



# WHITEMUD WEST HOCKEY ASSOCIATION

2018 / 2019 Coach's Manual



# Whitemud West Hockey Association Coach's Manual - 2018/2019

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## INTRODUCTION:

First and foremost, we would like to thank you for volunteering your time and effort for the upcoming hockey season. An organization such as WWHA cannot run without its volunteers and your contributions to the association are one of the cornerstones of our continued success.

Because the hockey coach is such a visible and prominent representative of the association, you will be held to higher standard than most. This is primarily due to the responsibility that the position of the hockey coach has to their team and the association (it is very important to remember that the promotion of good behaviour will have a very positive effect on those around you and it is equally important to remember that bad behaviour will have the opposite effect).

As a hockey coach in the Whitemud West Hockey Association, you will always be counted on to represent the association in a constructive and positive manner . You must always keep the child's best interest front and center and you must always ensure that the environment around your team is a positive one. Because of this, there will be certain expectations and responsibilities that the association will have on you as a

hockey coach and these should be a common occurrence in the day to day operations of your team. As the hockey coach, you are one of the most important role models that your players and their parents have to measure their actions and themselves to. The example that you set is the one they will emulate – good or bad.

**GUIDELINES FOR THE DEVELOPMENT OF OUR COACHES:**

While no doubt some individuals are better suited to coaching than others, it is true that coaches are made not born. The WWHA wishes to maximize the coaching potential within the association and we’re committed to implementing a developmental plan, from the day an individual first volunteers.

Such a program requires dedication from the volunteer and the association as well as the presence of some technical expertise to develop and support the coach; the association is focused on a developmental model that will ensure a high level of quality across the organization.

The WWHA coaching philosophy combined with a strong development program is designed to ensure a meaningful and successful experience for our coaches, players, and parents alike.

**CERTIFICATION REQUIREMENTS:**

	Coach 1 – Intro to Coach	Coach 2 – Coach Level	Dev. 1	H. P. 1	Checking Skills	Respect in Sport - Coach	Safety
Initiation	One team official per 10 players					All team officials	One team official per 10 players
Novice	Head Coach					All team officials	One team official
Atom		Head Coach			Head Coach	All team officials	One team official
Pee Wee		Head Coach			Head Coach	All team officials	One team official
Pee Wee AA			Head Coach		Head Coach	All team officials	One team official

**COACHES RESPONSIBILITIES:**

Head Coach:

- Serve as the official spokesperson on behalf of the team
- Establish rules for the team and oversee the supervision of the players
- Effectively communicate with parents and players

- Coordinate the delegation of responsibilities to the assistant coaches and manager
- Plan on and off-ice activities and design practice plans in consultation with the assistant coaches
- Plan, implement and control pre-game preparation and communication with the team
- Provide continuous positive and constructive feedback to the team staff
- Report to the association through the association mentor or designate
- Provide feedback to the organization at the end of the season

### **COACHING CODE OF CONDUCT:**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behaviour of the coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour, which will allow their athletes to become well-rounded, self-confident and productive human beings. Although this code is directed toward coaching conduct, it equally applies to other members of the "Team Leadership Staff", i.e. managers, trainers, equipment personnel, etc. It is assumed that these people act in cooperation with one another to construct a suitable environment for the athlete.

Coaches have a responsibility to:

1. I understand that I am a representative of Whitemud West Hockey Association (WWHA) as well as my team and will always act accordingly. Any inappropriate conduct towards the WWHA Executive or Board of Directors, representatives of other organizations, volunteers, parents, players and/or officials will not be tolerated.
2. I understand that being a coach is a position of trust and means I am, first and foremost, a teacher. I will be a positive role model and teach my players basic hockey skills, techniques and strategies, and will give all my players the opportunity to improve their skills, gain confidence and develop self esteem
3. I will ensure all athletes receive equal instruction, support and appropriate fair playing time.
4. I will respect every athlete's dignity. I will refrain from the use of profane, insulting, harassing or otherwise offensive language in conducting my coaching duties.
5. I will maintain open lines of communication. I will communicate with players, parents, officials, volunteers and administration honestly, generously, fairly and with integrity.
6. I will learn and know the rules of the game and the policies of the league and will support and uphold them to the best of my ability.
7. I will treat opponents and officials with due respect, both in victory and defeat, and encourage athletes to act accordingly. I will actively encourage athletes to uphold the rules of their sport and the spirit of the game.
8. I will demand a sports environment that is free from drugs and alcohol and will refrain from their use at all games, practices and events. I will never coach a game or conduct a practice if I am under the influence of drugs or alcohol.

9. Zero Tolerance for Abuse of Officials - Under the Whitemud West Bylaws, any WWHHA coach found to be in violation of Rule 9.2 Harassment of Officials/Unsportsmanlike Conduct/Misconduct will automatically have the EMHA suspension doubled by the Whitemud West Hockey Association.

#### **FAIR PLAY CODE FOR COACHES:**

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

#### **THE PARENT MEETING:**

The parent meeting is a key opportunity to illustrate your leadership abilities as the team's head coach. To start the year off right, it's all about setting expectations from the beginning of the year and effectively communicating with your team and parents throughout the season.

One effective technique many coaches have utilized is to prepare for their initial parent meeting is to pre-surveying the parents. This give the parents an opportunity to provide the coach direct feedback in a secure and comfortable way. Questions that can be asked in the parent survey are:

- How many tournaments would you like to do this season?
- What number would your child like to where?
- Are you interested in team apparel?
- What would your child like to learn most about this year?
- Are there specific topics you'd like covered at the parent meeting?
- A typical team budget is \$4000-8000 dollars, a realistic amount for our initial cash call is?
- What is your preferred method of establishing our team budget? Ex. cash call, fundraising, sponsorship, or a hybrid - cash call/fundraising.

Here's a list of agenda items to cover in your parent meeting:

1. Parent introductions
  - a. Fair Play Pledge (have the parents read it aloud)
2. Coach introduction
  - a. Philosophy (coaching, skill development, ice time, etc.)
  - b. Expectations of players and parents
  - c. Team rules
3. Volunteer positions
  - a. Coaching
  - b. Manager
  - c. Parent Liaison and Minor Hockey Week Coordinator

- d. Treasurer
  - e. Jersey Parent (Home)
  - f. Jersey Parent (Away)
  - g. Timekeepers
  - h. Fundraising/Sponsorship Coordinator and Support
  - i. Apparel Coordinator (optional)
  - j. Tournament Coordinator (optional)
  - k. Game Day Manager (optional)
  - l. Social Activities Team
4. Budget
- a. Review parent survey feedback
  - b. Budget example
  - c. Team building events
  - d. Ice
  - e. Tournaments (out of town or in town)
  - f. Apparel
  - g. Fundraising
5. Forms
- a. Affiliates (parents and coach)
  - b. Medical (parents)
  - c. Fair Play Pledge (parents)
  - d. Coaches Code of Conduct (coaches)

Hockey parents at every level will appreciate your insights into these topics before the grind of the long season really kicks in.

#### **TEAM RULES:**

Team rules should be tailored to the category and level of hockey being played. Bringing clarity to the rules of the team and gaining agreement from the parent group is an essential element in successfully starting the hockey season. Here is an example of some team rules used in the past within the organization.

- Arrive approximately 45 minutes prior to each game and 30 minutes prior to each practice.
- Please always show your availability to attend practices, games, and events on our Team Snap portal. We need to organize lines and drills; these are dependent on the number of players attending. Alternatively, we can use our affiliated players if required.
- The players are not permitted to have electronic devices in the room. (The exception is the team music system)
- All parents are asked to leave the room as soon as their child is ready. When you leave your child must interact with teammates and coaches instead of defaulting to the parent, which is a good thing.
- All remaining parents will be asked by the coaching staff to leave 10-15 minutes before we go on the ice
- At this age your child should be able to dress themselves with little to no assistance. (Skates are the exception, coaches can assist when required)
- Being late is interruptive to the team, especially on game day. If you are late on game day, please notify the coaching staff so that there is limited interruption to pre-game activities.

- After each game the coaching staff will take 5 minutes to debrief with the team. A coach will open the door when we are ready for the parents to come in.
- Each child is responsible for their own water bottle. It should be labelled and contain only water.
- 24-hour rule – parents allow for a 24-hour window after any game or practice to contact the parent liaison with any major problems, concerns, or issues. Respect the parent code of conduct and be a model parent when representing our team.
- At least 1 parent from each family will assume a volunteer position within the team.

**TEAM BUDGET:**

Here is an example of a team budget:

Items	Debit	Items	Credit
Referee fees	\$ 500	Cash call 15 x \$250.00	\$ 3,750
Tournament 1 entry fee	\$ 800	Referee fee recovery	\$ 500
Tournament 2 entry fee	\$ 900	Fundraising	?
Team building activities	\$ 500	Sponsorship	?
Tournament meal	\$ 500		
Team apparel - track suits , practice jerseys, etc.	\$ 1,500		
Goalie instruction – 5 x 100	\$ 500		
Developmental ice - \$250 / hour x 10	\$ 2,500		
Administrative items - game sheet labels, etc.	\$ 50		
Year-end party and gift	\$ 500		
Total	\$ 8,250	Total	\$ 4,250
		Balance due:	\$ 4,000

Please note - the cash call should not exceed the registration fee for the category you're in. An exception signed by all of the parents on the team must be submitted for an amount over the registration fee

**VOLUNTEER POSITIONS WITHIN THE TEAM:**

Assistant Coaches:

- Assistant coaches are an extremely valuable asset to the head coach. Some things to look for when choosing assistant coaches:
  - Availability. Are they flexible in terms of schedule?
  - Philosophical compatibility. Do they share a similar vision for the hockey season as the head coach?
- All members of the coaching staff must have a police check completed. The WMW office can assist in this process.

Team Manager:

- All coaches are encouraged to recruit a Team Manager. He/she can be your most valuable assistant and therefore should be someone with whom you are comfortable working with closely.

The role of the Team Manager is to assist with or assume complete responsibility for the off-ice organization. If you are having difficulty finding a suitable volunteer, please contact your Category Director for assistance. The duties performed by the Manager will vary from team to team and should be agreed on at the first opportunity. The coach and manager together may then decide to further delegate responsibilities to other parents or players if appropriate.

#### Team Treasurer:

- Management of team finances is the job of the Team Treasurer. This person will set up and maintain the team bank account, make bank deposits, ensure payment of expenses, and prepare a financial statement of income and expenditures at the end of the season.
- Most teams will want to develop a budget to cover additional expenses arising during the season. This might include costs of extra ice time for practices, exhibition games, tournaments, social events, team jackets, etc. Each team should open a bank account using only their team number. (i.e. NW320)
- For your protection, you should ensure that at least two signatures are required on all cheques. You should also ensure that a financial report is given to the parents approximately every two months or when changes occur throughout the year.

#### Jersey Parents:

- These volunteers are expected to bring the proper jerseys to each game and to follow the care instructions below in caring for the jerseys.
- Home jerseys can be assigned to one parent while away jerseys can be assigned to another.

#### Fundraising Committee:

- Depending on your team's fund-raising goals, a committee of two or more people may be required to explore ideas and put projects in motion. Information will be available on the website. A sponsor letter can be drafted for use by teams.

#### Social Committee:

- Opportunities to gather as a group away from the rink are a valuable link in creating bonds between parents as well as children. This committee can also coordinate team activities during tournaments.

#### Minor Hockey Week Coordinator:

- Minor hockey teams in Edmonton are expected to provide volunteers during Minor Hockey Week. The coordinator will help ensure the required positions are filled during the tournament.

#### Parent Liaison:

- Each team is required to elect or select a parent representative who is not involved in the day-to-day operation of the team. The purpose of the Parent Representative is to play a central role in communication by:
  - Serving as a communication intermediary between team officials and parents to ensure that pertinent information is disseminated.
  - Bringing forth concerns of parents to team officials and of team officials to parents.
  - Pointing out potential problems to team officials and parents before problems occur.
  - Acting as an intermediary between parents and team officials when disputes arise.
- The vast majority of problems can be settled quickly simply by effective communication. Communicating objectives and plans to parents during regular meetings can avert many other problems. When all else fails, a calm third party is often your best means of dealing with any friction that may arise.



#### Tournament Coordinator:

- The role of the tournament coordinator is to look for available tournaments for the season. A list of tournaments can be found on the Hockey Alberta website.

#### Timekeepers:

- Teams are responsible for providing 1 timekeeper for all games.
- It is often better if 2 or 3 volunteers can be arranged to become familiar with the job and alternate to make it a smaller commitment.

#### Game Day Manager:

- The game day manager is an optional position on the team and can be utilized to update Team Snap, ensure permits are approved, populate game sheets, and ensure results are submitted to Hockey Edmonton within 24 hours.

### **EMERGENCY ACTION PLAN**

It is very important that your teams implement an Emergency Action Plan to ensure to ensure that they can properly respond to a player if they are injured. The coach, manager and trainer / parent volunteer should initiate a meeting at the beginning of the season to ensure they have the volunteers required for their Emergency Action Plan.

#### 1. Charge Person

- Initially takes control of the situation.
- Instructs player to lay still and bystanders, such as other players, not to move player.
- Do not move the athlete.
- Assess injury status of player, decide if an ambulance / medical care is required.
- If the injury is serious and warrants immediate attention that you are not qualified to provide, make your predetermined signal to your call person, control person and your pre-determined first aid/medical person.

#### 2. Call Person

- Makes call when emergency assistance is required (tests their cell phone in the facility to ensure it will work).
- Know location of alternate phones in the facility being played in. Have change or a phone card if necessary.
- Ideally at all games and practices and not involved on the bench.
- Has a list of emergency phone numbers in the facility?
- Has a diagram displaying specific directions and best route to the arena facility?

#### 3. Control Person

- Pre-determine the location of the AED and other emergency equipment in the facility.
- Retrieving the AED and/or first aid kit and bringing to the injured player if requested.
- Seek highly-trained medical personnel in the facility if requested by the Charge Person.
- Ensure teammates, other participants and spectators are not in the way of the Charge Person.
- Advise opponents, on-ice officials, arena staff and parents of the steps being taken.
- Ensure the quickest and best route for the ambulance crew to the ice surface is clear and accessible.
- Meet the ambulance on its arrival and direct EMS to the injured player.

## **APPAREL:**

### Objectives:

- Enable a better apparel experience for our members:
  - Enhance our logo
  - Make the ordering process easier
  - Timely
  - Value for money - quality apparel at a good price
- Protect the integrity of the Whitemud West brand
  - A common look and feel for the entire organization
  - Eliminate the need for teams to create their own brand
- Monetize the Whitemud West brand
  - Generate additional revenue by returning investment in the brand back into the organization
  - Consolidated orders equate to improved incentives for our organization and our membership.
  - Keep membership fees affordable

### Team Orders:

- All WW teams are to use an approved WW apparel provider for team orders
  - Pro Skate has been selected as our exclusive apparel provider.
  - The providers will have the necessary WW artwork which is to be utilized.
  - Customized artwork, individual team branding, and augmentations to the WW logo will not be permitted.
  - The Bauer Team Unity Program is our program of choice for 2018 / 2019, some exceptions based on product type or availability will be granted by receiving approval from the board.
- All WW are to be measured at evaluation check-in. This will eliminate the need for individual team sizing sessions.
  - Coaches will be provided a list of sizing relative to their teams in their September orientations
- A catalogue of available items, pricing, and an order form will be made available on the WW website.
- All WW team orders are to be submitted prior to the September 30<sup>th</sup> deadline.
  - Agreement on team apparel should be made at the initial parent meeting
  - This is to ensure items are received in October and the items are enjoyed for most of the season
  - The process could take up to 5 weeks regardless of brand chosen

## **EQUIPMENT:**

Guidelines for WWHA Equipment are as follows:

### Team Jerseys:

- One set of home and one set of away jerseys will be assigned to you by the equipment manager. These must be used at all sanctioned events but not for practices. Jerseys are not to be distributed to players, but rather carried by assigned parent on the team in garment bags provided.
- Practice jerseys will be supplied by WMW and are to be returned at the end of the season.
- Any lost or damaged jersey will be the responsibility of the team and the team will be billed accordingly.

#### Jersey Name Bars:

- Name bars will be allowed to be added to WWHA jerseys for the 2018/2019 season.
- Elite Sportswear is the designated company that will make the name bars, sew them on and take them off. The cost will be the responsibility of each team and they will be billed directly from Elite.

#### Team Socks:

- Each player will receive one pair of universal socks to be worn with the corresponding jersey. The coach should keep an extra pair in the coach's bag in case of emergency. Games socks are not to be worn at practice.

#### Equipment Safety Standards:

- No player shall participate in WWHA sanctioned activities unless fully dressed in protective equipment sanctioned by the CHA. This will include: helmet with full face protector, shoulder pads, neck protector, elbow pads, protective pants, athletic protector, gloves, shin guards, and approved skates suitable for hockey. It is the responsibility of the coach to ensure that all players are properly equipped before stepping on the ice for play or practice.

#### Goalie Equipment:

- Most goaltenders will have their own equipment. However, for those that don't, the WWHA will do their best to supply equipment that will be the responsibility of the goaltender for the season and must be returned at the end of the season. A deposit of \$500.00 will be collected at the time of issue and will be refunded once all equipment is returned. Contact the WWHA Equipment Manager if you need assistance.

### **GAME SHEET MANAGEMENT:**

The "HOME" team, as shown on the website schedule, is responsible for inputting the game sheet information into the website within 48 Hours of completion of that game.

Once a Game Sheet has been inputted into the website by the HOME team it will be the responsibility of the VISITING team to verify the accuracy of the input. This will include reporting any errors in the note section of the game to advise HOME team.

All Exhibition and Tournament games are to be input. If your opponent is a non-league team, you will only need to input penalties for your team. The game sheet and any Game Incident Reports must be uploaded, NO EXCEPTIONS.

The process for submitting Game Sheets to the Category Director and inputting them on the website are as follows:

1. Any game that results in an Incident Report must also be emailed to the Category Director, in addition to being scanned and uploaded to the website, within the specified time period in the regulations (48 Hours). (All Game Sheets must be scanned in PDF format)
2. Login to Hockey Edmonton using your Team Login Name and Password Provided.
3. From your Team Dashboard, select League Games from the menu. Select the Green Game Sheet button once you locate the game to be finalized.
4. Enter the Final Score and Total Penalty Minutes for each team prior to checking the Game is Finished box and clicking submit to save the score.

5. Click "Roster" tab. Check off players for both teams. Add affiliate players if required. Hit "Save Roster"
6. Click "Goals" Tab, Add "Home Goals" and "Visitor Goals."
7. Click "Penalties" tab. Add "Home Penalties" and "Visitor Penalties". Please ensure all Game Misconduct penalties are entered separately from the initial infraction.
8. Click "Upload Files" tab. All Game Sheets and Game Incident Reports are to be "Scanned" and uploaded to the website within the time frame identified by Hockey Edmonton (48 Hours). There are many free "Scan to PDF" apps for smartphones that you may want to use. These apps create files that are a reasonable size. FILE UPLOAD TAB Simply "Browse" your drive to select the scanned image (PDF) and then upload. Please ensure you select the type of upload as well (Game Sheet, Incident Report or Other). You can also supply any notes to the upload. You have completed your Game Sheet entry. Please go through the tabs one more time to ensure accuracy.
9. Return to the "Final Score" tab and click submit.
10. The Visiting Team must Login to the website and verify the information. In the Games dropdown click "Verify". Check through the information that the Home team has entered for the game you are verifying to ensure it is correct. Review the Game Sheet summary added by the home team and ensure that it is accurate. If it is accurate, select "Verified" in the drop down menu and click "Update Verification Status". If you have found an error or the individual penalties or goals have not been input, check off "There are errors in the Game Sheet" and describe the errors in the "Your Notes" field.
11. The Category Director will review all games that show errors in the verification.

#### **AFFILIATIONS:**

The purpose of having affiliated players is to supplement a team in case of illness, injury, suspension or other forms of absenteeism on the team. When choosing affiliates, remember:

- Affiliates must be chosen from within the WWHA organization from a team below your tier. You should look at teams one or two tiers below you remembering that teams may move up in the second or third tiering rounds.
- The coach of the possible affiliate must first be contacted to receive permission to speak to this player regarding affiliation. Then the parent(s)/guardian(s) of the player and the player himself/herself must also be contacted for their approval. All the preceding four (4) parties must sign the HOCKEY EDMONTON Individual Player Affiliation Agreement, which is then filed by **November 7th** with the Whitemud West registrar. If the coach will not sign the Affiliation Agreement, you may contact the VP of Coaching.
- A player may affiliate WITH ONLY ONE TEAM. Please ensure that there is not a conflict.
- If you are thinking of affiliating with players from a lower age group, you must first discuss this with the VP of Coaching.
- You cannot dress more players than are listed on your official team roster. In effect, you must have players absent, injured or suspended before affiliates can be used.
- You cannot purposely leave one of your registered players undressed, if the player is able to play, in order to use an affiliate.
- Affiliated players cannot be used during Minor Hockey Week and certain tournaments. Check the rules of each specific tournament that you enter before taking affiliated players with you.

- A player of a team of a lower division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the players' affiliated team or teams, the player may thereafter affiliate an unlimited number of times.
- If an affiliate plays more than ten (10) league games (excluding exhibition and non-provincial tournaments) with a team of a higher tier, division or category; After January 10th, he/she shall remain on the active roster of the team of the higher tier for the remainder of the season.
- All affiliated players must have signed an official affiliate form and the original must be delivered to the WWHHA Registrar by October 27<sup>th</sup> at 1800 hours. If you have difficulty understanding this policy, check with your Category Director.
- There will be NO EXCEPTIONS to the November 7<sup>th</sup> deadline.

### **TRAVEL PERMITS / SANCTION NUMBERS:**

If you are entering a tournament or playing an exhibition game within Hockey Edmonton boundaries, that tournament organizer or other team manager must have obtained a sanction number from the Alberta Hockey Association (for tournaments) or Hockey Edmonton (for exhibition games) and must give you that number before you can obtain sanctioning from your City Category Director via an on-line application. Please allow at least 3 days for approval.

If you are planning to play an exhibition game or go to a tournament outside of Hockey Edmonton boundaries (but within Alberta), a travel permit must be sought from the Hockey Edmonton website after you have obtained the other teams' or tournament sanction number. For exhibition games, you may apply for a travel permit immediately as both teams must have their own numbered permit. Please allow at least 7 days for approval.

If you are playing an exhibition game or attending a tournament outside of the province of Alberta, an out of province travel permit is mandatory and is obtained by applying to Hockey Edmonton at least 4 weeks before the tournament or exhibition game.

Sanction numbers and travel permits require 2-4 days' notice while out of province travel permits require at least 30 days' notice. Note that all of these are essential for insurance purposes. Failure to obtain a sanction number or travel permit may result in your automatic suspension by WWHHA and Hockey Edmonton. Copies of all game sheets covered by sanction numbers and travel permits must be delivered to your WWHHA Category Director within 24 hours of exhibition game completion or final game of tournament completion.

Sanction numbers, travel permits and out of province travel permits will be applied for on-line by team coaches or managers. Prior to requesting a permit on-line, contact your Category Director to inform them of your intention and all details necessary. Only after this is done, may you go to:

- [www.hockeyedmonton.ca](http://www.hockeyedmonton.ca) - click on "Permit"
- Under the Coaches/Refs tab, and select the correct type of permit
- Complete it in full, press "submit" and a verification form will be produced.
- Print a copy for your records.
- An e-mail will be sent to the Permit Coordinator who will then forward a copy to the Hockey Edmonton Category Director.
- Will usually be reviewed within 2 business days
- Are not approved until, league games that require re-scheduling have been appropriately dealt with

If there are no objections, approved requests will be given a number and posted on this Hockey Edmonton website usually within 2 business days. It is your responsibility to check back, obtain this number and print it on all game sheets affected. Out of province requests will not be posted until they receive approval at the

monthly Hockey Edmonton meeting, which is held the 2nd Wednesday of each month. If your sanction number is not posted, you must contact the Hockey Edmonton Category Director for an explanation. Their name and phone number can be obtained from your WCHA Category Director.

Teams must not play or participate in any game that has not been sanctioned. The sanction number must be noted on all game sheets and after the game(s) have been completed, all game sheets and write-ups must be delivered to your WCHA Category Director within 24 hours.

Please note: A scheduled league game played in St. Albert or Sherwood Park does not require a sanction number or travel permit.

Additional information specific to Hockey Edmonton permits can be found on their website: [www.hockeyedmonton.ca](http://www.hockeyedmonton.ca)

## **EFHL BLACKOUT DATES**

Edmonton Federation Hockey League has established blackout dates where absolutely no changes in league scheduled games will be permitted as noted below and on the season calendar.

- Traditional Season (3 Tiering Rounds)
  - 1 request per tiering round
  - Blackout applies to first week of each round
- Seasonal Schedules (for those teams that typically participate in Provincial Championships)
  - 3 requests over the season
  - Blackout applies to initial week of schedule
  - Team requests for blackout dates will not be entertained.

## **REQUEST TO PLAY AN EXHIBITION GAME**

- A permit must be obtained for ALL exhibition games by both teams.

## **REQUEST TO PARTICIPATE IN A TOURNAMENT**

- A permit must be obtained to PARTICIPATE in tournaments.
- If after applying your team will no longer be attending the tournament please notify Hockey Edmonton so the permit request can be cancelled.
- In-Province requests are reviewed and approved by the League Governor.
- Out of Province requests require approval of Community Hockey Director and President of Hockey Edmonton.
- Requests of all nature are not approved until:
  - League games that require re-scheduling have been appropriately dealt with.

## **REQUEST TO RESCHEDULE A LEAGUE GAME**

For games schedule on ice provided by Hockey Edmonton

- League play is the priority and must come first
- League game changes will not be allowed for teams to attend tournaments within one-hour travel time or less
- League games must be rescheduled prior to permit approval and attending tournament.
  - Referee director must be notified by League Governor
- Swapping games within the same category is the most preferred option and should be attempted before rescheduling of a game to a different time/location

- Only the team that is requesting the game swap/reschedule needs to apply for a permit.
  - Only one permit submission per swap/reschedule is required.
- Steps to take before applying:
  - Contact the opposing team to inform them you would like to reschedule the game.
  - Team rescheduling must provide ice for the make-up game and must be suitable to the opposing team.
  - Opposing team must play an exhibition game and pay the referees on the original ice slot as Referees are already assigned and cannot be cancelled
- The final decision on the date of the rescheduled game is that of the League Governor so both teams are accommodated.

For games scheduled on ice provided by interlock associations (Beaumont, Enoch, Fort Saskatchewan, Onaway, Sherwood Park, Spruce Grove, and St. Albert

- League play is the priority and must come first.
- League games must be rescheduled prior to permit approval and attending the tournament
  - Referee director must be notified by the League Governor
- Swapping games within the same category is the most preferred option and should be attempted before rescheduling of a game to a different time/location
- Only the team that is requesting the game swap/reschedule needs to apply for the permit.
  - Only one permit submission per swap/reschedule is required
- Steps to take before applying:
  - Contact opposing team to inform them you would like to reschedule the game
  - Team rescheduling the game must provide ice for makeup game and must be suitable to the opposing team
  - Opposing team has three options listed below which are to be INCLUDED in the Game Reschedule Request or provide notice to the Interlock Ice Allocator:
    - Opposing team must play an exhibition game on the original ice if Opposition can be found-Teams using the ice pay for referees
    - If Opposition cannot be found, opposing team is to use the ice slot for a practice and referees are to be paid by that team
    - If Opposing team cannot use the ice, it is to be returned to the Interlock Organization's Ice Pool and referees cancelled by the interlock association
    - If Opposing team is a no show for a confirmed practice or exhibition game, they will be responsible for ice and referee costs
- For all game reschedule requests, please include the following details:
  - In the comments section of the request provide as many details as possible preferably in this format:
    - Original Games:  
 Game #19999 - November 29 - SW999 @ EG111 @ RBA @ 17:15  
 Game #19998 - December 16 - SW999 @ SE222 @ MWB @ 19:30
    - New Games:  
 Game #19999 - November 29 - SW999 @ SE222 @ RBA @ 17:15  
 Game #19998 - December 16 - SW999 @ EG111 @ MWB @ 19:30
  - Note game numbers stay with the arena and time. Only the teams move

### **REQUEST FOR OUT OF TOWN PRACTICE(S)**

- Permits are required for all practices outside the city of Edmonton.
- Practices within the city of Edmonton (indoor or outdoor) do not require a permit. This includes 'extra' practice ice your team may have picked up.
- Interlock Association teams do not require a permit for out of town practices

*One permit request can be submitted if the same team will be using the same ice time at the same location over several dates. Please specify all dates permit will apply to.*

## OUTDOOR PRACTICES

- Permits are not required for an outdoor ice practice on Edmonton Community League rinks.
- However, it is mandatory that:
  - the coach/team management inspect the facility and if it is found to be unsafe, the team must not be allowed on the ice
  - Full equipment must be worn

## ICE ALLOCATION:

Parents and coaches please note that game and practice schedules are not created by WWHA; Hockey Edmonton creates all schedules for the over 500 minor hockey teams in Edmonton and local surrounding areas.

Hockey Edmonton ice cannot be sold, it can only be traded or given away. Hockey Edmonton ice is given out as a full sheet of ice (whether it is listed as half or full). Ice that a WWHA team cannot use must be traded or given away. If a team cannot make a full or shared practice because of a conflict not due to Hockey Edmonton; it will not be replaced. The shared ice can become a full ice practice for the team sharing if another team does not trade for its portion of the half ice

NWZ Ice Allocation Process:

- Click the link to view procedures for WWHA booking ice through the NWZ Ice Allocator - Chris Hurley. [Northwest Zone Ice Allocation Procedures](#)

Hockey Edmonton Ice Rentals:

- Teams looking for extra ice can view/buy additional ice slots that the Hockey Edmonton Ice Allocator has available. Please ensure you include your team number as you will be billed directly by Hockey Edmonton. Here is the link: Hockey Edmonton Rentals

City of Edmonton Ice Bookings:

- Ice can also be booked through the City of Edmonton website. If the ice is being used for minor hockey purposes, you can email the NWZ Ice Allocator to book a slot on your behalf to ensure you receive the minor hockey rate. Here is the link: City of Edmonton Ice Bookings

Outdoor Rink Ice Bookings:

- Callingwood/Lymburn Community League will have outdoor ice available for RENT starting in January 2016. Rental Days & Time are as follows: Wednesday 5:00pm to 6:00pm / Saturday & Sunday 11:00 am to noon
- For more information or to rent the outdoor rink, please contact Lisa Madsen at 780-444-0235 (Note, HE does NOT require a permit to rent outdoor ice)

Ice Sales and Trades:

- To post or acquire ice on the WWHA Ice Page please contact the Whitemud West Ice Allocator - Lori Dochuk at [registrar@whitemudwest.com](mailto:registrar@whitemudwest.com)

## PRACTICE PHILOSOPHY:

There are 10 key ingredients a coach should mix into each practice. Collectively these lead to enjoyment and learning for both players and coaches.



1. Coaches should have a minimum of 50 pucks in their bucket.
2. Players must be on time, all the time. Coaches set the standard and lead by example. Parents must be encouraged to buy in.
3. Don't waste ice time stretching. Stretching should be performed in the dressing room prior to the ice time.
4. The use of stations in practices leads to a dynamic practice. Stations keep participants active enabling them to achieve high levels of repetitions. Have players spend 3 - 8 minutes per station before switching. 2 - 3 stations are recommended. (Must be a coach at each station)
5. Basic skill development (skating, puck control, passing, shooting) should comprise 90% of your practice time. Remember you can work skills in game-like drills. Skill Development should not be considered boring.
6. Positive and specific feedback are imperative. Consider the Head Coach who always stands at center ice and runs drills. How often during the practice is this coach able to effectively teach? Teaching is done in the trenches (corners, lines).
7. Routines in practice are dangerous. Players will pace themselves and become bored very quickly. Routine practices develop great practice players. Strive to change things up, create an element of surprise, utilize variety, and generate enthusiasm. Players also enjoy time on their own. 2 - 5 minutes per practice should be sufficient. This enables players to be creative and try new things.
8. "Tell me and I'll forget, show me and I might remember, involve me and I'll understand."
9. Practice execution by coaches is of principle importance. Great drills that aren't executed properly by coaches are useless. Execution involves using all staff on the ice, having pucks spotted in the proper areas, informing players of the whistle sequence (1st whistle begin, 2nd whistle stop, 3rd whistle begins next group) and providing appropriate feedback. To assist in practice execution, name your drills.
10. Relate what you do in practices to games and vice versa. "Players, we are doing this drill because in our last game we were unable to finish around the net." or "This drill will assist you in keeping your stick and body away from the checker and in an effective scoring position."

## **INSTRUCTION AND DEVELOPMENT:**

Both Hockey Canada and USA Hockey are excellent resources for player development. Below are information videos and articles to assist coaches during the hockey season:

Initiation:

- [Core Skills](#)
- [Practice Plan](#)

Novice:

- [Core Skills](#)
- [Practice Plan](#)

Atom:

- [Core Skills](#)
- [Practice Plan](#)

Pee Wee:

- [Core Skills](#)
- [Practice Plan](#)

Converting from full – half ice:

- [Half Ice Best Practices](#)  
[Small Area Games](#)

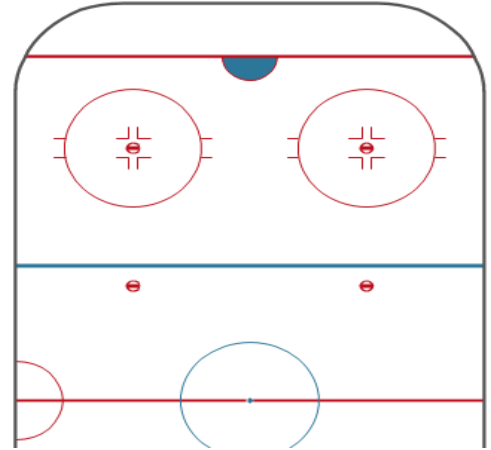
Goaltenders:

- [Beginner Practice Plan](#)
- [Intermediate Practice Plan](#)  
[Advance Practice Plan](#)

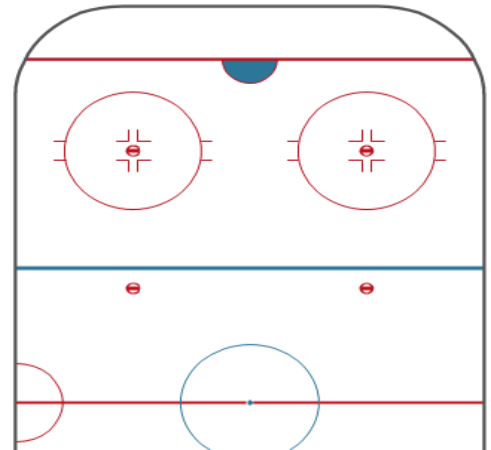


Team:	Half Ice Practice Plan:	Date:
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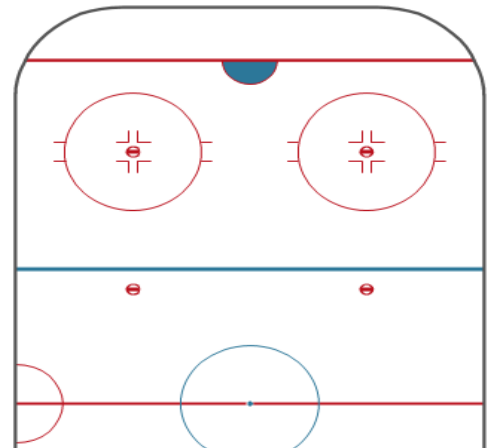
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Time	Description	Key Points



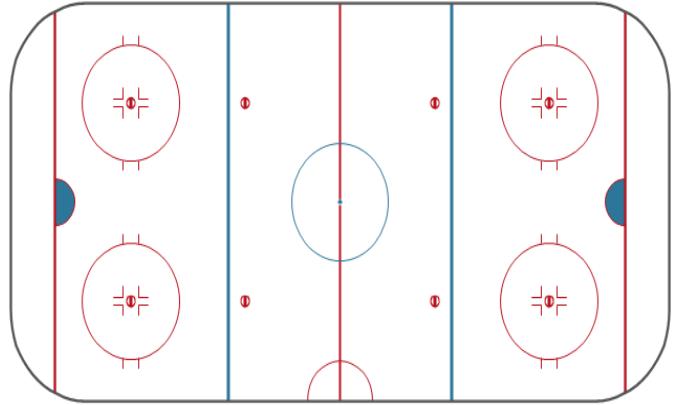
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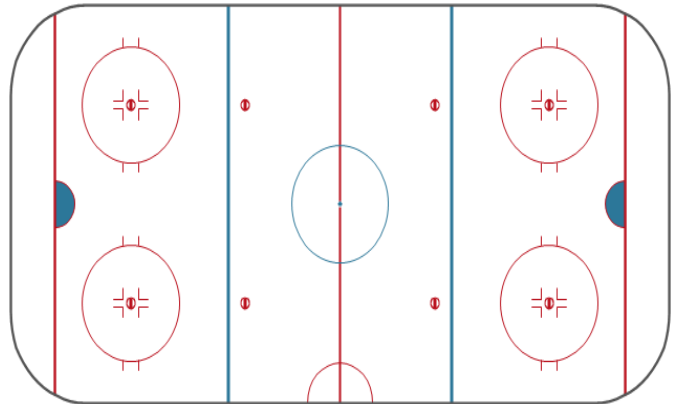


Team:	Full Ice Practice Plan:	Date:
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Time	Description	Key Points



Time	Description	Key Points



Time	Description	Key Points

