**2016 2017 West London House League Coaches Manual**

Congratulations on being selected as a Head Coach or Team Bench Staff for a House League team with West London Minor Hockey! Thank you for volunteering your time and providing your experience to ensure that your team’s players have a fun and rewarding year.

Below is a check list of the main activities that need to be completed. **This checklist is a guideline of key things which needs to be done and is not meant to be all encompassing. If you have questions or concerns, please contact your Division Convenor and if needed the VP House League Ken Van de Haar: email:** **londonpias@gmail.com** **– cell -** **(519) 636-4663 and/or House League director Larry Abey: email:** **larrya@ftgalaw.com** **– cell (519) 200-6914. You should maintain regular communication throughout the year with your Division Convenor as needed. Communication is essential to address any issues before they turn into problems.**

1. **Team selection**: shall take place within 48 hours after the Saturday, Sunday September 24, 25 & 26, 2016 evalations. Your Division Convenor will contact you and your fellow division coaches to select a time and a place to draft the teams in your Division. The goal of the Draft is to equally divide skill levels amongst each team to ensure a balanced and fun season for all players. Draft rules will be explained at the draft by your Division Convenor.
2. **Notify Team:** After the draft, you will then advise the team their child has been selected for your team for the Balancing Games. Please make it clear that the team members list is tentative as there are 2 balancing games scheduled and there is a possibility some team members may be switched to different teams to ensure that the teams are balanced.
3. **Team Web Site:** Once your team has been finalized, contact the WebMaster, Brady Parr: email: bradyp@rogers.com to get access to your WL team website

4) **Team Equipment:** On a date to be determined you will meet up with Greg Martin, Director of Hockey Services responsible for all West London equipment: email: gemartin@gmail.com to pick up your team equipment including jerseys, socks and puck bag. Depending on your team’s division, goalie equipment is available as well. **We are getting new jerseys this year that will be coming in any day. All sets will be Black and we will have White Conflict jerseys available in the Coaches Room at the back of Kinsmen Arena.**

5) **Select Your Bench Staff and Conduct Team Coach Meeting:** Once the team is selected, you need to quickly identify your bench and support staff. All positions are critical - but it is strongly recommended to identify a Team Manager right away to assist with the team organization. To ensure that the ultimate goal of balanced teams, **prior to the Draft you can chose 1 assistant coach and 1 trainer.** You will select the balance of bench staff from the parents of players you have drafted. It is critical to complete team player and team on ice/off ice staff as soon as possible to ensure timely submission to WLMHA Registrar for submission and approval by Alliance Canada.

6) **Parent Team Meeting:** Once your team players list is finalized, hold a parent meeting asap to announce the team Coaching and Management staff, team goals and philosophies, discuss the budget, and parent participation in various committees. You will also want to confirm your team's participation in Tournaments. **It is strongly recommended that you discuss tournament dates with parents at your initial parent meeting and get the tournaments booked and then submit dates for travel permit approval.** See provided sheet of available tournaments (not exhaustive list). At parent meeting, a parent represented should be chosen by the parents.

7) **Complete Team Set Up List:** Completed Team Set Up List to be submitted to WLMHA Registrar no later than October 31, 2016. If you choose to attend an early or mid-November tournament, you will need to complete this earlier since Travel Permits can only be given if a finalized Team Roster is completed and received back from Hockey Canada.

8) **Police Checks:** Proof of Application for Police Records check or submission of PRC Declaration to be submitted to Chris Latour, Risk Management Director at chris.latour@gmail.com , in his box in the Coaches Room at back of Kinsmen no later than October 31, 2016.

9) **Tournaments:** Confirm all Tournament dates with your Division Convenor. Please book all of your tournament weekends with the WLMHA Ice Convenor, Shawn Phibbs. phibbs29@gmail.com.

Tournaments occurring prior to Christmas must be confirmed by October 31, 2016 or no less than 21-days before you attend the actual tournament … whichever date is earlier.

Tournaments occurring after Christmas must be confirmed by November 15, 2016

10) **Travel Permits:** All exhibition games and tournaments require travel permit be submitted and approved by WLMHA Board Member responsible for travel permits - Kevin Moore: email address: kevin.moore@lpl.london.on.ca . In addition, send the Travel Permit request to Shawn Phibbs, Ice Scheduler phibbs29@gmail.com as well as your Division Convenor.

11) **CHL Coaches Meeting:** Attend the CHL coaches meeting which is scheduled for Thur Oct 13, from 7-9pm 2016 at Banting High School. CHL has stated that attendance is mandatory. CHL coaches manuals will be available on the West London website in the HL section.

12) **CHL Coaches Handbook:** Review the Coach's handbook, all relevant WLMHA web pages and documents and work with your Team Manager, WLMHA Registrar and Board members to ensure all team documentation is obtained and all policies and procedures are followed.

**13) Coaches & Bench Staff Certifications**: All head coaches must have the appropriate coaching certification. If is strongly recommended that you encourage assistant coaches to become certified. It is the head coaches responsibility to ensure that all bench staff and any other off ice team officials

to have the appropriate certifications and police checks by October 31, 2016. See below for coaching certification course and trainer clinics.

Coach Respect in Sport: Please refer to online Minor Hockey Alliance of Ontario web site

**Information about the DS1 course: contact:** Scott Knight at scottknight@rogers.com.

 <http://alliancehockey.com/Pages/1047/Competition_Introduction_Stream_-_Development_1/>

 **DS1 Courses coming up:**

<https://ehockey.hockeycanada.ca/ehockey/ClinicList.aspx?OID=1253>

 **Trainer Clinic or Renewal (Online)**

<https://hdcoelearning.com/>

**Synopsis of CHL Rules to Be Aware of:**

**Coaches need to familiarize themselves with CHL Rules Handout. The following is a summary only of relevant CHL rules which are most relevant to House League teams.**

1. Minor Novice coaches must be aware of and ensure equal ice time – 5 in 5 out rotation regardless of position concept.
2. Coach’s responsibility to check back of game sheet to ensure no player or coach suspensions recorded as failure to do so will mean additional suspension time imposed per Alliance Rules. **It is coach’s responsibility to be aware of player or bench staff suspensions. Any questions, check with your convenor.**
3. **One week before all games confirm on WebRef that your game is booked and the referees are scheduled:**

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| **Quick Link :** | [**http://www.webreferee.net/affilview.asp?a=a493339&r=7&t=sQL&l=aff**](http://www.webreferee.net/affilview.asp?a=a493339&r=7&t=sQL&l=aff) |

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Your Team's Manger should check 4-5 days before the game  (\*\*very important for rescheduled games). If a game is missing, please email: *scheduler**@londonrefereesgroup.com*

1. **It is the home coach’s responsibility to ensure that referees are present for your game and coach to check 30 minutes prior to game time in Referee’s room to ensure that referees on site.**

**At the Home Game:  Check that the game officials have arrived**

Home Team:  Knock on the door of the Referee's dressing room 30 minutes before game. If no Officials: Call LRG Assignor #2:

**Who to call 1st ?**

1st call CHL Referee Assignor 519-868-9449 assignor2@londonrefereesgroup.com

2nd call LRG Assignor 519-871-9449 assignor1@londonrefereesgroup.com. *\*If no answer, call the other Assignor right away, next Call LRG President @* *519-318-7504**,*

***\*\*30 minutes allow enough time for LRG to get Officials to your arena***

**Last Minute cancellations**:  IE  weather;   Call the LRG Assignor asap:  519-868-9449

**Team Trainers: Your assistance is appreciated for the Game Officials:**   If the game Official is injured (ie teeth) the Team Trainer is asked to assist the Official.

1. **It is the home coach’s responsibility to ensure that time keepers are present for your game and coach to check 15 minutes prior to game time. Also, please refer to the Web Ref. Check.**
2. Referee determines if there is a game jersey colour conflict. Home team must change jersey. Conflict jerseys available in coaches room at back of Kinsmen.
3. Game sheet to be completed by Home team and given to visiting team at least 15 minutes prior to game time.
4. **Any game changes/cancellations cannot be agreed upon between opposing coaches and will only be approved in rare circumstances by home game association Ice Convener.**
5. Any player who received 3 minor penalties in a game is automatically suspended for balance of game.
6. All game sticks to have taped knob at stick end sufficient that stick end cannot penetrate facemask. Player helmets need to be inspected to ensure that they are not cracked and not missing screws etc. Helmet stickers should be checked to ensure that helmet has not expired.
7. CSA stickers must be affixed to helmets
8. No one allowed on bench except rostered bench staff and players in full uniform.
9. Maximum of 5 on ice bench staff, one of which must be a certified trainer. It is recommended that a 2nd bench staff person have trainer’s certification to act as back up if trainer absent. **Unless unavoidable, trainers should not operate a bench door during the game and is to watch game play to better respond to any injury event.**
10. **Affiliated Player Rule:** Please refer to the posted AP rule on the GLHA and West London websites.
11. Coaches, Bench Staff and Off Ice Staff to **familiarize themselves with Alliance Code of Conduct** and strictly adhere to procedures for dealing with for example, bullying and verbal abuse – zero tolerance.
12. Any serious physical on ice injuries, particularly head injuries to be reported to WLMHA House League Director via completion of Hockey Canada Injury Report.