



Port Perry Minor Hockey Corporation

P.O. Box 61, Port Perry, Ontario L9L 1A2
Phone: 905-985-4636 Fax: 905-985-0322
communications@portperrypredators.on.ca
www.portperrypredators.on.ca

Providing the opportunity for youth 4 – 19 years of age to play Canada's national sport.

MEMBER OF THE ONTARIO MINOR HOCKEY ASSOCIATION

Port Perry Minor Hockey

“COACHING POLICY”

Rules & Regulations

Created: May 27, 2007 – Draft Version
Revised: March 2010

Coaching Applications

1. Convenors should distribute a reminder for current coaches to pass to parents as a reminder that applications are being accepted for the upcoming season.
2. All coaching positions will be advertised through local media and on PPMH website in February and March proceeding the hockey season. Application forms will be available at the arena, and from any PPMH executive member, or downloaded from the PPMH website. Applications will be accepted until last Friday in March. (With specific exceptions applications may be accepted until March 31st.)
 2. Applicants will be required to fill out all necessary forms, as well as be willing to complete a C.P.I.C. Procedure as follows for submission. The completed coaching application is to be submitted to members of the PPMH Coach Selection Committee. Upon successfully obtaining a coaching position with the Association, the C.P.I.C. will be done by a nominated police liaison. It will be evaluated and if the applicant passes the C.P.I.C. criteria, they then will be accepted by PPMH for coaching in the upcoming season. If the applicant does not pass, he will be flagged by the police liaison and the V.P. of Operations or his designate will be informed accordingly and the criteria will be enforced.
3. Coaching Selection Timelines (dates may vary a day or so each season):

February 15	Applications will be available.
March 15	Applications close.
April 8	Candidates are short-listed as per coaching eligibility guidelines.
April 9	Interviews if required commence.
April 15	Coaching committee selections made and presented to the PPMH Executive for information and documentation in PPMH minutes.
4. Before the selection process begins, any Executive Member, with a child in an age group and /or applying to coach an age group must abstain from the interview and selection process for that team. As per "Conflict of Interest" guidelines and shall have no vote for said age group(s).

Coaches that receive an interview will be advised on their successful or unsuccessful attainment of an age group, immediately following the PPMH Board approval meeting. The V.P. of Operations will advise this by telephone.

Coaching Eligibility

1. Helpful, but not necessary, applicant has held a head coaching position on a previous team or equivalent relative hockey experience.
2. NCCP Coaching Certificate as appropriate per Coaching Stream by OMHA by September 15th of that year. If after September 15th, the successful candidate has not completed the NCCP coaching course, the coach must show proof of enrolment and completion of the course to the V.P. of Operations.
3. Acceptable C.P.I.C.
4. This eligibility criteria will apply to assistant coaches as well as head coaches.

C.P.I.C. Criteria

1. A Canadian Police Information Computer check must be done by all applicants, each and every 4 years. The C.P.I.C. information is compiled by the R.C.M.P., however and agreement with the O.P.P. and local police departments allows access to the C.P.I.C. information at any police station. THE APPLICANT MUST REQUEST A COPY OF THEIR CRIMINAL RECORD AND DISPOSITIONS (SENTENCES) AND A COPY OF ANY OUTSTANDING CHARGES. An interview will not be granted if a coach does not meet the O.H.F.'s or PPMH's C.P.I.C. criteria.
2. PPMH's criteria is:
 - Any violent crime to be assessed on a case by case basis by the police liaison - minimum 7 years free.
 - Any sexual related crimes - no tolerance.
 - Any child related offense - no tolerance.
 - Drug or possession trafficking - last 7 years.
 - Any impaired driving - last 2 years.
 - Anything that the Evaluation Committee deems inappropriate.

If applicant is flagged by the police liaison, it will be brought to the attention of the Evaluation Committee by the police liaison for discussion and approval, before the interview commences or is denied.

Coach Selection

1. All applicants that pass the C.P.I.C. criteria and the coaching eligibility requirements will be given an interview. The Committee will act in the best interests of the association and will recommend the most desirable candidate from the available applicants.
2. The Coach Selection Committee will be comprised of 5 individuals with varying hockey experience, these 5 people will be chosen by the Executive Board at the mid February Board meeting. One of the 5 chosen will chair the Committee and report the successful applicants to the Board for approval. A specific coach's approval meeting should be set up for the Board to approve each applicant.
3. VP of Operations will host a coaches meeting to outline player selection criteria /AP as well as go over the coaches manual and what to expect for the upcoming season.

Coach's Tenure

1. Each head coach position is for a period of one hockey season.
2. After completing the first or the second season, the head coach may at his discretion apply to coach the same birth year(s) (i.e. 1991 with 1992) for a third term. If the coach has proved to be a positive asset to the organization, he will be given a preferred selection for the upcoming season. If there are other more qualified candidates that are deemed to be more desirable, have considerably more experience, and possess greater coaching skills, the Committee will select the most desirable candidate for the position.
3. A head coach may coach a maximum of three years with any birth year, if said coach is a parent to any of the players on the teams being selected. (Not applicable to non-parent coaches)
In the event a head coach elects to apply for a third term, it may be in the power of the coaching selection committee to require this applicant, if selected, to participate in further education of his coaching ability to ensure that his team will progress in this third term. Examples of education would be coaching courses, seminars, etc. The candidate would be required to provide proof of completion to the V.P. of Operations.
Under NO circumstances may a head coach be involved with a birth year for more than three consecutive years. A two year lapse in birth year is mandatory after completion of a two or three year tenure. A coach may apply for another birth year after completion of their two or three year tenure.

Coaches Responsibilities

1. To "scout" PPMH for eligible players in his/her division and to encourage all eligible players to try out for the #1 team in that division.
2. To run try-outs as per PPMH policy (spring or fall).
3. To prepare a list by name and number of the players that the coach wishes to carry as per PPMH policy.
4. To inform the team manager and all players of scheduled games, practices and of any other changes in the teams schedule.
5. To attend all scheduled games: Any PPMH Coach who is absent from two or more, scheduled games or practices without justification may be dismissed.
6. To select a coaching staff consisting of Assistant Coach(s), Manager and Trainer who must meet with O.H.F.'s and PPMH's C.P.I.C. guidelines when being considered for approval by the V.P. of Operations. Coaching staff C.P.I.C. application (receipt) must be submitted to the police liaison in a sealed envelope, (if not already on file with PPMH), prior to the Team's Coaching staff being approved by the PPMH Board.
7. Open door policy for parents to talk to coach or coaching staff.

PPMH Season

1. PPMH is an O.M.H.A. sanctioned association. **It is not a summer hockey association.**
2. PPMH's seasons run from the first Monday after the last OHF championship weekend of the current year has completed, to the end of scheduled tryouts of the same current year, and begins again on August 17th of same current year to April 1st of subsequent year.
3. There are to be **NO** PPMH summer hockey teams. If it is found that a coach is implying or obligating players to participate in summer hockey, the coach will be replaced for the upcoming season.

Team Composition

Teams must consist of the following number of players:

1. Tyke, Novice - minimum 14 players (13 skaters, 1 goalie)

2. Atom, Peewee - minimum 15 players (13 skaters, 2 goalies)
3. Bantam, Minor Midget, and Major Midget **must** consist of a minimum of 16 players, encompassing nine forwards, five defensemen and two goalies.
4. It is strongly recommended that coaches in Peewee and above sign additional players.
5. Please note all teams have a maximum of 19 player's cards with the exception of Major Midgets who are allowed a maximum of 20 players.

Any exceptions to these minimum standards must be sent into the V.P. of Operations, comprised of a written evaluation outlining the rationale of the head coach not being able to meet these requirements. The V.P. of Operations will present this evaluation to the PPMH Board, and they will approve, or disapprove of the request.

6. All select team roster 15 skaters and 2 goalies as part of the development program (unless numbers restrict this).

A/P- each team shall assign a maximum of 3 AP players per team for development and the head coach will abide to the PPHMA Constitution when calling up for games or practices.

Due to sickness, injury, suspensions or other uncontrollable circumstances, any team has the authority to draw any temporary replacements required from its affiliated (as per OMHA definition) team upon the approval of the player, the parent/guardian, and the affected tam's coaching staff.

Player Eligibility

1. To try out, a player must have been registered in PPMH the previous season, or newly registered for the upcoming season, or will not be allowed on the ice.
2. Players without any other forms/documentation (as required) will not be allowed on the ice.

Play Up Policy

1. OMHA policy states "a player shall be eligible to try-out for and, if qualified by ability, may register and play in the next higher division of his Home Center, OMHA centers cannot prevent underage players from attending tryouts in the higher division" (as per OMHA Reg 3.6a)
2. PPMH may establish criteria that players would be required to meet in order to play on a higher division team. (as per OMHA Reg. 3.6b)
3. For Additional Entry (AE) teams, PPMH can restrict players from playing in a higher division (as per OMHA Reg. 3.6c)

Under no circumstances may the player or parent make a travesty of this procedure in an effort to allow approval to try out for a higher age group.

In an effort to expose Minor Midget age players to higher levels of competition, the Major Midget team will have the option of signing Minor Midget players, as per OMHA rule 3.6, to the Major Midget final roster. The decision to sign these players will be at the discretion of the Major Midget coach. (This process for Minor Midget age players will not require the above criteria or PPMH Board approval)

Release Procedure

1. Tyke to Peewee
Phase 1:

After a minimum of two try-outs, players are to be invited into a private area, away from other players and given a sealed envelope which will contain an invitation to return or a letter thanking them for trying out. It will be encouraged by the coaching staff to open these envelopes in private.

Phase 2:

This phase is designed to allow the player to interact and be interviewed by the coaching staff after the third try-out. The players will be asked to come individually to a private area at the arena for an interview with the head coach and at least one other coaching staff member, if the player is to be released, he will be given a player evaluation and information on what is the next team he can report too. Players that are to return will be given the appropriate information.

Phase 3:

This is the final phase in the procedure. The player and the parent will be invited to come to a private area at the arena with the head coach and at least one other coaching staff member where they will be offered a "**Letter of Intent**", or if the player is to be released, he will be given a player evaluation and information on what the next team he can report too.

2. Bantam to Juvenile

a. The coaches in these age groups may at their option use Phase 1, or, elect to place all of the returning players on a sheet of paper and place it on the wall in the arena, to bypass the envelope procedure. This will apply for after a minimum of two try-outs.

b. The coaches in these age groups will use Phase 3 after the third and fourth try-outs have been completed. There will be an option if parent wishes to be invited.

Signing Policy

1. Once a player is signed he/she cannot be released unless they fall into specific criteria. A signed player may be replaced for the following reasons:
 - Long term injury.
 - Player no longer wishes to play "A or AE" hockey.
 - Player cannot manage the financial commitment after signing card.
 - Parent concerns
 - Long term chronic player problems.
2. Any player replacement must be submitted in writing to the V.P. of Operations, and brought forth to the PPMH Executive. Understanding that the circumstances may vary at the Midget and Juvenile age level, the Midget and Juvenile coach will be required to be in close contact with the V.P. of Operations regarding signing and releasing of players.
3. NOTE: If a player is experimenting financial difficulty, please bring this to the attention of the V.P. of Operations immediately and help may be arranged for the player.

Spring Try-Outs and Letters of Intent

1. A coach may begin the process of selection of his team after a minimum of 2 try-outs. .
2. Before May 15th, the coach must offer a position (Letter of Intent) to his/her players, and these players must sign their Letter of Intent no later than May 15th.
3. The coach "MUST OFFER" Letter of Intent to a minimum of the following at spring try-outs.

Novice	13 players (12 Skaters, 1 Goalie)
Atom	13 players (12 Skaters, 1 Goalie)
Peewee	13 players (12 Skaters, 1 Goalie)
Bantam	13 players (11 Skaters, 2 Goalie)

All AE and Select teams must sign 15 players and 2 goalies as numbers permit (Minor Midget and Midget try-outs will be held in the fall)
4. Both A and AE teams must be picked and "**Letters of Intent**" must be signed by May 15th. Assuming all tryouts will be conducted in the spring.
5. In the incidence of the Midget teams, they must have their roster complete by September 13th.
6. If for any reason the teams cannot sign their minimum players at spring try-outs, the Evaluation Committee will choose remaining roster spots by May 15th. All teams will be required to sign their minimums or have a player chosen for him/her; else the coach will be terminated immediately.
7. For Minor Midget and Major Midget, line 5 above applies but will take place during fall try-outs in August and/or September.

OMHA / PPMH Player Roster

1. **Approved and Signed** O.M.H.A. "**Letter of Intent**" must be in the possession of the team manager at all times.
2. As well as having the "**Letter of Intent**", each manager will be given an O.M.H.A. roster sheet which will be accepted for proof of eligibility at all tournaments, and required for Playdowns.
3. Upon receiving a signed "**Letter of Intent**", it is requested that the roster sheet no longer be used **but must be kept in Managers possession.**

Affiliate Player Procedure

1. PPMH teams may affiliate any players from the PPMH team directly below said team, (e.g. **Atom** can A.P. players from **Atom AE or Novice**, **Minor Midget** can A.P. players from **Bantam Rep or Midget House League**, **AE teams** will A.P. players from the respective **House League or Rostered Select**).
2. If a player is to be A.P.'d, the PPMH coach will contact the parents of the child and ask if there is interest. If the response is positive, the parents will be given an Affiliate Player form to be signed and filled out completely. Upon receiving this, the Association will then A.P. that player to that PPMH team.

3. If during the season, the team needs the affiliate player, the PPMH coach will contact the player to enquire about availability. It is also mandatory that the Head Coach of the team said player is being AP'd from be notified. This will alleviate any possible strain in relations with all members in the organization.

4. During **all** O.M.H.A. **regular season** as well as **playdowns**, an approved photocopy or reasonable facsimile of the AP player roster must be in the possession of the PPMH manager.

Tournament Policy

1. Only O.M.H.A. sanctioned association tournaments which are C.A.H.A., O.M.H.A. Alliance, G.T.H.L., U.S.A. Hockey, O.H.F. may be attended during the PPMH season.

2. If the opportunity for play arises with offshore competition, this must be presented to the O.M.H.A. contact and V.P. of Operations for approval prior to play.

3. Any tournament attended outside of O.M.H.A. requires a travel permit from the O.M.H.A. Each team is responsible for applying for and receiving their permit prior to tournament attendance.

4. All teams are allowed to play in three (3) tournaments during the regular season (excluding the teams own tournament, if hosting one). Extra tournaments that may be allowed are: one (1) preseason or one (1) over Christmas or one (1) postseason (completed prior to Spring Tryouts). Silver Sticks International if successful as the Qualifier.

Team Presentation

1. Dress Code: To and From League Games (Atom to Juvenile *)

- White dress shirt * * Team must be consistent
- Tie* Or use of PPMH turtleneck*
- Black dress pants (no black jeans)
- Black dress shoes (some styles of black running shoes may pass)
- PPMH jacket or blazer (non -mandatory)
- PPMH hat (non-mandatory)

* PPMH Tyke and Novice Rep teams may use Warm-up / Windsuit style of clothing. These outfits **MUST** have PPMH logo on them in an appropriate area.

2. Dress Code: Tournaments

- As per individual team discretion
- should be similar to above criteria for league games
-

3. Dress Code: Playing the Game

- PPMH hockey jersey (provided) - White for home, Black for away
- PPMH hockey socks (provided) - White for home, Black for away - **no mix of colour !!**
- Black Helmet
- Black hockey pants
- Black (main colour) hockey gloves (non-mandatory)

Note: Player equipment must meet O.M.H.A. regulation, maintained and worn properly *at all games and practices without exception.* ****Including mouth guards and neck guards at ALL AGES****

4. Dress Code: Coaching Staff Games

- Dress Shirt
- Tie or Turtleneck
- Black Dress pants
- Dress shoes
- PPMH jacket (non-mandatory)

5. Trainer:

- PPMH Track Suit

6. Tournaments

- Same as games above or same as player dress code

Fund Raising

1. All fund-raising done by **any** PPMH team must be approved by the PPMH Executive.

4. All fund-raising requests must be submitted in writing to the Fund Raising Chairperson at least 3 weeks prior to start of event. (All fund-raising submissions can be handled through PPMH's mailbox in Pad 1 at the Scugog Memorial Arena).
5. Approval or denial must be given to the team in writing 1 week after the request is received.
6. All teams must be prepared to participate in fund-raising events arranged by PPMH's executive.
7. If the Fund Raising Chairperson is equipped with a facsimile machine, this avenue may also be used to speed the process of approval and application.
8. Where deemed appropriate, the use of email may be used to speed up the process as well as submit/approve/deny the request.

Financial

1. It is the Coaches and Managers responsibility to ensure that:
 - A team budget is submitted to PPMH's V.P. of Operations by September 1st.
 - The team parents approve a team budget by last Friday of September.
 - A bank account is opened with a signing officer in the team's name, (e.g. PPMH Novice Team).
 - A monthly financial statement should be made available upon request of the PPMH Executive and/or parents of said team, including all income and expenses, reconciled with bank statement. The financial statement **must** be made available and handed out to all parents at the end of the season.
 - PPMH Rep. Team registration fees can be submitted to PPMH V.P. of Operations in two part installments of October 31st and December 31st.

Playing the Game

1. It is the coaching staff's responsibility to:
 - Ensure that the team is properly dressed before the start of each game.
 - Ensure that a timekeeper is on duty for home games.
 - To provide the timekeeper with a properly completed game sheet showing players' names, their corresponding numbers, proper team official signatures. **If using stickers they MUST NOT cover suspended players section.**
 - Ensure the period lengths correspond to the length of ice time allotted. The curfew time must be on the game sheet for regular season games. See O.M.H.A. rules 28-28.4.
 - Ensure collection of the gate fees for each home game. (This starts at OMHA ¼ Finals and beyond)
 - Represent the Port Perry Minor Hockey organization in a disciplined and dignified manner. You are the direct image of the organization.
 - It is mandatory that two members of the coaching staff are present in the dressing room at all times while the players are under their control. It may also be acceptable if the dressing room door is open and two members of the coaching staff remain in the direct vicinity of the open door. (This may be preferred at Peewee and above)
 - It is suggested that this may be defined as 30 to 60 minutes before each game and 30 to 60 minutes after each game.

Practice Procedure

1. It is mandatory that two members of the coaching staff are present in the dressing room at all times while under their control. It may also be acceptable if the dressing room door is open and two members of the coaching staff remain in the direct vicinity of the open door. (This may be preferred at Peewee and above)
2. It is suggested that this may be defined as 30 to 60 minutes before each practice and 30 to 60 minutes after each practice.

Coach/Player/Parent Communications

1. It is incumbent on the coach to communicate to the players and parents what is expected of them with regards to commitment (personal and financial), conduct on and off the ice, as well as in and around the arena.
2. It is also incumbent on the coach to communicate to the players and parents what to expect from the coach in the way of commitment and conduct.
3. Any such communications can be in writing and should be presented at a meeting which includes all parents and players. This should be done pre-season.

Coach Evaluation Committee

1. The Evaluation Committee will be chaired by V.P. of Operations, or appointed Board member, and he/she will choose a 3- 5 person committee (minimum for committee will be 3 people they will elect a chair of the committee) from any of the following:
Any 2 PPMH Executive members
A Person from the Open PPMH Membership
PPMH Life Member
2. The V.P. of Operations, being chairman of this committee, will also be spokesperson for the Committee. Any responses or correspondence that relates to the applicants and/or decisions will be sent to the V.P. of Operations. The VP Operations will convey the results to all applicants. It will be noted that there will be a moratorium put on any responses for the period of one (1) week following the notification of the applicant(s).
3. The process to terminate a coach if he /she does not abide by any of the above Policies, Rules and Regulations will be administered by the PPMH Disciplinary Committee (Chaired by V.P. of Operations)
4. The Evaluation Committee will follow the Coach Selection Guidelines as approved each season by the PPMH Board.
5. All Interviews shall be held, with a minimum of 3 committee members present, and voting.
6. All applicant(s) shall be interviewed by the same committee members for the vacant position they have applied for.
7. The Evaluation Committee, as selected by the V.P. of Operations, shall be approved by the PPMH board. The Committee shall be maintained for the tenure of the current PPMH board.