

**Parkland Minor Hockey Association  
Bantam AAA Hockey Program**



**Policies and Procedures**

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May 2018



## **Parkland Rangers Bantam AAA Program**

### **1. Overview**

The Parkland Rangers Male and Female Bantam AAA teams operate under the auspices of Parkland Minor Hockey Association (PMHA). Two separate parent committees shall be established to oversee the operations of the Male and of the Female Bantam AAA hockey teams for the duration of the season.

Working Committees shall be established as required with input and approval from Parent Committee and Team Staff. Working committees may include, but are not limited to:

- team fundraising committee
- home game volunteer coordinator
- laundering jerseys coordinator
- Social media coordinator

### **2. Purpose**

The purpose of the policy and procedure manual is to provide a source of information that can be used by PMHA, coaches, managers, players and parents to guide the operations and conduct of the Parkland Rangers Bantam AAA hockey program.

Any amendments or revisions to the Policy and Procedures, and or subsequent manuals, shall be requested, in writing, to PMHA board of directors.

### **3. Objectives**

The objectives of the Parkland Rangers AAA hockey program are:

- to create an opportunity for development of advanced hockey skills and knowledge for athletes within the Bantam age divisions
- to develop and mentor hockey coaches and allow for coaching opportunities at an elite level

## **Roles and Responsibilities**

### **4. Role and Responsibilities of Players**

Players selected to the Parkland Rangers Male and Female Bantam AAA teams must sign a Player Code of Conduct. All players will be expected to:

- attend, to the best of their ability, all practices, games and any other hockey related functions. In the event that a player is not fulfilling their attendance obligations, the coaching staff shall develop appropriate corrective measure to be discussed with the player prior to implementation.
- be involved in all fundraising activities.
- adhere to established team rules such as dress code, curfew, arrival times for game and practices and on and off ice conduct/behaviour.
- respect teammates, opponents, coaches and officials.
- adhere to all Hockey Manitoba and Hockey Canada policies including social media, cellphone/cameras/video.
- bring any questions, issues or concerns to the team Captain and/or Assistant Captain(s) or to the coaching staff.
- No smoking, no chewing tobacco, no alcohol, no legal or illegal drug use will be tolerated at an AAA function by any player.

## 5. Role and Responsibilities of Parents

Parents of players selected to the Parkland Rangers Male and Female Bantam AAA teams must sign a Parent Code of Conduct. All parents will be expected to:

- participate and volunteer in a fair manner to equally distribute the responsibilities of the team.
- actively participate in all fundraising activities and events.
- ensure timely payment of team fees.
- report any issues, concerns to the parent liaison.
- attend all team parent meetings.

## 6. Role and Responsibilities of Parent Committee

The Parent Committee shall be responsible for the operations of the Parkland Rangers Male and Female Bantam AAA teams for the duration of the season. The committee will meet monthly to review the financial statements and discuss operations. The committee will consist of the following positions:

**Chairperson:** shall preside at all parent committee meetings. S/he shall act as the conduit between the team and PMHA Board of Directors.

**Secretary:** shall record proceedings of all meetings and keep such minutes on record for the parent committee. The secretary, at the direction of the Chairperson, shall send out notices of meetings, meeting minutes and other records to members.

**Treasurer:** develop an annual budget that details all anticipated revenues and expenses for the upcoming season to be presented no later than at the first parent meeting. The budget must be approved by 51% of the parents (one player, one vote). The approved team budget must then be submitted to PMHA. S/he shall keep proper records of all financial transactions and provide monthly financial reports to the Parent Committee. A final financial report must be submitted to PMHA with accompanied bank statement at the conclusion of the season.

**Team Manager:** primary roles of organizing, planning and overseeing the operations of the team. The Team Manager's role is crucial to the successful operation of the team's season. The Team Manager acts as a central source of communication by implementing a strong communication philosophy between themselves, the coach, parents, players and all participants. Both the ability to work well with a variety of people and the ability to maintain a fair and consistent outlook are strong managerial attributes that will help to maintain communication between all members throughout the season.

While the Team Manager's role is one of in-depth involvement – from safety planning to financial planning to reporter to event organizer – this does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation.

**Parent Liaison:** shall act as a liaison between parents and coaches in the event of questions, issues or conflicts. S/he must be available to hear concerns from parents regarding conduct (on and/or off ice) of team staff, then investigate the concern for legitimacy and develop resolution process (i.e. meeting between parent(s) and coach, involvement of PMHA, etc.). S/he will also be responsible to address objectionable conduct by a parent.

Each position of the Parent Committee will be elected by the parents of the players (51% majority – one player, one vote)

## 7. Role and Responsibilities of Team Staff

### i) **Head Coach:**

- assist PMHA with the selection of the Assistant Coach(es) and Manager
- coordinate the tryout session and ensure that the evaluation process is as transparent as possible. Evaluator objectivity, clear and concise lines of communication, effectively run ice sessions, definitive roles and a succinct reflection and feedback mechanism are essential in conducting an effective player evaluation process.
- during the evaluation process, provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions. The head coach is required to provide feedback to all participants on strengths and areas for improvement based on evaluation.
- using the player evaluation, is responsible for selecting players to form a team to maintain balanced and competitive play where the athletes can develop and participate equitably during the season.
- keep, or cause to be kept, a player attendance record to track individual player's attendance at all practices and competitions.
- plan all practices as well as strength and conditioning activities with input from the Assistant Coach(es)
- be involved in planning off-ice activities with the Team Manager
- select a Captain and Assistant Captain(s) after the pre-season exhibition and will fully explain roles and responsibilities with selected players
- be responsible for managing the team during all games and practices
- review and enforce all the player code of conduct
- establish team rules and will oversee the supervision of the players
- meet with the players individually on a regular basis to discuss development and performance.
- delegate coaching and other responsibilities to the Assistant Coach(es)

### ii) **Assistant Coach(es):**

- assist in leading on ice evaluation drill sessions during tryouts. The assistant coach should be prepared to share information on player participation when/if asked by the Head Coach and/or evaluators
- be prepared to provide feedback to the Head Coach on practices, strength and conditioning and game performance if/when asked
- be involved in planning off-ice activities as led by the Team Manager
- provide input to the Head Coach in the selection of a Captain and Assistant Captain(s) after the pre-season exhibition
- be responsible in assisting the Head Coach in managing the team during all games and practices
- review and bring to the attention of the Head Coach any infractions to the Player Code of Conduct and/or Team Rules
- assist the Head Coach in oversee the supervision of the players
- be prepared to provide feedback to the Head Coach on individual player development and performance if/when asked
- will assume the duties of Head Coach if/when required

iii) **Team Manager:**

- attend all Bantam AAA hockey league meetings
- assist in coordinating the try-out camp, including booking ice, arranging officials, securing jerseys, pucks, etc.
- coordinate transportation and accommodations for players and coaches
- coordinate the scheduling and ice allocation for home games and practices in consultation with the head coach
- in emergency and/or time sensitive situations, the team manager may make necessary decisions to later be ratified by the parent committee
- be responsible for player registration with Hockey Manitoba and the AAA Bantam Hockey League
- assemble, maintain and guard player medical information, making information available to emergency responders or medical staff in the event a player requires medical attention. Medical information is to be destroyed or returned to the player's guardian at the conclusion of the season
- schedule all officials and ensure payment is timely
- communicate on a regular basis with parent liaison and parents
- ensure that uniforms, pucks and first aid kit is available at all games
- delegate duties as required to the parent group
- coordinate at minimum, three meetings with parents and team staff. The First meeting is will take place by the first practice after the team has been selected. The second meeting is to take place around Christmas break and the third meeting is to take place at the conclusion of the regular season.

## **Team Staff**

### **8. Composition of Team Staff**

Parkland Rangers Male and Female Bantam AAA Team Staff shall consist of:

- i) one head coach, advertised, recruited and selected by PMHA
- ii) a minimum of one assistant coach, selected by the head coach with approval of PMHA or selected by PMHA
- iii) one team manager, selected by the head coach with approval of PMHA or selected by PMHA

### **9. Coaching Qualifications**

The Parkland Rangers AAA hockey program is committed to selecting and hiring coaches and assistant coaches that are trained, qualified and adhere to, and believe in, the objectives of the program.

Parkland Minor Hockey Association expects all coaches in our program to act in a professional, responsible, sportsmanlike manner at all times.

All coaches and assistant coaches are required to complete the "Respect in Sport" Online Course via Sport Manitoba and are required to submit a Criminal Record Search and Child Abuse Registry Check to Parkland Minor Hockey Association. All coaches are required to obtain the required NCCP Certification levels as determined by Hockey Manitoba and Hockey Canada.

## **Coaching Qualifications - continued**

Parkland Minor Hockey Association is committed to building the qualifications and training of all coaches. Requests to attend courses and certifications to further their expertise will be entertained on an on going basis.

## **Tryouts and Evaluations**

### **10. Team Tryouts**

Parkland Rangers AAA team tryouts take place every year in August and after Labour Day for Bantam dual rostered programs. Registration for the try outs will be available online on the Parkland Minor Hockey Association website. All tryouts and evaluations will be made over a minimum of two on-ice tryouts. Following the evaluation process, the team coach will notify the players who were selected for each team via a personal call or email.

### **11. Player Evaluations**

As per Hockey Canada's player evaluation and selection guide, the objective of player evaluations are as follows.

- To provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-ice evaluations of the current year.
- To provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude.
- To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the association's programs
- To form teams to maintain balanced and competitive play where the athletes can develop and participate equitably and have fun playing hockey during the season.
- To provide feedback in order to develop players.

The Parkland Rangers AAA Hockey program will strive to ensure that the evaluation process is as transparent as possible. Evaluator objectivity, clear and concise lines of communication, effectively run ice sessions, definitive roles and a succinct reflection and feedback mechanism will be included in the process.

Parkland Minor Hockey Association strongly recommends that the Parkland Rangers AAA Hockey Program reference Hockey Canada's *Player Evaluation and Selection* document as a resource that provides a conceptual framework for player evaluations that is supported by a number of practical evaluation tools and resources. The use of this resource may provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the Parkland Rangers hockey program.

## ***Player Evaluations- continued***

To ensure the objectives of the player evaluations (as listed above) are achieved, Parkland Minor Hockey Association shall appoint 2 independent evaluators to be included in the Parkland Rangers AAA hockey program player evaluations.

### **12. Coach Evaluation**

Parkland Minor Hockey Association will conduct an evaluation of the Head Coach and Assistant Coaches with input from the Parent Liaisons and players twice a year. The first evaluation will be conducted after one month of the regular season. The second evaluation will be conducted at the end of the regular season. Thereafter, evaluations will be completed on an as needed basis.

The objective of the Parkland Rangers AAA hockey program is to *provide athletes with the opportunity for advanced levels of skill development and competition in the sport of hockey*. Parkland Rangers coaching staff are instrumental in meeting this objective. Therefore, the coach evaluation process will reinforce or validate what is working well in meeting the objective, and provide truthful and specific feedback on areas for improvement.

## **Team Operations**

### **13. Commitment**

The focus of the Parkland Rangers AAA hockey program is to build excellence in competitive hockey. A higher level of commitment to excellence is expected.

### **14. Playing Time**

The Parkland Rangers AAA hockey program is committed to developing all of its players. Every player shall receive fair playing time. NOTE: FAIR playing time is different than EQUAL playing time. Playing time decisions will be based on the following factors: attendance, attitude, injuries, and team composition and needs. Playing time will be determined at the coach's discretion.

### **15. Attendance at Practices and Competitions**

Attendance at all practices, competitions and other meetings is encouraged, as it is critical to the success of the player's development and the development of the team. The Parkland Rangers AAA hockey program recognizes that players may be involved in a variety of other activities and may have academic commitments that can affect player's attendance. Players shall notify their coach of all conflicts, absences etc. ahead of time so coaches are prepared accordingly for practices and competitions. The higher the level of competition, the higher the expectations with regard to attendance. Unexcused attendance at practices may be considered in decisions regarding playing time.

### **16. Practice Schedules**

It is recommended that all full time Parkland Rangers AAA teams practice 2 times per week for 1-1.5 hours at a time. Detailed team practice and strength & conditioning schedules will be finalized and handed out at the parent meeting. Every effort shall be made to have all team practices, games, tournaments and strength and conditioning schedules posted on the Parkland Minor Hockey Association website.



## **17. Strength & Conditioning**

The Parkland Rangers AAA hockey program strongly believes in training athletes both on and off the ice. As part of the hockey program each player has a small portion of their fee that will go towards Strength and Conditioning staff and facilities. Strength and Conditioning will differ depending on age group in regards to exercises, duration and frequency of the activities.

## **18. Team Meetings**

All Parkland Rangers AAA teams are required to hold a minimum of three team meetings. All parents, the head coach and the team manager are required to attend these meetings.

The First meeting is to take place at, or prior to, the first practice once the team has been selected. The information to be shared at this meeting includes staff and coaching introductions, season outlines, practice schedules, tournament dates, costs for the season and discussion on team apparel.

The second meeting is to take place around Christmas break. The information shared at this meeting is a general update.

The third meeting is to take place at the conclusion of the team's season. The information provided should include a recap of the season, recommendations for the next season and a final financial reports.

## **Financials**

### **19. Team Financials**

All Parkland Rangers AAA Bantam teams must develop an annual budget that details all anticipated revenues and expenses for the upcoming season. The budget must be approved by 51% of the parents (one player, one vote). Once approved, the budget must be provided to PMHA. Monthly financial reports must be provided to the Parent Committee.

A final financial report must be submitted to PMHA with accompanied bank statement at the conclusion of the season. No debt is to be left for the following year's team.

Without the written consent of PMHA, there is to be no "forward selling" of advertising commitment by the current team that limits the next year's team fundraising, without the written consent of PMHA.

### **20. Fee Payment**

Parkland Rangers AAA fees will include Player Fees, Travel Fees and Apparel Fees. Player fees include ice and facility rental, coaching services, strength and conditioning, tournament entry and administration costs. This fee will be determined prior to the inaugural parent meeting. The travel fee includes player hotel expenses and coaches travel and accommodations expenses. The apparel fee includes game jersey and socks and any additional team apparel (i.e. team jacket, shorts and t-shirt, team bag).

In order to practice and compete, all players must be in good standing with the Parkland Rangers AAA hockey program by paying their registration fees by the final due date. Registration fees may be refunded for valid medical reasons. Decisions regarding the refund amount will be made on a case-by-case basis, and will include such factors as length of season played and fixed costs already paid out (i.e., Ice rental, admin costs etc.)

## **21. Uniforms and Apparel**

All Parkland Rangers AAA teams may purchase team apparel at their own personal expense and with the agreement of all players and parents on the team. The team is responsible to pay for and collect the money from your team members. This clothing must be in the Parkland Rangers sanctioned colors. Any use of the Parkland Rangers' logo or name requires permission from the Parkland Minor Hockey Association.

## **Team Conduct**

### **22. Supervision**

A responsible adult, such as the coach, manager, or a parent, must be present on the ice before players are allowed to practice or compete. It is recommended that coaches have another adult present during all practices and competition.

### **23. Out of Town Conduct**

When traveling and attending out of town competition, teams must remember that they are representing Parkland Minor Hockey Association and the Parkland Rangers AAA program. It is expected that all will conduct themselves both on and off the ice in a manner that is consistent with the Parent, Player and Coaches' Code of Conducts.

### **24. Discipline Issues**

Coaches, managers, players and parents are expected to follow the Parkland Rangers AAA Code of Conducts as signed prior to each season. Coaches, managers and players can be suspended from a team for disciplinary reasons. Prior to suspending a player, coach or manager, the situation will be reviewed by the Executive Committee of Parkland Minor Hockey Association (PMHA). During out of town competition, or when the President of PMHA cannot be reached, the head coach has the discretion to temporarily suspend a player for a serious violation of the Player Code of Conduct. The coach will provide a complete written, factual account, of the incident and submit this report to the President of PMHA. The Executive Committee of PMHA will review the incident, in consultation with the coach, to determine any further action. The Executive Committee of PMHA will review parents' actions regarding abusive or otherwise unacceptable behavior directed towards coaches, officials, Parkland Rangers or opposing players, or other spectators. Appropriate action will be taken depending on the severity of the behavior. PMHA reserves the right to deny access of parents to the facility in which competitions and practices occur for inappropriate behavior.

### **25. Complaint Procedure**

Parents should respectfully not complain publicly about the coach, particularly during competition. In the event parents or players have concerns, issues or complaints the Parkland Rangers AAA hockey program Complaint Process goes as follows:

1. Player-----Coach
2. Parent-----Parent Liaison-----Coach
3. Parent-----Executive Committee, PMHA

PMHA reserves the right to exclude the person from the Parkland Rangers AAA hockey program activities prior to resolution of the complaint if there is a concern for safety or potential liability.

## **26. Emergency Procedures**

All Parkland Rangers AAA players are required to fill out the Player Medical Form at the time of registration. It is the team manager's responsibility to make sure these forms are available at all times (practices, games, tournaments) in case of emergencies or injuries.

## **Revisions to the Bantam AAA Policy and Procedures**

Revisions to the Bantam AAA Policy and Procedures are subject to review and approval of Parkland Minor Hockey Association. Request for revisions must be submitted in writing.

### ***Appendix***

Player Code of Conduct

Parent Code of Conduct

Coach Code of Conduct

Head Coach Evaluation (*to be conducted by Parkland Minor Hockey Association*)

Assistant Coach Evaluation (*to be conducted by Parkland Minor Hockey Association*)

Parent Liaisons Evaluations of Team Staff

Player Evaluations of Team Staff



## PLAYERS CODE OF CONDUCT

In order to best represent the Parkland Rangers AAA hockey program, I hereby agree to abide by the following Code of Conduct.

☒ **Check the box to indicate that the statement has been read and agreed to.**

☐ I will show sportsmanship and respect toward all opponents, teammates, spectators, officials, coaches and parents.

☐ I will refrain from any physical action that may endanger the safety and well-being of any person I come into contact with while participating in the Parkland Rangers AAA hockey program.

☐ I will refrain from any verbal action that may diminish the integrity of the program or an individual. I will verbally support all athletes and parents of the Parkland Rangers AAA hockey program, as well as the players and parents from other programs.

☐ I agree to uphold all laws and regulations as dictated by local, Provincial, and Federal governments (i.e. underage drinking, smoking, assault, shoplifting etc.) while under the supervision of the Parkland Rangers AAA hockey program.

☐ I agree to abide by any nutritional guidelines as established by the Parkland Rangers AAA coaches for athletes during tournaments.

☐ I will adhere to any training requirements as established by the coaching staff.

☐ I agree to respect the property of others (teammates, hotels, arenas etc.) and to pay for any losses and/or damages that I am found responsible for.

☐ I agree that whenever leaving the arena, facility or hotel while on the road with the Parkland Rangers AAA hockey program, I will communicate with my coach(es) so they know where I am and who I am with at all times.

☐ I agree to abide by curfew rules set for the athletes for any overnight trips. Curfew rules include quiet, non-talking rooms at the appointed time.

### PLAYER CODE OF CONDUCT (continued)

☐ I understand that on any trip or at any tournament, I am under the direct responsibility and authority of the Parkland Rangers AAA coaching staff and will follow and abide by all reasonable rules and decisions made by these persons.

☐ I, as a player, agree not to be in the possession of or utilize illegal drugs, tobacco and/or alcohol while under the supervision of the Parkland Rangers AAA hockey program. I also agree not to be found in the presence of such substances being used by other youth or I will be found equally at fault. Supervision includes practice, tournaments and overnight trips.

☐ I understand that violation of this code will result in disciplinary action that may include suspension or removal from the program. There will be no financial reimbursement for any violation of this policy that results in dismissal from the program.

\_\_\_\_\_  
Date Athlete Name (printed) \_\_\_\_\_

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date Parent Name (printed) \_\_\_\_\_

\_\_\_\_\_  
Parent Signature



## PARENT CODE OF CONDUCT

The Parkland Rangers AAA hockey program requires that the parent or guardian of any player in the program sign the following parent code of conduct. The reason for this code is preserve the integrity of the athlete, the coaches, the opponents, referees and the program.

☒ **Check the box to indicate that the statement has been read and agreed to.**

☐ I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.

☐ I will learn the rules of the game and policies of the Parkland Rangers AAA hockey program.

☐ I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating civility and positive support for all players, coaches, officials, and spectators at every game, practice or tournament.

☐ I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.

☐ I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

☐ I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, gender or ability.

☐ I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.

☐ I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.

☐ I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the tournament and will take the time if needed, to speak with the coach at an agreed upon time and place.

### PARENT CODE OF CONDUCT (continued)

☐ I will refrain from coaching my child or other players during games and practices unless I am the official coach.

☐ I understand that hockey is a team sport and that the position my child plays is up to the coach's discretion for the betterment of the team.

☐ I understand that playing time will be afforded to all players, but not necessarily in equal proportions. Playing time is the sole decision of the coach and may be influenced by attendance, tardiness, discipline, and ultimately by ability under or in pressure situations.

☐ If I feel that my child's safety is in question, I will contact the President of PMHA with my concerns.

☐ I also agree that if I fail to abide by the above Code of Conduct, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by the official, coach, or President of Parkland Minor Hockey Association
- Parental tournament suspension for one or more tournaments
- Suspension of my child from the team, season or program with no refund

\_\_\_\_\_ Parent Name (printed) \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_ Parent Signature



## COACH 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. You must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. As coaches you must also recognize that you are conduits through which the values and goals of our organization are channeled.

☒ **Check the box to indicate that the statement has been read and agreed to.**

AS COACHES YOU HAVE A RESPONSIBILITY TO:

- ☐ Treat everyone fairly within the context of their activity, regardless of gender, place of origin, race, sexual orientation, religion, political belief or economic status.
- ☐ Direct comments or criticism at the performance rather than the athlete.
- ☐ Consistently display high personal standards and project a favourable image of the sport and of coaching.
- ☐ Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
- ☐ Abstain from the use of alcohol or tobacco products while in the presence of athletes and discourage use by your athletes also.
- ☐ Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of your duties.
- ☐ Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- ☐ Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athletes' ability to continue playing or training.
- ☐ Treat opponents and officials with respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport at all times.
- ☐ Communicate and co-operate with athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.



## COACHES CODE OF CONDUCT (continued)

### AS COACHES YOU MUST:

- ☐ Ensure the safety of the athletes you work with.
- ☐ Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable (definition of harassment is attached).
- ☐ Never advocate or condone the use of drugs or other banned performance enhancing substances.
- ☐ Never provide athletes with alcohol.

I agree to act in a professional, responsible, sportsmanlike manner at all times as outlined in the above COACHES Code of Conduct. I understand that if I violate any of the above guidelines I may be suspended or removed from the program without payment.

\_\_\_\_\_ Coach's Name (printed) \_\_\_\_\_  
Date

\_\_\_\_\_ Coach's Signature

**DEFINITION OF HARASSMENT:** Harassment takes many forms but can generally be defined as behavior including comments and/ or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

Harassment may include:

- written or verbal abuse or threats
- sexually oriented comments
- racial or ethnic slurs unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.
- displaying of sexually explicit, racist or other offensive or derogatory material
- sexual, racial, ethnic or religious graffiti
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation
- leering (suggestive staring), or other obscene or offensive gestures
- condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions
- physical conduct such as touching, kissing, patting, pinching, etc.
- physical assault



## Parkland Rangers AAA - Head Coach Evaluation

Parkland Minor Hockey Association will conduct an evaluation of the Head Coach and Assistant Coaches with input from the Parent Liaisons and players twice a year. The first evaluation will be conducted after one month of the regular season. The second evaluation will be conducted at the end of the regular season. Thereafter, evaluations will be completed on an as needed basis.

**Evaluation Date:** \_\_\_\_\_

**Coach's Name:** \_\_\_\_\_

### **Qualifications:**

- |   |  |
|---|--|
| <input type="checkbox"/> High Performance 1 | <input type="checkbox"/> Development 1   |
| <input type="checkbox"/> RIS Certification  | <input type="checkbox"/> Criminal Record Check: <input type="checkbox"/> Child Abuse Registry Check: |

### **Head Coach Description**

#### *The Head Coach,*

- will assist Parkland Minor Hockey with the selection of the Assistant Coach(es) and Trainer.
- will coordinate the tryout session and ensure that the evaluation process is as transparent as possible. Evaluator objectivity, clear and concise lines of communication, effectively run ice sessions, definitive roles and a succinct reflection and feedback mechanism are essential in conducting an effective player evaluation process.
- during the evaluation process, must provide a fair and impartial assessment of a player's total hockey skills during the skating and scrimmage sessions. The head coach is required to provide feedback to all participants on strengths and areas for improvement based on evaluation.
- using the player evaluation, is responsible for selecting players to form a team to maintain balanced and competitive play where the athletes can develop and participate equitably during the season.
- will keep, or cause to be kept, a player attendance record to track individual player's attendance at all practices and competitions.
- will plan all practices as well as strength and conditioning activities with input from the Assistant Coach(es) (and Trainer if/when applicable).
- will be involved in planning off-ice activities as led by the Parent Liaison.
- with input from the Assistant Coach(es), will select a Captain and Assistant Captain(s) after the pre-season exhibition.
- will be responsible for managing the team during all games and practices.
- will review and enforce all the player code of conduct.
- will establish team rules and will oversee the supervision of the players.
- meet with the players individually on a regular basis to discuss development and performance.
- will delegate coaching and other responsibilities to the Assistant Coach(es).

**1 – Good    2 – Needs Improvement    3 – Unsatisfactory    4 – Not observed**

	Conducts self in a professional and sportsmanlike manner at all times
	Teaches the fundamental skills, and knowledge essential to the sport
	Develops a well-organized practice
	Maintains effective individual and team discipline at practices and in games
	Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitiveness
	Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship
	Supervises, or causes to be supervised, practice area and locker room when athletes are present
	Communicates effectively with athletes and parents
	Establishes and maintains good rapport with athletes, parents and other team staff
	Maintains cooperative relations with the media regarding providing team information, statistics, and interviews
	Supports team as well as individual accomplishments
	Offers positive reinforcement and constructive criticism to athletes
	Learns new strategies and trends through participation in training opportunities

**Parkland Minor Hockey Association:**

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**Coach's Comments:**

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\_\_\_\_\_  
Coach's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
President, PMHA

Date: \_\_\_\_\_

The coach's signature indicates that he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.



## Parkland Rangers AAA – Assistant Coach Evaluation

Parkland Minor Hokey Association will conduct an evaluation of the Head Coach and Assistant Coaches with input from the Parent Liaisons and players twice a year. The first evaluation will be conducted after one month of the regular season. The second evaluation will be conducted at the end of the regular season. Thereafter, evaluations will be completed on an as needed basis.

**Evaluation Date:** \_\_\_\_\_

**Coach's Name:** \_\_\_\_\_

**Qualifications:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> High Performance 1 | <input type="checkbox"/> Development 1          |  |
| <input type="checkbox"/> RIS Certification  | <input type="checkbox"/> Criminal Record Check: | <input type="checkbox"/> Child Abuse Registry Check: |

**Assistant Coach Description**

*The Assistant Coach,*

- will assist in leading on ice evaluation drill sessions during tryouts. The assistant coach should be prepared to share information on player participation when/if asked by the Head Coach.
- will be prepared to provide feedback to the Head Coach on practices, strength and conditioning and game performance if/when asked.
- will be involved in planning off-ice activities as led by the Parent Liaison.
- will provide input to the Head Coach in the selection of a Captain and Assistant Captain(s) after the pre-season exhibition.
- will be responsible in assisting the Head Coach in managing the team during all games and practices.
- will review and bring to the attention of the Head Coach any infractions to the Player Code of Conduct and/or Team Rules.
- will assist the Head Coach in oversee the supervision of the players.
- will be prepared to provide feedback to the Head Coach on individual player development and performance if/when asked.
- will assume the duties of Head Coach if/when required.

**1 – Good    2 – Needs Improvement    3 – Unsatisfactory    4 – Not observed**

	Conducts self in a professional and sportsmanlike manner at all times
	Demonstrates enthusiasm for working with athletes
	Cooperates with head coach regarding team philosophies, guidelines, and player expectations.
	Keeps commitments and is punctual
	Cooperates with the athletic trainer in regards to athletes' physical well-being
	Maintains effective individual and team discipline at practice and in games
	Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitiveness
	Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship
	Supervises practice area and locker room when athletes are present
	Communicates effectively with athletes and parents
	Establishes and maintains good rapport with athletes, parents and other team staff
	Supports team as well as individual accomplishments
	Offers positive reinforcement and constructive criticism to athletes
	Learns new strategies and trends in the sport through participation in training opportunities

**Parkland Minor Hockey Association:**

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**Assistant Coach's Comments:**

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\_\_\_\_\_  
Assistant Coach's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
President, PMHA

Date: \_\_\_\_\_

The coach's signature indicates that he/she has read this evaluation. The coach has twenty days to respond to any portion of this evaluation to which he/she does not agree.



## Parkland Rangers AAA – Parent Liaisons' Evaluation

Parkland Minor Hokey Association will conduct an evaluation of the Head Coach and Assistant Coaches with input from the Parent Liaisons and players twice a year. The first evaluation will be conducted after one month of the regular season. The second evaluation will be conducted at the end of the regular season. Thereafter, evaluations will be completed on an as needed basis.

Evaluation Date: \_\_\_\_\_

1 – Good    2 – Needs Improvement    3 – Unsatisfactory    4 – Not observed

	Team Staff conducted themselves in a professional and sportsmanlike manner at all times
	Individual and team discipline was effectively maintained at practices and in games
	Positive reinforcement and constructive criticism was provided to players
	Team communication was timely and effective
	Team staff assisted in overall development of the player

Would you recommend the Parkland Rangers AAA program to others?

☐ YES    ☐ No (If responding no, please share why)

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Additional Comments:

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\_\_\_\_\_  
Parent Liaisons Signature

Date: \_\_\_\_\_



## Parkland Rangers AAA – Players' Evaluation

Parkland Minor Hokey Association will conduct an evaluation of the Head Coach and Assistant Coaches with input from the Parent Liaisons and players twice a year. The first evaluation will be conducted after one month of the regular season. The second evaluation will be conducted at the end of the regular season. Thereafter, evaluations will be completed on an as needed basis.

**Evaluation Date:** \_\_\_\_\_

**Coach Being Evaluated:** \_\_\_\_\_

**1= Strongly  
Agree**

**2= Agree**

**3= Neutral**

**4= Disagree**

**5= Strongly  
Disagree**

	The coach provides a safe and respectful learning environment.
	The coach demonstrates good sportsmanship towards opponents, coaches and officials.
	The coach demonstrates ability to maintain discipline.
	The coach provides encouragement, praises efforts and builds player confidence.
	The coach communicates effectively with players example: provides feedback during practices and in competition regarding development and performance.
	The coach is organized and runs productive practices with effective drills.
	The coach demonstrates a thorough knowledge of the game.
	The coach rewards effort, not just results.
	The coach helps players bounce back from mistakes.
	I would play for this coach again.

**Would you recommend the Parkland Rangers AAA program to others?**

☐ YES

☐ No (If responding no, please share why)

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**Additional Comments:**

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\_\_\_\_\_  
Player's Signature

Date: \_\_\_\_\_

May 2018

