



The Pas Minor Hockey Association

thepasminorhockey.ca

Box 794

The Pas, MB R9A 1K8

Coach/Convenor/Manager Guide

The Pas Minor Hockey Association would like to welcome all new volunteers as well as welcome back any past volunteers. You play an integral part in what makes our minor hockey program successful. Your involvement ensures players not only learn to love the game of hockey but acquire vital life skills. Whether you have accepted a position as Coach, League Convenor, or Rep Team Manager, you will play an important role in every player's development. We've compiled this package to use as a manual and reference guide in hopes of easing any questions or concerns that may arise throughout the season. In order for consistency in coaching and player development, it is recommended that coaches follow the Hockey Canada Skills Binders that are available for every level of hockey. If you have any questions or concerns that are not covered in this guide, please contact any Executive Member and they will be more than happy to work with you to ensure success for not only yourself but the players, parents/guardians, and everyone that may be involved for the hockey season.

In each division, the expectation is that everyone works together to make the season successful. Along with that, we aim to host the best tournaments in the north. The information below will explain how each division is set up in The Pas and the roles/responsibilities within that division.

Under 7 (U7)

Head Coach

- Make plans for practices and ensure all coaches are aware of the plan
- Follow Hockey Canada guidelines
- Ensure players have all the proper equipment on the ice
- Ensure only certified coaches are on the ice after December 1st
- Teach basic fundamentals with emphasis on skating/skills
- Divide up players into groups for practices
- Assist Convenor when assigning practice jerseys for the year
- Assist Convenor in parent/guardian meetings to answer any questions
- Ensure that during tournaments, rules are being followed and prepare to have volunteers available during ice cleanings (moving boards/bumper pads for rink maintenance crew)
- Make teams for travelling
- Ensure that all players receive equal ice time and that all coaches follow this
- Maintain U7 equipment locker

Convenor

- Act as the team's spokesperson in liaison with executive and parents/guardians
- Coordinate with the coach to communicate to parents/guardians via email or The Pas Minor Hockey Sports Engine
- Organize and manage the initial parent/guardian meeting as well as ensure parents/guardians are aware that everyone will need to volunteer for home tournament
- Make team travel arrangements for out of town games (filing travel permits with TPMHA for approval)

- Handle all monies for the team (in accordance with TPMHA policies)
- Monitor team fundraising and spending/budget (in accordance with TPMHA policies)
- Submit a monthly financial report to Treasurer of the Executive
- Submit a financial statement to Tournament Liaisons of the Executive by the following dates:
 - December 1st
 - February 1st
 - April 1st
- Ensure practice jerseys are returned and distribute deposit refunds at year end

Please note:

Attendance of executive meeting in October is mandatory. This gives an opportunity to ask questions if needed.

Under 9 (U9)

Head Coach

- Make plans for practices and ensure all coaches are aware of the plan
- Follow Hockey Canada guidelines
- Ensure players have all the proper equipment on the ice
- Ensure only certified coaches are on the ice after December 1st
- Teach basic fundamentals with emphasis on skating/skills
- Divide up players into groups for practices
- Assist Convenor when assigning practice jerseys for the year
- Assist Convenor in parent/guardian meetings to answer any questions
- Ensure that during tournaments, rules are being followed and prepare to have volunteers available during ice cleanings (moving boards/bumper pads for rink maintenance crew)
- Make teams for travelling to multiple day tournaments
- Ensure that all players receive equal ice time and that all coaches follow this
- Maintain U9 equipment locker and ensure goalie equipment is available and placed back in locker after use
- Make teams for house league and maintain as balanced as possible throughout the year
- Assist Convenor in making Sunday draw for tournament (after game results are in)

Convenor

- Act as the team's spokesperson in liaison with executive and parents/guardians
- Coordinate with the coach to communicate to parents/guardians via email or The Pas Minor Hockey Sports Engine
- Organize and manage the initial parent/guardian meeting as well as ensure parents/guardians are aware that everyone will need to volunteer for home tournament
- Make team travel arrangements for out of town games (filing travel permits with TPMHA for approval)
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Under 11 (U11), Under 13 (U13), Under 15 (U15), Under 18 (U18)

House League Coaches

- Make plans for practices and ensure all coaches are aware of the plan
- Follow Hockey Canada guidelines
- Ensure players have all the proper equipment on the ice
- Ensure only certified coaches are on the ice after December 1st
- Teach basic fundamentals of game play and rules
- Supervise players in dressing room before and after ice time(s)/game(s)
- Supervise players on bench
- Ensure players know when games are scheduled
- Record player's names and jersey number and forward to Convenor and Equipment Manager (executive)

Convenor

- Coordinate with the coach to communicate to parents/guardians via email or The Pas Minor Hockey Sports Engine
- Responsible for selecting house league teams and assigning coaches
- Coordinate all games played in house league
- Monitor the Association's policies relating to house league play
- Coordinate the compiling and posting of statistics for house league
- Organize timekeepers for all games
- Organize referees for all games (with assistance from Referee in Chief of the Executive)
- Responsible for the distribution of jerseys at the beginning of the season and collecting them after the last game from the coaches (with the exception of U11)

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Rep Team Head Coach

- Run tryouts, choose players for roster, and pick assistant coaches
- Make plans for practices and ensure all coaches are aware of the plan
- Follow Hockey Canada guidelines
- Ensure players have all the proper equipment on the ice
- Ensure only certified coaches are on the ice after December 1st
- Teach hockey fundamentals and game strategies
- Supervise players in dressing room before and after ice time(s)/game(s)
- Supervise players on bench
- Supervise all players' behaviour on and off ice during road trips
- Set rules at start of season and ensure this is followed
- Make plans for practices and ensure all coaches are aware of the plan
- Ensure that during tournaments, all rules are being followed
- Maintain equipment locker

Rep Team Manager

- Act as the team's spokesperson in liaison with executive and parents/guardians
- Coordinate with the coach to communicate to parents/guardians via email or The Pas Minor Hockey Sports Engine
- Organize and manage the initial parent/guardian meeting as well as ensure parents/guardians are aware that everyone will need to volunteer for home tournament
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Tournament Funds

- Treasurer of the Executive will explain how the account works for each level (to the convenor or manager of each specific team)
- Each team will have their own account with a starting amount
- Profits from tournaments are to be deposited into their respective accounts and the Treasurer will require a financial statement produced after the tournament (can be found on the website under Information>Resources>Tournament Financial Statement)
- Teams that would like to get year-end gifts are required to fundraise separately

(It should be noted that in the younger ages, there tends to be more teams coming for tournaments so there will be more profit than the older groups)

PROFITS ARE NOT TO BE SPENT ON YEAR END GIFTS (Please refer to TPMHA policies)

In closing, we would like to thank all of you for volunteering and making The Pas Minor Hockey Association a successful one.

Please do not hesitate to contact any executive member at any time during the season if assistance is needed.