



Mount Forest Minor Hockey Coaches Handbook

Have a great season



**Zero Tolerance Policy for Controlled
Substances, Drugs/Alcohol Is in
Affect for All Mount Forest Minor
Hockey Coaches, Staff and Players**



Coaches letter:

MFMH would like to thank you for volunteering your time to coach this season. We realize the commitment required to do this job. There will be times when you wonder WHY you decided to coach, then there will be times when a player or parent does something with you or for you, that you will say this is WHY. The moment will probably come when you least expect it and will make you realize how special your job as a coach is.

Please take the time when coaching your players to enjoy them, teach them, discipline them, respect them. Coaches must remember that the same respect for players must also be extended to the parents. As coaches, you have to earn respect from your players and parents. This will be your key to success.

**Success- What is that? How do you determine success for your team? That is up to you and your hockey family.
Your season will be filled with many highlights, please take the time to enjoy them.**

Thank you, your time is appreciated!

Mount Forest Minor Hockey Executive



COACHES NOTES

MFMH contact information – All executive positions and contact information can be found on our website under the “Executive & Staff” tab. <https://mtforestminorhockey.ca/Staff/3017/>

Schedules - Schedules need to be emailed within 3 days of your scheduling meeting to the following executive members:

- Ice Scheduler
- Referee in Chief
- Timekeepers

Cancelling games/practices – Call or Text the **Ice Scheduler** and **Referee in Chief**, *make sure you receive an acknowledgement confirming the cancellation*. This will ensure the website is updated and the Referees/Timekeepers are aware of the change. Make your decision to cancel games as early as possible.

Press - Ask a parent volunteer to put a weekly article up on the website. You can add pictures and make your website unique to your team. Use the website, it's a great tool!

Affiliated players - No Affiliated players can be used until they're approved on the roster. Get your forms into the boys town contact or girls town contact ASAP. Please read and understand OMHA\OWHA rules regarding the use of an AP. Please keep the lines of communication working when calling up a player for games and practices.

Scheduling meeting -The scheduling meeting can be very overwhelming for first-time coaches or managers (be prepared with ice time and team contact numbers). If in doubt ask for assistance from the coaches committee before going to the meeting.

Parent meeting – MFMH strongly encourages that you have a minimum of three meetings per season to lay out your program, go over objectives and to answer any questions the parents might have. Keep your parents updated!

Exhibition Games – Exhibition games are a good way to get some games in before the start of the season or during the breaks. A travel permit is required for these games. Contact the town contact for a travel permit.

Tournaments - They will fill up fast. Have the team manager book as soon as possible. A list of tournaments can be found on the OMHA\OWHA website or check with the town contact. All tournaments require a travel permit. Contact your town contact for a Travel permit.

Criminal record checks - All Personnel listed on the team information sheet must have a criminal record check submitted and returned to the President within 30 days of the team being set up.

Risk management - Dressing rooms **MUST** be supervised at all times. MFMH will not be held accountable for any Arena damage that may occur, it will be the responsibility of the individual player(s) or coach to cover any costs incurred.

Assistants - All on Ice assistants must wear a CSA approved helmet at all times when on the ice. If players with MFMH are assisting with younger teams, a face shield is also required at all times.



Coaches Guidelines / Checklist

- Parent and Player meeting is mandatory before hitting the ice.
- Practice schedule and season structure need to be made available.
- Please make sure you have a designated coaching staff, manager, parent liaison and a website contact person in place by the beginning of the season
- Rosters are due by **October 15th**, please email your team list and coaching staff to your town contact by this date.
- Please inform the ice scheduler of changes to practice or game times as well as let them know if you are not going to be using your ice time.
- Please come to every practice with a plan, utilize the internet for great practice plans and ideas. Don't waste valuable ice time standing around talking. If you need to go over drills do so in the dressing room before practice, or utilize the MH equipment room upstairs.
- Please report any suspensions within 24 hours to the boys town contact or girls town contact.

There are forms that must be filled out and kept by either the coach, trainer or sent to an executive member. These forms can be found in the Minor hockey room in labelled folders. Or under the "Coaches Corner" tab on the website.

- **Player contracts** - Must be signed and returned to the coach.
- **Team Contact information** – Must be filled out and returned to the coaches committee.
- **Team Jersey List** – Must be filled out and returned to the equipment manager.
- **Medical information forms** - Must be filled out and returned to the team trainer
- **Hockey Canada Injury report** – Must be filled out following an injury and returned to the address on the bottom of the form.



Team Contact Information

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|---------------|-------|
| Team Level: | |
| Head Coach | Phone |
| email: | |
| Asst. Coach | Phone |
| email | |
| Asst. Coach | Phone |
| email | |
| Trainer | Phone |
| email | |
| Asst. Trainer | Phone |
| email | |
| Manager | Phone |



Mount Forest Minor Hockey Equipment Rules

MFMH Sweaters are not for practices. There are old sweaters available for this purpose. Contact the equipment manager if you're looking for tryout or practice sweaters.

Sweaters are to be counted by the coach and the equipment manager prior to the first season game.

Inventory of sweaters will be done with the coach and equipment manager at the end of the season.

Keys will be issued for the equipment room and puck box. They are to be returned at the end of the season. Don't forget your keys on the way to the arena.

First aid equipment is available in the equipment room. Please ensure your trainers kit is stocked and has the required materials per OMHA/OWHA rules. Your Trainer will have the list in their trainer's manual. Trainer's kit needs to be cleaned out at the end of the season.

If you notice first aid supplies, practice pucks, game pucks or other supplies are low contact the equipment manager.

Puck box is to be locked at all times. **If you open it, you close it, every time.**

Team lockers may be locked, MFMH or the coach can provide a lock. MFMH lock is to be returned with keys at the end of the season.

In the past years there have been little support or communication from some coaches concerning sweaters being returned. Sweaters are a big cost to Mount Forest Minor Hockey they need to be looked after.



Team Sweater List

| Player | Home Jersey # | Away Jersey # | Returned |
|--------|---------------|---------------|----------|
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Other Minor Hockey Equipment Utilized

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Mount Forest Minor Hockey Ice Scheduling Information

1. Each team gets one home practice and one home game time per week. Some exceptions do apply, i.e. Tournaments, holidays, Jr, C games, Arena bookings.
2. Should you have a game during the week at home, you will NOT get a practice that week.
3. The practice schedule is done 2-3 weeks in advance. If a practice does not work for your team that is already on the schedule, the coach/manager of the team is responsible to find something that works, i.e. trading practices with another team. All the coach's information is on the team web page under "Team Roster"
4. Cancellations- please give as much notice as possible. We pay for all of the ice, so if another team can use it, it will not go to waste. We understand there are last-minute situations, but please look ahead and plan.
5. When it comes to playoff time, they take priority over anything else. They can be hard to schedule and have a short time to get the series done. Schedules may change during this time.
6. No player is allowed on the ice surface until the Zamboni ice side door has closed. A team coach, manager, trainer or recognized adult helper shall also be present on the ice prior to the players entering the ice.
7. Practices are 1 hour in length unless otherwise specified. The 60 Minute practice includes a 10-minute ice flood, leaving you 50 minutes of instruction time. We encourage you to be prepared for your practice so that you can get maximum usage of your ice time. please watch the clock as your practice comes to an end. when/if they ring the buzzer, it means get off the ice, it DOES NOT mean do 2 laps and then pick up pucks.
8. Open Ice times- on occasion there are open Ice times. They will be posted on the calendar. Your team is welcome to use them, first come first serve. If the weekend ice time is not taken by Wednesday of that week-, it will be sent to the arena to see if they can sell it to another user group.
9. The ice scheduler will do their best to work around coach's schedules. If there are any days that do not work for you and your team, please let them know ahead of time. They will do their best to manage them all, but there are no guarantees.

10. When you are sending any information in regard to games and tournaments, please send the following information:
 - Date and Time
 - Arena location
 - Team name, amalgamations can make team names not that obvious!
 - Tournaments, please include the Tournament name
11. Weather cancellations - please encourage your team to sign up for the website notifications. This allows them to receive texts or emails when things are cancelled.
12. Extra ice - Every team wants more ice, which is great! However, we are limited to what we have based on our Arena's ice allocation and our registration cost. If your team wants extra ice times, we are more than happy to look for some, but it will be at the cost of your team.
13. Shared practices - there will be shared practices on occasion. more for the younger groups, but at times for the older groups as well. There is a reason for this, not because I want you to have to share the ice but because of scheduling challenges.
14. There is a sound system in the arena, feel free to use it if you'd like. Just make sure the arena guy opens it before he goes on the Zamboni.
15. Website - The website is your best form of communication, please use it for anything, update, praise, photos, bragging, whatever...