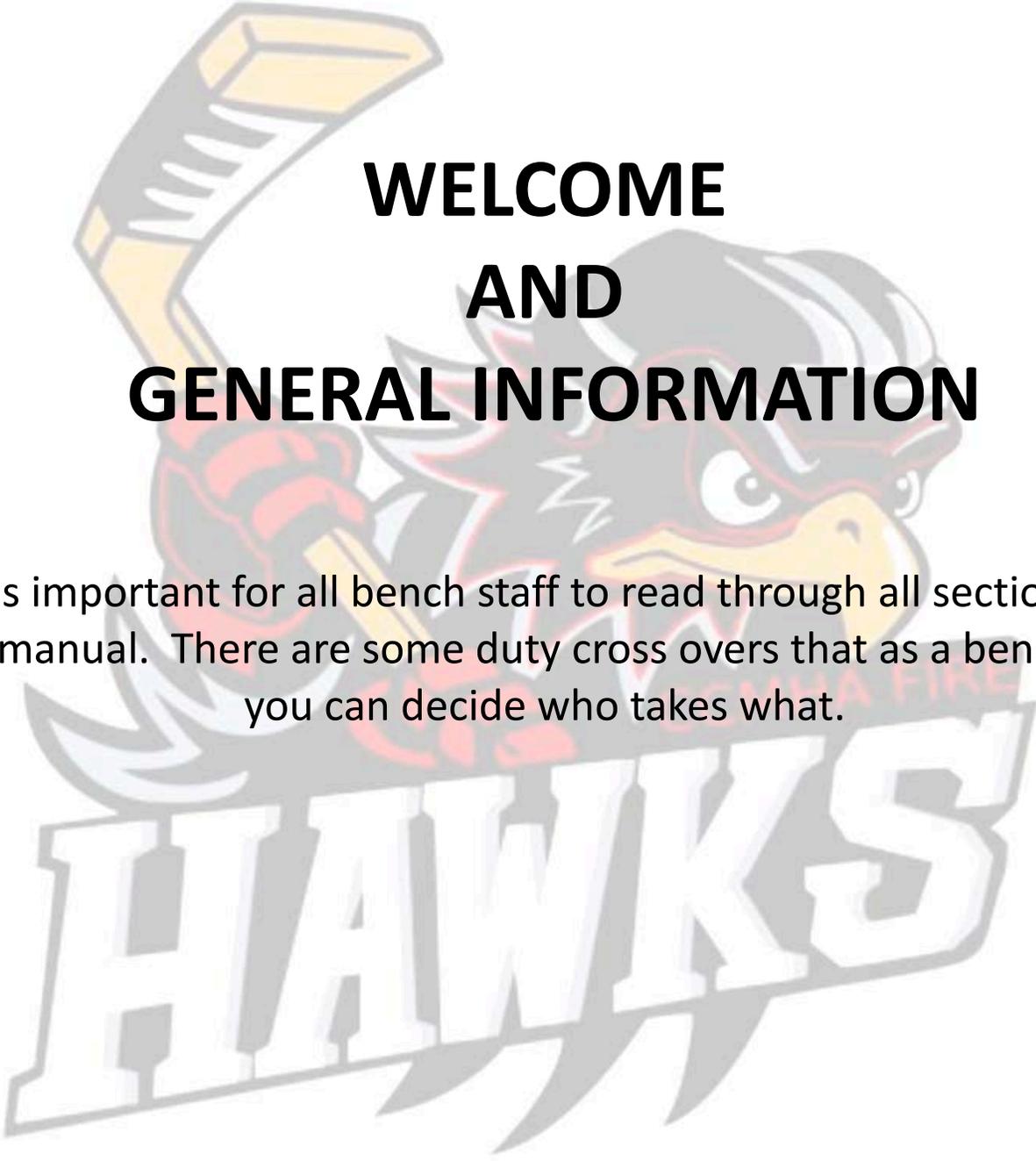


**COLBORNE CRAMAHE MINOR HOCKEY  
ASSOCIATION**

**FIREHAWKS**

**BENCH STAFF MANUAL**





# **WELCOME AND GENERAL INFORMATION**

It is important for all bench staff to read through all sections of this manual. There are some duty cross overs that as a bench staff you can decide who takes what.

Welcome to a new and exciting season with Colborne Cramahe Minor Hockey Association. One of our primary objectives in this manual is to provide Bench Staff with support, mentorship and the most current resources available to help make this season a success. Within this document, you will find an outline of expectations and requirements that CCMHA has for Bench Staff. We are hopeful this information will be a stepping-stone to building a strong foundation for your season. In addition, the CCMHA website will provide you with information throughout the season. We are committed to making your experience as a team's bench staff this season a positive one and welcome any input on improving the overall program.

## **Introduction**

This Bench Staff's manual has been prepared for the 2018-2019 hockey season and will be updated for the future hockey seasons. As it is still a work in progress, we would appreciate any feedback to make this document more usable for all Bench Staff.

Please feel free to give constructive criticism for future editions. This manual is intended for all levels of hockey and has therefore been written general in nature. There may be sections or points mentioned that seem obvious or unnecessary to experienced bench staff, but which might be very useful to first timers. Please take this into account when viewing this manual. The document is intended as a reference for frequently asked questions and issues only; for information and interpretation of specific rules and regulations, we recommend you consult CCMHA'S PRESIDENT OR OUR OMHA, UCHL representative.

## **Orientation**

Each season, immediately following team selection, a meeting of all team managers, coaches and trainers will be held by an Executive member, to orient all team bench staff with Colborne Cramahe Minor Hockey Association policies and procedures. This is a mandatory meeting for all bench staff. This meeting takes place in October of each season.

## **Communication**

CCMHA will provide information to teams primarily through the manager who will then pass on the information to the head coach and/or trainer. Check the CCMHA website often and encourage your team parents and players to do so too. CCMHA also has a Facebook page as well as a shadow box outside dressing room 1, which information can be attained.

## **2018/2019 SEASON**

Each team will receive 2 ice times a week (game ice practice ice) and on top of that we will be providing specific Saturday development practice which will be treated as a practice ice . CCMHA will be covering all cost for this extra development practice and it is seen as important as any other practice. Please stress to your team the importance of attending.

## **Resolution of Team Disputes**

Occasionally disputes arise within a team over issues such as behaviour, discipline, equal ice time, quality of the program provided etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve the issue. Be aware of any early stages of inappropriate behaviour and try to deal with it at the team level first. If the team manager and head coach cannot resolve the issue, he/she are required to contact an Executive member who will assist in solving the problem or advise on the appropriate action. If a satisfactory solution cannot be found at the team level then the Executive and the Executive Abuse and Harassment Officer will try to assist in solving the dispute at the association level. The concerned parties have the option to take the case to the OMHA if still unsatisfied with the decision of the CCMHA Executive parties involved. If the above action has not been taken OMHA will refer the issue back to the CCMHA.

### **Team Photos**

Team photos will be arranged at the start of the year by the fund raising rep. You will be given notice of the date and your team's time slots. We will consider and try to avoid all ice conflicts when scheduling team times. It is important that you explain to your team the importance of team photos, purchasing photos is not mandatory; however not showing up to be part of the group photo is not at all fair to the rest of the team who does purchase photos. CCMHA is also supplied sponsorship plaques from the company, using the team picture taken on picture day. We need to show our appreciation to our sponsors by having as many teammates as possible in the team photo. The Executive will provide all information needed prior to the picture day.

### **Apparel**

Apparel can only be purchased through the Association. CCMHA will be selling FIREHAWK apparel this year. Clothing samples will be made available to our members and orders can be taken. If there is something specific you are looking for and we do not have please contact the Executive, together we will work with our supplier to try to accommodate your needs. Information on ordering apparel will be made available to each team.



# MANAGER'S ROLE AND DUTIES

## Manager's Role

The Team Manager is the central figure in creating the flow of communication within the team (players, parents and coaches), and also between the team and CCMHA'S executive. The Team Manager is responsible for ensuring all off-ice tasks are completed. By taking on the

operational aspects of the team, the Team Manager enables the Head Coach to focus on player development and on-ice instruction. Each manager must establish a primary relationship with the Head Coach. Discuss your role and expectations on both sides. It will vary with each head coach and each level. It is very important for the manager and coach to always be on the same page and send a unified message to players and parents on the team. This manual provides information to aid Team Managers in a smooth operation of the team

**MANAGERS ARE TEAM SPECIFIC AND NO "AT LARGE" MANAGERS ARE AVAILABLE.**

## Duties

### Record Keeping Checklist

Each manager should have the following items on his or her possession at all times when at the rink

- Team contact list
- Team schedule
- Copy of Player medical forms in case trainer is not available
- Blank injury forms
- Copy of teams official roster
- Copy of travel/tournament permit when out of town (this will be provided as required)

A manager must keep track of amount of every 50/50 draw, there will be a drop box at the canteen for every 50/50 draw. Be sure to clearly mark the amount of cash, which team and date.

### Home Tournament Checklist

Organizing home tournaments: It is the association's responsibility to organize each tournament and supply all material that is required i.e. schedule boards, awards, the tournament convener may ask for assistance from you in the organization stage.

Here is a list of things that will need to be done when hosting your home tournament.

Be sure to get your entire team in board to help out. Hosting a tournament is a big responsibility. Be sure to delegate!

1. Request a travel/tournament permit
2. Work with tournament convener to invite known teams
3. Schedule parent for time keeper and scorekeeper
4. Organize parents to assist with prize table, selling 50/50, or chuck a puck
5. Work with tournament convener if you would like special events such as photographer
6. Home tournaments cost teams \$500.00 to enter
7. Tournament fund-raising events at home tournaments must also be approved prior to the event. Teams will receive all 100% of profits from tournament fund-raising with the exception of one 50/50 draw in which the association will receive 25%.

Tournament fund-raising may include:

- Prize table
- Chuck a puck ( the association has chuck a pucks to lend)
- Raffle tickets
- etc.

**PLEASE NOTE:** It is your responsibility to schedule parent volunteers to run the time clock and scorekeeper as well as run all fund-raising events you choose, until the completion of the tournament. Failure to do so may be a cost to the team for the reimbursement to CCMHA for the cost of scorekeeper and timekeepers.

## **Away Tournaments**

(TYKE AND IPS ARE ONLY ALLOWED TO ENTER 2 TOURNAMENTS)

Remember to have your tournament roster and travel permit with you. The association will write a cheque to hold your spot in a tournament; you must request this cheque immediately once you have decided to enter a tournament. The association will be reimbursed from team funds for all cheques written on your behalf. If a team does not have the banked funds to enter a tournament the association will still write the holding cheque, but the manager is expected to repay the association from collected funds, immediately after the tournament concludes.

Please email [colbornecramahehockey@gmail.com](mailto:colbornecramahehockey@gmail.com) Subject: Tournament cheque

## **Travel/ Tournament Permits**

All tournaments you attend including your home tournament require an OMHA travel permit. Please email the tournament convener [colbornecramahehockey@gmail.com](mailto:colbornecramahehockey@gmail.com) subject: TRAVEL PERMIT REQUEST to request a travel permit a minimum 2 weeks prior to the scheduled tournament. You **MUST** have the permit to participate in any tournament.

## **Financials**

It is the Managers job to keep track of all team financial information.

- All home game 50/50 money must be tracked every game and deposited at the canteen clearly labeled with team name, date and the amount deposited
- Any association fundraising that is done must be overseen by the Team Manager,

the fund raising rep will work with you to keep financials in order for all association fund raising. The profit each team makes on each association fund-raiser must be tracked by both the Team manager and the fund-raising rep.

- Team fund-raising: All moneys made from team fund-raising must be tracked as well.

As a team Manager, you are liable for all monies collected and when a parent asks for information you will need to be able to answer.

**\*PLEASE NOTE:** No Team Manager should have team money on their person for any length of time. It must be handed in to the treasurer and allotted from the association when needed.

CCMHA has a standardized form available for all teams to report their financial. Copies of team financials must be forwarded to the treasurer at the beginning of the season, at the end of December and at the end of the season. Attached you will find a template copy of the financial form. It will also be available on our website.

## **Fundraising**

All team level fund-raising must be approved by the executive Fund-raising Representative prior to engaging in these events. You must send an email request to the association's Gmail: colbornecramahehockey@gmail.com with the subject being Fund-raising Request at least 2 weeks prior to your event.

50/50 draws at all home games. (Please note \$100.00 from your 50/50 draws goes to the association)

\* The association will provide the 50/50 tickets as well as a \$20.00 float for your 50/50 draws; you will be given this prior to your first home game.

**\*PLEASE NOTE:** The association runs fund-raising events throughout the season. It is important to let the parents know that the association may give each team a percentage of profit made from these events, and that their participation benefits the team as well as the association.

## **Volunteer Hours**

As a team manager you need to track your parent volunteer hours.

Each family must provide the association with a \$100 volunteer cheque. These cheques will be returned only at the end of the season if the required volunteering of 10 hours is completed.

Any family not wishing to volunteer or has not completed at least 10 hours will have their cheque cashed.

## Forms

There are a variety of forms that need to be completed by parents and players at the beginning of the season, be sure to have copies of these forms for hand-out and provide a deadline date to have forms returned. This deadline date may be mandated by the executive

## Team Contact List

A team list needs to be developed as early in the season as possible. This list should include: player's name and jersey number, home phone number, parent's names, emails, cell numbers.

- Parents need to have contact information for coaching staff as well.

## Team Communications

It is important to remember that players may have parents living apart in this case, please be sure that both parents receive all information.

- A copy of the team contact information must be emailed to the secretary

## Game and Practice Schedules

The team manager is responsible for keeping the team informed of games and practice schedules along with additional team events throughout the season. The best method of communication is via email or social media site i.e. Facebook that, as a manager you can create. CCMHA's president and secretary must be added to any social media sites.

## Game Procedures

Game sheets will be available for pick up at the canteen. It is the manager's duty to ensure that the game sheets are filled out correctly. Game sheets are an important document that needs to be handled appropriately. The association is given a hefty fine for every game sheet not filled out correctly. Referee will take green and white copy, the yellow is for home team, and pink is visitors copy.

OMHA will be transitioning to electronic game sheets which will be entered on iPads. Training will be provided once this technology is introduced.

## Jersey Distribution and Care

CCMHA's equipment manager will distribute a home and away set of jerseys to the team manager. It is up to the team manager to distribute the jerseys to players. A record of who has what jersey number is required and a copy to be given to the equipment manager.

The manager can arrange a schedule of parents to be responsible for the washing of the team jerseys for volunteer hours. No jersey is to be sent home in hockey bags. Both sets of jerseys should be brought to every game, at least 30 minutes prior to the start of the game. Please

note that team jerseys are not to be worn for practices for best results, wash jerseys as soon as possible before stains can set and are harder to remove. Jerseys should be washed inside out in cold water, this will help them last longer. Do not add bleach or fabric softener to the washer. Do not use hot water; it can cause fading, shrinking and damage. After removing from the washer, turn the jersey right side out. Jerseys should be hung to dry – NOT put in dryers. Do not put jerseys in the garment bag wet; this causes mould and mildew and shortens the life of the jerseys. Absolutely no name bars, crests or permanent “C” or “A” is to be added to the jerseys. You may sew these on the jersey and remove them at the end of the season (Another way for parents to get volunteer hours)

### **Team Meetings**

It is recommended that each team hold at least three parent meetings. Team meetings are a great time at the beginning of the season, in particular, to connect with the parents and agree upon a few details of team management, such as volunteer positions, parents’ position on extra practice ice, team expectations, out of town tournaments, financial commitments, etc. Often coaches have expectations of their team that needs to be relayed in a positive manner. These expectations might include the number of minutes before a game or practice the coach expects them to arrive, attendance at practices, how to advise of non-attendance by players at practices or games, behavior rules and consequences for non-compliance, social activities for the team, team apparel, or dry-land training. The team/parent meeting at the beginning of the season is an excellent place to relay this information to parents, but the team members also need to hear it and sometimes hear it repeated. At the team meeting, team rules may be established with respect to discipline and attendance at practices. The rules should be fair and reasonable, and should not change throughout the year in order to avoid complaints and issues later.



## First Parent Meeting

The Team Manager in consultation of the Head Coach should arrange a parent meeting shortly after the team is formed. This is the first time the parents and coach staff formally meet. An example agenda of the items to be discussed and agreed upon can include the following:

### Introductions

- Coaching Overview: Have the coach provide information on the goals and objectives for the season along with his credentials and philosophy.
- Outline Team Rules:
- Expectations of the players, parents:
- Expected time to arrive prior to games/practices.
- Expected behavior of players.
- Time when no parents are to be in dressing room to allow
- “Coach Talk” before and after games.
- Code of conduct for the players, parents, and coaches.
- Complete required forms
- Player Medical form
- Fair Play – Players, Parents, Coaches forms
- Contact Information form
- Media Release Forms
- This would be a great time to get team contact information and give bench staff contact information.
- Discuss Volunteer Hours:
  - Some ways for parents to get their volunteer hours include but not limited to:
    - Selling 50/50 tickets
    - Organizing Team Fund-raising
    - Washing Jerseys
    - Assisting with Santa Claus Parade
- Team Budget: The team will require funds to operate during the season for numerous items including: tournaments, exhibition games, specialized training, referees, team apparel, team social activities, year-end wrap up party, and year-end gifts. Generally all teams acquire funds for these items through association and team based fund raising. Please be sure to keep in mind that some of our families have applied for Financial Assistance and may not have access to as much funds as other families.
- Fund-raising: What fund-raising events you do, is a decision to be made at the team

level.

**Please remember that all team fundraising activities need to be approved by the executive prior to the activity taking place.**

- Some fund-raising ideas include:
  - 50/50 draws at all home games. (Please note \$100.00 from your 50/50 draws goes to the association)
  - Tournament prize tables
  - Tournament 50/50 draw (Association to receive 25% of one draw)
  - Beer Bottle Drive
  - Raffle tickets for a certain event or item

It is important to let the parents know that the association fund-raisers benefit the teams and that their participation helps the team as well.

- Tournaments: The team needs to decide on the number of tournaments it will attend, and which out of town tournaments. The association is responsible for scheduling home tournaments for each division in the association. However; there is always a possibility that home tournaments get canceled, when there is a lack of teams entering. CCMHA's tournament convener will try to schedule home tournaments when no others local tournaments are scheduled. If your home tournament has to be canceled the association will attempt to reschedule it a later date. All tournament listings are available on the OMHA website at [www.omha.net](http://www.omha.net) .
- Question and Answer Period: The parent meeting should be summarized with a copy given to each parent. This often saves disagreement later in the season and ensures everyone knows what is expected of them.

A large, stylized, white-outlined logo for 'HAWKS' is positioned in the lower half of the page. The letters are bold and blocky, with a slight shadow effect. The logo is partially obscured by a faint, larger watermark of a hawk's head in the background.





# COACH'S ROLE AND DUTIES

## Coach's Role

The Coach is the most important person that the players will come in contact with during the hockey season. The coach is the person the players see regularly; gets feedback from both on and off the ice, looks up to for guidance and leadership. Therefore, it is important that the

coaches understand this role when they are deciding on how to run their team, how to assign positions, how to reward players, how to deal with parental issues, how to deal with player issues, etc. The Coach is also responsible to ensure that the “back-room” work is also done properly. This includes ensuring that proper equipment is used, proper communication happens to ensure players know when and where to be. It also includes modeling appropriate behavior for both players and parents to see, both on and off the ice. Coaches should familiarize themselves with the Fair Play Code for Coaches. By virtue of accepting a coaching volunteer position in CCMHA, you also agree to abide by the Code. Colborne Cramahe Minor Hockey Association will take a zero tolerance approach to the inappropriate conduct of coaches, other team officials, parents and spectators. If it is the coach’s responsibility to ensure all players have all of the required equipment prior to stepping onto the ice. This includes neck guards, mouth guards, helmets, and face masks properly done up, etc. This is required for all ice activities, practices, games, shinny, etc. No player is allowed on the player’s bench area without full proper equipment. Therefore, injured players must either step away from the player’s bench or wear full equipment if they choose to stay on the bench. The most common complaint from parents is fair ice time for all players. Coaches must ensure that all players play the same amount of time throughout the year, with obvious exceptions being players absent from games for any reason, and unacceptable player behaviour.

## **DUTIES**

### **Team Registration and Rosters**

Teams are registered with OMHA and UCHL. Official team rosters will be provided to all managers when they become available. These rosters must be available at all games and practices. A referee has the right to review the roster in case of a player dispute. Team rosters may also be a required document for any tournament you decide to enter.

**ONLY COACHES AND BENCH STAFF ON THE OFFICIAL ROSTER ARE ALLOWED ON THE BENCH AT GAMES UNLESS YOU ARE USING AN AT LARGE COACH OR TRAINER. A MAX OF 5 BENCH STAFF ON THE BENCH AT ANY TIME.**

**IF A COACH OR TRAINER IS UNABLE TO MAKE A GAME OR A PRACTICE, IT IS THEIR DUTY TO FIND A REPLACEMENT. AN “AT LARGE” ROSTER WILL BE PROVIDED TO EACH TEAM. IF FOR SOME REASON YOU ARE UNABLE TO FIND A REPLACEMENT CONTACT THE OMHA/UCHL REP**

### **Affiliation Players**

Under no circumstances are teams allowed to use AP players without the approval of OMHA. Each team requiring AP players will be given a list of approved players by the association. When a coaches requires an AP player he must notify the AP players coach, parent and

OMHA/Uchl Rep. A detailed account of who and when must be kept by the coach and/or manager and a copy must be emailed to the OMHA/Uchl rep by the first of the next month to be forwarded on to OMHA and Uchl. Association incurs a fine if late and CCMHA will be reimbursed through the teams funds.

An AP player must be noted on the game sheet (AP). An AP player can only play a maximum of 7 games (EXCLUDING TOURNAMENTS). A team can only have AP players from a division lower.

## Suspensions

Suspension write ups will see the game sheet travel to the referee's dressing room.

Suspensions need to be reported to the OMHA/Uchl rep immediately so that you are able to determine player eligibility. If a player is serving a suspension it must be indicated on the game sheet

IE. Serving 1/3

## Team Mentorship

CCMHA encourages teams to participate in team to team mentor-ship programs

This mentor-ship must be approved by the Executive head coach. It is a great teaching tool for the players. The younger players look to the older players for guidance and the older players learn valuable mentor-ship training.

Recommended Team Alignment:

Tim bits with Pee Wee

Novice with Bantam

Atom with Midget

Please note that there must be at least a 2 year level difference for any on ice helpers.

## Unused Ice Times

It is the responsibility of the coach or team manager to notify the CCMHA ice schedule of any conflict of ice times once the game schedule is available. Any trade or swapping of ice must be approved by the ice scheduler before it can happen. Any joint practices must also be approved by the ice scheduler before it can be done.

The ice scheduler will work diligently with you in hopes that any loss of ice due to away games be made up on other days.

## Exhibition Games

All exhibition games must be approved through OMHA. Team managers or Coach must contact CCMHA's OMHA/Uchl Rep to gain approval for all exhibition games. Please allow a 2 week time frame for this to be done; you can email OMHA / Uchl Rep at

colbornecramhehockey@gmail.com **Subject: OMHA Exhibition Game request**

This does not apply to Uchl scheduled league games.

**\* Please Note that CCMHA is not able to give permission for exhibition games \***

Teams are responsible for all financial commitment for exhibition games (i.e. ref, ice cost and scorekeepers.)

### **Team Equipment Distribution**

For most teams, two sets of jerseys will be provided home and away (excluding me and tyke). 30 Pucks, 1 first aid kit, and 1 water bottle holder will also be supplied.

Coaches will be required to sign that they received the above mentioned equipment and when the equipment is returned you will be asked to sign off.

CCMHA will provide goalie equipment for Tyke and Novice levels. If any of the equipment requires repair or replacement please contact the equipment manager via email at [colbornecramahehockey@gmail.com](mailto:colbornecramahehockey@gmail.com) Subject: Equipment repair. If supply allows us, CCMHA may be able to assist in outfitting other level of goalies. Please do not hesitate to ask the equipment manager if equipment is available. Parents may be required to leave a \$200.00 post-dated cheque when signing out goalie equipment. Cheque will be returned to the parent when goalie equipment is returned.

### **Returning of Equipment**

When the hockey season is complete all equipment supplied to the team must be returned to the equipment manager in a timely manner, the equipment manager may set a specific date for equipment returns. All equipment must be returned no later than the end of year banquet.

When returning CCMHA equipment please make sure that jerseys have all been washed and completely dried. **DO NOT PUT WET JERSEYS IN THE BAGS, THIS CAUSES MOULD.**

Pucks: We understand that some teams will lose pucks and some teams will gain pucks throughout the season but we do ask that you please return the pucks that you do have left at the end of the season.

First Aid Kits: Please return this kit at the end of the season so we can top up supply for the next season.

When returning equipment please return all equipment at the same time. It is much easier to track this way.

Do not leave any equipment with the arena staff as it may not be passed on to CCMHA and you will be responsible for the reimbursement of equipment.



# TRAINER'S ROLE AND DUTIES

## **Trainers Role:**

As a hockey trainer your primary responsibility is to ensure that the safety is the first priority at all times during all hockey related activities, both on and off the ice.

The following are some responsibilities which you as the trainer should assume.

- Ensure that all members of your team fill in the medical forms
- Implementing an effective risk management program with your team which strives to prevent injuries and accidents

- Taking on a productive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt, erring on the side of caution
- Conduct regular checks of player equipment to ensure proper fit and protective quality. Advising players and parents when new equipment may be required
- Assisting coach with proper conditioning and warm up techniques as effective methods of injury prevention
- Maintaining accurate medical history files on all players and bringing these to all games and practices
- Maintaining a fully stocked First Aid Kit and bringing it with you to all games and practices. If you get low on supplies inform CCMHA's head trainer
- Recognizing life threatening and serious injuries
- Managing minor injuries
- Recognizing injuries which a player needs to leave play and alerting parents to seek medical professionals.
- Keeping return to play files (doctors notes)
- Acting as a trainer for both your team and your opponents team when only one trainer is present
- If you are unable to attend practice or games, find a replacement trainer from within the CCMHA or from the "At Large" list if possible. If not possible contact our OMHA/ UCHL rep so that opponent's team can be notified that their trainer is needed.

### **Medical Information**

Each trainer must collect important medical information relative to each player in case of accident or injury. Medical forms are available on the website. It is strongly suggested to have medical forms filled out for each player and placed in a sealed envelope in case of emergency. These are normally kept by the trainer; made available at all games and practices and must be returned to families at the end of the season. Please be reminded that the completed Medical Forms for each player on your team MUST be shared with your head coach. This information may be imperative to the way that a coach will coach a particular player based on the information in these forms. Please then keep this information confidential and with you at all games and practices, should an injury occur and you need to reference this information. Please also ensure that you always have a copy of the Hockey Canada injury report on hand.

**If an injury requires medical referral and/or hospitalization, complete and submit a Hockey Canada Injury Report to CCMHA'S Head Trainer to be submitted to OMHA.**

This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity. Please review this form before any such injury may occur. If a player has been instructed to abstain from hockey activities per a physician's request, please ensure that the player receives a doctor's note to return to hockey. If you complete an injury report, please ensure that you send a copy to CCMHA's Head Trainer and keep the lines of communication open as to the outcome of the player and his/her

recovery.

**AN INJURY FORM MUST BE COMPLETED IMMEDIATELY!!**

**IF A COACH OR TRAINER IS UNABLE TO MAKE A GAME OR A PRACTICE, IT IS THEIR DUTY TO FIND A REPLACEMENT. AN "AT LARGE" ROSTER WILL BE PROVIDED TO EACH TEAM. IF FOR SOME REASON YOU ARE UNABLE TO FIND A REPLACEMENT CONTACT OMHA/UCHL REP**

