

Forest Lake Hockey



Coaches Handbook

General things to do

- After teams and head coaches are picked, meet with other same level head coaches and level director
- Go over housekeeping rules, Forest Lake, D2, Etc.
- Consider setting up a separate email to keep hockey from personal emails
- Get a list of all parent's emails for your team
- Assign Goalie Coach, (Squirt and above)
- Assign Assistant Coaches
- Get a manager
- Have manager or yourself recruit a few locker room attendants.
- Schedule a parent meeting
- Find someone to work on scrimmages
- Work with manager on scheduling tournaments right away before they are full
- Meet with assistant coaches to discuss practice/game duties and how to work together
- Get set up with Ice Hockey Systems for practice plans
- Start planning your first few practices
- Email assistant coaches practice plans
- Attend mandatory D2 coaches meeting

Steps to be Certified to Coach

You need to make sure that you and your assistant coaches are certified by Dec 31st or you can't be on the ice

What are the steps to become a coach?

- Register with USA Hockey. Required every year
- Register with Forest Lake Hockey. Required every year
- Complete a simple background check found on USA Hockey Web. Required every 2 years
- Complete SafeSport Training. Found on USA Hockey Web. Required every year
- Complete USA Hockey Coaches Education Program. "CEP". Register on USA Hockey Web.
- Complete USA Hockey Age Specific Module. Found on USA Hockey web.
- FLHA will reimburse you for these costs
- Keep records of completion and payment

Registering on USA Hockey Web

- Go to USA Hockey Web, Click on Coaches, Become a coach.
- The Steps below are from the "Coaching Certification Tab"

Steps to Become a USA Hockey Coach

- 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 \$46 plus any affiliate fees if applicable).
- **Complete the background screening.**
- **Complete the USA Hockey Safe Sport Training.** (Required every year and cannot be added to a roster until completed).
- **Complete the online age-specific module(s) for the age level of play you are coaching.** (Cost is \$10 per module and only needs to be completed once per age level. Must be completed PRIOR to participating in any team activities and cannot be added to a roster until completed)
- Coaching Education Program Certification Clinic Requirements (Must be completed by Dec. 31, 2021)
- **Find, register and attend the required certification clinic.** The Cost is \$55. You can only attend one clinic per season and all coaches start at Level 1. You can take clinics from April 1-Dec. 31 each season.

Note on Coaches Educational Program "CEP"

- CEP Level 1 is good through Mites/8U
- Once you get to Squirt/10U you will need CEP Level 2
- You will also then need new CEP Levels each year
- CEP Courses are on the USA Hockey Web page
- The courses move around in location.
- Sign up soon to register for one in the greater metro area
- You have to complete this before Dec 31st. or you can't be on the ice
- The courses are $\frac{1}{2}$ day of class and $\frac{1}{2}$ day on ice

Rules

Forest Lake Hockey Rules

- All new coaches must complete background screening before hitting the ice
- All coaches must have CEP certification completed by 12/31
- All teams are required to have locker room attendants
- No cell phones in locker rooms.

Equal Play Time

- It is the goal of the FLHA to develop individual skills as well as the concept of team play.
- Equal ice time/playing time generally means skating players in regular shifts which are equally rotated in a manner to give each player an opportunity to participate in all types of game situations such as power play and penalty kill.
- For goaltender's equal ice time means 50% of all games and scrimmages.
- D. Ice time/playing time may be reduced for disciplinary reasons

Locker Room Attendants

- Gender appropriate locker room attendants are required for all teams
- Recruit more than 1 locker room attendant
- They need to pass a background check and complete SafeSport Training
- Be sure that they know that they must be the first one in the locker room prior to kids arriving and they need to be in the locker room a few minutes before practice or game ends. This is when most of the problems happen, since coaches are still on the ice putting nets away or shaking hands after a game.
- They should stand outside the locker room if only 1 kid is in the locker room. Prop the door open if possible
- If a coach has to have a private talk with a kid in a locker room, then 1 other adult should be present

Guidelines

- Coaches shall clearly communicate their expectations and discipline policy as it relates to playing time to parents and players.
- All C level players must skate equal time/shifts regardless of game situation
- A and B level players must skate equal time/shifts during the first two periods regardless of game situation. In the third period equal time/shifts is encouraged. However, the coach, at his or her discretion, may make adjustments to the player rotation in the third period in order to give the team the best competitive advantage.
- Goaltenders at the Squirt/10U level and PeeWee/12U level shall play no less than 50% of all games and scrimmages. It is strongly recommended goaltenders at the Bantam/15U level be played at a 50/50 ratio but must be no less than a 60/40 ratio for all scrimmages and games. Goaltenders missing games and scrimmages due to injury, vacation, illness etc. will not be allowed to make up time to meet this ratio

Parent Meeting

- Work with your manager to schedule a parent meeting right away
- You can reserve the Alumni room at the rink, meet outside at the rink in the grass, or any place you think is appropriate
- Introduce yourself and your manager, assistant coaches, etc.
- Talk about your expectations for practices and games. How early do you want the kids there
- Let them know the best way to contact you. Text, Email
- Have them let you know as soon as they can if kids can't make it
- Talk about any of your philosophy's that you want to share
- Talk about the 24-hour rule
- Turn it over to your manager to talk about their things.
 - Fundraising
 - Locker room attendants
 - Tournaments
 - Sport Engine for schedule
 - Etc.

Dibs For Coaches to Distribute

- Each player family Mite 2/8U level 2 through Bantam/15U is required to fulfill volunteer hours every year
- Single player families are required to fulfill 8 hours
- Multi-player families are required to fulfill 12 hours
- If you plan on Managing or Coaching (Head or Assistant) please consider leaving the early Tryout Dibs for other families who don't typically fill these roles.
- Team hours are distributed as such, these hours are NOT transferrable and cannot be split.
 - Head Coach – 12 hours
 - Assistant Coach, up to 3 per team – 8 hours each
 - Single Manager – 12 hours
 - Co-Managers – 8 hours each
 - Single Manager and Single Scrimmage Coordinator – 8 hours each
- Team managers are required to provide the names/roles to DIBS Coordinator by December 1st.
- All managers/scrimmage coordinators must be registered on FLHA website and complete official USA Hockey requirements (background check and SafeSport)
- Again, your team hours cannot be transferred or split
- ALL DIBS MUST BE RECONCILED BY END OF THE SEASON, NO ADJUSTMENTS WILL BE MADE AFTER THE SEASON HAS ENDED

Concussions

If you suspect a player has a concussion, you should take the following steps:

1. Remove athlete from play, keep him/her supervised, and alert the athlete's parents of the signs and symptoms. **This is required of youth coaches and officials by Minnesota State Law.**
2. Ensure athlete is evaluated by an informed health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents of Minnesota Hockey's suggested "Return to Play" guidelines.

In the event of a concussion, there is a form on the D2 Hockey Webpage to be filled out before player can return. Go to D2 Hockey Webpage to obtain most current form.

Click on Forms and Documents

Find Minnesota Hockey Concussion Clearance Form

(Example)

MINNESOTA HOCKEY CONCUSSION REPORTING AND MEDICAL CLEARANCE TO RETURN TO PLAY FORM

Minnesota statute §121A.38 requires that a youth athlete must be removed from physical participation in an athletic activity if they exhibit any signs, symptoms or behaviors consistent with a concussion or is suspected of sustaining a concussion and shall not return to physical activity until he or she no longer exhibits the signs, symptoms or behaviors consistent with a concussion and has been evaluated by a provider trained and experienced in managing concussions and has provided written clearance to participate in the athletic activity. Any onsite retained medical personnel shall have the final say on whether player can participate in a game. This form is to be used after an athlete has been removed from an athletic activity due to a concussion or concussion symptoms.

Player Name: _____ DOB: ____ / ____ / ____

District: _____ Name of person reporting: _____

Association and Team: _____ Date of Injury: ____ / ____ / ____

Location of injury/arena: _____

Nature, extent of injuries, and symptoms: _____

Date athlete no longer exhibited symptoms: ____ / ____ / ____

Print Health Professional Name: _____ Title: _____

Name of Clinic of Health Professional: _____ License number: _____

Note: An "Appropriate health professional" means a health professional who is licensed, registered, certified or otherwise authorized to provide medical treatment, trained and experienced in evaluating and managing pediatric concussions, and practicing within that person's medical training and scope of practice.

Address: _____ Phone Number: _____

I HEREBY AUTHORIZE THE ABOVE NAMED ATHLETE TO RETURN TO ATHLETIC ACTIVITY FOR PARTICIPATION AS FOLLOWS:

Pursuant to the return to play protocol attached (if this option is selected the player will need to return to an Appropriate Health Professional and obtain a form with the without restrictions boxed checked after completion of the protocol).

Without any restrictions.

Signature: _____ Date: ____ / ____ / ____

Goalie Substitutions

In the event a rostered goalie(s) is not able to participate in a scrimmage, league or District Tournament game due to INJURY, ILLNESS or BEREAVEMENT only, a substitute goalie may play in place of the rostered goalie provided;

- The substitute goalie is not from a higher-level team (division or level)
- The substitute goalie is acquired first from within the local association and second from teams within the District or league
- The substitute goalie must wear the jersey from his/her home team
- The substitute goalie must abide by the player rest rules as stated in Youth Rules, Section VIII, Para J. ? Substituting must NOT interfere with activities of his/her home team
- Substitute goalie may play ONLY if rostered goalies are not able to play
- Must have the approval of Both Association Dist. Representatives, opposing coach approval on the Substitute Goalie form.
- Requesting Association will then submit approved form to District 2 Director before start of game via email.

There are 2 forms on the D2 Site, 1 for D2 games and the other for games outside of district

Go to D2 Hockey Webpage

<https://www.d2hockey.org/>

Click on Misc. Registrations

Games, Tournaments and Scrimmages

Games

- 4 coaches allowed on bench
- Manager will bring roster stickers for scorebook
- Manager will bring coaches stickers for scorebook
- Home team is required to have 1 adult run the clock and 1 for penalty box
- Visiting team is required to have 1 adult for scorebook and 1 for penalty box
- All adults in the score keepers' box are to be impartial. No coaching or cheering

Tournaments

Mite 1,2 8U 1,2

- Forest Lake Hockey will schedule a Spring Jam for these levels.
- It is up to the teams to reach out and find other Jamborees

Mite 3,4 8U 3,4

- Forest Lake Hockey will schedule a Jamboree for these levels
- It is up to the teams to reach out and find other Jamborees

Squirt and Above

- Forest Lake Hockey will schedule **2** tournaments for each of these teams **3 tourny's?**
- It's up to the teams to find other tournaments. 1 local and 1 out of town.

Scrimmages

- Minnesota Hockey determines how many games Mite 4, 8U 4 and Squirts can play.
- For example, Mite 4' and 8U 4's are allowed 4 full ice games after December 31st.
- Squirts are allowed a total of 35 games which includes district, tournaments and scrimmages.
- This number can change each year, so check with Minnesota Hockey for current number.
- Look at your practice schedule for solo ice
- Reach out to other teams to have a scrimmage
- Home team is responsible for scorebook
- Home teams schedules ref, visitor team pays for the ref, home team pays for ice.
- You need to let Mike Elam at the FL RInk know that a team is coming so they can be assigned a locker room
- If you are invited to another team's ice for a scrimmage and you have home ice that you will miss, it is up to you to sell your ice or if shared ice, let the other team know that they will have solo ice so they can adjust their plans.

Selling Ice

- If you get invited to another team's arena for a scrimmage or won't be at your scheduled ice, you are responsible to sell the ice.
- Your manager should reach out to other teams and/or put it on the ice store section of FLH web

Player Patches

- Player can get patches for Hat Trick, Play Maker or Shut Outs.
- Has to be League game or tournament. (not ref scrimmages)
- 1 patch per year
- Your manager should know how to get them.

Grievance Policy

- Remember that FL Hockey is run by volunteers. If a situation does arise FL Hockey requires that you have a 24 hour “cooling off” period.
- It is required that all parties involved in a dispute observe a 24 hour “cooling off” period before contacting anyone within FLHA. The exception being any form of harassment or physical or sexual abuse (Section I. C. Non-harassment) in these cases contact shall be made immediately.
- All grievances should be brought to the coach’s attention prior to any other source. If the coach is part of the issue the next contact is the team manager.
- If the issue cannot be resolved at the team level, then the Level Director should be contacted. The Level Director will have the complaining party fill out the FLHA Ethics Code Violation/Corrective Action form.
- The Level Director will attempt to resolve the issue by having an informal meeting with all parties involved. This meeting will be facilitated by a member of the FLHA Rules and Ethics Committee.
- Should an informal meeting not resolve the issue a grievance committee will be formed which will consist of the Level Director, FLHA President, and the Ethics and Rules Committee Chair. This committee will attempt resolution and will be authorized to issue suspensions as outlined in the disciplinary guidelines below and/or recommend corrective action. Should there be a conflict of interest with members of this committee the Level Director and/or FLHA President will appoint replacements.
- FLHA will follow the USA Hockey grievance process.

More information can be found on the Forest Lake Hockey Webpage
At the time of this writing go to the Board Tab, then to Bylaws and Rules