



# Chebucto Athletics Coach & Manager Meeting

October 2023



# Welcome to another season!

- ▶ Purpose of this morning's session
  - ▶ Provide you with information to help you get started
  - ▶ Review the newly updated Hockey Canada rules & regulations
  - ▶ Provide you with an opportunity to ask questions
- ▶ Goals for our Association:
  - ▶ Foster a love for the game of hockey
  - ▶ Develop players to reach their full potential

A photograph of a hockey player's lower legs and feet, wearing white and black striped socks and black skates. The player is holding a hockey stick with both hands, positioned over a black puck on the ice. The background is a bright, reflective ice surface. The image is overlaid with a green geometric pattern on the right side.

# Coaching a Team

# Job of the Head Coach at CMHA

In short, all things on ice

- ▶ Ensure you have all qualifications and certifications to coach with CMHA
- ▶ Player Development (Goalies and Non-Goalie Players)
- ▶ Communicate expectations with players and parents
- ▶ Select Assistant Coaches and Team Manager
- ▶ Plan practices and prepare for game play
- ▶ Ensure fair play and adherence to the HNS Code of Conduct
- ▶ Manage AP Players if/when necessary
- ▶ Enforce conduct policy



# Beginning of the Year

- ▶ Selecting Assistant Coaches - Coaching Selection Committee will provide you with options if you need some
- ▶ Conduct Coaches Meeting
  - ▶ Set expectations and roles for year (one coach designated to support goalies)
- ▶ Conduct parent meeting - your team manager can lead this with your assistance
  - ▶ Seasonal Plans
  - ▶ Parent Volunteer expectations and designations (you need a safety rep)
  - ▶ Coaches/Player/Parent conduct and expectations
  - ▶ Conflict resolution (include 24-hour rule)
  - ▶ Proposed Tournaments
  - ▶ Proposed Budget



# Scheduling and Ice Allocation

- ▶ Our ice scheduler, provides CMHA practice times (1 hour/week of shared ice for REC and 1 hour/week ice for competitive with the exception of U11AA, U13AAA, and U15AA who get 1.5 hours per week)
- ▶ Any practices above that will be up to you to secure. Chebucto sells unused ice each week, that could be an option but it is not a regular time.
- ▶ You need to sell or trade unused ice during the season
- ▶ Inclement Weather - if arena are closed due to weather we will not have to pay, otherwise you will be on the hook for any scheduled ice time you don't use



# Team Equipment

- ▶ Team Jerseys (Green Away/White Home)
- ▶ Name bars are optional
- ▶ Team Socks - U11 and higher are expected to wear socks that match their jerseys
- ▶ All teams must have a first aid kit, include in budget



# Team Roster and APs


Division	Affiliates to:
U18 AA	U18 A, B, C
U18 A	U18 B, C
U18 B	U18 C
U18 C	As approved by HNSMC
U15 AA	U15 A, B, C
U15 A	U15 B, C
U15 B	U15 C, U13 A, B
U15 C	As approved by HNSMC
U13 AAA	U13 AA,A, B, U11 AA
U13 AA	U13 A, B, U11 A, B
U13 A	U13 B, C, U11 A, B
U13 B	U13 C, U11 A, B
U13 C	As approved by HNSMC
U11 AA	U11 A, B, C
U11 A	U11 B, C
U11 B	U 11 C
U 11 C	As approved by HNSMC

- ▶ Official Roster must be filled with HNS prior to playing. Alicia Payne, our registrar is handling this.
- ▶ Player Affiliation/Call Ups (Max - 3 per game - checking player need clinic)




# Process for using an Affiliate Player


Coaches deal with coaches of team immediately below theirs to request player



AP must attend their own team's game if there is a conflict, go to next level down



Try to rotate AP throughout the season to provide multiple players with the opportunity



APs can not play more than 10 games without HNS consent



# Fair Play

- ▶ All players should have equal ice time, within reason
- ▶ All players should be given opportunities to play in different situations (ex. PP or PK)
- ▶ If communicated with parents during parent meeting, coaches can use their discretion in the last 2-3 minutes in a close game
- ▶ This is something we will be monitoring as an association. Failure to provide players with fair opportunities could result in consequences, up to and including removal from team.



# Risk Management

Breanna Kelly - VP Risk Management  
[risk.management@chebuctominorhockey.com](mailto:risk.management@chebuctominorhockey.com)

# Risk Management - Volunteer/Coach Certifications

- Coach, Manager and Trainer Certifications
- Safety Rep
- Dressing Room Monitors
- All the information is on the Chebucto Website:  
<https://chebuctominorhockey.com/l/40/CMHA/pages/2388/Volunteer-Certification-Information/#!>
- Ensure your staff reads the information on the website.
- Generally teams have until Dec 1 to

Failure to be properly Certified can result in Suspension from team activities

League Home | Grayjay Leagues | Volunteer Certification Information | Past Champions | Central Minor |

Getting Started | Latest Headlines | Apple | Yahoo! | Google Maps | YouTube | Wikipedia | News | Popular | Imported From Fire... | Getting Started | KAT - Kickass Torre... | Imported From Safari

GRAYJAY LEAGUES ADMIN LOGIN

HOME SCHEDULE NEWS POLICIES, RISK, AND CERTIFICATION BOARD DEVELOPMENT REGISTRATION RECREATION 2022-23 SEASON COMPETITIVE TRYOUTS 22-23 SEASON COACHES & MANAGERS ABOUT COVID 19 50/50 APPAR & PHO INFO

Chebucto Minor Hockey

General Policy Information  
Volunteer Certification Info  
Player Injury, Return to Play, Insurance

## Volunteer Certification Information

### RISK / SAFETY - Coach / Volunteer Certification Information

Being a volunteer in hockey is no easy task. Volunteers are often called upon to wear many hats. We want to do our best to ensure that our volunteers are safeguarded and not placed in a vulnerable situation without the proper qualifications.

Please see below for the steps needed to become a volunteer with Chebucto.

Please be aware these steps do not need to be completed in order.

Also be aware that each team can support a maximum number of volunteers after which the team budget will need to account for any additional training or certification above the max. The limits will be detailed by VP Finance and made clear to the team managers.

[Step 1 - Do you have a Hockey Canada Registry \(HCR\) 3.0 Account?](#)

**Attention New Coaches and Volunteers:**

If you do, you will be able to log in and see your credentials/qualifications under MyAccount->Members:

Chebucto Minor Hockey Association March 2022 50/50 Draw!

**\$9,465**

Ticket sales end: 2023-03-25

BUY TICKETS

Chebucto Minor Hockey Association  
354 likes

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# Risk Management - Safety Rep and 2 Deep Rule

- <https://chebuctominorhockey.com/l/40/CMHA/pages/6929/Risk-Management-23-24-Season-/>
- Failure to comply with this HNS Policy will result in Disciplinary action
  - **First Offence** will result in a letter of reprimand being issued to the **Head Coach**
  - **Second Offence** will result in an **Indefinite Suspension being issued to the Head Coach** and an investigation being conducted by the appropriate HNS Council.

# Risk Management - Safety Rep and 2 Deep Rule - Key Messages

- Rule of 2 Deep Mandatory - adults need to be present prior to players in locker rooms
- ALL Players should be wearing base layer at all times
- No Nudity Whatsoever
- Bathing Suits or base layer while showering
- Players provided with private space if they need to change
  - Female changing room not necessary under these conditions (still available if desired)
- Team talks should include all members
- Monitoring of behavior of players (bullying/violent incidents)
- New this year - All Teams Need to have at least one coach with valid First Aid Certification

All Policy Details are available on the Chebucto Website. For any Questions Reach out to VP Risk Management. **Remind your parents that no kids are to be in the rooms without supervision in place.**



# Hockey Canada Gender Expression Policy

The Hockey Canada **Gender Expression Policy** (LINK: [Gender Expression Policy](#)) is a foundational document designed to explicitly state Hockey Canada's commitment to being more inclusive to transgender and non-binary participants. It spells out the practical considerations and needs to address often invisible and unique challenges that transgender and non-binary athletes face. This includes, but is not limited to, treatment, eligibility, registration and dressing rooms.

All Policy Details are available on the Chebucto Website. For any Questions Reach out to VP Risk Management. **Remind your parents that no kids are to be in the rooms without supervision in place.**

# Hockey Canada Dressing Room Policy

Hockey Canada's new **Dressing Room Policy** (LINK: [Dressing Room Policy](#)) represents a shift in philosophy from previous dressing room regulations. The new model is based upon creating safe, inclusive and equitable dressing room environments that are designated team spaces for everyone, while providing proper supervision. Hockey Canada and Hockey Nova Scotia believe in balancing the safety, privacy, modesty and wishes of our participants without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet these goals while providing a safe and respectful environment for participants.

All Policy Details are available on the Chebucto Website. For any Questions Reach out to VP Risk Management. **Remind your parents that no kids are to be in the rooms without supervision in place.**



# Chebucto Development 2023-24

# Overview

- ▶ Year and Team Practice Planning
- ▶ Call-Ups
- ▶ Goalie Development
- ▶ Multi-sport Conflicts
- ▶ General Development Programming
- ▶ Development Steering Committee.

# Year and Team Practice Plans - Minimum Standards

- ▶ Please Ensure you have a practice plan and communicate to your on-ice staff at least **2 days prior to practices**.
  - ▶ If you will have problems doing this please communicate to VP Development (We can assist and help with practice planning)
- ▶ Game planning - Determine lines and rotations prior to game (**ideally the day before**) and communicate to bench staff.
  - ▶ Fair play must be strictly adhered to. All players should have opportunities to play in all situations.
  - ▶ Goalie rotation is up to team - ( split games....alternate games
- ▶ VP Development will be sending out a very simple template to ensure documentation of the year development plan for each team ( take about 15 mins to fill in...)
  - ▶ Time phased Goals ( First third focus, second third focus, etc...)
  - ▶ Where you plan to be in Dec
  - ▶ Where you plan to be in Feb

Planning is essential to having a successful year of Development! Failing to Plan is Planning to Fail!

# Goalie Development

- ▶ All teams must have relatively “consistent” goalie development
  - ▶ Identify a “goalie coach” - if you don’t have one reach out to VP Development and we will find you one.
    - ▶ Working with Empire and Upper Echelon this year for Goalie coach
  - ▶ **At least 1 practice a week the goalies will get from the ringette line down to at one end to work with the goalies for 30 mins.**
    - ▶ If your goalie coach is missing or unavailable reach out to VP of Development.
  - ▶ There may be some costs associated with goalie development for each team which must be factored into team budgets.
    - ▶ Funding from the association is still being finalized with the executive and will be communicated shortly.
  - ▶ **Goalies pay registration fees same as other players. Their development must be a focus just like every other player.**
  - ▶ We have tonnes of gear for kids that may want to try out goalie especially for younger players!! This is highly encouraged!!



# Multi-sport Conflicts

- ▶ We need to support multi-sport athletes.
  - ▶ Data proves this is better for long term athletic development.
- ▶ In cases where players may have conflicts for multi-sports good communication and strategies for accommodation need to be established early and agreed upon with the players/parents.
  - ▶ Alternating practices, etc.

# 2023-24 - General Development Programming

- ▶ Keepers Club - Sundays 7-8 am
- ▶ Other development programs will be communicated once ice times are confirmed.
  - ▶ Depends on finalization of practice schedules

# 23-24 In-season Development Steering Committee and Support Group

- ▶ Call for Volunteers for “In-Season” Development Steering Committee and Support Group
  - ▶ Make recommendation for In-Season Programming
  - ▶ Make recommendation for 24-25 Pre-Season Development
  - ▶ Establish Support Group for other teams that may need “On-Ice” Coaches
    - ▶ This is especially critical for younger U7-U9 age groups
  - ▶ Anyone who would like to get involved please contact the VP Development.

A hand holding a green pen, writing on a lined notebook. The image is overlaid with a green geometric design consisting of various shades of green triangles and lines. The text 'Managing a Team' is written in a large, green, sans-serif font.

# Managing a Team

Heather Fraser - VP Administration  
[admin@chebuctominorhockey.com](mailto:admin@chebuctominorhockey.com)

# What is the job of a team manager?

Responsible for all things that would be considered “off ice”

Adhere to policy for CMHA, HNS, and Hockey Canada

GrayJay site

Team communication

Jersey and Team Gear Distribution

Create Team Budget

Coordinate Fundraising and Sponsorship

Booking Tournaments/Hotels

Booking and setting up team building events

Booking Additional Ice Time

Risk Management Tasks

Dressing Room Management

Act as liaison between players/families and coaching staff

Co-ordinate the Safety Reps



# Parent Meeting

- ▶ Have as early into the season as possible
- ▶ Host the meeting with agenda and budget provided to parents
- ▶ Coaches should be part of meeting to set expectations for on ice
- ▶ Items for discussion should include
  - ▶ Tournaments for the year
  - ▶ Review of team budget
  - ▶ 24-hour rule for concerns
  - ▶ Recruiting for support (fundraising/safety rep/dressing room monitors/treasurer/live streaming/etc.)
  - ▶ Player Medical Forms



# Communication

- ▶ Team manager is primary communicator for the team
- ▶ Mobile Apps:
  - ▶ NEW! GrayJay app (free or \$)
  - ▶ Team Linkt (free)
  - ▶ TeamSnap (\$)
- ▶ 24-hour rule
- ▶ Best way to communicate, discuss this with parents
- ▶ Beware of chat feature on APPs

# Jersey and Team Wear Distribution

- ▶ Chris Keough is our equipment manager  
[equipment@chebuctominorhockey.com](mailto:equipment@chebuctominorhockey.com)
- ▶ Jerseys should be distributed and recorded.
- ▶ Extra jerseys either given to coaches or kept with you in case a players forgets theirs
- ▶ Name Bars - some parents can do themselves; you can also use Ramsay Embroidery or Carol Feener (902-471-9923) (name bars can not cover stop sign)
- ▶ Socks and Pant Shell orders can be done through Chris. 2023-24 sock price is \$25 taxes in PER PAIR. Pant shells are \$72 per pair.



# Team Budget

- ▶ Prepare a proposed team budget with parents, this needs to be discussed and approved by parents and CMHA (email [president@chebuctominorhockey.com](mailto:president@chebuctominorhockey.com)) by end of October
- ▶ Funds come from parent contributions and fundraising
- ▶ Keep all receipts for money spent throughout the year
- ▶ Additional funds from sponsorship or fundraising from end of year go back to association - only parent-contributed seed money can be returned to parents
- ▶ Open bank account (letter of authorization sent to you via email) - Two signing authorities for banking - also ensure the bank account has e-transfer capabilities - close bank account by April 30th
- ▶ **NEW for 2023!**  
Competitive Fees - \$2100 (10 hours of ice time/half hour for 20 weeks), will be processed through GrayJay Pay



# Fundraising and Sponsorship

- ▶ All fundraising/sponsorship goes towards individual player's budget
- ▶ CMHA does a monthly 50/50 - goes towards next year's registration
- ▶ Fundraising ideas and activities need to be agreed upon by team
- ▶ Fundraising activities need to be approved by [admin@chebucominorhockey.com](mailto:admin@chebucominorhockey.com)
- ▶ Need lottery license for raffles/draws
- ▶ Sponsorship letters to be provided by Chebucto Admin
- ▶ Banners vs Name Bars - team can decide



## Tournaments and Team Building Events

- ▶ All team members should be included in all events
- ▶ Team bonding and social events should not exceed \$500
- ▶ Ask for confirmation for Events and Tournament once booked
- ▶ Need to obtain travel permit for tournaments and exhibition games
- ▶ Hotel room blocks should always be reserved by team manager but booked individually by player family - do not do a single booking under team name
- ▶ Need to obtain official roster from Registrar



# Other Information

- ▶ All players need to have medical forms filled out, your managers can take care of this
- ▶ Game sheets are done electronically through GrayJay



# Photo Day - November 18/19 Weekend

November 18/19th Weekend

Scott Tanner - [halifaxsportsphotography@gmail.com](mailto:halifaxsportsphotography@gmail.com)

902-223-7574

# Questions?



Craig Myra



President, CMHA



[president@chebuctominorhockey.com](mailto:president@chebuctominorhockey.com)