



# North East Predators AA Program Guidelines



## 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/herself to berate officials, their players will follow suit. If a coach blames defeat on anything or anyone other than himself/herself, their players will excuse their bad performance by deflecting their responsibilities.

***A coach leads by example, and he/she must ensure their leadership sets a good example for the players in their 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 and LSMHA associations and Predators teams.

### **1. AA Structure**

Hockey Winnipeg offers a tiered program for children in designated age groups. In REMHA/LSMHA, the AA teams are governed by the executive of the associations and are the direct responsibility of the Vice Presidents Female Hockey in both associations.

### **2. Team Structure**

- Each team in accordance with Hockey Winnipeg rules will have seventeen players, two of which must be goaltenders. AAU18 teams may carry up to nineteen players, two of which must be goaltenders.
- Each team will - in addition to the coaching staff – have a team manager and a parent rep.
- A parent may be appointed by the coach as team manager after team selection is finalized.
- Coaching Staff – will apply as a group in whole or in part. The Vice Presidents of Female Hockey from both Lord Selkirk and River East reserve the right to refuse any or all applicants. Each team will have a minimum of 2 and a maximum of 4 coaches.
- Female players must commit to what hockey program they are playing for at the time of registration (male or female). There is no switching back and forth once tryouts have started.

### **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/timekeepers and the teams will be responsible for payment to all officials at that time in cash.

NOTE: Permission to travel to tournaments and be excluded from the schedule must be obtained from Hockey Winnipeg. The rules for obtaining travel permits are outlined in the Hockey Winnipeg



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Rules and Regulations book and must be followed. For travel out of province, a Hockey Manitoba permit is also required. Please ensure that applications are submitted by the posted deadlines found in the Hockey Winnipeg Rules and Regulations book.

### 4. Team Colors

- Rules for color conflicts as outlined in the Hockey Winnipeg Rules and Regulations book will apply.
- Predator team colors will be worn for all league and playoff games, exhibition, tournaments, etc. unless otherwise approved by the Vice Presidents Female Hockey. Predators 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.
- All players must wear the approved standard Predator colors (**i.e. one white stocking and one blue stocking will not be tolerated**)
- Sweater numbers are restricted from 1 through 98 (except for 69) at the coach's discretion and must be the same for both home and away uniforms for each player.
- Dress code will be in effect for each team, consisting of black pants and either a Predators track or winter jacket. This should be decided upon by the coaching staff and the Vice Presidents of Female Hockey.

### 5. Tournaments

- 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.
- Major trips (up to 850kms) are restricted to ONE PER SEASON and must be approved by the Vice Presidents of Female Hockey. No restrictions have been set for in town or nearby tournaments however reason must prevail.
- No Predators AA team is permitted to participate in a AAA or A tournament without the consent of the Vice Presidents of Female Hockey.
- Teams travelling between 350 kms and 850 kms (one-way) must travel by bus. Seating on the bus is allocated as follows: 17 (19 for U19) 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.
- 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.
- Teams will pay mileage for a non-parent coach's vehicle when driving from the city for exhibition, tournaments and practices. The per km rate shall follow the Canada Revenue guidelines.



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- Teams will be responsible for the cost of rooms for the coaching staff on a maximum two per room basis. Parent manager and parent reps do not qualify for team funded accommodation or meal allowance.
- Teams will be responsible for meals of the coaching staff when travelling – a per diem of \$50 per day for each member of the coaching staff will apply.

### 6. Team Selection

- Tryouts will take place in the month of September on the dates as advised by REMHA/LSMHA.
- 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 association area.
- 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.
- It is REMHA/LSMHA 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).
- Specific team rules regarding dress code, etc. are permitted however must be reasonable for the age level.
- In setting rules and regulations, reason must dictate, and the coaching staff must apply these rules equally to all players in all respects.
- 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.
- NO age advancement is allowed unless there was a shortage of players in an age group as per Hockey Winnipeg rules.

### 7. Finances

- 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 uses the name of North East Predators must be approved by the Vice Presidents Female Hockey. A team bank account must be established to track all team funds and **TWO** signatures must be required for all payment orders.
- 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. 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. Lettering may only be in white or blue lettering to conform to Predators 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. Some flexibility will be allowed in those instances



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where say 2 sponsors donate \$750 and each advertiser could be acknowledged on one set of sweaters.

- All advertising is subject to the approval of the Vice Presidents Female Hockey.
- Each team will provide a budget to the Vice Presidents Female Hockey at the beginning of the season and a financial statement at December 31<sup>st</sup> and the end of the season. Honorariums will not be paid until financial records have been provided. At the end of the season, **ALL BANK ACCOUNTS MUST BE CLOSED, NO EXCEPTIONS.**
- Individual team assessment fees must be kept current at all times and the manager is to notify the Vice Presidents Female Hockey when the account of any individual falls in arrears. The Vice Presidents Female Hockey will not subsidize team assessments and may withdraw playing privileges for any player whose account is in arrears.
- Registration fees for AA teams will be required in full over a deferred payment program whereby fees will be payable in monthly instalments.
- Honorariums are provided to the coaching staff as determined by REMHA.

### 8. Equipment

- Teams will be provided 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 for by the team members. REMHA/LSMHA contracts for these items and arranges fitting following team selection. Sweater numbers are restricted to #1 through #98 (excluding #69) at the Vice Presidents Female Hockey's discretion. Payment for jersey and sock requirements will be made through the team and are due in full on receipt of the articles – no exceptions. Refer to the Female Sweater Policy for further information.
- 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 to only be worn for scheduled games. Please ensure that the sweaters are laundered properly. (Always laundered/wash in COLD water, sweaters should be washed inside out, should NEVER be dried in a dryer).

### 9. Team Jackets

- Team jackets are not supplied but are to be required for all team members and from the North East Predators selected supplier. Team jackets will be ordered when final selections have been completed. The colors will be the Predators 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/LSMHA board.
- Teams will be responsible for coaches' jackets to a maximum of four 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



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- The Vice Presidents Female Hockey 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 Sportswoman Player).
- Championship teams traditionally purchase championship jackets to mark the accomplishment and the AA council maintains a "Championship 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. Parent managers or Parent Representatives are not eligible for championship jackets.
- A Championship picture will be taken of the team with the City Championship banner for display. A print, 16 x 20 inches will be obtained for display in a frame not to exceed 20 x 22 inches. The framing company But Is It Art has the specifications on file.

### 11. Communication

- The Vice Presidents Female Hockey 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.
- In all cases of conflict or dispute which requires the involvement of the Association, the contact person is the Vice Presidents Female Hockey.
- Any disputes involving coaches, managers, parents or players themselves that cannot be settled amongst them will be arbitrated by the Vice Presidents Female Hockey.
- All communication written or verbal from the Associations will come through the Vice Presidents Female Hockey.
- Any team requiring the services of a player from another team whether a Predator team or Eagles 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 the Manager

- Ensure that registration fees are collected from each player on the team in a timely manner and payments provided the Vice Presidents Female Hockey according to the budget communicated. Payment for jerseys and socks required by the players is due on delivery of the goods.
- Open a bank account on which yourself and another non-related parent 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!**
- Financial statements should be prepared monthly for the team and for the individual player accounts. These statements should be distributed monthly, and arrangements made for any arrears that may exist.



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- 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 to accommodate their personal schedules.
- 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.
- Prepare a listing of all players and coaches together with their phone numbers / emails for distribution to all parents.
- Provide financial statements to the Vice Presidents Female Hockey and communicate any instances where a player's team assessment is in arrears. The Vice Presidents Female Hockey will intervene on your behalf for collection of fees and may at their discretion withdraw playing privileges of the player involved.
- Team pictures must be taken and will be arranged by the team manager. They are not included in the AA fees.



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## 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) then 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), for any compensation to be obtained! These forms are found also on the Hockey Manitoba website.



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## 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 daughter involved in AA previously.
  - Commitment Level, Cost - Budget will be discussed by the coaches, Expectations
3. Budget
  - AA fees include league and insurance fees, initial team supplies, development or training camps, year- end banquet and awards, coaches' honorariums. AA fees DO NOT INCLUDE JERSEYS & SOCKS – these items are ordered at team formation as required and payment is due on receipt via the team account.
  - 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.
  - The Vice Presidents Female Hockey maintain a jacket 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.
4. Team Funds
  - The manager and one other non-related parent 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 Vice Presidents Female Hockey 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 Vice Presidents Female Hockey. January 31st is the designated date for all team fees, to the conclusion of the season, to be paid.
5. General Policies
  - 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.
  - All team members require jackets of the designated style.
  - Jersey numbers will be restricted to the numbers 1 to 98 (excluding 69) at the discretion of the Vice Presidents Female Hockey.
  - Players, coaches and parents are ambassadors for River East/Lord Selkirk and behavior at all times during games, team functions and tournaments reflect the organization.
  - 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.





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- Coaching staff will determine team selection (subject to By Law 26), and position, line combinations or defensive pairings and all other decisions regarding the on ice team play.
- 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 Presidents Female Hockey to arrange a meeting of the parties.
- Financial assistance, sponsorships, both individual and team basis requires the approval of the Vice Presidents Female Hockey.
- Fund raising in the name of the Predators requires the approval of the Vice Presidents Female Hockey.