

Tri-Cities Amateur Hockey Association

COACHES MANUAL



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INTRODUCTION

Coaches are on the front line of teaching kids to play and love the sport of hockey. Thank you for volunteering to be a coach in TCAHA. The Coaching Committee and TCAHA are fully committed to supporting you.

This manual gives guidance that will help ensure your success as a coach and will point you to sources where you can get additional information. You are expected to comply with the regulations and policies of TCAHA, PNAHA, and USA Hockey at all times.

Even if you already have extensive hockey experience, you will learn essential information from this Manual. The Coaching Committee's top priority is to provide the best possible coaching to our Association's players, and we encourage you to contact us at any time if you require assistance or advice in your role as a coach.

Good luck this season.

Herman Cho
TCAHA Coaching Coordinator
Chairman of the Coaching Committee

Jody Carpenter
TCAHA Coaching Director



TCAHA ADM Statement

ADM means

- *American Development Model.* USA Hockey's comprehensive, age appropriate program for training youth hockey players of all abilities.
- *Long Term Athlete Development.* A coherent multi-year plan for athletic development.
- *Confidence.* Expert advice, extensive field testing, and numerous studies of youth sports throughout the world.
- *Fun.* A focus on enjoyment of the sport as the key to skill improvement, player retention, and success on the ice.
- *Proven methods in, old school superstitions out.* Replacing myths, prejudices, and guesswork with tested ideas and real data.
- *Better hockey.* Shrinking the playing surface takes away time and space, creating a more realistic and effective environment for cultivating athleticism and competitive instincts.
- *More bang for the buck.* More players on the ice means lower costs to members for practices and games.
- *Something for everybody.* A format that accommodates all skill levels within an age group, challenging both the beginner and the advanced player.
- *Better coaching.* What works and what doesn't? ADM guides coaches with proven methods from experts.
- *Less waiting, more doing.* Players spend less time idle, more time playing.
- *Lots of puck touches.* Players touch the puck more than three times as often in practices and games compared to traditional formats.
- *Playing surface and puck adjusted to the size of the player.* Baseball, football, basketball, and soccer are team sports played with surfaces and balls matched to the age of the players, and it makes sense for hockey, too.

TCAHA members are encouraged to learn about ADM at the USA Hockey website www.admkids.com. **TCAHA is totally committed to ADM as the way to maximize the fun and success of its youth players.** The support of TCAHA members will ensure that its players gain all the benefits of ADM, and reach their full potential as athletes.

TRI-CITY AMATEUR HOCKEY ASSOCIATION

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BEFORE YOU CAN COACH

Requirements

There are several steps for becoming a coach in TCAHA. *Begin this process as soon as possible.* You must be 18 years or older to be eligible to coach.

Some credentials are valid for only one or two seasons. The USA Hockey season begins on September 1 of the current year and ends on August 31 of the following year.

1. Become a member (player or coach) of USA Hockey
Where: <https://www.usahockeyregistration.com/>
When: Start of USA Hockey season
How: Online registration (payment of \$41.00 fee required)
Time to complete: 15 minutes
Validity: One USA Hockey season
2. Register as a coach with TCAHA
Where: <http://www.tcaha.com>
When: Start of USA Hockey season
How: Online registration (no charge)
Time to complete: 15 minutes
Validity: One USA Hockey season
3. Obtain USA Hockey coaching certification
Where: <http://www.usahockey.com/coaches>
When: Before January 1 of current season
How: Clinic or web-based training (payment of fee required)
Time to complete: One day
Validity: See below
4. Pass a PNAHA background screen
Where: <http://www.pnaha.com>
When: **Before first practice**
How: Online application (payment of \$20.50 fee required)
Time to complete: 30 minutes with response time of one week
Validity: Two years
5. Complete the SafeSport course
Where: <http://www.usahockey.com/safesporttraining>
When: **Before first practice**
How: Web-based training
Time to complete: Two hours (renewal: one hour)
Validity: Two years, renewable
6. Complete the USA Hockey age specific modules

Where: <http://www.usahockey.com/page/show/892966-age-specific-modules>

When: **Before first practice**

How: Web-based training (payment of fee required)

Time to complete: 8-10 hours

Validity: No expiration

7. Seek approval by TCAHA Coaching Committee (head coaches)

When: **Before first practice**

Validity: One USA Hockey season

The web-based training can be lengthy, and may take multiple sessions over several days to complete. Coaching clinics are offered only a few times per season in our area, and may involve travel to other locations in Washington, Oregon, or Idaho.

USA Hockey Coaching Certification

USA Hockey coaching certifications start at Level 1 and go up to Level 5, and are obtained by attending a clinic. Only one clinic may be attended in a season.

Attendees must be 18 years or older.

1. Level 1

How: One day clinic, register online at www.usahockey.com (payment of fee required)

Validity: One USA Hockey season, non-renewable except for 8U coaches

Comment: Progression to Level 2 required after one season at Level 1. Higher level certification **not** required if coaching 8U or younger.

2. Level 2

How: One day clinic, register online at www.usahockey.com (payment of fee required)

Prerequisite: Level 1 certification

Validity: One USA Hockey season, non-renewable except for 8U coaches

Comment: Progression to Level 3 required after one season at Level 2. Higher level certification **not** required if coaching 8U or younger.

3. Level 3

How: One day clinic, register online at www.usahockey.com (payment of fee required)

Prerequisite: Level 2 certification

Validity: Two USA Hockey seasons, renewable

Comment: Level 3 certification can be renewed with online training after two seasons. Two renewals are allowed, for a total of six years at Level 3.

4. Level 4

How: Weekend clinic, register online at www.usahockey.com (payment of fee required)

Prerequisite: Level 3 certification

Validity: No expiration

Comment: Level 4 certification required for coaches of nationally bound Tier I and II teams 14U and older.

5. Level 5

How: Four day symposium offered in even years, register online at www.usahockey.com (payment of fee required)

Prerequisite: Level 4 certification

Validity: No expiration

More information on the rules for coaching certification is available at the website:

<http://www.usahockey.com/coaches>

Selection of Age Group Coordinator

The coaches in each group must select (or recruit) an age group coordinator (AGC) before the start of the season. The role and responsibilities of the AGC are described in the TCAHA Handbook. A good time to make the selection is when all coaches are present at the player draft.

Rep team coaches have their own AGC.

Coaching Ethics

Make the commitment to following USA Hockey's expectations for coaching ethics:

<https://www.usahockey.com/coachingethics>

SELECTING AND ORGANIZING YOUR TEAM

House Leagues

Ice sessions will be scheduled at the beginning of the season (mid-September) to allow coaches to evaluate the players in the age group. The AGC will be in charge of organizing the evaluation process.

Players are placed on house league teams by a coaches draft. The goal of the draft is competitive balance. In the spirit of good sportsmanship, coaches are expected to cooperate during the draft to ensure player talent is evenly and fairly distributed among teams. The draft must be attended by the Head Coaches (or their representatives), the AGC, and a Board member. The TCAHA Registrar can attend as well.

The TCAHA Handbook lists several acceptable draft methods. A popular method of recent years for ordering draft picks is the snake: A, B, C, C, B, A, A, B, C, etc. The order and end point of the draft should be recorded to determine which teams receive players who register for the league after the draft. New players may also enter the house leagues by promotion from the Beginners Program, which usually occurs in December.

Players may be traded immediately upon conclusion of the draft to balance teams or accommodate family requests. Trades and transfers after coaches disperse from the draft are strongly discouraged. It is recommended that a trade or transfer go forward only if all parties want and agree to the player movement, including the players' families, both coaches, and the AGC.

Teams are finalized by submitting official rosters to USA Hockey by December 31.

Rep Teams

TCAHA rep team tryouts traditionally consist of 2-3 ice sessions held in mid August. Teams are finalized by submitting official rosters to USA Hockey by December 31. A player must attend at least one tryout session to be eligible to be chosen for the rep team, or get the permission of the coach before the tryouts. Players may be added to rep team rosters following the process described in Section 8.5.3 of the TCAHA Handbook. It is the responsibility of the rep team AGC to organize and assist during the tryouts.

USA Hockey places strict limitations on the recruiting of players from outside organizations. Recruiting players is also highly unethical. Be sure to familiarize yourself with the rules on communications with outside players. Violations of recruiting rules could result in severe sanctions imposed by TCAHA, PNAHA, and USA Hockey.

Team Personnel

The Head Coach must recruit volunteers for the following roles:

- Assistant coaches
- Manager
- Locker room monitors
- Treasurer

The first three positions involve contact with children, and a background screen and SafeSport training are required.

The Head Coach, Manager, and Treasurer must not be from the same family.

Team Finances

Head Coaches of rep teams are required to develop a budget and present it to the team for approval by the individual families. An example of a rep team financial agreement is shown on the following page. The ice fees line item is charged by TCAHA. A budget discussion is recommended for house teams that expect to incur additional expenses such as tournament entry fees, extra practice ice, player warmups, etc.



2016-2017 12U Rep A – Financial Agreement

Financial costs will be equally divided among team members. Money received will be deposited into the team bank account. Each player will have an account tracked by the team treasurer. Money obtained by team fundraising will be divided and credited to the accounts of participating team members. Money raised through the efforts of individual players will be credited to the responsible player's account.

The figures in this budget may be adjusted due to expenses from additional activities (tournaments, practices, etc.) or income from fundraising and sponsorships.

ITEM	UNIT COST	QUANTITY	TOTAL
Expenses			
Ice fees	\$10,500	1	\$10,500
Tournament entry fees	\$1,100	7	\$7,700
Team supplies	\$200	1	\$200
Income			
Sponsorship/fundraising	\$2000	1	\$2,000
		SUBTOTAL	\$16,400
Player Responsibility	\$1171.43	14	\$16,400

Payments of \$195.00 are due on the 15th of each month beginning October 15th and ending on February 15, 2017.

I/We agree to the financial commitment of the 2016-17 TCAHA 12U Rep A Team.

Player: _____

Guardian 1: _____

Date: _____

Guardian 2: _____

Date: _____

PRACTICES, GAMES, AND TOURNAMENTS

USA Hockey's state of the art research in child development and sports science is offered to you as a coach through clinics and extensive online resources. Take advantage of these opportunities to learn the best approaches for coaching your players during practices, games, and dryland sessions.

TCAHA's goal is to provide outstanding coaching based on USA Hockey's core principles of Long Term Athlete Development (LTAD) and the American Development Model (ADM) for all of its players.

Practices

Successful youth coaching takes a combination of hockey smarts, sports science, psychology, and knowledge of child development. Chances are you are not an expert in all of these areas. *Use the resources created by USA Hockey to become a better coach.* At <https://mobilecoach.usahockey.com> you will find:

- An entire season's worth of practice plans for 6U, 8U, 10U, 12U, 14U, 16U, and 18U (<http://www.usahockey.com/practiceplans>)
- Videos of small area games (<http://www.usahockey.com/smallareagames>)
- Goaltender training materials (<http://www.usahockeygoaltending.com>)
- Dryland practice plans (<http://www.usahockey.com/page/show/1578029-dryland-training>)
- And much more

Most of this information is also available as a smartphone or tablet app at the Apple App Store and Google Play.

Other excellent online resources for practice planning may be found at the Hockey Canada website (<https://www.hockeycanada.ca/en-ca/hockey-programs>) and <http://www.icehockeydrills.info>.

Coaches are required by USA Hockey to wear a helmet during practices. TCAHA provides practice pucks to coaches at the beginning of the season.

As an Association that follows ADM, TCAHA will schedule multiple teams to practice together, and expects coaches of the different teams to cooperate in leading high energy, station-based practices for the entire group. Only approved coaches and team members are allowed on the ice during practices -- *players not on the teams scheduled for the practice time are not permitted on the ice with the exception of substitute goalies and approved student coaches.*

USA Hockey recognizes dryland training as an essential part of a hockey athlete's development, and you are encouraged to incorporate off-ice work in practices with your team. Recommendations for age-appropriate dryland drills are available at the Coaches webpage at usahockey.com. In the future, TCAHA will offer dryland

programs where players can participate in exercise sessions led by professional trainers.

The TCAHA Coaching Committee is also available at all times to advise you on practice planning.

Ice Time During Games

TCAHA has an Ice Equity policy for house teams described in Section 10.3 of the Handbook. Coaches must provide equitable ice time for all players in all situations. Violations are subject to review by the Discipline Committee. The policy does not apply to rep teams, but in fairness to the players and their families who bear significant costs to join a rep team, coaches are advised not to select individuals who are unlikely to see significant game time.

Locker Rooms

Coaches must maintain control of their locker room during both practices and games, and could face disciplinary action for failure to do so. The responsibilities of the coach in managing their locker room are discussed in detail in SafeSport training, coaching clinics, and TCAHA's own policies. Important policies to be aware of include:

- Locker room monitoring. Locker rooms must be supervised in person whenever players are present by two designated monitors who have passed background checks and completed SafeSport training. In rinks where the locker rooms and showers are in separate locations, both areas require supervision when occupied by players.
- Recording devices. Minors (players or otherwise) cannot have any device that records pictures, video, or sound in their possession while in the locker room. Adults cannot operate any device that records pictures, video, or sound while in the locker room.
- Mixed gender locker rooms. Male and female players sharing a locker room must adhere to TCAHA's base layer policy when putting on and removing their equipment. The full policy along with other guidelines governing mixed gender teams may be found in the TCAHA Handbook, Section 5.11.
- Respect for property. TCAHA teams must obey the rules of facilities they play in and ensure they leave locker rooms in their original condition both at home and away.

Player Pickups

Occasionally house coaches may need substitute players to fill a depleted roster for games. *Be sure to familiarize yourself with TCAHA's policy on player pickups before making a move* (Section 10.5 of the Handbook). If you find yourself in this situation,

the first person you must consult is the AGC. Player pickups are not for the purpose of strengthening a team before an important game or tournament.

The process for adding players to rep team rosters is described in Section 8.5.3 of the Handbook.

Travel and Tournaments

The TCAHA Handbook places limitations on travel and tournaments (Section 10):

- House teams may travel no more than 400 miles for any hockey function, and attend no more than two out-of-town tournaments per season.
- If TCAHA hosts a State Tournament or Festival, rep and house teams may be required to remain in town to provide volunteers for the event.

Leagues, Game Schedules, and Blackout Dates

House teams will receive game times during the season from the TCAHA Scheduler. The number of games will be in accordance with TCAHA's ice allotment policy. The TCAHA Scheduler will also ensure that officials are assigned to the games. House teams typically play in a local league consisting of other TCAHA teams. Since the 2016-2017 season, house teams have also participated in the Inland Northwest Hockey League, which includes teams from Spokane, Coeur d'Alene, Lewiston, Moscow, and Moses Lake. Games or ice times outside of the league commitments are at the discretion of the coaches, and must be organized and paid for by the team. All communication with the Scheduler must be through the AGC.

Rep teams are responsible for scheduling their own games. The TCAHA scheduler will assist in reserving ice times and assigning officials for home games, but the selection of ice slots and invitation of opponents must be done by the team. Any visiting teams must be informed by the TCAHA coach of the obligation to stay at TCAHA sponsor hotels. By joining a league, a rep team may gain the benefit of an external organization furnishing a schedule for the team. TCAHA rep teams in recent years have been part of the PNAHA League, the Metropolitan Hockey League, the West Kootenay (B.C.) League, and the Inland Northwest Hockey League. The Okanagan Mainline Amateur Hockey Association is another competitive league in southern British Columbia. All communication with the Scheduler must be through the AGC.

At the start of the season, it is the responsibility of both house and rep teams to provide blackout dates to the TCAHA Scheduler when they will not be available for home games.

RULES, RESPONSIBILITIES, AND DISCIPLINE

Assistant Coaches

Head coaches are encouraged to recruit on-ice assistants. Assistants fall into three general categories:

1. *Adult assistants.* Adult assistant coaches are subject to the same requirements listed in the section "Before You Can Coach."
2. *Student coaches.* Minors between the ages of 13 and 17 may have a limited role as an assistant on a youth team. The requirements and regulations governing student coaches may be found at the website: <http://www.usahockey.com/page/show/893015-student-coaches>. As part of the process to become a student coach, the individual must obtain the signature of the TCAHA Coaching Coordinator or Director on the USA Hockey Student Coach Model Form.
3. *Guest assistants.* Highly experienced hockey players or coaches who lack required coaching credentials may participate during practices as guest assistants within the guidelines specified in the TCAHA Handbook, Section 9.5. Examples of guest assistants include coaches and players of the Tri-City Americans and visiting power skating instructors. Guests must adhere to USA Hockey equipment guidelines, including wearing of helmets.

Meetings

Head coaches of all teams are encouraged to attend monthly meetings organized by the Coaching Director and the monthly Board meeting.

Player Awards

TCAHA offers several player awards, listed in the Handbook, Section 15. It is the prerogative of head coaches to nominate players for these awards.

Discipline

It is important to recognize offenses that can lead to disciplinary actions for a coach imposed by USA Hockey, PNAHA, or TCAHA. These include:

- Gross or Match penalties. Mandatory reporting to the Vice President by the coach or manager within 24 hours, including submission of the game scoresheet.
- Game misconducts for fighting. Mandatory reporting to the Vice President by the coach within 48 hours

- Assault of a game official. Indefinite suspension pending review by PNAHA
- Refusal to play or continue a game. Indefinite suspension pending review by PNAHA
- Use of ineligible players. Minimum 30 day suspension
- Unauthorized persons at practices, in locker rooms, or on the bench during games
- Violations of player pickup policies
- Violations of locker room policies
- Failure to sit out game misconducts
- Violations of house team ice equity policy

SUSPENSION GUIDELINES

Discipline hearings involving possible suspensions must be held within ten days of incident/notification. Date, time, and place of hearing must be given at least three days in advance. Appeals are allowed for suspensions of three or more games; see PNAHA Handbook, Rules and Regulations, Article III.

Game Misconduct Penalties

First (Players and Coaches)

1. Reported to Disciplinary Committee and served at next game (TCAHA Handbook, section 10).
2. All game misconducts marked as "attempt to injure" reported within 24 hours, and Discipline Committee hearing held (TCAHA Handbook, section 5.10).

Second (Coaches)

1. Review by Disciplinary Committee (TCAHA Handbook, section 5.7).

Third (Players and Coaches)

1. Players suspended and reviewed by Disciplinary Committee (TCAHA Handbook, section 5.8).
2. Coach reviewed by Disciplinary Committee (TCAHA Handbook, section 5.7).

Match Penalties

1. Reported to Disciplinary Committee within 24 hours (TCAHA Handbook, section 5.10).
2. "A player or Team Official incurring a match penalty shall be suspended from participating in any USA Hockey games and practices until his case has been dealt with by the proper authorities." (USA Hockey Rule 405(c)).
3. Minimum three game suspension. If the penalty results in an injury the suspension is indefinite pending disciplinary review (PNAHA Handbook, Suspension Guidelines).

Major Penalties

Two in the Same Game

1. Game misconduct and two-game suspension *in addition to any other required suspensions incurred during the same incident* (USA Hockey Rule 403(b)).

Second Fighting Major in the Same Season

1. "Any player who receives a second major penalty for fighting with the same team during the same season shall receive a three-game suspension. For a third fighting major with the same team in the same season, the player shall be suspended until a hearing is conducted by the proper authorities under Rule 410 Supplementary Discipline." (USA Hockey Rule 615(f))

Three in the Same Game

1. "Any team that receives three major penalties in the same game shall have its Head Coach suspended for the next game of that team. For any subsequent game where that team receives three or more major penalties in the same game, the Head Coach shall serve a three-game suspension. For a third game with three or more major penalties by the same team during the same season, the Head Coach shall be suspended indefinitely until a hearing has been conducted by the proper authorities." (USA Hockey Rule 411(b)).

Third Major for Aggressive Infraction in the Same Season

1. "Any player who receives their third major penalty during the same season for any combination of aggressive infractions shall receive an additional three-game suspension. For any player who receives their fourth major penalty in this category, the player shall receive an additional five-game suspension. Any player who receives their fifth major penalty in this category during the same season shall be suspended until a hearing is conducted by the proper authorities. *These designated game suspensions shall be in addition to any other suspensions imposed through the official playing rules.*" (USA Hockey Rule 411(a))

POLICIES, GUIDELINES, AND GOOD PRACTICES

Familiarity with the information and advice below can be critical to your performance as a coach.

- *AGC.* Learn the role of the AGC. If problems or questions arise about schedule, ice times, rosters, etc., your AGC is usually the first person to call.
- *Injuries and concussions.* Have a plan for handling injuries and concussions. The approach to concussions is an evolving subject. The key word is caution: if in doubt, remove a player from the game or practice. The current USA Hockey recommendation is to require a medical professional's signed approval before allowing a player to return to action. Consult USA Hockey's concussion guidelines for further details.
- *Zero Tolerance.* Inform and periodically remind players, parents, team members, and team supporters of USA Hockey's Zero Tolerance Policy
- *Parent complaints.* Disagreements with parents should be handled in a progression, beginning with a meeting that includes the coach and manager, and involving the AGC if no resolution can be reached. Discussions that become heated should be suspended by invoking the 24 hour rule.
- *Playups.* The TCAHA Handbook permits a small number of players to participate in a higher age division than their birth year would dictate. As a rule, permission for playups in TCAHA have been limited to three situations: (1) exceptional players, as decided by the Coaching Director; (2) hardship cases, such as allowing siblings to join the same team; and (3) Association needs, if for example an age group lacks sufficient numbers. In all cases, PNAHA and USA Hockey rules take precedence over the TCAHA Handbook.
- *Social Media.* USA Hockey, Safesport training, and the TCAHA Handbook provide detailed guidance on social media in all its forms, its appropriate and proper use, and actions to take when there has been improper use.
- *Coaching evaluations.* Surveys may be sent in the middle and at the end of the season. The results are intended to provide feedback for coach self-improvement and to obtain information that will be used in coaching selections for future seasons.