

# WYH Coach's Manual

## 2016 - 2017

**Purpose:** This manual is intended to help establish a framework for management of all Wilmington Youth Hockey Association ("WYH") practices and games. The goal is to improve fundamental skills of all WYH players. ALL Wilmington Youth Hockey coaches will strive to develop and adhere to a consistent and progressive development program.

### Coaching Requirements

1. WYH Board of Directors ("BOD") approval of coach's application (WYH Coaching Application Form, Code of Ethics agreement, CORI Form, Liability Waiver)
  - a. **Appointment of Coaches (from WYH Bylaws):** Each year, the BOD shall solicit applications for coaching positions for the following year and appoint coaches before the start of the following season. The coaches shall submit the names of their assistant coaches and/or team managers before the start of the season for the BOD approval. Each team may have a maximum of four (4) rostered coaches and/or team managers
    - i. Head Coaches are selected by the BOD
    - ii. Head Coaches submit assistant coaches to their respective Level Director prior to the beginning of the season for approval.
2. ALL WYH Coaches must successfully complete the required Coaching Education Program Clinics and Modules annually as established by USA Hockey. This may include a mandatory 8 hour classroom session and online module completion (if unsure please reach out to your Level Director for assistance).  
[http://www.usahockey.com/coaches/coaching\\_clinics.aspx](http://www.usahockey.com/coaches/coaching_clinics.aspx)  
Age appropriate on-line modules must be completed for the current age group you are coaching. However, once completed, that module is good for the time you are coaching the current level (i.e., take the U8 Module the first year your child is a Mite, you don't have to take the U10 until your child becomes a Squirt) **CEP classes MUST be completed by no later than December 31st, 2016.** If class is not taken you cannot be behind the bench.
3. SAFE SPORT is new as of last year, and is required by MASS Hockey. On-line training in specific subjects pertaining to Bullying, Harassment, Hazing, Emotional/Physical/Sexual misconduct, and Child sexual abuse.  
LINK: <http://www.safesport.org/take-the-training/>

4. Hold a parents meeting for your team (or at minimum distribute a detailed email).
  - a. Should be held within 2 weeks before or after the start of the season
  - b. Review Parent's role: In the car, stands, practice and games, zero tolerance, equipment, safety (Points of focus for VHL officials: Helmet Safety, **mouth guards for Pee Wee's (12U) and above**, player and coaching staff respectful interaction with opponents and game officials).)
  - c. Get the Parents involved.
    - i. Team Manager (must be USA Hockey registered and CORI checked)
      1. The team manager will be responsible for the administration of the team including keeping of ice and game records, team registrations, schedules, and assisting in publicity functions for the team. The manager may be a player's parent/guardian.
        - a. Tournament & team activities scheduling
        - b. Equipment management (water bottles, pucks, cones)
        - c. Jersey management – getting names on back of jerseys
    - ii. Team "Moms/Dads"
      1. Directions to rinks
      2. Team gifts (holidays, birthday acknowledgments)
      3. Tournament locker room snacks
    - iii. Article writers **\*\*POINT OF EMPHASIS THIS YEAR\*\***
      1. Kids love to read their name in the paper and the Wilmington Crier loves to get articles. Paper like pictures as well!
      2. Submit game articles for every game. Writer should include all players' names in every article.
      3. Send all articles to Jamie Pote: [jamiepote@hotmail.com](mailto:jamiepote@hotmail.com)
    - iv. Team Photographer
      1. Kids love to see their picture in the paper.
      2. Submit a few pictures every week to the Crier. They may not use them all, but at least there is a chance.
      3. Send all pictures to Jamie Pote: [jamiepote@hotmail.com](mailto:jamiepote@hotmail.com)
    - v. WCTV: looking for parents/family members to video tape games to be played on WCTV. For details contact Tom Dalton at [tomdalton7@verizon.net](mailto:tomdalton7@verizon.net)
- d. Establish and Communicate the 24 Hour Rule with the parents (see sample "Kick Off" letter in appendix).
  - i. Please wait 24 hours before approaching the coaching staff.
  - ii. Concerns should **never** be raised in the locker room or in general gathering areas for the parents or kids.
  - iii. Tell them to address the Head Coach, first and give the option of approaching an assistant coach if they are uncomfortable approaching the Head Coach.
  - iv. Request that the coaching staff has the opportunity to resolve any issues first, with the Level Director as a final option.
  - v. 24 hour rule goes both ways

3. Develop written practice plans for all practices
  - a. In order that 100% of our practice time is put to good use, and your goals and objectives for each lesson are met the following guidelines are provided:
    - i. Objectives of the lesson must be clear in your mind
    - ii. Review all the teaching points to ensure your own familiarity with the content.
    - iii. Keep in mind your limited time and ice usage when planning the practice.
    - iv. Ensure you have copies of the lesson for your assistants on ice and the necessary teaching aids (cones, ringettes, tires, pucks, nets).
    - v. Utilize your assistants – communicate the plan, assign duties, email to assistants with enough time for questions to be raised and answered
    - vi. LIMIT discussing a drill. Explain clearly and concisely, have a coach or better skater demonstrate, and then get as many rep's in as possible
4. Maintain Consent to Treat and Medical History form for every player and have them on hand at every game and practice. Form can be found in “Documents, Forms & More” section of the website. These forms must be filled out and in the head coach’s possession **before** the first game.
  - a. <http://www.wilmingtonyouthhockey.org/Documents.asp?n=44428&org=wilmingtonyouthhockey.org>
5. Monitor locker room activity before & after games/practices/skills to prevent any rough housing. **DO NOT leave locker room unattended.**
6. Report any violations of the WYH Zero Tolerance Policy (WYHA Bylaws Article 16) to their Level Director.

## SCORES ON WYH WEBSITE

We are encouraging coaches to submit game scores to the WYH website. Instructions are below, but there is also a step-by-step Powerpoint on the WYH website to follow. It's a GREAT way to keep the whole community aware of how our program is competing!

First make sure you are signed in as manager/admin.

Select "Team" from the menu tabs from the at the top of the page (you may have to select season, league and team at the top of the page).

Select "Results" from the menu pages at the left.

On the team results page, find the game you wish to edit and click on the "Edit" icon to the right of the game.

Enter the score or any additional result changes and optionally, game commentary.

Click submit to confirm changes.

## STUDENT COACHES

Student coaches can be used to help supplement a teams coaching ranks, AND time spent coaching the team can be used towards most student coaches' service hours. Student coach must be under 18, hold a current USA Hockey registration number, and have filled out the Student Coach Application form (found on the "documents, forms, and more..." tab on the WYH website).

### At Practice:

The Head Coach is the one "in charge" of the ice session and has the responsibility of ensuring a smoothly conducted practice. One of his/her tasks is to help the assistant coaches carry out their duties. Make sure behavior of kids is appropriate, NO roughhousing, hitting, or injury provoking behavior.

### Ice Time

WYH typically has 50 minutes sheets of ice (v. an actual hour) allowing for 10 minutes of ice cleaning. You may be able to create more ice time by asking the rink manager not to clean the ice and split the extra 10 minutes with the teams coming out on the ice. This MUST be approved by the coaches heading on to the ice as they will not be receiving a clean sheet. If you feel that your team is in need of additional ice-time, please alert your Level Director as there may be opportunities to add a third team to certain practices. Additionally, WYH has committed to an extensive skills program – please support this effort and strongly recommend that your players make every effort to attend. These Skills sessions are as important as team practices and as such, parents should be asked to make every effort to treat these Skills sessions as they would a regular practice.

Please ask your assistant coaches to assist the skills instructors on-ice (if asked) as this provides for further coaching development opportunities.

Please incorporate Skills drills in your weekly team practices.

### Ice Sharing

In the event of more than two teams on the ice for a practice, the Head Coach should be aware of the number of teams on the ice, prior to the beginning of practice, and thus prepare their practice plan accordingly.

**THERE IS NO SENIORITY** when ice sharing. The Head Coaches should talk before the practice (ideally would suggest an e-mail/communication in advance of arriving at the rink) to discuss their needs and a fair division of the ice and necessary timing.

Ice Sharing Options:

- 3 Teams
  - 25%, 25%, 50%
  - 5 minute warm-up, and then each team gets half the ice for 15 minutes (total: 50 minutes)
- 3 Teams
  - Two ends (blue line to end) and center (blue line to blue line)

- 5 minute warm-up, 15 minutes in each area
- 4 Teams
  - 25%, 25%, 25%,25%
  - Use bumpers for division if necessary.

Ice sharing (more than two teams on the ice) also means each team will not get their own locker room. Please make sure your assistants understand that they should not “claim” a locker room for a team. We just don’t have the space.

### **Running Practice**

The Head Coach should:

- a. Provide and organize the necessary equipment as required in the lesson.
- b. Assist in error detection and correction or teaching individuals for short periods.
- c. Briefly take over a drill for clarification or reinforce teaching points.
- d. Be responsible for the timely and efficient conduct of lessons by the various instructors.
- e. utilize assistants for planning practices occasionally to spread the load/make them feel involved, (b) try to communicate practice plan to assistants with enough time for them to see plan and ask questions

The Assistant Coach(es) should:

- a. Actively participate in helping with the execution of the practice plan.
- b. Help the Head Coach as needed to set up drills, error detection or teaching individuals.

All Coaches should **avoid**:

1. Skating around aimlessly.
2. Shooting pucks.
3. Passing pucks with other coaches.
4. Talking to players or other coaches while another is giving instructions or demonstrating.
5. Having more than one instructor giving help to the same player.
6. Giving a disproportionate amount of attention to their own child. You’re out there for all the kids equally.
7. Inviting players from adjacent practices to join your practice. This is unfair to other players on both teams involved. (Coaches may have their own kids on the ice with them as long as they are registered with WYH & USA Hockey, wear the proper equipment, there are no safety concerns and they don’t interfere with the practice.)

These actions are very distracting to the practice, and not conducive to a positive learning environment. The Head Coach should address this with their assistants before the season, and ensure it doesn’t happen during the season.

## Practice Plans

All coaches (and players) are required to be a member of USA Hockey before stepping out on the ice for WYH. [www.usahockey.com](http://www.usahockey.com) is a great resource for age specific practice plans that can be directly applied to any practice situation. Please become familiar with: [http://www.usahockey.com/coaches/practice\\_plans.aspx](http://www.usahockey.com/coaches/practice_plans.aspx) .

WYH has also acquired another great resource for coaches: Hockey Share ([www.hockeyshare.com](http://www.hockeyshare.com)), a revolutionary coaching platform that allows coaches to plan and communicate practice plans easily and efficiently.

- a. **Username: Wilmington**
- b. **Password: coaches** (case sensitive)

With this subscription you can:

- Diagram drills online
- View drills from other coaches
- Share drills with other coaches
- Create practice plans
- View practice plans from other coaches
- Share practice plans with other coaches
- Hold private discussions with other coaches
- Track statistics and record

A typical WYH Practice should consist of:

1. 5 minutes: warm-up - no longer than 5 minutes given our limited ice times available.
2. 30 minutes: Skating Skills – ABC’s of skating (Agility, Balance, Coordination)
  - a. Forward
  - b. Backward
  - c. Crossovers
  - d. Emphasize Edge Use
3. 15 minutes: Coach’s Choice – skating skills, puck control, passing/shooting, game situation, competition drills

**30 minutes of skating skills is vital to the growth of our young players. WYH strongly advises coaches to have at least 30 minutes of skating skills at every practice.**

Organize your practice time and select your drills or practice activity:

1. Provide as many repetitions (trials) as possible within the allotted time for instruction. Minimize standing in lines.
2. Provide specific, immediate and positive feedback on what they did correctly and then on what they can do to improve. Follow this up with some encouragement to continue the learning effort.

Repetitions and feedback are essential to effective coaching. You can expect a direct relationship between the gains in player performance and the degree to which you find ways to maximize these two dimensions of instruction.

USA Hockey also has a mobile app available for your smartphone that allows you to see all the content available on their website on your phone – practice plans, videos, manuals.

1. In your App Store search for “USA Hockey Mobile Coach”.
2. You will be required to create an “App Login” on the USA Hockey website prior to using the App on your phone. Go to <http://www.usahockey.com/MobileCoach.aspx> to create your App Login.

Special consideration should be given to goalie development. When possible, assign a coach to work with the goalie on goalie specific drills. Goalie specific drills can be found on the USA Hockey website.

- [http://usahockey.com/coaches/practice\\_plans.aspx](http://usahockey.com/coaches/practice_plans.aspx) (scroll down to 10U [Squirts] Plans for goalie plans)
- <http://www.hockeyshare.com/drills/> (click “Goalie” drills)
- Also, please reach out to Stop-It goalie coaches for further instructions
- Assign an assistant coach to work with goalies on crease movement, saves, covering posts, recovery, etc

Please keep in mind both of the resources referenced above (usahockey.com & hockeyshare.com) have off ice practice planning resources. When high school hockey starts, practice ice might get tight and encouraging your players to do some off ice training at home is a good alternative. Just search “off ice” or look in the practice plan sections of both sites. Here are two sample links (but there are a lot more on the site):

- [http://www.usahockey.com/coaches/onoff\\_ice\\_training.aspx](http://www.usahockey.com/coaches/onoff_ice_training.aspx)
- <http://www.hockeyshare.com/blog/hockey-drills/off-ice-stickhandling/>

### **8U (Mite) Practices**

Mite level practices are very important to WYH due to the impact they have on the players and parents for years to come. Detailed practice plans and coaching materials are available for FREE on USA Hockey’s website:

- Skaters: [http://www.usahockey.com/coaches/practice\\_plans.aspx](http://www.usahockey.com/coaches/practice_plans.aspx)
- Goalies: <http://www.usahockeygoaltending.com/page/show/915451-beginner-level>

Here’s what USA Hockey says for the Basic Structure for 8U (Mite) Practices:

- Skating is a primary skill for ice hockey. There must be a special emphasis on the ABC elements of skating in the early years of development. Players at the 8U (Mite) age have a harder time processing technical skills instruction. Agility, balance and coordination (A B C’s) on the ice surface are vital.
- Practices should be structured so that a large part of the skill repetition is done in a games format. When skills repetition lacks an emotional element, children at this age quickly

become bored. If the skills repetition is hidden in the form of a game, children are capable of extended periods of focused effort.

- Coaches need to keep explanation, demonstration and setup time to a minimum. The goal is to have the players actively participating in a drill within one minute of a drill change. This is not easy to do so preparation and utilization of your assistant coaches is a key.
- It is a good practice to repeat practice plans twice in a row. Kids at this age like familiarity with the drills, the repetition is good and it helps the overall efficiency of the session. It is also easier for the coaches the second time through.
- USA Hockey doesn't recommend full time goalies at this age level. Every player at this age needs to build a foundation of agility, balance and coordination on the ice surface. We recommend that teams rotate every player through the goaltender position to help kids discover if that position is truly for them.
- During the practice sessions the goalies should only play goal when they are at a station that has a net. Goalies should continue to rotate with their team as the group advances through the stations. The goalies should continue to skate and be active in every drill. When no goalie is present for a station, the coaches can tip the net over to provide a low to mid range target for the player to shot at or small nets can be used if available.

### **10U (Squirt) Practices**

Detailed practice plans and coaching materials are available for FREE on USA Hockey's website:

- Skaters: [http://www.usahockey.com/coaches/practice\\_plans.aspx](http://www.usahockey.com/coaches/practice_plans.aspx)
- Goalies: <http://www.usahockeygoaltending.com/page/show/915456-intermediate-level>

As stated by USA Hockey, drills should focus on balance and motor movement. Motor movement combinations include running, throwing and catching.

Suitable Drills:

- eye-body motor movement combinations: high jump and running long jumps, relays of different types, reaction games, apparatus drills (obstacle course, balance training)
- eye-hand (foot) motor movement combinations: throwing, running, skipping, hopping, passing and shooting

### **12U (Pee Wee) Practices**

As stated by USA Hockey, at the Pee Wee level emphasis of development of the fundamental skills is still important, but it becomes important that more time is now spent teaching the principles of the game.

USA Hockey Suggested Skills & Abilities Emphasis

1. Skating: Edge control, reading position, forward start, forward stride, control stop, backward, backward stop, control turn, forward crossunder.
2. Puck Control: Forehand shift, backhand shift, change of pace, slip through, slip across, puck off boards.

3. Passing & Receiving: Forehand, backhand, snap, flip, receiving (stick), receiving (skate), receiving (hand)
4. Shooting: Wrist, backhand, snap, flip, slap
5. Checking: Poke check, hook check, lift the stick check, covering
6. Goalkeeping: parallel shuffle, lateral T-glide, fwd/bkwd moves, stick saves, body saves, glove saves, leg saves, skate saves, stacking pads, “V” drop, playing angles, rebounds, situations. (<http://www.usahockeygoaltending.com/page/show/915457-advanced-level>)

### 14U (Bantam)/Midget Practices

At the 14U (Bantam) & Midget levels it is important to include games and activities that involve physical contact and rough and tumble play in a safe and organized environment. Careful attention should be made to establish a work/rest ration of 2/1 or 3/1 during practice activities.

#### USA Hockey Suggested Skills & Abilities Emphasis

1. Skating: Edge control, reading position, forward start, forward stride, control stop, backward, backward stop, control turn, forward crossunder.
2. Puck Control: Change of pace, slip through, slip across, fake shot, spin around, double shift, stop and go, grandstand.
3. Passing & Receiving: Snap, flip, receiving (skate), receiving (hand)
4. Shooting: Wrist, backhand, snap, flip, slap
5. Checking: Covering, shoulder check, hip check, playing angles
6. Goalkeeping: Skate saves, stacking pads, “V” drop, rebounds, situations. (<http://www.usahockeygoaltending.com/page/show/915457-advanced-level>)

## Player Call Ups

It is the Head Coach’s responsibility to communicate with all players to determine who is available for games and to call up from lower teams, if necessary. In these circumstances, teams may pull players up from lower tiered teams within their level or from same tiered teams at lower levels.

### **10U (Squirt) teams cannot pull up from 8U (Mites).**

Every attempt should be made to call up from within the level before calling up from lower levels.

Call up full time players before game only players (goalies included).

The Head Coach in need of a player should reach out to the Head Coach of the team he would like to call a player up from to determine who is available to play.

The Head Coach will notify their Level Director of all call ups to insure they are distributed fairly among qualified players, and to be sure the maximum of five (5) call ups per player is not exceeded. A player CANNOT be called up more than 5 times, or they will be rostered on the higher teams.

## Tournaments

The Head Coach/Team Manager should:

- a. Communicate entrance into any tournament to your Level Director.

- b. Obtain permission from the BOD (who will in turn reach out to Mass Hockey) for any non-Massachusetts tournaments that a team wishes to enter.
- c. For 10U (Squirt) – 14U (Bantams), ensure that the tournament does not potentially conflict with the District Playdowns or State Tournament. See Level director for dates.
- d. Tournament teams must be comprised of WYH registered players.
- e. Informing the WYH ice scheduler ASAP allows for “blackout dates” to be obtained from VHL. If you do not ask for a blackout date during a tournament you may have a regular season game to contend with during a tournament.
- f. When entering 8U (MITE) tournaments, PLEASE be aware that ADM Valley League Mites must enter ADM USA Hockey sanctioned tournaments.

## **Game Only**

Game Only players will not practice with the team, since they will be practicing and playing for a non-WYHA and/or, club/select team, but they will be eligible to play in games and tournaments. During a game, all players will be given equitable ice time. Benching of players should be reserved for disciplinary (cheap shots, discipline) and health/injury reasons, not ability. Short-shifting the weaker players during power-plays, short-handed situations is counterproductive because it reduces player self-esteem sometimes to the point of giving up, and it does not build a sense of “team” among the players. It also weakens the team overall, so at the end of the season when players want to do well in the playoffs, there can be a disparity in ability and confidence that can effect a negative outcome for the team as a whole.

### **Game Only Goalies**

Your Level Director will give you a list of available Game Only goalies for you to contact when your full time goalie is not available. Please plan ahead since Game Only goalies’ primary commitment is to their non-WYHA and/or club/select team. It is the Head Coach’s responsibility to ensure an even distribution of invites among the goalies on the Game Only goalie list and lower level Full Time goalies. The Level Director will also monitor the Game Only goalie usage to ensure fairness, therefore the Head Coach should communicate to the Level Director every time a game only goalie is used.

### **Game Only Coaches**

In the situation where the Head Coach has two or less full time assistant coaches available, they will be allowed to invite Game Only parent(s) to assist on the bench under the following conditions:

1. There are no Full Time assistant coaches available.
2. The Game Only parent is properly patched by USA Hockey, and a current USA Hockey member.
3. The Game Only parent has filed the proper paperwork with WYH.
  - a. WYH Coaching Application Form
  - b. Code of Ethics Agreement
  - c. Cori Form
  - d. Liability Waiver
2. The Game Only parent has been approved as a potential substitute by the WYH BOD

## **Mid Season Coaching Evaluations**

To augment the coaching evaluation process, this year WYH will institute mid-season coaching evaluations. These evaluations will be designed to give feedback midway through the season and not a venue for complaints. WYH stands behind their coaching volunteers and is not interested in micro managing them, but feedback is an important aspect of improvement and creating an effective and consistent program. The Level Directors will manage the evaluation process and meet with all Head Coaches to go over the evaluations at some point in November/December.

## **Miscellaneous**

- **Parity:** Don't be afraid to mix things up in parity. Mix lines up, rotate kids.
- Initial schedule should be out by Labor Day Weekend. This will be tentative as Valley will not release game schedules until closer to the season
- WYH BOD is here to help. Please do not hesitate to contact members of the BOD should you need anything.

WYH thanks each of you for your time, effort, passion, and selflessness in passing on this passion we all share called Hockey!!

**HAVE A GREAT SEASON!!!**

# Appendix

...Remember why we do it...

# Appendix A. Sample Kick-Off Letter

## **10U (Squirt) 2**

Welcome to the {year} Season!

### **The Team**

#### Players (& Parents)

1. {list players and parents names }

Coaches – {list coaches }

Season - The season starts the first full week in September and goes through March; sometimes into April depending upon the playoffs.

Parity Round - We start the season off with the parity round (this is so league can place us at the proper level for (likely) the remainder of the season). Parity (lasts through September and into October) will involve us playing against some teams that we will be overmatched against, some we'll likely be able to skate with. Valley uses parity to gauge the appropriate place to start a team off in the regular season schedule (which starts in October/November). Throughout the season, depending upon how we do, we may be moved up or down divisions. Valley's goal is to have every team in the division where they have the best chance of remaining competitive through the playoffs at the end of the season. Regardless of where we start off, and given we have only 3 returning mites, and 10 first time mites, we're viewed as a young, upstart team, so we have nowhere to go but up in my opinion.

### **Goals for the Season**

First and foremost this age level & year is about ***having fun and developing skills***. That's it. It's many of the kids' first or second year of truly organized hockey, the kids are young and, as parents and coaches, we have to remember that from day one through the end of the season.

Some important factors are: 1) Maintaining their focus and confidence levels throughout the season, 2) Challenging them to continue to work hard, especially at the skills they are struggling with, 3) Understanding and reinforcing that every kid develops at a different pace and allowing it to happen vs. trying to force the issue... "they'll all get there" is what I learned in past years...and "there" is different for every child.

Here are the expanded goals the coaches discussed for this season:

1. Have fun, always work hard, always give your best
2. Constant focus/work on skills development, skating and puck control
3. Learn how to play the game (and positions) correctly
4. Play the game clean, but strong, aggressive and tough, AND NOT cheap, inappropriately physical or dirty.

5. Gain confidence and ensure the kids are consistently supportive of one another
6. Learn about good sportsmanship (win or lose) and we never quit, ever
7. Become a true cohesive, highly functioning team

## **Important Web Sites**

<http://www.wilmingtonyouthhockey.org/>, <http://www.usahockey.com>,  
<http://www.valleyhockeyleague.com>

## **Game Schedule**

WYHA is exclusive to the Valley League. Please check the Valley League web site constantly for updates and information. The rink locations and directions to each rink can be found there as well. We have a 35 game schedule this year (including parity as far as I understand). This EXCLUDES any tournaments. We will have a game, once a week, sometimes twice in a weekend, and, on occasions, we will have a weekend with no games, meaning, in high likelihood, we'll have 2 games the following weekend. Dust off the GPS and learn where the I hops, Outbacks and Olive Gardens are, the weekend road trips will begin soon, welcome to the wonderful world of being a hockey parent! Our first game will most likely be the weekend of September 10/11 or the following weekend.

## **Tournaments**

We, and we alone, are responsible for choosing which and how many tournaments we want to enter (minus Playdowns and Playoffs which are also considered tournaments) as a group. Playdowns are a 10U (Squirt) specific tournament that I hope the entire team will compete in. Valley Hockey League is the mother ship in terms of games, districts is our region of the state we reside in only. The district coordinator organizes games across 2 weekends where we play other 10U (Squirt) 2 teams in our district until one is crowned district champion. The playoffs are at the end of the season and are Valley run, divisionally specific tournaments. These 2 tournaments are pretty intense, lots of fun and very competitive. The 10U (Squirt) 2's will be breathing fire and rocking and rolling by Feb and March if the coaches have their way, trust us.

The other tournaments, as I said, are up to us. The coaches and I have a bunch of suggestions, but out of sensitivity to 1) maintaining a manageable number of games this year (avoiding burnout for the kids-and parents) and 2) cost, we're STRONGLY suggesting we only do 2 or 3 tournaments this year minus playdowns and playoffs. All tournaments are above and beyond the already sizeable chunk of change we're all paying for registration for WYHA. We'll talk more on this in the coming weeks.

## **Equipment**

Here's the required equipment for this season: Mouthguards (strongly, strongly suggested, but not required for 8U (Mites) and 10U (Squirts)), Knee pads, Skates, Socks, pants, athletic supporter, shoulder pads, elbow pads, helmet, gloves, stick. It sounds like WYHA will be

getting socks for us (at some point, we may not have these right out of the gate, youth size 22" to 24" or mite size 16" to 18"). We may not have much of a choice on the sizes though, still looking into this.

We'll also have jerseys for each of the kids, with their names on the backs. For our goalies, we have 2 sets of pads and sticks. Coaches will have water bottles for all practices and games. In the event that you want your child to have their own water bottle, please mark it clearly with their name, but also note that your child is responsible for it during practices and games, with all due respect, it's not something the coaches will be expected to keep track of.

### **Team Management/Volunteer Parents/Roles**

We are looking for team parents to volunteer for a variety of logistical things this year.

**Team Sportswriter(s)** – We need someone, or some combination of someones, to assume the role of, as the Beatles say, Paperback Writer and scribe for our games this year. That being said, with regular season, tournaments and playoff games, we could exceed 40 or 50 games total, so if there are others interested or willing to do some writing and assist here to make sure that each week we have a The goal here is to ensure that there is a Mite 2 White story in the Town Crier, each week, throughout the season, the kids LOVE this. I'm open to one person owning this or a few working as a team, but the end goal has to be a story each week.

**Team Photographer(s)** - Similar to the stories, let's get pictures of the kids in the paper each week as well. This makes this even more fun, teachers and other kids at school get to see the kids playing, parents, grandparents. Again, I'm open to 1, 2 or 7 people owning this and coordinating directly with the writer(s) to ensure that there are photos each week to go along with the stories. The pictures can be of the kids having fun at practice, on the bench, during games, whatever. We had one photo with a child with an orange cone on their head last year. Have fun with this. One additional caveat, the designated photographer(s) needs to poll the rest of the parents to make sure they're ok with pictures and names of their children being in the newspaper. Please respect any parents' preference yes or no on this, thanks.

**Chief Administration Officer** – We need a parent to act as our point person on a variety of items this year including, but not limited to tournaments (forms, registrations, collections), parties, helping us get names on jerseys, acting as point person with WYH board on WYH driven activities, etc. so if you're interested please let me know asap, this is an important job to the team.

**Navigator** – We are looking for someone who can 1) Go to the valley site, and print directions (perhaps using yahoo maps for example), from a central point in Wilmington, to EACH/ALL of the rinks we're going to and 2) Cross reference what they find with what I've already got from past seasons. The goal here is for all of the parents to have a master book of ALL rinks, like ANYWHERE as this directions book will become, on the same par with the GPS, the most fabulous object in the world. My wife Nicole and I, regardless of GPS's the past few years, had our share of, shall we say, lively discussions as time ticked away to game time and we still

hadn't FOUND THE RINK!! If someone is willing to take this task to assist, we're looking for printed directions to all the Valley rinks, in advance of the season, with a copy or two ideally, for each family (15 kids). The goal would be for every family to have 2 copies of this doc (so 13 kids times 2), so each parent has a copy. Locations and directions to all rinks can be found on the Valley League Web site at <http://www.valleyhockeyleague.com>.

**Fundraising** – Details to follow on what this would involve but essentially it would be to help WHYA and our team with efforts to reduce the overall cost of our hockey bill year to year, put money towards the cost of jerseys, pucks, etc.

**Vital Contact Info** – We need someone who can work with all the parents and, in one document, detail our kids names, parent names, all cell, home and work phone numbers, all home and work email addresses so that, along with the directions, all in one document, you can get in touch with most/any of us in a bind “I’m stuck at work, my kid needs a ride to the rink”...“I’m in a cornfield, I must have taken a wrong turn and the game starts in 10 minutes, help”...“I just passed the same gas station for the third time, I’m pretty convinced the rink is like Hogwarts and I can’t see it, where is it!?” This info is invaluable, who can help us pull it together and distribute to all the parents and coaches?

### **USA Hockey Registration (for the players as well as the coaches)**

If you have not done so already, please complete your child's (and coaches have to do this for themselves as well) USA Hockey Registration form. A copy should be kept for your records and a copy needs to be. Your child is not allowed on the ice until this form is completed and in WYH's hands, those are the rules. If you have not registered with USA Hockey already, **please do before August 25<sup>th</sup>**, remember to email me your confirmation, and please also send it to Joanne Stafford at [hockey4kids@verizon.net](mailto:hockey4kids@verizon.net). **Form/Registration must be completed for the 2016/2017 season.**

**From the WYH Site - REMINDER: The 2016-17 is just a few short weeks away. All participants in WHYA MUST BE registered with USA Hockey prior to the start of the season. All IMR's must be turned in by 8/31/16. Please follow the instructions: This registration is an IMR (Individual Membership Registration) and is valid for 12 months. Please go to: [www.usahockey.com](http://www.usahockey.com), click on "players", then "register on-line", and then "ice players and coaches." Follow step-by-step instructions from there. You will receive a confirmation of your IMR, which we ask you to forward to: [hockey4kids@verizon.net](mailto:hockey4kids@verizon.net) and also print a copy for yourself. USA Hockey membership is free for players under the age of 6 and \$35 for age 6 and up. The registration includes insurance coverage and a subscription to the USA Hockey Magazine."**

### **USA Hockey Consent to Treat/Medical History Form**

I also need every parent to complete the USA Hockey Consent to Treat/Medical History Form. These forms have to be completed prior to your child stepping on the ice as well. I need to have these in my possession at all times when coaching the kids this year per USA Hockey rules. Please talk to me about any allergies or health issues, such as inhalers etc. The coaching staff needs to know about this stuff strictly for the safety of our kids. I need these filled out and given back to me as soon as possible but no later than our first time on the ice. Thank you, in advance, for your understanding on this item.

## **Philosophy**

Our focus this year is on having fun, teaching the kids the game of hockey and improving their skills. Anything that gets in the way of this will not be tolerated. We expect the kids to listen and follow instructions as this will lead to them towards becoming better hockey players. Please help us, as parents, in reinforcing this with the team off the ice.

Roughhousing, bullying, inappropriate play - The coaches and I will not tolerate any dirty play or rough housing in the locker rooms or during practices and games. We will not tolerate any players taking cheap shots at each other, using hurtful words or bullying one another. Hockey is the ultimate team sport, if this stuff is happening, it's taking away from our success and we're effectively not a team. We expect our players to be respectful of their teammates, their coaches, parents, the other teams' players and parents, and the referees. We expect this of the parents as well.

Discipline & Communication - If any of the above mentioned infractions occur we will sit the players involved, in practices, and if it becomes necessary, in games. When any of this occurs, we will address it swiftly with the kids and will make certain we're explaining why to the players so they understand. I/we will also always make ourselves available to talk to the parents. The coaches and parents are in this together, we're sharing duties in helping you raise your children while they're with this team. We will communicate as much as possible over the course of the season as it relates to progress or struggles your child is encountering with the same end goal in mind, helping your child gain more confidence, become a better hockey player, enjoying the game, learning how to play as part of a team, etc.

Competitiveness - Now, all this being said, this is hockey, and we want our team to be competitive. We want them to play aggressive, strong and tough, but not cheap or dirty. Checking, for example, is not allowed at the 10U (Squirt) level. Not every team we play this year will have the same approach. Please hang in there with us if/when those games happen. Believe me, the coaches will be talking to the refs immediately if we feel any teams or games are getting too rough or physical. The safety of all our kids is at the top of our priority list as well.

Playing time – Every kid is going to play equally. The only possible exception to this may occur if/when we're in a close game in a tournament and proceeding to the next game or round could depend on whether or not we score a goal in the final minutes. Otherwise, expect to see every kid out there in pressure situations whether we need a big defensive shut down on a penalty kill or we need a goal to tie it up late. There will be no set power play or penalty kill unit. Every kid will play in every situation. If we don't throw kids into every situation, they'll, and we'll, never

know what they're truly capable of. And, at the end of the day, this is Youth Hockey, not the NHL.

Positions – Every child will rotate through every position to help them develop their skills sets. We will rotate the kids through a position every few weeks so we have practices where they can focus on the position they're playing in the upcoming game(s). This also puts you as parents in position to talk to your children about expectations of playing center, defense, wing or goalie that upcoming week. Rotating through positions will occur for the duration of the year. Near the end of the season, we'll likely settle on playing kids perhaps more frequently where they're happiest, play the best, gain the most confidence and help our team be successful.

Goalies (FOR 8U [MITES]) – The plan is for each player to play goalie at least once, if they want to. Out of 16 kids on last year's Mite 3 team, 14 played goalie, more than half played multiple times. We are looking for volunteers for goalie throughout the year. In the event that the volunteering subsides, the coaches will employ a rotation system with all children rotated through. If your child strongly prefers to play goalie (and, as parents, you've come to terms with that), and they'd prefer to play net part time, please let us know. And if, as parents, you just have strong feelings against your child playing net, please let me/us know. For now though, the rotation will work as follows:

1. We'll have 2 children paired on the goalie rotation at once.
2. We have 2 sets of WYH goalie pads and equipment that will be loaned out to the 2 in the rotation each turn. Upon completion of their turn through the rotation, the expectation is that the pads will then be handed off to the next child/family for their turn.
3. Each turn in the goalie rotation will last 2 to 3 weeks, and then the next pair rotates on.
4. During the two weeks, each child will suit up in the goalie gear for all practices.
5. If there is a goalie clinic (offered by WYH usually on Wednesday nights), we would encourage the children to attend this to get extra time in the gear (there is no additional cost for this).
6. Each child will get at least 1 game in net.
7. We will work our way through the entire team so everyone takes a turn.
8. Once we've completed our way through the rotation, we'll begin again.
9. In the event, after one turn through the rotation, your child just doesn't enjoy playing goalie at all, please let me know.

## **Team Parents & Player Policies**

Game Days – Please arrive at the rinks on game days a half hour in advance so that your child can be fully dressed and ready for pre-game prep 10 minutes prior to game time. With 10 minutes to go, we would like all parents to leave the locker room so that coaches and team can go through pre-game prep. This will involve discussions about what icing is, reviewing who is playing which positions, on which lines, what offsides is, what the key lessons from last week were, what to focus on this week, that sort of thing. Please work with your child on them getting themselves dressed, progressively, over the course of the year. By the time they reach Mite 1s or

move up to Squirts they should be able to get most if not all of their equipment, minus their skates, on by themselves.

Practice Days – Please have your children ready to go on the ice the minute the zamboni is off the ice.

Attendance & Communication – As mentioned previously, attendance is critical for the players' development and team unity. In the event your child is going to miss a practice or game, please let me know in advance. You can call (or text) me anytime on {phone} or email me at {e-mail}. Communication, constant and ongoing, is key. Hockey is a great team sport that requires a tremendous time commitment from everyone, players, coaches and parents alike, please don't feel like you're communicating too much as the more info we have, the better the coaches can manage the practices and games.

Locker Rooms – All players must use the locker rooms to get dressed for games and practices, please do not use the stands at Ristuccia or other rinks. Please use the locker rooms, even if it's just to put skates on. We consider the locker room a safe haven for the children. It is expected that all parents, players, coaches, family and friends alike stay clear of using any foul language, physical threats or any other behavior that could be seen as inappropriate in front of the players.

Adult Behavior Policy – WYHA has a zero tolerance policy for any behavior deemed inappropriate. Please always be respectful of the players, coaches, referees and other families (from Wilmington or from visiting teams) whether it's the stands, the parking lot, or the locker room. Our kids learn from us. And wherever we go this season we're representing Wilmington. We also encourage parents not to encourage their kids the wrong way, i.e. "I'll give you \$5 for each goal". Instead, encourage them to do their best, "work hard, have fun, we're all cheering for you." Or focus on what they've been working on to improve in recent weeks and relay points in the game where you saw them getting better (at stopping, or shooting or passing for example).

Concerns and the 24 hour Rule – This year will be a lot of fun. This year will also have its moments whether in practices, or in games, when emotions may run high. If for any reason you have concerns about how a situation was handled, how your child is being treated or, if you disagree with our coaching philosophy, below is the process for raising your concerns with the coaching staff:

1. Please wait 24 hours before approaching the coaching staff.
2. Concerns should **never** to be raised in the locker room or in general gathering areas for the parents or kids.
3. Please address the Head Coach first. In the event your concern is something you're uncomfortable raising with the Head Coach, please feel free to approach any of the assistant coaches first.
4. Please give the coaching staff the opportunity to resolve any issues first.
5. If for any reason you feel your concern has not been addressed, even after discussing with the coaching staff, please feel free to contact the Mite Level Director.

## **Final Thoughts**

I know for many of you this is the first run through this, remember to have fun with it, as parents, always talk to each other, the more you get to know each other, like the kids are getting to know each other, the more fun it will be for you, and the more fun the year as a whole will be.

You're in for a great year, a year of exhilarating wins, gut wrenching losses, funny coach falls at practice, wonderful variations of Rink French Fries (Woburn is my favorite) throughout Mass., tournaments, the theme to the Raiders of the Lost Ark theme in your head as you race to make it to the rink in time, while you're hoping you remembered to pack all their equipment, while you're reading directions, while you're child is wolfing down dinner in the back seat...if this isn't fun I don't know what is....it's going to be glorious, welcome to the life of a youth hockey parent!

## **Appendix B. Time Clock Instructions**

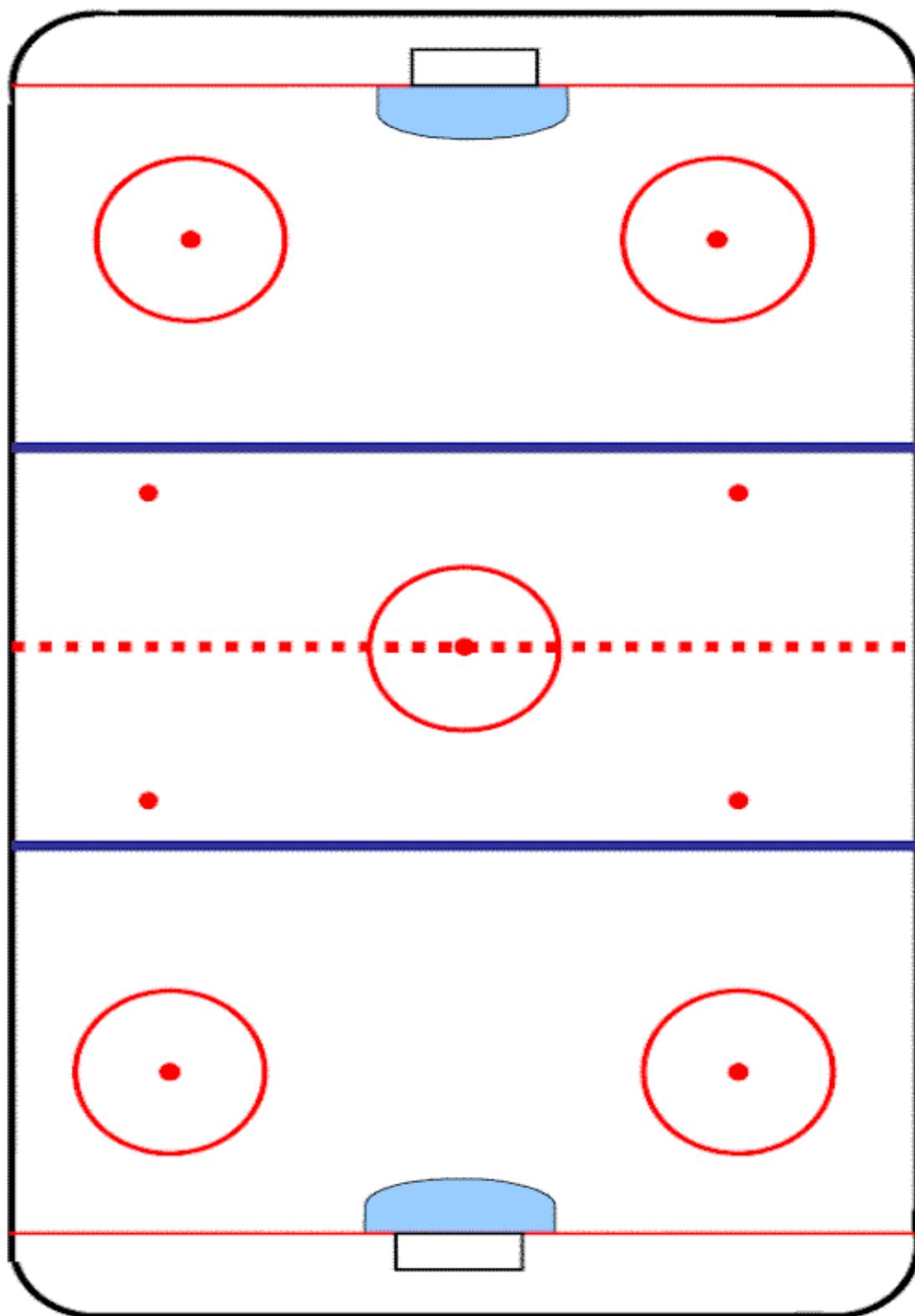
## **TIME CLOCK OPERATION (WILMINGTON RINK)**

1. Plug the clock pad into the box to your right if your looking out at the rink
2. Hit the **ON** button and then press the **CODE** button and press 40 then hit **ENTER**.
3. Make sure the silver toggle switch on the lower right corner of the keypad is switched to **OUT**.
4. Set the time you want by pressing **SET** and then entering the time you want which is 12:00 (example) and hit **ENTER** and 12:00 should be shown on the time clock.
5. To run the clock move the toggle switch to **IN** and the clock will run and if you move it to **OUT** it will stop.
6. Run the clock from 10:00 minutes to 8:01 and then stop the clock and hit the **HORN** button and continue to do that every two minutes until the 10 minutes has expired and then reset the clock for another 10 minutes. = Timer in OUT position and then press reset.
7. To change the period hit the **PERIOD** button and the period will advance
8. To change the score for the **HOME** or Visiting team just hit the +1 button for the side that scores and the score will advance.

Note: Screwed up ? Put timer in out position, then hit set, input time and then enter.

## **To return the time of day to the clock:**

1. Press SET
2. Press DISP TOD (display Time of Day)
3. Press Enter



# DRILL SHEET

**LEGEND:**

- Stopping
- © - Coach
- Shooting
- F - Forwards
- Passing
- Stickhandling
- Cross over

Date: \_\_\_\_\_ Team: \_\_\_\_\_ Practice \_\_\_\_\_

Time: _____			Drill Name _____ Description _____ _____ _____ _____ _____ _____ _____ Duration (min): _____ Running time (min) _____ Key points _____
			Drill Name _____ Description _____ _____ _____ _____ _____ _____ _____ Duration (min): _____ Running time (min) _____ Key points _____
			Drill Name _____ Description _____ _____ _____ _____ _____ _____ _____ Duration (min): _____ Running time (min) _____ Key points _____
			Drill Name _____ Description _____ _____ _____ _____ _____ _____ _____ Duration (min): _____ Running time (min) _____ Key points _____