

5. COACH & MANAGER POLICIES

5.1 Coaching Education Requirements

- A. The following USA Hockey coaching education requirements will be in effect:
 - 1. Initiation Level: Minimum requirement for all 1st year CAHA coaches and assistant coaches in the Recreational Program.
 - 2. Associate Level: Minimum requirement for all 2nd year CAHA coaches and all Head coaches in the Recreational Program. All assistant coaches in the competitive level.
 - 3. Intermediate Level: Minimum requirement for all 3rd year CAHA coaches and all Head coaches in the Competitive Program.
 - 4. Advanced Level: Minimum requirement for all 2nd year Head coaches in the tier II Program based upon in-state availability.
- B. All CAHA coaches are expected to participate in the continuing education program, which shall meet on a regular basis.
- c. All coaching education fees shall be paid for by the CAHA.

5.2 Coach Selection Policies

- A. House Coach Selections
 - 1. No later than 90 days before the beginning of the season, the CAHA Director, or his designee, will post notices at the rink and/or on the CAHA website asking for applications for house coaches. Interested parties shall complete the application and return it to the CAHA Director no later than 45 days before the beginning of the season. The season begins with house evaluations.

2. House coach selections will be determined by the CAHA Director.
3. Interviews deemed necessary by the CAHA Director will take place no later than 30 days before the beginning of the season. The CAHA Director will inform the Board of Directors of the coaching selections. The CAHA Director will announce the selection to the membership no later than 15 days before the beginning of the season.
4. In cases where applicants lack qualifications, or there is a lack of applicants, the CAHA Director will seek out additional candidates.

B. Travel Coach Selections

1. No later than February 15 of each year, the CAHA Director will post notices at the rink and/or on the CAHA website asking for applications for travel coaches. Interested parties shall complete the application and return it to the CAHA Director by the established deadline. The travel season begins with tryouts for travel teams in the spring.
2. Travel Coach Selections will be determined by the CAHA Director and his Selection Committee. The Board of Directors must approve the travel coach selections one week prior to the spring tryouts.
3. In cases where applicants lack qualifications, or there is a lack of applicants, the CAHA Director will seek out additional candidates.
4. In cases where the CAHA Director and Selection Committee cannot reach a decision, the Board of Directors will make the selection. If necessary, the Board of Directors will hold a special meeting to select said travel coach. At the meeting, each candidate will have the opportunity to answer questions presented by the Board. The Board will then vote and select a coach by a two-thirds majority of the members present. If any Board member has a conflict of interest concerning a particular vote, he/she must abstain. The Board may vote up to three times. The CAHA Director will seek out additional candidates if a two-thirds majority vote is not possible after three votes.

5.3 Coaching Rules

A. Player Development and Sportsmanship are the cornerstone of the CAHA program. All coaches shall set proper examples and keep their emotions in check at all times.

B. Number of Coaches

1. Each team may have up to two assistant coaches (three for travel) and one team manager.
2. CAHA will pay for an IMR for the head coach and two assistants (three for travel).

3. CAHA will pay to fingerprint the head coach, two assistants (three for travel), and one manager for each team.
 4. Only the head coach and assistants with valid IMRs may be on the ice, or in the bench area during games and practices.
 5. If a team would like to have an additional assistant, that assistant/team will incur the cost of finger printing and the IMR.
- C. **All House coaches are required to provide each player on his team a fair amount of ice time during House League games, except when the coach is denying ice time as a disciplinary action.**
1. **Fair ice is each player having an opportunity to play the same amount of time as any other player. It is the head coaches' responsibility to ensure fair ice.**
 2. House teams will not have set players for power plays or for penalty killing situations.
 3. If a house team does not have an equal number of players for each line, the coach will make sure that players either sit out, or double shift on an fair basis.
 4. Coaches will not short-shift or play players for extended time periods to gain an advantage.
 5. CAHA requires all travel and house coaches to attain USA Hockey Certification for their appropriate level as outlined in the USA Hockey Annual Guide.

5.4 Coach and Team Manager Removal

- A. All coaches and team managers will conduct themselves in a manner consistent with the spirit of the Mission Statement of CAHA. Any inappropriate behavior will result in disciplinary action by the CAHA Director. This may include removal of the individual from their position.
- B. The CAHA Director in conjunction with the Disciplinary Committee may dismiss any coach or team manager. The CAHA Director will inform the coach or team manager of their dismissal in writing including an explanation for the action.

5.5 Coaches Replacement Procedure

- A. The CAHA Director in conjunction with the Disciplinary Committee will select the replacement coach.

5.6 Removal of a Player

- A. All players will conduct themselves in a manner consistent with the spirit of the Mission Statement of CAHA. Any inappropriate behavior will result in disciplinary action by the CAHA

Director in conjunction with the Disciplinary Committee. This may include removal of the individual from the team.

- B. The CAHA Director in conjunction with the Disciplinary Committee may dismiss any player. The CAHA Director will inform the player of their dismissal in writing, including an explanation for the action.

5.7 Coaches Responsibilities and Duties

A. General

1. It is imperative that all coaches study this manual and conduct the affairs of their team accordingly. Coaches are among the most influential and respected role models that youth encounter. The use of common sense, good judgment, leadership and sportsmanship is mandatory. High standards should be set for all coaches and players on the ice, off the ice, and in the community.
 - a. **Each coach shall conduct a parent meeting within the first week of the season to familiarize everyone with team and association policies and expectations and prepare them for the events that they will experience during the season.** At that time, coaches will provide each player with a copy of his or her coaching philosophy and expectations for the season. Coaches should also discuss at this meeting expectations of attendance, behavior, motivation, and parent participation.
 - b. Each coach shall be accessible to players and parents on a reasonable basis to discuss the player's progress, or the lack of it, or to clear up misunderstandings.
 - c. Coaches are required to achieve USA Hockey certification and attend workshops and other coaching clinics provided by CAHA. They will be required to continue to learn more about hockey and coaching methods so they may improve coaching effectiveness. They will be expected to know the rules of the game. USA and AAHA Hockey rules are available from the CAHA Director.
 - d. Coaches are required to prepare a written practice plan and submit it to the CAHA Director in addition to the team assistant coaches and managers. Coaches are required to follow the CAHA development model as issued by the CAHA Director in conjunction with the Coach Selection Committee. Practice should be organized, constructive, interesting and FUN.
 - e. Coaches are expected to be at all games and practices or arrange for a proper substitute. Coaches are expected to arrive at least 30 minutes prior to ice time to prepare teams.
 - f. At least one coach or manager must be in the locker room and / or hallway at all times for each game or practice. A coach or manager shall be the last person to leave the locker room.
 - g. In the event the Head Coach cannot attend a practice or game he or she shall appoint an assistant to substitute. In the event no coach from the

team will be present the Head Coach must contact the CAHA Assistant Director at least 24 hours in advance to ensure his team is covered.

- h. Coaches of teams using CAHA ice time shall be responsible for the supervision of skaters on the ice and maintaining discipline on the bench and in the locker room. The only persons allowed on the ice are rostered players and the certified coaches of the respective teams with the exception of guest coaches as approved by the CAHA Director.
- i. Coaches shall maintain team discipline and take reasonable measures to punish violations of team rules and follow the regulations regarding player discipline stated in this manual. Coaches shall teach and condone only "clean" hockey.
- j. Coaches should present the CAHA Team Rules that have been approved by the CAHA to all players and parents. The coaches have the right to add to rules as circumstances warrant it, upon approval of the CAHA Director.
- k. Coaches have the right to bench players for unexcused practice/game absences and/or disciplinary reasons. Benching will be for a shift, period or game depending on the infraction and/or occurrence of offense. Coaches should be notified of practice/game absences prior to scheduled ice time. All disciplinary actions will be documented by way of the CAHA Incident Report Form (last page of manual).
- l. Coaches shall be responsible for keeping all skaters off the ice during periods scheduled for resurfacing. No one should go on the ice before the Zamboni door closes.
- m. No games or practices can be scheduled or changed without prior consent of the CAHA Director.
- n. Score sheets must be filled out before the game is scheduled to begin. This is the responsibility of the teams. The head coach of both teams must be identified on the score sheet. Score sheets will be at the Ice Den Administration Office or Hockey office. All Score sheets are to be signed by all referees before copies are given to the coaches. The top (white) copy of the score sheet must be returned to the Ice Den Administration Office to be collected by the association for statistical purposes. The other two copies go to the respective coaches. Teams participating in leagues must follow the procedures for score sheets, although one copy must remain at the Ice Den front desk for the association statistics. Score sheets for out of town games are the responsibility of the coach.
- o. Coaches shall be responsible for distributing and picking up equipment.
- p. CAHA players, coaches and managers disregarding the instruction of supervisory personnel shall be suspended from participating in CAHA activities until a hearing of the CAHA Director and the Disciplinary Committee.
- q. CAHA does not assume financial responsibility for games and practices that have not been scheduled and approved by the CAHA Director.

- r. Coaches are encouraged to have a team manager/team parent who will assist with team operations.
- s. In the event a coach exercises his powers contained herein to discipline a player, that coach must notify the CAHA Director in writing within 24 hours of the incident which led to the discipline. Coaches may use the CAHA Incident Report Form. Failure to report is grounds for disciplinary action.
- t. Each coach should be aware of the different guidelines that apply to the teams, divisions, and leagues (ie house, travel, tier, division etc.) contained in this manual, the USA Hockey Rules and any other applicable guidelines.
- u. All coaches must abide by the Coaches Guiding Principals & Policies contained in section 7.1.A.
- v. Coaches are responsible for reporting any injuries that occur on or off the ice immediately to the Ice Den staff in order to facilitate appropriate first aid care. Coaches must also complete, with the Ice Den staff, the facility accident report.

5.8 Travel Management Policies

- A. The CAHA Director must approve the selection of the travel team manager.
- B. A travel manager may not be a spouse, relative, or coworker of the head coach.
- C. Both the travel coach and the travel manager are required to attend the initial travel meeting, which takes place at the beginning of each season.
- D. Both the travel coach and the travel manager must read and sign the Coach & Manager Rules and Regulations Document before check requests and fundraising applications become available.
- E. Using the CAHA Schedule Alteration Form, the coach or manager must inform the CAHA Director of all ice swaps with other teams.
- F. The coach or manager must turn in score sheets dealing with Gross, Match, or Game Misconduct's, within three days of a game or end of trip to the CAHA Director.