

PSMHA

Coaching Package



The purpose of this package is to provide coaches, managers and trainers with as much information as possible in a concise manner. If you have any questions, do not hesitate to ask a board member or the director of coaching (coaching@psmha.com).

Contents:

1. Coach and Team Staff Requirements
2. Pre-season Planning
3. In-season Information
4. Coaching Resources

1. Coaching and Team Staff Requirements

- Register on HCR 3.0 (Hockey Canada Registry - Spordle)**
 - Go to [HCR 3.0 Website](#) and click Login in top right hand corner
 - This will direct you to the [Spordle](#) website - login or create a new account
 - On the left side menu, click “Members”, then your initials, then “View Profile”
 - “Documents” is where you upload birth certificate and photo ID
 - “Qualifications” is where you see the courses you have completed
 - “Waivers” is where you need to go to accept waivers (Rowan’s Law, Hockey Canada waivers). This cannot be done until you have been added to a roster.

- Vulnerable Sector Police Check** - All coaches, assistant coaches, trainers and managers MUST have a Vulnerable Sector Check (VSC). Application forms can be found on the PSMHA website ([Click here](#)).
 - No coaching staff is permitted to be on the ice or on the bench prior to completing the VSC
 - *****New***** - the VSC must be completed by all team staff including managers
 - When complete, submit directly to the OHF(Ontario Hockey Federation) using your Spordle Account

- Offense Declaration (***New as of April 2024***)**
 - To be completed by all bench staff listed on the official roster
 - Declaration ([click here](#)) is submitted directly to OHF ([click here](#)) when complete
 - When complete, submit directly to the OHF(Ontario Hockey Federation) using your Spordle account

- Respect in Sport (RIS) for Activity Leaders**
 - [Respect in Sport for Hockey Canada Activity Leaders](#) is a different than RIS for parents
 - Once complete, report your RIS certification to OHF using your Spordle account

- Gender Identity and Expression Course**
 - To be completed by all coaching staff on the official team roster
 - Found on Hockey Canada Registry website under [clinics](#)
 - Under “Find your Clinic,” search OHF and OMHA and select “General - Coach - Gender Identity and Expression Course”
 - Once complete, report your RIS certification to OHF using your Spordle account

- Coaching Certifications**
 - See the minimum [certification requirements](#) for each age group for the head coach, assistant coach and trainer. (Breakdowns and associated costs on next page)
 - PSMHA will cover the costs of coaching certifications. Please submit receipts to the PSMHA treasurer (treasurer@psmha.com)

U9 & Below Programming

Head Coaches and Assistant Coaches

- Hockey University: [NCCP Coaching Program HU Online - Level 1/2](#) (4 hrs - \$31) OR previously obtained Coach Level 1 or Coach Level 2
- [Coach 1 Clinic](#) (4.5 hrs - \$115) OR previously obtained Coach Level 1
- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening
- After being added to a roster, log into your HCR account ([Spordle](#)) and complete Rowan's Law and Hockey Canada Waivers

On-ice Volunteers

- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening
- If being added to a roster, log into your HCR account ([Spordle](#)) and complete Rowan's Law and Hockey Canada Waivers

Trainers

- [Hockey Trainer Level 1 online](#) (6 hrs - \$20) OR [Level 1 Recertification](#) (3 hrs - \$8)
- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening
- After being added to a roster, log into your HCR account ([Spordle](#)) and complete Rowan's Law and Hockey Canada Waivers
- **Complete PSMHA First Aid Training at no cost. Date to be determined.**

Managers

- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening

U11 & Above Programming

Head Coaches

- Hockey University: [NCCP Coaching Program HU Online - Level 1/2](#) (4 hrs - \$31) OR previously obtained Coach Level 1 or Coach Level Prerequisite to C2: [Hockey University: Checking](#) (1.5 hrs - \$15)
- [Coach 2 Clinic](#) (4.5 hrs - \$110) OR previously obtained Coach Level 2 or higher qualification
- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening
- After being added to a roster, log into your HCR account ([Spordle](#)) and complete Rowan's Law and Hockey Canada Waivers

Assistant Coaches

- Hockey University: [NCCP Coaching Program HU Online - Level 1/2](#) (4 hrs - \$31) OR previously obtained Coach Level 1 or Coach Level 2
- Prerequisite to C2: [Hockey University: Checking](#) (1.5 hrs - \$15)
- [Coach 2 Clinic](#) (4.5 hrs - \$110) OR previously obtained Coach Level 2 or higher qualification
- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening
- After being added to a roster, log into your HCR account ([Spordle](#)) and complete Rowan's Law and Hockey Canada Waivers

Trainers

- [Hockey Trainer Level 1 online](#) (6 hrs - \$20) OR [Level 1 Recertification](#) (3 hrs - \$8)
- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening
- After being added to a roster, log into your HCR account ([Spordle](#)) and complete Rowan's Law and Hockey Canada Waivers
- **Complete PSMHA First Aid Training at no cost. Date to be determined.**

Managers

- [Respect in Sport - Activity Leader](#) (2.5 hrs - \$30)
- [Gender Identity & Expression Course](#) (1 hr - No Cost)
- Vulnerable Sector Screening

2. Pre-Season Planning

- Parent Meeting** - Template with general guidelines ([click here](#))
 - Host a parent meeting as soon as possible after the team is selected
 - Include at least one parent for each player to discuss the following
 - [Code of Conduct](#) - to be signed by all parents and players
 - [Player Medical Form](#) - to be filled out for each player
 - Coaches expectations - Arrival before games, playing time
 - Tournaments - How many? Where? Hotels?
 - Team Budget & Team Fees - How much? What will they cover?
 - Fundraising - What types? Optional or required? Monies to team or individual players?
 - 24 Hour rule and communication pathways to coaches/executive through the team Parent Rep (see non-coaching positions in next section)
 - Volunteer opportunities with the organization - tournaments, The CREW (formerly “Hockey Moms”)

- Non-Coaching Parent Positions**
 - Team Manager - Plans team events, helps with team funds
 - Fundraising Coordinator
 - Parent Rep - acts as a liaison between parents, coaching staff and PSMHA executive board. Brings parent concerns forward as a neutral party. **Attends monthly meetings prior to the executive board meetings on the third Tuesday of each month (6:30-7:00pm)**

- Exhibition Games**
 - Submit a request for an [exhibition game permit](#) on the PSMHA site. You will need a permit for all games that are not league scheduled.
 - Once this form is completed, the director of local league will be notified automatically.
 - Follow up with GameDay coordinator to ensure that Referees and Game Day crew are available.
 - You can participate in a maximum of TWO exhibition games

- Tournaments**
 - Can be found on OMHA [website](#)
 - Teams are responsible for tournament fees. Teams are also required to pay to enter PSMHA home tournaments if they so choose.
 - Once tournaments are booked, please advise the PSMHA Vice President (Director of local league - LMLL@psmha.com) so that your tournament dates can be added to the calendar and league games will not be scheduled during these dates.
 - Submit a request for a [Travel Permit](#) on the PSMHA web site.

- Your manager will need to send a copy of the travel permit and an approved OMHA roster to the tournament convenor for each tournament that you enter. These are obtained from LMLL@psmha.com and registration@psmha.com respectively.
- Rosters can only be approved if all coaching certification/bench staff requirements are complete. Proof of address/birth certificate may be required if not provided in the past. Maximum FIVE (5) coach/bench staff on roster. If a coach is not on the roster, he/she cannot be on the bench during games.
- Tournaments can be paid for up front by PSMHA, but teams need to pay back no later than January 31st. Email treasurer@psmha.com for details.

Equipment

- Home (white) and away (black) jerseys will be provided for U9, U13, U15 and U18 by PSMHA and will be returned to the equipment room at the end of the year.
- Hockey socks will also be provided.
- U5 and U7 jerseys are provided through Timbits Hockey and are **kept by players** at the end of the year.
- U11 jerseys (2 sets, plus 2 sets of hockey socks) are provided by McDonalds and are **kept by players** at the end of the year.
- Goalie equipment (pads, shoulder pads, blocker, trapper and stick) is provided by PSMHA for U7 and U9 teams and must be stored at Port Stanley arena when not in use as it is shared with multiple teams
- Pucks - each team will receive pucks at the start of the year
- Trainer Kit - provided for each team
 - **Emergency trainer kit located in the equipment room**

3. In-Season Information

- Jersey Care Instructions** (Jeff Anderson - equipment@psmha.com)
 - Will be communicated at coaches meeting and once teams are set.

- Game Day Operations** (Kelly Ward - jkward@rogers.com)
 - Gamesheet Code will be given to each team by Local League Director for login to iPads for each game.
 - Coaches will need to input their roster before the first game of the season or tournament.
 - A head coach must be identified for each game. If the head coach is away, an assistant coach may fulfill the role, but the GameSheet must reflect the change.
 - Trainer - must be present. If no trainer is available, communicate to the other team and ask if their trainer will be available for both teams.
 - **Any GameSheet uploaded without a designated head coach and trainer will result in the suspension of the head coach.**
 - Timekeepers - will be provided
 - Game Cancellation protocol - This needs to be done through the Local League Director (LMLL@psmha.com)

- Travel Permits**
 - [Tournament travel permits](#) - available on PSMHA website.
 - Must be completed for all tournaments (including home tournaments)
 - [Exhibition game travel permit](#) - available on PSMHA website.
 - Application must be submitted by both teams

- Affiliate Players (APs)**
 - APs are strongly encouraged to be used by all teams for the sake of development and helping with smaller team numbers
 - APs must be added to the official roster. This [form](#) must be completed and signed by a parent and the coaching staff.
 - APs must be identified as such on the GameSheet on game day
 - There is a limit of TWO APs on each roster (not including a goalie)
 - Coaches from each team should talk with the coaches at the younger levels to see which players are capable of being an AP
 - Players cannot AP for more than one team, even if they are the same level
 - APs own team takes precedence over the team they are APing for
 - APs must be included on the official roster by January 15th

- Injury Reports**
 - Must be completed by the team trainer for any participant injured during a practice or game.

- Forms can be found [here](#). This form should be sent with the player to the hospital or family physician
- OMHA Injury reporting [link](#). This electronic form must be completed by the trainer online.

4. Coaching Resources

- [OMHA Drill Book](#)
- [Blank Practice Plan Sheets](#)
- [Hockey Canada Drill Hub](#)
- Goalie Practice Plans
 - [Beginner](#)
 - [Intermediate](#)
 - [Advanced](#)

Trainers Resources - [OMHA](#)

Conducting the First Parent Meeting

(host meeting shortly after team is formed)

Scheduled Date: _____



A. Introduction (5-10 minutes)

- Introduce yourself (manager), coach, assistant coaches, trainer, etc. - Give a brief explanation of the importance and purpose of the meeting.



B. Coaching Overview (10 minutes)

- Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.



C. Details of Program / Expectations for Players (10-20 minutes)

- With the Coach present specific information on the operation of your hockey program. - Overview of how coach and player evaluations will be implemented. - Discuss expectations of the player (and parents)

Appendix 1: Fair Play Codes • Time commitment

- Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
- Expected conduct – games, practices, locker room, events
- Discipline
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.



D. Budget (15 minutes)

- Outline of expected costs **Appendix 22: Budget**

- Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution?

Suggestions: bingos, casinos, dinners, auctions / raffles, sponsors, etc. - Extra activities – social events, photos, extra tournaments, how much extra ice time must be booked?



E. Team Apparel (5 minutes)

- Discuss dress code
- Water bottle policy



F. Expectations of the Parents / Volunteers (20 minutes)

- Organize a parent's committee to coordinate roles and responsibilities – volunteer roles are essential and each family should participate in a role. **Appendix 3: Parents' Contact & Responsibility List**



G. Questions (5 minutes)

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention.
- Set up time for next meeting. Date: _____

PSMHA Code of Conduct

Players

I will play hockey because I want to, not because my parents, friends, siblings, coaches, or others want me to.

I will play by the rules of the league and in the spirit of the game.

I will control my temper - fighting or mouthing off can spoil the fun for everyone.

I will respect my opponents.

I will do my best to be a true team player. I will support my teammates, attend games and practices, and arrive on time. I will remember that winning isn't everything that having fun, improving my skills, making friends, and doing my best are most important. I will acknowledge all good plays/performance those of my team and those of my opponents.

I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

"I have read, understood and agree to the above conditions"

Player Name: _____ **Signature:** _____

Parents

I will not force my child to participate in hockey and remember that my child plays hockey for his/her own enjoyment, not mine. I will remember that the league is a community-based league operated by volunteers for the benefit of the children of our community. I will respect the democratic process of the league.

I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

I will teach my child that doing ones best is more important than winning, so that he/she will never feel defeated by the outcome of a game. I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.

I will never question the official's judgment or honesty in public. If I disagree with a referee's call, I will not approach the referee after a game, but discuss it with a league executive after the 24 hour cool down period.

I will support all efforts to remove verbal and physical abuse from children's hockey games.

I will respect and show appreciation for the volunteer coaches, scorekeepers, referees and other League officials.

I will set an example by supporting my child's coaching staff. When issues arise, I will communicate with them after a 24 hour cool down period;

on an individual basis through the teams parent rep. Public comments are not appropriate and will not be tolerated.

Spectators

I will remember that players participate in hockey for their enjoyment. They are not playing to entertain me.

I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards. I will respect the official's decisions and encourage others to do the same.

I will never ridicule a player for making a mistake. I will give positive comments that motivate and encourage continued effort. I

will show respect for my team's opponents, because without them, there would be no game.

I will not use bad language, nor will I harass players, coaches, officials, or other spectators

Coaches and All League Officials

I will be responsible in scheduling games and practices, remembering that players and parents have other interests and obligations. I

will teach my players to play fairly and respect the rules, officials, and opponents.

I will ensure that all players get equal instruction, support, and playing time.

I will not ridicule or yell at players for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.

I will make sure that the player's equipment and the league facilities are safe and match the players ages and abilities. I

will remember that players need a coach they can respect. I will be generous with praise and set a good example. I will

obtain proper training and continue to upgrade my coaching skills.

"I have read, understood and agree to the above conditions"

Parent Name: _____ **Signature:** _____