE CLOSED, NO EXCEPTIONS !**

e) Individual team assessment fees must be kept current at all times and the Manager is to notify the Vice President AA when the account of any individual falls in arrears. AA council will not subsidize team assessments and may withdraw playing privileges for any player whose account is in arrears.

f) Registration fees for AA teams will be required in full over a deferred payment program whereby fees will be payable: Oct 15, Nov 7, and Nov 28 (A hockey fees will be transferred from general account to AA team budgets). Postdated cheque's **MUST** be supplied for the second, and final payment at the time the first payment is made.

g) Honorariums are provided to the coaching staff as determined by REMHA.

## 8. Equipment

REMHA will provide your team with 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.

Sweaters and stockings will be paid by the team in their registration fees. REMHA contracts for these items and arranges fittings following team selection. Sweater numbers are restricted to #1 through # 98. (Excluding # 69) at the coaches discretion.

Sweaters and stockings are to be worn only for games and any stockings damaged will need to be replaced at the player's expense. Sweaters are entrusted to the team manager or coach and 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).

Each player on the team will be required to wear the same colored pants, helmets, and gloves. The sole exception to this policy is GOALTENDERS equipment (helmet, pads, blocker, catcher, etc.).

## **9. Team Jackets**

Team jackets are not supplied, but are to be required for all team members and from the REMHA selected supplier. Team jackets will be ordered when final selections have been completed. The colors will be the Association colors and will be in the approved model. Any clothing, pins, or memorabilia intended to feature the name of the Association or its teams must be approved by the REMHA board. The name River East Minor Hockey Association is the property of the Association alone as it the names constitutionally associated therewith. The Marauder trademark is registered and no supplier of goods may alter the approved style without the written approval of the association.

Teams will be responsible for coaches jackets to a maximum of five provided the coaches do not already own a current model of the jacket. Should the coaches have jackets, the approved model wind breaker suit in either nylon or cotton may be acquired for practices etc.

## **10. Year End Banquet / Championship Teams / Education Bursary**

The AA council will host a banquet at the year end for the AA team members and tickets will be made available for sale to those parents that wish to attend, space permitting.

At the banquet there will be recognition of players from each team for their outstanding contribution. Three awards will be given out (Most Valuable Player, Hardest Worker and Most Sportsman Player).

Championship teams traditionally purchase championship rings to mark the accomplishment and the AA council maintains a "Ring Fund" to assist in the cost. A maximum of \$4,200.00 is available annually for the organization to a maximum of \$2,100.00 to any one team. In the event three teams were to win, \$1,400.00 would be allocated to each team. The approved formula for ring purchases is: The cost of the rings for all players and coaches minus the funds allocate by the AA council divided by the number of players. Parent managers or Parent Representatives are not eligible for championship rings.

## **11. Communication**

a) REMHA will periodically hold meetings with the coaching staffs, managers, and parent representatives. The purpose of the meetings is to pass along information to the teams and to clarify policy and encourage interaction.

b) In all cases of conflict or dispute which requires the involvement of the Association, the contact person is the Vice President AA.

c) Any disputes involving coaches, managers, parents or players themselves that cannot be settled amongst them will be arbitrated by the Coaches Selection committee.

d) All communication written or verbal from REMHA will come through the Vice President AA .

e) Any team requiring the services of a player from another team whether a Marauder team or Community Club team will not contact the player or their parents direct but always communicate through the coach of the respective team and notify the appropriate Hockey Winnipeg Division Director.

## 12. Responsibility of Coaching Staff

See Appendix C for Coaches Meeting.

## 13. Responsibility of the Manager

a) Ensure that registration fees are collected from each player on the team in a timely manner and payments provided the Vice President AA according to the budget communicated.

b) 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 !**

c) 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.

d) 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.

e) 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.

f) Prepare a listing of all players and coaches together with their phone numbers / emails for distribution to all parents.

g) Provide financial statements to the AA Vice President and communicate any instances where a player's team assessment is in arrears. The AA Vice President will intervene on your behalf for collection of fees and may at his discretion withdraw playing privileges of the player involved.

h) Sweaters are entrusted to the team manager or coach and 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 maybe chosen to take care of the sweaters for the duration of the season.

i) Team pictures must be taken and will be arranged by the team manager. They are not included in the AA fees.

## 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](http://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"

### AA PARENT MEETING FORMAT

#### 1. Introduction of self and Coaching Staff.

#### 2. Comment on the difference between AA and A Hockey for those parents that have not had a boy involved in AA previously.

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

#### 3. Budget:

AA fees include sweaters, numbers, and name bars on both home and away jerseys and home and away stockings. Also included are league and insurance fees, initial team supplies, development or training camps, year- end banquet and awards, coaches' honorariums.

AA fees DO NOT include jackets, coaches' jacket or wind suits, practice ice, tournaments, pictures or travel costs for coaches for out of town tournaments, exhibition games, or practices.

AA Council maintains a ring pool of \$4,200.00 per year which is divided evenly between championship teams up to a maximum of \$2,100.00 per team.

AA fees will be payable in installments (A reg. fees allocated from Clubs) Oct.15, Nov 7 & Nov 28.

#### 4. Team Funds

- Parent representatives and the manager are to establish a bank account for the team and both must sign all cheques drawn on the account. Monthly statements are to be prepared for both the team account and the individual participant accounts.
- Financial statements must be submitted to the 2nd Vice President of REMHA at December 31st and end of year.
- Team members are responsible for their portion of expenses even if they are unable to play due to injury, illness, or by their choice.

- 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 AA council. January 31st is 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 require jackets of the designated style.

- MPW and PW - Nylon

- Bantam Divisions - Melton and Leather

- Midget - Melton and Leather or P Coats .

Jackets are to be worn to all team activities i.e. practice, games, and team outings.

c) All players are to wear equipment of the designated Marauder colors i.e. black helmets, black pants, and black & white or black & grey combination gloves (with the exception of goaltenders). Also, black stockings with the black jersey and white stockings with the white jersey. (One black and one white stocking will not be tolerated.)

d) Jersey numbers will be restricted to the numbers 1 to 98 (**excluding 69**) at the discretion of the coach.

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) Only rostered personnel are allowed to be in the dressing room and no parents are allowed on the bench or on the ice at practice unless rostered and approved. A parent manager that the coach may appoint is not allowed these privileges.

g) Coaching staff will determine team selection (subject to By Law 26), and position, line combinations or defensive pairings & all other decisions regarding the on ice team play.

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 Vice President AA to arrange a meeting of the parties and if necessary with the Coaches Selection Committee.

j) Financial assistance, sponsorships, both individual and team basis requires the approval of the Vice President AA of REMHA.

k) Fund raising in the name of the REMHA or Marauder's requires the approval of the Vice President AA of REMHA.



# APPENDIX "C"

## COACHES MEETING

Introduction of AA Committee Members, Coaches Selection Committee and all Coaching Staffs.

### Player Selection Process

- a) Tryout ice schedule, player lists will be distributed as soon as registration closes.
- b) Arrange to provide coaches with tryout jerseys for team selection and exhibition games.
- c) All jerseys distributed are the responsibility of the coaching staffs. Ensure all jerseys are accounted for following a tryout.
- d) Take attendance. Players are guaranteed three opportunities to try out, not three ice times. If a player fails to attend the 3rd ice time and it had been your intention to cut that player, cut the player with the other cuts unless you are aware of special circumstances. If a player fails to attend any of the 1<sup>st</sup> three tryouts they are automatically cut.
- e) Initial cut is to be made after the first three hours and then may be cut after each ice time thereafter. **Reminder - no one player may be cut at one time.**
- f) A cut letter will be provided to each coach and envelopes should be used to distribute to each player - see appendix D.
- g) A parent meeting is to be held prior to the second last tryout to discuss the specifics of playing AA hockey and budgets so that those who may wish to withdraw will have the opportunity to do so before final cuts are made.
- h) Separate player meetings (if the coach so chooses) followed by a parents meeting is to be held after final team selection.

### Team Structure

- a) Teams will consist of 17 players including two goaltenders except in midget where the option exists to select 19.
- b) Coaches requiring certification courses should contact the Development Director at REMHA immediately to arrange enrollment in the required courses.
- c) All Marauder Coaches are obligated to the specific team to which they are assigned and cannot coach, assist, manage or affiliate themselves with any other hockey team for the season.
- d) No parent or guardian may serve as a member of the coaching staff nor are they allowed on the ice or in the dressing room (except as per By Law 26 where a parent has been selected to coach).
- e) A parent can be appointed as an assistant coach after team selection complete. A parent may also be appointed as the team manager after team selection is finalized. This individual will not be rostered nor will they be allowed on the ice, the bench or in the dressing room.
- f) A Parent Representative will be selected from the parents of the team & will likewise to a parent manager not be rostered.
- g) Up to 5 individuals may be rostered per team. We recommend a coaching roster of 4 is sufficient.

- h) River East colors must be worn for all league, tournament, and exhibition games.
- i) All players must wear the same sweaters, stockings, black helmets, black pants, and gloves are to be black and white, or black and grey.
- j) Temporary Players - contact must be made through the coach of the team from whom the player is being requested. **Under no circumstances** is a player or his parents to be contacted directly.

### **Tournaments**

- a) Travel permits for out of town tournaments must be secured through Hockey Winnipeg including exhibition games. See Hockey Winnipeg handbook for requests to be omitted from the league schedule.
- b) One major trip per season. Any tournament where travel exceeds 850 kms. must be approved by REMHA and the parent group of the team. Trips that exceed 350 km must be accommodated by bus transportation for the team. There is no restriction on local or nearby tournaments up to 350 kms.

### **Exhibition Games**

- a) For referees and timekeepers contact John McDonald Phone # 668-0180 or Bob Vanstone # 663-6781. The cost of referees and time keepers will be covered by REMHA AA Account for (2) preseason exhibition games only.

### **Finances**

- a) Meet with your Manager and parent representative at first opportunity to discuss budgets and the need for monthly financial reporting. A mid season & an end of season financial statement must be provided to the VPAA & Treasurer.
- b) All sponsorships of individual team members and teams must follow the guidelines set out in the Coach Guidelines and AA Policies. Likewise any fund raising activities utilizing the REMHA or Marauder names must be approved by the VPAA.
- c) Teams are responsible to pay mileage for one coach's vehicle when driving from the city for exhibition, tournament or league games. The rate is .40 cents per kilometer. For practice ice scheduled in Garson by REMHA, a flat payment of \$20. to be shared by coaches that take their vehicles.
- d) Teams will be responsible for two double rooms to accommodate the coaching staff on overnight trips and are responsible for a per diem of \$40.00 per day per coach for out of town travel.

### **Team Jackets**

- a) All players must have a Marauder jacket in the designated style.
- b) Teams are responsible for coaches jackets provided the coaches do not already own an approved model of the current style.
- c) Should coaches have jackets, an approved model wind suit or a Polar Fleece jacket may be acquired.
- d) Coaches jackets are normally the melton and leather style. If the coach wishes to acquire an all leather jacket they must pay the difference in cost.
- e) Jacket & jersey fittings will be arranged by the AA VP.

**Release Letter:**



*Thank you for participating in the AA tryouts. Unfortunately you have not been selected to continue in the tryout process.*

*Good luck in the future.*

**Accept Letter:**



*Congratulations, you have been selected to continue in your pursuit to play for the AA Marauders in the Upcoming season.*

*Your next ice time will be:*

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