

APPENDIX E



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794, The Pas, MB R9A 1K8

TEAM STAFF GUIDE
(Head Coach, Convenor, Manager)

(Revised October 2023)

***For ease of use within this document, The Pas Minor Hockey Association will be referred to as
TPMHA***

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Introduction

TPMHA would like to welcome all new volunteers as well as welcome back any past volunteers. You play an integral part in what makes our minor hockey program successful. Your involvement ensures players not only learn to love the game of hockey but acquire vital life skills.

Whether you have accepted a position as Head Coach, League Convenor, or Rep Team Manager, you will play an important role in every player's development.

We have compiled this package to use as a manual and reference guide in hopes of easing any questions or concerns that may arise throughout the season.

In order for consistency in coaching and player development, it is recommended that coaches follow the Hockey Canada Skills Binders that are available for every level of hockey.

If you have any questions or concerns that are not covered in this guide, please contact any Executive Member and they will be more than happy to work with you to ensure success for not only yourself but the players, parents/guardians, and everyone that may be involved for the hockey season.

In each division, the expectation is that everyone works together to make the season successful. Along with that, we aim to host the best tournaments in the north.

The information below will explain how each division is set up in TPMHA and the roles/responsibilities within that division.

Please note: Attendance of executive meeting in October is mandatory. This gives an opportunity to ask questions if needed.

Section 1: U7 - Head Coach

- Makes plans for practices and ensures all coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified coaches/on ice helpers are on the ice after December 1st
- Teaches basic fundamentals with emphasis on skating/skills with **lots of fun**
- Divides up players into groups for practices and work with Convenor and Assistant Coaches to ensure all House League teams are balanced
- Assists Convenor in parent/guardian meetings to answer any questions
- Ensures that during tournaments, rules are being followed and adequate number of volunteers are available during ice cleanings (moving boards/ bumper pads for rink maintenance crew)
- Ensures parents/guardians understand if they sign up for a tournament, they are expected to attend
- Makes balanced teams for travelling or league play, based on players that are on “sign up” sheet
- In the spirit of fair play, ensures that all players receive equal ice time and that all coaches follow this
- Maintains U7 equipment locker

Section 2: U7 - League Convenor

- Convenes/runs the League
- Ensures, along with the Head Coaches and all Coaching staff that teams are balanced in the House League/Travel teams
- Acts as the team’s spokesperson in liaison with TPMHA Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Organizes and manages the initial parent/guardian meeting as well as ensures parents/guardians are aware that everyone will need to volunteer for home tournament
- Organizes and collects twenty dollar (\$20.00) refundable sign-up deposit for those wanting to sign up for tournaments (ensures parents/guardians understand if they sign up for a tournament, they are expected to attend)
- Handles all monies for the team (in accordance with TPMHA policies)
- Monitors team fundraising and spending/budget (in accordance with TPMHA policies)
- Submits a monthly financial report to TPMHA Executive Treasurer
- Submit a financial statement to TPMHA Executive Tournament Liaisons by the following dates:
 - December 1st
 - February 1st
 - April 1st
- Ensures practice jerseys are returned and deposits refunded (as applicable)

Section 3: U9 - Head Coach

- Makes plans for practices and ensure all coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified coaches/on ice helpers are on the ice after December 1st
- Teaches basic fundamentals with emphasis on skating/skills and **fun**
- Divides up players into groups for practices
- Works with Convenor and Assistant Coaches to make teams for House League and maintains as balanced as possible throughout the year
- Assists Convenor in parent/guardian meetings to answer any questions
- Ensures that during tournaments, rules are being followed and adequate number of volunteers are available during ice cleanings (moving boards/ bumper pads for rink maintenance crew)
- Makes balanced teams for travelling to multiple day tournaments (based on players that are on “sign up” sheet)
- Ensures parents/guardians understand if they sign up for a tournament, they are expected to attend
- In the spirit of fair play, ensures that all players receive equal ice time and that all coaches follow this
- Maintains U9 equipment locker and ensures goalie equipment is available and placed back in locker after use
- Ensures all players wishing to try out goaltending get a chance
- Assists Tournament Chair in making Sunday draw for tournament (after game results are in)

Section 4: U9 - League Convenor

- Convenes/runs the League
- Ensures, along with the Head Coaches and all Coaching staff that teams are balanced in the House League/Travel teams
- Acts as the team’s spokesperson in liaison with TPMHA Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Organizes and manages the initial parent/guardian meeting as well as ensures parents/guardians are aware that everyone will need to volunteer for home tournament
- Makes team travel arrangements for out of town games (E.g.: filing travel permits with TPMHA for approval)
- Organizes and collects twenty dollar (\$20.00) refundable sign-up deposit for those wanting to sign up for tournaments (ensures parents/guardians understand if they sign up for a tournament, they are expected to attend)
- Handles all monies for the team (in accordance with TPMHA policies)
- Monitors team fundraising and spending/budget (in accordance with TPMHA policies)

- Submits a monthly financial report to TPMHA Executive Treasurer
- Submits a financial statement to TPMHA Executive Tournament Liaisons by the following dates:
 - December 1st
 - February 1st
 - April 1st

Section 5: U11, U13, U15, U18 - House League Head Coach

- Makes plans for practices and ensures all coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified coaches/on ice helpers are on the ice after December 1st
- Teaches basic fundamentals of game play and rules
- Ensures player supervision in dressing room before and after ice time(s)/game(s)
- Supervises players on bench
- Ensures players know when games are scheduled

Section 6: U11, U13, U15, U18 – House League Convenor

- Convenes/runs the League
- Acts as the League’s spokesperson in liaison with TPMHA Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Selects House League teams along with Head Coach and Assistant coaches and work with these coaches to ensure the House League teams are balanced
- Coordinates all games played in House League
- Monitors TPMHA’s policies relating to House League play
- Coordinates the compiling and posting of statistics for House League
- Organizes timekeepers for all games
- Organizes distribution of House League jerseys and collects at yearend (as applicable)
- Organizes referees for all games (with assistance from TPMHA Executive Referee-in-Chief)

Section 7: U11, U13, U15, U18 - Rep Team Head Coach

- Runs tryouts, chooses players for roster, and picks Assistant Coaches and Manager
- Makes plans for practices and ensures all coaches are aware of the plan
- Follows Hockey Canada guidelines
- Ensures players are wearing all the proper equipment on the ice
- Ensures only certified coaches/on ice helpers are on the ice after December 1st
- Teaches hockey fundamentals and game strategies
- Ensures player supervision in dressing room before and after ice time(s)/game(s)

- Supervises players on bench
- Supervises all players' behaviour on and off ice during road trips (alongside parents/guardians for off ice)
- Sets rules at start of season and ensures this is followed (Head Coaches may choose to have a player/parent contract)
- Makes plans for practices and ensures all coaches are aware of the plan
- Ensures that during tournaments, all rules are being followed
- Maintains equipment locker

Section 8: U11, U13, U15, U18 - Rep Team Manager

- Acts as the team's spokesperson in liaison with Executive and parents/guardians
- Coordinates with the Head Coach to communicate to parents/guardians via email or TPMHA website
- Organizes and manages the initial parent/guardian meeting as well as ensure parents/guardians are aware that everyone will need to volunteer for home tournament
- Makes team travel arrangements for out of town games (E.g.: filing travel permits with TPMHA for approval)
- Handles all monies for the team (in accordance with TPMHA policies)
- Monitors team fundraising and spending/budget (in accordance with TPMHA policies)
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 - February 1st
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Section 9: Tournament Funds

- TPMHA Executive Treasurer will explain how the account works for each level (to the Convenor or Manager of each specific team)
- Each team will have their own account with a starting amount, as determined by the Treasurer and TPMHA
- Profits from tournaments are to be deposited into their team's respective accounts and TPMHA Executive Treasurer will require a financial statement produced after the home tournament
- Financial statement form can be found on TPMHA website at **www.thepasminorhockey.ca/forms**
- Profits and expenses from tournaments with First and Second Rep teams split equally
- Please refer to Policies and Procedures Manual, Section 10: Tournaments as well as Section 12: Financials for how funds may be used.
- **Please ensure these Policies are strictly adhered to. Failure to follow these policies shall result in disciplinary action from the Executive.**

Outro

In closing, we would like to thank all of you for volunteering and making TPMHA successful. Without your combined efforts, we would not have an Association as volunteers are the glue that holds TPMHA together.

Please do not hesitate to contact any Executive Member at any time during the season if assistance is needed or clarification is wanted on any matter.