

# **Glenwood Springs Youth Hockey Association Coaches Handbook**

**2011-2012 coaches orientation meeting  
09.22.11**

*"It's a great day for hockey!"*

**Bob Johnson**

# GSYHA Philosophy Statement

GSYHA will provide an opportunity for youth in the Roaring Fork Valley area to participate in a recreational and competitive hockey program. This program will promote sportsmanship and team play, and will work to build self-esteem and character. GSYHA will field a team in each age division at which it can be competitive.

*“The biggest thing we get out of it is seeing the kids smile. And hopefully we will also see that the lessons we're teaching - not only the fundamentals of hockey, but also the life values - are sinking in.”*

**Bobby Orr**

## Coaching Code of Conduct Statement

GSYHA coaches are volunteers who are not compensated for their time and effort. They are nevertheless expected to remember that they are entrusted with the minds and hearts of children and young adults who want to learn to play hockey and have fun. The game they are coaching is for the players, the kids, and not for them or for the parents or spectators. With this in mind GSYHA requires its coaches to adhere to the GSYHA Coach's Code of Conduct and all USA Hockey codes of conduct and instructions.

## GSYHA Coach's Code of Conduct

All coaches within GSYHA will embrace all rules and regulations within USA Hockey, CAHA, and the CDYHL. Coaches will be responsible for keeping up with rule changes, policy changes and USA Hockey regulations in order to communicate these to their players.

- All coaches will uniformly impose proper action to players as established in the USA Hockey rules.
- Notify GSYHA Director of Hockey, team managers of any actions or suspension, or incidents within their level of responsibility.
- Never show favoritism or prejudice. Give each player an adequate amount of your attention rather than an exclusive few.
- Never be vulgar or use profanity. Keep control of your emotions. The team reacts and learns from a coach's behavior. Never "put down" a player, a position, another coach, or an opposing team. Teach respect for the opposition. Avoid yelling, hollering and screaming.
- Insist on good sportsmanship and team unity.
- Better players have the capacity to learn faster. Use them to help the others improve their skills.
- When problems arise, take them to the team managers and Directors. Do not discuss a team related difficulty with anyone except thus directly involved. Never argue or fight. Keep Cool.
- The scheduling committee is in charge of game arrangements and cancellations. Work through these committees.
- All coaches will refrain from using liquor, beer, tobacco or narcotics in any player atmosphere.
- The team manager and Director of Hockey, not the coaches, should handle parental problems, setting the stage for formal meetings with coaches only at the coach's agreement.
- Coaches, or a team manager, must be present to supervise, while the players are dressing in the locker room. One of the team managers, assistant coaches or coach must be present at the preset time that the players are required to dress. Coaches are responsible for control and discipline of players, and will go over schedules and game plans before going on the ice and following game play.

- The head coach from each level will be required to submit a list of rules for their team to the Director of Hockey prior to the first practice. The rules are to be within the coaching guidelines and are with BoD approval. Each player will receive a copy at the first practice. All coaches must conduct player and parent meetings at the start of the season and inform all parents and players the policies and rules for their individual level of play for the season ahead. It will be the responsibility of every coach to ensure parents are aware of all policies. If they miss the meeting, this must be conducted one on one, from the coach and team manager to the parent.
- Coaches must be at all games and practices or arrange for a proper substitute, that holds the appropriate coaching certification.
- Coaches cannot use any tobacco, beverages containing alcohol, marijuana or any substance defined by law as a drug in the locker room or on the bench.
- Only registered coaches of participating teams are allowed on the participant's bench during the game. Coaches must enforce this rule. The maximum number of managers/coaches allowed on the bench is three.
- Only rostered team members and coaches or assistant coaches or helpers whom hold USA Hockey Certification of the appropriate level will be allowed on the ice during games, scrimmages and practices unless other arrangements have been made with the Director of Hockey.
- Coaches will show good sportsmanship at all times.
- Coaches main objectives will be to teach hockey and follow the guidelines within the GSYHA Coaching handbook.
- Coaches will use discretion to keep practices and games in good proportion.
- GSYHA promotes equal playing time for all participants. As levels progress, playing time may be earned according to ability, attendance and enthusiasm.
- Coaches are encouraged to develop several power play and penalty kill lines not limiting to one line of either.
- Coaches are to follow the same conflict resolution policy as parents and players within GSYHA for resolving player, parent and other issues, as well as immediately informing the Director of Hockey.

## **CONSEQUENCES FOR COACHES**

- 1. Verbal warning
- 2. Written warning
- 3. Game suspensions
- 4. Removal from coaching and/or the Association and reported to USA Hockey coaching board

*“TO ME, HOCKEY WAS TREMENDOUS FUN. THAT’S WHAT KEPT ME  
GOING FOR SO LONG. I SIMPLY LOVE TO PLAY HOCKEY.”*

## **G.S.Y.H.A. Coaches Role**

GSYHA recruits and develops volunteer coaches whose role is to help players get the most out of their participation in ice hockey. Coaches will set a positive role model and example for the players. Coaches are encouraged to participate in training programs designed for coaches, including the required Coaching Education Program (C.E.P.) clinics offered by USA Hockey. Attending coaching meetings and ongoing coaching education is encouraged at all levels.

Each team will normally be assigned a single head coach and at least one assistant coach. While each coach may share equally in the duties required to run the team, the final responsibility for the team belongs to the head coach and these responsibilities must be met via the assistant coaches and team managers. Coaches are to ensure that all GSYHA and USA Hockey standards are adhered to by themselves, assistant coaches, team managers and their players.

Coaches should develop relationships with all players and not show favoritism to specific players so that they can teach, lead, protect and care for them. Coaches must also develop relationships with parents in order to provide a fruitful and enjoyable experience for everyone. Coaches and parents should develop a working relationship that will help the player achieve his or her maximum benefit from playing ice hockey.

The on-ice conduct of a hockey team is frequently a reflection of the coach's attitude toward the game. Excessively penalized play, unnecessary roughness, verbal abuse of officials and opponents and toleration of profanity will be considered a product of the coach's approach to the game. Coaches will share responsibility with the parents and players for players' actions during games and practices and while in any ice facility. Travel coaches also share responsibility with parents and players for the conduct of their players when they travel for GSYHA competition.

Good coaches are good communicators. The coach must make sure that all players and parents are aware of the practice/game schedule. The coach should be able to clearly communicate practice and game objectives to players. Coaches will listen to concerns expressed by players and parents in order to maximize the hockey experience for all involved whenever possible.

## **GSYHA 24 hour “cooling off” policy**

Coaches should not discuss any game or practice incidents that have just occurred with a parent(s) and has provoked an adverse emotional response or created a hostile situation until 24 hours have past. Parent(s) are not to approach a coach to discuss any incidents immediately. If after 24 hours, the parent(s) still have adverse feelings, they can schedule a formal meeting through the team manager with the coach(es).

## **Coaches Reimbursement Policy**

Coaches within GSYHA will follow the guidelines for eligible and designated reimbursement of expenses as outlined below. All expenses that are eligible for reimbursement are for away games and one designated tournament a year, other expenses must be approved by the board prior to a coach submitting for reimbursement from the association. One head coach and one assistant coach per team are eligible for reimbursement.

Coaches without players in the program are eligible for full reimbursement of expenses as detailed within the reimbursement policy for the association.

Coaches with players in the program at the level they are coaching will only be eligible for 50% of their expenses for reimbursement. Assistant coaches with players in the program will only be eligible for 50% reimbursement of expenses for reimbursement, such as meals and hotel room, this will include 50% of the \$35/day meal policy.

We encourage that coaches seek the less expensive manner in travel, hotel and meals when traveling with their level of play. Examples of this will be, yet not limited to: Coaches and assistant coaches travel together in the same vehicle or travel with a parent, Coaches of the same sex share hotel room to limit hotel expenses, look for hotels which provide a free breakfast with the cost of the room. Coaches should not share hotel rooms with players or parents due to the possible conflicts surrounding allegations or favoritism with players of parents.

All expenses must be submitted within a 7 day window following travel to the Director of Hockey or the Treasurer. All expenses must be detailed and supported by detailed receipts of meals and or expenses, and be placed on a GSYHA expense form available on the GSYHA website.

Alcoholic beverages are not reimbursable within GSYHA, and if these are on detailed receipts they must be subtracted out of the total of meal reimbursements.

Coaches are limited to \$35 per day for meal reimbursement. All meals must have detailed receipts for reimbursement. Any meal expenses without listed detail items will not be reimbursed.

Mileage to and from practices is not reimbursable by the association.

Mileage to and from away games and one approved tournament annually is reimbursed at the current GSYHA mileage rates, \$.25/mile. Coaches are to submit mileage to GSYHA through the Director of Hockey or the Treasurer on an expense report for approval. Additional tournaments and scrimmages will not be reimbursed, and the parents of the team should be responsible to assist coaches for additional expenses surrounding additional travel outside of the scheduled seasonal games and seasonal tournament.

Rooms will be reserved for up to 2 coaches per team on out-of-town trips. The Director of Hockey will negotiate exceptions. Hotel accommodations are reimbursable in full for coaches without players in program which they are coaching.

## **Coaching Education Program (CEP)**

USA Hockey requires all coaches be certified at the proper level to participate within GSYHA and/or affiliates. It must be clearly understood that coaching education requirements are monitored by the Director of GSYHA and enforced. All coaches (head and assistant) must have their USA Hockey Coaching Education Program card by December 31 of the calendar year of the season they are coaching. Coaches without fulfillment of this will result in removal from their duties as coach.

**Many changes have been made this year to the coaching education program.** Details can be found on USA Hockey's website. The Director of Hockey is also available if you have any questions or concerns regarding your CEP status.

### ***A few of the changes to be noted:***

*Certifications will only last two years instead of three years as they did previously.*

*Level 3 certifications will only be renewable two times, as opposed to unlimited times previously. Level 4 will then need to be taken.*

*Coaches can only certify for one level per season.*

*Age specific modules will be required to be taken each season for the level coached.*

## **CAHA/USA Hockey Background Check**

CAHA has implemented an on-line background screening program in partnership with Axiom Information Security Services (Axiom) and USA Hockey. In accordance with CAHA Bylaws and Policies and Procedures all coaches (head and assistants), managers, referees, board members, billet families, and other individuals who have routine access to children must consent to be screened through Axiom.

## **Concussion training (new for 2011/2012)**

Governor Hickenlooper signed the Jake Snakenberg Youth Concussion Act effective 03.29.11. CAHA is now mandating ALL coaches complete an online concussion training seminar. The link is both on GSYHA's website and the web links page provided.

## **GSYHA coaching checklist**

- USA Hockey registration
- GSYHA registration
- CEP certification
- Age appropriate module
- CAHA registration
- Concussion training

*“All I can say to the young players is, enjoy every moment of it. Just enjoy every moment of it. Your career goes by very quickly.”*

In closing, we would like to thank each and every one of you for your time and commitment this upcoming season. Without you, this organization would not, and could not survive. Please remember, our door is always open for you. If you have any concerns, suggestions, or just want to talk about something, please feel free to contact us.

T.K. Kwiatkowski  
GSYHA Director of Hockey

**Web links:**

USAH & GSYHA registration (please complete the GSYHA section):

<http://www.grizzlyhockey.com/registration.html>

Coaching certification clinics (CEP):

<http://www.usahockey.com/viewallclinics.aspx>

Age specific modules:

[http://www.usahockey.com//Template\\_Usahockey.aspx?NAV=CO\\_02\\_05&ID=306262](http://www.usahockey.com//Template_Usahockey.aspx?NAV=CO_02_05&ID=306262)

CAHA registration/background check:

<https://www.rockymountainregister.com/enroll/caha-mc/login.asp?programid=2>

Concussion training:

<http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>

*“The only way a kid is going to practice is if it's total fun for him...  
and it was for me.”*

Wayne Gretzky