

**Introduction:**

The Belleville Minor Hockey Association (BMHA) has a desire to deliver a positive hockey experience to all of its member families. To that end, the BMHA wishes to have age appropriate and skill appropriate guidelines in place to help achieve the highest level of success possible for our players and our teams. BMHA will make reasonable efforts to make the hockey experience fair to all concerned and as balanced as possible. Parents and players should be aware that representative hockey is a competitive and challenging environment and carries with it more advanced responsibilities and expectations for each player consistent with sound development practices in competitive hockey.

**Intent:**

The purpose of this policy and guidelines statement is to provide clear guidance and understanding with respect to how each of the various subject matters contained in this document will be defined and managed. This document is intended to be read, understood and adopted by coaches and bench staff.

**Scope:**

The Policy and Guidelines contained in this document are relevant to: The Board of Directors of BMHA, Coaches at BMHA, other Bench Staff of BMHA, Parents and Players.

**Policy:**

It is the Policy of BMHA to make reasonable and sincere efforts to provide hockey programming for its players that is conducive to individual development and improvement, while at the same time, trying to maximize the success of each team within league play or tournament play.

**Guidelines:**

**In support of this policy, BMHA has prepared the following guidelines**

**1. Selection of Team Officials Head Coaches**

1.1 All applicants for head coaching positions will be reviewed by the Board prior to progressing to the interview stage. We thank all those that apply, however not all applicants will be guaranteed interviews.

1.2 The Coach Selection Committee (CSC) shall be appointed by the Board and may include: Coach Mentor, Chair of Representative Operations and up to three (3) none BMHA members as chosen by Coach Mentor and approved by board. At the Coach Selection Committee meetings, the chair of the committee shall only cast a vote in the event of a tie. The committee recommendation will be provided to the Board of directors for final decision.

1.3 Any conflict of interest by any member of the Coach Selection Committee shall be declared prior to any interviews being conducted by the Committee, once declared that member will remove themselves from the interview and will not be present for following discussions or final decisions. Where a conflict exists, a substitute will be assigned by the Coach Mentor for the Committee member in conflict.

1.4 Applications for Head Coach Positions in the next hockey season will be made available after or during the last month of the current OMHA season. Application forms will be available online at



www.bellevilleminorhockey.ca. Completed applications shall be delivered via the online application process to the BMHA office on or before deadline set by BMHA. BMHA reserves the right to extend the date if needed.

1.5 The Coach Selection Committee shall conduct all interviews for Head Coaching positions and follow a standardized interview format prescribed by the Coach Mentor and Board. Other than in exceptional circumstances, no less than 3 voting members from the Coach Selection Committee will be present for any interview. Minutes of interviews will be kept by a board appointed member for the Coach Selection Committee.

1.6 Prior to making any Head Coach recommendations, the Coach Selection Committee shall perform necessary due diligence on each applicant.

1.7 All Head Coach positions will be reviewed and selected on an annual basis. An additional term may be given to previous BMHA Head Coaches, provided they have met the BMHA's expectations. The Coach Selection Committee will consider player development needs and the capabilities, demeanour, and qualifications of the Head Coach candidates in their recommendation to the Board as to whether an existing Head Coach is put forth for another season, or whether a new Head Coach is recommended.

1.8 The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular team, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.

1.9 It is the intent of the BMHA to prefer applicants for Head Coach who will not have a child/youth on the team they are applying to coach. If an applicant will have a child playing on the team, the skill level of the child will be evaluated by the Coach Selection Committee during the due diligence process and that evaluation will be a factor considered when determining whether the applicant should be selected. In the event that a parent Head Coach is selected, it is established that the coach's child/youth will be on the final roster for that team.

1.10 In the event that the Head Coach of the team is a parent, coaches will make a reasonable effort to recruit Assistant coaches that are non-parents. Furthermore, it is recommended that the Head Coach although responsible for the teams' overall development, is not Responsible for the ice time of their child. (For example, if the Head Coach's child is a Defenceman, during game situations the Assistant Coach would be responsible for managing the Defence)

*\*Please note that the BMHA extends the definition of 'parent coach' beyond son or daughter to include nieces/nephews, grandchildren and step parents.*

The BMHA is prepared to provide feedback to unsuccessful candidates at their request. Such requests can be processed through the BMHA office.



### **Parent/Player Satisfaction Surveys**

2.1 BMHA will post the Player Satisfaction Surveys and Parent Satisfaction Surveys on their website by the end of the last week of January. All forms should be completed and returned to BMHA by the 15th of February.

2.2 All surveys are kept confidential and only used for purposes of (a) evaluating the suitability of a Head Coach to return as Head Coach; (b) determining whether any other Team Official should be carded to a team; and (c) providing feedback to a Head Coach and the BMHA. The names of those who have submitted surveys will never be communicated to any Team Official.

2.3 All surveys will be destroyed after all Team Officials have been approved by the Board and league play has commenced. Assistant Coaches, Trainers and Managers

2.4 Only prospective Head Coaches will be evaluated by application and possible interview for their suitability to the team(s) that they have applied to coach. The Head Coach is responsible for the selection of the team's Assistant Coach(es), Trainer(s) and Manager(s), however, all staff selections must be approved by the Board. A list of prospective team officials must be submitted by the Head Coach to the Chair of Representative Operations within 14 days of final roster selections and include a completed team-official application for each position.

2.5 Once the Head Coach has decided on the team staff, the BMHA Acceptance of Requirements must be completed and forwarded to the OMHA Contact who will present it to the Board for approval. In most cases, the decision of the Head Coach is respected and all staff selections are approved. However, some of the staff may be required by the Board to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the BMHA.

2.6 No person can be a team official for more than one team without the approval of the Board.

### **3. Tryouts**

1. The BMHA will provide ice time for a reasonable number of tryouts to each team. The BMHA will collect the tryout fees for all tryouts. Players entering Minor Bantam will be required to register and attend a MANDATORY body checking clinic prior to registering for tryouts. This applies to NPR players as well.

2. It will be the responsibility of the BMHA, not its teams, to ensure that every player attending a tryout is registered with the BMHA for tryouts. (See Registration and Refund Policy) Players can be refused access to Tryouts if not fully registered.

3. At the first tryout, every Head Coach will hold a quick parent meeting to introduce themselves and provide information regarding upcoming season and tryouts. Coaches must also provide a letter that outlines the tryout process, evaluation criteria and the anticipated costs for the season.

4. Head Coaches may release players after the 2nd tryout and after every subsequent tryout.

5. The fee for tryouts shall be determined by the Board in advance of tryouts each year. Payment will be collected at time of registration, not at tryout table.



6. All Head Coaches must maintain an individual evaluation card for every player invited to attend the final three tryouts for any team Head Coaches may, but are not required to, use the BMHA Player Evaluation Report. A copy of evaluation form should be provided to BMHA at time of tryouts.

7. It is the intent of the BMHA not to release players after exhibition games that are played away from the BMHA zone, however accommodations can be made if mutually agreed upon between the coach and parent/player.

8. Following the final tryout, the Head Coach shall notify players in person whether they have been selected for the team.

#### **4. Underage Players**

1. Player must be ranked in top 3 for forward position, top 2 for defence position and top Goalie for Goal position in terms of overall skill on the team for which placement is sought. Skill placement will be determined by an independent evaluator and a request to try up must be submitted 2 weeks prior to the start of tryouts.

- Goalie must be ranked as top 1 in terms of overall skill
- No team will be permitted to carry more than 1 (one) underage player.
- Underage NRP are not permitted under OMHA regulation 3.6

Should the underage player meet the above requirement (Top 1,2,3 based on position above), BMHA will then notify the coach that the player is eligible to be considered for the higher team. It will then be coach decision if they wish to offer the approved player a position on the team.

#### **Affiliated Players**

##### **Policy for Affiliated Players**

A. All BMHA teams are encouraged to carry at minimum 15 skaters and 2 goaltenders. Please note that this is the standard minimum across the Lakeshore.

B. BMHA accepts NRP players as per OMHA Regulation 3.5 at the AA level only. NRP players must sign their Offer of Commitment immediately upon receiving a spot on the team; Novice to Bantam Rep teams must affiliate a minimum of three (1) players and one (1) goaltenders. All teams are encouraged to affiliate several players and a second goalie. The last two player releases from the team will automatically be placed as AP players, the team will then be responsible to Affiliate an additional 2. AP's once signed must be offered an invitation to a minimum of 3 practices of their AP rostered team, there is no restriction on the number of games an AP can participate in (this is at Coaches discretion) Being an AP for a team does not guarantee game time.



C. Confirmed AP players must be submitted at the latest November 1st, no player can be rostered permanently from House League after the League Drafts.

D. OMHA teams may not invite additional players to their regular practice, except those players on the team's approved affiliated player list or by special permission of the Board in situations where it is deemed practical and advisable for development reasons for the player or players in question.

Note; • Residential Requirements as per OMHA regulations apply to all AP players.

- Major Midget AA and Minor Midget AA may AP players from the age group below.
- No House League AP's will be rostered before October 31 each season. Coaches may submit paperwork for players prior to Oct 31 but rosters will not be adjusted prior to this date.
- Any requests for players to be moved from House league to a Rep team must be done before the division draft date, after this date they will only be eligible for AP status.
- The Association expects full cooperation between coaches regarding the use of affiliated players. Any coach wishing to use an affiliated player must advise the coach or manager of the player's team before contacting the affiliated player.
- Affiliated players minimum (4) are required to be included in the Teams Budget. Affiliated players are required to pay \$15 per practice ice attended to the team.

## **5. Head Coach Responsibilities**

5.1 Coaches will adhere to the Fair Play policy set forth by BMHA.

5.2 Equitable ice time rules apply to affiliated players whenever used in a game.

### ***Team Parent Meetings***

5.3 After a team is selected, the head coach must hold a team parent meeting in the presence of the appropriate Director. At a minimum, the following matters should be discussed at the first parent meeting and be include in a handout:

- Coaching Philosophy. The head coach should outline his basic method of operation and any other specific topics related to the players' development.
- Team Rules. Any team rules regarding matters such as punctuality, dress code, conduct of players, player discipline, sport conflicts and communications with team officials (i.e. 24 hour rule) should be thoroughly explained to the parents.
- Budget. A budget must be presented and discussed. Parents are entitled to know approximately what amount of money will be required to sustain the team and at what intervals the funds will be collected.
- Fund-raising: If the parents are interested in fund-raising, a discussion should take place. • Player Dress Code and BMHA rules.



- Tournaments: Tournament plans (number, dates and locations) should be discussed.
- League: Travel commitments should be made clear. Parents need to be aware that hockey does not stop during March Break (No Games, at Christmas and March Break, Teams can play in tournaments and use that time for development if the team chooses)
- Question Period: Time should be set aside for any questions.
- Team List: Every parent should receive a list of all players and proposed team officials, their addresses, phone numbers and e-mail addresses. It should be explained that the selection of all team officials is subject to Board approval.

5.4 Throughout the season, the head Coach or Manager should hold regular team parent meetings.  
Coaches and Managers Meeting

5.5 The coaches and managers shall meet periodically throughout the season with a member of the Coach Mentor Team. All head coaches and managers must make all reasonable efforts to attend these meetings. If teams have any outstanding issues, or can offer any suggestions to the BMHA or other teams, this meeting is a good forum to do so.

#### 6. Assistant Coach Responsibilities Job/ Duties

- Assist with player evaluations and the player selection process
- Assist with planning, organization and conducting practices
- Assist with pre game preparation
- Assist with the operation of the team during the games
- Assist with the supervision of players off and on the ice
- Assist with the formulation of the game plan
- Submit a year-end report to the head coach containing player observations
- Report to the head coach

#### 7. Trainer Responsibilities

- Assist with pre game preparation
- Assist with the operation of the team during the games
- Assist with the supervision of players off and on the ice
- Assist with Pre game warm up • Assist players injured during play
- Prepare Hockey Canada injury report for all players injured during play
- Responsible for Medical Questionnaire of each player
- Carry first aid and ice packs to all team events

#### 8. Manager Responsibilities



- Dissemination of information to and from the team
- All financial matters including preparation of team budget and financial records
- Providing monthly team statements as provided by Finance
- Advise the Association promptly when financial obligations are not met on time by any member of the team
- Liaison between the Ice Manager and team officials
- Fund-raising activities
- Travel and hotel arrangements
- Reporting scores to league conveners
- Completing game sheets (the Association will be responsible for forwarding the game sheets to the applicable league conveners) Distributing Parent and Player Satisfaction Surveys
- Communicating with team assigned director Responsibilities listed above are guidelines and more things may be added by your Coach, Director or BMHA staff.

We thank you for your co-operation in making each season as successful as possible.

9. Discipline BMHA will use the following discipline procedures for non-compliance with any of the guidelines that are in place, including but not limited to, Coach Pledge, Fair Play, Coach Agreement, Dressing Code Policy, and Affiliated Player Policy.

1<sup>st</sup> Violation – verbal warning to the offender

2<sup>nd</sup> Violation – written warning to the offender

3<sup>rd</sup> Violation – (1) game suspension to offender not in compliance

4<sup>th</sup> Violation – (1) game suspension for Head Coach and (3) game suspension to offender not in compliance

5<sup>th</sup> Violation – referred to Discipline Committee for Review

