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# READING YOUTH HOCKEY

## COACH GUIDEBOOK

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[www.readingyouthhockey.com](http://www.readingyouthhockey.com)

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## 1.0 Welcome

The "Coach Guidebook" is the coach and team manager's handbook. It contains Reading Youth Hockey information, contacts and helpful tips. Please read through the materials and work together to determine plans for the upcoming season (schedules, parents meeting, events, etc.)

### 1.1 Key dates

- 1) September: Coach's meeting, practices and parody games released
- 2) Beginning of October: Coach trainings and forms to be completed.
- 3) End of October: Game schedule released
- 4) March: Play downs and coach evaluations due
- 5) End of March/April: Tryouts
- 6) Mid-April: Teams announced for the following season
- 7) May: Board positions voted on

### 1.2 Standards of Conduct & Disciplinary Action

- All team officials, players and parents/guardians associated with RYH teams will conduct themselves in accordance with the standards of conduct that have been established by Reading Youth Hockey and USA Hockey.
- Any team official, player or parent/guardian associated with RYH who fails to comply with these standards of conduct may be subject to disciplinary action consistent with USA Hockey guidelines.
- The requirement for any such disciplinary action will be reported to the RYH Board and will be determined by the Board.
- Any player or spectator who causes damages to any rink shall be assessed the expenses related to repairing such damages and/or any fines levied in relation to such actions causing such damages. Failure to remit payment for repair expenses and/or fines when instructed to do so may result in the suspension of privileges to participate in team activities.

### Coaches Code of Conduct

- I will remember that I am here to help my players learn, have fun, and play in a safe environment. I am not here to "win at all costs" and/or promote my coaching abilities.
- I will treat each of my players equally and with respect. I will not belittle, unfairly criticize, or punish a player. I will focus my efforts on providing constructive feedback, teaching, and supporting.
- I will accept the fact that my players are not of equal skill level. This should not result in less ice time for any player. I will make every effort to see that all my players have equal opportunity to play.
- I can expect all my players to be committed to the team and show up for all practices (except when ill). I have a right to reduce a player's ice time when they have an excessive number of absences from practice.
- I can demand my players respect and attention. I have a right to reduce a player's ice time when they consistently disregard my instructions or are disrespectful to me.
- Whenever I reduce a player's ice time, I will communicate to the parents the reason for the reduced ice time.
- I will make my contact information and the league director contact information available to the parents.
- I will promptly address any concerns raised by parents. If I am unable to do so, I will direct the issue to

the director of the league in a timely manner. I will respect and abide by the decision made by the director to resolve the issue.

- I am responsible for communicating to the parents all schedule changes and other pertinent league information in a timely manner.
- I will demand good sportsmanship and respect from my players. I will not tolerate the putting down or insulting of one player by another. I understand that I am responsible not only for the physical but the emotional well-being of my players. I will always make sure that I or an assistant coach is present in the locker room at all times to monitor my player's behavior.
- I will make sure that my team "lines-up" for a handshake at the end of each game as a way of teaching and demonstrating good sportsmanship.
- Checking (*Bantam level*) will be taught as a hockey skill and not as a means to intimidate or hurt another player. I will emphasize the skills part of the game (passing, skating, positioning, shooting, etc...) and teach how to properly and legally check (also showing what is illegal and how it could possibly injure a player).
- Aggressive behavior that involves intent to hurt someone, by one of my players, will not be tolerated and will be brought to the attention of the league director and the parents.
- I will treat all referees with respect and not question their calls. I do have a right to ask for clarification on a call.
- For safety reasons, I will not allow a player, not properly equipped, to practice or play in a game.
- I understand that my failure to abide by this code of conduct may lead to my dismissal as a coach in future seasons or immediate dismissal depending on the severity of the breach.

### Parents/Spectators Code of Conduct

- I will not force my children to participate in sports, but support their desires to play their chosen sport.
- Children are involved in organized sports for their enjoyment, not mine. I will make it fun for all **children participating**.
- I will applaud a good effort in victory and in defeat and enforce the positive points of the game.
- I will work toward removing the physical and verbal abuse in youth sports. I will not embarrass my child by yelling at players, coaches or officials.
- I will not pound on the glass. By showing a positive attitude toward the game and all of its participants, my child will benefit.
- I will enjoy the game; learn all I can about the game and volunteer where available!
- I will encourage my child to play by the rules. Remembering, that my child learns best by example, I will applaud the good plays of both teams.
- I recognize the importance of volunteer coaches. They are very important to the development of my child and the sport. I will allow them to coach my child. I will communicate with them and support them.
- When talking to a child about his or her participation and performance, I will discuss the positive contributions made not areas for performance improvements.
- I will know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- I will respect all rinks, rink property, rink employees and any ice rink rules.
- I will discuss positive or negative circumstances of a game with our player's coach during times outlined by the coach.

### Player's Code of Conduct

- Play for fun.
- Work hard to improve your skills.

- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship and discipline.
- Be on time.
- Learn the rules and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents and officials.
- Never argue with an official's decision.

### Spectator's Code of Conduct

- Display good sportsmanship. Always respect players, coaches and officials.
- Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- Cheer good plays of all participants; avoid booing opponents.
- Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials.
- Do not lean over or pound on the glass; the glass surrounding the ice surface is part of the playing area.
- Support the referees and coaches by trusting their judgment and integrity.
- Be responsible for your own safety – be alert to prevent accidents from flying pucks and other avoidable situations.
- Respect locker rooms as private areas for players, coaches and officials.
- Be supportive after the game – win or lose. Recognize good effort, teamwork and sportsmanship.

## 2.0 Communications, Scheduling & More

One of the key responsibilities of the Coach is to communicate with the team. Below are the many things you will do through the website;

- 1) Add your team's games, practices and skills. One of the key functionalities of the League Athletic website is game notification e-mails; parents can indicate whether their skater is attending.
- 2) E-mail blasts to parents. Sending out notes on the coming week, organizing parent's meeting or team activities such as tournaments, etc. Schedule updates and more.
- 3) Critical Updates. Last minute cancellations due to weather, rink issues, etc. can be sent out as e-mail or text alerts.
- 4) Bulletins can be published with any information you want to share, fun or interesting sports links or team photos.

### Rosters & Labels for Score Sheets

Once you have a complete list of your players and assigned jersey numbers you can edit the template for **Game\_Sheet\_Label\_Template** with your team's information. **Each game requires 3 labels**; home, away and official scorer each receive a copy. There is space for the Coach, Assistant Coaches and Team Manager details to be listed as well.

**Avery 8163 Labels** - To print the labels, they print on standard Avery 8163 labels found at Staples, Amazon etc.

### Using the website

As coaches, managers, and team contacts, you are a vital part of your organization. The documentation below will help you carry out your duties.

## Logging in

To perform administrative tasks as a coach, you'll first need to login to the Reading Youth Hockey site. As a coach, you simply need to login with your email address and personal password that is on your account. You do not need a special or separate password for coach access.

**\*\*Important! If you do not login in the top right corner for the website, you will not have access to the admin capabilities as a coach or manager\*\***

### 1. Login at the top right corner of your website.

To login, enter your email address and personal password on your account. If you do not know your password, [follow the password reset instructions](#).



### 2. Accessing your Team's Pages

Once logged in, you can access your team's pages by going directly to the Team page on your organization's website. This can be found in the second position on the horizontal navigation bar.

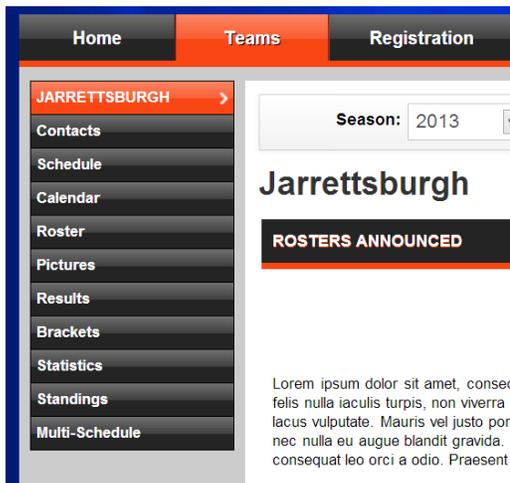
### 3. Once logged in, hover over the Teams tab.

All teams in the site are housed under the Teams tab. You can find your division > team here.



### 4. Access team-specific pages.

After selecting your team, the left navigation and Team drop-down now become specific to the team page you are on. Click on any of these pages to access this page specifically for your team.



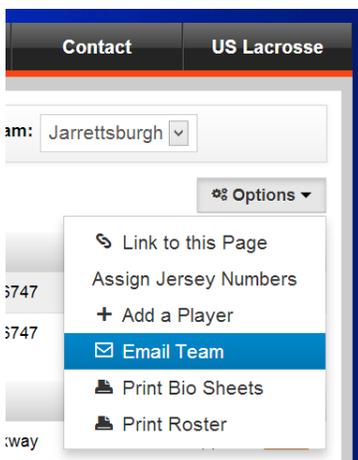
## Team Communications: Coaches & Managers: Email Team

As a coach or manager, you have the rights to email your team from the Roster page on your site.

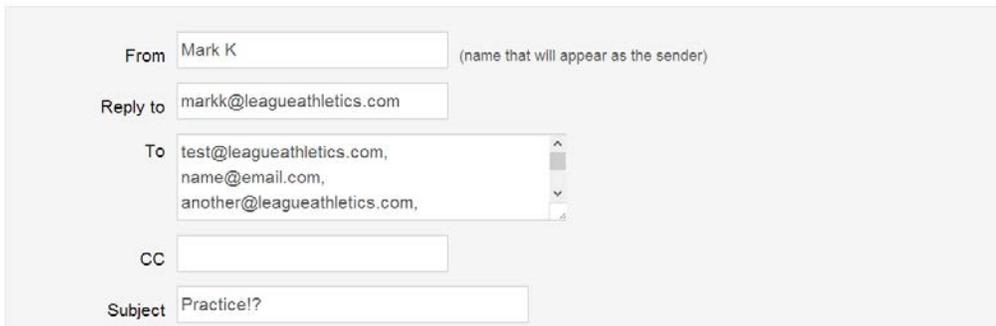
1. Once logged in, go to your team's Roster page.



2. In the top right corner, select Email Team.



### 3. Compose your email and click Send.



From:  (name that will appear as the sender)

Reply to:

To:

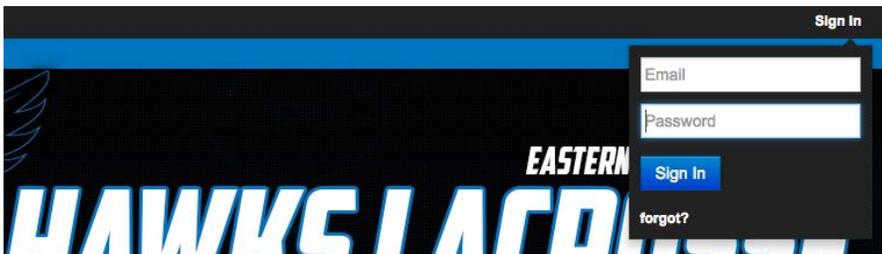
CC:

Subject:

### Team Communications: Coaches & Managers: Add News

News Bulletins are a great way to communicate with your team's players and parents. These are displayed on your team's home page with the newer items displayed at the top. You can optionally email bulletins to players and parents using the "Broadcast" feature during the edit or creation process.

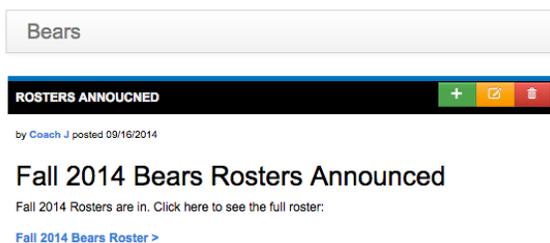
#### 1. Login to your site



#### 2. Select your Team from the Team tab.



#### 3. Click to add a new News Item.



4. Complete the information on the resulting page. Click Submit to save and post.

Messaging / New Team Bulletin Help

Author:

Email address:

Publish date:

Expiration date:   Archive thereafter

Title:

Editing Team News: From your team's home page, click the  button.

Deleting Team News: From your team's home page, click the  button.

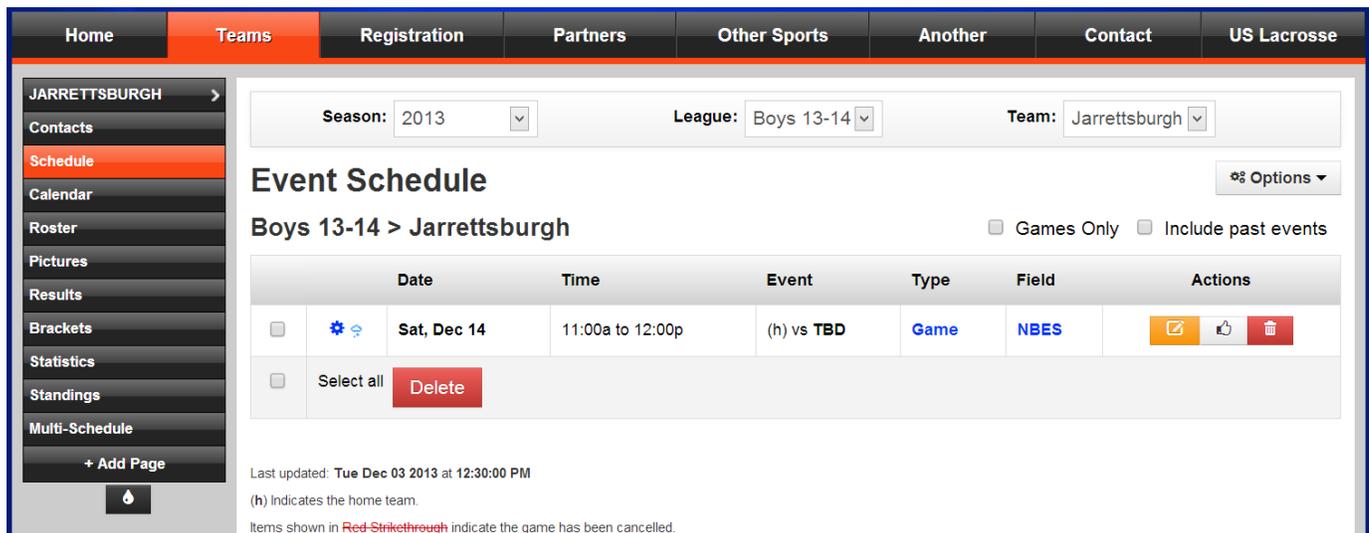
### Team Communications: Coaches & Managers: Add Game/Practices

Games and Practices are obviously those events which take place at a facility and involve a team or multiple teams. When scheduled, these events show up on the team's Schedule and can be used to capture RSVPs.

Games and Practices also have the ability to send out notifications automatically about changes and can also remind people about an upcoming event.

Once logged in, to schedule a practice or game:

1. Navigate to your team's Schedule page.



The screenshot shows the 'Teams' section of the US Lacrosse website. The 'Schedule' link is highlighted in the left sidebar. The main content area displays the 'Event Schedule' for 'Boys 13-14 > Jarrettsburgh'. The schedule is filtered for the 2013 season and includes a table with columns for Date, Time, Event, Type, Field, and Actions. A single event is listed for Saturday, Dec 14, at 11:00a to 12:00p, titled '(h) vs TBD' at the NBES field. The Actions column for this event contains icons for edit, share, and delete. Below the table, there is a 'Select all' link and a red 'Delete' button. The page also includes a footer with the last update time and a note about red strikethroughs indicating cancelled games.

Date	Time	Event	Type	Field	Actions
Sat, Dec 14	11:00a to 12:00p	(h) vs TBD	Game	NBES	

## 2. Click options, Add New Event.

Home Teams Registration Partners Other Sports Another Contact US Lacrosse

JARRETTSBURGH >

Season: 2013 League: Boys 13-14 Team: Jarrettsburgh

### Event Schedule

Boys 13-14 > Jarrettsburgh

	Date	Time	Event	Type
<input type="checkbox"/>	Sat, Dec 14	11:00a to 12:00p	(h) vs TBD	Game
<input type="checkbox"/>	Select all	<input type="button" value="Delete"/>		

Last updated: Tue Dec 03 2013 at 12:30:00 PM  
(h) Indicates the home team.

- + Add new event
- Link to this page
- Add to Google Calendar
- Subscribe to calendar feed
- Export schedule to spreadsheet
- Connect to league
- Print Schedule

## 3. Complete the event details, and submit to save.

New Game Information [Help](#)

### Details

Date: 12/15/2013  TBD 2:00p for 60 min. to 3:00p

Location: Jarrettsville, NBES

Category: Game

Status: N/A ID: (optional)

Arbiter ID: (optional)

Deleting an Event: Navigate to the team's schedule page and click the  button.

Editing an Event: Navigate to the team's schedule page and click the  button.

## 3.0 Training

USA Hockey and the Coaching Education Program require both certification and registration to be eligible to coach. Registration is done online on a yearly basis. Certification is also required. A few basic steps requirements are as follows:

- USA Hockey Requirements (Must be completed before participating in any team activities) Register as a member of USA Hockey (Cost is \$40 plus any affiliate fees if applicable). [Click here for more information.](#)
- Complete the background screening (Cori Form).

- Complete the USA Hockey Safe Sport Training (required every two years). [Click here for more information.](#)

### **Coaching Education Program Requirements (Must be completed by Dec. 31)**

- Find, register and attend the required certification clinic. (Cost is \$40 plus any lunch fees if applicable) You can only attend one clinic per season and all coaches start at Level 1. (The coaching clinic season for Levels 1-3 officially runs from September 1 to December 31). [Click here to find a clinic.](#)
- Complete the online age-specific module(s) for the age level of play you are coaching. (Cost is \$10 per module) (The online modules are available from September 1 to December 31.) [Click here for the modules.](#)

### **Safe Sport**

The safety of its participants is of paramount importance to USA Hockey. USA Hockey SafeSport is the organization's program related to off-ice safety.

Coaches must also complete the Safe Sport Training. These trainings are online courses and can be found [here](#).

## **4.0 Tournaments & Activities**

### **Tournaments & Special Events**

During the season, many teams look to create additional fun and excitement for the players and the families. Some examples of these events, and links to additional information these events are below;

- [Mass Hockey sanctioned tournaments](#)
- [Providence Bruins Pre-Game/Intermission Skate](#)
- [Boston Bruins Pre-Game/Intermission Skate](#)
- [New England Sports Center](#) Tournaments
- [Beanpot Pre-Game/Intermission Skate](#)
- [Waterville Valley Tournaments](#)

There are so many tournament options. Please research (ask other coaches, teams, parents for tournament ideas).

### **Other Ideas**

Other ideas for team activities could include attending a professional or college hockey game. Many times, you will find you have contacts within your youth hockey circles.

### **Travel Tournaments**

If your team is going to a tournament, notify your Level Director for the simple courtesy of their awareness of their teams plans and events. A checklist of common things the Coach/Team Manager will do upon finding a tournament;

- 1) Contact the organizer to confirm any details (games on Friday, etc.), USA Roster required
- 2) Submit a Travel Permit if traveling outside of Massachusetts
- 3) Register and submit team deposit after notifying the team and confirming families' commitment

- 4) Secure information on hotel room blocks (through tournament, or your own); kids love pools!
- 5) Notify families how to book their accommodations, collect remaining registration fees and **have FUN!**

**NOTE:** In speaking with other parents or Team Manager's, you will find referrals from tournaments they were in and other suggestions, such as a dedicated room (banquet/hospitality) for the kids to play knee hockey, etc. Well worth the few extra dollars, if you are charged at all. Sometimes this charge will be comped with the group block or a pizza party.

### **Travel Permit**

If you plan on attending a tournament outside of Massachusetts, you must complete a Travel Permit, found [here](#) on the [www.mahockey.org](http://www.mahockey.org) website.

## **5.0 Team Manager**

The responsibilities of a Team Manager is to help ensure the Coach can focus their energy on both the team and individual player's development for the year. The Team Manager assists the Coach with overall communications between the Coach and the parents, as well as plan and organize team activities. Following are the key responsibilities of the Manager, with details and required links with more information.

### **Team Manager Responsibilities**

- 1) Plan and schedule with the coach any events; tournament or celebrations
- 2) Assist with distributing the jerseys; create a team roster with players & numbers
- 3) Assist with making sure players are registered with USA Hockey
- 4) Send team news, tournaments, achievements, pictures to be placed on the website/Facebook

## **6.0 Contacts**

For questions or concerns, please reach out to the Reading Youth Hockey Board directly. Contact details can be found [here](#).

## **7.0 Important Forms**

- [Cori Form](#)