



2025 FEMALE PROSPECTS PROGRAM

OPERATIONS MANUAL

September 2024 Update

1.0 INTRODUCTION



The Female Prospects Program is a program for emerging high performance athletes that will focus on key concepts and skills applicable to the “Train to Train” athlete development stage and will serve as an important precursor to the Female U16 Program of Excellence, U18 Program of Excellence and U18 Team Manitoba. The Female Prospects program operates annually over the course of two separate weekend events. The first of these events are the Female Prospects Regional Development Tournaments which take place in two locations (East and West) in late March. The second event is the Female Prospects tournament which takes place in mid-April at Stride Place in Portage la Prairie. The breakdown of these tournament weekends is as follows:

Female Prospects Regional Development Tournaments:

- Friday PM – Regional exhibition game
- Saturday AM –Team Skill development Session
- Saturday PM – Positional Skill development Session
- Sunday - Regional exhibition game

Female Prospects Tournament:

- Friday PM – Mixed region game
- Saturday AM – Mixed region game
- Saturday PM – Mixed region game
- Sunday - Mixed region game

The goal of the Female Prospects program is to provide female U13 athletes with the opportunity to participate in skill sessions and competitive games that will prepare them to enter into U15 AAA hockey. Skill sessions at both tournament weekends will be run by Hockey Manitoba/Hockey Canada skill instructors in addition to coaching staffs identified by the region.

2.0 PROGRAM INFORMATION/REGIONAL RESPONSIBILITIES

2.1 FEMALE PROSPECTS REGIONAL DEVELOPMENT TOURNAMENTS

1. All rural regions, players and coaches, participate in the Female Prospects Development Weekend held March 28-30, 2025.
2. Winnipeg athletes will participate in a separate female development program hosted by Hockey Winnipeg and will not participate in the Female Prospects Regional Development Tournaments
3. Two geographical sites, east & west, are hosted simultaneously for the Female Prospects Regional Development Tournaments.
4. Female Prospects Regional Development Tournament Locations;

	<u>East</u>	<u>West</u>
2025:	Central Plains	Westman South

**Indicates site that will host five teams including Westman South*

5. Host regions/teams to set up a basic organizing committee consisting of team staff and other support volunteers.
6. Host region is responsible for blocking **ample hotel rooms**
7. The host region is responsible for the assigning of game officials (timekeepers and officials)
8. Detailed hosting guidelines found in Female Prospects Development Weekend Hosting Guide, see appendix.

2.2 FEMALE PROSPECTS TOURNAMENT

1. All regions, players and coaches, participate in the Female Prospects Tournament Weekend held April 11 – April 13, 2025 in Portage la Prairie.
2. Athletes will be placed onto mixed regions teams with athletes from other regions based on athlete rankings provided by each individual region.
3. Teams will be split equally to ensure a competitive balance.

2.3 SCHEDULING AND FEES

1. As part of this provincial development program, all fees are determined and paid to Hockey Manitoba.
2. All selected players will register and pay online through the Hockey Manitoba registration system.
3. Expected fee per athletes for the Female Prospects program is approximately \$350/athlete.
4. Regions are not permitted to charge any additional amount to their athletes as a part of the Female Prospects program. Any additional regional programming beyond the Regional Development Tournaments and the Female Prospects Tournament is not to be associated with the Female Prospects program.

5. Regions will be responsible and billed for outstanding payments and vacant roster spots. This will take place after the conclusion of the Female Prospects Tournament.

2.2 TEAM FORMATION AND REGISTRATION

1. All regions shall openly promote and provide the opportunity for players to attend a regional selection camp to be hosted during Hockey Manitoba Development Weekend, annually held the last full weekend of January.
2. Regions will only be permitted to host selections camps after the Hockey Manitoba Development Weekend if they have applied for and received the written permission of Hockey Manitoba.
3. Regions to advertise and post selection camp schedule, with all times & locations, no later than December 21.
4. Regions and U13 club teams are expected to ensure that no exhibition/league games, tournaments, or other activities conflict with the Hockey Manitoba Development Weekend (selection camps).
5. It is strongly recommended that parents of eligible players should not be involved in the selection process.
6. Regions must submit their rosters to Hockey Manitoba by February 14.
7. Hockey Manitoba will send out the central registration link to athletes upon receiving of regional roster.
8. Invited players must register online with Hockey Manitoba by March 3.

2.3 PLAYER ELIGIBILITY

1. All female players, classified U13 during the current season are eligible to tryout and participate for the Female Prospects program.
2. Male U13 players are not eligible for this program, please see Hockey Manitoba Rising Stars Plus program.
3. Players must tryout in their home Region or primary residence. Players may move between regions if they reside near the boundary pending the agreement of the two respective Region Directors.
4. In the event that a region is lacking in adequate numbers they are permitted to bring in athletes from neighboring regions pending the approved release of that athlete by their home region.

2.4 ROSTER SIZE AND AFFILIATES

1. Rosters can include a maximum of 20 players (12 forwards, 6 defense and 2 goalies).
2. All Regions are asked to identify 3-6 alternate athletes that can be brought in if an injury or conflict occurs for a selected athlete from their region.
3. Alternate players will only be permitted to participate in programming if they are taking the place of a previously selected athlete.

4. In the event that an alternate player is added to the roster and participate in both the March and April tournaments they will be required to pay the full Female Prospects fee. If they are added to the roster following the March tournament and only participate in the April tournament they will only be required to pay half of the registration fee.

2.5 TEAM STAFF REQUIREMENTS

1. In January, the region shall select the team staff consisting of 1 Head Coach, 2 Assistant Coaches. Staff Roster Form must be submitted to Hockey Manitoba no later than January 15.
2. Regions are asked to facilitate the application and selection process for coaches within their region. Following the selection of the coaching staff, the region must send the list of selected staff to Hockey Manitoba for final approval.
3. Hockey Manitoba reserve the right to eliminate potential coaches from the selection process. Reasons for any eliminations will be provided to the region.
4. All participating coaches must have Respect in Sport and the appropriate certification for the appointed position (see below).
5. Each team must have a certified Safety person.
6. Parents of players are ineligible to be the head coach on the staff, and whereas possible parents should not be included in the coaching staff whatsoever.
7. Each region will be provided with a \$600 honorarium. The total honorarium will be sent to the region and the region will be responsible for allocation amongst the staff.
8. **Head Coach**; each region will appoint a Head Coach who will assist Hockey Manitoba skills mentors in the delivery of on-ice instruction during the Female Prospects Regional Development Tournament and Female Prospects Tournament. The Head Coach will also be responsible for being the head coach of the regional roster at the Female Prospects Regional Development Tournament as well as the head coach of a mixed region roster at the Female Prospects Tournament. This individual should have strong technical hockey background with the proven ability to instruct skills and teach individual tactics/concepts at the AAA level or beyond. Strong leadership, communication skills and authentic rapport with 12-13 year old athletes are a necessity. The Head Coach, and all staff, must understand the program goals are player development as opposed to club team systems/strategies. Minimum certification; Coach 2 – Coach Level.
9. **Assistant Coaches**; each region will appoint two (2) assistant coaches who will provide support to the head coach and Hockey Manitoba Skills Mentors during all on-ice sessions as well as on the bench. These individuals should have a proficient technical hockey background who are wishing to advance their coaching experience. Individuals who possess solid ability to instruct & demonstrate skills should be given priority. Strong communication skills and rapport with 12-13 year old athletes are a necessity. Assistant coaches, and all staff, must understand the program goals are player development as opposed to club team systems/strategies. Minimum certification; Coach 2 – Coach Level (Hockey).

10. Regions may apply to Hockey Manitoba on behalf of an individual who may not currently hold Coach Level certification but are interested in getting into coaching (ie. former Jr. players, university player/student, former professional player). This will only be dealt with on a case-by-case basis pending approval of Hockey Manitoba. Should an individual be granted approval he/she must immediately complete Respect In Sport and Hockey Canada – Coach 2, followed by completion of their full certification by Dec 1 of the upcoming season.
11. The Head Coach, Assistant Coaches and Safety Person are required to attend all on-ice sessions.
12. At the final tournament, regional staff will remain together and be assigned a roster that is mixed of regional players from across the province.

2.6 REGULATIONS

1. In the event a Region cannot field a program, they shall notify Hockey Manitoba in writing by December 1 of the current season.
2. No exhibition games to be played outside of the Female Prospects Regional Development Tournament and the Female Prospects Tournament.
3. If regions choose to schedule an exhibition game with another region between the tournament dates, these games will not fall under the banner of the Female Prospects program.
4. Regions are to ensure all coaches attend the necessary coach development sessions hosted by Hockey Manitoba throughout the Female Prospects program.
5. Day-to-day team operation is the responsibility of the region. Any team failing to comply with the Female Prospects rules and regulations will be subject to discipline, which may find the region suspended from the program for a minimum of one year.

2.10 COMMUNICATION

1. To avoid any conflicts regions should communicate effectively to ensure local minor hockey associations, teams, coaches and parents understand their regional schedule and process for Female Prospects.
2. Regions are asked to identify their regional contact for the Female Prospects Program no later than December 1. This individual will be the primary contact for Hockey Manitoba.
3. During general hockey registration and throughout the early part of the season, the region shall openly promote and provide the opportunity for all female players, aged within the current U13 season are eligible to tryout and participate for the Female Prospects program.

3.0 TOURNAMENT INFORMATION/HOCKEY MB RESPONSIBILITIES

3.1 FACILITIES

1. All ice time and facility bookings for the Female Prospects Regional Development Tournaments will be done by the hosting region with the assistance of Hockey Manitoba.
2. Hockey Manitoba will secure all ice and facility bookings for the Female Prospects Tournament at Stride Place in April.

3.2 UNIFORMS AND COACH APPAREL

3. Hockey Manitoba will provide all regions with branded Hockey Manitoba exhibition jerseys for the Female Prospects Regional Development Tournaments in March. Athletes are allowed to keep these jerseys.
4. All players will receive a custom CCM Female Prospects jersey and socks at the Female Prospects Tournament in April. Athletes will also be permitted to keep both items.
5. All coaches will receive a Hockey Manitoba track jacket to be worn during all Female Prospects sessions and tournament games.

3.3 REGISTRATION & PLAYER APPAREL

1. Once the region submits the program roster, parents/players will be provided a web link for the central registration portal hosted by Hockey Manitoba.
2. The portal will include online registration form and online payment link (credit card only). If credit card payment cannot be made then arrangements to provide payment through an alternative method (Cash or Cashiers Cheque) must be made with Hockey Manitoba prior to the registration deadline. Personal cheques will NOT be accepted.
3. Standardized program fees will cover program items such as: ice time, facilities, practice jerseys, game jerseys, socks, honorariums for team staff, coach apparel, coach development resources, player development resources, exhibition ice, tournament entry.
4. This is a provincial development program therefore the same base registration fee will be used across the province with the exception of Winnipeg.

3.4 COACH & PLAYER DEVELOPMENT

1. Skill sessions at the Female Prospects Regional Development Tournament will be run by Hockey Manitoba and Hockey Canada skills coaches.
2. Regional Coaches are **REQUIRED** to attend each of their teams designated skill sessions at both the Female Prospects Regional Development Tournament to assist on the ice.
3. All of these on-ice sessions are designed to cover key skills and concepts needed at the U15 level leading into the Female U16 and U18 Program of Excellence as well as USport and NCAA female hockey.

3.5 TOURNAMENT INFORMATION

1. All players and coaches should be prepared to have their first game be as early as 12:00pm on the Friday of the Female Prospects Regional Development Tournament in March and by noon on the Friday of Female Prospects in April.
2. Tournament schedule and rosters will be distributed by Hockey Manitoba at least 1-week prior to the tournament dates.
3. Tournament Rules & Regulations - See Appendix E.

3.6 ADMINISTRATION INFORMATION

1. Regional Checklist - See Appendix A.

APPENDIX A

TOURNAMENT RULES



GAME LENGTH:

Three 20-minute stop time periods. Break for resurfacing of ice between each period.

GAME PROTOCOLS:

Pucks:

Each coaching staff is responsible to bring a set of puck for their assigned team's warm-up and to supply several pucks for officials to use game.

On-Ice Warm-up:

There will be a 5-minute on-ice warm-up before each game. Timekeeper will begin the clock at 7-minutes and run down to no time remaining at which point the game will begin.

Periods:

There will be 3 – 20 min periods with floods between each period.

Overtime:

In the event of a tie after regulation there will be a 5 minute **3-on-3** overtime period. If the game remains tied at the end of the overtime period the game will conclude as a tie. No additional overtime will be played.

Timeouts:

Teams are permitted 1-30 second timeout per game.

Gamesheets:

Gamesheets will be pre-printed and distributed directly to the time keeper, coaches must advise the TK of starting goaltender and any scratches due to injury or absence.

Goalie Changes:

During goalie changes, once arrived to the crease, the incoming goalies will then be allowed 30 seconds for a skating and pad slide warm-up/stretch.

TEAM PROTOCOLS:

Uniforms:

Coaches will have a box of team uniforms delivered to the dressing room 1.5 hour prior to their first game, coaches must properly distribute jerseys and socks to players with proper numbers as per roster, no number changes. If your team have extra jerseys please hold onto the uniform in case a player is late, please return all extras to Hockey Manitoba on Sunday.

Pre-Game Routine:

All Games

- Arrival **1 hour** prior to scheduled game time
- Arrive earlier if needing to work on equipment, sticks, etc (but note that dressing room availability will vary)
- Change into workout gear
- Off-ice Warm-up held **40 minutes** before scheduled game time
- Dress for ice
- Ready for ice **10 minutes** before game time (helmets/gloves off), coaches lead game keys, lineups, etc

Goalies:

Goalies will spilt each game half time; goalie change will occur at the first whistle following the 10 minute mark of the 2nd period. Time keepers must circle the starting goaltender on the game sheet for stats identification and note time of change.

APPENDIX B

REGIONAL COMMITTEE CHECKLIST

√	REGIONAL CHECK LIST	COMPLETION DATE
	Advertise & post selection camp schedule within region	December 21
	Regional tryouts on development weekend - submit to Hockey MB	January 24-26
	Finalize and submit coaching staff information, ensure Staff Roster form is complete in full	February 1
	Regions provide roster of players, coaching staff and alternates	February 14
	Provide registration link to players from Hockey MB	February 14
	Ensure all players have completed online registration	February 28
	Ensure schedule details are circulated to athletes and coaches for Regional Development Tournament	March
	Ensure all jerseys are returned to Hockey Manitoba after Regional Development Tournament	April 30
	Player/parent day-to-day communication	March/April
	Ensure all coaching staff attend final tournament	Event Week
	Distribute coach/staff honorariums, lump sum grant provided by HM to Region	May
	Provide program summary report; Finances, Development, General	May

Contacts:

Mathew Relf

mrelf@hockeymanitoba.ca

204-925-5756