



CHEBUCTO MINOR HOCKEY ASSOCIATION COMPETITIVE COACHING MANUAL

Current as of September 2023

TABLE OF CONTENTS

BEGINNING OF THE YEAR

Parent Meetings	1
Selecting Assistant Coaches	1
Coaches Meeting	1
Conduct Policy	1
Parent & Coach Certifications	2

SCHEDULING AND ICE ALLOCATION

Shared Ice	2
No Show and Return Ice Policy	2
Inclement Weather Policy	3
Double Booking Process	3

COACH CERTIFICATION REQUIREMENTS

Coach Certifications	4
----------------------	---

COACH DEVELOPMENT CLINICS & RESOURCES

Clinics	4
Hockey Nova Scotia Coaching Resources	4

CRIMINAL RECORD CHECKS

DRESSING ROOMS & ARENAS

Coach Supervision	5
Damage to Dressing Rooms	5
Electronic and Recording Devices	5
Co-Ed Dressing Room Policy	6

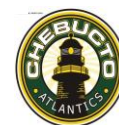
TEAM EQUIPMENT

Team Jerseys	6
Team Name Bars	6
Team Socks	7
Team Pant Shells	7
First Aid Kit	7



INFORMATION MANAGEMENT

Official Team Rosters	7
Player Affiliation/ Call Ups	8
Medical Information	9
Game Sheets	9
CMHA FAIR PLAY POLICY	9
CMHA COACHES CODE OF CONDUCT	11



1. Beginning of the Year

1.1 – PARENT MEETINGS

Parent meetings are essential in the development of formal communication amongst members of the team, between the members and coaches, and they encourage all members to participate.

Parent meetings should be set up shortly after the team has been named; keep in mind for many this may be the first time they are meeting each other. Ideally, you should have a Team Manager in place before this initial meeting, and you should work with them to develop a meeting agenda which should include the following items:

- **Seasonal plans**
- **Parent volunteer expectations and designations**
- **Coaches/ player/ parent conduct and expectations**
- **Conflict resolution process**
- **Safety procedures**
- **Tournaments**
- **Preliminary budget**

This helps to ensure that all parents understand the time and financial commitment up-front before the season begins.

1.2 – Selecting Assistant Coaches

The Coaches Selection Committee should have provided you with a list of people who have identified as willing to help out as Assistant Coaches. As Head Coach, it is your responsibility to fill out the rest of your coaching staff. You are not obligated to take on an assistant coach simply because they have volunteered, but consideration should be given to those who formally applied first. Your overall goal should be to choose those who will provide the most positive experiences for your players.

1.3 – Coaches Meeting

Once you have identified who your assistant coaches are, it is recommended that you hold a meeting for coaches. This will give you an opportunity to share coaching philosophies, discuss the season plan, assign roles, etc.

1.4 – Conduct Policy

All coaches in CMHA agree to be subject to the conduct policy as part of their volunteering in the program. As such, you should review all conduct codes, which are included in the appendix of this document.



1.5 – Parent & Coach Certifications

Hockey Nova Scotia requires that each coach and certain volunteers hold the proper certifications in order to be a part of teams registered with Hockey Nova Scotia. These requirements must be completed by . If a coach or volunteer does not have these requirements by December 1st of the calendar year, then they will be unable to act in that role until such time that these requirements have been met.

2. *Scheduling and Ice Allocation*

Game schedules are set by CMHL, and practice ice is allocated directly to teams by the CMHA Ice Scheduler. The CMHA Ice Scheduler is responsible for allocating ice for many different teams within CMHA. Timelines for delivering practice ice is dependent on many different factor, some of which are out of CMHA control.

Coaches can often get impatient waiting for ice allocations. It is important to understand the process so teams are aware of the factors that are in play and how long these factors can sometimes take.

Coaches can often get upset with the time and location of said games and practices. Again, with many different teams in need of ice, time and location are decided upon based on many different factors, including player age, level, etc., and no team is given more or less consideration.

2.1 – Shared Ice

Teams at the U9 level will receive shared practice times. Coaches should make an effort to work cooperatively to best utilize the ice time, and in some divisions a protocol is established for sharing ice.

2.2 – No Show and Return Ice Policy

If an ice slot allocated by CMHA to a team is not used, is it considered a “No Show”. CMHA pays for all allocated ice time, regardless of whether it is used or not.

Should a team not show for a scheduled practice or game and the ice is not used, said team will be charged. Teams are strongly encouraged to let the Ice Scheduler know ASAP when ice is not being used as the Ice Scheduler will attempt to sell said ice to other teams to avoid teams being charged. Teams are also encouraged to try and trade ice times with other teams, if possible, to avoid losing out on ice.



2.3 – Inclement Weather Policy

Unless the arena facility is closed due to the weather, teams will be expected to pay for the ice. Coaches and Team Managers are encouraged to contact/ check facilities for the most up to date information regarding weather closures. If CMHA receives word that a facility, or facilities, are closing, they will communicate this ASAP to all members. The safety of our players, coaches and their families is the first priority, so if weather and road conditions are truly unsafe, please allow for player's families to decide on whether or not to attend.

2.4 – Double Booking Process

In the event of double booking, remember that facility staff and other user groups should be treated with respect. CMHA will not tolerate any abuse of facility staff and other user groups involved in any dispute arising from a double booking of ice.

The following procedures should be followed by teams in the event that two different users show up to the use the same ice at the same venue:

1. Double Check your team's official ice allocation.
2. Talk to the facility operator to determine who is the renter of the ice (CMHA, private, etc.).
3. If the slot is contracted by CMHA, contact the CMHA Ice Scheduler to inform them of the error and if possible, speak to them immediately for clarification and resolution.
4. In the event that the CMHF Ice Scheduler cannot be reached before a timely decision is made, the facility will apply the following priority list, in this order:
 - i. Elite level games (U15AA, U13AAA)
 - ii. Games involving out of town teams
 - iii. CMHL league games
 - iv. MMHL league games
 - v. CMHL exhibition games
 - vi. MMHL exhibition games
 - vii. Practice. In the event of a double booking, practices can be shared.



3. Coach Certification Requirements

Hockey Nova Scotia requires that each team holds proper certifications to best ensure a positive experience for each athlete. Persons who do hold the proper certification(s) by December 1st of the calendar year will be unable to act in their role until said certification(s) are obtained. If a team official is found to be in violation of these certifications, they will be suspended indefinitely until certification has been approved by HNS.

A list of the certifications required by coaches can be found [here](#).

A couple of reminders:

1. Some certifications expire after a number of years, so be sure to check your current qualifications using your Hockey Canada account.
2. CMHA covers the cost of all **required** coaching clinics. Coaches will pay the fee(s) associated with the clinic(s), submit their receipt(s), and CMHA will reimburse any fee(s).
3. This year, at least one coach **MUST** have CPR(level C), AED, and emergency first aid. Said coach **MUST** be on the bench at all times during games, so to prevent any issues, it is recommended that more than one coach per team have this.

Notes:

- All Bench Staff must be at least 16 years old.
- Trainers are not permitted on the ice for practice other than to tend to an injured player. Teams may list more than one trainer, but only one is permitted on the bench in any game

4. Coach Development Clinics & Resources

4.1 – Clinics

Coaches in Nova Scotia have access to a wide variety of clinics and training opportunities to help develop their skills. The clinics, required or not, are hosted across the province at various locations.

For a complete listing of available coaching clinics, [CLICK HERE](#).

4.2 – Hockey Nova Scotia Coaching Resources

Hockey Nova Scotia has a number of coaching resources on their website. To access these resources, [CLICK HERE](#).



5. Criminal Record Checks

All persons volunteering with CMHA teams are required to submit a current **Criminal Record Check (CRC)** when they are selected for a position. CMHA requires that these be updated on a regular basis, and they **must be completed every 3 years**. If you are not sure if your CRC is still valid, please check your Hockey Canada account or contact our VP Risk Management. All volunteers requiring CRC's must have them completed and submitted by December 1st of the calendar year, or they will be unable to continue in the role until such time that a CRC has been completed and submitted. If a team official is found to be in violation of these certifications, they will be suspended indefinitely until certification has been approved by HNS.

It is the expectation of CMHA that all coaches and volunteers do not have a criminal record. CMHA realizes however, that there are sometimes extenuating circumstances surrounding all situations. If a volunteer's CRC reports there may be files in the system, then CMHA will review this on a case by case basis to determine the person's eligibility to perform their duties, and the volunteer must wait for CMHA to make a decision before stepping into their role.

6. Dressing Rooms & Arenas

6.1 – Coach Supervision

Head coaches and/ or designates must be onsite to supervise teams from arrival to departure. Users should appear not more than 1 hour before the scheduled ice time and will vacate the dressing room within 30 minutes after the ice time is over or as directed by the facility staff. If you request players to arrive earlier, they **MUST** be supervised by adult team staff members **at all times**. This is to minimize dressing room bullying, horseplay, substance use or other inappropriate behavior. **Always use the 2 deep rule. A single adult team staff member should never be in the dressing room with players at any time, especially when they are showering or changing; two adults should always be present together.**

6.2 – Damage to Dressing Rooms

CMHA teams are expected to behave appropriately while at any facility, and to leave dressing rooms tidy. Any damage proven to be caused to dressing rooms or the facility itself by a CMHA member is the responsibility of the team. Should a facility contact CMHA that a dressing room/ facility has been damaged, CMHA will forward any invoices for cleaning and/ or repair directly to the liable team for payment.

6.3 – Electronic & Recording Devices

- Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing of inappropriate images or videos is not permitted.
- Use of electronic devices for the purpose of capturing game film for personal or team use **MUST** comply with the policy of the venue.



6.4 – Co-Ed Dressing Room Policy

NOTE: Hockey Canada has recently released new regulations regarding dressing rooms. We are in the process of identifying what this looks like for CMHA, so please adhere to the following for now.

Female players participating with CMHA at the U9, U11, U13, U15, and U18 levels have the option of requesting a separate change room. If the facility is unable to provide a separate large dressing room for the female player(s) than an alternate room (referee's room, coaches room, etc.) will be provided as determined by the building operator and in consultation with league or team officials, the player and her parents.

At the U13 level and above, the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms
- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
- The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

The Head Coach is responsible for ensuring that this policy is adhered to by all and for ensuring that the lesser represented gender participates fully in all pre and post-game and practice talks.

7. Team Equipment

7.1 – Team Jerseys

Players at the U11 and higher levels will be provided with a set of home and away jerseys at the start of the season. The provided jerseys are an official uniform of CMHA and must be worn for all sanctioned games. No individual designs are allowed. Jerseys are the responsibility of the team. If jerseys are lost and/ or damaged, the team will be charged with a replacement fee for said jersey(s).

7.2 – Name Bars

Name bars for jerseys is optional. If your team decides to use name bars, all costs associated with them is a team expense so remember to include this as part of your team budget. Please ensure that name bars are applied and removed in such a way as to not damage the jerseys.



7.3 – Team Socks

Players at the U11 and higher levels are expected to wear socks that match their jerseys. If you need team socks, you can reach out to our equipment manager, or these socks can be purchased by a team official [HERE](#).

7.4 – Team Pant Shells

Chebucto pant shells are also available for players, but these are **NOT** mandatory. Individual teams can determine whether or not they would like to have players wear these. If needed, you can reach out to our equipment manager and these can be ordered. Wait times are usually 4 to 6 weeks.

7.4 – First Aid Kit

Each team **MUST** have a basic first aid kit on the bench in case of emergency. This kit is not supplied by CMHA, so the cost should be included as part of your team budget.

8. Information Management

The team manager should be the keeper of most team information. As Head Coach, it is still important that you are aware of and keeping track of required information so that you can use that information to make team decisions.

8.1 – Official Team Rosters

Before any team is able to take the ice, an official roster must be filed with HNS and Hockey Canada, including both coaches/ team staff and players. This will be done by the CMHA registrar, and teams can only begin once this has been completed.



8.2 – Player Affiliation/ Call Ups

Players may be affiliated with other teams for the purposes of call ups, as per Hockey Nova Scotia Bylaws and Regulations. The following chart shows the movement of players:

Division	Affiliates to:
U18 AA	U18 A, B, C
U18 A	U18 B, C
U18 B	U18 C
U18 C	As approved by HNSMC
U15 AA	U15 A, B, C
U15 A	U15 B, C
U15 B	U15 C, U13 A, B
U15 C	As approved by HNSMC
U13 AAA	U13 AA, A, B, U11 AA
U13 AA	U13 A, B, U11 A, B
U13 A	U13 B, C, U11 A, B
U13 B	U13 C, U11 A, B
U13 C	As approved by HNSMC
U11 AA	U11 A, B, C
U11 A	U11 B, C
U11 B	U 11 C
U 11 C	As approved by HNSMC

As per HNS guidelines:

- A maximum of 3 affiliates may be used per game.
- At no time can a player skip a division for the purpose of affiliation(ie: U13 players cannot affiliate with U18)
- Affiliation from non-checking to checking teams will require approval from HNSMC and all players **MUST** have taken the approved HNS checking clinic.
- The maximum number of games an affiliate can play is 10, unless approved by regional director. This rule does **NOT** apply to goalies.

In order to ensure that this is done fairly across CMHA, the following steps are to be followed when a player is to be called up. The goal of this is to provide a player with an opportunity to play at a higher level who has demonstrated to their coaching staff that they are deserving of said call up.

- Head coach is to look to the affiliated team immediately below, following HNS guidelines, and then move on to the next team if no players are available.
- Head coach is to reach out to head coach of affiliated team and request a player, be it forward, defence or goalie. Head coach of affiliated team will then decide who has earned the opportunity, and this player's name will be communicated to the higher team. Head coach is encouraged to consult with assistants before making decision.
- At the discretion of the affiliated team, this may result in a player(s) being called up regularly, or a rotation of players being used. As coaches of the affiliate team see their players regularly, they have the most knowledge of who is deserving.
- If there is a direct conflict between the call up game and the affiliated team's regular practice/ game, said player(s) **MUST** attend their regular practice/ game.
- When a player(s) is missing, it is at the discretion of that team's head coach as to whether a call up is needed. While it is recommended, teams are not required to ice a full roster of 9 forwards, 6 defence and 2 goalies for each game.



8.3 – Medical Information

Each player should have a medical information sheet on record when you start the season. It is important for the Coach and/or designated Safety Person to be aware of player medication, conditions, and injuries. Having the medical sheets close at hand can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable.

At the very least, the medical information form should include:

- Player's Health Care Number
- Doctor's name and contact information
- Emergency contact information
- Important medical conditions / allergies

A reminder that the player's health information must be kept confidential. Only required team personnel should have access to the Medical Information sheets.

8.4 – Game Sheets

At the U11, U13, U15, and U18 levels, all game sheets are done electronically using the GrayJay platform. Teams are responsible to ensure that an accurate roster is uploaded prior to each game so that GrayJay can work effectively. This includes ensuring affiliates/ call ups are properly added for the games in which they play.

9. CMHA Fair Play Policy

CMHA believes in the philosophy of fair play, and as such, coaches are expected to adhere to **ALL** of the following expectations:

- All players, on all teams, are given equal ice time, within reason. During games, it is impossible to balance out each shift equally, but coaches will work to ensure that each player is treated fairly and given equal opportunities to play.
- All players, on all teams, will be given equal opportunities to play in different situations, including power plays and penalty killing. Coaches will work to develop all players in these situations equally during practice.
- If communicated to parents before games begin, coaches may ask for discretion during the last 2 minutes of "close" games to enable those players deemed to be playing well to have the opportunity to play in these situations. Coaches should work with all players so that in any given game, any given player could be called upon to play in these situations.
- All players, on all teams, will be given equal opportunities, in practice and in games, with regards to instruction, support and feedback.



If coaches are found to be in violation of these expectations, then the coach's selection committee will meet to investigate, and determine what consequences, if any, are warranted. Consequences may include the following:

- Verbal warning
- Written warning
- Suspension
- Removal from team

Remember, the goal of minor hockey is for all players to have equal opportunities, have fun, learn, and develop their skills as the year progresses, not win above all else.



CMHA Coaches Code of Conduct

1. Coaches will have a level of competence appropriate with their position.
2. Coaches will maintain the highest standards of personal conduct and fully support the principles of fair play at all levels.
3. Coaches understand they are role models for their players and must conduct themselves accordingly.
4. Coaches will treat all players, coaches, officials, volunteers, parents and spectators with respect.
5. Coaches shall refrain from the use of profane, insulting, harassing, and otherwise offensive language.
6. Coaches will not condone, permit, defend, or engage in actions on or off the ice which are not consistent with good sportsmanship.
7. Coaches will communicate with players, coaches, officials, volunteers, parents and spectators honestly, fairly and with respect.
8. Coaches will treat everyone in a fair manner within the context of their activities, regardless of sex, gender, place of origin, color, sexual orientation, religion, political belief or socioeconomic status.
9. Coaches will treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Coaches will actively encourage athletes to uphold the rules of their sport and the spirit of said rules.
10. Coaches will comply with all rules set forth by CMHA, Hockey Nova Scotia, and Hockey Canada and principles of fair play and the spirit of the game.
11. Coaches will ensure that the activities being undertaken are suitable for the age, experience, ability and fitness level of the athletes.
12. Coaches will be reasonable in their demands on the player's time, energy and enthusiasm. Coaches will remember that players have interests and responsibilities other than hockey.
13. In the case of minors, coaches will communicate and co-operate with the athlete's parents or legal guardians, involving them in management discussions pertaining to their child's development.



14. Coaches will not ridicule or berate players for making mistakes or for performing poorly. Coaches will remember that children play to learn and have fun, and must be encouraged to have confidence in themselves.
15. Coaches will respect a player's dignity and will not use, or condone the use of, verbal or physical behaviors that constitute harassment, abuse or bullying.
16. Coaches shall abstain from the use of tobacco products, alcohol and other substances while in the presence of athletes or while at official CMHA events.
17. Coaches will not encourage and will actively discourage the use of alcohol in conjunction with athletic events.
18. At no time are coaches to become involved, intimate or otherwise, with parents or legal guardians of their athletes.
19. Coaches shall never advocate or condone the use of drugs or other banned substances.
20. Coaches will communicate and cooperate with registered medical practitioners in the diagnoses, treatment and management of an athlete's medical problems. Coaches will consider the athlete's future health and well-being as foremost when making decisions regarding an injured athlete's ability to continue training and playing.

