



HOUSE LEAGUE COACHES
HANDBOOK
2015-2016

INTRODUCTION

THANK YOU FOR VOLUNTEERING

The London Devilettes Girls Hockey Association is a 100% volunteer run organization, we cannot thank you enough for volunteering your time to assist with the upcoming season. We hope the time you spend teaching and mentoring our players will help them develop their skills and love of the game, but also provide you with a feeling of satisfaction and accomplishment.

GIRLS VS BOYS HOCKEY

Believe it or not, girls are different than boys . . .

Just like the boys, girls can be fierce competitors and play the game hard. While boys tend to be more competitive on an individual basis and talk about hockey outside the arena, girls' intensity often occurs during the game and fades after the final buzzer has sounded.

You will likely find that the dressing room talk tends to be less about the score but more focussed on social events and activities. In the younger age groups thoughts of winning and losing typically begin and end as they step on, and off the ice, and the social aspect of the team sport becomes as important as playing the game itself. It is important to let the girls socialize in the dressing room before and after the game and don't expect it to be about hockey.

External team social activities are not mandatory but do help build the team and are often the most talked about events of the season. The focus of the LDGHA House League is on FUN, FITNESS, & SKILL DEVELOPMENT, whether the team wins or loses if your girls have fun, improve their skills, and make some new friends; your season will be a success.

PLAYER ASSESSMENTS

Player assessments will occur during the first 2 weeks of the season, they are required to provide the HL Director, Convenors and Coaches the information required to form fair and equally balanced teams.

Assessments should consist of one skill session and 2 to 3 Scrimmage game sessions. Upon completion of these sessions the division Convenor and coaches will draft teams.

House League Team Formation DRAFT GUIDELINES:

- To help ensure a fair and expedient draft for all teams, please review our draft guidelines very carefully. These policies will be strictly adhered to throughout the draft process.
- Only the Head and Assistant coach may be present at the draft. IF YOU ARE UNABLE TO ATTEND AS HEAD COACH you must notify the House League Director & Convenor.
- Each Head Coach will select a poker chip to determine position in the draft process.
- The draft positions will be as follows:
 - Round One: 1 2 3 4 5
 - Round Two 1 2 3 4 5
- This will be repeated until all players of a Rating Category have been selected, Coaches will redraw poker chips for position in each rating category.
- The Head Coach is responsible for making the final player selection during a round.
- Only daughter(s) for the Head Coach, Assistant Coach and Trainer are protected.
- A protected player will count as the first selection for that Rating Category for the Head, Assistant coach, & Trainer, provided that player is in the top 5 players in that category. (this is applicable only in A and B rating categories)
- The draft will begin selection at the A rated players and can extend one level below the current draft (when A rated players are active a coach may select a B rated player).
- A lower level player may not be drafted more than one level below the highest rated unselected/available player. Exceptions include: a) when # of goalies do not equal # of teams, b) the drafting coach already has a sponsored player and the remaining player available for that level or lower level is a sponsorship player, c) when it interferes with a protected player.
- No coach or assistant coach is permitted to request or suggest interest in a player prior to their turn. Any coach speaking out of turn or making comments to persuade or dissuade selection may be asked to leave the draft at the discretion of the Convenor or House League Director
- Each 'team' is permitted to initiate ONE trade following the draft completion of all players and is permitted to accept a trade request from another initiating coach (there should be no discussion or planned player selections for the purpose of trading with another team).
- Any trade must be vetted / approved by the Convenor and House League Director
- No trades will be honored prior to or following the draft.
- Pairings that have been requested through the online registration process will be evaluated and is subject to approval by the Convenor and House League Director. Pairing selections will only be considered for siblings, guardianship

and/or special circumstances that may impact the players' ability to participate in house league hockey.

- All coaches will be provided an opportunity to review the player ratings prior to the draft start time to address concerns or issues with the assigned ratings. A coach may voice concern for a player rating prior to the official player selection begins. The House league Director has final say over the player rating in question.
- Goalies will be indicated in the draft spreadsheet/player list.
- If the # of goalies equals the number of drafting teams the Goalie selection will be awarded in the initial round of the draft following the draft process. In this case a coach must select a goalie in his turn and not select a level A rated player until all goalies are selected. NOTE: The House League Director has the right to choose placement of goalies when sufficient goalies exist for each team based on the combined rating of the Head and Assistant Coaches protected players (daughters).
- If there are insufficient goalies to equal the number of teams in the division round one of the draft will begin with "A" rated players and a coach may choose to select a goalie during any turn. In this case a coach/assistant coach with an A rated daughter will count as his/her first selection before they can take a goalie. (provided that she is in the top 5 "A" players
- Players that are associated to a sponsor will be identified and the selecting coach will automatically be assigned to that team and jersey assignment. A coach with a selected player associated to a sponsor may NOT select another player associated to a sponsor (even for the purpose of a trade).
- Any remaining jersey assignments will be handled in a random draw following completion of player selection.

TEAM RE-BALANCING

Although re-balancing teams is not ideal it may be necessary if teams are not competitive or there is a significant disparity in talent between teams. It is critical that coaches assess players as accurately as possible as it is far easier to balance teams before the girls begin to bond. Re-balancing, if required will take place no later than December 1st.

Bench Staff Requirements

The Devilettes will rebate for 1 new coach and 1 new trainer per year per team to be certified as shown below.

COACHING CERTIFICATION

One Coach on each House League Team is required to have completed the Hockey Canada Coach Level 2 (C2) Coaching Training.

The coach to be certified will have to contact the Development Director and let him know which coaching clinic you may be able to attend, he will contact the Alliance on your behalf and submit the coaches information, the LDGHA will pay the full amount and the coach will be billed the 50% to pay after the clinic has taken place. If the coach does not attend they will be billed the full amount.

TRAINER CERTIFICATION

Each House League Team MUST have a Certified Trainer on the Bench for ALL Games, if your trainer is absent a request can be made to the opposing teams' trainer to represent both teams.

The Trainers certification can be taken online from the OWHA site <http://www.hdcolearning.com/> , the individual will have to pay online by credit card and forward their certification and receipt to you the Convenors who will then forward the certification/receipt to the Treasurer, Trainers will be rebated 50% of the cost. The Trainer's certification is good for 3 years at which time an online refresher course is required.

RESPECT IN SPORT

All bench staff are required to complete the RESPECT IN SPORT course (Speak Out), individuals that need to take it can do it online on the OWHA website.

<https://owha.respectgroupinc.com/secure/>

Upon course completion, submit certification and receipt to the Convenor who will forward it to the Treasurer, they will be rebated 100% of the cost. Respect in Sport does not expire.

ALL bench staff need a police check as indicated by the LDGHA Police Check Policy. For most City of London residents they can be completed online at

<http://www.policelutions.ca/checks/services/london/>

Anyone that lives out of town will need to visit their local police or OPP with a letter from the Association to do a police check. Letters may be obtained by emailing the Director of Police Screenings. The cost is covered by the association for all police checks

There is a maximum of 5 bench staff allowed per team on the OWHA roster.

ROLES AND RESPONSIBILITIES

Please find a general outline of the responsibilities for the coaching staff.

HEAD COACH

- Responsible for his/her staff and all players while representing the London Devilettes Girls Hockey Association (LDGHA) at any OWHA sanctioned game or event.
- Responsible for all aspects of team operations and delegation to various staff positions to accomplish this.
- Responsible for preparing a well-organized development plan (that is consistent with LDGHA's development theme) for his/her team and communicating it clearly to parents and coaching staff (Contact your convenor if you would like further guidance on this).
- Setting the tone and reinforcing the importance of team play and positive achievements as a team and individually.
- Responsible to report any suspensions and/or problems arising from any games to Convenor and VP of Hockey Operations
- Responsible for knowing of the OWHA Regulations and Rules.
- OWHA minimum requirements – NCCP – Coach Stream Level
- Speak Out Clinic certified, obtainable online
- Police checks as required by the LDGHA Police Check Policy

ASSISTANT COACH

- Works closely with Head Coach concerning on ice operations of the team.
- Provides additional training / support for players and coaching staff.
- Teaches, evaluates, encourages and gives unbiased feedback to the players.
- Responsible for all the above duties of the Head Coach in his / her absence.
- Speak Out Clinic certified
- Police checks as required by the LDGHA Police Check Policy

TRAINER

- Co-ordinates Emergency Action Plan with Coach and other parents of the team.
- Co-ordinates health form information for each player and retains on file and copy in the first aid kit for quick reference.
- Completes accident reports, if required, and submits a copy to the OSHA and Director in charge.
- OSHA minimum requirements HTCP Level 1, renews every 3 years
- Speak Out Clinic certified
- Police checks as required by the LDGHA Police Check Policy

COMMUNICATION

As a rule the Head Coach should be the source for Team information (Games, Practices, Tournaments etc.) A clear and consistent means of communicating with all members of the team should be established and presented at your first parents meeting. Email is likely the most efficient way to provide updates and other important information. A player/parent contact list is recommended for any last minute issues.

Coaches are reminded to follow the “2-Deep” rule when dealing with players or parents. Always copy another member of your team staff on any communication, particularly with any communication related to specific player/parent issues or concerns. If a situation needs to be escalated beyond the Coach, please follow these guidelines.

1. 24 Hour Rule, while it is acceptable to acknowledge the receipt of the concern or issue, it is recommended that you wait 24 hours before responding to the concern or issue.
2. Copy a member of your staff on any response.
3. If the issue cannot be resolved, escalate it to your division Convenor.
4. If it is still unresolved, escalate to the House League Director.
5. If the issue cannot be resolved, it may be brought forward to the LDGHA Executive.

PRACTICES

Most HL teams will share practice ice with another team from their division. It is suggested that the 2 teams work together to maximize the effectiveness of the practice and the most efficient use of the Ice Time. Coaches typically share the entire ice surface for warm up and skating, then use their half to run their own practice. Some teams have had success sharing the entire ice for the whole practice by running full ice drills and stations that players can rotate through.

Practices should be planned and objectives discussed with your staff prior to the start of the session. Emphasis should be placed on skill development; specific situational play should not be focussed on until later in the season.

The key thing to remember is that you are there for the development and enjoyment of the players in the entire association and not just your team.

For Insurance reasons, to be on the ice, you MUST be on a LDGHA Team roster and wear a CSA approved helmet.

Coaches are reminded that you must have a trainer present for ALL on-ice activities, this includes both practices and games. If one team does not have a trainer, the practice or game may proceed if the opposing team's trainer agrees to act as trainer for BOTH teams. Trainers should have copies of the teams' medical forms available when they are absent.

DRESSING ROOM POLICY

All Devilette teams will have at least two adult females (non-playing) as members of the coaching/managing staff to participate in all games (as per OWHA Regulations).

Male coaches cannot enter dressing rooms until they have been given clearance by at least one of the designated adult females, and both females must be present in the dressing room while any male coach is also present.

Male Coaches should only be in the Dressing Rooms to deliver their pre-game talk (10 min before) and post-game debrief (5 min after)

Fair Play / Equal Ice Time Guidelines

- The intent of our House League program is to give equal ice time (as near as is practical) to all Players regardless of the Player's skill or experience level.
- All defence Players will have equal ice time with respect to other defence Players and all forwards will have equal ice time with respect to other forward Players. There may be certain Players that always play center, but they should NOT have more shifts than the other forwards.
- If a Player is switched between forward and defence, they should NOT advance any positions in their rotation so as to get more ice time.
- When lines are changed, the entire line should be changed as a unit (as near as is practical and reasonable). Coaches should attempt to change lines on an equal basis, to neither have very long nor very short shifts, and so that over the course of a game, all lines will have had approximately equal ice time.
- House League hockey should be seen as an opportunity to develop as a player

and as a person and should be facilitated with the aid of the team staff. Every player shall receive equal ice time to the best of the coach's ability. "Short Benching" is not an acceptable part of the LDGHA House League program.

Running three (3) forward lines while utilizing the same two (2) centres for the entire game would be deemed an example of "short benching"

- When penalty killing, it would be appropriate to choose the next four (4) Players from the five (5) whose turn it was next. The Player missing that shift would go out with the following shift. If a defence Player is serving the penalty, two (2) defence and two (2) forwards may be placed on the ice or a forward may play the defence position provided she is on the next line to go on the ice.
- On a power play, there should NOT be any alterations to the lines.
- In maintaining the equal ice time policy within the House League program, Coaches should remember that the outcome of the game should be determined by the Players' hustle and ability as opposed to coaching strategies.

GAME DAY

ALL games will follow OWH rules with some exceptions in the Tyke and Novice divisions.

All games (excluding Tyke) will have a 2-3 minute warm up, three periods of 10-10-15 stop time (50 minute Curfew), and time for handshakes at the end. Players will shake hands at centre ice and skate to the opposing bench to shake hands with the coaches before leaving the ice. Coaches are to remain on the bench until after all players have shaken hands. Mid/Int will shake hands prior to the start of the game.

The "home" team is responsible to supply the game sheet and a timekeeper. The "visiting" team is responsible to supply a scorekeeper and verify referees are present twenty minutes prior to game time start.

There are no time-outs during regular season or playoff games.

NOVICE FORMAT

Coaches will be allowed on the ice (with Helmets & Skates) to assist with Face off positioning until the 3rd game of the season.

A 2-minute buzzer indicating a player line change will begin with the first game and shall be removed by mid November or earlier with the agreement of all Coaches in the division.

Icing and Off-sides will be called beginning with the first game of the year.

PLAYER “CALL-UPS”

- Teams may call up a player when they know that they will have less than 10 skaters on the bench.
- ALL call-ups (i.e players playing from lower divisions) must be approved by the Convenor of the Division prior to the game.
- Goalies may NOT be called up in Novice or Atom divisions.
- Goalies should be “borrowed” from another team in your division first, and from the lower division second.
- No player call-ups are allowed during playoffs.

SUSPENSIONS AND DISCIPLINE

- Any player or coach receiving six (6) penalty minutes or more in one game shall receive a Game Ejection (GE56)
- Once the player or coach has been ejected they must leave the bench area immediately and proceed to the dressing room. They may not return to the ice to participate in any further activities including handshakes or medal/trophy presentations.
- The GE56 must be noted on the front of the game sheet and the White copy be given to the HL Director within 24 hours.
- Any player or coach receiving 2 Game Ejections (GE56) will be suspended for one (1) League game. Each additional Game Ejection (GE56) will result in an additional one (1) game suspension.
- Players or coaches serving a suspension must be written on the game sheet and “SUSPENSION GAME x of x” indicated beside their name.
- A copy of that game sheet must be given to the convenor.

TOURNAMENTS

Playing in tournaments, particularly out of town tournaments, is often the highlight of players’ seasons. Staying up late, swimming, team dinners, and other activities help to strengthen the girls’ friendships and team bonds.

Entry fees can range from \$800-1000 per tournament, out of town tournament weekends typically require 2 nights in a hotel and can add \$400-\$500 to a family’s hockey budget. With this in mind, below are the guidelines that are to be followed when selecting tournaments for your team.

- ALL House League teams (Novice – Bantam) must enter the Devilettes’ Tournament Feb 5th – 7th.
- House League teams may enter a maximum of three (3) tournaments a season. (including LD Tournament)

- Teams wishing to participate in more than 3 Tournaments must request permission from the LDGHA Board of Directors.
- To avoid burning ice - no more than 2 LDGHA teams may enter the same tournament or a different tournament occurring on the same weekend.
- Please provide your Convenor your tournament dates ASAP so they can coordinate schedules for the remaining teams.
- House League Teams may pick up a maximum of three players within the same category, same or lower age division to bring the total team number equal to the number of rostered players on the team.
- Any HL team wishing to pick up players from another team to take to a tournament MUST first have permission from the coach and the convenor PRIOR to approaching the parents of the players they are wishing to pick up.
- Missing players should be replaced with players of similar playing abilities.
- All pick up players MUST have a Player Pick Up Form. This form is to be completed for each girl attending the tournament and MUST be handed into the tournament convenor prior to your first game.

EQUIPMENT

- It shall be compulsory for all players in the LDGHA to wear equipment approved by Hockey Canada.
- Players registered in the LDGHA playing hockey or practicing under the direction of the LDGHA, must be dressed in the following approved hockey equipment: helmet - CSA approved, face mask - CSA approved, throat protector - BNQ approved, shoulder pads (chest protector), elbow pads, shin pads, hockey gloves, pelvic protector ("Jill"), hockey pants, hockey jersey, hockey socks and skates. Mouth guards are strongly recommended.
- All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or any other team official attending to an injured player are considered exempt from this rule. Chinstraps on the helmet must be fastened.
- Pucks and Pylons will be provided to Coaches as needed and should be returned to the Equipment Convenor at the conclusion of the season.

JERSEYS

- ALL House League players will be issued a Jersey and pair of socks at the start of the season.
- Players in the Tyke, Novice and Atom divisions will be permitted to keep their jerseys at the end of the season.
- Players in Peewee, Bantam and Mid/Int will return their jerseys at the end of the season.
- It is the Coaches responsibility to collect and return ALL jerseys that were assigned to his team at the beginning of the season.

- The House League Equipment Convenor will manage all equipment paid for and owned by the LDGHA.

GOALIE EQUIPMENT

- The LDGHA provides goalie equipment to House League goalies at no charge. Equipment may be obtained by contacting the HL Equipment Director
- In the event that a team does not have a full time goalie, a team set of equipment will be issued to the coach for use during the season.

DEVELOPMENT

LDGHA is committed to player and goaltending development at the House League Level. Additional opportunities are available as follows:

PLAYER DEVELOPMENT

HL Development sessions are offered in two 8 week sessions. Professional development companies as selected by the LDGHA Development committee operate these sessions. There is a separate registration and additional fees for these sessions but note that they are offered at a lower rate than their regular session costs.

GOALIE DEVELOPMENT

Goalie development is a priority for the LDGHA. At the younger age groups, girls are often required to rotate through this position. To encourage girls to pursue the position, and to improve their skills, the LDGHA offers FREE development sessions once a month.

Coaches are encouraged to make these opportunities available to their players as way to improve their skills and abilities.

GOALIE REBATES

All full time House League goalies will receive a \$150.00 rebate of their registration at the end of the season. Half time goalies will receive a \$75.00 rebate. When there are 2 full time goalies sharing duties on the same team, each goalie will receive \$75 plus a rebate of half of their registration fee.

SPONSORSHIP

- ALL House League Sponsorship or Fundraising must adhere to the LDGHA Sponsorship policies available on our Website.
- Each House League team in Pee wee, Bantam, and Mid/Int will be available to be sponsored. These fees will be used to offset the cost of jerseys and socks. The sponsorship fees will be \$475 for a one-year term and \$900 for a two-year term.
- This sponsorship includes the companies name and/or one color logo printed on a sponsor bar and attached to each jersey. Additionally the company will have their logo displayed on the webpage of the division in which they sponsor with a link to the company's website.
- Each team will include their Sponsor in their team name, and should use their full team name when registering for any Tournaments.
 - Ex. "ABC Bank Red Devils"
- All inquiries for house league team sponsorship should go through the Sponsorship Director.

2015-16 LDGHA BOARD OF DIRECTORS

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