



**Meeting Notes  
KDMHA Coaches Meeting  
October 12, 2004**

**Participants:**

Lou Matura, Bantam Convenor	Kelly Zanette, Bantam B House Manager
Angus Ravenelli, Bantam B House Coach	Jeff Miller, Atom C1 House Coach
Carol-Ann Stewart, Atom C1 House	Will Trayner, Atom C1 House, Coach
Greg Chapleau, Pee wee C1 House Coach	Randy Cavill, Atom Convenor
Bart Millson, IP Convenor	Jeff Underhill, Novice Coach
Roland Dubeau, Bantam C House Coach	Mike Maki, Ice Convenor
Anne Hunt, Bantam B	Bob Hunt, Bantam B Assistant Coach
Beth Thompson, Pee wee Convenor	Steve Thibert, Pee wee B1 House Coach
Jo-Ann Hendry, Pee wee B1 House Manager	Mike Hendry, Pee wee B2 Coach
Josh Johns, Juvenile Coach	Chad Geauvreau, IP Coach
Julie Turcotte, Pee wee B Manager	Terry Turcotte, Pee wee B Coach
Rick Renaud, Pee wee C2 House Coach	Kevin Boyd, Atom C2 House Coach
Dave Henderson	David van Zyl, Equipment Convenor
Michael Horsburg, Past President KDMHA	Luc Lavergne, Vice President KDMHA
Mark Ross, Ways & Means Convenor KDMHA	Bill Holmes, Coach Mentor KDMHA

**Regrets:**

Mike Corkery, Bantam B Coach	Mike Cavanagh, Atom B Coach
Joe Duggan, Atom B House Coach	Jason Pickard, Minor Midget Coach
Cameron Moorehouse, Minor Midget Coach	Greg Nixon, Midget Convenor
Kathy Vandemheen, Registrar KDMHA	

1. Distribution of Coaches Packages

Mark Ross prepared and distributed material for each team. Teams without representatives can pick up their package from the convenors.

- a) Game Sheets: Kemptville were advised by Barb Levere, Rules & Discipline for Upper Canada Hockey League (UCHL) that Kemptville was the worst Association last year for mailing game sheets and calling in suspensions. Each team has received their self-addressed envelopes for Barb and also for the division directors. Game sheets must be in the mail no later than 24 hrs after a home game is played. The white copy goes to Barb; yellow copy goes to the division director. It was suggested that the copies be placed into

the mailbox at the post office when leaving the rink after the game. Suspensions need to be called in within 24 hours. Barb indicated that anyone not meeting the deadline requirements would receive a fine as outlined by the constitution.

Referee Game Incident Report: When the referee is required to make a report, the team is to provide the game sheet to the referee along with the self-addressed envelopes. The referee is responsible for mailing the game sheets. The coach/manager are responsible for contact Barb Levere to advise of the issue and that the Referee will be mailing the game sheets. This process is being confirmed with Jason Pickard, Referee Convenor.

Complete all information on the game sheet. Ensure the Coach of the team verifies the information and signs the sheet.

It was mentioned that there is a rule that indicates that the starting line up listed on the game sheet must be the starting line up for the game. The experience of the participants was that this has not been a rule that has been enforced in Kemptville in the past.

b) ODMHA Mouth Guard Policy

In addition to the information in the handout...

- i) Players will be initially warned, then receive 10-minute misconduct for subsequent offences.
- ii) The mouth guard must be in place and properly worn during all play.
- iii) The exception letter from a doctor/dentist is to be shown to the referee prior to each game. If the referee is not made aware of the exception before the game, the referee can issue a penalty to the player.

c) KDMHA Expectations

Dave Henderson led the development of expectations for Coaches and Team Officials, Parents & Spectators, and Players, and the Executive. A sub-committee of the Executive finalized the documents that were recently approved by the Executive.

The association will hold people accountable to meeting the expectations. Coaches are encouraged to advise parents and players of the expectations.

The documents will be reviewed annually and revised, where necessary.

Copies can be downloaded from the association's website.

d) Time Clock Instructions

Similar instructions will be developed for the Spencerville clock.

e) Letter and fee guide from Goetz Photos, a local photographer to consider for team pictures.

- f) Team Meetings
- g) Hockey Canada 2004/05 Rules Emphasis
- h) Coach Self Assessment

As discussed, one of the responsibilities of the Coach Mentor is to develop and implement processes and programs to improve coaches skills. Personal development starts with self-reflection and identification of areas for improvement. The Coach Self Assessment is a tool that a coach can work through to evaluate their skills and performance as a leader, teacher, and organizer.

Coaches are encouraged to go through the self-assessment process periodically through the year to identify areas where they can improve their coaching.

## 2. Comment from UCHL Meeting Tuesday, Oct 4

The Head Referee for UCHL outlined the rules emphasis for this year.

- i) Checking from behind
- ii) Hits to the head
- iv) Unzipped/ripped pant legs will be called as illegal equipment. 1<sup>st</sup> offence.

Any complaint must be registered with the Head Referee in writing.

Team officials will be required to attend a hearing with the ODMHA when they receive their second game misconduct.

## 3. Executive Expectations

Luc and Mike indicated that the executive wants coaches and team officials to remember that minor hockey is for the children. Everyone should act and conduct himself or herself accordingly. The players will model the behaviour of the coaches and parents. It is very important for everyone involved to model respectful behaviour.

Luc added that the any complaint must follow the lines of authority within the association. Parents are to first to go coaches with an issue. If unresolved, then the parent/coach is to advise the convenor. If the issue is still not resolved, it is forwarded to the Vice President for resolution.

## 4. Role of Coach Mentor & Plans for 2004/05

Generally, the responsibilities of the Coach Mentor include:

- a) chair the coach selection committee;
  - b) maintain a list of coaches for each team;
  - c) implement coach and player develop programs upon Executive approval;
  - d) assist coaches when requested/required and address development needs;
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- e) coordinate regular coaches meetings; and
- f) in the case of an emergency act as an interim coach when assigned coach is unavailable.

As this is the first year for Bill Holmes in this position, he is taking some time to gain a better understanding of the various issues within the association and to develop relationships with the coaches and team officials. The focus for the current season will be to assess the strengths and weaknesses related to processes and coach and player development within the association. Programs will be developed and implemented to address the deficiencies.

Specifically for 2004/05, planned initiatives include:

- a) Establish coach and team official database and a listing of recommended player evaluators.
- b) Implement a Goalie and associated coach development strategy: 3-4 goalie clinics throughout the year at which coaches will participate/observe. Coaches will be expected to allow their goalies adequate practice time to work on the skills and drills demonstrated at the clinics.
- c) Implement a Feedback Process for Coaches: The Self-Assessment is the first step. A process for parent and player feedback will be developed for implementation by the end of the season. The assessment form will be developed in consultation with coaches.
- d) Establish player skill development guidelines for each division.
- e) Implement progressive contact skill development process for Novice, Atom and Peewee
- f) Review and implement system to effectively utilize shared ice practices.
- g) Have fun.

Critical issues that arise related to the responsibilities of the Coach Mentor will be addressed during the season.

The Coach Mentor is not accountable for any of the responsibilities of Convenors or other KDMHA Executive members.

## 5. Affiliation

KDMHA follow the 19 player affiliation rules. The philosophy for affiliation is that coaches will utilize the affiliation process when possible for the purpose of player development. Affiliation is not just to have a player fill in for a missing regular player. The impact to the child when they are affiliated includes a boost to their self-esteem, an opportunity to learn and apply new skills, and to generally feel good about themselves. Ideally, all players would have an opportunity to participate in an affiliation experience, either during a practice or game. Coaches are encouraged to use the affiliation process.

General rules for affiliation include:

- a) players may move to a higher classification i.e. House League to "B" rep
- b) for house league players (within a tiered house system) players may only move in an upward motion, i.e. from C to B. The impact is that C house teams are required to affiliate from the C house team in the lower division, i.e. the Bantam C House teams have to affiliate players from the Peewee C House teams.

- c) Players are allowed to affiliated to 1 team.
- d) Players can not be affiliated between teams at the same level, i.e. from Peewee C1 to Peewee C2.
- e) Permission forms are must be signed by coaches and parents.
- f) 19 Player Affiliation Form must be completed and submitted to the Branch Registrar. (see link on KDMHA web site).
- g) If player participates in more than 5 league and/or playoff games after January 10<sup>th</sup> with the higher level team, the player becomes ineligible to play for the team to which he or she is registered.
- h) No players can be added to the 19 Player list after January 15<sup>th</sup>.

There is an exemption for Goaltenders that reads as follows:

*“As a general rule, no replacement can be made for any ill or injured players by a player of the same Division and Category. The only exception to this rule is the replacement of a goaltender from the same division and category, which is limited to within the same district.”*

## 6. Managing the Bench – Allocation of Ice Time

Coaches and team officials were encouraged to consider how they intend to allocate ice time during games.

Many coaches, regardless of being rep or house, choose to follow an “equal ice” policy (defined below). Equal ice basically means that all players have equal ice time during all game situations. There is no preference. There are no set Penalty Killing or Power Play lines. In most cases these coaches are simply rolling their lines. All house teams must follow the equal ice policy.

Other coaches, but only at the rep level, may take an approach defined by the association as “Fair Ice” (defined below). Prior to taking the “Fair Ice” approach as defined by the association, coaches were encouraged to consider the impact of using a fair ice policy.

- What is the impact on a child if they don’t get to experience playing on the PP or PK, a shoot out, or the last minute of a tight and meaningful game? What is the message you are sending to a child when you only play them in these situations during a meaningless game?
- All players pay the same rate.
- What is the impact to the player and family when driving for 1 hour or more to a game and they only play a few minutes?
- What games do you define as important that you would consider sitting a player in favour of another player?
- How important is winning to you vs. the development of the player?

Extracted from KDMHA Rules and Regulations:

Rep Teams: *“Due to the competitive nature of hockey children can expect to sit during power plays, penalty killing or the last part of a gam (3-4 minutes). However coaches, at*

*all levels, will make sure that all children experience these aspects of a game in lesser games such as exhibition or tournaments. No coach will sit a player for any duration unless it is for disciplinary reasons. Goalies at all levels will play equal ice-time. Equal ice time may be approached through exhibition or tournament but no goalie should sit more than 2 consecutive games during the hockey season."*

House Teams: *"Every player on all teams shall be assured equal ice time. This shall be effected by the honour system and any infractions of this rule shall not be tolerated."*

## 7. Speak Out Program

Bart Millson has organized a Speak Out training session for:

November 6<sup>th</sup>, 2004

09:00 – 13:00 hrs

Upstairs, Kemptville Community Centre

Cost is \$10. Coaches/Trainers have had a couple of years to complete this mandatory and important training program. Any coach/trainer who has **not** completed the Speak Out training by November 7th will not be eligible to participate in team activities. It was strongly suggested that any team official, including managers and parent dressing room monitors, consider taking the course.

High School aged children volunteering with a team to obtain their 40 hours of community service are not required to attend speak out unless they are a registered official of the team. Coaches are responsible for these volunteers.

## 8. Police Checks

It is a requirement for all coaches to submit to the Coach Mentor, a recent police check. Forms are available from the OPP station. Parents within the association expect that all coaches have the police checks completed prior to being involved with the children. All coaches, trainers, and assistant coaches were reminded that if not yet completed, Police Checks are required to be submitted ASAP. It will be recommended to the executive at their next meeting that any coaches/trainers who have not submitted their police check be ineligible to participate in any team activities until such time that the police check is received.

There will be a hard deadline for submission of police checks for coaches/trainers/team officials for the start of the 2005/06 season. There may need to be exceptions for teams that have difficulty in finding a coach.

## Miscellaneous Comments

1. OHHA Handbook and Directory, 2004-2005 edition was made available for each coach.
2. Outline of the Adam Harlow Fellowship Fund was distributed on behalf of Lajla and Bob Harlow.

3. Supervision of Dressing Rooms: To reduce the risk of harassment, teams are to ensure that at all times there are two adults in the dressing room, one of which must be a team official. It was suggested that teams consider assigning a role for parents as Dressing Room Monitor.
4. Instructions have been put on the web-site, under the Coaches area, for obtaining the National Coaches Certification Program number (CC numbers). Please forward to Bill Holmes ([holmeswd@magma.ca](mailto:holmeswd@magma.ca) or call @ 258-0073).
5. It was suggested that, for any teams playing in the U.S.A early in the season, the coach contact the U.S team to ensure they are prepared and scheduled to play. There have been past incidents where the teams were not ready to play. Any issues related to the U.S based teams are to be documented and forwarded to the KDMHA executive (through the convenors).
6. KDHMA web site: [www.kemptvillehockey.netfirms.com](http://www.kemptvillehockey.netfirms.com)
7. Coaches, assistant coaches, managers, and trainers: Please forward to Bill Holmes you address, phone number, e-mail(s), NCCP#, coaching clinics completed, and teams you have been associated with over the past 5 years.