

Truro and Are Minor Hockey Association Policy/Procedure

SUBJECT Coaching	TITLE Bench Staff – Duties, Responsibilities, Expectations & Discipline
Number: 6.1	Approved: November 2010

All Coaches, Assistant Coaches and Trainers must be certified to the minimum Hockey Canada standards as set out in the Hockey Nova Scotia Constitution as amended yearly. TAMHA encourages the training of coaches and will assist by paying all reasonable and fair costs for clinics and training as approved by the Board, as well as provide funding for a yearly local Speak-Out Course.

Certification:

Each competitive and recreation coach, assistant coach and manager as well as all adults participating in team activities shall submit to TAMHA a completed Child Abuse Registry (CAR) and Criminal Records Check (CRC) by the end of September. Individuals must renew their CAR and CRC checks every three years.

Communication with the Board:

All TAMHA coaches and managers are required to attend a meeting at the start of the season. The purpose is to explain the TAMHA goals, Ice policies, Board expectations and Fair Play program to everyone. The meeting will be run by the association executive. The meeting will allow for coaches and managers to ask questions get clarification regarding any of their concerns and allow input from staff.

General Responsibilities:

- (a) The Coach, Assistant Coach or Manager is to conduct themselves in a sportsmanlike manner, remembering that the example they set can influence the players on their team.
- (b) The Coach is the face of the team and is not to use profanity, intimidation or violence and must lead by example to set the tone for players and parents and is responsible for:
 1. Sportsmanlike behavior;
 2. Development of Players;
 3. Opportunity for fair play time regardless of ability;
- (c) A Coach must assume responsibility for the discipline and good conduct of his team.
- (d) A TAMHA player may be benched for all or part of a game at the discretion of the Coach for disciplinary reasons such as:
 - Abusive or foul language directed at players, officials or spectators
 - All actions which are deemed to be detrimental to the welfare of the team as a whole.
- (e) The reason for the benching must be clearly communicated to the player and, if requested, with the player's parents.
- (f) At the competitive level for PeeWee or higher a Coach may assume responsibility for unequal ice time in a game in a situation where a loss in that crucial game would significantly affect the opportunity for the team to participate in further competitions, i.e. playoffs or tournament play. A Coach is encouraged to clearly communicate his reasons, for unequal ice time, to the team at the earliest opportunity.
- (g) All TAMHA Coaches are required to adhere to the TAMHA Code of Coach Conduct Policy.

Duties of Coaches:

- Select Team in accordance with the guidelines provided in Policy 5.3 – Team Selection Policy;
- Select Assistant Coaches, **who must be approved by the Board prior to selection**;
- Appoint a Team Manager;

- Prepare Team budgets in collaboration with team manager;
- Provide team roster to Division Rep within one week of finalization of the team.
- Coordinate the issuance of equipment/jerseys through the Equipment Manager and ensure that it is returned in good order at the end of the season.
- Ensure that the team follows all guidelines and policies of TAMHA while working in conjunction with the Division Rep.
- Bears ultimate responsibility for the efficient utilization of ice times.
- In consultation with the team manager, prepare and submit a team tournament/league schedule to the Ice Manager as early in the season as possible to facilitate ice time schedules.

Communication:

- Once any team is formed, a meeting is to be held with all team parents to explain the vision for the season.
- A similar meeting with coaching staff and players is also held.
- Both meetings are to be chaired by the head coach.
- The objective of these two meetings is to clarify the guidelines with the parents, players and coaches.
- The coach gives his/her fair play guidelines to the parents and to the players. The parents and players review the guidelines. The player and parent keep them for future reference. The first team meeting also allows for parent and player input into the team guidelines.

Subsequent monthly team meetings are strongly recommended to keep the lines of communication open between coaches, players, parents and the association.

Sanctioning of Bench Staff:

Any member of a TAMHA team bench staff (including the Head Coach, Assistant Coach, and Trainer) who is assessed a suspension under HNS Rule 47 (Abuse of Officials, Unsportsmanlike Conduct/Misconduct), may be subject to sanction, at the Board's discretion, whether or not the Board has been presented a formal written complaint. The sanction from the Board may include, but not be limited to, barring the individual from bench positions in future seasons.

A coach may also be removed from their position for reasons of incompetence or actions that contravene the principals and policies of TAMHA. If any coach is to be removed from his position, the following procedure will be in place:

- The coach will be notified by the President and Coaching Coordinator in person and in writing that they are indefinitely suspended from all TAMHA activities.
- A hearing will be conducted by the ethics committee within 7 days and their decision will be final. The decision will be delivered in writing.

PURPOSE

GUIDELINES

RELATED GUIDELINES