



**2020/21**

***TWINS HOCKEY OPERATIONS  
POLICY MANUAL***

**THE TWINS AA HOCKEY COMMITTEE**

Representing

Fort Garry North Hockey Association (FGNHA)

and

South Winnipeg Hockey Association (SWHA)

in Winnipeg, Manitoba, Canada

[www.twinsaahockey.com](http://www.twinsaahockey.com)

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## **Section 1 - Introduction**

### **Purpose of this Manual**

Twins Executive Committee believes that all of its' teams should operate, and all players should play under the same policies. The Executive also believes the program should be transparent to all participants. This manual has been created specifically for our coaches and managers, and is available in its entirety to all program participants.

This manual covers what coaches, players and parents need to know about the Twins hockey program; how the program is administered, how the league is organized, hockey philosophy and policies, responsibilities of the coaches and managers, contact information, etc.

The Twins Executive Committee encourages and welcomes any comments, questions or concerns regarding the manual or about any aspect of our hockey program.

### **Objectives and Priorities of the Twins AA hockey program**

The objective of the Twins AA hockey program is to encourage and cultivate sportsmanship and citizenship in its' players while in the pursuit of excellence in the sport of AA hockey in the FGNHA and SWHA areas.

### Important Dates and Events 2019-2020

August 19, 2020	Twins 4x4 Registration Late Fee applies after this date
August 26, 2020	Twins 4x4 Schedule Released
Sept 1 - 18, 2020	Twins 4x4 Camp Dates
August 15, 2020	FGNHA Online Registration
August 15, 2020	SWHA Online Registration
September 19, 2020	Twins AA Tryouts Begin
Oct 1, 2020	AA Travel Request Opens
Oct 4, 2020	Twins AA Tryouts Complete (except U18 Male)
October 4, 2020	AA Team Rosters to Hockey Wpg Deadline (U15 Female Oct 1 / U18 Oct 14)
October 10, 2020	Twins Picture and Apparel Day
October 17, 2020	Hockey Wpg 1st Half Schedule Start (U15 Female Oct 1)
November 7, 2020	Twins Day at Richmond Kings CC
December 1, 2020	Final Date to Obtain Coach Certification
December 1, 2020	Final Date for Player Transfers
January 2, 2020	Hockey Wpg 2nd Half Schedule Start
January 16, 2021	Male AA All-Star Day
January 23, 2021	Female AA All-Star Day
February 21, 2021	Regular Season Ends
March 26, 2021	Hockey Wpg Playoffs End
April 13, 2021	Twins Player Awards and Banquet - CanadInns Fort Garry

**NOTE:** Please check [www.twinsaahockey.com](http://www.twinsaahockey.com) for changes.



## **Section 2 - Organization of Hockey**

### **Canadian Hockey Association (CHA)**

The Canadian Hockey Association governs hockey in Canada. It is a member of the International Ice Hockey Federation.

Some of its principal objectives are:

- To foster and encourage the sport of amateur hockey in Canada
- To establish and maintain uniform playing rules for amateur hockey
- To conduct interprovincial and international contests of amateur hockey

Minor hockey in Canada is a grassroots organization. Community centres give direction to area associations. Area associations appoint Executive Members to sit on local associations (i.e. Hockey Winnipeg) to vote on hockey decisions. The local associations nominate people to serve in each CHA branch, which in turn nominates members to the national CHA office. Thus members of a community centre can influence the policies, plans, rules, and regulations of hockey. They can influence their community centre, which can influence its area association, and so on up to the CHA.

Each community centre or association has the latitude to vary its approach to its own hockey program. While rules and certification programs are uniform across the country, organization and program structures are flexible. Better methods can be introduced at any level.

The CHA has 15 branches, one of which is Hockey Manitoba.

### **Hockey Manitoba**

Hockey Manitoba has 14 local associations, including Hockey Winnipeg. Each local association in turn has several area associations.

### **Hockey Winnipeg**

Hockey Winnipeg governs all Minor Hockey played in Winnipeg. It establishes leagues for teams in the various age groups to conduct competitions and to decide the winners to represent the City in provincial playoffs.

Hockey Winnipeg contains the following area associations:

Assiniboine Park	St. Boniface
Fort Garry North	St. James Assiniboia
Lord Selkirk	St. Vital
Seven Oaks	Transcona
River East	South Winnipeg

### **Fort Garry North and South Winnipeg Hockey Associations**

FGNHA and SWHA administer the minor hockey program for the following Community Centres:

Earl Grey	Fort Garry
Lindenwoods	Lord Roberts
River - Osborne	Riverview
Victoria	Westridge

Wildwood  
St. Norbert

Whyte Ridge  
South Winnipeg

**NOTE:** For phone numbers and addresses, see page 49

The Area Associations of Fort Garry North and South Winnipeg are responsible for:

- Registering teams and collecting fees for hockey within each area
- Purchasing ice as required from various sources
- Meeting at least 10 times during the hockey season—meetings are open to anyone who wishes to attend

### **Winnipeg AA Hockey Organization**

AA hockey is organized into 7 zones, each of which may consist of an association or combined associations. These are:

Assiniboine Park - Rangers  
Lord Selkirk/ Seven Oaks - Rebels  
Fort Garry North/South Winnipeg - Twins  
River East - Marauders  
St. Boniface/Transcona Winnipeg - Rail Cats  
St. James - Canadians  
St. Vital - Victorias

### **Twins AA Hockey Association**

Each area association within Hockey Winnipeg is charged with the responsibility of setting up and operating a “select” team program or AA program for its area. The AA program that is operated jointly by FGNHA and SWHA is known as Twins AA Hockey Association.

The Twins AA Hockey program is administered by an Executive Committee which is elected/appointed by the FGNHA and SWHA. Its composition, hockey authority and responsibilities are set out in the Twins Hockey Operations Policy Manual and are subject to the respective By-laws of FGNHA, SWHA and Hockey Winnipeg.

The FGNHA and SWHA Vice-Presidents of AA are ultimately responsible to FGNHA and SWHA for the operation of the entire Twins AA hockey program.

## **2020/21 Twins AA Hockey Association Members**

### **Elected Executive Committee Members**

Twins Chairperson & SWHA Twins Liaison	Brad Boak
FGNHA Twins Liaison	Steve Wood
Secretary	Ainsley Espenell
Treasurer	Patrick Green
Registrar	Craig Ostermann
Coach/Player Development (CPD) Director	Rob Frank
Ice Director	Denis Ferreira
Equipment Director	Abbey Grunewald
Publicity Director	Megan Burfoot
4x4 Director	

### **Appointed Committee Members**

Events Coordinator	Megan Motkaluk
4x4 Coordinator	Craig Ostermann
CPD Liaison	Roy Hilderman
CPD Liaison	J.P. Perreault
CPD Liaison	
CPD Liaison	
Webmaster/IT Director	Robin Sandilands

## **Responsibilities of the Twins AA Hockey Association**

### **Meetings and AGM**

The Twins Executive Committee holds regular meetings during the hockey season to oversee the operation of the program.

### **Committee Membership**

The election/appointment of the Executive Committee is conducted under the direction of FGNHA and SWHA.

### **Website**

Visit our website at [www.twinsaahockey.com](http://www.twinsaahockey.com) for up-to-date Twins information. There are also links to other great hockey sites.

### **Budget**

The Twins program has developed a budget for the 2020-2021 season.

The Twins' primary source of income is player registrations, which account for nearly 80% of the budget. The balance is generated primarily through tryouts, 4x4 camps, and advertising, sponsorships and fundraising activities.

The Twins' primary source of expense comes from ice rental costs, and Hockey Winnipeg team registration fees. Many expenses are determined by outside influences and fluctuate from year to year based on the market rates (e.g. hourly ice rental costs). The Twins Executive Committee always endeavours to keep costs down while still offering a quality program.

Program expenses include:

- Practice ice rental
- Game ice rental
- Game officials
- Team registration fees to Hockey Winnipeg
- Coach and player development program
- Sweaters, name bars, pucks, first aid kits, clip boards, etc.
- Administration expenses (mailing, website, bank charges, forms)
- Meeting costs
- Year end banquet and trophies
- Coaches' honoraria
- Coaches' jackets, track suits and hats
- Executive honoraria

Fundraising activities include:

- 4x4 Camp
  - o Twins offer a 4x4 Conditioning Camp for players aged 9 to 17 over a two week period in August and September
  - o The camp is development + 4x4 for ages 9-10, and 4x4 only for ages 11 to 17
  - o This continues to be a very popular camp with registration on a first come first serve basis
- Game Sweater Sponsorship Patches
- Twins Day
  - o a great day of hockey with all Twins teams playing at Richmond Kings Arena throughout the day (this season on Saturday, November 7, 2020)
  - o It is also a wonderful fundraising opportunity for all teams within our organization with 50/50 draws, silent auction prizes, bid auction prizes, and (most years) our annual Twins Executive Raffle
  - o This year, Twins Day will also include a Twins Parents Social which will be held at Richmond Kings Arena from 8pm to 1 am

**NOTE:** *All teams must be available to play on Twins Day as well as take part in the fundraising activities. Under no circumstances will any Twins team be permitted to travel on the Twins Day weekend.*

## **Section 3 - Twins Philosophy of Coaching**

### **General**

The Twins program believes that the philosophy of a coach must be clearly defined and communicated to players and parents. The philosophy must be definite, reflecting both the coach's thoughts and true self. The coach must recognize his or her responsibility as a teacher of youth, as well as a "coach".

The coach will set an example for living habits and develop, to an extent, the individual personality of the players. A good coach will stabilize the emotions of the players to meet adversity as well as success.

The spirit of sportsmanship cultivates moral integrity as well as physical development, and responsibilities beyond fielding a winning team. The coach is charged with guiding the developing youth in their most critical years of moral, mental and physical developments. The coach must realize that his or her attitudes and philosophy are reflected in his or her team members. If the coach allows emotional outbursts towards officials and opponents, the team will react in a similar manner. If the coach blames defeat on external factors, the player will be inclined to excuse their poor individual performance by pointing the finger of defeat at someone or something else. A coach leads by example. The wins and losses are meaningless unless some lesson is learned from the game.

### **Playing Time**

It is mandatory that each player on the team, including goaltenders, shall be given equal opportunity to ice time.

Coaches should expect that there will be some losses, and maybe some close games that are the result of mistakes made by a player whose turn it was to play.

It is more important that a player experience the thrill of having been involved in the game and given it his/her best effort and lost than to have been removed from the rotation by the coach.

An opportunity to play in pressure situations will give both the player and the coach the opportunity to work together for improvement, while building self-confidence and self-esteem in the player.

The Twins Association believes there are two important benefits to following this coaching style:

1. Players will learn they are responsible to the team and are more likely to give their best effort
2. There will likely be greater improvement in the player's confidence and skill which will have a positive influence on the team

These policies do not bear instant results. They will, in the long term, provide a benefit to the individuals, and help to advance the overall development of the team.

This does not mean that in a game situation a coach cannot earmark, within reason, specific players for specific circumstances; however, the Twins Association does recommend all players be given equal opportunity to learn and participate in all game situations.

The coaching staff may exercise reasonable discretion in the following situations:

- Power plays
- Penalty killing
- Final period of playoff game, or semi-final or final tournament game
- For disciplinary action

**NOTE:** While this reasonable discretion is supported by the Twins Association, discipline is on a case by case basis after exercising a progression in disciplinary consequences and due diligence. Any disciplinary situations extending beyond a period or the remainder of a game/practice must be consulted on with the CPD Liaison and elevated to the CPD Director if required.

The coaching staff is also expected to provide reasonable accommodation for players participating in other activities such as school sports, school trips, band, and study requirements; however, players and parents will be provided with a schedule of Twins events so that they may ensure AA hockey can take priority over other sports.

## **Section 4 - Twins Policies and General Information**

### **General Governance**

The Twins AA Hockey Association is ultimately governed by the Policies and By-Laws of Hockey Winnipeg, FGNHA, and SWHA. The Policies contained within this Manual have been reviewed and approved by members of FGNHA and SWHA in order to provide the Twins AA Association with the autonomy to exercise its authority and responsibility for the administration of the AA program.

### **Age Advancement**

The Twins follow Age Advancement rules set by Hockey Winnipeg.

### **Conduct and Discipline**

All Twins coaches, team officials, players and parents are expected to conduct themselves in a manner that will reflect positively on the Twins Association. Refer to Section 7 - Twins Code of Conduct and Discipline for more information.

### **Facility Use**

As per Hockey Winnipeg Regulations: the official(s) of a team shall assume responsibility for the conduct of each other and the players of the team when on or off the ice. It is every coach's responsibility to ensure their teams are respectful when using any facility (i.e. rinks, dressing rooms, bathrooms, showers, hotels, etc).

Any facility used by a Twins team will be left clean and in the same or better state than when it was found.

### **Dressing Rooms**

The head coach of each team is responsible for ensuring that two adults are present in the team dressing room whenever one or more players are present. At least one of these adults should be the same gender(s) as the team players. If the coaches are unable to remain in the dressing room to meet the supervisory requirement, it is their responsibility to assign other adults (i.e. parents) to supervise the dressing room.

As per Hockey Winnipeg Regulations: U11 (10 yr olds) and younger teams of mixed gender may change in the same dressing room, at the same time with the presence of two adults. U13 (11-12 yr olds) and older teams may not change in the same dressing room at the same time. It is the responsibility of the coaching staff to ensure all players are involved in both pre-game and post-game activities.

Every team (old, young, male, female, Twins, non-Twins) has the right to make full use of dressing room facilities; and each team has a joint responsibility for how the facilities are used. It is important that players are appropriately supervised and educated, and the following is a recommendation of how to best use dressing room facilities:

- Whenever possible, chose dressing rooms that do not share bathroom/shower facilities

- Always enter shared bathroom/shower facilities expecting to see someone else
- Announce that you are entering (knock or say something) and do so deliberately so as not to surprise an unsuspecting occupant. Also, when you do open the door to enter the shared portion, be aware of the degree to which the rest of your team is dressed (or undressed) as opening the door may expose the rest of the team to an unwanted view to/from the adjoining room
- Before your ice time - whenever possible, use shared bathroom/shower facilities and fill water bottles before the adjoining team's ice time has ended
- After your ice time - whenever possible, wait 10-15 minutes, or until the adjoining team's ice time has started before using shared shower facilities
- Use the buddy system when showering, and assign a person to watch the adjoining room to advise the other team whether it is appropriate to enter

### **Ice Allocation**

The Twins Ice Director will provide each team with indoor practice ice following the conclusion of tryouts and through to the end of the Hockey Winnipeg schedule. Hockey Winnipeg scheduled game ice and referee fees will be paid by the program through registration fees.

The assignment of this ice will come following an ice draft. Teams can select practice ice based on their scheduled games or any other private ice that a team may have arranged for. Once a team has selected an ice time, it is the team's responsibility to sell or trade it. First consideration must be given to other Twins teams. Ice should be sold wherever possible. Any revenue received from ice sales belongs to the team. It is important to ensure that ice is not burned, as this can jeopardize the Twins' ability to secure future ice contracts.

### **Insurance**

The Canadian Hockey Association provides a mandatory insurance coverage for players, referees, managers, coaches, trainers, official members of each team, Association and League Executives, and on-ice volunteers. Off-ice volunteers, not listed as coaches or managers on team rosters, are not provided liability insurance. Insurance premiums are based on team rosters and coverage is retroactive from September 1 of the current season. The CHA booklet, *Safety Requires Teamwork*, provides information about areas of liability that are covered. Coaches receive a booklet per player in their Hockey Winnipeg Coaches' package and distribute them to parents early in the season.

In order to access the insurance program, parents must submit an Injury Report Form to Hockey Manitoba within 90 days after an injury occurs. See Appendix D for a copy of Canadian Hockey Injury Report form, which can be found on the Hockey Manitoba website.

### **Logo-wear and Fundraising**

Any fundraising activities undertaken by a team that utilizes the Twins logo or the Twins name must be presented to and approved by the Twins Executive Committee. A city of Winnipeg Permit may also be required.



### **Residency**

Twins AA Hockey recognizes that the residency of a child can be a delicate issue. To clarify where a player should register for hockey refer to Hockey Manitoba Rules and Regulations Section D Item 13 and Appendix A.

### **Registration**

Players may participate in Twins tryouts only after they have registered with their home association or community centre. No player will be allowed on the ice for Twins tryouts until notification of their home association registration is presented to the Twins Registrar or his/her designate at the tryout.

### **Registration Fees**

The Twins registration fee is set annually by the Twins Executive Committee. The fee can be paid at the time of registration in whole (paid by cheque dated October 1st) or in two (2) equal instalments (paid by cheques dated October 1st and December 1st). All cheques are to be made payable to "Twins AA Hockey".

Registrations which are not accompanied by full payment or do not have post-dated cheques attached will not be accepted.

Parents who are contacted by the Twins Treasurer due to a returned cheque must replace the cheque immediately along with a \$20.00 service fee. A second returned cheque must be replaced by a certified cheque or cash.

Players with unpaid registration and/or team fees may be prohibited from participating in team events (i.e. practices, games, tournaments, etc) until the outstanding fees have been paid, or an agreement has been reached to the satisfaction of the team or Twins Executive Committee.

At the sole discretion of the Twins Executive Committee:

- A player in arrears on or after October 1st may be prohibited from playing until payment has been received or adequate arrangements have been agreed to
- A player in arrears on or after December 1st will be notified by letter that he/she is suspended from further play until the arrears have been resolved to the satisfaction of the Twins Executive Committee

The Twins AA Hockey Association, FGNHA, and SWHA will abide by Hockey Winnipeg Rules and Regulations and submit an Outstanding Balance Report by June 30th of each year. No player will be allowed on a Hockey Winnipeg roster if he or she has an outstanding balance with any program under the auspices of Hockey Winnipeg.

### **Registration fees cover the following expenses:**

- Ice practice time which includes ice for the player development program
- Hockey Winnipeg and FGNHA/SWHA fees which include:
  - o league games and playoff ice
  - o referees and timekeepers

- o CHA Insurance
- o Administrative expenses
- Sweaters, socks and name bars (2 sets) plus 1 practice jersey
- Professional fees for the player/coach development program
- Coaches' honoraria
- Coaches' jackets and tracksuits
- On-ice equipment (pucks, pylons, clip boards, first aid kits)
- Program administration (meetings, website, mailing and banking expenses, executive honoraria)
- Other expenditures such as coaching clinics and materials

**Registration fees do not cover the following expenses:**

- Ice time for try-out process
- Extra team fees, which include:
  - Additional ice time beyond the provided by the Twins
  - Player jackets, sweats, track suits, hats, etc.
  - Coach and player travel expenses
  - Team and parent social functions
  - Team administration costs

**Extra team fees**

With input from the coaches and parents, a team budget should be established at the first parent meeting to determine what the extra team fees will be for the season. The Twins recommend a maximum of \$850.00 per player for extra team fees (U15 Female \$1050.00 per player). If a team budget requires more funding it must come in the form of team fundraising. All team budgets require Twins Executive Committee approval and must include all team expenses for the season. Note that to go over the team fees of \$850, there must be a 100% parent approval vote.

**Subsidies**

There is limited financial assistance available to those with a genuine inability to pay the registration fee. The Twins AA Hockey Association has funding available to families that require financial assistance. All families must first complete and be approved in the GCWCC subsidy program through their local community centre (<http://gcwcc.mb.ca/grants.cfm>).

The Twins subsidy program has a capped maximum amount available each year, therefore the Twins AA Association will attempt to match the total amount families would receive from GCWCC if they were participating in a program lower than AA.

**Refund Policy**

If a player is unable to play for the balance of the hockey season due to illness or injury, any post-dated cheques being held by the Twins Executive Committee Treasurer will be returned to the player. The player may be requested to provide a physician's certificate.

No refunds will be issued after January 1st.

### **Roster Sizes**

The Twins AA Hockey program follows the Hockey Winnipeg Program Chart when determining number of players per team. The Male Minor Pee Wee, Pee Wee, Minor Bantam and Bantam programs are allowed a maximum roster size of 17 players (including goalies) while the Female teams and Male Midget team are allowed a maximum roster of 19 players, which must include 2 goalies.

### **Temporary Players**

Twins support and encourage the use of temporary players as defined in Hockey Winnipeg rules when an opportunity arises. Coaches should be thoroughly familiar with Hockey Winnipeg Rules and Regulations pertaining to the use of temporary players prior to inviting a player to participate. Hockey Winnipeg rules state that a player's coach must be advised of the call up. Players are expected to fulfill any commitment to their own team before agreeing to act as a temporary player on another team.

### **Transfers**

Transfers of players in and out of any AA Association are governed by the regulations of Hockey Winnipeg, which are:

- All players must register at their home community centre by the initial registration date
- Transfers are granted only under exceptional circumstances
- Transfers are granted for only one year. After that year, players must again register at their home community centre
- A transfer cannot be granted after December 1
- FGNHA, SWHA and the Twins must be in agreement and be involved in the transfer process

The Twins do not accept players transferred in without payment of the registration fee in full. The Twins always consider the needs of its own teams before recommending a transfer in or out.

### **Championship Teams**

A Twins team that wins a Hockey Winnipeg AA City Championship shall be issued a payment of up to \$500 from the Twins Association. The team shall use the money to purchase the entire team a lasting memento to celebrate the achievement. The money shall not be divided and distributed to individuals, or used toward a team party or wind-up.

## **Section 5 - Team Administration**

### **Job Descriptions and Responsibilities**

#### **Head and Assistant Coach(es)**

The head coach is responsible for all field of play activities for the team, including the selection and discipline of players. Field of play activities include all on-ice activities along with any off-ice activities that pertain to player development, such as dry-land training, chalk talks, etc. The coach and assistant coaches have responsibilities beyond being hockey instructors. Coaches must at all times be leaders, examples to the players, teachers and team organizers.

It is the responsibility of the coaching staff to permit no player to be on the bench or on the ice, either in a game or in any practice, without a CSA approved helmet, faceguard, mouthguard and approved throat protector. For insurance purposes, there can be no exception to this rule.

Hockey Manitoba has mandated all coaches to wear a CSA approved helmet when running practice or participating in any on-ice activities.

Twins coaches are expected to set reasonable rules for their team at the start of the season. Coaches are expected to distribute them in writing to all players and parents and administer them fairly and equitably.

The assignment of the captain and alternate captain status shall remain the sole responsibility of the coaching staff.

#### **Executive Liaison Convener (ELC) - Tryout Liaison**

Each Twins team will have an ELC who will be appointed by the Twins Executive Committee. The ELC will oversee the tryout process, document attendance at tryouts, collect registration fees, collect codes of conduct, and attend the first team meeting. The ELC will not, as a general rule, have a child or close relative playing on the team, and will have limited input into the selection of the team.

ELC responsibilities include:

- Be familiar with the information in the Twins Hockey Operation Policy Manual, particularly the sections on Player Selection and Age Advancement
- Provide coaches with a complete list of players registered for tryouts and assist in jersey and number allocations
- Be available during the tryout process and document player attendance
- Ensure that players with unpaid fees or who have not registered with their respective community centre and supplied proof thereof are not allowed on the ice as directed by the Twins Registrar
- Consult with coaches regarding their choice of independent evaluators, if used
- Consult with coaches regarding the placement of any players that are unable to attend tryouts and submit to the Player Development Committee for review
- Collect all second round tryout fees and give them to the Twins Treasurer
- Be present during the coaches' meeting with the parents prior to team selection to address any questions and clarify policy statements

- Attend the team's pre-season meeting
- Collect team registration fees
- Collect team code of conduct forms
- Ensure team parent reps and team manager are elected
- Perform hand-off to CPD Liaison for that team

### **Coach /Player Development (CPD) Liaison**

Each year, the Twins will have CPD liaisons who will be appointed by the CPD director. The liaisons will communicate on a regular basis with each team's parent reps, periodically attend the team's games, and facilitate the coach evaluation process at mid-season and year end. The CPD Liaisons will not, as a general rule, have a child or close relative playing on the team and will have limited input into the selection of the team.

CPD Liaison responsibilities include:

- Be familiar with the information in the Coach Operation and Program Policy Manual, particularly the sections on Player Selection and Age Advancement
- Ensure that the Director of Coach and Player Development and that members of the Player Development Committee are aware of any situations that arise on any of the teams that cannot be resolved through normal procedures
- Attend the team's mid-season meeting
- Field any parent concerns presented to you by the team parent representatives that cannot be resolved through normal process
- Ensure that any Incident Report Forms as outlined in the Twins Hockey Operations Policy Manual are completed and processed as per instructions
- Collect and forward the mid-season and year end parent/player evaluation forms (unless implemented via another method)

### **Manager**

The team manager is responsible for all administrative duties of the team including the management of the team finances. The manager may delegate specific duties (i.e. fundraising, 50/50, etc) to a parent(s) although he/she will still have the ultimate responsibility for the preparation and submission of financial statements on the specified dates to the Twins Treasurer.

Delegation of duties does not negate the manager's responsibility in the event of any financial irregularities.

Twin's managers can contact the CPD Manager Liaison from the Twins Executive Committee at anytime throughout the season with any questions or concerns.

Manager responsibilities include:

- Ensure that the team roster is completed by the required dates and submitted to the Twins Registrar
- In conjunction with the coaches, assist in locating and securing any required practice ice slots required beyond what is allocated

- Assist the head coach in formulating a team budget for presentation to the parents at the first team meeting
- Schedule CPD training sessions at THC, Focus Fitness, Ice Lab and ensure team credit is being utilized
- Once the team budget is approved, determine the required amount and intervals of contribution to the team account by the parents. Collect the funds at the intervals scheduled
- In consultation with the parents and the parent representative, determine if and what fundraising ventures in addition to Twins Day (or other Twins fundraising event) that the team is willing to undertake to raise money for expenses
- Provide on a monthly basis to each parent a financial update ensuring all team expenses are current
- Provide the Twins Treasurer and the team parents with financial statements on December 31st and April 30<sup>th</sup>
- Pick up team equipment and sweaters issued by the Twins Equipment Director as well as obtaining any additional equipment deemed necessary by the coaches
- Delegate maintenance and control of the team sweaters - sweaters are to be collected after each game and periodically inspected and repaired as required. It is recommended that both sets of sweaters be carried to all games in the event there is a colour conflict with the opposing team
- Maintain a supply and fill in the game sheets for all home games
- Ensure that any player who is ejected from a game is escorted from the ice directly to the dressing room. Reminder: two adults must be in attendance at the dressing room
- Book tournaments, obtain travel permits, make travel arrangements, book hotels, etc.
- Inform parents of practice times, league games and exhibition games well in advance (preferably 2 weeks) if possible

### **Parent Representatives**

The parent representatives will be selected or elected by the team parents. It is recommended that this selection be made independent of but immediately following the first coaches' meeting.

The Parent Representative responsibilities include:

- The primary function is to act as a liaison between coaches and parents
- He or she must be the second signature on the joint team account along with the team manager; the manager may also request that the parent representatives review and verify team financial updates and statements prior to distribution to the Twins Treasurer and parents

- The parent representative is not part of the coaching staff and has no coaching responsibilities
- The parent representative will endeavour to mediate, in private, between an individual parent and the coaching staff should a concern arise; if mediation is unsuccessful, the parent representative will request the assistance of their CPD Liaison who may or may not involve the coach and CPD Director as outlined under the Dispute Resolution section of this manual
- The parent representative must also oversee any parent group votes and will use the minimum of 11/17 or 13/19 as a majority vote for decision making on any team decisions other than out of town travel (see section on travel for more details)

Parent representatives cannot be Twins coaches, a Twins Executive Committee member, a FGNHA or SWHA Board member, or a Hockey Winnipeg Board Member.

### **Twins Parent**

Parents are expected to:

- Get players to scheduled games and practices dressed and on time
- Let Coaches know when players can't be at games or practices
- Understand and support team rules
- Provide all the necessary equipment required and ensure that it is kept in a well maintained condition (i.e. helmet screws tight, skates sharpened, sticks taped and in playing condition, etc.)
- Familiarize themselves with the content of the Twins Hockey Operations Policy Manual
- Help out whenever possible or, as requested by the coaching staff and be positive and supportive of the Team and of the Twins AA Hockey program

As stated in the Twins Code of Conduct for Parents, Twins parents are to conduct themselves in a respectful manner at all times and at all locations. They will not ridicule, demean, challenge or abuse any player, parent, team official, game official or opponent.

Twins AA Hockey has adopted a zero tolerance attitude towards a breach of any of the aforementioned.

For more information, refer to Section 7 - Code of Conduct and Discipline.

Parents having any questions or concerns should direct them to the team's parent representative. The parent representative will mediate between the parent and coaches with the view of resolving any issues to everyone's satisfaction. If mediation attempts are unsuccessful, then the process of Dispute Resolution, outlined in this manual, is the next course of action.

### **Team Trainer or Equipment Manager**

Twins coaches may identify a qualified volunteer to act as their team trainer or team equipment manager at their discretion.

## **Coaching**

### **General**

Twins coaches are expected to carry a full roster and still allow equal opportunity and participation of all players.

Coaches must adhere to the Twins Coach Code of Conduct. They must display responsible leadership and instill attitudes of fair play and pride of achievement.

All Twins coaches and managers will receive and are expected to be thoroughly familiar with the current edition of Hockey Winnipeg Rules and Regulations prior to the start of the season and this Twins Hockey Operations Policy Manual prior to tryouts.

No member of the coaching staff, whether coach, assistant coach or manager may be associated with the same year of players (i.e. 2001 birth-year) for a period in excess of two seasons, without the express permission of the Twins Executive Committee.

All Twins coaches are required to have a Criminal record check and Child Abuse Registry Form complete and handed in by September 30, 2019. Any costs are reimbursed by the Twins.

### **Coaching Certification**

All coaches and assistant coaches at all age levels must have the appropriate certification as set out by the CHA. Any coach on the bench must be certified. Each level of certification must be achieved by December 1st of the current season.

CHA certification courses are offered several times during the first months of the hockey season, usually on weekends. Community clubs both in our area and throughout the city are responsible for hosting courses. Schedules are available at Hockey Winnipeg and Hockey Manitoba offices or on the Hockey Manitoba website.

The Twins reimburse coaches the cost of the course if they coach in the same season they are certified.

For up-to-date information about coaching certification, call the Hockey Program Director at Hockey Manitoba 925-5755 or check their website at [www.hockeymanitoba.mb.ca](http://www.hockeymanitoba.mb.ca).

### **Respect in Sport Program**

Respect in Sport is designed as a tool to assist coaches and parents in identifying and dealing with abuse, neglect, harassment, and bullying in sport. It enables coaches to deal with legal and moral responsibilities, making them less vulnerable and more confident in dealing with sensitive issues.

One adult in the household of a registered hockey participant must take a Parent Respect in Sport Program.

### **Canadian Hockey Safety program**

Hockey Manitoba has required every registered team to have a certified safety person registered on the team's roster, preferably one of the coaching staff. Teams who do not have someone registered and certified will be given an opportunity to attend a safety clinic to be certified and placed onto the roster. The Safety person may be registered/rostered on only one team.



This 1-day program is a risk management and safety program for volunteer coaches of minor, junior, senior and female hockey teams. The goal of the program is for all hockey coaches to implement effective risk management programs with their own teams where safety is the first priority at all times, both on and off the ice. All coaches are taught to utilize a proactive, preventative approach while being prepared to react in the event of accidents, injuries, and medical emergencies.

### **Twins Coach Selection**

The Twins CPD Committee will conduct a search for Twins coaches each spring, through word of mouth and advertising.

This committee will interview candidates and prepare a recommended slate of coaches to present to the Twins Executive Committee prior to June 30th. All coaches must be approved by a majority of the Twins Executive Committee.

Coaches will be required to sign a Coaching Agreement with Twins AA Hockey.

No person may be a member of the coaching staff or participate in any way with the coaching or practices of a team if he/she has a relative (son/daughter, grandson/granddaughter, nephew/niece, or brother/sister) trying out for or, playing on the team, without the express written permission of the Twins Executive Committee. Such an occurrence would be rare and under extraordinary circumstances.

While non-relative coaching staff is always preferred, it is the goal of the Twins to secure the best coaches available for its teams. In the event that an applicant who has a relative trying out for a team is unequivocally the best candidate available, then with the majority vote of the Executive Committee, the candidate may be considered.

### **Dress Code for Coaching Staff**

The coaching staff is required to wear team identification (i.e. Twins jackets), black dress pants and black shoes during all games and all formal team activities. Jeans and runners are not acceptable. Jackets and wind suits for practices or casual use are supplied to the coaching staff by the Twins program.

### **Exhibition Games**

Twins teams are not permitted to play exhibition games against the following opposition without the express permission of the President of AA Hockey or the Coach and Player Development Director:

- Teams of a different age level or category within the jurisdictions of FGNHA and/or SWHA or a Winnipeg South Monarch team
- Teams of a different age level or category outside of the FGNHA and/or SWHA jurisdictions

Ice and official costs for exhibition games, including pre-season, are the responsibility of the team. Exhibition games played within the FGNHA and SWHA jurisdictions are required to use official FGNHA and/or SWHA referees and advise the appropriate Hockey Winnipeg Division Director of any exhibition games scheduled. Payment to the referees must be made either before or immediately after the exhibition game.

### **Game Statistics**

Many coaches find it useful to keep game statistics. Accurately kept statistics can point out strengths and weaknesses in the team, and identify players who may need extra coaching assistance, etc.

A manager or a designated qualified individual may be given the responsibility of collecting and reporting appropriate statistics. Confidentiality and discretion should be used in the collection of statistics ensuring that players do not utilize them to justify their own performance or to criticize the performance of a team mate.

Game statistics might include:

- Goals, assists, point of shot origin
- Plus/minus, short-handed and power-play goals
- Penalties in minutes, type of penalty
- Puck possession in minutes (team)
- Turnovers - own end, opposition's end, neutral ice
- Face-offs won/lost

### **Complaints Regarding Game Officials**

Coaches' complaints with respect to referees or game results must be referred to the CPD Liaison before any action can be taken on behalf of the Twins.

### **Player Recognition and Awards**

The Twins Executive Committee along with the coaching staff alone will determine which players and/or team will receive awards at the Twins Annual Banquet and Awards Evening, normally held after the end of the season in April.

The Twins awards presented annually are:

- Robert 'Moe' Lawrence Memorial Trophy for Sportsmanship and Dedication through Participation - donated by the Twins Bantam 86/87 Players, Coaches, Parents and Friends. Presented to a first year U18 Twins player, by his Coaches
- Twins Team Achievement Award sponsored by Lawrie Muir to the team displaying Best Overall Performance - donated by the 1981 Minor Midget Twins
- Twins Championship Trophy - group award presented to all teams that win their respective age category
- Anthony McLaughlin Memorial Award for the Hardest Working Player - sponsored by McLaughlin Family
- Most Valuable Player - sponsored by Source for Sports on Pembina Highway (one player per team)
- Top Defensive Player - sponsored by Pristine Roofing
- Top Forward - sponsored by Carberry International

The trophies for these awards will be engraved with the recipient's name each year and displayed in the Twins trophy case at the St. Norbert Arena. Recipients will be presented with smaller commemorative awards, which they can keep.

The Kleysen Family Most Dedicated Volunteer award is also presented annually to a volunteer who has demonstrated outstanding devotion to the Twins organization.

No other (individual team) awards will be given at the banquet without the express permission of the Executive. The Executive Committee alone will determine Committee awards and scholarships, if any, at the closing Twins Banquet. Any other team awards may be presented at a team's own private wind-up event.

### **Player Selection**

#### **General**

Tryouts can be the most stressful and tense time for coaches, players and parents. The process of selecting players is a subjective exercise where coaches make judgments, choices and decisions. The Twins AA program has established guidelines and tools to assist coaches in making the process more objective. The Twins Executive Committee believes that hockey development is an ongoing process. Players grow, mature and achieve differently and tryouts are a placement exercise for that year only.

#### **Objectives**

- To provide a positive environment in which all participants can develop both their personal and physical skills
- To provide the Twins coaches with the support and tools necessary to carry out their roles
- To protect the integrity of the Twins program, coaches and evaluators are empowered to conduct the tryout/selection process
- To provide coaches with a uniform framework that ensures an effective approach to player placement

### **Tryout Process Overview**

The placement of a player will be primarily influenced by tryout performance and coach/evaluator assessment. Twins tryouts are normally six (6) sessions of ice time: three (3) sessions prior to releasing any players and three (3) additional sessions for final team selection. Players will be assigned pinnies at the start of each round of tryouts. All participating players will be evaluated and scored on all variables of the tryout. Player's scores will be used to establish a ranking that will help determine the selection of each team.

#### **Player attendance at tryouts**

As player performance during tryouts is the primary factor in team selection, players are expected to attend all sessions.

In the event that a player misses part or all of a tryout session for a significant reason (i.e. incapacitating injury, death in the family, etc.), it will be at the coaches' discretion in consultation with their Executive Liaison as to how best and fairly to

address placement of the player, taking into consideration the best interest of the team and the player.

Factors that should be considered include:

- Returning Twins player
- Previous years' player ranking
- Previous coaches' assessments
- Timing for return to play
- Impact on the team

After carefully considering these factors, a coach may recommend selection of a player who has not attended tryouts. This recommendation must be submitted through the Executive Liaison Convener to the Player Development Committee for approval prior to the final team selection.

### **Female Player Participation in tryouts**

The Twins follow policies defined by FGNHA and SWHA with regard to female players participating in male programs.

Female players are permitted to try out for male Twins teams, but CANNOT try out for both male and female Twins teams. Female players must declare which AA program (either male or female) they intend to try out for, and are then committed to continuing in that program at the A level, should they be released from AA tryouts.

For example: if a female player declares they intend to try out for a male AA team and are released from AA tryouts, they must continue the try out process in their respective home association (either FGNHA or SWHA) in the male A program. They cannot switch to the female A program if released from the male AA program.

### **Tryout Plan**

Coaches are expected to complete tryouts in a relatively short period of time. It is therefore very important for the coach to be organized in advance with a plan for carrying out the player selection process. To properly develop this plan the coach must take into consideration a number of significant factors.

#### **Number of players attending team tryouts**

The coach will be given a complete list of players in advance of the first tryout ice session.

#### **Age-advancement of underage players**

Twins follow Hockey Winnipeg guidelines for age advancement.

#### **Available ice time**

Coaches must select their teams in a relatively brief tryout period with about six sessions of ice time. Because of the time constraints, the coach must plan the tryout sessions to be as efficient as possible.

#### **Team rosters and the desired make-up of the team**

In addition to the absolute roster number, the coach must also consider what special qualities to look for in players. It may be desirable to have a player with the versatility

to play multiple positions. Coaches have the responsibility to include and develop all players they select.

### **Evaluation Methods**

Tryout sessions must be organized in such a way that the players can be assessed on the identified variables. This assessment should be carried out using the following methods:

#### **Skill Drills**

Individual skills such as skating and passing can be evaluated using combination skill drills.

#### **Skill Testing**

Skill tests are an effective method of testing speed and agility. These can be used by coaches as a means of comparing players but, unfortunately, can use up a great deal of time, particularly for a large group of players.

#### **Competitive Drills**

Paired races and other drills which pit two players against one another in a confined space with a specific objective are excellent methods of evaluating individual skills as well as mental and physical qualities.

Although competitive evaluation drills can be used throughout the tryouts, they are particularly useful in the latter stages when the coach wishes to create specific pairings to compare players being considered for final positions on the team.

#### **Scrimmages/Exhibition Games**

The best way of evaluating a player's ability to play the game is to evaluate the individual under game conditions. Scrimmages can be effectively used throughout the tryout period, beginning with the first session. Coaches can evaluate most player characteristics during scrimmages and exhibition games. Additional considerations related to the use of scrimmages in the evaluation of players:

- Change the line combinations and defense pairings in order to observe players under different situations
- Use exhibition games to help make decisions about borderline or marginal players
- Unless skill deficiencies are extremely obvious, players should not be released prior to the individual being given the opportunity to perform under game conditions (e.g. scrimmage and/or exhibition game)

### **The First Tryout Session**

Proper planning by coaches will eliminate many potential problems at the first tryout session. Coaches should ensure that the administrative details are taken care of in advance. The Twins AA Hockey Association assumes many of the responsibilities for these details and will assist the coaches wherever possible. The following are some recommendations for coaches related to the first tryout session:

**Inform parents/players of tryout details in advance**

Parents and players should be advised, well in advance, about the requirements for the tryouts:

- Full and proper protective equipment
- The Association's policies
- Protective equipment
- Complete schedule of sessions and other pertinent information regarding the conduct of the tryouts
- Player selection process

**Ensure that necessary resources are available**

To be able to plan the content of the sessions and use the ice time efficiently, it is necessary to know what resources will be available.

**Arrive early**

Proper planning should eliminate most problems. This will provide coaches with ample time to check that everything is in place and to answer any questions from parents, players, or team support staff. Review the tryout plan with their assistants and make any last minute adjustments.

**Prepare the players**

Coaches should outline the selection process to the players prior to them going on the ice. This pre-ice session should include the following information:

- Player qualities coaches are looking for
- Explanation of the drills to be run and their purposes
- Objectives of scrimmage sessions
- Target timeline for team selection

**Responsibilities for Player Evaluation**

**On-ice assistants**

Coaches should have two or more on-ice assistants to help conduct the tryout sessions. These individuals can assist in player evaluation for specific positions (i.e. defense players, goaltenders) or by carrying out evaluation drills with small groups of players).

**Observers**

Another means of obtaining player assessment is to use "expert independent" observers in the stands who are assigned the task of rating players on specific criteria. In addition to providing coaches with a second opinion on borderline players, observers can also be used to record more detailed player assessment information for later analysis. Any independent evaluators must be approved by the ELC. They will be approved provided they have no known conflict of interest or bias as it relates to players being evaluated.

**Coaching staff**

In the end, the final decision for player selection rests with the head coach. In some cases, coaches may be familiar with a number of players, having observed or even coached them in previous seasons. This prior information, combined with the player

interviews, the assessments from the observers and on-ice assistants, is invaluable in making informed decisions. However, it is essential that coaches create opportunities for themselves during the tryouts to screen and evaluate all players as fairly and effectively as possible.

### **Releasing Players**

Once decisions have been made regarding the release of players during the tryout period, players will be informed by email or letter to avoid any unnecessary embarrassment of the player.

At the end of first round releases each player will receive an email stating if the player has been accepted to continue further with Twins tryouts or they have been released to their Area Association.

At the final release, coaches may choose to speak to each player before leaving the rink. However the player will not be told if he or she has been selected to that team. An email from the ELC responsible for that team's tryouts will notify all players within 24 hours of the final tryout of the coaches' final decisions.

Coaches should be prepared to answer questions regarding the reasons for their decision. Coaches should be positive, honest and straightforward with players. They should avoid confrontations with parents and refer any disputes to their ELC.

### **Compulsory Team Meetings**

#### **Prior to Final Team Selection**

Coaches are to hold a meeting with the parents immediately prior to the start of the second of tryouts that will be attended by the ELC.

At this initial meeting, the coach will introduce his staff, communicate his coaching philosophy, the number of tournaments likely to be attended, estimation of annual operating costs and an overview of the team rules that he/she will establish. The ELC will outline the final selection timeline and process. This meeting is intended to allow any parents of players who are uncertain about having their child participate in the Twins AA program, make an informed decision to continue or withdraw prior to the second ice time of round 2. See Appendix A for a sample agenda.

#### **Pre-Season**

At the call of the coaches, the first team meeting with the parents must be held at one of their first two practice ice times and will be attended by the ELC. Refer to the sample agenda attached to this manual as Appendix A.

#### **Mid-Season**

A team meeting should be held in early January to review team activities, problems, if any, etc. The team's CPD Liaison will attend. See sample agenda items listed in Appendix A.

#### **Post-Season (optional)**

See sample agenda items listed in Appendix A..

## **Accounting and Financial**

### **General**

It is the responsibility of the ELC to collect all monies covering the annual registration fee of players and submit to the Twins Registrar immediately following the first parent meeting.

### **Coaches' Honorarium**

The Twins Executive Committee provides an honorarium to each team's coaching staff, which may be divided in any fashion mutually agreed upon.

Fifty percent of this honorarium will be paid out on December 31st, provided all coaches have their Hockey Manitoba Certification, and the Twins Treasurer has received the December 31st Financial Statement from each team manager. The balance will be paid on or before April 30th once a year-end financial statement is remitted to the parents and Twins Treasurer, and all sweaters, banners and first aid kit have been returned to the Equipment Director.

### **Financial Reporting**

It is recommended that financial statements or updates be provided to parents on a monthly basis. It is required that accounting reports for each team be submitted by the team manager to the Twins Treasurer no later than December 31st and April 30th. The statement should be signed by the team manager and the team parent representative (i.e. by both signing authorities for the team bank account). A copy of the statement is to be provided to each parent or guardian. It is of utmost importance that the parents be kept informed of how their money is being used. Careful bookkeeping avoids problems as the season progresses. The coaches' honorarium will be paid once the December 31st and April 30th reports are submitted to the Twins Treasurer and the parents.

Sample accounting records have been provided as Appendix B of this manual. The team manager should open a bank account in the team name (i.e. "Twins AA Pee Wee Hockey Team"). The account should be joint requiring two signatures; the team manager and one other person, preferably the team parent representative.

At the end of the season, all excess money should be returned on an equal basis to the parents and/or guardians. Money should never be held over from one season to the next. Coaches should keep in mind that this is the parents' money that has been entrusted to the coaching staff for use by the team.

### **Jackets and Apparel for Coaching Staff**

The Twins program provides each Twins team staff with a maximum of four (4) jackets, four (4) tracksuits and four (4) ball caps. Any additional jackets for staff or upgrades to full leather are the responsibility of the staff or individual.

After two (2) years, coaches are entitled to a replacement jacket and track suit, on the same terms.



## Medical Emergencies

### General

During a game or practice, players may become injured and require attention. In the case of an emergency, the coach has an obligation to the players to see that they receive medical attention whether or not a Coach has any formal first aid training.

Ideally, teams should have a trainer or someone in attendance qualified in at least first aid procedure. The coach does not have to become a doctor or first aid specialist; coaches are coaches, not doctors. Fortunately, the majority of sport injuries are not life threatening. Nevertheless, occasions do arise when the life of a player could be in jeopardy. All coaches must be prepared for this possibility and follow the CHA Safety Procedures.

### The First Aid Kit

The First Aid Kit should include the following:

- Sterile 4x4 gauze pads
- Two pressure dressings (small)
- Two triangle bandages
- Band-Aids
- Kling 3" bandage
- One padded tongue depressor
- Cleansing agent
- Eye patches (4)
- Tape
- Scissors
- Latex gloves
- Cold packs or ice
- Accident report form
- Hand sanitizer

### Personal Medical History

A team manager who is ready for any emergency should have information about each player's health prior to the start of the season by having them complete a Medical Information and Release form (see Appendix C). Many times an emergency situation is held up because of the lack of personal history information that should be ready for use by the ambulance paramedics or the hospital staff.

Such information should include all of the following:

- Player's full name
- Address
- Telephone number
- How next of kin can be reached (at work, cell, etc.)
- Doctor's name and phone number
- MHSC and PHIN numbers

- Allergies
- Medications (can be placed in a sealed envelope by parents with instructions to open only in case of emergency for confidentiality purposes)

**NOTE:** The team manager should collect this information and keep copies in the team's first aid kit.

### **Emergency Action Plan**

Each team should have an emergency action plan.

#### **Primary Considerations for Injuries**

The 3 most important things to determine are:

1. The extent of the injury
2. The best method of immediate protection for a minor injury
3. The best method of transporting the more seriously injured player so that further medical attention can be received

#### **What to do if a player is injured**

1. **LOOK** and evaluate the injury for obvious deformity or other deviation from the player's normal structure or motion
2. **LISTEN** to the player's description of his/her complaint and how the injury occurred
3. **ACT** by applying the appropriate first aid measures, but only if serious injury is ruled out. If in doubt, phone an ambulance
4. Referees must not force the hand of the coach/trainer. The Coach/trainer must rule out all serious injuries before moving the player
5. If it is deemed necessary to summon emergency medical services for transport, the Emergency Action Plan should be initiated. This includes the person in charge (coach/trainer), the call person, and the control person

### **Types of Injuries**

- **Head Injuries:** Refer immediately to a doctor
- **Cervical, thoracic and lumbar spine Injuries:** DO NOT MOVE THE PLAYER - let the medical attendants do this; keep the player quiet and give reassurance, and tend to all needs until medical aid arrives
- **Internal Injuries:** Any direct contusion to the abdominal wall area needs immediate and accurate diagnosis before moving; tend to all needs until medical aid arrives
- **Fractures:** Make the player comfortable and treat for shock

#### **Duties of the Call Person**

Duties of the call person include all of the following:

- Know the location of all emergency telephones
- Know or have a list of all emergency numbers related to the city or town
- Know the directions to, and the best access route into the facility

- Have someone stay by the phone

Information the call person must give the dispatcher

- State that this is a medical emergency
- The location
- The emergency: is the player conscious, breathing normally, bleeding, etc.
- The telephone number of the phone from which you are calling – this is in case they have to phone back for more information

#### **Duties of the Control Person**

Keep all spectators/players well away from the injured player. Delegate someone to meet the ambulance and direct to the appropriate entrance.

#### **Concussions**

In any instance where a Twins player is involved in an incident where a possible concussion may have occurred, that player is to be removed from the game/practice immediately, and must then follow the Hockey Canada Return to Play Policy. Please follow the below link for the Hockey Canada Concussion Protocol:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Concussion/Downloads/2017-hockey-canada-concussion-policy-e.pdf>

A doctor's note clearing the player is required to be emailed to the head coach and Twins CPD before they are able to return to play.

#### **Forms**

- Medical Information and Release Form (see Appendix C)
- CHA Injury Report Form (see Appendix D)

### **Twins Team Travel**

#### **Greater than 200 km but less than 400 km:**

The Twins **recommend** that teams arrange travel by bus. Safety in poor driving conditions is the primary consideration, however traveling together to out of town locations is an opportunity for both parents and players to bond as a group.

Transportation by bus for trips of this distance must be approved by a parent vote of approximately 65% or 11/17, (13/19 for a full U18 roster). This vote must be done by secret ballot and must be tabulated by the parent liaison. Abstaining votes will be considered a “no” vote. This includes teams travelling to Brandon or Portage for league games. A parent vote should be held to determine if a bus is preferred for this travel.

#### **Greater than 400 km but less than 1000 km:**

The Twins **require** that teams arrange travel by bus, train or airplane, no exceptions.

All trips of this distance must be approved by a parent vote of approximately 65% or 11/17, or 13/19, for a full U18 roster. This vote must be done by secret ballot and

must be tabulated by the parent liaison. Abstaining votes will be considered a “no” vote.

**NOTE:** Because first half schedule exemptions must be provided to Hockey Winnipeg prior to team formation and many quality tournaments require registration with a non-refundable deposit, coaches are authorized to book trips less than 1,000 KM without a parent vote. These tournaments must be approved by the Twins CPD Committee. All travel expenses must be included in the team budget for the year.

### **Greater than 1000 km:**

The Twins **require** teams arrange travel by bus, train or airplane, no exceptions.

All trips of this distance must be approved by a parent vote of approximately 94% or 16/17, or 18/19, for a full U18 roster. This vote must be done by secret ballot and must be tabulated by the parent liaison. Abstaining votes will be considered a “no” vote.

Any team planning a major trip (>1000 KM) must offer fundraising to help offset the cost.

All team travel must fall within the team budget and not exceed the maximum parent contribution policy. All expenses for player travel and coach travel and expenses must be included in your team budget. Only parent airfare and hotel accommodations can be extra.

Coaches are expected to convey to parents and players prior to travelling, the code of conduct expected of all players stressing that players are competitors first and foremost and tourists second. Team rules, curfews, schedule, etc. should be distributed by the team manager.

Free time (when parents are expected to supervise) and structured time (when coaches are in charge) should be clearly defined and scheduled so no assumptions are made. If travelling by bus, expectations and limitations of the use of the bus during the trip should be established prior to departure. It is recommended that only the team manager (or his/her designate) approve and play the movies when travelling by bus. Movies on the bus or in the hotel depicting undue sex, violence or coarse language are not appropriate for any age level.

As set out in Section 7 - Twins Conduct and Discipline, Twins coaches are prohibited from consuming alcohol while supervising players or while performing their official coaching duties. While Section 7 states that use of alcohol by a minor is prohibited, it is recommended that when travelling there be a no alcohol policy even for those players of legal drinking age. Twins parents are encouraged to use their discretion and set a positive example for the players regarding their consumption of alcohol while travelling. For some age levels, a no drinking policy on the bus may be appropriate and should be determined prior to departure.

### **Coach Travel Expenses**

Any coaches' travelling expenses are the responsibility of the Twins teams and are paid for out of team revenues (fundraising, parent contributions, etc.). A suggested guideline is as follows, but is at the discretion of the team and should be determined in the team budget at the start of the season:

- Airfare - team pays for a maximum of four (4) coaches/non-parent managers.

- Bus - team pays for a maximum of four (4) coaches/non-parent managers.
- Auto - team pays gas expenses for a maximum of two (2) cars for any travel outside city limits at a rate of \$0.45 per KM.
- Hotel - team pays for a maximum of two (2) rooms.
- Meal Allowance -
  - Overnight trip: team pays up to \$50 per day to a maximum of four (4) coaches/non-parent managers.
  - Day trip: team will pay for one meal per coach/non-parent manager

Funds should be provided in the currency of the country of participation. Expenses over the maximum are shareable amongst the coaches.

### **Twins Players**

#### **Player Dress Code**

Twins players are expected to adhere to a dress code established by the team's coaching staff when attending all games. A suggested dress code is as follows:

- Twins jacket
- Twins toque or Twins ball cap
- Black dress pants (no denim)
- Black shoes (as opposed to runners)
- Shirt and tie or team turtleneck.

Dress code at other team events will be determined by the coaching staff. Established team rules should also specify if injured/suspended players who are attending their team's games are required to adhere to the team dress code.

#### **Twins Jackets and Logo-wear**

Teams should decide at their first team meeting after team selection what their dress code will be so that players can purchase the appropriate items. A date and location will be announced for team fittings of jackets and other Twins logo-wear available for purchase.

#### **Player Personal Equipment**

All Twins players are expected to wear the Twins game uniform consisting of black pants, black helmet with the exception of the goaltenders molded mask/helmet, black or black/white gloves, and matching Twins socks.

Equipment needs change as a player grows and develops. For example, when players reach the age at which body checking is permitted; they may need bulkier shoulder and elbow pads. However, injuries can happen at any age. Every player must wear

protective equipment that fits properly. Coaches should ensure at the beginning of the season and periodically thereafter that all players have proper fitting equipment.

### **Twins Sweaters and Equipment**

The Twins program provides two sets of sweaters (home and away) and two pair of socks. The socks remain the property of the players while the sweaters remain the property of the Twins. It is the responsibility of the team manager to maintain control of the sweaters, handing them out before each game and collecting them at the conclusion of each game. When the team manager receives the sweaters from the Twins Equipment Director, they will be in good condition. All sweaters must be returned to the Twins Equipment Director at the end of the season.

Each Twins team will also be provided with a CSA approved First Aid Kit and a supply of pucks which are to be returned to the Twins Equipment Director at the end of the season.

### **Name Bars**

Sew-on name bars, a “C” and three “A’s” will be provided by the program and will be sewn onto the sweaters and removed at the end of the season by a designate of the Twins Equipment Director. No alterations or additions to the sweaters of any sort, including ‘bum bars’, are permitted without the express written permission of the Twins Executive Committee.

### **Sizing**

If you have a player(s) whose sweater is too large or too small, contact the Twins Equipment Director to arrange a trade with another Twins team. Alternatively, it is acceptable to have a sweater shortened by having it “taken up” by the designate who will sew on the name bars and lettering. It should be let down again at the end of the season.

### **Care of sweaters**

- Sweaters should be periodically inspected for rips and tears. Any damage should be reported to the Twins Equipment Director who will arrange for repair. Teams will be responsible for the cost of repair.
- Sweaters should be washed in lukewarm-cold water and hung to dry on plastic hangers (do not put them in a dryer).
- Do not permit players to wear game sweaters or socks at practices.

### **Tryout Pinnies**

All players will receive a numbered pinnie at the beginning of each round of tryouts which are to be returned upon the completion of that round.

### **Practice sweaters**

All teams will be provided with practice jerseys. The cost for this jersey is included with the Twins registration fees, and each player will keep their practice jersey at the end of the year.

## **Section 6 - Twins Coach and Player Development (CPD) Program**

### **General**

The Twins AA Hockey Program has contracted high performance professionals for the 2020-2021 hockey season to deliver a Coach and Player Development program.

This program consists of all teams (excepting U18) being allocated a training program designed by MTS Iceplex's trained professionals using the guidelines of Hockey Canada's development module. Each coach will have the opportunity to adjust their age specific designed program with the Iceplex head development instructor.

### **Coach and Player Development (CPD) Program**

The Bell MTS Iceplex provides access to 4 rinks and outdoor training, along with a 5,000 square foot training centre. Their innovative training strategies and individualized programs are fun & effective, and challenge you every step of the way.

This season, for off-ice (dryland) training, teams will be allocated \$1400 to be used at the coaches discretion. These funds will be allocated as 2 separate payments of \$700, with the second payment being released upon receipt of applicable receipts by the CPD Director.

### **Goalie Development Program**

The Icelab head instructor/designate will attend all Jets Hockey Development team training sessions to work directly with the goalies. Twins organization may additionally fund 1v1 sessions at Bell MTS Iceplex's Icelab, located at the west end of the Bell MTS Iceplex.

## **Section 7 - Twins Code of Conduct and Discipline**

### **General Conduct**

All Twins players, Coaches, parents and spectators are expected to conduct themselves in a manner that will serve as a positive example to others. Inappropriate behaviour will be dealt with in a suitable manner. Hockey Winnipeg's Respectful Hockey Policy and Social Media Policy will be strictly adhered to by the Twins AA Hockey Program.

### **Twins Coach – Code of Conduct**

All Twins Coaches and coaching staff are expected to govern themselves according to the following code:

- Coaches will respect players, parents, opponents, officials and program administrators.
- Coaches will never ridicule, embarrass, demean or abuse any player, parent, spectator, official or opponent.
- The coaching staff alone is responsible for the selection of his/her team. Under no circumstances shall coaches permit anyone else, whether associated with the Twins program, with FGNHA, SWHA or otherwise, to improperly or unduly influence the team selection process.
- Coaches will prepare skill appropriate practices that are instructive, fun and challenging.
- Coaches will determine player positions.
- Coaches will ensure all players experience equal opportunity to participate, except for disciplinary purposes as outlined under the player discipline section of this manual.
- Coaches will encourage players to rise to their potential through positive reinforcement, attention to individual needs and constructive feedback.
- Coaches will ensure the safety of the players at the arena, on the ice and in the dressing rooms by ensuring adult supervision before, during and after all games. As per Hockey Winnipeg regulations two adults must be present in the team dressing room whenever one or more players are in the dressing room.
- Coaches will respectfully address issues and concerns presented to them within 72 hours of receipt.
- Upon team formation, all coaches will sign two copies of the Twin Coach Code of Conduct found in Appendix F of this manual - one to keep and one to be filed with the team's CPD Liaison.



### **Twins Player – Code of Conduct**

All Twins Players are expected to govern themselves according to the following code of conduct:

- Twins players will respect teammates, coaches, game officials, opponents, parents and facilities and conduct themselves as responsible individuals.
- Each player, in conjunction with their teammates and coaches will establish personal and team goals.
- All players will have the required equipment.
- All players will be dressed in their equipment prior to participating in practices and games at a time determined by the coaching staff.
- Players will contact their coaches if they are unable to attend games/practices and advise them with as much notice as possible. Failure to comply and the consequences will be outlined in the team rules.
- Players shall not demean fellow players or opponents by any means: social media, electronic or other.
- Upon team formation, all players will sign two copies of the Twins Player Code of Conduct found in Appendix F of this manual - one to keep and one to be filed with the team's CPD Liaison.

### **Twins Parent – Code of Conduct**

All Twins Parents are expected to govern themselves according to the following code of conduct:

- Parents will respect the coaches, players, opponents, officials and program administrators.
- Parents will never ridicule, embarrass, demean or abuse any player, spectator, official or opponent.
- Parents must respect and support the player/team selection by the coaching staff
- Parents must remember that their child plays for his or her enjoyment, not theirs.
- Parents will remember that their child learn best by example. They should applaud good play/performance by both their child's team and their opponent.
- Parents will show respect for the opposing team, because without them there would be no game or competition.
- Parents should not have unrealistic expectations. They should remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- Parents will respect the coaches and support them in their team development activities by not engaging in organized coaching or development activities that may contradict the focus, direction, or goals set out for the Twins team by the coaching staff.

- Upon team formation, all parents of all players will sign two copies of the Twins Parent Code of Conduct found in Appendix F of this manual - one to keep and one to be filed with the team's CPD Liaison.

### **Types of Infractions**

**Minor infractions** (misconduct) that will not be tolerated include:

- Use of tobacco products by minors
- Disrespectful, offensive, abusive, racist or sexist comments or behaviour,
- Unsportsmanlike conduct
- Being late or absent from games, practices or mandatory team functions
- Failing to follow the dress code or team rules

**Major infractions** (gross misconduct) that will not be tolerated include:

- Unsportsmanlike conduct such as fighting
- Curfew violations when travelling
- Repeated or a gross display of offensive, abusive, racist or sexist comments or behaviour
- Repeated disrespectful behaviour
- Repeated lateness for or absence from games, practices or mandatory team functions
- Use of alcohol by a minor at any time
- Use of alcohol by any member of the coaching staff while supervising players or being under the influence of alcohol while performing their official coaching duties
- A Twins coach or manager associated with the provision or consumption of alcoholic beverages or drugs to any Twins player
- Intoxication
- Gambling
- Activities or behaviour that disrupts a game
- Pranks, jokes, hazing or any activities that endanger the safety or demoralize others
- Criminal activities
- Any behaviour that is considered to be harassing
- Other similar infractions of major severity

**NOTE:** The preceding list provides examples only of minor and major infractions, does not include all possible infractions and is intended to provide guidance as to what might be considered major as opposed to minor and vice versa. CHA's booklet, "Safety for all - A Guide To Understanding Abuse and Harassment For Parents and Guardians" will be the reference used should an incident occur.

## **Possible Disciplinary Actions**

### **Minor infractions (misconduct)**

The following actions may be applied, singly or in combination, for minor infractions:

- Verbal or written reprimand
- Formal verbal apology (witnessed)
- Formal written apology (hand delivered)
- Suspension from certain Twins activities that may include suspension from the next scheduled game
- Other actions as deemed appropriate by the head coach

### **Major infractions (gross misconduct)**

The following actions may be applied, singly or in combination, for major infractions:

- Suspension from participating in scheduled games, practices and team activities for a period of time
- Suspension from team roster for the balance of the season

**NOTE:** Incidents that involve a number of team members may result in the entire team receiving disciplinary actions.

## **Procedure for Discipline**

### **Coach and Player Discipline**

All minor infractions shall be reported to the head coach who will determine an appropriate disciplinary action in accordance with the guidelines outlined in this policy. In determining discipline, the head coach will give the individual(s) an opportunity to respond to the allegations. It is recommended that coaches document minor infractions using the Incident Report form (Appendix E) for their own files in the event that a dispute regarding the incident arises.

All major infractions must be reported by the person witnessing the infraction by completing an Incident Report Form. Copies of the form should be submitted to both the head coach and to their CPD Liaison Convener. The CPD Liaison will immediately report the infraction to the CPD Director and Twins Chairperson who will begin the disciplinary process. In a timely manner, a disciplinary committee will be struck to convene a hearing to review the matter. The disciplinary committee will be comprised of four (4) individuals from the Twins Executive Committee, one of whom will be the Twins AA Chairperson, acting as chair, another being one of the FGNHA and SWHA Presidents and two others as appointed by the Twins AA Chairperson who does not have a conflict of interest of any kind.

Under extraordinary conditions where safety is a concern, the CPD Director in conjunction with the Twins AA Chairperson, may take immediate disciplinary action, pending the meeting of the disciplinary committee.

The disciplinary committee will ensure that:

- The subject is given an opportunity to be accompanied by an individual of his/her choice

## Section 7 - Twins Code of Conduct and Discipline

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- The subject is given an opportunity to address the disciplinary committee, including calling witnesses in his/her defense
- The hearing is held in private

The disciplinary committee will, after hearing the evidence concerning the infraction, determine the facts, consider any mitigating circumstances and the past conduct of the subject and make a decision concerning the resolution of the matter. The decision and the date it takes effect will be final.

The disciplinary committee will provide a written copy of its decision to the subject, the subject's coach/manager, the team's CPD Liaison Convener, the CPD Committee and the FGNHA and SWHA Presidents.

### **Parent Discipline**

The following action will be applied:

- Meeting with parent, coach and CPD Liaison to discuss any conflict
- Meeting with parent, coach and CPD Director/Coach mentor
- Letter from the Twins Chairperson

Disciplinary Action for parents will follow dispute resolution measures outlined in Section 8

## **Section 8 - Dispute Resolution**

### **General**

The Twins dispute resolution policy is intended to provide an avenue to resolve team issues and consistency in regulating the actions of all participants who are registered or associated with our hockey program. When issues arise, this process is intended to deal with the situation swiftly (to a maximum of 13 days) so that frustrations and further escalation of issues does not take place. If mediation has taken place at the team level between the parent, parent representative, and coaches and no solution has been reached then the following process is to be followed.

### **Process**

#### **Step 1**

Any player, parent or coach who believes that an issue requires intervention by the Twins Executive Committee will obtain and complete an Incident Report Form (Appendix E) from either their team manager or the Twins website and submit the form to their CPD Liaison Convener. The CPD Liaison and CPD Director will meet with the parties named in the form to discuss the relevant issue, at a time agreeable to all parties within 72 hours of the form being submitted. The CPD Liaison will record the outcome, attach to the Incident Report Form and forward to the Twins Executive Committee for record keeping purposes or as a reference in Step 2.

If the issue is not resolved, go to Step 2.

#### **Step 2**

If there is no resolution reached in Step 1 then the CPD Director will set up a meeting with the parties indicated in the Incident Report, and the Twins Chairperson and possibly coaching mentors if required, to discuss and solve the issues at hand.

If the issues are still not resolved, go to Step 3.

#### **Step 3**

If no resolution is reached in Step 2 then, the CPD Committee will refer the issue to the Twins Chairperson. Based on the recommendations from the meetings in Step 2, the Chairperson will chair a review committee consisting of one of the FGNHA and SWHA Presidents and two appointed individuals from the Twins Executive Committee, to deal with the issue within 48 hours. The Twins Chairperson will direct the parties involved if need be to appear before the committee.

The review committee can impose a resolution or sanctions ranging from cautions or warnings to suspension of a player, coach, parent or spectator. The decision and the date it takes effect will be final.

## **Section 9 - Hockey Resources**

### **Winter sports and resource directory:**

Canadian Hockey Association	(613) 748-5709
Coaches Association of Manitoba	(204) 925-5669
General Council of Winnipeg Community Centres	(204) 475-5008
Hockey Manitoba, 200 Main Street	(204) 925-5755
Manitoba High Schools Athletics Association	(204) 925-5640
Manitoba Ringette Association	(204) 925-5711
Manitoba Sports Federation	(204) 925-5600
McDonald's FAIR PLAY Program	(204) 949-6000
University of Manitoba Bison Hockey	(204) 474-8591
Hockey Winnipeg	(204) 784-5454

**List of arenas and phone numbers:**

**Assiniboine Park Hockey Association**

Eric Coy Centennial Recreation Centre	535 Oakdale	(204) 986-6917
River Heights Arena	1370 Grosvenor Avenue	(204) 488-7000
Varsity View Sportsplex	4320 Ridgewood Avenue	(204) 837-9952

**Fort Garry North Hockey Association**

Dutton Memorial Arena	400 South Drive	(204) 477-2464
Fort Garry Century Arena	1377 Clarence Avenue	(204) 986-3377
Grant-Nathaniel Indoor Skating Rink	500 Nathaniel Street	(204) 986-6084
Sam Southern Arena	625 Osborne Street	(204) 986-4926

**Lord Selkirk Minor Hockey Association**

East Selkirk Recreation Centre	East Selkirk	(204) 785-2364
Selkirk Recreation Complex	200 Eaton Avenue	(204) 785-4955
Selkirk Arena	370 Jemima Street	(204) 785-4964
St. Andrews Arena	St Andrews Road	(204) 338-7996

**North Winnipeg Minor Hockey Association**

Pioneer Arena	7991 Logan Avenue	(204) 986-6989
Sargent Park Indoor Skating Rink	1111 Wall Street	(204) 986-6085
Billy Mosienko Arena	709 Keewatin Avenue	(204) 986-4757
Old Exhibition Grounds Indoor Skating Rink	80 Sinclair	(204) 986-3724

**River East Minor Hockey Association**

East St. Paul Arena	266 Hoddinott Road	(204) 661-5844
Gateway Recreation Centre	600 Bonner	(204) 982-1232
River East Recreation Centre	1410 Rothesay Street	(204) 986-7207
Terry Sawchuck Arena	901 Kimberly Avenue	(204) 986-7208

**Seven Oaks Minor Hockey Association**

Maples Multiplex	434 Adsum Drive	(204) 694-5490
West Kildonan Memorial Arena	346 Perth Avenue	(204) 338-2904

**South Winnipeg Hockey Association**

Richmond Arena	666 Silverstone Drive	(204) 269-1570
St. Norbert Arena	3450 Pembina Highway	(204) 269-4120

**St. Boniface Minor Hockey Association**

Bertrand Arena	294 Bertrand Avenue	(204) 986-6694
Maginot Arena	910 Maginot Street	(204) 986-6816
Notre Dame Recreation Centre	271 Cathedrale Avenue	(204) 233-5135
Southdale Arena	254 Lakewood Blvd	(204) 257-6171

**St-James-Assiniboia Hockey Association**

Keith Bodley Arena	165 Sansome Street	832-1175
Kinsmen-Allard Arena	80 Allard Street	885-6824
St. James Civic Centre	2055 Ness Avenue	986-3392
Vimy Arena	255 Hamilton Avenue	986-3379

**St. Vital Minor Hockey Association**

Dakota Community Centre	1188 Dakota Street	(204) 254-1010
Glenwood Recreation Centre	27 Overton Street	(204) 237-3889
St. Vital Centennial Centre	580 St. Anne's Road	(204) 986-6872

**Transcona Minor Hockey Association**

East End Transcona Arena	517 Melrose Avenue East	(204) 222-8013
Roland Michener Arena	1121 Wabasha Street	(204) 986-7209

For Manitoba arena maps go to: [www.arenamaps.com/arenas/manitoba.htm](http://www.arenamaps.com/arenas/manitoba.htm)



**List of community centres within FGNHA and SWHA**

Earl Grey Community Club	700 Garwood Avenue	(204) 452-2074
Fort Garry Community Club	880 Oakenwald Ave	(204) 475-1725
Lord Roberts Community Club	725 Kylemore Avenue	(204) 452-9744
River-Osborne Community Club	101 Pembina Hwy.	(204) 452-8822
Riverview Community Club	90 Ashland Avenue	(204) 452-9944
St. John's Ravenscourt School	400 South Drive	(204) 453-3016
St. Norbert Community Club	3450 Pembina Hwy	(204) 269-4120
Lindenwoods Community Club	414 Lindenwoods Dr	(204) 487-2435
Victoria Community Club	80 Derek Street	(204) 453-2387
South Winnipeg Community Centre - Fort Richmond	666 Silverstone Drive	(204) 269-4446
South Winnipeg Community Centre - Waverley Heights	1885 Chancellor Drive	(204) 261-7684
Westridge Community Club	3 Marshall Crescent	(204) 453-2025
Whyte Ridge Community Club	170 Fleetwood Road	(204) 487-3042
Wildwood Community Club	271 North Drive	(204) 453-8396

## Appendices

### **Appendix A      Sample Team Meeting Agenda**

#### **Prior to Team Selection**

- Introduction of coaching staff, backgrounds, experience, etc.
- Introduction of Executive Liaison Convener (ELC)
- Brief overview of Twins Program and Coaches' philosophy
- Registration costs, additional team costs, travel, fundraising, etc.
- Time commitment required for games and practices
- Questions from parents

#### **Pre-Season Meeting**

- Re-introduction of coaching staff, backgrounds, experience, etc.
- Introduction of parents/guardians
- Re-introduction of Executive Liaison Convener (ELC)
- Twins Program and Coaches' philosophy (i.e. playing time, discipline, etc.)
- Ask about Parents' expectations (to facilitate dialogue), then Coaches' expectations of players and parents.
- Team goals both short term and long term (ie. individual technical skill development, team development, character development and fun)
- Develop a yearly plan based on the group of players (skill level and commitments, etc.)
- Twins or team policies and procedures; facilitate dialogue to create a feeling among the parents that they are a part of the decision-making process (where applicable)

#### **Items Should Include**

- arrival times at rink prior to practices and games
- pre and post game time only Coaches and players in room
- parent's concerns, criticisms, and receiving feedback regularly
- explain registration fees and how they are distributed
- dressing room decorum and team rules
- emergency action plan; distribute Medical Information and Release forms
- Collect Registrations fees for all players
- Collect Player, Coach and Parent signed Codes of Conduct
- Elect Parent Representatives (2) and Team Manager and/or Treasurer
- Other Items

**NOTE:** This first meeting is critical to the success of the season. Be prepared and organized. The results will be the coaches being able to concentrate on what they enjoy the most - working with the players on the ice and not having to deal with the distractions off the ice.

### **Mid-Season Meeting**

- Re-evaluate coach and parent goals and adjust where necessary (i.e. individual and team issues)
- Receive feedback on practices, games, etc.
- Team finances, fundraising, and other committee issues
- Parent and team progress report
- Parent questions or concerns
- Other items

### **Post-Season Meeting (optional)**

- Year end review of goals, focus on achievements
- Coach evaluations
- Return of equipment
- Unused funds and team wind-up
- Other items



### Parent Contribution Record

*Team* \_\_\_\_\_

*Team Manager* \_\_\_\_\_

*For Period ending:* \_\_\_\_\_

Parent Contributions	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total To Date
Parent 1								
Parent 2								
Parent 3								
Parent 4								
Parent 5								
Parent 6								
Parent 7								
Parent 8								
Parent 9								
Parent 10								
Parent 11								
Parent 12								
Parent 13								
Parent 14								
Parent 15								
Parent 16								
Parent 17								
<b>Grand Total</b>								

**Signatures:**

\_\_\_\_\_  
*Team Manager*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Representative*

\_\_\_\_\_  
*Date*

## Appendix C Medical Information and Release Form

### Player Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Date of Birth: (D) \_\_\_\_\_ (M) \_\_\_\_\_ (Y) \_\_\_\_\_  
Manitoba Health # \_\_\_\_\_ PIN # \_\_\_\_\_  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_

### Parent/Guardian Contact Information

Name(s): \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_ Other: \_\_\_\_\_

### Physician Contact Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_

### Medical Information

Allergies (drug/food/other) PLEASE SPECIFY.

Known medical conditions (ie. diabetes, asthma, etc.):

Has he/she experienced within the past 12 months: (Please circle)

Convulsions Heart Problems Lung Problems Fracture  
Head Injury Other Injury Surgery Major Illness

Please describe:

Any information that you feel would help if Emergency Medical Treatment were required (ie. medications-sealed envelope to be opened?):

### Medical Release

This release gives team personnel the right to act in case of emergency:

I understand that it is my responsibility to keep the team advised of any change in the above information as soon as possible, and that in the event no one can be contacted, team personnel will admit my child to the hospital if deemed necessary.

I \_\_\_\_\_ hereby authorize the coaching staff of the \_\_\_\_\_ Team  
to authorize appropriate emergency medical services as determined by the physician.

\_\_\_\_\_  
(Parent/Guardian Signature) Date: \_\_\_\_\_

**Appendix D      Incident Report Form**

**CONFIDENTIAL**

Date/time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Team(s) involved: \_\_\_\_\_

Individual(s) involved: \_\_\_\_\_

**Description of incident: (Be objective, concise and accurate. Use back of this form if more space is required.)**

Name(s) of witness(es): \_\_\_\_\_

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

**For Twins administrative use:**

Received by: \_\_\_\_\_

Date/time received: \_\_\_\_\_

**Action taken:**

**Appendix E      CHA Injury Report Form**

See team Manager for a copy of this form.

**Appendix F      Codes of Conduct**

Further to the direction in Section 7 of this manual, the Codes of Conduct on the following pages are to be signed at the time of team formation.

The coaches' code is signed and forwarded to be retained by the ELC until they can be transferred to the CPD Liaison.

The Player and Parent Codes are signed in duplicate; one copy is retained by the signer, and the other is retained by the ELC until they can be transferred to the CPD Liaison.



## 2020/21 CODE OF CONDUCT – TWINS COACH

We hereby pledge to provide a positive, fun and skill development based environment for all players participating in the 2020/21 Twins AA Program by following this Code of Conduct:

- We will respect players, parents, opponents, officials and program administrators. We will never ridicule, embarrass, demean or abuse any player, parent, spectator, official or opponent.
- We alone are responsible for the selection of our team. Under no circumstances shall we permit anyone else, whether associated with the Twins Program, the Fort Garry Hockey Association, the South Winnipeg Hockey Association or otherwise, to improperly or unduly influence the team selection process.
- We will prepare skill appropriate practices that are instructive, fun and challenging.
- We will determine player positions.
- We will ensure all players experience equal opportunity to participate, except for disciplinary purposes.
- We will encourage players to rise to their potential through positive reinforcement, attention to individual needs and constructive feedback.
- We will ensure the safety of the players at the arena, on the ice and in the dressing rooms by ensuring adult supervision before, during and after all games. As per Hockey Winnipeg regulations, two adults will be present in the team dressing room whenever one or more players are in the dressing room.
- We will respectfully address issues and concerns presented to us within 72 hours of receipt.
- When scheduling games and practices we will remember that players have other interests and obligations.
- We will teach players to play fairly and to respect the rules of the game, their opponents, game officials and parents.
- We will ensure that all players get equal instruction and support.
- We will encourage good sportsmanship from all fellow coaches, players, game officials, and parents at every game and practice.
- We will encourage parents to be actively involved in the administrative duties of the 2019/20 Twins team through the promotion of volunteer opportunities.
- We will remember that players play to have fun and must be encouraged to have confidence in themselves.
- We will constantly strive to promote and maintain a positive team environment.
- We will lead by example and remember that participants need a coach(es) they can respect.
- We will be generous with praise, recognize good effort, and offer constructive criticism.
- We will work in cooperation with officials for the benefit of the game.

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*(All team coaches to sign 2 copies - retain 1 copy and remit 1 copy to ELC/CPD)*

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## 2020/21 CODE OF CONDUCT – TWINS PLAYER

I hereby pledge to participate with a positive attitude and be responsible for my participation with the 2020/21 Twins AA Program by following this Code of Conduct:

- I will respect teammates, coaches, game officials, opponents, parents and facilities and will conduct myself as a responsible individual.
- I will, in conjunction with my teammates and coaches, establish personal and team goals.
- I will have the required equipment.
- I will be dressed in my equipment prior to participating in practices and games at a time determined by the coaching staff.
- I will contact my coaches if I am unable to attend games/practices and advise them with as much notice as possible. I understand that failure to comply and the consequences are outlined in the team rules.
- I understand that players will be assigned positions and line mates by the coaches.
- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.
- I will dedicate myself to develop good sportsmanship, teamwork and discipline on and off the ice.
- I will respect the game of hockey and its rules and will do my very best to play within those rules at all times.
- I understand that there are team rules and will do my very best to abide by those rules.
- I will refrain from using profanity or negative gestures to my fellow teammates, coaches, opponents, game officials and parents.
- I will do my very best to listen and learn from coaches.
- I will work hard and give full effort during practices and at games.
- I will treat teammates, coaches, officials and fans with respect regardless of race, sex, creed, or ability and will expect to be treated accordingly.
- I will encourage my parents to be involved with the team in some capacity because it is important to all the players.
- I will remember that playing on a 2019/20 Twins AA team is an opportunity to learn and have fun.

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*(Player to Sign 2 copies - retain 1 copy and remit 1 copy to ELC/CPD)*

## 2020/21 CODE OF CONDUCT – TWINS PARENT

We hereby pledge to provide positive support, care and encouragement for my / our child participating in the 2020/21 Twins AA Program by following this Code of Conduct:

- I / We will respect the coaches, players, opponents, officials and program administrators. I / We will never ridicule, embarrass, demean or abuse any player, spectator, official or opponent.
- I / We must respect and support the player/team selection by the coaching staffs of the Twins AA Hockey Program.
- I / We must remember that my / our child plays for his or her own enjoyment.
- I / We will remember that children learn best by example. I / We will applaud good play/performance by both my / our child's team and their opponents.
- I / We will show respect for the opposing team, because without them there would be no game or competition.
- I / We should not have unrealistic expectations. I / We need to remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I / We will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game or practice.
- I / We will place the emotional and physical well-being of my / our child ahead of any personal desire to win.
- I / We will insist that my / our child play in a safe and healthy environment.
- I / We will provide positive support for coaches and officials working with my / our child to provide a positive, enjoyable experience for all.
- I / We understand that coaches are volunteers and are out there for the kids.
- I / We will support the team rules and regulations that will be set forth by the coaches at the beginning of the 2019/20 Twins AA season.
- I/We will support the coaches in their development activities. I/We will not engage in organized coaching or hockey development activities (for my/our child or a group of my/our child's team) that may contradict the focus, direction, or goals set out for the Twins team by the coaching staff.
- I / We will insist that the team abide by the rules set forth by Hockey Canada, the TWINS AA Program, and Tournament Organizing Committees.
- I / We will do our very best to make the 2019/20 Twins AA Program fun for each child.
- I / We will ask my / our child to treat other players, coaches, fans, and officials with respect, regardless of race, sex, creed, or ability.
- I / We promise to help the players enjoy the 2018/19 Twins AA experience; volunteering where needed, being a respectful fan, providing transportation, or whatever we are capable of doing.

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*(Parents / Guardians to Sign 2 copies - retain 1 copy and remit 1 copy to ELC/CPD)*

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