



THE APPLEWOOD HOCKEY ASSOCIATION

Coaches Manual

Updated July 2015

FOREWARD

In cases of conflict between this manual and the Applewood Hockey Association Constitution or its Bylaws, the constitution and bylaws are deemed to be correct. In cases of conflict between this manual and the MHL Guidebook, the MHL Guidebook is deemed to be correct. Please bring any corrections or suggestions to the attention of Applewood Hockey Association's Head Coach.

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Section A - General Information

1. Coaches Meetings

“A” and Gold level Coaches meetings are held in April. Association coaches meeting for every coach and manager is held in August. All head coaches are expected to attend. All assistant coaches, trainers, and managers are encouraged to attend.

(Head coaches must send a designate if they cannot personally attend).

2. The Mississauga Hockey League (MHL)

The MHL consists of 8 associations, those of (in alphabetical order):

- Applewood Hockey Association
- Clarkson Hockey Association
- Cooksville Hockey Association
- Credit Valley Hockey Association
- Erindale Hockey Association
- Lorne Park Hockey Association
- Meadowvale Minor Hockey Association
- Port Credit Hockey Association

3. Applewood Website

The Applewood Hockey Association maintains its official website under the domain name of www.ApplewoodHockey.On.Ca. On this website, information of material importance is maintained, including:

- Board of Directors (and contact information)
- List of Coaches and Convenors (and contact information)
- List of Sponsors
- Registration and refund information
- Ice Allocation times and Ice Rental opportunities
- AHA Bylaws and Constitution
- Other pertinent Rules, Guidelines, Procedures, and Forms
- Special announcements
- A hyperlink/hot button to the MHL Games Centre

Coaches and their coaching staff are asked to visit the website on a regular basis in order to remain updated with recent news and events.

4. Team Web site Policy

The Applewood Hockey Association permits teams to develop and maintain a team specific website and permits the use of the AHA name and logo on these websites.

The Head Coach and or manager must advise the AHA Head Coach that a Team Website will be used and they agree to abide by the rules stipulated therein. For example:

- The team web site will not be used in any way deemed as prejudicial to the AHA.
- Team parents must be made aware that team and player pictures may appear on the website.
- The Team web site will be removed within 90 days after completion of the hockey season. If it is to stay up and running, all artifacts of the Applewood Corporation (e.g. Applewood logos) are to be removed from its web pages.

Head coaches will be subject to disciplinary action by the AHA if these practices are not adhered to.

5. Applewood Trophies Display

Players, coaches, parents, and volunteers are more than welcome to visit the Applewood Trophy display at Chic Murray Arena. It will be regularly maintained and may from time to time hold recent news and events.

6. Convening

Convening is the process of evaluating the talent of individual players and the overall talent level of each house league team to ensure that every series is competitive. Players are grouped into teams on the basis of their current level of ability. Each team in an age group (series) is assigned a color (level). The colors are red, white, blue, and green (in order of caliber). Sometimes a Gold level is added. Where added, Gold represents a team superior to Red.

Both the MHL and the each association play a role in the convening process.

Convening begins with the first game of the season and continues until approximately early November.

At any time during Convening a player may be moved up or down or an entire team might be moved up or down (e.g. from White up to Red).

Once convening is complete points for teams moving up or down in color are adjusted. This point scheme may change from one year to another, so here's a scenario used in the past

- Typically a team moving up retains half of its points (e.g. Team A is moving up from Blue to White, and has 20 points. They will likely be set at the White Level with 10 points.)
- Typically a team moving down retains all its points (e.g. Team B is moving down from White to Blue, and has 6 points. They will likely be set at the Blue Level with 6 points.)

Where there have been several moves within a color series level, the MHL may decide to clear all teams' records, and begin the season record from the first game after convening is concluded.

Should you as a coach, during the convening period, feel a player is too strong or too weak for a given team, please contact the Applewood Hockey Association Convener immediately so the player can be evaluated and assigned to the appropriate level.

7. Player Registration

Although coaches play no direct role in registration, it's important for the coach to understand the process. Coaches are directed to encourage early registration, before the end of the season.

All players must register through the Association's "Open Registration" process. (Open Registration is on a first-come, first-served basis).

Typically, Applewood starts its open registration in May. This also provides a chance for players new to Applewood to join.

“A” Teams are permitted 2 import players and Gold level teams are permitted 3 import players. Refer to the Lake Ontario Region (LOR) agreement rule in regards to import player eligibility.

Applewood is permitted to a limited amount of “non-resident” players.

In order to conform to Lake Ontario Region (LOR) Agreement rules, only House League teams may affiliate import players who reside outside of the LOR. “A” teams are not allowed to sign or affiliate (i.e. call-up) import players who are not covered by the LOR Agreement. The LOR is an area or geographic subdivision that is made up of the following: GTHL (Toronto, Mississauga and Vaughan), and the surrounding OMHA area including Oakville, Brampton, Richmond Hill, Pickering, Ajax and Markham. Burlington, Milton & Georgetown are 3 examples of non-LOR municipalities.)

A coach who knows of an illegal player either playing or applying for entry to the MHL must disclose this to their Registrar. Failure to do so can result in the coach being suspended.

The City of Mississauga has issued a “non-resident” registration fee of \$60.00 per player.

[Note: Returning goalies are strongly encouraged to register as early as possible as spots are limited]

8. Team Officials Registration

Any non-player who will be on the ice or behind the bench during the course of the season must be registered with the MHL. These individuals are considered to be "team officials" and "team volunteers". This individual must be at a minimum age of 16 years old, with the exception of Juvenile.

Prior to the start of the season, each coach will be given a "Team Officials Registration" form on which all coaches, managers, and trainers must fill out their name, address signature, etc.

The coach must then indicate on the form which of his staff is to be given an MHL pass. A team is allowed 5 passes if it has a certified trainer and 4 if it has no trainer.

A separate "Volunteer Registration" form will be issued for all volunteers. These are the additional off and on ice assistants who must also have CHA insurance.

No one other than these registered individuals is permitted on the ice or behind the bench at any time.

Individuals designated to receive a pass must provide a small picture of themselves. The picture should be of the person's face, and be approximately 1" square. Laminated pictures are not accepted.

Trainers are required to submit a copy of their trainer's card (showing expiry date). The trainer will not be issued a pass without this copy.

Once the form is completed and all pictures are attached, the coach hands it in to the Applewood Coaching Committee, who in turn passes it on to the MHL for processing.

The MHL requires a few weeks to process these forms, produce the passes, and return them to the associations.

9. Coach Certification, Trainer Certification and Police Checks

Coaches are responsible for finding, registering, attending, and paying for the clinics on their own. Check the MHL website link for advertised registration and details.

Applewood reimburses 100% of the cost of Hockey Canada and HDCO accreditation clinics. To be reimbursed, coaches must provide the Association Treasurer with proof that they have successfully completed the course. This proof must also show the course date, course cost and be signed by the instructor.

Certification Requirements

ALL Volunteers (i.e. Coaches, Managers, Trainers, On-Ice Helpers):

- Must be registered with the League (contact your Area Association to register as a Team Official)
- Must have Speak Out or Respect in Sport certification (further details below)
- Must have a current Police Check (with Vulnerable Sector Search) on file with the League (further details below)
- Team Certification:
 - Each Tyke team and each House League team in the divisions of Minor Novice through Atom must include at least one Team Official who at a minimum is certified under the Hockey Canada Initiation Program (HCIP) (further details below).
 - Each House League team in the divisions of Minor Peewee and above must include at least one Team Official who is certified at the National Coaching Certification Program (NCCP) Coach Stream, or higher (further details below).
 - Each “A” team must include at least one Team Official who is certified at the NCCP Development 1 level, or higher (further details below).
 - Each “A”, Gold and Red level team must have one Team Official qualified as a Trainer (HDCO Certified) (further details below).

[Click here](#) to try the new Coaching Certification Requirement tool brought to you by the Coaching Association of Canada.

To cover those situations where a Team’s coaching staff is new to the MHL; the effective date for such certification is December 15th of each season. Note that some of our Area Associations may subsidize the cost of some (or all) of the required certifications. Please contact your Area Association for information regarding cost reimbursement.

Coach Registration:

All volunteers will be registered into the Hockey Canada Registry. Some Associations will ask you to do this yourself; others will handle it on your behalf. Either way, your Area Association will let you know. Volunteers used to be issued “certification cards” upon completion of various clinics, but this is no longer the case. All clinic information is now logged into your Hockey Canada Profile.

Speak Out / Respect in Sport Certification:

All volunteers are required to obtain “Speak Out” certification as per Hockey Canada and MHL regulations. The purpose of this training is to educate coaches on preventing bullying, harassment, and abuse. This course will assist in developing skills in communication and

interaction with players in the hockey environment. This certification can be obtained in one of two ways:

1. Attend a 3 hour Speak Out seminar. For Clinic costs, dates, and locations, please [click here](#).
2. Take a 3 hour online equivalent to Speak Out called Respect in Sport, the cost of which is \$30 and can be done at your leisure within a 30-day time frame. To register for Respect in Sport, please [click here](#).

Police Check Information:

All volunteers are required to obtain a Criminal Reference Check (CRC, or “Police Check”) with Vulnerable Sector Search (VSS) as per Hockey Canada and MHL regulations.

The means to obtain these Checks and costs associated therewith vary from municipality to municipality. Since the vast majority of our volunteers live in Mississauga (i.e. Peel Region), the information which follows will relate to instructions for Peel residents. For volunteers who live outside of Peel Region, please call the MHL Office at 905-607-1118 and we’ll explain your options.

First off, you’ll need to visit the MHL Office (3065 Ridgeway Dr., Unit 34, Mississauga), or your Area Association, and obtain two documents. The first is called “Form A – Vulnerable Sector Police Records Search”. This is the “Police Check” itself and you’ll complete this and provide it to the Police, along with identification. Once it is completed by the Police it will be mailed back to YOU. Upon receipt, please forward it to us (the original that is). Note that we cannot accept a Police Check that is more than four (4) months old

The second form you’ll require is a “Community Organization and Volunteer Authorization Letter”. This is a document signed by the MHL or your Area Association advising the Police that you are, in fact, a community volunteer. This will enable the Police (in Peel Region) to provide this Check on a no-charge basis.

Once we have your Police Check we’ll log the date thereof into your Hockey Canada profile and file it under lock and key. Police Checks provided to MHL are “good” for five (5) years of continuous service.

The main location for dropping-off Police Checks is Peel Region Police Headquarters in Brampton... 7750 Hurontario Street. They do have extended daytime hours and are also open on Saturday. Specific details are listed on Form A. (There are also some additional “satellite” drop-off locations throughout Mississauga, also listed on Form A.)

Please note that the processing time for Peel Police Checks has averaged 3 to 4 weeks. It will take somewhat longer if finger-printing is required (to verify your identity), so please don’t delay in dropping off these forms.

Also note that there is an expedited option as well, though it will cost you \$45 and can be done only at the Peel Police HQ at 7750 Hurontario St.

Coaching Clinics:

The Coach Stream and Initiation Program are now incorporated into a single course called Coach Level. This is the certification required by Hockey Canada and MHL for house league Head Coaches. (“A” coaches, see further below for “Development 1” clinics.) Please note that Hockey Canada has made changes to their recreational stream coaching curriculums and this course now requires that participants complete the Hockey Canada – Hockey University online program in addition to a 4-hour in class course that includes a 1.5 hour on-ice training session. You will be required to bring a CSA-approved helmet, skates, gloves and a hockey stick for the on-ice component.

This 4-hour course includes training on topics such as:

- Supporting the athlete through communication
- Teaching skills and progressions in the training environment
- Designing and delivering practices
- The game environment and game day preparations

The online course will be available to complete upon sign-up for any in-class Coach Stream clinic. The online course will continue to be available on your Hockey Canada profile until it is completed. The online portion must be completed before your in-class course date.

For clinic dates and locations, please [click here](#).

The certification required by Hockey Canada and MHL to coach rep level hockey (A/AA/AAA) is called Development 1. This 2-day course includes topics such as: team building with athlete’s skills and progression, season planning, practice design, goaltending, offence, defence, individual/team tactics, and practice to game transitions. New to the course is the NCCP “Making Ethical Decisions” workshop, which assists coaches in identifying the legal, ethical and moral implications of difficult situations that present themselves in team sports. Also included is an on-ice training session designing and delivering the above topics. You will be required to bring a CSA-approved helmet, skates, gloves, and a hockey stick for the on-ice component. You must be 16-years of age to register for this course.

For clinic dates and locations, please [click here](#).

Trainer’s Certification:

The MHL works with the HDCO (Hockey Development Centre of Ontario) to provide Trainer’s certification and recertification to coaches. The HDCO has both online and in-class courses for certification at Level 1, as well as in-class-only Level 1 & 2 combination courses. For more information go directly to www.hdco.on.ca or call them at 416-426-7252.

10. Coaches Code of Conduct & Expectations

Coaches often don't realize the impact they have on their players. Players look up to their coaches and take cues from their behavior. Being calm and collected behind the bench teaches your players how to act in a sportsmanlike way. Being angry and abusive sends them all the wrong signals.

Check our website for the latest Code of Ethics for our coaches, players, and volunteers

11. Dressing Room Conduct

It is the coach's responsibility to ensure that the dressing room is a safe place for all players. Although coaches do not need to stay in the room at all times, they should remain nearby and must look in on the players regularly.

All video recording equipment is strictly prohibited at any time through the season.

Music is permitted provided the music does not contain vulgar, abusive or discriminatory language.

Fighting, badmouthing, and general abuse of players by teammates must not be tolerated. Again, it is the coach's responsibility to ensure this does not occur.

Check our website for the latest Dressing Room Policy.

12. Equitable Play Policy

The Applewood Hockey Association is committed to equitable ice for all. Coaches are to follow this policy without exception.

Coaches should strive for as much balanced playing time in regular season games as well as playoff off games.

- Each player receives a regular shift, and for roughly the same length of time as the shifts of all other players.
- All players should be given opportunities to play on the power play and penalty-kill.

The coaching staff should inform parents and players upfront at the beginning of the season of their philosophy in terms of ice time.

Coaches should not abuse the term "equitable playing time".

13. Pre-Novice

Hockey in the M.H.L. begins at the Minor Novice series (players turning 7 of the year the season starts).

Most associations provide a "Pre-Novice" program for younger children, which they run on their own as an internal house league.

Applewood offers Pre-Novice hockey to children aged 4 -6. The program foundation is the Hockey Canada Initiation Program (IP) where trained instructors teach hockey basics in a step-by-step progression. The program includes a weekly practice/teaching hour, weekly game, and beginning off-ice hockey instruction. Applewood's program has been recognized by the OHF as a CHIP compliant program (successfully delivering the components of the CHIP program). Traditionally the Initiation Program sessions are held on Saturday mornings with games on Sunday, around noon. The Pre-Novice Program has a Pre-Novice coordinator in Applewood.

Contact the Pre-Novice director for more details.

14. End of Season & Playoffs

The MHL regular season ends in February. BladeNet will have a list of games times, dates and location throughout the year. Playoff games will also be listed on Bladenet.

i. MHL Playoffs

Playoffs begin in February and end in early March. The playoff format is reviewed yearly and is subject to change. Once finalized, the format is posted to the MHL website and communicated to each association.

The MHL awards medals to its playoff winners according to the current year playoff rules.

Gold is awarded to the winner of the Championship Series with Silver to the second place team. Bronze medals are awarded to both teams based on direction for the MHL playoff committee.

Aside from receiving individual gold medals, the team who wins the championship series is also awarded the MHL Championship Cup. Although the cup belongs to the MHL and must be returned, teams are permitted to keep it for a time after the season is over. (The Cup must be returned to the MHL via your association president by October 1 of the following season).

ii. The Applewood Trophy Day

Applewood puts on an end-of-season banquet for age levels up to and including Bantam, where the players are brought together for a pizza lunch and are presented with a plaque commemorating the season. This banquet is typically held in April after the playoffs.

iii. Equipment Return

Coaches are required to return any borrowed equipment to the Equipment Director as soon as their season is over. A coach who needs the equipment beyond this point (perhaps for a tournament) must obtain special permission from the Equipment Director. Coaches with outstanding equipment (not returned) will not be permitted to coach anywhere in the MHL until it is returned.

iv. Coaches Applying for a Team Next Season

New and returning coaches must re-apply yearly. Applications are now available on-line from this website. Applications for the following year are accepted beginning in early December. Only coaches who submit an application will be considered. (Note: "Returning" coaches need not fill out a new application. Sending an e-mail to the Head Coach stating your wish to be considered for the team the following year is sufficient. A sample practice plan and financial budget is also required.)

The e-mail should include details of any coaching credentials upgrades.

Coaches often wonder what the AHA Head Coach/Coaching Committee looks at when selecting its roster of coaches. The AHA looks at:

- Coaches credentials
- Results of Police Records Search
- References (yes, we do call)
- Survey scores
- Practice Planning
- Game execution and conduct
- Disciplining issues identified in the course of the season against team players; against coaching staff
- Attendance at Coaches meetings
- Conduct with Applewood Board of Directors
- Budgets are regularly submitted to the AHA Treasurer, where applicable

15. Team Fundraising

House League Teams are not required to fundraise. House League Coaches must host a parents meeting prior to the season starting to discuss team expenses/budgets. A clear understanding and agreement must be made by each parent.

Fund raising activities by individual teams, i.e. for a total amount in excess of \$500.00, and/or the opening of a bank account in the name of the team concerned regardless of amount, must receive the prior approval of the Board of Directors. When opening a bank account, **do not** use the word "Applewood" anywhere in the name of the account.

All team bank account facilities can only be operated under two signatures one of which must be the team's treasurer. Both signatories must be team parents but cannot be from the same family or any member of the coaching staff or any relative thereof.

Each team must submit a bi-monthly statement of revenues and expenditures to the A.H.A. Treasurer. In addition, all books of account and bank records may be required to be submitted to the Audit Committee for review.

A final financial statement detailing its fundraising activities must be submitted to Applewood Hockey Association Treasurer as soon as the season is over.

Monies collected by a team by way of additional sponsorships, fund raising etc. belong to the entire team and are not to be attributable to any individual member or members of the team and any team funds remaining unused at the end of the season for which approval was given must be distributed on a pro rata basis to the team members at the end of that season and must not be carried forward to the next season

As a non-profit entity, the team's final bank balance must be zero.

16. Applewood Board of Directors

The Applewood Board of Directors is comprised of an "Executive" which includes:

- President
- First Vice President
- Secretary
- Treasurer
- Registrar
- Head Coach
- Head Convenor

The entire Board of Directors (including its Executive) is dissolved every year at its Annual General Meeting ("AGM") and a new one is assembled. All members, Executive and Directors, are unpaid volunteers.

The Applewood Board of Directors meets monthly throughout the year to plan and organize the operation of the hockey association. Coaches are encouraged to attend and participate. Call our Secretary in advance for the next scheduled meeting you wish to attend (as a guest).

See the Applewood website for a list of Applewood Executive, Directors, and Committees. The President and any member of the Executive can be contacted via e-phone or mail from the Applewood website.

www.ApplewoodHockey.On.Ca

17. Key Association Fundraising Events

Annual Gala / Fundraiser

Applewood hosts an annual gala every year. Teams are assigned their own tables. Profits made are put back into the organization. Coaches are encouraged, along with their managers, to stir up interest amongst their parents. Cost of the Gala is normally per person and may vary per year. The AHA may also ask that each attending house league team donate a door prize – e.g. minimum value of \$50 and that attending “A” teams also donate a door prize – e.g. minimum value of \$100.

18. The Applewood Hockey Association Constitution

The Applewood Hockey Association Constitution and Bylaws outlines all rules governing the operation of the association. A copy of our Constitution and Bylaws is on our website.

19. Players' Names on Sweaters

Once the M.H.L. convening is over (early November), you will need to arrange to have the house league players' names printed/sewn onto the back of the sweaters.

The process begins with you (or, better yet, your manager) contacting the Uniform Director to arrange for a date when it can be done. Determine the date you must hand them in and the date you get them back. Make sure you get your sweaters back before your next game!

Prepare a list of all your players' last names and their corresponding sweater numbers. Double-check to ensure the spelling is correct. If two players have the same last name, include their first initial as well.

Teams may have one "C" and three "A's" sewn onto the sweaters. Include the letter in brackets beside the players' names on your list of names.

In most cases a sponsor's name will also be sewn or silk-screened onto the sweaters (this is handled by the association). Individual teams have no direct role to play in this.

Once the date is set, collect your sweaters, wash them and have them dropped off at the supplier.

20. Team Captains, Alternate Captains (and putting C's & A's on Sweaters)

It is not “mandatory” to have Team Captains and Alternate Captains. You may decide not to have any on your team; this decision is left up to the Head Coach and the coaching staff.

At the first meeting with your players, spell out clearly what it is you are looking for in a captain and alternate. The criteria chosen should be something attainable by all players. Some suggestions include...hard work in practice, good attitude, sportsmanship, etc. Tell them you will make your decision in early November (when Convening is over) and follow through at the appointed date.

The rule of the game prohibits goalies from performing the function of Team Captain or Alternate Captain (this however does not prevent them from performing a leadership role on the team).

It is up to the discretion of the team’s Head Coach and coaching staff as to how the selection of Team Captains and Alternate Captains is to be made.

[Note: Some organizations DO NOT ALLOW THEIR PLAYERS TO PICK captains and Alternate captains. This is a decision the coaches must make, not the players. Consider that every player believes he or she deserves to wear a letter. Letting the players choose may reduce the process to a popularity contest].

21. Calling up Players from Affiliate Teams

All players can affiliate with Teams from the same Association providing they are Teams from:

- From the same age Division and a lower Category, or
- From one age Division lower and from the same or lower Category.

Teams from the same association that are placed in split Categories either prior, during or after the convening cannot affiliate players from Teams in the other split Category.

An eligible affiliate player may play for a Team an unlimited amount of times before January 10th of the hockey season. After January 10, he/she can only play a maximum of 5 games for the same Team. Any player playing more than 5 games as an affiliate for the same Team after January 10 will be deemed an illegible player.

All Teams playing affiliated players are required to insert “AP” for Affiliated Player after each such player’s name on the Official Game Sheet.

The requesting team head coach must first contact the head coach of the affiliate team before asking a player to play on his/her team. In the event that the affiliate team head coach can not be reached, the requesting team must contact the AHA’s Head Coach or one of the AHA’s Assistant Head Coaches to inform them of their intentions before asking a player to play on his/her team.

22. Sponsors

As a non-profit organization, Applewood relies on the goodwill of companies and individuals to sponsor its teams. Although teams might carry a sponsor's name on its sweaters, sponsorship is not team-specific.

The AHA would appreciate \$500 per team for a sponsor's name to appear on a team’s sweaters. All sponsorship monies are used to defray costs of the Association at large.

All Applewood coaches and team management are encouraged to solicit new sponsors, should the opportunity arise. Any potential sponsor should be directed to our Sponsorship Director.

23. Mentor Coaches

Each year the Coaching Committee will match a team of experienced coaches (often termed Mentor Coaches) with coaches that could/should benefit from the Mentor Coach's experience. Mentor coaches will play roles/perform functions including: knowledge source, leadership assistance, organizing assistance, offering suggestions and generally acting as a senior source of leadership in coaching.

New coaches may be required to attend the first practices of the mentor's team. The mentoring system is not intended to categorize coaches into junior and senior levels, but to appropriately support our volunteer coaches in a manner that enhances activities throughout the year, and prevent a team coach from feeling isolated/lacking assistance.

Should you, as a coach, wish to be gain the benefits of being matched with a Mentor Coach, but have not been included in the initial yearly list, please contact the association's Head Coach.

24. Exhibition Games

There are separate procedures for exhibition games held at an arena within the GTHL boundaries and outside of the GTHL boundaries.

Exhibition Games within the GTHL:

Register your exhibition game on-line through the MHL website to obtain an insurance permission number. Be prepared to provide them with the date, time, place and opponent for the game. (Note: where both teams are from the MHL, both must obtain permission numbers).

To book referees for the game (approx \$35 per ref) contact the MHL's Manager, Game Officials via the MHL website, MHL Info page. Be prepared to give him your insurance permission number. He will get back to you confirming your referee's attendance, and the costs. Refs must be paid, in cash, prior to the game.

Note: You must book an MHL referee for any and all exhibition games.

The insurance permission number must be written onto the game sheet (as referees will not work the game without it).

During the game, any penalties incurring suspensions must be served beginning the next regular season MHL game.

Game sheets must be forwarded to the MHL Chairman of the Rules and Discipline Committee within 48 hours.

Exhibition Games Outside of the GTHL:

Fill out an Exhibition Game Application Form (For a copy of the form, go to the MHL website, Administration page).

Complete the form along with a \$5 payment on-line. Keep a copy of the form for yourself.

Carry a copy of the form with you to the game.

If the game is between two MHL teams in an arena just outside of the Mississauga borders, such as Oakville or Brampton, MHL referees may be used. Otherwise, referees used must be from the hockey body governing that area.

During the game, any penalties incurring suspensions must be served beginning the next regular season MHL game. Game sheets must be forwarded to the MHL Chairman of the Rules and Discipline Committee within 48 hours.

25. Tournaments

Teams wishing to enter a tournament must apply on-line through the MHL website, at a minimum of 6 weeks prior to the start of the tournament. A fee of \$10.00 must be paid at time of application.

The form will be signed by the Applewood Association President.

Teams cannot enter tournaments during the MHL playoffs.

All tournaments must be sanctioned by Hockey Canada (through the GTHL, OMHA, etc).

Because tournaments are held on weekends and MHL House League games are held on weekends, House League teams entering tournaments must request that the MHL reschedule your team's games. This is called an exemption.

Teams are allowed 2 exemptions per year. Therefore, house league teams can only enter 2 tournaments in a given year.

Copies of all tournament game sheets must be forwarded to the MHL Rules and Discipline Chairman within 48 hours of the tournament conclusion. Any and all suspensions not completely served during the tournament carry over to the player's next regularly scheduled MHL game.

Note: Applewood "NON-CONTACT" teams are NOT PERMITTED to enter CONTACT TOURNAMENTS

Keep in mind ... Different tournaments have different organizational requirements:

Associations outside of the MHL are different. They won't have the red, white, blue, and green levels. Many combine two age groups together (e.g. minor Novice and Major Novice into a group they simply call "Novice"). A team entered in a "house league" tournament might well be a travel team, which would be equivalent to us putting together the best red players from all 8 MHL associations. When entering a tournament ensures you are clear on whom it is you are playing against.

26. Suspension Appeals

Appeals can only be "initiated" with the consent and approval of the Applewood Discipline and Protest Director or Applewood President.

Once the coach or player has the support of the Applewood Discipline and Protest Director or Applewood President, he/she fills out the Appeal Form. (Forms can be obtained from the MHL website, Administration page). A cheque in the amount of \$25.00 payable to the Mississauga Hockey League must accompany the form.

The Applewood Discipline and Protest Director or Applewood President then signs the form and forwards it (along with the cheque) to the MHL office, c/o MHL Discipline Chairperson.

27. Suspension Codes List

The OHF Minimum Suspensions codes list can be found on the MHL Yearbook handed out to each coach at the first Coaching Meeting (held in early September). Player / coach suspension list will be issue to coaches by the Discipline Director.

28. Medical Information Sheets

It is important for trainers and coaches to know of any medical conditions their players may have. The best way to get this information is to have them fill out a medical information sheet. A medical information sheet/form can be printed from our website. Photocopy as needed. Be sure to treat any information given as strictly confidential between you and the player/family. Remember that this information is voluntary, not mandatory.

Section B - Pre Season

1. Player Evaluations/Tryouts

Red, White, Blue and Green House League player evaluations/tryouts, are held at the beginning of September. The date, time, and location of the Player Evaluations are posted on the Applewood web site in early August.

“A” Team evaluations/tryouts are held in late April; Gold evaluations/tryouts (M. Novice Gold and Novice Gold) are held at the same time.

There are generally two ice sessions scheduled for each age group. A third session may be added if required.

Goaltending equipment (pads, glove and blocker) will be made available to those goalies that require it.

On-ice drills for Red, White, Blue and Green House League player evaluations/tryouts are normally designed and coordinated by the Head Coaches of the respective “A/Gold” Teams in collaboration with the AHA Head Coach/Coaches Committee. Any special requests should be directed to the Head Coaches in charge of a particular Division.

On-ice drills for “A” Team and Gold evaluations/tryouts are designed and coordinated by the teams Head Coach with support from the AHA Head Coach/Coaches Committee. Any special requests should be directed to the AHA Head Coach].

All teams must have a minimum of 16 players (including the goalie). Depending upon the total number of players registered you may need to select more or fewer than 16 players. Be sure to confirm your number with the Registrar.

During evaluations, the coaches of the various teams evaluate the talent of the players on the ice with a view to selecting their teams. While doing evaluations, coaches are not permitted on the ice.

[Ideally] For Red, White, Blue and Green House League player evaluations/tryouts, the coach of the highest colour team should have his team selected by the end of the first evaluation. A list of selected players must then be communicated to the coach of the next highest (with an understanding that a few changes might still be made). In a typical 3- Team age group then, ideally, the first coach picks his team at the first evaluation session and the second coach finalizes his team at the second evaluation session. The third coach's team is comprised of the remaining players.

The coach of the highest colour "controls" the first evaluation while the coach of the next highest colour controls the second evaluation.

Once you have finalized your selections and your team is set, finalize your list with the Registrar before you leave the arena.

Once all evaluation sessions for that age group are completed, the coach of each team should call each player individually to welcome him or her to the team. (This task is best done privately, not publicly).

Coaches are NOT to confirm player selections with ANY players until after ALL the evaluations for that age group are finalized.

Selecting Players

Colour series teams are created through the aggregate evaluation of all players within a given age group. Team 1 is made up of the top 15 skilled players plus the top skilled goalie. Team 2 is made up of the next 15 skilled players plus the #2 top goalies (etc).

A hotly contested topic is the potential removal of coaches from the player selection process due to "selection inaccuracies". The Coaching Committee hopes each coaching staff will respect the designated player selection criteria as stated.

Previous Coach Assessment

An excellent resource for gaining a better understanding of the skill level of the players is to seek the advice and assessment of the coaches from the previous season. If, for example, you are the coach of the White team, you should speak with the coaches of the Green, Blue and Red teams from the year before. The Green and Blue coaches should be able to point out which players might be ready to advance. The Red coaches might have a player or two moving down for a variety of reasons.

In-House Scouting

Coaches who intend to coach the same team the following year are encouraged to keep an eye on other Applewood players from the same age group. If coaching a red team, for example, watching the green, blue, and white teams play now and then will give you an idea of which players might be ready to advance in colour the following year.

Tampering

During evaluations/tryouts, active solicitation of players or parents of players of other associations with a view to having them change associations is strongly discouraged. Coaches who violate this rule are subject to disciplinary action.

2. Putting your Coaching Staff Together

Most teams have a head coach, 2 assistant coaches, a trainer and a manager. (Many also have volunteers in charge of post-game drinks, game stats, etc).

When assembling a staff remember the axiom of "many hands make light work". Don't try to do it all yourself. Surround yourself with good people and give them specific responsibilities. You can then oversee the entire operation while focusing your energy on the things that you do best...like coaching!

If you are new to a team and do not have an existing staff, ask for volunteers from your team's parents (at the team pre-season meeting). Meet with interested parties individually.

In looking for assistant coaches, keep in mind that someone with experience working with children will likely be more of a help to you than someone who merely knows the game of hockey. Look for assistants who can assure you that they can make it to most games and practices. For safety purposes, make sure any on-ice volunteers have skating skills.

3. Meet with your Parents

It is important that you meet with your parents at the start of the season. At minimum, you should communicate the following:

- Your Name and phone number
- Give them an idea of your coaching philosophy.
- Outline your yearly plan.
- If you have no assistants or manager, ask for volunteers.
- Answer any questions they might have. (If you don't have an answer, don't guess. Tell them you will get back to them).

4. Sweaters, Socks and Pucks

Before the first game of the season, the Applewood Uniform Director will arrange a time when you can meet him / her to pick up your team's jerseys and socks. Coaches of the younger age groups may also arrange to borrow goalie equipment.

Section C - First Game of the Season

[Note: this section is primarily for Red, White, Blue and Green color teams]

1. Find out Date, Time, and Location of Your First Game

Game dates are communicated on the MHL's website at www.hockey.on.ca. Click on the Game Centre button, then the Schedules button. (Or, easier still, use the link provided on the "Links" page of the Applewood web site).

2. Call your Team

Call every member of your team once you know the day, time and location of the first game. Tell everyone to be at the rink 1 hour before game time. This is important as you will need extra time before the first game to hand out the sweaters and socks, put together your line-up, fill out the game sheet, and fill out the Convening Roster sheet.

Ask your goalie if he/she owns all or some of his own equipment. If he/she doesn't, you will need to arrange to loan what he/she needs from the Applewood Equipment Director.

3. Give out the Team Socks and jerseys

Prior to the first game of the season you will have picked up the team's sweaters and socks. Typically these are handed out in the dressing room prior to the first game. (With a bit of luck you will have a practice before your first game at which time you can give out the jerseys then.) Try to give the players the numbers they want ... but keep in mind that the jerseys are not all the same size. A few will be smaller and a few will be extra large. Hand them out with this in mind.

4. Fill out the Convening Roster Form

At the first coaches meeting you will be given a Convening Roster form. You are required to complete the form with your players' names and sweater numbers. It is important to keep in mind that the numbers you submit are final, as far as the MHL is concerned. The MHL

Convenor will be at your first game looking to collect this roster sheet from you prior to the game.

Section D - Game Day

1. Coaches Passes

Wear your current year passes attached to your lanyard during every game. Referees will check to ensure you have a pass, if not; you are not permitted on the bench.

2. The Game Sheet

Obtaining the Game Sheet:

Game sheets are provided to each Applewood team at the annual August coaches meeting. The Home team will complete the game sheet in a timely fashion and provide it to the visiting team. The last team to complete the game sheet will provide it to the timekeeper.

Filling Out the Game Sheet:

- Write in the name (and number) of every player of the team on the game sheet. If a player is absent, write "ABS" after their name.
- Indicate your captain by writing a "C" after his name.
- Indicate any alternate captains (max of 3) with an "A" after their names.
- If you've "called up" a player, write "AP" after his name and circle it. (AP=Affiliate Player).
- Write in the names of all coaches who will be behind the bench.
- If you have a player under suspension, put his name in the appropriate area and indicate "game 1 or 2, etc.", for example. Sign the game sheet.

Reviewing the Game Sheet after the Game:

Get in the habit of collecting the game sheet immediately after every game. It is a good idea to give this responsibility to your team manager.

BE SURE to review the game sheet immediately after the game. It's a good practice to have your manager or assistant look it over too. Check to make sure they got the score right. Most importantly, look to see if any of the penalties carry suspensions. If you're not sure, email your Applewood's Rules Director or Discipline and Protest Director immediately to get clarification. Remember, the referees assess penalties... they have nothing to do with suspensions (which are imposed by the MHL). In other words, don't expect the referee to tell you that your player has been suspended.

3. Dressing Rooms

Generally, the arena will assign you with the dressing room directly across from the visitors' bench if you are the visiting team, and across from the home bench if you are the home team.

Before you let your players in the dressing room, be sure you look it over for damage.

If there is any damage, report it to the rink staff. Get the staffer's name as a safeguard. (Obviously you can't always be the first one at the rink so it's a good idea to educate your parents. Give this responsibility to the first parent to arrive at the rink).

Most arenas keep the dressing rooms locked. Most require you to trade in your car keys for the dressing room key. This ensures that you don't forget to hand the key back in when you leave. (Again, train your parents. There's no reason that the first parent to arrive at the rink can't do this).

The City of Mississauga has set down a new rule beginning in 2004 regarding cell phones. No cell phones are allowed inside arena dressing rooms.

No photography of any kind is permitted in the dressing rooms!

Applewood has a Dressing Room Policy, which is located on the Applewood web site. Make sure you read it and understand it!

4. PRE-GAME - Getting Ready

Things to Keep in Mind:

The MHL reserves the right to begin any game 10 minutes before its scheduled start time. This means that your team must be ready to go on early, if need be. It's a good idea to assign your team manager or an assistant coach the responsibility of keeping an eye on the game before yours and advise you if it looks like it may end early. Be mindful of the players coming off the ice. Try to keep your players out of their path. Have your player's line up at a different door if possible, or keep them in line against a wall, or simply keep them in the dressing room until the team leaving the ice is off.

NEVER walk across the ice to the players' bench. This is a strict rule in all of Mississauga. (Meadowvale arena is the only exception where you must walk a short distance, from the visitors' bench to the home bench).

Get in the practice of scanning your players' equipment once all are dressed. Players tend to forget neck guards!

Be sure your players know not to step onto the ice until the Zamboni doors are completely shut. This is a strict rule at all arenas.

A Pre-Game Routine:

Coaches should develop a pre-game routine. A good pre-game routine helps players get mentally and physically prepared. Here are some ideas you can incorporate into your pre-game:

- Encourage players to stretch. Encourage them to drink.
- Remind your players of the things you worked on in practice. Try to have them bring these to the game (skills and techniques).
- Go over the game plan (specific plans and strategies).
- Have them jog on the spot for 20 seconds (knees high) to stimulate the cardio system.
- Announce the 5 skaters who will start the game.
- Gather in the centre of the dressing room for a team cheer.

Establish an on-ice pre-game routine. Keep it simple for the younger groups where there is little time. Skating around the half-ice forward then backward while the team captain (or another player) warms up the goalie is most common.

5. PRE-GAME: On-Ice

Here's what to expect, on the ice, just prior to the start of the game:

As soon as referee steps onto the ice he will instruct the timekeeper to start the clock at 13:00. As it counts down, both teams have time for a brief warm up. When the clock reaches 11:00 the referee will blow the whistle ice to indicate it is time to drop the puck in 1 minute. The clock will stop at 10:00. If a team is not ready at which point the Referee may assess a delay of game penalty.

Most coaches of younger teams designate one player to warm up the goaltender while the skaters are loosening up. Most coaches of older teams arrange a cross-ice passing drill where players take turns shooting on the goalie. (Teams are given a little more time for a warm up before weekday games).

Pre-Novice to Bantam (additional to above):

Once the clock reaches 11:00 the referee will blow the whistle at which time both teams line up at centre ice and shake hands. Players then return to their benches. The coaches leave out their starting 5 skaters and the puck is dropped.

M. Midget to Juvenile:

The whistle is blown at 11:00. Players do not shake hands.

[Note: some referees permit hand-shaking for older age groups as well. The above occurs in most cases].

Length of hockey games:

All games have 3 ten minute, stop time periods. All "A" hockey games will be played in three, 12 minute periods. The pre-game on-ice times mentioned above are modified accordingly.

If the score at the end of the 2nd period has a 5 or more score differential then the ENTIRE 3rd period will be played with running time (i.e. the clock will not stop) regardless of the score. The clock will also be run if this 5-goal differential occurs at any time during the 3rd period.

6. Behind the Bench

All bench personnel must be registered with the MHL. Teams are allowed 4 coaches behind the bench, 5 if one is a trainer.

The head coach is responsible for the behavior of all players and staff behind the bench. (Applewood reserves the right to suspend a head coach for failing to control his bench ...in general or as a result of a specific incident).

If you're the home team, you will have to provide a game puck. The puck should be new, black, and logo free.

In the interest of safety, be sure to shut the bench doors quickly during line changes. Too often a coach will leave the door open too long ... a dangerous situation.

On face-offs, the referee holding one hand up in the direction of the players' benches indicates that the visiting team can no longer make line changes ... and that the home team has 5 seconds more to make its last change.

Bring water bottles on the bench. Athletes in action dehydrate very quickly.

A trainer may only step onto the ice to tend to an injured player after the play is stopped and only when given the ok by the referee.

7. Injuries

Teams with a Certified Trainer:

Where a team has a certified trainer, the trainer's decisions regarding injuries and player safety shall be final.

Head coaches cannot overrule injury /safety decisions made by the trainer. This includes sitting a player for a shift or for the balance of the game, if so decided.

In cases where a team has more than one certified trainer, one should be deemed as "in charge". This should be discussed and agreed upon before the season begins so as to avoid any conflicts.

Where the trainer's certification is expired, he shall be a candidate for 'most qualified' as outlined below.

Teams with NO Certified Trainer:

Where a team has no certified trainer, the coach should seek from amongst his coaching staff, the most qualified to "act" as trainer (someone who has had first aid training, for example).

Where the team has no certified trainer, the coach has final decision with regards to injury/safety related matters.

8. Referees

The referee-coach relationship should be one of mutual respect.

Remember that your players will take your cue. In order to teach your players to be good sportsmen you must lead by example. As tough as it might be, don't call out to the referees when they make mistakes. Bad calls will be made against both teams. It evens out.

Any complaints regarding referees must be channeled through the Applewood Hockey Association following the Referee Complaint Procedure. This procedure is documented on the Applewood web site. Do not contact the referee or the MHL directly.

9. Post-Game

Parents

At the start of the season you should establish a post-game procedure for your parents. For the older players who can tie their own skates and carry their own bags (Atom and up) have the parents wait in the foyer or snack bar area. This is a more comfortable place, relieves the clutter in the hallways, and is less stressful for the players. For the younger players (Minor Atom and lower), have the parents wait in the hallway until you give them the ok to enter the dressing room.

Players

As coach you should establish a post-game routine for your players. Here are some ideas you can incorporate into yours.

Wait a minute or two before going into the dressing room. This gives your players a chance to share some post game thoughts amongst themselves.

Make sure they have water.

Go over the game highlights, good and bad.

Encourage feedback.

Agree upon at least one area to work on for next game.

Find a positive and end on that note.

Always make yourself available to your players. After games is the easiest time for a player to connect with his coach.

Section F - Practice Day

1. General Notes

Practice sessions are generally 50 minutes, although some may be a little shorter or a little longer. Be sure to check your exact time on and off the ice before going to the arena.

Most arenas will assign teams to specific dressing rooms. They will post this somewhere at the rink entrance.

Make sure the room is clean and there is no damage before going in. If not, call a rink staffer to clean or make note of any damage.

2. On-Ice Safety

Before every practice, check to make sure that the ice surface is safe and free of any debris. Make sure that all doors are properly closed. Drills should be designed with safety in mind. A drill where the players criss-cross may not be appropriate for younger or weaker skaters, for example.

Teach your players to shoot at the goalie only when the goalie is standing and in the goalie ready position.

Any action, which would incur a penalty during a game, should likewise not be permitted during practice and should be addressed immediately by the coach.

3. Equipment

Practice is a good time to look over the players' equipment. Pay particular attention to the helmets, which should fit snugly. A loose fitting helmet may be too big or may simply need tightening or adjusting. Be sure it is a hockey helmet with a face protector, both of which must be CSA certified (look for the CSA stickers).

Make sure every player is wearing a neck protector which is BNQ certified. Equipment, which is too small or too large, will not protect the player properly. Players that are not completely outfitted with the required safety equipment are not permitted on the ice surface.

Required Equipment:

- Helmet with Face Protector (CSA approved)
- Neck Protector (BNQ approved)
- Shoulder Pads
- Elbow Pads
- Gloves
- Hockey Pants
- Jock or Jill Strap with protective Cup/Jill
- Shin Pads
- Hockey Skates

Please note: Coaches are now required to wear a CHA-approved helmet while on the ice.

4. Persons permitted on the Ice

Only players registered with Applewood are permitted on the ice.

Only coaches or assistant coaches who are registered with Applewood are permitted on the ice.

Coaches might want to invite a goalie from another Applewood team onto the ice. This would be a goalie that is called to fill in for the regular goalie or simply to enhance the practices' effectiveness. Such a goalie must be from the same age group or from one age group younger or older, no more.

No "other" players are permitted unless prior permission is obtained by the AHA Head Coach or Executive.

5. The Practice Schedule

At the start of every season, once the City has awarded Applewood its ice times for the year, the Applewood Ice Allocation Director puts together a practice schedule, by team.

- First, practice times are awarded equitably amongst "A" teams (coaches are asked to submit their top three choices).
- Second, practice times are awarded equitably amongst all house league teams (coaches are asked to submit their top three choices – excluding those times already taken by “A” team).

Coaches will receive a copy of this practice schedule prior to their first ice session. Scheduled times are also posted on the Applewood website. Coaches should then communicate these dates to their team's parents so that no player misses a practice session.

6. Schedule Conflicts

If you should find that your game schedule conflicts with your practice schedule, you should first attempt to trade your practice time with another team. As coaches we need to be accommodating to each other. Look over the practice schedule for a team that might want the time you are looking to get rid of. If you can't find anyone to trade with, let the Ice Allocation Director know immediately.

Similarly, if your team cannot be on the ice at your allotted practice time for whatever reason, you must contact the Ice Allocation Director in advance. **WE CANNOT ALLOW PRACTICE ICE TO BE WASTED.**

All of the arenas have been instructed to report any ice time that goes unused. Applewood will be penalized.

Practice ice may NOT be sold.