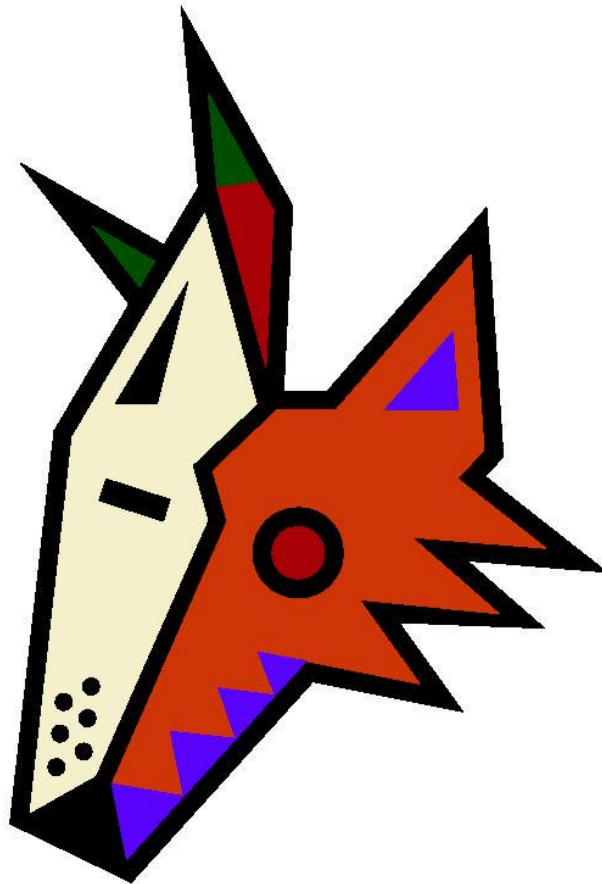


**BURFORD DISTRICT MINOR HOCKEY
ASSOCIATION
RESPONSIBILITIES AND CONDUCT**



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**Burford District Minor Hockey Association
Responsibilities and Conduct
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Responsibilities and Conduct of Players

- ~All teams must remain in the dressing room until the ice is cleaned and flooded.
- ~Players can expect their coach to do his best to ensure equal ice time throughout the regular season. Equal ice time is defined as equal and consistent rotation of the different lines throughout the game, and equal opportunity to specialty teams throughout the regular season.
- ~No player shall be on the ice until a Team Official is in attendance to supervise.
- ~Players must not be in a dressing room at any time other than for their team's on-ice activities.
- ~In case of injuries on the ice, players are to go to the bench and leave the injured player to the care of the trainer.
- ~A player, after joining a team, must have played in at least half of the remaining league games before he is eligible to play in play-off games (sickness and injury not included).
- ~A player may be suspended for one game or more for the following infractions:
 - a) Swearing
 - b) Being absent from a game without good reason,
 - c) Destroying or mishandling property belonging to others,
 - d) Disrespectful conduct on or off the ice.
 - e) Stealing; this will bring a suspension of 1 year from all hockey activity. The person concerned will have the right to appeal to the executive.
 - f) Missing 2 games in a row without notifying his Coach or Manager
 - g) Abuse of any game official, (linesman, referee, timekeeper, scorekeeper, League Commissioner, etc.) during or after a game on any of the arena premises shall be subject to suspension set by the Executive.
- ~All players are required to remove jewellery, including body piercing, prior to all on ice activities.
- ~It is compulsory for all players in accordance with OMHA guidelines to wear a CSA approved helmet and face mask, and a CSA approved neck-throat guard in all BDMHA activities.
- ~Intraoral mouth guards must be worn by all players as per OMHA guidelines.

Responsibilities and Conduct of Team Officials

The following outlines the expectations for coaches in the Burford Minor Hockey program. It also outlines what they can expect from the Burford Minor Hockey executive. These protocols will aid us in delivering a hockey development program that has clear objectives for each age group and will ensure consistency and continuity for our community's young hockey players for years to come.

Head Coach

~Once he has accepted the position the head coach is expected to carry out the following tasks:

1. Finalize roster by the designated time frame.
2. Staff selection (parent rep, trainer, manager, assistant coach, goalie coach)
3. Hold a parent meeting immediately after he finalizes roster to go over any team rules, outline objectives and discuss year activities. Also introduce staff and explain their roles. The coach should explain the process in place to deal with any parent concerns at this meeting as well.
4. Submit and discuss 3 practice plans to the mentor illustrating progression of player development throughout the year.
~These tasks are the responsibility of the coach. The coaching committee is to ensure each coach carries out these tasks as well as offers assistance to the coach if he feels he needs help.
~The head coach is also expected to:
 1. Prepare a practice plan for each practice. Ice is expensive so let's make the most of it.
 2. Ensure that through the regular season an effort is made to make sure playing time for each player is as equal as possible and each line has equal opportunity to power plays and penalty kills.
 3. Set the example for the team for the type of conduct we want on and off the ice as representatives of Burford Minor Hockey.
 4. Deal with any issues in a timely manner.
 5. Attend any coaching meetings held by BDMHA.
 6. Work closely with his convener.
 7. Maintain proper certification needed for position.
 8. HAVE FUN!!!!

Assistant Coach

~The assistant coach must be willing to play a different, but just as important role for each team. The following illustrate what is to be expected of an Assistant Coach:

1. Work with the Head Coach to develop skills and team strategies.
2. Provide input and analysis about games and practices.
3. Discuss any thought or direction you would like to convey to the team with the Head Coach before you do so.
4. Be prepared to act as Head Coach if the Head Coach is absent.
5. Maintain proper certification needed for position.
6. Attend any coaching meetings held by BDMHA.

Parent Representative

~The Parent Rep is a key position for every team. This person is instrumental in constructive communication between the Coaching Staff and the Parents. The Parent

Rep is responsible for the following tasks:

1. Assume the responsibility as the official liaison between the Parents and coaching staff.
2. Set up meetings with parents and coaches and become the first step in resolving any grievances.
3. Maintain a neutral and unbiased position in dealing with any grievances.
4. Offer advice and support to the coach.
5. Offer advice and support to the parents.
6. Assist with the management of any extracurricular activities.

Manager

~The manager should be someone willing to assume responsibility of the following:

1. Investigate tournaments and work with the Head coach and Parent Rep in establishing which ones the team will attend.
2. Manage the organizational aspects of attending overnight tournaments or other functions.
3. Provide input and analysis on any issue for the team staff to consider and make decisions.
4. Maintain proper certification needed for position.
5. Attend any coaching meetings held by BDMHA.

Trainer

~The Trainer is responsible for the safety and well being of the team. He is not there to just swing doors. His responsibilities include:

1. Keep the medical records of each player and coaching staff.
2. Ensure proper procedures are followed in order for injured players to resume play.
3. Ensure best practices are followed to ensure team health.
4. Maintain proper certification needed for position.
5. Attend any coaching meetings held by BDMHA.
6. Ensure that the ice surface and facilities are free of any potential hazards.

7. Ensure parents and players understand the importance and need of properly fitting and correct equipment.
8. Carry a First Aid Kit

Responsibilities and Conduct of the Coaching Committee

~The coaching committee was created to provide transparency to coach selection and ensure we have the people resources to develop and deliver the hockey program we want for our children. The committee is responsible for the following:

1. Development and delivery of our player development program.
2. Selection of coaches.
3. Selection of coach mentors.
4. Coach evaluations.
5. Evaluate parent feed back
6. Organize clinics

~This committee is available to help with team selection and may be used as another resource the head coach can use when selecting his team.

Responsibilities and Conduct of Mentors

~The mentor is someone who will work with coaches to help them implement the year's strategy for development of the players and the team. His responsibilities are:

1. To watch at least two practices of the coach he is mentoring.
2. Offer any advice that may be helpful to the coach.
3. Ensure the objectives for development of the specific age groups are discussed with each coach.
4. Work closely with conveners.

Responsibilities and Conduct of Conveners

~Conveners sit on the coaching committee and are responsible for the following:

1. Organizing their coaches and ensuring they have what they need to do the job.
2. Ensuring protocols are followed.
3. Oversee all scheduling matters pertaining to their divisions.
4. Next step after the parent rep and coach for grievances.
5. Report back to the committee on the season progress.

~The convener is the manager of his organization and is there to support the coaches

he has working for him.

General Responsibilities for all Team Officials

- ~Representative team coaches must endeavour to reduce their increments equal to the number of teams in their house/local league division, not adversely affecting house/local league.
- ~If a player moves from House/Local League to a Representative Team and in so doing replaces another player, the displaced player shall fill the vacancy on that House/Local League team.
- ~Each coach is responsible to complete player evaluations for all players on their team at the end of the season as directed by the Coaches Committee.
- ~Playing time of players for all teams shall be at a reasonable sharing of ice time.
- ~Three minute buzzers will be given for the Pre-novice division. Coaches must change players and ensure that all players get an equal number of shifts.
- ~Coaches will be required to watch A/E tryouts in case they've missed someone.
- ~The coach who has requested these players to AP to his team must commit to using each of them equally through the regular season. This is to ensure fairness and eliminates the risk of missed opportunities for ice time, which they may have been afforded had they signed with another team. Teams that share a talent pool for AP Players must work through the convenor either through a draft or other means of selection.
- ~When a coach wishes to add an AP player to the lineup, the Head Coach must do so through the Head Coach of that player's team. Unless there is a game conflict, the head coach of the player being AP'd is expected to then call the player to tell him he or she has the opportunity to play with the other team he or she is signed to as an AP player and give him or her the pertinent details.
- ~All persons wishing to serve as Team Officials must have appropriate certification or attain appropriate OMHA certification as soon as possible after approval by the Executive.
- ~Officials must ensure that players remain in the dressing room until the ice is cleaned and flooded.
- ~No player shall be on the ice until an adult or Team Official is in attendance to supervise.
- ~One Pre-Novice coach is permitted to coach the team on the ice during the playing season provided they remain clear of the play.
- ~Develop and maintain an awareness of good conduct among their team members while in competition.
- ~Instil good sportsmanship
- ~Teach hockey skills.

- ~Evaluate their players at the end of the schedule as information for the next season's draw, with such grading sheets to be returned to the division convenor.
- ~Ensure that all team's sweaters and equipment are returned at the end of each season, except those purchased by the team members personally.
- ~Ensure players are properly dressed before the game is scheduled to begin.
- ~Assure that the dressing room is locked during their team's games.
- ~All Coaches, Managers, Trainers, Timekeepers, Convenors and Referee in Chief must attend a pre-season rules meeting.
- ~No less than two team officials shall enter a dressing room when in use and room shall be supervised one half hour before and after the game and checked when the room empties.
- ~The head coach will review with his convenor the team meeting agenda, what his expectations are and ensure they are consistent with the overall philosophy of BDMHA.
- ~Immediately upon the final team selection, the head coach will hold a team meeting where he will discuss team rules, disciplinary procedures, and set the expectations for the up coming season.
- ~Any Team Official may be suspended for a total of one week or more for any of the following infractions:
 - a) Swearing
 - b) Unsportsmanlike conduct on or off the ice
 - c) Abuse of any game official, referees, timekeepers, etc.
 - d) Failure to obey BDMHA regulations, at the discretion of the Executive
- ~The Executive is empowered to relieve a coach from his duties if he:
 - a) Misses 3 games without good reason, or for not ensuring that someone takes charge of his team during his absence.
 - b) Does not adhere to player ice time guidelines as defined under OMHA guidelines
 - c) Shows disrespect to any Officer, Executive Member or fellow BDMHA member.
 - d) After one warning repeatedly demonstrates behaviour unbecoming of a BDMHA member.
- ~Team Officials shall conduct themselves within the mandates of the BDMHA Coaching Philosophy and the BDMHA Coaching Protocols and Job Descriptions.