



## Title: Coaching Code of Conduct Policy

### 1.0 Overview Section

#### 1.1 Purpose:

The purpose of this document is to provide all West Salem Hockey Association (WSHA) Head and Assistant Coaches with guidelines to foster an environment where players develop positive life skills on and off the ice led by your example.

#### 1.2 Scope:

This policy applies to all head and assistant coaches of WSHA. The following Code of Conduct will be in effect for all WSHA sponsored events, including games, practices, scrimmages, team meetings or any other WSHA event – on and off the ice.

#### 1.3 Implementation:

Implementation is in accordance with Effective by Date

#### 1.4 Responsibilities:

Association Members (Parents & Volunteers)	Read and understand the coaching guidelines in 2.0 and uphold the coaching staff to adhering to these guidelines.
Coaches Committee	Assigned by the Board of Directors to support coaching activities.
Coaches	Review and sign the code of conduct at the time of the first coaches meeting. Commit to adherence of all WSHA policies. Report any violations per the problem-solving and grievance policy.
Parent Rep.	Hold the coaching staff accountable to the coaching guidelines and be the liaison between coaches and parents. If necessary, escalate issues to the board.
Board Members	Monitor conduct, ensure code is being followed and report any violations. Discuss issues and concerns and work to resolve in a timely manner.
Registrar	Ensure that all Coaches have signed a code of conduct at the time of the first coaches meeting.

#### 1.5 Rationale:

Provide a supportive and encouraging environment for all members to strengthen and obtain positive life skills and develop them to become the best person and player they can be on and off the ice.

### 2.0 General Policy Statement

The following Code of Conduct will be in effect for all WSHA sponsored events, including home and away games, practices, scrimmages, team meetings or any other WSHA event – on and off the ice.

The coaching committee will determine coaches each fall prior to the start of the season. Any individual candidate looking for consideration to volunteer as a coach needs to email their resume to the Coaching Committee and Board of Directors. Coaches will be evaluated based on:

**Coaching Philosophy-** WSHA believes involvement in any youth sport should be fun and strives to help children develop a balance between skill improvement and competition. Sportsmanship is stressed at all levels. Hockey is a fast paced, fun game that helps promote these objectives. WSHA Coaches emphasize skating, stick handling and positional play within a team environment. Our Coaches attend yearly coaching clinics and are certified by USA Hockey and the



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Wisconsin Amateur Hockey Association (WAHA). Excessively rough play, conduct that is disrespectful to coaches, other players and officials is not tolerated. All players, parents and coaches are required to sign a "Code of Conduct" agreement at the start of the season to help foster a positive family atmosphere within our Club.

### **SafeSports Compliance- Coaches are required to follow SafeSports Compliance**

<https://form.jotform.com/231364886732060>

**Handling Complaints-** Follow Problem Solving and Grievance Policy.

**Emergency Coaching-** If an instance arises where a coach needs to leave a game due to an emergency. USA hockey requires a certified coach to temporally fill the position. If there is not another certified coach that is able to step in the volunteer needs to fill out the USA Insurance form.

**Team size and tryouts-** The goal of splitting teams is to maximize playing time for each skater and to improve their hockey knowledge that is appropriate for their skill set. A team is required to split at 21 skaters per USA Hockey. All other team splits will be directed by the recommendation of the head of the coaching committee and will be approved by the board. See the Team Policy for additional information.

**Assistant Coaches-** Approved by the Coaching Committee and selected by the head coach at the start of the season and are held to the same standards as the head coach.

**Parent Representatives-** will be selected by the coach at the first parent meeting of each year. Their primary responsibilities will be scheduling games and referees for each home game. They are also the general communication between the coach and the players/ parents. The parent rep will also be responsible for finding and filing volunteer hours for home games. In addition, they will also collect any outstanding debts and manage apparel and pictures for the team.

**Insurance-** WSHA pays for insurance fees to USA Hockey for all head coaches and two assistant coaches per team. All additional helpers are required to pay their own insurance fees, or they will not be allowed on the ice.

It is WSHA's requirement that all Coaches and any on-ice assistants review and sign the coach's code of conduct to commit to the expectations for conducting themselves as a positive and encouraging role model while participating in all WSHA events.

**Compensation-** Non-parent coaches are compensated per agreement with the Board. All other parent coaching positions are not paid.

**Infractions and score sheets** – Coaches are to submit copies of all score sheets pertaining to infractions that may result in disciplinary action. Coaches are to write comments on penalties they felt were flagrant penalties. The head coach is responsible for enforcing the code of conduct fairly and without exception.

**Facility and locker rooms** - Coaches must keep locker room and general areas clean and safe for all members. Specific facility policies are outlined in the Facility and Locker room policy. Coaches must follow locker room monitoring guidelines. Coaches must be the last one out of the facility and perform a facility sweep prior to leaving.

**Player positions** – Coaches will collaborate with players for specific position requests. Coaches will consistently communicate with players regarding opportunities to improve and suitable positions.

**Coaches meeting** - Following the assignment of coaches, the association shall host a Coaching meeting. WSHA requires coaches code of conduct to be signed prior to practice/ice time.

**Start of season parent meeting** –Introduce coaches, review expectations for players and parents, explain schedule and tournaments, and injury and concussion protocol.

**Concussion Compliance** – Coaches are required to follow the [ASSOCIATION CONCUSSION COMPLIANCE \(jotform.com\)](https://form.jotform.com/231364886732060) policy.



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### 2.1 Procedure

#### Coaching Code of Conduct:

1. You are a role model on and off the ice. Set a good example. Be supportive, patient and understanding of all skaters and parents.
2. WSHA believes in Teamwork. As a coach we need to push individual player development without sacrificing teamwork.
3. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
4. Focus should be on team and individual development, not on the end result of wins and losses.
5. WSHA believes in equity over equality. While all skaters will play, it may not be equal. This is not skill based but reflects attendance, effort and commitment during the season.
6. Organize practices that are fun and challenge your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players and to work the systems put in place by the coaching committee.
7. There is a difference between corrective actions and disciplinary actions. Manage corrective actions on and off the ice immediately. If a disciplinary action is needed follow the proper protocol and allow for a 24 hour cool down period prior to a response.
8. Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, do not yell at players.
9. Follow the Problem Solving and Grievance Policy.
10. If a discussion is had with a referee regarding a call, treat them with respect. Shake their hand and thank them after each game.
11. Profanity, personal criticism, and abusive language or conduct has no place with the development of WSHA players, on or off the ice. Often people have misunderstandings or differences of opinion, it is part of life, and your job is to teach your players how to manage these situations appropriately.
12. As a coach your team's locker room is your responsibility to make sure it is a safe place for players. It is also your responsibility to make sure your team has cleaned the locker room every time they leave.
13. Coaches are the first to practice and will not leave until the last skater is accounted for. If you are the last to use the ice that day you are also responsible for properly shutting down the rink.
14. Head Coach is responsible for enforcing all codes of conduct and must do so fairly and without exception.
15. As a coach you are responsible for the safety of your players. First aid kits will be provided from WSHA. All head coaches are required to bring the first aid kit to all hockey activities. Be prepared to administer first aid if necessary. It's also your responsibility to pull skaters from play to seek proper medical care as you see necessary. Concussion protocol must be followed.

As a coach for WSHA I agree to uphold the policies and procedures stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### **3.0 Document Information**

#### **3.1 Reference Documents**

Problem Solving and Grievance Policy

Team Policy

#### **3.2 Description of Change**

NA

#### **3.3 Distribution**

Will be distributed at the annual preseason coaches meeting to be signed by all participating coaches and assistant coaches.

**End of document.**