

2025



# FRANKLIN FLYERS COACHES GUIDE

Welcome to our team of FYHA coaches for the upcoming season!

Thank you for volunteering your time and energy to making this program a success. Without you, many kids would not have a home such as the Flyers to play the great game of hockey at an affordable price. Within this guide you will learn all you need to know to ensure you have a season full of fun, development, and creating a team with a stronger love for our sport.

- FYHA Board of Directors

## Table of Contents

Resources for Coaches

USA Hockey Certification

Team Communications

Tournaments

Practice Management

Referee Management

Asking for Help

Setting Expectations

Equipment

Team Managers

Off-Ice Team Building

Game Management

Player Management

Appendix

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# RESOURCES FOR COACHES

First, be sure to visit your Resources for Coaches webpage ([www.franklinflyers.org](http://www.franklinflyers.org)). Here you will find the requirements for USA Hockey certification, practice planning guides, and our SportsEngine application guide. Navigate to the More+ menu -> Resources → For Coaches.



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# SETTING EXPECTATIONS

## Parents

It is strongly recommended that you to establish firm expectations at the beginning of the season with all parents.

MA Hockey supplies a **Parents Code of Conduct** and Agreement Form for this purpose. You may also create your own for any specific expectations you wish to set. In doing so, you can also make it known how and when to approach you with questions or concerns (and there will be some).

You may want to consider establishing the “24-hour rule” – and ask that all concerns can be discussed no sooner than 24 hours after a game. This allows time for emotions to settle and a more productive discussion.

## Players

Similar to parents, you may want to consider establishing goals for the season based on the age group and communicating those to the players. We should do all we can to stress a focus on fun, development, and coming out of the season with a strong(er) enjoyment for the game and their teammates.

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# USA HOCKEY REQUIREMENTS

Please visit our website and review the requirements to be a coach – without completing these you will not be allowed on the bench or on the ice. Information on this is found on the above-mentioned Coaches Resources page on our FYHA website.

Each participant during the 2025-2026 season will need a new USA Hockey registration, which can be obtained after April 4, 2025, at [www.usahockeyregistration.com](http://www.usahockeyregistration.com). In addition, coaches will need to fulfill all of the USA Hockey Coaching requirements, to participate on the ice, which includes an age-appropriate online module, an online safety module, and a 2-day online course with fellow coaches from across the nation, run by USA Hockey staff.

All coaches are required to complete all related background and safety checks, as well as age-appropriate USA Hockey certification. Associated USA Hockey fees may apply.

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## EQUIPMENT

During our pre-season coaches meeting you will be supplied with pucks, cones, white board, pinnies, first aid kit, etc. in a coach's bag. This will be your allotment for the season.

All equipment must be returned at the end of the season and stored in the FYHA container at Pirelli Arena. Additional equipment needs can be requested as needed for replacement by contacting our Equipment Manager at [equipmentmanager@franklinflyers.org](mailto:equipmentmanager@franklinflyers.org).

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## TEAM COMMUNICATIONS

### Preseason

It is recommended to send a pre-season email or SportsEngine communication to all families before practices begin. The goal is to set the stage on expectations for the entire season and get their agreement to our Parent Code of Conduct. Please see the example email attached, and feel free to edit or make one of your own. Also attached is the Parent Code of Conduct and Agreement form.

### Throughout the season

It is recommended to ensure lines of communication remain open to the parents and players. Otherwise, issues may grow larger than necessary. Some great ways to accomplish this is to check in with people periodically, send a "team update" email to everyone every couple of weeks, be present in the lobby before/after practices, etc.

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# TEAM MANAGER

It is strongly recommended that you recruit a parent to be your designated Team Manager for the season. You have enough to do as the coach and can use this helper!

This person will be key in helping with parent communications, collecting money, tournament planning, team off-ice events, team pictures, fundraising, etc.

The team manager should also take photos and videos of your games and team events to send to our Public Relations for social media use: [publicity@franklinflyers.org](mailto:publicity@franklinflyers.org)

The team manager will also be the POC for your team to help with additional tasks that our Team Manager Director will issue as needed.

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# TOURNAMENTS

## U8

All U8 teams participate in the **Lobster Pot Hockey Tournament** on Cape Cod every March. This is the state's premier U8 only tournament which takes place just prior to South Shore Conference playoffs. The Team Manager Director will communicate during the season on logistics for hotel booking, team registration, etc. Having a designated Team Manager for your team will be very useful in planning and organizing this great event for your team.

## U10+

Teams are not required to participate in a tournament during the season, this is at the discretion of the coaches, and it is organized by the coaches, team manager, and families.

If you would like to do a tournament, you will want to choose one early (Aug/Sep) as they fill up quickly and you will want to ensure you get the preferred weekend and skill level appropriate for your team.

Payment for tournaments is typically due at the time of registration, so you will want to coordinate with all families to collect payments based on how many players plan to attend.

You will be able to submit the weekend of your chosen tournament to the FYHA Ice Director and SSC Program Director, so that South Shore Conference games are not scheduled for that same weekend.

You will want to consider the full season schedule when planning your tournament and benefits in timing. For example, a Fall tournament is great for early team bonding, while a January tournament may be a good break from the normal schedule.

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# OFF-ICE TEAM BUILDING

It is recommended to collaborate with your Team Manager to plan 1 or 2 off-ice team events. This could be a cookout, street hockey, pasta dinner the night before a game, etc.

We will also have various fundraising events coordinated by our Fundraising Director throughout the season, which will include opportunities for off-ice team gatherings.

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# PRACTICE MANAGEMENT

All practices run well when planned ahead. Attached to this document is a Practice Planning template you can use to write out your practice plans.

Ice Hockey Systems also has a great online tool you can use to create practice plans for free: [www.icehockeysystems.com/ice-hockey-practice-plans](http://www.icehockeysystems.com/ice-hockey-practice-plans)

The goal of practices is to develop key skills, grow as a team, and to have fun – if these 3 things are not happening then there is a problem.

Practices typically should be designed to optimize movement, targeting players standing for approx. 20 seconds before skating again. A mix of small area rotating drills and half/full ice drills is great to keep things moving.

Typically, in a 50-minute practice you will have a 5-minute warm up, 3-4 skill drills, and end with a fun game (shoot out, scrimmage, soccer, tug-o-war, etc.).

For younger players, be sure to pause ~2 times during practice to allow for water breaks. Older players tend to grab water as they need it on their own.

The coaches will need to pull out the various goal nets and bumpers that are needed for each practice. It helps to have a parent or two to aid in this process if possible.

You can find drills and guides on our website under More menu -> Resources -> For Coaches -> Practice Planning.



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# GAME MANAGEMENT

Games require day-of management to ensure a smooth, safe, and fun experience for all.

Tell parents and players to arrive at least 45 minutes prior to the game time on the schedule.

You may want to have players arrive earlier and do off-ice team stretches prior to going into the locker room.

10-15 minutes prior to game time, collect all players in the locker room for a coaches talk – outline the goal for the game (not just to win), positions, reminders of what was worked on in practice that you want to try in the game, how the warmup should flow, etc.

Before leaving the locker room you may want to do a team cheer (1-2-3 Franklin!).

For U12+, you may also want to give the team 5 minutes in the locker room on their own after addressing the team, so they can get excited to take the ice on their own.

For South Shore Conference, the score keeper will have you check in players electronically who are in attendance prior to the game.

You will need to provide pucks for your players for warm-ups, and 1 or 2 pucks for the referees.

After the game, you should address the players as a group for 5 minutes in the locker room. Go over the highs and lows, talk about what they will work on in the next practices, and outline learnings from both wins and losses.

You may want to have a game day award for the hardest hustling player, or greatest teammate, etc. This can be in the form of a game puck, hat, belt, chain, etc. – make it fun!

It is recommended to stay away from MVP type of rewards, as this typically will not include all players over the season. We should aim to reward for sportsmanship and effort.

Should you need to cancel games for weather, low player attendance, etc., you can do so by contacting the SSC Program Director at [programdirector@franklinflyers.org](mailto:programdirector@franklinflyers.org) and our Ice Schedule Director at [icedirector@franklinflyers.org](mailto:icedirector@franklinflyers.org).

Note that if you cancel a game, it is the responsibility of the coach to get it rescheduled to a later date using FYHA ice time, securing a timekeeper, and referee. South Shore Conference will not manage any rescheduling needs.

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# REFEREE MANAGEMENT

As the coach, it is your responsibility to ensure that the referees are treated with respect and are not abused by yourself, other coaches, your players, and your spectators.

Referees have the right to eject coaches, players, and spectators at their discretion.

Referees may also force your team to forfeit a game if the situation gets out of hand - even if it's an issue with your team's spectator.

Please know that referees are in short supply because of the culture and atmosphere that has crept into the hockey world. Without the referees, we do not get to play.

Any complaints about referees should be noted and communicated to our SSC Program Director who will work with the league for appropriate action. Coaches are in no way to engage in verbal or physical harm of any referee before, during, or after a game. If they are, they will be immediately banned from FYHA.

All involved need to recognize that hockey is a fast game and missed calls WILL occur – human error is part of our game. Please be sure your players and parents keep this in mind and that many referees are young kids trying to learn the job as well.

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# PLAYER MANAGEMENT

## Positions

U8 - it is vital that all players get exposure to all positions, including goalie. We do not have full time goalies at the U8 level and instead rotate among those who wish to try it.

U10/12 – at this level we will have full time designated goalies. Some teams may have more than 1 goalie, and they work out if you want to split games or play every other full game. Skaters should still play both forward and defense, rotating from game to game (i.e., center for game 1 and then defense for game 2).

U14+ - Skaters at this level and above tend to gravitate to a position they prefer. However, we should continue to offer opportunities to play both forward and defense to all skaters, as some may want to shift during the season.

## Ice Time

U8 - All players should be given equal ice time during games and rotate through lines accordingly. Shifts should typically range from 1-2.5 minutes.

U10/12 – All players should again have equal ice time during games and rotate through lines accordingly. Shifts should typically range from 1-2 minutes.

U14+ - All players should continue to have equal ice time during games and rotate through lines accordingly. Shifts should typically range from 45 sec – 1.5 mins.

## Conflicts

If you encounter a conflict such as an argument, fight, bullying, hazing, etc. it is vital that you do your best to defuse the situation in the moment. It is recommended to separate the players and get help from assistants to hear each player's version of events.

Depending on the severity you may want to speak with the parents of the players involved, address the full team to remind them of player expectations, or report the incident to the FYHA Board of Directors. Should a matter need to be reported, you can do so by emailing our President and Vice President at [president@franklinflyers.org](mailto:president@franklinflyers.org) and [vicepresident@franklinflyers.org](mailto:vicepresident@franklinflyers.org).

Matters of a serious nature **must** be reported to USA Hockey by the FYHA Board of Directors who may conduct an independent investigation and issue appropriate sanctions against the individuals involved and/or the program.

At the end of the day, our job is to ensure a safe, welcoming and inclusive environment for all FYHA members. Please visit the Diversity & Inclusion page on our website for additional information.

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# ASKING FOR HELP

At times you may not know what to do with a situation regarding a game, practice, player, parent, referee, etc. You are always able to ask for help and guidance. Just reach out to our President and Vice President at [president@franklinflyers.org](mailto:president@franklinflyers.org) and [vicepresident@franklinflyers.org](mailto:vicepresident@franklinflyers.org).

**Never be afraid to speak up and ask for help!**

Website	Email
<a href="http://www.franklinflyers.org">www.franklinflyers.org</a>	<a href="mailto:BOD@franklinflyers.org">BOD@franklinflyers.org</a>

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2025



# FRANKLIN FLYERS APPENDIX

## PRESEASON EMAIL EXAMPLE

Hello Flyer U12 Families (staff in to field, parents on bcc):

I hope everyone is enjoying their summer. However, the hockey season is quickly approaching! I am sending this to kick things off and to address some housekeeping items. There is a lot here so please take the time to read through it.

### **First, introductions:**

For anyone who I do not yet know, my name is \_\_\_\_\_, and I have the pleasure to be one of the coaches for this team. I have kids in the Flyers program and have coached for several years now. My son, \_\_\_\_\_ is on this team.

Joining me are a handful of great coaches who all come with a ton of experience - I am very excited for this team because of the coaching staff we are lucky to have. I am our team's head coach and \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ are our assistant coaches. I have personally worked with each of these coaches over the years and I know we're in for a great and fun season together. We are also incredibly lucky to have \_\_\_\_\_, who has volunteered to be our team manager.

Should you or your player have any questions or concerns at any point, please do not hesitate to reach out to any one of us. Our culture is one of openness and approachability, and we will be sure to do all we can to help with any matters throughout the season.

### **Team Communication:**

Aside from this email, our primary communication channel will be through the SportsEngine mobile app. If you do not already have this app, you can download it in the apple store. We have instructions on how to do this on our website here: SportsEngine Mobile App ([franklinflyers.org](http://franklinflyers.org)). This will be where we send important updates and requests.

It is also vital for each player to use the RSVP feature in the app to let us know when you will attend or miss both practices and games. This allows us to plan practices and game day lineups to optimize our ice time. Each of your emails should already be connected to the app, so the team will populate automatically. If you have trouble with the app, please let me know.

## **Player/Parent expectations:**

Games over the season can bring a rollercoaster of emotions with both jubilation as well as disappointment. Our goal for each player is to have fun, stay safe, and develop, coming out of the season with more skills and love for the game. I have some required pre-season reading on our website for both players and parents found here: Resources for parents of youth players (franklinflyers.org) This won't take more than a few minutes, but I believe everyone should go into the season with a clear understanding of how we expect everyone to act and contribute to the success of this team.

We also have a Parents Code of Conduct which everyone needs to read and return an Agreement Form. I have attached those to this email. Please return your agreement no later than \_\_\_\_\_.

## **Game day locker room expectations (for U12+):**

We also have some game day guidelines - the locker room before and after games are a time for the kids to connect and be a team. Therefore, we ask that to the extent possible, parents and siblings stay out of the locker room. Coaches will also be outside of the locker room while they are suiting up, giving the players their space.

At this age they should all be tying their own skates - or at least making an attempt to do so. The coaches will assist any player who needs help and part of our role will be to teach them how to put on their equipment correctly for comfort and safety.

Players should be fully dressed at least 15 mins before games, for a pre-game coaches talk. So, please arrive at the rink at least 45 minutes before games. If you are running late, you can use the SportsEngine app to let the coaches know. After the game, coaches will get the kids in the locker room and address the team for 5-10 mins. After which we will exit the room and allow the kids to talk amongst themselves and pack up their gear.

## **Tournament planning:**

To get into a good tournament at the right skill level and to have the most fun, we need to decide quickly because they typically sell out before the season begins and deposits are due at time of registration. We are planning to take this team to one of the best tournaments in New England, at \_\_\_\_\_ in \_\_\_\_\_. This is an amazing weekend tournament with a ton of fun onsite things to do together!

We are targeting \_\_\_\_\_ as our ideal weekend. \_\_\_\_\_ is a backup in case it fills up. Registration is \$\_\_\_\_\_ and will be split per player who attends. Therefore, my first ask of you is to reply to this email by \_\_\_\_\_ of this week and confirm if you can attend this tournament on \_\_\_\_\_. From there, we will calculate total costs and request payment from each family via Venmo so we can book our spot in the tournament.

## **Lastly, the start of the season is coming quickly!**

Practices will begin in the last week or two of August. Once the final schedule is ready, it will populate in the SportsEngine app.

Please take the time to pull out your equipment and check that you have everything, that all still fits, and sharpen your skates. We will have a few weeks of practice before our first game later in September.

If the weather permits, we also are hoping to have an off-ice get-together for a pool party at Coach \_\_\_\_\_ house in September. This will be a fantastic opportunity to have all the kids start to form a team, and for parents and coaches to meet. More to come!

Again, please reach out to me and any of the coaches with any questions you or your player may have. We look forward to a fun season and helping each player grow and develop at this amazing stage in their childhood!

# PARENT'S CODE OF CONDUCT



## PARENT'S CODE OF CONDUCT

- + Do not force your child to participate in sports, but support their desires to play their chose sports. Children are involved in organized sports for their enjoyment. Make it fun.
- + Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- + Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- + Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- + Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- + Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice—it is destructive. Work toward removing the physical and verbal abuse in sports.
- + Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. Communicate with them and support them.
- + If you enjoy the game, learn all you can about hockey—and volunteer.

## SPECTATOR'S CODE OF CONDUCT

USA Hockey developed codes of conduct to help everyone understand the expectations associated with their role in the game.

- + Display good sportsmanship. Always respect players, coaches and officials.
- + Act appropriately; do not taunt or disturb other fans; enjoy the game together.
- + Cheer good plays of all participants; avoid booing opponents.
- + Cheer in a positive manner and encourage fair play; profanity and objectionable cheers or gestures are offensive.
- + Help provide a safe and fun environment.

# PARENTS AGREEMENT FORM



## Parents Code of Conduct



### Massachusetts Hockey Parents Code of Conduct Agreement Form

#### INSTRUCTIONS

All parents must complete this agreement every year. First you must read the Code of Conduct section of the USA Hockey Annual guide which can be found on the [http://www.mahockey.org/Documents/usah\\_ag\\_codeofconduct.pdf](http://www.mahockey.org/Documents/usah_ag_codeofconduct.pdf). Once you have read that section of the annual guide sign this agreement and bring to your coach or Program Designee.

#### AGREEMENT

I, the undersigned parent, have read and agree to abide by, the USA/Mass Hockey Parents Code of Conduct.

I understand that violations of the Parents Code of Conduct may result in removal of my child from programs sanctioned by USA Hockey and/or its affiliate, the Massachusetts Hockey Association.

I further understand that lack of awareness or a misunderstanding of an ethical standard on my part is not a defense to a charge of unethical conduct.

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

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

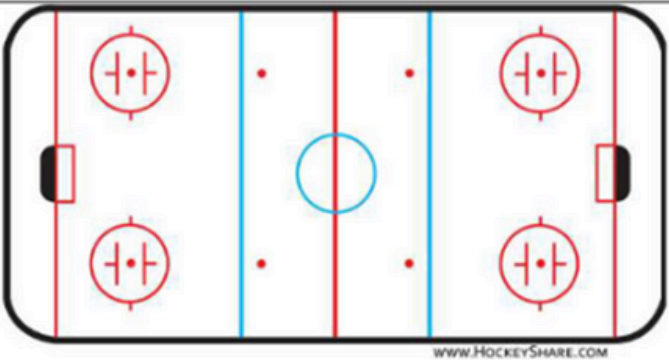
# PRACTICE PLANNING TEMPLATE

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Hockey Practice Plan

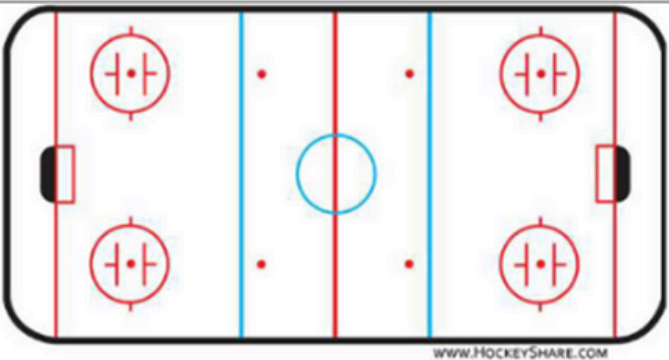
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