

APPENDIX E - COACHES' CONTRACT

Peterborough Minor Hockey Council Coaching Contract Rules of the Peterborough Minor Hockey Council

Coaches are to deal with the players in their charge based on the objectives of the Peterborough Minor Hockey Council, (P.M.H.C.), as set out in the P.M.H.C. constitution:

1. To promote and govern minor hockey in Peterborough as a division of the OMHA.
2. To foster among its members, supporters, and teams a general community spirit.
3. To maintain and increase the interest in the game of hockey.
4. To have and exercise a general care, supervision, and direction over the playing interest of all teams and players.

In order to facilitate the forgoing and ensure the general care for the players, the following rules are set out for all coaches and their staff. Any violation of the P.M.H.C. rules and regulations will result in the offender being suspended subject to a hearing by the P.M.H.C. Board.

The PMHC Board will select each Coach holding him/her responsible for the care and control of all team functions. Only written applications will be considered and should include Coaching Level, experience, coaching / team philosophy, expectations, list of team officials, age level. All applications will be reviewed by the Coaching Selection Committee and the P.M.H.C. Board. Discussion for approval will include review of application and interview. Selection of coaches will be based on experience, time availability, expectations, philosophy, suitability to age group and concern for the players well being as opposed to the Coach's personal record.

Conduct of Team Officials/Coaches Guidelines

Teams from Novice to Minor Midget inclusive are to be developmental and shall carry a roster of at least seventeen players including two goaltenders. Coaches are to encourage equal ice time, fair play and skill development to ensure that players improve and wish to remain in the system. The forgoing will provide for the future of AAA Hockey in Peterborough and improve play at the Minor Bantam and above levels.

(ALL TEAMS ARE RESTRICTED TO A TWO GOALIE MAXIMUM)

Personal conversations with any player MUST be conducted with at least two team officials and player in private (empty dressing room or the P.M.H.C. office will be available), on a face-to-face basis. No player is to be degraded in front of his peers. Each player's well being must be the first consideration and concern in all communications.

Failure to control players while they are under the Coaches supervision (on the ice, bench, bus, arena premises, etc.) may result in a P.M.H.C. as well as on OMHA suspension. Following any second OMHA suspension of any team official for disciplinary or penalty minute reasons, (in the

same season), a further suspension may be levied by the P.M.H.C. Board with the circumstances of each incident reviewed with the subject Coach.

No Coach or any other team official will consume alcohol while traveling to a game involving his team. Failure to comply with the foregoing could result in immediate suspension or dismissal after review by the P.M.H.C. Board.

Coaches are responsible for providing each player's parents with conduct guidelines, knowing that they will be responsible to the P.M.H.C. Board for any complaints received from team members, parents, or officials of any other Hockey Association where their team is involved. The P.M.H.C. Board recognizes that it is not possible to control parents' actions, however, the Coach is expected to provide a positive influence.

DRESS CODE: Coaches must inform all players of the required dress code. They must inform the players of their responsibility to maintain the clothes in a clean, repaired standard. The team and each individual player are representing the Peterborough Minor Petes organization and the community of Peterborough. It is the responsibility of the coach to monitor and enforce these standards noted below. All items must be from the PMHC approved clothing regulations. Whatever decision the coach makes regarding tournament games it must ensure that all players have the same dress standard.

Dress code for all scheduled games is to be a white dress shirt, tie, black pants, black socks; black dress shoes with the black coat from PMHC approved clothing regulations. In winter weather, (snow, ice) the shoes may be replaced with winter boots. The coach is responsible to monitor and enforce these dress standards.

Dress code for tournament games other than the PMHC tournaments in Peterborough, the coach may change the dress providing all players are dressed the same. Provided the team purchases black mock neck shirts, the team may wear the approved Peterborough Minor Petes approved Wind suits with black mock neck shirts. However, from November 15 till the end of the season the team must wear the black coat from the PMHC approved clothing regulations to and from the arena. The coach is responsible to monitor and enforce these dress standards.

Permission must be granted by the P.M.H.C. Board for participation in any Exhibition or Tournament games, with the costs paid by the team.

A proposed Tournament Schedule for the season should be submitted to the appropriate convenor by Aug. 15th to facilitate league scheduling.

Game sheets from Exhibition and Tournament games must be submitted to the OMHA.

The Coach is responsible for scheduling of parents to work the admission booth and the timekeeper duties for all league and playoff games. It is recognized that the PMHC organizes and supports hockey tournaments in the City of Peterborough. Members of the PMHC, which includes parents/players of the Minor Petes teams, are required to volunteer to make these tournaments a success. The coach must not schedule games to conflict with the dates of the tournaments that their team must provide parents/players to support the tournaments below. The coach must include this information in the required information package provided to the parents/players and marked on any schedules given to these members. The coach must work with the tournament organizing committee and schedule their parents/players to provide the necessary support for these events.

Kawartha Early Bird Tournament: Minor Peewee, Major Peewee, Minor Bantam,

Minor Midget

Bantam Icefest Tournament: Novice, Minor Atom, Major Atom, Major Midget
Midget Tournament of Champions: Major Bantam

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Coaches are responsible for the safekeeping and return of any PMHC equipment and arena property. Sweaters are to be cleaned and returned to the PMHC equipment manager no later than April 21st, 2004.

Coaches must provide an information package to all participants at the tryouts and the package should indicate it must be shared with their parents. It is expected to include all the information outlined in this Appendix E. This information should include a letter from the President of the PMHC. Copy of this information package will be provided to the President of the PMHC for review prior to the tryout date.

In addition, the coaches are expected to meet with the parents/players to provide this information again after the tryouts are completed. This meeting is to be held within one (1) month from the date of signing a player's contract or intend to sign letter is provided. The coach must have a sign in sheet for attendance at the meeting. If a player(s) parents are absent the coach must make alternate arrangements. The attendance sign in sheet must be signed by the coach, confirming all team members and parents have received the information and the sheet must be provided to the Secretary of the PMHC Board. In addition, at that time they are to inform the parents/players that they are members of the PMHC and with this membership they are accepting the responsibilities outlined in the Constitution and By-Laws of the PMHC. Specifically, as members they are expected to assist the Board to meet the objectives of the PMHC and volunteer their services. All players will be expected to pay registration fees to the PMHC. The coach is expected to provide the information to parents/players in writing and receive a signed copy from all the parents confirming they have been informed. These signed copies are to be provided to the Secretary of the PMHC Board.

UNDER NO CIRCUMSTANCE ARE SPONSORS TO BE APPROACHED FOR MONEY, EQUIPMENT ETC.

Player Selection and Movement

Every player from Major Bantam age and younger shall register and play for the team in his/her age group, except that of a player with outstanding ability may play for a team in an older age category subject to the Constitutions of the CAHA/OMHA with approval by the P.M.H.C. Board, his/her parents and the respective coach. No Coach or other team official will approach or have discussions with any player of his/her parents in a lower age category, without the prior consent of the P.M.H.C. Board.

Coaches are free to conduct tryouts as they see fit with consideration to a final roster date of Sept. 15th. Any changes after that are to be on a one on one basis, i.e. AAA to Nationals or visa versa, as per OMHA rules, (present rule calls for final roster by Jan. 10th). Regional players must be returned to their respective Associations by Sept. 15th. Signed regional players shall not be released back to home centre after Nov. 1st.

Affiliated players may only be utilized under the following conditions:

1. An affiliate player roster must be submitted to the OMHA contact, listing all nineteen selected affiliated players.
2. A roster player must be unable to play due to injury, suspension or sickness.
3. Affiliated players are not to be used to punish a roster player.

A list of players released during tryouts is to be provided to the secretary of the P.M.H.C. Board by Sep. 30th, and all players released during tryouts are to be advised on a face to face basis by a member of the coaching staff.

All selected players must pay their P.M.H.C. registration fee on the date they are signed to an OMHA player's card.

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Movement of players, or one for one trades, are to proceed along the following guidelines:

1. The player to be demoted must have been previously advised that his position was in jeopardy, and been given the chance to improve to the coaching staffs expectations.
2. If after review, the player has not yet made the coaching staffs expectations, the Coach shall advise the appropriate Convenor of his intention to move the player.
3. The Convenor will advise his counterpart in the appropriate Hockey Organization, who will arrange the trade with the appropriate Coach.
4. Once the second organization has confirmed the trade is possible, the initiating Coach shall advise the player to be demoted on a face to face basis and arrange contact with his/her new coach, (the player should be provided with a full explanation of the move).
5. The initiating Coach can then contact and card the player ensuring the demoted player is provided with his signed release before the new player is carded.
6. Any non-roster player practicing or playing regularly with any P.M.H.C. team is to be assessed an appropriate charge for ice time to offset roster player expenses.

Under no circumstances is a Coach to release any player unless he can guarantee a place for him/her on another team. The only exception to this rule is if the Coach, the P.M.H.C. Board, the player and his/her parents mutually agree upon a release without consideration as to where the player will play. Our players are to be our most important consideration at all times.

Finances

The Coach is responsible for all the teams' funds and shall ensure that an account is set up through the treasurer of the P.M.H.C. All team funds including fundraising funds shall be passed through this account, with two signatures being required on all cheques.

Budgets for team expenses must be provided to the parent at the beginning of the season with one copy signed, acknowledging agreement by two team parents, to be submitted to the convenor by Oct. 15th. Budgets are to bases on six monthly payments by each player's parents.

Monthly Team statements of Income and Expenses, signed by two parents are to be submitted to appropriate convenor by the 15th of each month commencing Nov. 15th.

Statements are to provide full details of the income and expenses and are not to include excessive unsubstantiated miscellaneous expenses. Copies of these statements should be made available to the parents and a year-end statement is to be provided to the appropriate convenor and the parents by the 15th of April. This deadline is to be extended for teams involved in an extended playoff series.

All fundraising projects must have received P.M.H.C. Board approval prior to being commenced by the team.

Loans will be granted to teams by the P.M.H.C. based on the availability of funds and subject to full repayment within 90 days. Failure to repay the loan as agreed, will result in the loss of practice time of disciplinary action.

All grant or other grants applied for, or requested from any government agency or other source, must be reviewed, and funds cleared through the P.M.H.C. Board to ensure equal distribution to all team participants.

Upon receiving written application requesting financial assistance to any team attending a Provincial Championship such as OHA, OHL Cup or Telus Cup, the PMHC Board will evaluate the request and determine the funds available and the amount depending on the tournament location and duration.

Team parents may wish to pay for a maximum of two rooms for the coaching staff at out of town tournaments. Coaches and other team officials are expected to double up (2 per room), to cut down on parent's expenses as much as possible. This expense would be determined by the parents of each individual team at the start of the season.

The foregoing is subject to the availability of funds, and will not be paid if it places any financial burden on the rest of the system.

Coaching Co-ordinator

The P.M.H.C. Coaching Co-ordinator will assist all coaches and their respective Coaching staff with the institution of Skill Development Programs. He will also be available to assist any Coach at anytime.

All teams from Minor Bantam and above will institute a dry land (off ice) training program during the hockey season.

MAJOR NOVICE

1. Decisions that you make at this level in selecting your team will be reflected throughout our system for a number of years. I wish to again state that we believe that our novice coaches are the most important coaches in our system and for this reason please give a

great deal of consideration in the selection of your team. Please consider among other things at your tryouts, the child's skill level, his potential, dedication, size, and willingness to be coached.

2. It is also imperative that you understand the Board's philosophy regarding your team. It is our view that your team is a developmental team with the emphasis being placed on skill development, team play, having fun, and not winning at all costs. It is expected that members of your team will be given equal ice time and be given the opportunity to experience all facets of the game i.e. short man and power play etc. We strongly suggest that you carry at least 15 skaters and 2 goaltenders. The Board will not tolerate any deviation from this philosophy.

APPENDIX F

Assistance of P.M.H.C. Board Members Related to Tournaments Run By The P.M.H.C.

It is recognized that these tournaments can be major fundraisers for the Peterborough Minor Hockey Council. All members are asked to volunteer to assist the chairperson and tournament committee at the tournaments as Rink Chairpersons or their assistants.

Chairpersons will bring to a P.M.H.C. meeting, well in advance of the tournament, a list of times that require chairpersons or persons for other tasks for the specific tournament. Board members will be asked to fill any times that the chairperson is having difficulty filling from his tournament committee. P.M.H.C. board members may get a copy of a document "Duties of the Rink Chairperson from the Chairperson for the specific tournament.