

Lakeland Hockey Coaches Handbook 2022-23



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LHA COACHES HANDBOOK

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MISSION STATEMENT

The Lakeland Hockey Association (LHA) believes in creating an environment that encourages the skill development of all Lakeland Hockey players with an emphasis on fair play, work ethic, and teamwork through the enjoyment and life lessons the game of hockey provides. It will, to the best of its ability, be fair in team selections, ensure quality coaching, and foster an equal balance between playing and winning. This program is created to develop sportsmanship, friendship, goodwill, strong values, as a base for all future life endeavors.

COACHES GUIDELINES

Lakeland Hockey serves various levels of interest – ranging from competitive, to an "open to anyone who wants to play hockey" development focused experience. Tryouts and player evaluations are used to place players based on their level of skill, commitment, work ethic, team play, and positive attitude. Teams range from the most competitive to the least competitive within an age group.

Lakeland Hockey commits the same level of commitment, enthusiasm, and investment of resources to all teams. We recognize that kids have the same desires to win, develop their individual and team skills, personal values, and to have fun, regardless of the level of competition. We also recognize that individual player needs and coaching requirements are different for each team. We encourage coaches to assess each player's individual needs to determine the best approach towards coaching their team. We provide the following advice to coaches to establish the range of accepted behaviors regardless of the level of competition.

1. Coaches will conduct themselves consistent with these guidelines, the bylaws of Lakeland Hockey, the rules and regulations of the leagues and tournaments where we play, of MAHA, and of USA Hockey. The Lakeland Hockey Director will make all of this information readily available.
2. Coaches will strive to develop the skills and game knowledge expected of their age level. The Hockey Director will provide skills progression information.
3. Teamwork is essential. Player attendance at practices and games is highly recommended. Parents and players must place a priority on practices and games and do their best to juggle other obligations and manage their time around team commitments. Players and parents will be informed that poor attendance may impact playing time. Obviously there will be occasions where there are valid reasons for an absence, and this will be accommodated. Coaches are to be notified in advance of all absences.
4. All players are encouraged to pursue additional opportunities outside of hockey to develop skills and conditioning, both through additional hockey activities and other sports. We also encourage players to be involved in other activities in school, their community, and other areas of interest. This will make them not only better hockey players, but overall well-rounded human beings.
5. Coaches shall conduct high intensity, purposeful practices. Conditioning shall be improved and maintained. "Stand around" time should be minimized for players. Practices shall be kept fun and exciting for kids. A balance shall be maintained between drills that reinforce skill development through repetition and progression, rather than repetitive drills that bore kids and discourage them from attending practice.
6. Any coach can decide to sit a player for poor attitude, disrupting the team, a lack of commitment, or for sufficiently poor attendance that impacts the effectiveness of his/her teammates. This step should not be taken unless the coach has first discussed the player's shortcomings with the player and their parents. This can be done without notice if the player has committed an egregious act during a game and/or practice.

7. If there are problems with players or parents that a coach is not able to resolve to his/her satisfaction, the coach shall initiate the grievance procedure.
8. The desire to win does not lessen the importance of the coach serving as a good role model for all players, 100% of the time. This includes the following: taking a positive approach to player mistakes, demonstrating respect for ref's regardless of a call, respect for the competition, and respect for each player in front of fans, teammates, and opposing players. Coaches will teach kids to be a class act, win, lose, or draw. Coaches will promote a strong work ethic to help Lakeland players develop a high level of determination and competitiveness.
9. Coaches of teams with players of widely varying skills need to be adept at organizing practices to find a way to focus on kids with specific needs (e.g. basic skating skills) without holding back those kids that are developing more quickly. This way all kids can move forward and grow stronger as a team.
10. Head coaches are expected to have command of basic hockey skills – the more the better, combined with a proven ability to motivate players and to teach all aspects of the game. Coaches on more competitive teams will have demonstrated past success coaching at a competitive level measured not by wins/losses, but in terms of player and team development and team accomplishments throughout the season.
11. Coaches shall hold a mandatory team meeting with players and parents within the first 2 weeks of the season. This meeting shall clearly set expectations of all involved and is the basis for addressing individual issues with players or parents throughout the year. If the coach decides to alter his approach as the season progresses, there shall be a follow-up meeting to reset expectations.
12. Coaches shall recruit a Manager to act as point of contact between Lakeland Hockey, Players, Parents and Lakeland Arena.
13. Coaches shall create a budget outlining the costs for the season (See LHA Website). This budget shall focus 80% of funds allocated towards hockey related expenses i.e. Tournaments, Extra Practice Ice, Clinics, etc, the remaining 20% may be allocated towards non-ice related items i.e. Parties, Spirit Wear, Team Functions. This Budget shall be presented to team parents at the mandatory team meeting.
14. Coaches shall create a list of team rules and disciplinary action. (See Appendix B). Disciplinary action for the most part, shall be of a progressive nature. These rules shall be enforced on a consistent basis. These rules shall be presented to the players and parents at the mandatory team meeting. Copies of these rules shall be given to the players/parents and the Hockey Director.
15. Coaches shall keep a record of attendance.
16. Coaches shall Document and keep record of any disciplinary action in accordance to the teams established rules.
17. Coaches shall be required to enforce blatant infractions missed by referees during the course of a game. These infractions shall be of the types that are detrimental to the spirit of the game. It shall be at the discretion of the coach what disciplinary action shall be taken at the time of the infraction.
18. These Guidelines remain in effect at all times.

COACH'S CODE OF CONDUCT

- I am responsible for the conduct of the players on my team. I will maintain order and control among all team members before, during, and after all games/practices.
- I am accountable for my team's "cheering section". If the "parent" code of conduct is breached, disciplinary action will be taken, up to and including forfeiture of the game (if the guilty party refused to vacate the premises).
- I will stress participation of all players, not just the more skilled ones. I will try to give each player an equal opportunity to learn the sport, by equalizing practice/game time as much as possible.
- I will exhibit good sportsmanship at all times.
- I will be a good role model for the behaviors I want my players to emulate. I will set a positive example at all times, both on and off the ice.
- I will treat each player as an important human being. Each player will have a different personality requiring different needs. I will be sensitive to those differences and show interest and concern for each team member.
- I will follow the rules of the game at all times.
- I will remember that the game is for the players, not the coaches.
- I will not criticize my players by belittling them.
- I will control my temper, and not use foul or inappropriate language while participating in related team activities.
- I will start and end practices and games on time. I will notify parents and other impacted parties of any deviations.
- I will respect the opposing team and demand that my players do the same.
- I will respect the referees and not openly criticize them or tolerate my team criticizing them. I will remember that they are in control of the game and that they are humans and will make mistakes. Open confrontations with the Referees are a poor behavioral model for the players and parents. The Referees will have the last word; even if it results in me being asked to leave the game.
- I will not encourage any behaviors that would endanger the health and well being of any player.
- I will value skill development, fair competition and effort.
- I will follow all Lakeland, MAHA and USA rules and policies at all times and ensure that my players do the same.
- I will show respect to all equipment supplies and facilities (home & away) and demand my players do the same.
- I will place the emotional and physical development of the players ahead of my personal desire to win.
- I will demand an environment for the players that are free of alcohol, tobacco, and illegal drugs, and will refrain from their use at youth sports events.
- I will strive to make the hockey experience fun for all players.
- I understand that our teams will be playing under MAHA and USA Hockey Coaches Education Program which promotes sportsmanship, skill development and fair play. I agree to follow the guidelines of this program.

PLAYERS CODE OF CONDUCT

- I will exhibit good sportsmanship at all times.
- I will follow the rules of the game at all times.
- I will respect and not criticize my teammates.
- I will control my temper.

- I will not use foul or inappropriate language.
- I will make every attempt to attend practices and games on time.
- I will respect my coaches and make every attempt to learn from them.
- I will work hard to improve my hockey skills.
- I will respect the opposing team and shake hands at the conclusion of the game.
- I will never taunt or yell at opposing players and or teams.
- I will respect the referees and not openly criticize them. I will remember that they are in control of the game, and that they are human and will make mistakes. The referees will have the last word, even if it results in me being asked to leave the game.
- I will follow all Lakeland, MAHA and USA Hockey rules and policies at all times.
- I will show respect to all equipment, supplies, and facilities (home and away)
- I will strive to have fun and help ensure that my teammates have a fun hockey experience as well.
- I will play hard and fair at all times.
- I understand that our teams will be playing under MAHA and USA Hockey rules which promote sportsmanship, skill development and fair play. I agree to follow the guidelines of this program.

PARENTS CODE OF CONDUCT

- I will not allow my children to “roam” the facility unsupervised.
- I will exhibit good sportsmanship at all times, and demand that my child does the same
- I am accountable for good sportsmanship as part of the “cheering section”. If the parent code of conduct is breached, disciplinary action will be taken, up to and including the forfeiture of the game (if the guilty party refused to vacate the premises)
- I will be a good role model for the behaviors I want my children to emulate. I will set positive examples at the practices and games I attend.
- I will remember that the game is for the players, not the adults.
- I will allow the coach-to-coach and not yell directions to, or criticize my child by belittling him/her from the stands.
- I will only use words of encouragement from the stands and cheer for all players
- I will place the emotional and physical well being of my child ahead of my desire to win.
- I will make every attempt to make sure my child attends all practices and games in a timely manner.
- I will respect the coaches and demand that my child does the same. If there is a disagreement, I will speak to the coach in private. If there is still disagreement, I will contact the Hockey Director and follow the grievance procedure.
- I will respect the opposing team and demand that my child does the same.
- I will respect the opposing team’s coaches and parents and not engage in any confrontations with them.
- I will respect the referees and not openly criticize them or tolerate my child criticizing them. I will remember that they control the game. I will also remember that they are humans and will make mistakes. If there is a disagreement, I will allow the coach to speak to the referee and refrain from getting involved. The referees will have the last word, even if it results in me being asked to leave the game.
- I will not encourage any behaviors that would endanger the health and well being of any player
- I will show respect to all equipment, supplies, and facilities and insure my child does the same.
- I will control my temper and not use foul or inappropriate language while participating in hockey-related activities.
- I will demand an environment for my child that is free of alcohol, tobacco, and illegal drugs, and will refrain from their use at youth sports events.
- I will strive to make this hockey experience fun for all players and parents involved.
- I understand that our teams will be playing under the MAHA and USA Hockey which promotes sportsmanship, skill development and fair play. I agree to follow the guidelines of this program.

PLAYER, COACH AND SPECTATOR BEHAVIOR: ZERO TOLERANCE POLICY:

Lakeland Hockey is governed by the policies, rules and regulations of Lakeland Arena, MAHA and USA Hockey. We expect our players, coaches, parents and other Lakeland Hockey spectators to follow the words and the spirit of the ZERO TOLERANCE POLICY of USA Hockey, which is described below.

The Hockey Director will investigate and take appropriate action on any Zero Tolerance Policy issue brought to our attention, whether or not a penalty or suspension is imposed for the conduct in question.

If you witness an incident that you believe may violate the Zero Tolerance Policy, we urge you to contact us at lakelandarena.hockey@gmail.com with the following information: date/time of incident, location, teams involved, Lakeland coach's name (if known), names of people involved, description of incident and your contact information. Your contact information will not be shared, but is necessary for any follow up questions we may have.

Our reputation is our greatest asset. Lakeland thanks you for your support in complying with the Zero Tolerance Policy and for encouraging the spirit of fair play and sportsmanship for all of our players, coaches and families.

USA ZERO TOLERANCE POLICY

In an effort to make ice hockey a more desirable and rewarding experience for all participants, the USA Hockey Youth, Junior, and Senior Councils have instructed the Officiating Program to adhere to certain points of emphasis relating to sportsmanship. This campaign is designed to require all players, coaches, officials, league officials and administrators to maintain a sportsmanlike and educational atmosphere before, during and after all USA Hockey sanctioned events. Thus, the following points of emphasis must be implemented by all on-ice referees and linesman:

Players

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a player:

- 1) Openly disputes or argues any decision by an official.
- 2) Uses obscene or vulgar language at any time, including any swearing, even if it is not directed at a particular person.
- 3) Visually demonstrates any sign of dissatisfaction with an official's decision.

Any time that a player persists in any of these actions, they shall be assessed a misconduct penalty. A game misconduct shall result if the player continues with such action.

Coaches

A minor penalty for unsportsmanlike conduct (Zero Tolerance) shall be assessed whenever a coach:

- 1) Openly disputes or argues any decision by an official.
- 2) Uses obscene or vulgar language in a boisterous manner to anyone at any time.
- 3) Visually displays any signs of dissatisfaction with an official's decision including standing on the boards or standing in the bench doorway with the intent of inciting the officials, players, or spectators.

Any time that a coach persists in any of these actions, they shall be assessed a game misconduct penalty.

Officials

Officials are required to conduct themselves in a businesslike, sportsmanlike, impartial and constructive manner at all times. The actions of an official must be above reproach. Actions such as "baiting" or inciting players or coaches are strictly prohibited. On-ice officials are ambassadors of the game and must always conduct themselves with responsibility in mind.

Parents/Spectators

Game officials shall stop the game when the parents/spectators displaying inappropriate and disruptive behavior interfere with other spectators or the game. The on-ice officials will identify violators to the coaches for the purpose of removing parents/spectators from the spectators' viewing and game area. Once removed, play will resume. Lost time will not be replaced and violators may be subject to further disciplinary action by the local governing body. This inappropriate and disruptive behavior shall include:

1. Use of obscene or vulgar language in a boisterous manner to anyone at any time.
2. Taunting of players, coaches, officials, or other spectators by means of baiting, ridiculing, threat of physical violence or physical violence.
3. Throwing of any object in the spectators' viewing area, players bench, penalty box or on ice surface, directed in any manner as to create a safety hazard.

GAME SCORESHEET POLICY

(As Taken From MAHA Website)

Definition of a Game: An ice hockey game is a match played against another team, which is registered with USA Hockey... (USAH Annual Guide). All of these games are to be listed on your game log.

- All games played in the State of Michigan must utilize a score sheet... (MAHA AAnnual Guide).
- Prior to the beginning of a game, the head coach and assistant coaches must sign, print his/her name and write their CEP Level and number and year CEP Level was obtained on the score sheet.
- Each team shall appoint and designate on the score sheet a Head Coach prior to the start of the game. (USAH OR of IH rule 201(b)).
- At the beginning of each game the Manager or Coach of each team shall list the players and goalkeepers who shall be eligible to play in the game. (USAH OR of IH Rule 203(a)). With the player's jersey number that they are wearing.
- Use the following symbols on the score sheet to indicate any rostered team players that are not on the bench for the game. **(DO NOT cross off per MAHA, use these abbreviations instead on each sheet)**
 - Abs = Absent
 - Inj = Injured
 - NIU = Not in Uniform
 - GM = Sitting Game Misconduct
 - MP = Sitting for Match Penalty
- Both Head Coaches should sign the score sheet that they approve if any of the following occur prior to the start of the game.
 - Only one referee is going to ref the game.
 - A change in the length of the scheduled periods, (shorter or longer) or a change in the curfew.
 - A team official or team family member has to referee the game.

- At the end of the game make sure you obtain your copy of the score sheet for your records, unless the referee retains the score sheet to document a match penalty. In this case, you will need to wait for the Referee to give you the score sheet.
- All score sheets are to be kept in order of date in your team binder.

The following are penalties to be aware of. All of the following can be found in the MAHA Annual Guide Suspensions and USAH OR of IH, Penalties.

When a player, coach or manager receives a game misconduct(s) he/she shall not be eligible to participate in the next game(s) that were already on the schedule of that team before the incident occurred. Refer to MAHA District Playoff Rules for additional penalties under certain conditions, i.e., multiple games if the next game scheduled is not a MAHA District Playoff game.

When a player is ejected for receiving a second major penalty in a game, he/she shall be suspended for the next two games. *

The head coach accumulating 12 or more penalties during the same game will automatically be suspended for the next game his/her team plays. *

Any player who receives 4 penalties during the same game shall receive a game misconduct penalty. *

*It is NOT a requirement for the referee to indicate these GM's on your score sheet. It is the head coach's sole responsibility.

Match Penalties

The Head Coach must report a match penalty, within 24 hours following the incident, by email to the District Council Chairperson where the player or team official is registered. Contact MAHA District 4 Chairperson Nick Zajas/email d4chair@maha.org or phone- 248-727-3697. He will also need a copy of your roster and score sheet.

- Please also let the Hockey Director know as soon as possible.
(lakelandarena.hockey@gmail.com)

A player or team official receiving a match penalty is automatically suspended from all amateur hockey activities, including games, practices and all other team sanctioned events, until a hearing is held by the District 4 Council.

TEAM PRACTICES AND GAMES POLICY

- No player or team is allowed on the arena ice surface:
 - Until the zamboni has left the ice and the rink attendant has closed the zam doors; and
 - A Coach is present on the ice or at the team bench area.
 - The arena ice attendant has the ultimate authority over start and stop time on ice slots.
 - It is the policy of Lakeland Hockey coaches and players to cooperate fully with the zam drivers/arena staff at all times.
- It is the responsibility of the Coach or Coaches to ensure that all rink doors are securely closed when not being used (i.e. bench/penalty box gates)
- All Lakeland teams, including players and coaches, will shake hands following the conclusion of a game; as a gesture of goodwill and sportsmanship. An exception to this rule is any LCAHL or Tournament game that mandates hand shakes prior to games.

- As a courtesy and as a means of preventing unnecessary altercations and incidents, Lakeland teams, when playing as the home team, shall allow the visiting team to exit the ice first before doing so themselves.

EQUAL ICE TIME POLICY

It is the intent of this policy that every player on a team (Tier III-House) be given equal ice time for every exhibition, regularly scheduled and play-off game wherever practical.

For example, the practice of playing 'two centers' or 'two left wingers' when a team only has eight forwards in a game is fine as long as every player is allowed to fill that role during the season. We should not see the same two players rotating at center game in and game out.

We would like to encourage coaches to develop all their players to their full potential. Individual development is crucial to team success. The team collectively will function at a higher level when each player is contributing to the success of the team.

GRIEVANCE PROCEDURES

Lakeland Hockey provides orderly procedures for the discussion and resolution of all problems, concerns, and formal grievances. The objective is to resolve issues at the most immediate level. The key criteria and any resolution of an issue is what is best for the respective player, his/her team, and Lakeland Hockey.

Step 1:

Problems or concerns that have to do with the coaching of the team (i.e. playing time, positions, practices, etc) should be taken to the coach or team manager of the respective team and attempt to resolve the problem.

Step 2:

If the player/parent does not consider the coach's answer adequate or if the nature of the problem is such that the player/parent prefers not to discuss it with his/her coach or team manager, the matter can be taken directly to the Hockey Director. The Hockey Director will attempt to resolve the grievance in the best interest of all parties. The Hockey Director shall submit a report to the Board on the outcome of grievance.

Step 3:

If satisfaction is not obtained in Step 2, a written grievance should be completed and forwarded to the Hockey Director, who will discuss the situation with the Board. When a decision is reached, the player/parent will be informed of the reasons for the decision and any future action, if appropriate. Decisions by the Board are final. There are no appeals. This written grievance must include:

1. Description of the incident including names of parties involved and names of witnesses.
2. Summary of action taken by the person filing the grievance to date and result of that action.

Once received, the Hockey Director will review and share the grievance with a Board Committee and/or the full Board. **Decisions by the Board are final. There are no appeals.**

PARENT CONDUCT POLICIES

In addition to the provisions stated in the Parent Code of Conduct, Lakeland Hockey has memorialized these long-standing practices. While this list is not exhaustive, we believe this common sense approach to good behavior is in the best interest of the players, parents and coaches of Lakeland Hockey.

24-HOUR RULE POLICY

A parent should not approach a coach or discuss with a coach a game, game incident or a situation that occurred during a game that has provoked an adverse emotional response or created a potentially hostile situation until at least 24 hours after the fact. The intent of this "24-hour Rule" is to move a potential emotional and confrontational discussion away from the presence of the players and other parents and to allow all parties the chance to "cool off" before discussing the situation.

LOCKER ROOM POLICY

Parents should treat locker rooms as private places for players and coaches. Unless necessary to dress younger players or to attend to an injured child, a parent should not enter a locker room unless invited to do so by a coach who is present with the parent at all times. Each coach will communicate his own locker room pre- and post game/practice schedule with the players and parents. It is the policy of USA Hockey that only SafeSport "screened" adults (those who have had a background check) should be allowed in the locker room when players are present.

GAME DAY POLICY

A parent should never enter the ice, player benches, penalty box or scoring box at any time before, during or after a game without express permission of the home team manager, coach or an on-ice official.

PART TIME GOALIE POLICY

During evaluations a player who would like to split time between playing goalie and skating out, will need to choose one position or the other. This should be the position they would prefer to play if they had to play it 100% of the time. They will be evaluated and placed on a team based on this position. During the regular season, players need to be prepared to play at the position for which they tried out.

MULTIPLE GOALIE POLICY

From time to time Lakeland shall find itself with a surplus of goalies within a division. This will result in some teams within that division having two goalies. In such cases where these players were evaluated as goalies, making this is their primary position, these players shall be played equally, except where disciplinary action is required. The following are acceptable methods to achieve equal play for multiple goalies:

- Play every other game
- Substitute on a whistle near halfway point of Second Period

- Play every other period

(The method to equalize play shall be at the discretion of the coach. Regardless of the method(s) utilized, the start rotation shall alternate from one game to the next.

Teams with multiple goalies, shall have the option to allow the goalie not being utilized in a game to skate out.)

CO-ED LOCKER ROOMS POLICY *(As taken from USA Hockey's Annual Guide)*

The issue of co-ed dressing arrangements in locker rooms continues to come up, and USA Hockey is frequently asked to provide some type of guideline about dealing with such situations. Teams, leagues, associations and USA Hockey need to recognize that there are gender equity issues to deal with when managing a coed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made. USA Hockey's member organizations should consider the following:

1. Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications;
2. Recognize that the ideal situation of using two separate dressing rooms is not possible in many ice rink/arena settings;
3. Recognize that it is an issue that will increase in visibility as girls'/women's participation in USA Hockey continues to grow; and
4. Recognize that it is an issue for members who are participating as players, coaches and officials.

Our recommendations, made in conjunction with the Girls'/Women's Section, the Coaching Education Program and the Officiating Program are as follows:

NOTE: Make certain that two properly screened adults are present in locker room settings to supervise. Arrange to provide supervisors who are of the same sex as the children they are to protect. Please follow Coaching Ethics guidelines.

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pregame meeting;
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- D. Following the game and the coach's post-game meeting, where separate facilities are not available; the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

NOTE: Taking turns is a means of 'reasonable accommodation', so neither gender group is favored, nor is "the ones who always have to wait" and it's fair.

Failing to establish some type of similar procedure, or failure to seriously consider the privacy issues will likely lead to complaints and/or lawsuits.

By being proactive on this issue, everyone [coaches, players, officials, volunteers and parents] can enjoy the sport without the worry of legal actions or the invasion of privacy concerns arising. Lastly, reinforce to all players, coaches, officials, volunteers and parents that your organizations are going to take this issue seriously. It is not acceptable under USA Hockey's By-Laws – Policies on Physical and Sexual Abuse –

for members to be observing the opposite gender while they dress or undress. Members and volunteers who violate USA Hockey's policies, or who violate the privacy rights of others, could be subject to appropriate discipline.

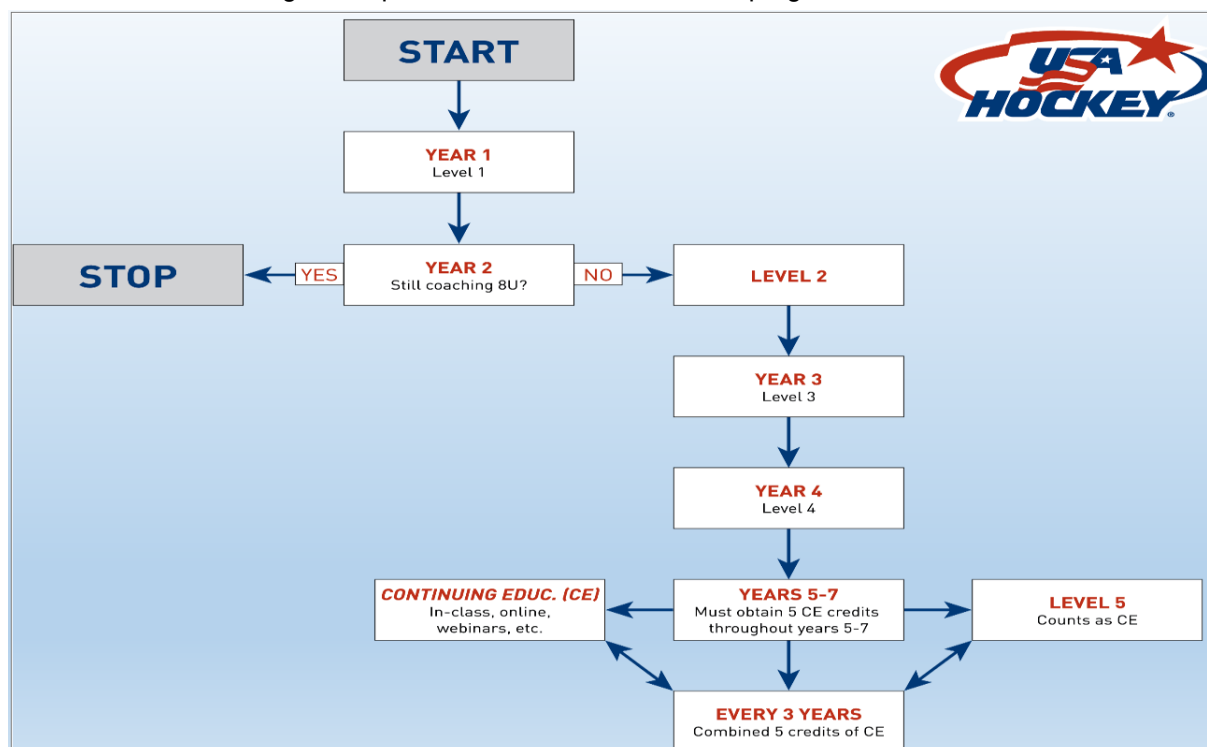
COACHES EDUCATION PROGRAM REQUIREMENTS

All coaches/team personnel are required to maintain the appropriate CEP Level Certification for their age classification. All coaches/team personnel have until Dec 31st of each season to attain the appropriate CEP Level Certification. If the appropriate CEP Certification has not been attained by the Dec 31st deadline, these coaches/team personnel will be removed from the team roster, and no longer eligible to participate with the on ice or bench activities of the team.

According to MAHA rules: (Prior to each game) The Scorekeeper shall be responsible to make sure both teams have filled in the CEP information, their online age-specific playing level module, and signed the score sheet prior to the game. Failure of any of the bench personnel to cooperate can lead to a suspension by the appropriate District Council of not longer than 90 days.

All coaches must also complete the online **age-specific modules** PRIOR to participating with their team. All outstanding requirements can be found by logging into your USA Hockey coaching portal at www.usahockey.com.

Below is a chart showing the required CEP Certification Levels progression:



This example will not apply in all cases, but for a typical youth coach, should be relevant.

Season 1 - Level 1 clinic + age-specific component

Note: If the coach continues at (only) 8U age group, no need to move up until he/she coaches at an older age...

Season 2 - Level 2 clinic + age-specific component if not previously taken for current age level

Season 3 - Level 3 clinic + age-specific component if not previously taken for current age level

Season 4 - Level 4 clinic + age-specific component if not previously taken for current age level

After Level 4 is attained, the coach has 3 years to complete 5 hours of approved training to remain certified. This can also include achievement of Level 5, which provides the required 5 hours. After Level 5 is attained, the requirement to update by 5 hours every three years continues.

Coaches/team personnel are allowed to attend all clinics required to meet the Coaches Education Requirements for the Age Classification they are coaching. Instructions on how to register for CEP Classes can be found on our website under the Coaches Section.

In some instances, coaches/team personnel may find that they have the appropriate CEP Certification Level, but it has expired. The coach/team personnel should proceed to the next CEP Level (Level 1 to Level 2, Level 2 to Level 3, etc).

HOUSE PLAYER EVALUATIONS

Every House coach is expected to fully participate in all House player evaluation efforts. While evaluations are often tedious exercises, proper player ratings are critical to ensure fair and balanced House teams. The amount of effort coaches put into this process is one factor that is weighed during House coach selection.

Lakeland Hockey House Player Evaluations consist of three general tasks:

- End of season team evaluations (Late Feb./March).
- Preseason evaluation of players without a prior year's evaluation (new to LHA House or returning players).
- Rating players who join the association after teams have been formed. With End of Season Team Evaluations

Near the end of the fall/winter season the Hockey Director will distribute individual player rating worksheets to all House coaches. The coaches will complete a worksheet for every player on their team using the guidelines set forth in the ratings worksheet instructions and participate in a final divisional rating meeting to reconcile any contested player ratings.

New/Returning Player Preseason Evaluation Skates

House players who did not participate in the house prior season at Lakeland will be evaluated in August along with returning house players. The Hockey Director will set the date of the House Evaluation skates in August for all House players.

- Registration After Fall Teams Have Been Formed- Lakeland Hockey will do its best to ensure to appropriately assign a rating to a player even after teams have formed to maintain the proper balance of teams.

HOUSE DRAFT

Lakeland Hockey House (Tier 3) Level teams shall be formed through a draft, if enough players for forming more than one team. The type of draft to be used shall be presented and determined by the Hockey Director. The coaches shall be presented with two options from which to choose, per Lakeland Hockey League Rules.

- Coaches shall be allowed to protect one player during the draft. This protected player shall be his/her own child.
- A Non-Parent Coach may protect any available player, as long as that player agrees.

-Coaches shall be made aware of any rules regarding the draft prior to entering the draft room.
 -Lakeland Hockey House Drafts shall conform to USA Hockey and MAHA rules, and shall be overseen by a MAHA D4 official.
 -The Lakeland Hockey Director or Registrar shall notify coaches of the date and time of each division's Draft. These will also be posted on the Lakeland Hockey website: www.lakelandhockey.org

LEAGUES

Lakeland Travel teams shall play in the Little Caesars Amateur Hockey League (LCAHL). It shall be up to the Head Coach which division within the LCAHL to play.

Mini-Mite teams shall play a ADM Cross-Ice format in I-275 League. The emphasis of this division shall be on skill development and fun.

Mite teams shall also play in the I-275 League in ADM Cross Ice-Format. This league will consist of approx. 20+ games.

Tier III (House) Level teams Squirt-Midget shall play in the LCAHL.

The Hockey Director shall notify teams playing in LCAHL, about dates, times and location of scheduling meetings. Lakeland Hockey Travel teams shall arrange payment of all fees to LCAHL. It shall be the responsibility of the Head Coach/Manager to attend scheduling meetings for their team.

All Lakeland hockey teams shall observe all USA Hockey, MAHA, Lakeland Arena and Tournament Bylaws, Rules and Regulations at all times.

SCHEDULING GAMES

All teams playing Mini Mite/Mite shall have their games scheduled by I-275 League and Lakeland Arena. These will be posted on their website www.lakelandarena.com and sent out to participants. If conflicts should arise throughout the season with Tournament Scheduling, please notify Lakeland Arena immediately so they may be addressed.

All teams playing in LCAHL and in MAHA Districts will be required to attend Scheduling Meetings. LCAHL scheduling will take place in early September of each year for Travel and Late September for Tier III(House) Level teams. MAHA District Scheduling will take place in early January of each year for all teams. It is recommended that the Head Coach and Manager attend these meetings. It is advised that you have your current Ice Schedule with you to complete this task.

All teams are required to notify Lakeland Arena of their game schedule, so they can update the Master Schedule accordingly.

SCHEDULING REFEREES

All Travel and House Level teams playing are responsible for scheduling referees except for Mini Mite/Mites which are scheduled by Lakeland Arena.

All House and Travel Teams shall be responsible for scheduling referees for their home games. Please visit the Lakeland website Horizon Web Ref for instructions under the Ref tab. Please note that there is a \$6.00 charge for the scheduling of referees. This is a charge by the referee group, not Lakeland Hockey Association or Lakeland Arena. This fee is built into the monthly ice payment for each team's payments each month for the entire season.

All B(Tier III) House Level Teams playing in LCAHL, MAHA Districts or playing Scrimmage Games shall be responsible for all referee fees, including the \$6 scheduling fee past their 13 league games. These fees are to be paid prior to the start of the game.

Please see Appendix C for the cost of Referee's for 2022-23.

DISTRICTS

In early January of each year, a credentials/scheduling meeting will take place. The Head Coach and Manager of each team being represented are required to attend. This is a mandatory meeting, where MAHA officials will review your game sheets, game log, and required paperwork. Please visit the Forms page on the Lakeland Hockey website for example and to familiarize with the credentialing process.

To ensure you make it through the credential portion of meeting, make sure the following have been addressed, as these are the items that are failed the most:

- Proper Credentialing of Coaches (CEP Levels achieved)
- Game Misconducts of Coaches and Players have been served and are well documented.
- Game Log has been kept up to date
- Game Sheets are in order of games played

All teams planning on participating in Districts are responsible for all of the additional associated fees. Registration typically opens up late October.

TEAM ORGANIZATION

All Tier III Level Teams (House) shall consist of a Minimum of 13 players up to a Maximum of 16 players. These numbers are subject to change upon Hockey Director approval.

All Lakeland Hockey Tier II (Travel) shall consist of a Minimum of 13 players and a Maximum of 20 players (18 Skaters and 2 Goalies) per USA Hockey Rules.

All teams shall have a Manager who will be the liaison between Lakeland Arena, Players and Parents. This individual should be dependable and demonstrate good organizational abilities. The Team manager cannot be a coach's spouse. The manager does not have to be on the official roster, but does need to complete an official Background Check through USA Hockey.

Duties:

- Maintain required documents that must go to all games

- Forward all announcements on to parents/players
- Book hotel rooms for out of town tournaments/games
- Organize schedules for parents to work home games
- Confirm away games

Skills:

- Able to use email and other basic computer programs
- Responsible
- Well Organized
- Willingness to provide a fun atmosphere for the players

All teams shall roster a Minimum of 3 coaches (1 Head Coach and 2 Assistant coaches). This is not to say that more than 3 coaches may be placed on the team roster. Please remember that only 4 coaches are allowed on the immediate bench area during games. All coaches are to meet the minimum CEP requirements and age specific modules for their age classification. Failure to comply with these requirements will result in removal from the team roster.

All coaches to be placed on the roster must register with USA Hockey and complete an official Background Check, Safe Sport, and CEP through USA Hockey.

To register as a coach with USA Hockey, please go to the following website address and follow the online instructions. Payment is due at the end of the process, so please have a valid credit card available. At the end of the Registration Process, please make sure to print the confirmation page.

<http://www.usahockeyregistration.com>

All coaches, officials, and volunteers over the age of 18 must complete the required background check, please go to the USA Hockey website and follow the online instructions. There is a \$30 fee associated with this process. A valid email address is required to complete this process. Upon completion, an email will be sent to you, verifying that you completed the background check. Please be sure to print this confirmation page.

<https://www.usahockey.com/backgroundscreen>

The coach's registration confirmation and the background check confirmation pages shall be turned in to the Lakeland Hockey Registrar.

All Lakeland Hockey teams shall submit a team contact form to the Hockey Director and Lakeland Arena. This form is located in the back of this handbook and shall be available electronically on the website.

TEAM MEETING

Coaches shall hold a mandatory team meeting with players, parents within the first 2 weeks of the season. This meeting shall clearly set expectations of all involved and is the basis for addressing individual issues with players or parents throughout the year. If the coach decides to alter his approach as the season progresses, there shall be a follow-up meeting to reset expectations.

The agenda for this meeting should include introductions of coaching staff and manager, an introduction by the Parents and Players, presentation of a team budget, presentation of team rules, presentation of coaching philosophy, set player and team expectations, and recruitment of volunteers.

FINANCIAL

All Lakeland hockey teams are required to prepare and present a formal budget at the mandatory team meeting and provide a copy to the Hockey Director. This budget should take into account any additional expenses that the team may incur over the course of the 7-month season. Items for consideration are Tournaments, Additional Ice, Specialty Coaches, Team Parties, Spirit Wear to name a few. See LHA website under managers tab for sample template.

A monthly financial statement is required to be submitted to the Hockey Director and the members of your team by the 20th of each month. The Financial Statement must be submitted on the required form (Via template on website). Preferably, the statements should be submitted electronically via email.

****Teams need to collect from parents for everything other than the predetermined monthly ice payments scheduled prior to the season by the Arena.**

Team Checkbooks:

- **Team Checking Accounts:** Will be used for collecting money from members of your team for Tournaments, Additional Ice, Specialty coaches, team parties, spirit wear etc.
 - Travel – Fall Monthly ice fees will be paid monthly through the LHA website and your Sports Engine accounts.
 - House – You shall be responsible to pay for additional ice to Lakeland Arena at the time it is booked.
 - **Endorsement of Checks:** Checks must be endorsed as follows:
 - For Deposit Only
 - Team Name/Number (as written on checks) and Bank Account Number
 - **Check Refills:** Before depleting your supply of checks, please contact the Hockey Director or Office – **DO NOT CONTACT THE BANK.**
- Please supply your name, team # and mailbox #. A new book of checks will be placed in your team's mailbox or communicated when to be picked up.
- **To Receive a Checkbook:** Before your team will be issued a team checkbook, both the Head Coach and Manager of the team must complete the required bank forms (all pages) along with a copy of photo ID. Once all paperwork is completed and turned in to the Hockey Director to be taken over to the bank, it will take 15 days before your checkbook becomes active.
 - **Balance Account:** Your team statement of your account will be delivered to the Lakeland Arena address on a monthly basis. Please do not switch to e-statements, as the Hockey Director reviews each account statement. You are responsible to balance this account and provide a monthly Financial Report to the Hockey Director and the members of your team.
 - **Deposits:** The accounts that Lakeland has established for the teams, requires deposits to take place through inside banking or night deposit only. No ATM or Drive Thru Window service is allowed. **NO TEAM SHOULD HAVE A TEAM DEBIT CARD. (please turn in if you do)**
 - **Bank Accounts:** start with \$5.00 in the saving account portion and \$5.00 in the checking account portion. At the end of the season the accounts must have the same amounts in them as they did at the start, Do Not deplete the balances below the required minimums or fees will be charged. Your team will be responsible for getting the account back to good standing.
 - **End of Season:** Do not clear out your account until all checks written have cleared the bank. Coaches will be held responsible for any checks that are not honored by the bank because funds have been removed prematurely.

COMMUNICATIONS

Several communication methods will help our teams and arena run more efficiently. Please get your information directly from an official source. "Rumor Mills" are common in youth sports but often serve to misinform and lower the quality of Lakeland as a whole.

- Changes to your team's schedule will be communicated through the team manager and communicated to Lakeland Arena when necessary.
- Team meetings/Parent meetings - Will be held at the beginning of the year and periodically throughout the season as needed.
- Email/Handouts – Team managers will communicate through email or handouts at practices and games.
- Suggestions – Thoughts, comments, suggestions and questions should be directed to the team manager, or to the Hockey Director..
- Lakeland Hockey Web Site – www.lakelandhockey.org

COACHES LOCKERS

The Head Coach of each team will be assigned a locker for the season. You will need to supply your own lock, preferably a combination lock. You will need to provide the Hockey Director with the combination or a key for emergency purposes.

Each locker is tall enough and wide enough that you may store your pucks, sticks, gloves and helmet. Please DO NOT place any personal identification signage (i.e. stickers, plaques etc.) on these lockers, as they are the property of Lakeland Hockey Association.

Any lockers abandoned without locks will remain locked the remainder of the season.

Please keep your locker in order and do not use your locker to store food items or anything that may attract unwanted visitors.

A date will be set for the end of the season when all lockers must be cleared out.

Lakeland Arena **WILL NOT** be held responsible for any items lost, stolen or otherwise misplaced out of these lockers.

LOCKER ROOMS

- Locker rooms are available ½ hour before the start of your game/practice
- If Locker Room has not been vacated within the ½ hour after rule, contact Lakeland Arena staff for assistance
- The locker rooms must be clean and vacated ½ hour after the completion of your ice time.
- Please be sure to observe the ½ before and ½ hour after rule, out of respect to the teams before and after your scheduled ice time.
- Locker rooms are NOT SECURE – be sure your players are not leaving any items of personal value in the locker room.
- If you follow figure skating ice time you are to keep your players away from the boards/benches and quiet. You will need to warm up in the locker rooms or find someplace in another arena. Players cannot taunt or create a disturbance for the figure skaters. Rather, they should be respectful of the skaters and their instructors.

ARENA RULES

- All ice times are curfewed.

- The arena is not responsible for the referees. The arena is a go between in the scheduling in an effort to eliminate scheduling problems.
- ***Please be respectful of others ice time and refrain players from yelling and screaming in the arenas, as coaches you need to be enforcing the Lakeland Arena rules with your players and their siblings/friends. Coaches/parents have more influence than the arena staff.***
- No drawing on the arena walls with markers or pucks.
- Absolutely no sticks, no pucks, no tape balls, no golf balls, and no shooting of any type allowed. No roller shoes, no roller blades, and no roller skate guards are allowed inside the building.
- The rules of the arena are for the safety of everyone. If everyone enforces these rules, they soon will not have to be enforced.

USE OF LHA LOGOS

All Lakeland Arena and Lakeland Hockey Association logos are the rights of Lakeland Arena. No player or team is able to recreate, modify or use the logo without written consent from Lakeland Hockey/Arena. Any team or player that uses any logo without consent, will be subject to discipline and penalties at the discretion of Lakeland Arena and Lakeland Hockey Association.

Teams will be contacted individually that have improperly used or recreated any Lakeland Hockey Association logos. Violating teams will be dealt with in the following matter:

- 1st Offense-Issued a fine.
- **Any other offense**- If logos are caught being used again teams will be removed from the ice schedule.

It is our goal for the Lakeland Hockey Association to have a uniform look across all our levels of hockey teams, in order to have Lakeland properly represented at any arena a team may travel to.

FIRST AID

- A first aid kit is located in the janitor's room – located of the left after mailbox when entering the red rink.
- AED (Automated External Defibrillator) is located between the Red and Gray arenas to the left of the glass door entering the girls locker room area
- If a team calls 911, please get the arena monitor or staff person so an incident report can be filled out, and so they are not called twice.

FORMS

The following is a list of forms that you may find useful and are included at the end of this handbook or on the website. These will also be available electronically on the Lakeland Hockey Website under the forms tab.

- MAHA Game Log (On LHA website- Forms Tab)
- Coaches Practice Planner Form
- Referee Evaluation File(On LHA Website)
- Sample Budget (On Website- Managers tab)
- Selling/Trading Ice (Appendix A)
- Example Team Rules (Appendix B)

Appendix A

MEMORANDUM

TO: All Coaches and Managers

FROM: Lakeland Arena

DATE: Fall Season 2022-23

REGARDING: Selling of Scheduled ice

When you are selling hours of ice that have been assigned to you, it will be necessary to fill out the form below and return it with the following information.

1. If it is one of our teams, fill this out so we can update the master schedule.
2. If the team is another USA registered hockey team, we will need a copy of their certified roster. They can email it to us at lakelandarena.office@gmail.com
3. If it is not a team registered with USA hockey we will need a waiver signed by the responsible person.

It will be necessary to let us know the date and time of the ice you have sold and the name and contact information of the person you sold it to. Please make copies of the form below and turn it into mailbox #77 every time you sell your ice. If you have any questions, please contact Julie at 248-666-1911, between 9:00 a.m. and 5:00 p.m. Thank you.

Your Team Name _____
Contact Person: _____
Contact person's phone #: _____
Date and Time of your ice: _____
Contact Name of Team/Person: _____ Cell _____
Phone: _____ Home Phone: _____ Email _____
address: _____

**Lakeland Hockey Association
Example of Team Rules**

1. All Players to be at the Arena (30) minutes before all practices and games.
2. All Players must be fully dressed and ready to go on the ice (10) minutes before the start of all practices and games. (This is the Coaches Time)
3. All Players will respect the Game Officials and Any Player receiving a penalty must go directly to the penalty box. (No Yelling, Swearing, Whining, Pouting, Disruptive Behavior ect)
4. All Players will be properly dressed at all games, tournaments and any designated team function.
5. All Players must attend all practices, games and team functions, unless the Head Coach has been notified and has approved the Players Absence.
6. All Players will respect the Coaches, League Officials, and any other persons who are directly or indirectly involved with the league. (This applies to the Coaches as well)
7. No Alcohol, Drugs, Swearing, or Abusive Language will be tolerated at any time.
8. No Player is allowed to leave the ice during practice without permission and All Players will obey curfew if and when a curfew is imposed.

**NOTE! VIOLATION OF ANY OF THE ABOVE RULES WILL RESULT IN LOSS OF GAME
PLAY!**

- A. Unexcused absences will result in the loss of the players First 2 shifts in the next scheduled game.
- B. Fighting, Swearing, Abusive Language, Disrespect of Officials, Teammates or Coaches will be treated progressively as follows:
 - i. First Offense – Warning
 - ii. Second Offense – Sit 2 Shifts
 - iii. Third Offense – Sit 1 Period
 - iv. Fourth Offense – 1 Game Suspension
- C. Display of poor sportsmanship: i.e. throwing equipment, kicking boards, slamming sticks against bench or ice, tantrums ect will result in dismissal from the remainder of game.

Appendix C

Referee Costs 2022-23

| 2022-2023 | | New rates AAA Local scheduler | | New Rates - Great Lakes Hockey Officials | |
|---------------------|--|---|--|--|--|
| 80 Minutes | | | | | |
| Mites | | | | \$45.00 | |
| 9U/10U | | \$57.00 | | \$50.00 | |
| 11U/12U | | \$63.00 | | \$60.00 | |
| 13U/14U | | \$70.00 | | \$65.00 | |
| 15U/16U | | \$85.00 | | \$80.00 | |
| 18U | | \$85.00 | | \$85.00 | |
| | | | | | |
| Prep Level | | | | \$75.00 | |
| | | | | | |
| 110 Minutes | | | | | |
| JV High School | | | | \$85.00 | |
| Varsity High School | | | | \$95/\$95/\$95 | |
| | | | | | |
| 110 Minutes | | | | | |
| 15U/16U/18U | | \$110.00 | | N/A | |
| 15U/16U/18U - 3 Man | | \$120/\$85/\$85 | | N/A | |
| | | | | | |
| ACHA Club DII/DIII | | | | \$150/\$150/\$125 | |
| | | | | | |
| | | All games will be based on total curfewed ice times. 65 minute Hybrid rates will only apply to 65 minute games. | | | |
| | | Otherwise games can be booked at 60 (50 minutes playing time) or 90 (minutes playing time). | | | |

| | | | | |
|----------------------------|--|-----------------------------|--|--|
| | | | | |
| | | | | |
| 50 Minutes - single | | 50 Minutes Backed Up | | |
| \$40.00 | | \$35.00 | | |
| \$40.00 | | \$35.00 | | |
| \$45.00 | | \$40.00 | | |
| \$55.00 | | \$50.00 | | |
| \$60.00 | | \$55.00 | | |
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