

Natick Comets Coaches Information for 2016/17 Season

In an effort to prepare you for the upcoming season please note the following:

- All coaches should review our policies and those of the leagues which are available online.
 - Girls at www.mycgl.com
 - Youth at www.valleyhockeyleague.com
 - Comets at www.natickcomets.com

- Rosters
 - We hope you have contacted and welcomed your team to the new season
 - All official USA rosters will need to be signed and returned to the Registrar by late September, you will receive email notification regarding roster distribution and deadlines

- Team Manager
 - We hope all teams have a parent team manager, no coach should act as team manager for shirts, locker room assistance, water bottle, tournaments, communication etc. We are a volunteer program and it is important that members have an opportunity to be engaged.

- Team Parent/Player meeting
 - Each team must hold a mandatory team meeting at the beginning of the season. This meeting should cover topics such as rules, expectations, tournaments, communication. A Board member should attend this meeting, if there isn't a BOD parent on your team contact Chris Hubbard or Pam Kelleher and we will find someone to attend your meeting.

- Assistant Coaches
 - Please reach out to your team for assistance if you have not done so already. Assistant Coaches need to be approved by the BOD, please forward their names 2017 USA hockey number and contact details to the Registrar as soon as possible.

- USA Hockey Registration/Certification
 - All Coaches and Assistant Coaches need to be USA Hockey registered. Please ensure your information is up to date and included in your Comets account on the website.
 - Clinic/Registration reimbursements need to be accompanied by a receipt and request letter and sent to the Treasurer and Director of Coaches.
 - Cori Forms

- All Coaches and Team parents must complete a Cori authorization form by before you are on the ice with kids
 - Forms should be dropped in the box at the rink or scanned and emailed to the registrar. Must include copy of driver's license
- Practices
 - Coaches need to be prepared in advance for all practices and games. A coaching staff member is required to attend and monitor locker rooms and their players at practices, skills sessions and games.
 - 2 or 3 team practices should be coordinated with the other coach assigned to your practice time
- Injury report
 - An injury report must be filled out within 24 hours if any player/coach gets injured while participating in a Comets activity. Injury reports are located on the website under Coaches Corner. Completed forms should be sent to the Registrar and Director of Coaches
- Game Cancellations
 - Cancelling a game should be a last resort as the club incurs the cost to both teams when a game is cancelled. Also, makeup ice is extremely difficult to find. Please read both your league cancellations policies.
- Tournaments
 - Please avoid tournaments during state play down dates as those games cannot be rescheduled
 - Each team will be reimbursed for one tournament per season up to \$950 (double checking total)
 - Valley and MYCGL representatives should be notified well in advance of any tournaments so that we do not incur cancellation charges
- Non-Pays
 - Players who are not in good financial standing will not be allowed to practice or play games. This message will come from the BOD but coaches will need to support this if notified.
- Jerseys and First Aid Kits
 - Chip Malcolm will see that all coaches receive these items. If you have questions, please contact him directly.
- Other useful contact info:
 - Time Keeper Contact
 - Dianne Cassidy- 508-277-1070 or dcass726@me.com
 - Rink Manger

- EJ Gottwald- 781-7333-5352
 - Referees
 - Youth- Carl Lodi 508 450 4773
 - Girls –Mark Knapp 508 509 1813 plowdream@comcast.net
 - Director of Player Safety
 - Chris Collins- snake1267@yahoo.com
- Playdowns
 - Midget and U19 teams will play in the fall
 - Other teams will play Veterans Day and MLK weekend, schedule changes are not permitted. Additional information to follow as received.
- Player Safety
 - CPR Training
 - We would like coaches to attend CPR training, information will be provided on opportunities and dates
 - Concussion Management
 - All coaches should take the Heads UP course on CDC website to update themselves on current information regarding concussions.
http://www.cdc.gov/concussion/HeadsUp/online_training.html
 - There is a strict protocol in place for returning to team post-concussion
 - On Ice Safety
 - Please be alert for player behavior that would be deemed unsafe and actively communicate with player and/or family if you're seeing this.
- Fundraising
 - We expect to hold our annual fundraiser in November. All teams are encouraged to support this event. Details will be forthcoming.