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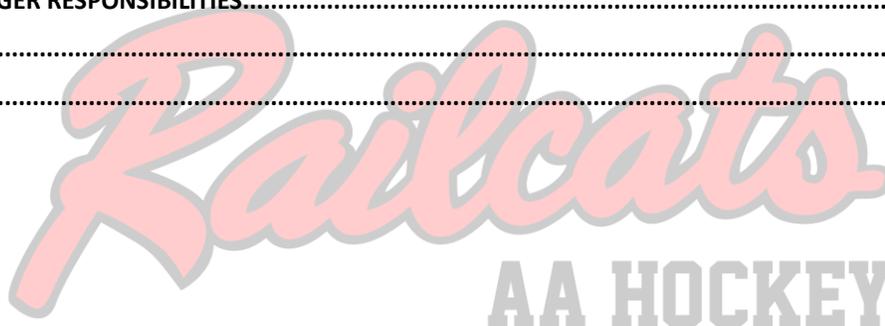
SEPTEMBER 2018

*Railcats*  
AA HOCKEY

POLICY & GUIDELINES

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# WINNIPEG EAST RAILCATS AA HOCKEY

## POLICY & GUIDELINES

### DOCUMENT PURPOSE

The Policy & Guideline document is to assist coaches, parents and players to understand their responsibilities with the Winnipeg East Railcats AA Hockey. This document supplements the annual Hockey Winnipeg Rules & Regulations book.

### COACHING GUIDELINES

The coaching staff is viewed as role models and is to demonstrate professional behaviour in all contact with players, officials, parents, and the community. Coaches should be teachers of the game and the development of all players will be instrumental in securing a successful season.

The Head Coach is responsible for the conduct of their respective teams during practices, games, trips and team functions. Exceptions are when the Head Coach, in his absence, turns these responsibilities over to his Assistant Coach or Manager, or other arrangements with the approval of the AA Chairman. The head coach, or designate in his absence, is to ensure the team officials and players are abiding by the policies laid out by Hockey Canada, Hockey Manitoba, Hockey Winnipeg and the Winnipeg East Railcats in their respective rule books and guidelines.

The registered Head Coach must have obtained **Coach 2 - Coach Level + Checking 1** certificate by the date appointed as per HOCKEY WINNIPEG.

Additional Coaching Staff registered must have obtained a **Coach 2 - Coach Level** certificate by date appointed as per HOCKEY WINNIPEG.

One member of the rostered staff must have obtained a Hockey Canada Safety Program certificated and be identified as the Safety person on the roster.

All rostered staff must have a current Respect in Sport/Speak Out certification.

Every Coaching staff must have a Manager or a member willing to accept the following responsibilities:

- Completion and submission of Hockey Manitoba Team Registration form to Winnipeg East Railcats representative prior to the Hockey Winnipeg submission deadline
- Submit scheduling exemptions to Hockey Winnipeg prior to their deadline.

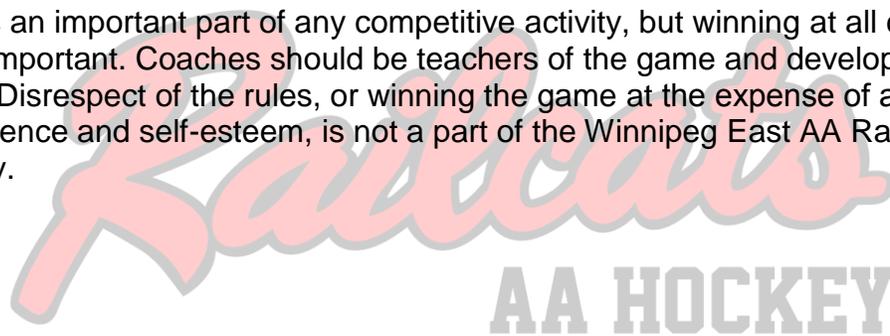
Coaches are to hold an informal parent meeting prior to the final round of tryouts to introduce coaching staff, explain their coaching philosophy, expectations and required commitment from players. The Railcats board will hold a budget meeting with parents during the 3<sup>rd</sup> round of tryouts, prior to the final skate. If a family feels they will be unable to meet the commitments, they should speak to the coach privately prior to final releases.

After team formation, a second parent meeting shall be organized to review the philosophy & expectations from coaches, players and parents.

## PHILOSOPHY

The coach is viewed upon as a role model and is to demonstrate exemplary behaviour in all contact with players, officials, parents and the community. A coach must be genuinely interested in the personal and hockey development of each individual on the team; but must exercise discipline firmly, fairly and consistently for his or her players within the team concept. The team does not exist for the personal glory of any one player or the coaching staff. Favouritism within a team is the surest way of destroying that hockey team.

Winning is an important part of any competitive activity, but winning at all costs, is not the most important. Coaches should be teachers of the game and develop all players on the team. Disrespect of the rules, or winning the game at the expense of any player's self-confidence and self-esteem, is not a part of the Winnipeg East AA Railcats philosophy.



## TRYOUTS AND RELEASES

The coach has the sole responsibility for selecting the team, however, if the coach feels there might be a problem in selecting a player, (i.e.: nepotism, parent situation) he should then contact the AA Chairperson for help on selection of the player or players. The AA Chairperson may also call on the Coaches Selection Committee if needed.

All players shall be given a fair and equal chance to demonstrate their skill and abilities. Under no circumstances should players be discouraged from trying out or should be led to believe they have made the team prior to tryouts. Returning Railcats players will be released no earlier than the third round, unless there are continued disciplinary concerns and the player, plus parents have been provided warning.

A player must participate in at least one skate in the second and third round of tryouts to be considered for a position on the Railcats team. In the event a player misses part of a tryout session for a **significant** reason (i.e. incapacitating injury/illness, death in family, etc), it will be at the Coaches' discretion, in consultation with the Railcats AA Director, on how to best and fairly address the placement of the player taking into consideration the best interests of the team and the player. Factors that will be taken into consideration:

- Returning player
- Previous year's player ranking
- Previous coaches assessment of the player
- Expected date of return for player
- Impact on team

The Winnipeg East Railcats do not allow age advancement.

It can be very distressing for some players to be released from team tryouts. The Railcats organization will provide letters and envelopes for releases in the first and second rounds. This procedure must be handled in a manner that is positive and respectful of the player's feelings. Players released during the first and second round will proceed to their area association for community club tryouts, beginning with A1. On final cuts, players will be emailed the results of the evaluation skates. Players released, will be in contact with the area association to confirm dates and times of their A1 tryouts. In rare circumstances, a player may be requested to move to another area association to assist with team formation. This request must be approved by the Railcat board followed by the players Area Association president.

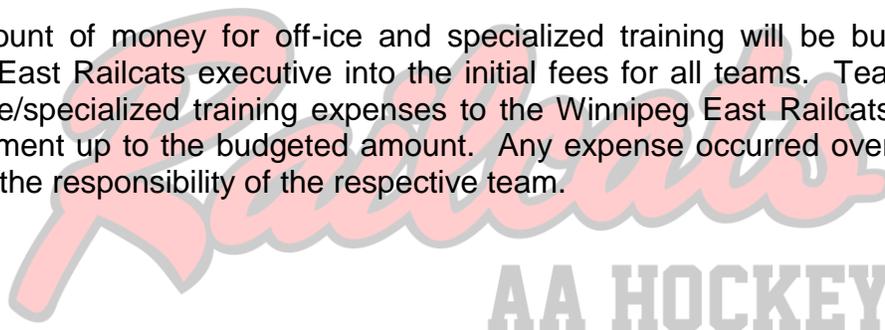
## **PRACTICE ICE**

Ice is expensive and should be used wisely and efficiently. Pre-practice organization is important as is the effective use of Assistant Coaches. It is recommended that at least two coaches be on the ice throughout all practices. Winnipeg East Railcats provides up to 50 hours of practice ice (whenever practicable based on ice available) for Minor Peewee through Bantam; Midget receives 40 hours of allocated practice ice (whenever practicable based on ice available). This practice ice is included in the player's registration. Further ice can be secured by the coaching staff at the team's expense. Any further ice obtained should be approved by the Winnipeg East AA Railcats Ice Director. If 50 hours of practice ice (40 hours for Midget) is not provided, a refund will be given to the team at the end of the season.

## **OFF-ICE & SPECIALIZED TRAINING**

The Winnipeg East Railcats recognize the need for additional off-ice training and specialized on-ice training. The Winnipeg East Railcats executive will review proposals from companies that are interested in providing their services to the Railcats organization and provide recommendations to the coaches.

A set amount of money for off-ice and specialized training will be budgeted by the Winnipeg East Railcats executive into the initial fees for all teams. Teams will submit their off-ice/specialized training expenses to the Winnipeg East Railcats Treasurer for reimbursement up to the budgeted amount. Any expense occurred over the budgeted amount is the responsibility of the respective team.



## ICE TIME POLICY

A Coach is expected to provide equitable ice time and opportunity for all players on the team throughout the season of league play. This policy is to include goaltenders. Winnipeg East Railcats supports the Fair Play Code. The policy has always been that the Coach may have the last five minutes of game time. It is a shared belief that players develop when allowed to put acquired skills and abilities to practice during game situations.

The policy may be relaxed in crucial tournament games or crucial play-off games. The wise coach will ensure that the players and their parents understand that such actions are for the good of the team, not the individual player.

## COMMITMENT

The Railcats organization expects a high level of commitment, dedication and effort from each player and family. After selection to a team, attendance to games, practices and other team events is expected to be made the priority for all players along with full effort being given to all activities. Once selected to a team, players are to refrain from wearing clothing or using equipment displaying any of their past teams names, logos, affiliation, etc. This includes, but not limited to: jackets, sweaters, pants, hockey bags, backpacks.

Players and families must have the utmost respect to all people when representing the Railcats organization. This includes, but not limited to coaching staff, players, referees, tournament officials and opposing players, parents and coaches.

Coaches have the right to discipline players at their discretion based on lack of commitment, effort or unacceptable behaviour as per the coach's philosophy provided during the initial parent meeting or subsequent meetings.

## IMPORTANT DATES

There are three important events hosted by the Railcats each season.

### **Picture & Fittings**

Shortly after team formation, a time will be set aside for all players to have individual and team photos taken. This activity requires that the players attend in typical dress attire including dress pants, shirt, tie and shoes. Players will be provided with their assigned jersey number in either light or dark and are to wear this over their dress clothing for photos. Players are asked to wear their protective gloves and will use their hockey stick for individual photos. (just gloves for team photo).

Photo packages are offered for those “extras” that you may wish to acquire for family and friends.

The individual photos serve to form the team roster and individual statistics page for each player.

During this time, players will also have an opportunity to be sized for and purchase Railcats attire. As a part of team commitments, all players are required to purchase the Railcats jacket. Midget players have the option of purchasing the Railcats track jacket instead. Work out attire (shorts & t-shirt) are included in the Railcats fees. A selection of other team attire will be available for purchase if desired (player / family).

### **Railcats Day**

The Annual “Railcats Day” will be held on a date selected by Hockey Winnipeg. The games will be played at either Southdale Recreation Centre or East End Arena, the location alternating each season (whenever practicable based on ice available). This is an excellent opportunity to engage in a daylong event where all Railcats teams will be playing at one arena, showcasing their skills against other city league AA Teams.

As with all regular season games, the expectations for players and parents remains the same, with being on time before the games in the appropriate attire and conducting oneself with respect as a representative of the Railcats AA Hockey Organization both on and off the ice.

This is a great opportunity to watch all the Railcats AA teams play from Minor Peewee through Midget.

In the evening, a fundraising event will be held providing an opportunity to socialize with the parents from all the Railcats teams away from the hockey rink.

Everyone is welcome to be a part of this awesome day of hockey.

### **Railcats Awards Banquet**

Our end of season banquet held in April to celebrate the accomplishments of the Railcats teams over the past year.

## TEAM FUNDRAISING/FINANCES

Parents deserve clear information regarding the financial obligations at the beginning of the season, along with clear and accurate accounting during the season. They are the people making the considerable financial investment.

Teams **must** have a ***Treasurer*** to act as a second signing authority on the Team account in conjunction with the Team Manager. At the end of each month, the Treasurer **must** provide a written statement (including copies of bank statements) to the Team parents. These monthly statements **must** be made available to the Board of Directors upon request.

Teams may participate in fundraising activities at their own discretion. Team fundraising cannot be conducted with teams outside the Railcats organization. The Winnipeg East Railcats AA Executive must approve, in writing, of all fundraising activities and the use of the Railcats logo/name. All funds raised must have complete financial disclosure available to all families on the team and, upon request, to the Winnipeg East Railcats AA Executive.

A Manitoba Lotteries license may be required for your fundraising event. Teams are required to verify with Manitoba Lotteries and obtain the appropriate licenses prior to commencing the fundraising activity. This includes 50/50 draws at home games. Proper accounting of fundraising activities that require a Manitoba Lotteries license must be performed as per license requirements.

All finances raised by the team shall remain with the team until the conclusion of the season. Team accounts must be closed, and refunds distributed to families at or prior to the Awards Banquet in April. If this is not done, the manager and/or treasurer may not be allowed to return to that position for the following season. Coaches will not receive honorariums until families have received any remaining funds due.

All teams **must** submit accurate financial statements for their respective teams and individual player accounts to the Winnipeg East Railcats AA Executive by **December 1<sup>st</sup>** and by **March 1<sup>st</sup>**. **Coach honorariums will not be dispersed until financial statements have been provided to the board.**

## EXHIBITION GAMES & TOURNAMENTS

Permission from the AA Division Director, as per the current year's Hockey Winnipeg rules & regulations book, must be received to participate in exhibition games.

Sanctioned officials/referees and timekeepers must be used for all exhibition games/tournaments as per HOCKEY WINNIPEG rules. Contact the AA Chairs for Timekeeper and Referee assignors.

Travel permits must be obtained from HOCKEY WINNIPEG for exhibition/tournaments played outside of HOCKEY WINNIPEG boundaries. A travel permit from HOCKEY MANITOBA is required for exhibition games/tournaments outside of Manitoba.

It is mandatory that all Winnipeg East Railcats teams participate in at least one major sanctioned tournament per season that attracts a high level of competition in or out of province. Team expectations and goals, along with cost must be considered when determining tournaments to participate.

Teams participating in an out of town for a tournament, a bus must be used if the tournament is more than 3 hours away. Air travel is an option if bus travel in one direction would exceed 8 hours. The team must ensure there are seats for all coaches, manager, each player and one parent on the mode of transportation utilized.

Teams are required to cover the cost of the rostered officials rooms and transportation to out of town tournaments. Expenses (receipts required) parents are required to cover include:

- Hotel rooms – 2 (rostered officials) per room – 2 room maximum
- Meals – Maximum \$45.00 per day per rostered official in the currency of the country where the tournament is hosted.
- Gas – Travel to or beyond Grand Forks, Brandon, or Kenora, the following flat gas reimbursement policy will apply: \$80 per vehicle; 2 vehicle maximum.
- Airfare – if air travel is utilized in order to participate in a tournament, the full cost of a return economy ticket per rostered official – 4 rostered official maximum. If more than 4 rostered officials, board approval is required. The team manager or designate for travel arrangements can book the tickets on the coach's behalf.
- Rental vehicle – where air travel has been used and team transportation during the tournament is not arranged, one (1) mid-size sedan vehicle may be rented to transport all the rostered officials.

With the move to full season scheduling by Hockey Winnipeg, tournaments will be selected and assigned by the board in consultation with the coaches. Players who do not attend the tournament(s), are required to pay their respective portion of the tournament entry fee, transportation and coaches' expenses. The expenses will be divided equally by all players on the roster.

When attending an out of town tournament, each player must be accompanied by a parent or guardian.

## EQUIPMENT

Teams will be provided with two sets of jerseys — 1 white and 1 dark. The head coach may assign a family on the team to be in charge of the jerseys but, they are still responsible for them. Jerseys must always be in the possession of the Team Manager, Jersey Caretaker or Coaches when not in use. Jerseys must be washed on a regular basis in lukewarm or cold water, and then hung to dry. **DO NOT USE HOT WATER. DO NOT DRY IN A DRYER.** Any repairs or alterations to jerseys are to be arranged through the Winnipeg East Railcats AA Executive at the team's expense. All Railcat possessions must be returned to the Railcat Equipment manager by the April banquet or, honorariums will not be handed out to coaches.

Black Helmets, black pants, and team socks are mandatory for Winnipeg East Railcats teams. Exceptions for pants and helmets may be made for players transferred in from out of area.

***Team jackets are mandatory for all players.***

There will be a team dress code enforced for games.

### **Coaches**

Shirt, tie, dress pants (no jeans), dress shoes (*no runners*), Railcats coach jacket

### **Players**

Shirt, tie, dress pants (no jeans), dress shoes (*no runners*), Railcats team jacket

Name bars are included in the fees collected by the Railcats. Stitching of the name bars to jersey is arranged by the Railcats organization on behalf of the teams.

Each player will be supplied with their own water bottle for their own personal use.

Each team will be supplied with pucks prior to try-outs.

Each team will be supplied with try-out jerseys prior to try-outs.

Each team will be supplied with two sets of game jerseys, two pair of game socks, first aid kit and team practice jerseys once the team is picked.

The wearing of clothing or using equipment displaying any minor, spring, summer hockey teams names, logos, affiliation, etc is not allowed when attending Railcats games, practices, events. This includes, but not limited to:

- Jackets
- Sweaters
- Pants
- Hockey bags
- Backpacks

The use of advertising bum bars is not permitted.

## TEAM MANAGER RESPONSIBILITIES

Your primary role is to assist the coaches so they may focus on coaching.

Management Duties include, however, are not limited to:

- Preparing a team budget & supplying a copy as required to AA Representative
- Applying for schedule exemptions through Hockey Winnipeg
- Booking tournaments / making sure you have travel permits when needed (travel permits are needed anytime you leave the City Limits)
- Completing and looking after all registration paper work - rosters/medical forms/affiliation roster
- Booking additional ice-times for your team at the coach's request
- Obtaining approval for exhibition games from Hockey Winnipeg AA Director; booking ice and refs/timekeepers through designated area assignor
- Organizing and making hotel reservations / bus reservations for out of the town trips (i.e. league games in Brandon, Kenora or further distance)
- Update team calendar on website
- Carry game sheets & roster stickers with you at all times
- Making up the (team) or (parent) list (e.g.) {player's number/player's name/parents name/phone number/address}

### TEAMS REQUIRE VOLUNTEERS FOR THESE POSITIONS

\* working with the team manager

1. Co-manager/Treasurer (second signing authority with team manager)
  2. Parent Liaison
- Suggested volunteers:
3. Fundraising Committee
  4. Jersey Caretaker
  5. Wind up/Social Committee

## Resources

Hockey Winnipeg Rule Book – 2018-19

<https://cdn.hockeywinnipeg.ca/wp-content/uploads/2018/08/hwrule2018.pdf>

Hockey Winnipeg Social Media Policy

<http://hockeywinnipeg-28b0.kxcdn.com/wp-content/uploads/2015/12/HW-Social-Media-Policy.pdf>

- If these links are invalid, go to [www.hockeywinnipeg.ca](http://www.hockeywinnipeg.ca) for the current document. Generally, they are listed at the bottom of the home page.

Hockey Manitoba Coach Requirements

<http://www.hockeymanitoba.ca/coaches/requirements>

## Websites

Hockey Canada	<a href="http://www.hockeycanada.ca">www.hockeycanada.ca</a>
Hockey Manitoba	<a href="http://www.hockeymanitoba.ca">www.hockeymanitoba.ca</a>
Hockey Winnipeg	<a href="http://www.hockeywinnipeg.ca">www.hockeywinnipeg.ca</a>
Winnipeg East Railcats	<a href="http://www.railcatshockey.ca">www.railcatshockey.ca</a>
St Boniface Minor Hockey Association	<a href="http://www.sbmha.ca">www.sbmha.ca</a>
Transcona Minor Hockey Association	<a href="http://www.transconahockey.com">www.transconahockey.com</a>

