

Gloucester

# Rangers

Hockey



## Operating Procedures and Policies

(updated August 2011)

# Gloucester Rangers Minor Hockey Operating Procedures and Policies

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## **PREAMBLE**

These Operating Policies and Procedures are issued as per terms detailed inside the Gloucester Hockey Association (GHA) Rules and Regulations governing the operations of Gloucester Rangers Minor Hockey and may add to, but not conflict with Rules, Regulations, and/or Codes of Discipline of any governing bodies (GHA, Hockey Canada, the Ottawa District Minor Hockey Association (ODMHA), etc.). These operating policies and procedures also assume the GHA Rules and Regulations have been read.

### **1. MANDATE**

- 1.1. The GRMH as a subcommittee of the Gloucester Hockey Association is mandated through the GHA Rules and Regulations to oversee the competitive AA and A hockey program within the GHA which makes up District 9 of the Ottawa District Minor Hockey Association.
- 1.2. The structure, power and duties of the GRMH Executive and Board (from here forward referred to as “the Board” or the “GRMH”) are established in the GHA Rules and Regulations.

### **2. MEETINGS, QUORUM AND VOTING**

- 2.1. Notice of Board meetings shall be telephoned or emailed to each Board Member not less than forty-eight (48) hours before the meeting is to take place.
- 2.2. Issues or questions arising at any meeting of the Board shall be decided by a majority of votes. The Chair shall not vote except in the case of a tie.
- 2.3. All votes shall be taken by a show of hands unless the use of ballot is requested by one or more members of the Board.
- 2.4. Any member having a conflict of interest on a voting issue must declare their conflict for the record and must abstain from the vote.
- 2.5. The Executive and Board may, by resolution, from time to time, appoint one or more persons as special officers (advisors) to the GRMH in recognition of their respective contributions to the GRMH and/or their ability to provide ongoing advice and counsel to the Board by virtue of their experience. Special officers shall be entitled to receive notice of and to attend all meetings of the Board but shall not be entitled to vote.

### **3. SELECTION AND EVALUATION OF HEAD COACHES AND OTHER TEAM OFFICIALS**

- 3.1. Head Coaches are selected by the GRMH Coach Selection Committee and approved by the GRMH Board and the GHA. Coaches are accountable to the GRMH.
- 3.2. The Coach Selection Committee will be formed and operate as per the GHA Rules and Regulations governing the GRMH.
- 3.3. No parent of an active player may participate in Coach Selection at their child's age level. This restriction will also apply to any person that the Board considers to have a close familial relationship to a child in the GRMH.
- 3.4. GRMH Coach Selection Criteria will be posted on the GRMH web site for the information of all possible applicants. (attached as annex).
- 3.5. The GRMH will solicit mid-season and year-end coach evaluations from players, parents and Coach Mentor. The results of these evaluations will be shared with the Board, the coach and Coach Mentor and will be made available to the Coach Selection Committee during coach selection processes. Results of the evaluations will not be shared with parents.
- 3.6. Selection of Assistant Coaches and Team Manager (Team Officials)
  - 3.6.1. Coaches are encouraged to seek their own Assistant Coaches. The GRMH will assist where necessary. Parents of players trying out for the team can not be approached until after the team has been finalized.
  - 3.6.2. All appointments must be approved by the Board prior to confirmation.
  - 3.6.3. The team manager shall be nominated by the coach or by the parent group and voted on by the full team parent group (1 vote per player). If the nominated candidate accepts the nomination, they must receive a 75% approval by the full team parent group.

### **4. PLAYER AGE CATEGORIES**

- 4.1. The GRMH operates a minor/major system throughout the various age divisions as endorsed by Hockey Canada operating guidelines. As such, the GRMH operates under the premise that all players will play within their respective age group. (i.e.: a minor will play minor, a major will play major).

## **5. TRYOUTS, PLAYER SELECTION AND USE**

5.1. Board members with the exception of the Chair, Vice Chairs Administration and Hockey Operations shall be appointed by the Board to act as the Team Liaison for one age group for the duration of the season. Liaisons will administer the established tryout process, conduct the first team meeting and serve as the team link to the GRMH Board. See attached Tryout Guidelines, Team Liaison Duties and Agenda and Process for first team meeting (annexes)

### 5.2. General Time frames for Tryouts

5.2.1. Tryouts for age groups where AAA exists (Minor Bantam to Major Midget) will not begin until such time as AAA teams have been selected. This will allow players trying out for AAA teams an opportunity to be considered for GRMH teams.

### 5.3. Team Composition

5.3.1. All teams of the GRMH must carry a complement of 17 players and the Board must approve any deviation from the following numbers: 9 forwards, 6 defense, 2 goalies.

5.3.2. Minor and Major Midget teams may, with GRMH approval, be permitted to carry a roster of up to 19 players.

### 5.4. Player Selection Process

5.4.1. The GRMH will on an annual basis conduct a tryout process.

5.4.2. Members of the GRMH Board will not interfere with or in any way attempt to influence player selection.

5.4.3. All coaches must follow the GRMH selection process and use the player evaluation criteria as prescribed by the Board.

5.4.4. Player selection will be at the discretion of the coach after having followed the GRMH player evaluation criteria.

5.4.5. Coaches are not permitted to organize tryout sessions or exhibition games outside of the Board established process.

5.4.6. Coaches must identify two (2) independent evaluators to assist them in team selection. The names must be shared with and approved by the VC Hockey Operations before tryouts begin. Evaluators must not have a player participating in or be affiliated in any way with a player participating in tryouts for the age group in which they are conducting evaluations.

5.4.7. GRMH player evaluation materials must be completed by all coaches and retained until November 1<sup>st</sup>.

5.5. Balancing of two (2) teams in one age group and division (i.e. Minor Atom) will be conducted in accordance with Annex C.

#### 5.6. Tryout guidelines

5.6.1. GRMH will conduct an annual tryout process within the Tryout Guidelines established in the GHA Rules and Regulations. GHA R&Rs may be supplemented by a more detailed GRMH tryout procedures. (See attached Annex)

5.6.2. GRMH will review tryout procedures on an annual basis.

#### 5.7. Player Registration

5.7.1. Players must be registered with the GHA registrar prior to their first league or tournament game. All appropriate documents must be submitted by the VC Administration to the GHA Registrar at least 3 days prior to the first league or tournament game whichever comes first.

5.7.2. Once players have been registered on a GRMH team they are not permitted to play below the level they are registered to i.e. AA cannot move down to play A.

5.7.3. Once players are registered on a GRMH team they may not be released without the approval of the Board & notification to the district registrar and the home association.

#### 5.8. Player Use

5.8.1. The official GRMH policy with respect to ice time is “fair” ice time as per applicable GHA R&Rs.

5.8.2. The GRMH philosophy is to develop and play everyone on each team as fairly as possible throughout the season. It must be understood that fair ice time does not imply equal ice time.

5.8.3. Coaches must treat each player in a fair manner and enable the players to feel they are contributing to the team. Only through adherence to this policy will players be afforded the opportunity to develop confidence through exposure to various game situations.

5.8.4. Adherence to these policies will be monitored closely by the VC Hockey Operations and all complaints will be investigated and addressed as required with

the team officials. Violations may be subject to discipline up to and including dismissal of team officials.

## 5.9. Affiliation

5.9.1. Team affiliation provides teams with additional players to call upon when regular team members are unavailable to play. In addition, affiliation affords players the opportunity to play at a higher caliber/age level. To ensure that players are affiliating to the highest level of development, the GRMH will complete affiliation lists by mid November.

5.9.2. GRMH does not support teams playing with reduced rosters when a regular team member is unavailable. Head coaches are expected to make every effort to call up affiliated players (following GHA R&R call up procedures) to ensure that the team is playing with a full roster in accordance with the ODMHA playing rules.

5.9.3. Affiliation is not to be used for disciplining regular team members.

5.9.4. Coaches of AA teams must first consider their A team (where it exists) **then** the younger AA affiliate for player movement and selection. Where A teams do not exist, coaches should first consider Rep B teams then the younger AA affiliates. When affiliating players from Rep B, coaches are encouraged to place priority on those players that participated in Ranger tryouts and were subsequently reassigned.

5.9.5. All GRMH teams should invite affiliate players to practice each month, even if affiliate is not used in a game. Having affiliated players participate in team practices on a regular basis provides development opportunities and ensures that affiliated players are knowledgeable and in tune with a team's routines, playing tactics, and personnel.

5.9.6. The VC Hockey Operations will monitor all affiliation and team activity reports.

## 6. **REGISTRATION FEES, OPERATING EXPENSES AND TEAM BUDGETS**

6.1. Player registration fees and GRMH operating expenses to be absorbed within team budgets will be established by the GRMH on an annual basis based on recommendations from the GRMH Treasurer.

6.2. The GRMH Treasurer will establish a fee collection schedule for the payment of registration fees which will be reviewed by the GRMH Board on an annual basis.

6.3. The payment of GRMH registration fees is the responsibility of each player/family and can not be offset through sponsorship/fundraising.

6.4. The GRMH Treasurer will provide a Team Budget template to the coaches which will be

pre-populated with mandated non-discretionary expenses deemed necessary by the GRMH for the operation of all GRMH teams.

- 6.5. Each Head Coach will draft a proposed team budget using the prescribed GRMH Team Budget template for approval of the full team parent group at the first official team meeting after team selection. The Team Liaison will conduct a secret ballot vote for approval of the budget. Only 1 vote per player will be permitted. In order for the budget to be passed, it must get 75% approval from the full parent group.
- 6.6. Approval of the team budget obligates the player/family to the payment of team fees. These fees can be offset by fundraising/sponsorships (see GRMH Fundraising Policy).
- 6.7. Proposed changes to approved team budgets may be made throughout the season provided that: the liaison is present to conduct a vote during a team meeting, and that 75% approval is reached.
- 6.8. Team managers are responsible for a monthly financial reporting to the GRMH, and to the team parents. Major deviations (more than 10% variance) from the total team approved budget must be brought to the attention of the parents and the team liaison immediately.
- 6.9. Should a surplus of funds remain in the team account at the end of the season, the money is to be divided equally and returned to the team parents (assuming equal participation in all events) by May 15. (See GRMH Fundraising Policy for the distribution of surplus fundraising/sponsorship funds).
- 6.10. Final Team Financial Reports must be submitted to GRMH Treasurer by May 31 (unless an extension is requested and approved by the GRMH Treasurer)

## **7. COACH HONOURIARUM AND EXPENSES**

- 7.1. Each team within the GRMH will provide the Head Coach with an annual honorarium payable in two installments dated October 1 and January 1.
- 7.2. Non-parent team officials shall be granted a travel expense and kilometric allowance (excluding honorarium) as outlined in the Team Budget templates issued annually by the Executive and Board.
- 7.3. The honorarium, travel expense and kilometric rates will be reviewed and approved annually by the GRMH.

## **8. FUNDRAISING**

- 8.1. The GRMH governs all fundraising activities and the policy is administered by each Team Manager and overseen by the VC Administration.
- 8.2. GRMH does not permit players to solicit money on street corners or other areas that may be dangerous to their safety.
- 8.3. Monies raised through fundraising cannot be used for the payment of GRMH registration fees.
- 8.4. If a family elects not to or can not participate in a fundraising event, they fail to share in the proceeds of that activity. Only those who participate will be eligible to gain from the proceeds and the funds will be divided equally amongst participant families. If a family's team fees are paid in full and they participate in the fund raising activity, their portion will be divided equally amongst all other activity participants.
- 8.5. Money raised through sponsorship can be recognized by placing one sponsor bar on the back of a player's jersey, creating a team banner or newsletter, website or any other suitable recognition. The amount or type of recognition is dependent on the amount given to the team by the respective sponsor. (See GRMH Equipment Policy Section).
- 8.6. All monies raised through sponsorship and fundraising must be recorded in the team financial reports. Any sponsor wishing to make an anonymous donation is to be advised that their name will be withheld from public financial record, but the funds must be provided to the GRMH Chair or GRMH Treasurer who will disperse them to the team. The amount of the sponsorship must be disclosed to the team and reported in the team revenues.
- 8.7. Any family who has fully paid their team fee through a corporate business or public business sponsorship is not entitled to a refund of any surplus money. Corporate or public business sponsorships are not returned to team parents, as parents are not to gain financially from the public support.

## **9. REFUNDS**

- 9.1. As player selection for a Rangers team is done through a voluntary tryout process, the GRMH will not entertain non-medical related requests for refunds (except for transfers/moving out of district, moves to AAA only).
- 9.2. All medical related requests for refunds must be in writing and accompanied by a doctor's note.
- 9.3. The GRMH will only consider medical related refunds for season ending injury or illness. There will be no refunds or pro-rated games played refunds for partial injury or

illness.

- 9.4. A player who suffers a season ending injury or illness supported by a doctor's note before November 15 will be issued a 50% refund less: 1) Hockey Canada Insurance Fees, 2) Admin fee of \$50.00. No medical related refunds will be issued after November 15<sup>th</sup>.
- 9.5. Refunds for transfers/moving out of District 9 or players moving to AAA hockey will be based on the registration fee less: 1) Hockey Canada Insurance Fees, 2) Admin fee of \$50.00, then 3) prorated yearly fee.

## **10. CONDUCT OF COACHES, TEAM OFFICIALS AND PLAYERS**

- 10.1. Coaching staff, team officials, and the athletes represent District 9 of the ODMHA, its' member Associations and GRMH. As such they are expected to set a high standard of personal conduct as a role model to the athletes. This applies both to on-ice and off-ice behaviour as a sportsman with and ambassador for the GRMH.
- 10.2. All team officials and players must sign the GRMH Code of Conduct upon selection. See attached Annex.
- 10.3. The ODMHA Code of Discipline and GHA Rules and Regulations also serve as terms of reference for the team officials of the GRMH.

## **11. RISK MANAGEMENT**

- 11.1. In keeping with Hockey Canada recommendations, all team officials (including but not necessarily limited to coaches, trainers, managers), and any others, who, through their duties on behalf of the GRMH, may work directly with children and adolescents, must undergo a criminal record check every two years.

## **12. LOGO AND MARKETING**

- 12.1. The GRMH Executive and Board will determine the GRMH logo, branding and marketing.
- 12.2. All requests to use the GRMH logo/crest must have Board approval.

### **13. EQUIPMENT**

- 13.1. The Equipment Director will be responsible to arrange a RFP (Request for Proposal) to determine the supplier of equipment on a bi-annual basis.
- 13.2. The GRMH will purchase and provide each team with one set of home and away jerseys in the official GRMH colours. The jerseys will remain the property of the GRMH and shall be retained at the end of the season.
- 13.3. Each player is required to purchase whatever equipment is not supplied so as to coordinate all teams within the GRMH in similar attire. Helmets, pants and gloves must be predominately Black in colour to coordinate with GRMH team colors.
- 13.4. Sweaters, jackets and crests bearing the name and in the colours of GRMH must conform to the approved pattern as designated by the GRMH Executive and Board.
- 13.5. Sponsor Recognition on Equipment
  - 13.5.1. Appropriate space will be made available on the team jersey to recognize a team sponsor. Team management must first consult with GRMH Equipment Director regarding cresting.
  - 13.5.2. The player's individual sponsor's name and/or logo will be displayed on back of their team sweaters below the numbers in a prominent position.
  - 13.5.3. The home jersey sponsor bar is a white bar with green letters and the away jersey sponsor bar is a green bar with white letters.
  - 13.5.4. Only one sponsor bar is permitted on a jersey.
- 13.6. Team management is responsible for the return of all equipment to the Equipment Director by the end of the playing season but no later than April 30 (includes jerseys, trainer kits, mailroom keys).

### **14. DRESS CODE**

- 14.1. Players who represent the GRMH must attend games in proper attire as determined at the first team meeting after the teams are formed. This may include a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants or polo shirt and casual pants and their team jacket, or team track suit and appropriate footwear to and from ALL games. Jeans are not deemed appropriate attire for games.
- 14.2. Team Officials, including Head Coach and Assistant Coaches, who represent the GRMH must attend games in proper attire. This may include a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants (excluding

jeans) and their team jacket with the GRMH logo and appropriate footwear to and from all games. Jeans and baseball caps are not deemed appropriate attire for games and are not permitted.

- 14.3. Trainers may optionally, due to their duties, wear a clean GRMH approved “warm-up” suit.

## **15. LEAGUE PLAY**

- 15.1. All GRMH teams will play in the AA/A Ottawa East Minor Hockey League (OEMHL).
- 15.2. The GRMH will field teams at AA and A from Minor Atom (9 year olds) to Major Midget (16-17 year olds) in all divisions that exist within the playing league.

## **16. TOURNAMENT PLAY**

- 16.1. GRMH teams are permitted to enter a total of five (5) tournaments including those sponsored by the GRMH. A maximum of three (3) out-of-district tournaments are permitted. This does not include Provincial, Regional or National Championship play downs.
- 16.2. If a coach wishes to enter more than five tournaments or attend more than three out-of-town events, they must receive approval from the GRMH Executive and Board. Before considering extra tournaments, approval must be sought by the team and voted on with a 75% approval rate.
- 16.3. In the event that a team attends a Provincial Championship, the GRMH may make funds available to help offset costs.

## **17. ICE DISTRIBUTION AND CARE OF FACILITIES**

- 17.1. Ice assigned to the GRMH by the GHA will be allocated to GRMH teams in a fair and equitable manner throughout the regular season. A master schedule will be prepared and copies will be provided to each team coach and manager.
- 17.2. The coach and the team manager are responsible to ensure that ice that has been scheduled / allotted to the team has been used. When a team is not able to make use of the assigned ice, every effort should be made to exchange practice ice with other Rangers teams. If this is not possible then teams may only sell/trade ice with other GHA teams.
- 17.3. Failure to play a scheduled league game can result in not only the forfeiture of the

game but also additional sanctions/ suspensions of team officials.

- 17.4. Teams may purchase additional ice over and above the team allotment at the team's expense provided funds are available in the team budget.
- 17.5. Team officials are responsible for ensuring dressing rooms and common areas are inspected for damage prior to taking possession and for ensuring those areas are left clean and undamaged after team use.

## **18. CORRESPONDENCE**

- 18.1. All correspondence purporting to represent the views and/or interest of the GRMH must be approved by the GRMH Chair prior to dispatch. In the event of a game protest, the Chair and Vice Chair Hockey Operations must be advised of circumstances and content of, prior to submission.
- 18.2. A player/parent wishing to correspond with the GRMH Board must do so through the Team Liaison.

## **ANNEX A - TEAM LIAISON DUTIES AND AGENDA FOR FIRST TEAM MEETING**

### **PROCESS AND AGENDA FOR THE FIRST TEAM MEETING**

The liaison from the Rangers Board must be in attendance at the first team meeting and will act as the meeting chairperson.

The agenda may be expanded upon by the coach to cover items other than what is listed in this document however, as a minimum the topics listed below must be addressed.

#### **1 – INTRODUCTIONS**

- a) Liaison opens meeting
- b) Coach introduces himself, welcomes parents, outlines expectations for the season

#### **2 – APPROVAL OF TEAM BUDGET**

- a) Coach presents and details the budget.
- b) Coach answers questions and discussion on matters relating to the budget. Any necessary changes are made immediately.

#### **Important Notes:**

- *Parents only get to vote on or propose changes to non-discretionary budget items. The items listed in red font on the budget template are expenditures and/ or fees mandated by the GRMH Executive and Board for all Ranger teams.*
  - *Changes to the budget may be made later in the season provided that: 1) the liaison is present to conduct a vote during a team meeting, and 2) that 75% approval is reached.*
  - *Tournaments: Ranger coaches are permitted to select 5 tournaments (maximum of 3 out of town and 2 in town) at their discretion. Parents do not get to vote on or propose changes to the tournaments selected by the coach unless the travel time to participate in the tournament exceeds 8 hours. A coach may propose to attend a 4<sup>th</sup> out of town tournament should there be no local tournaments to attend however, it must: 1) be voted on by the parent group with 75% approval, and 2) be approved by the GRMH Board.*
- c) Coach leaves the room in case there is the need for private discussion or questions of the GRMH liaison prior to the vote.

- d) Liaison conducts secret ballot to get approval of the budget as proposed or the revised budget. Only 1 vote per player will be permitted (if both parents are in attendance, only 1 vote will count). In order for the budget to be passed, it must get 75% approval from the parent group (13 = 75% for team with 17 players; 15 = 75% for a team with 19 players).

### **3 – APPOINTMENT OF TEAM MANAGER**

- a) Recommendation is made from the coach for a proposed manager and/or nominations are accepted from the group.
- b) If a candidate accepts the nomination, a secret ballot is conducted and the manager is selected with a 75% approval from the parents. (13 = 75% for team with 17 players; 15 = 75% for a team with 19 players).

### **3 – APPOINTMENT OF TEAM TREASURER**

- a. The liaison outlines the responsibilities and solicits names of volunteers for the position.
- b. If a candidate accepts the nomination, a secret ballot is conducted and the treasurer is selected with a 75% approval from the parents. (13 = 75% for team with 17 players; 15 = 75% for a team with 19 players).

Team Treasurer – Responsible to collect fees from parents, keep accurate records of revenue and expenses and prepare a report by the 5<sup>th</sup> of each month for the team Manager to review and submit to the GRMH treasurer along with any payments due to the GRMH. The team manager will provide a copy of this financial statement to the parents each month. At the end of the season finalize the team account and provide the GRMH Treasurer with a final report by April 30.

### **4 – APPOINTMENT OF VOLUNTEER FOR THE PR COMMITTEE**

- a) Each Ranger team must name a representative to act as the team's representative on the Rangers Public Relations Committee.
- b) The liaison outlines the responsibilities and solicits names of volunteers for the position.

Responsibilities for the public relations rep are:

1. To help gather news items from their team for the Ranger website
2. To help with picture day in October and with the Volunteer Appreciation banquet in April

3. To help arrange and organize the team purchase of Ranger apparel (coats, hats, track suits, etc)

## **5 – OTHER BUSINESS**

- a) Coach or the new manager may solicit volunteers to act as minor officials and/or volunteers for other team positions.
- b) Other topics may be covered by the Coach or team staff.

## **ANNEX B - COACH SELECTION CRITERIA**

### **Section 1 – Coach Selection Committee Members**

The Gloucester Ranger coaches are selected by a special committee made up of the representatives from the Gloucester Rangers Minor Hockey (GRMH) Executive including as a minimum the Chair, Vice-Chair Hockey Operations, Director of Player Development (position may be contracted out to a third party), Secretary and a designate (District Chair, Vice-President, Competitive) from the Gloucester Hockey Association (GHA).

### **Section 2 – Selection Process**

Step 1 - The GRMH Coach Application form is posted annually on the GRMH web site and the link is provided to all GHA home association presidents to allow them to post on their respective web sites. All applications received by the deadline will be considered by the Coach Selection Committee.

#### **Step 2 – Initial Verification of Coach’s Application**

a. The Gloucester Rangers are the competitive branch of A and AA hockey for the GHA (District 9) and while they have a mandate under the Rules and Regulations to run the program, they still fall under and are accountable to the GHA (which includes the home association presidents) and hence place value in the GHA input to the coach selection process. Feedback on potential coaching candidates is actively sought out from the GHA Executive and Home Association Presidents and then this feedback is used along with the result/quality of the Phase 1 interview to determine who moves on to Phase 2 of the selection process.

b. Reference checks (both personal and association) are done on all applicants. In addition as indicated above, the list of applicants for coaching positions is circulated to the GHA Executive for their information, feedback and references before the two-phase interview process begins.

#### **Step 3 – Phase 1 - Initial Interview**

a. Each applicant will be invited to Phase 1 of the process; some exceptions may be made for those candidates who already were part of a Ranger coaching staff or have previous Ranger coaching experience, hence allowing more time to interview coaches new to the GRMH. Advancement to Phase 2 is at the discretion and invitation of the Selection Committee. The strength of the candidate’s communication skills are assessed throughout the entire process (from initial application to Phase 2).

b. The Selection Committee endeavours ultimately to select the candidate that it deems as the most appropriate, best qualified and the best fit for the organization at each level. However, the goal whenever possible is to find a qualified, non-parent coach at all levels and preference will be given to non-parents where candidates are roughly equal in merit.

c. During Phase 1 each candidate is asked to give a 10 minute presentation to the Committee which must touch on the following: provide background on themselves, outline their coaching philosophy, touch on their proposed approach to team management and list proposed team staff. This will be followed by approximate 5 minutes of questions by the committee.

d. Applicants will be informed by the GRMH Secretary whether or not they will be proceeding to the Phase 2 interview.

#### Step 4 - Phase 2 - Interview

a. A formal interview is conducted during which both technical knowledge and personal suitability are assessed. Candidates will be asked a variety of situational questions, relevant to the level they are applying to coach, with the intent of assessing their technical knowledge of the game, leadership skills and their ability to respond and react under different scenarios. The quality of the technical responses and the strength of communication skills are assessed throughout the interview. The Committee reserves the right to vary the questions from candidate to candidate in order to respond to feedback received from the GHA, in order to flesh out in more detail items a candidate may have touched on in their initial presentations, and/or to get a better sense of the candidate's communication style in a given situation.

b. The GRMH Secretary will inform the applicants on the status of their application.

c. Coaches selected by the GRMH Coach Selection Committee will be forwarded to the GRMH Board and the GHA for approval, once approved the coaches names will be posted on the Gloucester Rangers web site.

### **Section 3 – Coach Profile and Selection Criteria**

There are a number of key competencies that GRMH have identified that an ideal coach candidate should possess and which provide the coach with the basic capabilities with which to run an effective team within the Rangers program. This list is not exhaustive of all the competencies required, however it does provide a sense for what key capabilities the Committee will be targeting.

An ideal coach should be able to demonstrate the ability to:

- Communicate effectively and in a positive manner (written and oral) with both the players and parents
- Adapt his/her program and/or approach to the developmental needs of the age group (e.g., adjust practices / training to the age and calibre they are interested in coaching versus simply constructing a miniaturized version of a professional one)
- Link age/level-appropriate skills with the game tactics and strategies (both practically and theoretically)

- Design and implement a year-long plan and program that is in philosophical alignment with organization's values, goals and policies
- Deal with emotionally-charged situations with integrity and in a professional manner and solve problems using a fair and thoughtful process

Other selection criteria the Committee will consider include:

- Coaching level attained through formal clinics
- Background and coaching experience
- References
- Known or referenced reliability and integrity.

Preference will be given to non-parents where candidates are roughly equal in merit. This preference will be strong for the Tier 1 level teams (Minor Atom A teams and AA teams from Atom to Major Pee Wee), with more flexibility for Tier 2 teams (A teams from Major Atom to Major Pee Wee and AA teams from Minor Bantam to Major Midget) in order to ensure that the GRMH has an appropriate pool of candidates from which to draw.

## **ANNEX C – BALANCING PROCESS FOR TWO TEAMS AT ONE AGE LEVEL**

### **Gloucester Rangers Minor Atom A tryouts 2011/12 Hockey Season**

There will be two distinct and separate stages to the tryouts for selection of the Gloucester Ranger Minor Atom A teams.

#### **Stage One – Selection of Gloucester Rangers (GR) Minor Atom A Players**

1. The purpose of Stage One will be to determine the Minor Atom A players that will play for the Gloucester Rangers (GR) during the 2011/2012 hockey season. In particular, the two Minor Atom A Head Coaches and their approved evaluators will select the top 4 goalies, top 12 defense and top 18 forwards i.e. 30 skaters. Stage One will be run in accordance with our GR Tryout Guidelines except that by the end of Stage One the two head coaches will have reached a consensus on the top 30 skaters and 4 goalies but they will not yet know which players will be on which GR Minor Atom A team. Within Stage One there will be two phases, just like there are for every other age group.

- a. Phase 1 – covers tryouts up to the first reassignment of players back to their home association. This phase includes a goalie specific session and two inter-squad games. During the 2011/12 tryouts this will be completed on Sun 28 Aug 11.
- b. Phase 2 – Players not reassigned back to their home association during Phase 1 will proceed to Phase 2 which consists of two additional inter-squad games. Following these two games the final reassignments will occur.

2. In summary players will be informed on or before the end of Stage One that they have been reassigned back to their home association (where they have the option of either trying-out for Rep B or playing House League) or that they have been selected to play for the Gloucester Rangers. Once the players have been selected to be a Ranger they will not be officially assigned to either of the Ranger teams until after a series of inter-squad/exhibition games and/or practice ice times have been completed.

3. Stage One will be completed on Thurs 1 Sep 11.

#### **Stage Two – Assignment of Players to the two GR Minor Atom A Teams**

4. The purpose of Stage Two is to divide the selected GR Minor Atom A players between our two teams. Impartial evaluators selected by the Gloucester Rangers Executive will assess the skills of all of the selected players followed by a draft that will assign the players to their respective team for this season. The goal is have the two teams as balanced as possible at the beginning of the season. That of course does not guarantee that the teams will remain balanced throughout the season as teams all progress/develop differently. This entire process will be done under the direct guidance of the Rangers' Executive.

5. While players will be placed on a team for Stage Two that **does not** mean that they will be on that team, with that coach, for the season. Players may be rotated between teams throughout Stage Two as the evaluators consider the strengths and weaknesses of all of the players. The players will be “officially” notified by the Gloucester Rangers thru their team Liaison (Heather DeChamplain) when they have been assigned to either the Green or White Gloucester Rangers Minor Atom A team for the 2011/2012 season. Note: THAT THIS PROCESS WILL TAKE A FEW ICE SESSIONS.

6. When selecting the players for the teams there will be no consideration based on region i.e. two players may live on the same street/go to the same school but play for different GR Minor Atom A teams – note: this is no different than any other Ranger teams.

7. Stage Two will be completed on Mon 5 Sep 11.

## **Gloucester Rangers Major Pee wee Tryouts 2011/12 Hockey Season**

There will be two distinct and separate stages to the tryouts for selection of the Gloucester Ranger Major Pee wee teams.

### **Stage One – Selection of Gloucester Rangers (GR) Major Pee wee AA Players**

2. The purpose of Stage One will be to determine the Major Pee wee (Maj PW) players that will play for the Gloucester Rangers (GR) during the 2011/2012 hockey season. In particular, the Maj PW AA Head Coach and the two Major Pee wee A Head Coaches (plus their approved evaluators) will select the top 6 goalies, top 18 defense and top 27 forwards i.e. 45 skaters. Stage One will be run in accordance with our GR Tryout Guidelines except that by the end of Stage One the Maj PW AA coach will have selected his team and the two Maj PW A head coaches will have reached a consensus on the next top 30 skaters and 4 goalies but the Maj PW A players will not yet know which A team they will play on. Within Stage One there will be two phases, just like there are for every other age group.

- a. Phase 1 – covers tryouts up to the first reassignment of players back to their home association. This phase includes a goalie specific session and two inter-squad games. During the 2011/12 tryouts this will be completed on Sun 28 Aug 11.
- b. Phase 2 – Players not reassigned back to their home association during Phase 1 will proceed to Phase 2 which consists of a series of additional inter-squad and exhibition games. On Thurs 1 Sep the Maj PW AA team will be finalized and the players who have still not been reassigned back to their home associations will continue in the tryouts for the two Maj PW A teams. On Sun 4 Sep, following the two exhibition games, the final reassignments to the home associations will occur.

8. In summary players will be informed on or before the end of Stage One that they have been reassigned back to their home association (where they have the option of either trying-out for Rep B or playing House League) or that they have been selected to play for the Gloucester Rangers. Once the players have been selected to be a Ranger they will have been either told that they are on the AA team or that they will be on one of the two A teams. The players selected to be on the A teams will not be officially assigned to either of the Ranger teams until after a series of inter-squad/exhibition games have been completed.

9. Stage One will be completed on Sun 4 Sep 11.

### **Stage Two – Assignment of Players to the two GR Maj PW A Teams**

10. The purpose of Stage Two is to divide the selected GR Maj PW A players between our two teams. Impartial evaluators selected by the Gloucester Rangers Executive will assess the skills of all of the selected players followed by a draft that will assign the players to their respective team for this season. The goal is have the two teams as balanced as possible at the

beginning of the season. That of course does not guarantee that the teams will remain balanced throughout the season as teams all progress/develop differently. This entire process will be done under the direct guidance of the Rangers' Executive.

11. While players will be placed on a team for Stage Two that **does not** mean that they will be on that team, with that coach, for the season. Players may be rotated between teams throughout Stage Two as the evaluators consider the strengths and weaknesses of all of the players. The players will be "officially" notified by the Gloucester Rangers thru their team Liaison (Greg Stepto) when they have been assigned to either the Green or White Gloucester Rangers Maj PW A team for the 2011/2012 season. Note: THAT THIS PROCESS WILL TAKE A FEW ICE SESSIONS.

12. When selecting the players for the teams there will be no consideration based on region i.e. two players may live on the same street/go to the same school but play for different GR Major PW A teams – note: this is no different than any other Ranger teams.

13. Stage Two will be completed on Sat 10 Sep 11.

## **ANNEX D - TRYOUT GUIDELINES**

### **1.0 Players**

- 1.1 Players trying out for a Ranger team must;
  - 1.1.1 be a resident of District 9
  - 1.1.2 be registered with a member hockey association of District 9 and
  - 1.1.3 have completed and submitted the Tryout Registration form and paid the try out fee
- 1.2 Players for all GRMH hockey teams shall be selected entirely upon their hockey ability and be free of interference or influence by the Board or GHA.
- 1.3 All players will tryout at their appropriate age level in order to be selected to a team.
- 1.4 Any player trying out may be selected for either “AA” or “A” team where available at their age level.
- 1.5 Each player will receive a minimum of two (2) tryout sessions unless, in the opinion of the teams’ head coaches, the players’ safety may be jeopardized in which case a refund of the tryout fee will be issued. A player who misses a tryout can be released after one tryout and will not be issued a refund
- 1.6 All tryout sessions are mandatory. All absences must be reported to the Team Liaison or the player may be considered as having withdrawn from tryouts.
- 1.7 Each player will receive 1 set of tryout jerseys (2) and a pair of socks

### **2.0 Players injured or ill during tryouts must:**

- 2.1 Produce a doctor’s certificate within 24 hrs of the injury or illness, if occurring during tryouts or, if occurring prior to tryouts, at the first try-out session.
- 2.2 If the illness or injury is of a long-term duration (more than 7 days), the players’ parents/guardians must provide weekly updates on the players’ condition to the Team Liaison of the team he/she is trying out for.
- 2.3 Provide a doctors’ certificate permitting the player to return to tryouts and/or specifying conditions which would restrict the players’ full participation.
- 2.4 Player level will be assessed following the guidelines specified below:
  - 2.4.1 If the player was a Ranger AA player during the previous year, and the coach of the prior year has provided an assessment which ranks the player as:
    - 2.4.1.1 having been ranked in the top third of that team or the top rated goalie, then the player will be permitted to be considered for AA assessment or,
    - 2.4.1.2 having been ranked outside of the top third of that team, then the player will be permitted to be considered to return to A for assessment or,
  - 2.4.2 If the player was a Ranger A player during the previous year, and the coach of the prior year has provided an assessment which ranks the player as:
    - 2.4.2.1 having been ranked in the top one third of that team or the

- top rated goalie, then the player will be permitted to be considered to return to A for assessment or,
  - 2.4.2.2 having been ranked in the mid or lower one third of that team, then the player must return to the home association
- 2.4.3 A player may not return to the ice for assessment at Rangers until and unless:
  - 2.4.3.1 The player's parent provides a doctor's certificate indicating permission for the player to return to competitive hockey or indicating conditions under which he/she may return and,
  - 2.4.3.2 The player's parents have provided reports to the Team Liaison on the player's condition and progress before each scheduled tryout session.
- 2.4.4 AA and A coaches may hold one position open for assessment on player's return provided the player meets criteria outlined in 2.4 above.

### **3.0 Players moving into the area (district) during tryouts must:**

- 3.1 Have been registered by their respective home association as described in 1.1

### **4.0 Players trying out at the Junior levels**

Any players wishing to be able to return to his appropriate playing level in the GRMH if unsuccessful at Junior must:

- 4.1 Fulfill the criteria for players trying out for a Ranger team as described in 1.1.
- 4.2 Inform the Team Liaison as to:
  - 4.2.1 What Junior teams(s) he/she is trying out with;
  - 4.2.2 Provide regular updates as to their status; and
  - 4.2.3 Participate in at least one full GRMH tryout session in order for the coach to be able to assess/evaluate the player.

### **5.0 Player selection**

- 5.1 On or before the end of tryouts, all players still remaining at the tryouts (not reassigned), may be advised that should they not be selected to the "AA" team that they will continue to be considered to play at the "A" level (where "A" exists).
- 5.2 Any player that is selected to the "AA" team where the player/parents decide not to play at that level may be released from any subsequent tryout sessions.
- 5.3 Players/Parents not agreeing (wishing) to play "A" level hockey may be released from any subsequent tryout sessions.

### **6.0 Player Reassigned from Rangers**

- 6.1 Players/parents wishing further clarification of the reason(s) for reassignment

may request so in writing (within 48hours of the reassignment) to the appropriate Team Liaison.

- 6.2 A written response will be provided to the player/parents as soon as practical following the receipt of their request. The player/parent will be provided with a summary evaluation of that specific player only. The GRMH does not provide detailed ranking information, statistics or any comparative information.

## **7.0 Team Selection**

- 7.1 The guidelines and selection time-lines will be determined by the VC Hockey Operations in consultation with the GRMH Board.
- 7.2 Coaches are required to have at least two evaluators. These individuals cannot be a parent or related to anyone trying out at that age level.
- 7.3 All teams will select
  - 7.3.1 17 players (2 Goalies, 6 Defense, 9 Forwards)
  - 7.3.2 Minor and Major Midget teams may select an additional 2 players for a total of 19 players
- 7.4 When either or both the AA and/or the A coaches are satisfied they have selected the players for their respective team, they may finalize their selections and notify the VC Operations and the Team Liaison. The Team Liaison will arrange for a face to face meeting with the players reassigned and selected. Either the AA or the A coach is required to address and give feedback to all players.
- 7.5 Announcement of players selected to a team must be made to the entire roster at a tryout session taking place at the same general time and location (players will be informed individually but must all be informed at the same tryout session). This means that no players can be told at one session that they made the team and others at another session.
- 7.6 Any deviation from the above must first be approved by the VC Operations

## **8.0 Responsibilities of GRMH Chair and VC of Hockey Operations**

- 11.1 Prior to the start of tryouts, identify any player trying out for a Ranger team, who is a child or ward of:
  - 8.1.1 a member of the GRMH Board
  - 8.1.2 a member of the GHA Executive/Board
  - 8.1.3 the head coach or assistant coach of a Ranger team
- 11.2 Obtain a group of independent evaluators (who possess hockey knowledge). These individuals may consist of previous coaches, or current coaches who may evaluate at different levels than their own team level.
- 11.3 Arrange/schedule the independent evaluators to assess the players identified above, and rate them as being in"
  - 11.3.1 the top third of players on the ice trying out or,
  - 11.3.2 the middle third of players on the ice trying out or,
  - 11.3.3 The bottom third of the players on the ice trying out.
- 11.4 Ensure evaluations are based on hockey sense, skills and abilities.

11.5 After each session, collect the independent evaluations and keep them sealed unless an appeal is received in writing concerning the release of a player identified in above.

12.0 **The final roster of AA and A teams must be immediately given to the VC of Administration by the team liaison who will in turn notify the Home Associations and the GHA registrar.**

## **ANNEX E - GLOUCESTER RANGERS MINOR HOCKEY CODE OF CONDUCT**

### **Introduction**

Many Associations have struggled when it comes to dealing with improper conduct, which is detrimental to the development of players, coaches, officials and volunteers in minor hockey.

The Gloucester Rangers Minor Hockey (GRMH) has adapted this Fair Play & Code of Conduct program, it is hoped that the result will be a clear understanding of identifying and dealing with unacceptable behavior.

It should also be noted that players, coaches and parents within GRMH are bound by additional codes of conduct and fair play guidelines as periodically established by the GHA (Gloucester Hockey Association).

To properly implement this program, the following items have been addressed:

- Objectives of the program
- Definition of unacceptable behavior
- A complaint reporting procedure
- Appointment of individual(s) to handle complaints and assess discipline.
- A complaint investigation and handling process
- Incorporation of the program into the association's rules & regulations
- Consequences
- Enforcement
- Formation of a Special Committee to handle appeals
- An internal appeals process
- Pledge forms for participants
- Program presentation to the membership
- Evidence of agreement and support from the facility owners
- Local Law Enforcement Agency is made aware of the program implementation

### **Association Philosophy:**

#### **"FAIR PLAY PROGRAM"**

The Gloucester Rangers view the "**FAIR PLAY PROGRAM**" as support and confirmation of the many excellent volunteers, coaches and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game of hockey. We see this program as a vehicle to assist them to further these values and make the game even better and more enjoyable. One could view the "**FAIR PLAY PROGRAM**" as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the game today. Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not a time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the

majority to confidently come forward with energy and support the "**FAIR PLAY PROGRAM**" to make our game even better.

### **Objective:**

To provide a program which plays a significant role in the development of a young person's values, morals, social maturity, physical and mental fitness. To promote acceptable conduct, which provides:

- Respect for persons
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy and to flourish
- Respect for the game

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official, or spectator.

This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behaviour.

### **What is Unacceptable Behavior?**

An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official). When there is a situation of "unacceptable behavior", the **responsibilities** of "GRMH", coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

### **Complaint Handling Procedure**

#### **A. Implementation Trigger**

The reporting of unacceptable behavior by a director, spectator, coach, player or official is the triggering event of the complaint handling procedure. This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.

#### **B. Reporting Process**

If an incident occurs which meets the definition of unacceptable behavior and in the opinion of a player, spectator, coach, official or administrator, is serious enough to warrant a formal

complaint, then an Incident Report Form (Appendix B) must be completed.

The Incident Report Form should be submitted to GRMH's Chair for review and action.

## **Responsible Reporters**

### **On/Off Ice Officials**

If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will at a stoppage of play, identify the offending individual and through discussion with one or both coaches, request that the offending individuals cease this unacceptable behavior. If the behavior continues, the official will document the offense or action on a game incident report form or the back of the game sheet. A copy of the write up on the game sheet will be forwarded to the Association's designated individual, triggering the complaint handling process.

### **Directors, Spectators, Players**

If in the opinion of a Director, spectator, or player an individual is verbally or physically harassing or abusing a game participant (coach, player, official, or spectator), an incident report form is to be completed and forwarded to the individual responsible for complaint handling. This will trigger the complaint handling procedure.

## **Enforcement**

After investigation, the Chair of Gloucester Rangers Minor Hockey shall have the power to suspend summarily any player, coach, trainer, manager, official or spectator of any team under the auspices of the Gloucester Rangers for any conduct on or off the ice which in the sole discretion of the Chair is deemed to be unbecoming or detrimental to the game.

The Chair of Gloucester Rangers Minor Hockey shall have the power to prevent summarily any spectator from viewing any game or other activity or entering a facility to view such game or activity under the auspices of the Gloucester Rangers for any conduct which, in the sole discretion of the Chair, is deemed to be unbecoming or detrimental to the game. Further, the Chair shall have the power to suspend summarily the player, coach, team official or the team to which the spectator is attached.

This authority may be delegated to such Gloucester Rangers directors and officials as the Chair may designate.

The power and delegation granted to the Chair allows for effective and quick action against conduct unbecoming or detrimental to the game and its participants, as well as action against the team of the contravening spectator. The Gloucester Rangers are prepared to enforce these provisions as required and is an integral part of the reporting and enforcement initiatives.

## **Implementation Process**

Before the start of the season (and as soon as possible after team selections have been completed from tryouts), teams will be given packages with the Fair Play Pledge forms (Appendix A) and a program outline. These will be distributed to the Parents, Players, Coaches and Officials for completion. All forms must be signed and returned to the Vice Chair Administration no later than October 15.

**GLOUCESTER RANGERS MINOR HOCKEY**

**PARENTS - FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within Gloucester Ranger Minor Hockey (GRMH). All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

**FAIR PLAY CODE**

**FOR PARENTS**

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will recognize the value and importance of volunteer coaches and manager. I will comply with reasonable requests of team management e.g. arrival times prior to practices and games, etc.
11. I will not criticize the coach and manager in front of my child. I will discuss my concerns directly with the coach or manager in order to ascertain their objectives and ideas.

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I agree to abide by the principles of the FAIR PLAY CODE as set by the GRMH.  
I also agree to abide by the policies, rules, regulations and decisions as set forth by GRMH.

PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURES:

PARENT \_\_\_\_\_ PARENT \_\_\_\_\_

## **GLOUCESTER RANGERS MINOR HOCKEY**

### **FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within Gloucester Ranger Minor Hockey (GRMH). All players must sign this pledge stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.

#### **FAIR PLAY CODE**

#### **FOR PLAYERS**

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that I am representing the Gloucester Rangers and my home association. Off-ice behavior is equally as important as on-ice conduct.

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I agree to abide by the principles of the FAIR PLAY CODE as set by Gloucester Rangers Minor Hockey.

I also agree to abide by the policies, rules, regulations and decisions as set forth by Gloucester Rangers Minor Hockey.

PRINT  
NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE:

PLAYER \_\_\_\_\_

## **GLOUCESTER RANGERS MINOR HOCKEY**

### **COACHES - FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within Gloucester Ranger Minor Hockey (GRMH). All coaches must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

#### **FAIR PLAY CODE**

#### **FOR COACHES**

1. I will carry out the objectives and policies of the GRMH, which are consistent with the objectives and policies of each home association.
2. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
3. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
4. I will ensure *all* athletes receive equal instruction, discipline, support and appropriate, fair playing time.
5. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
6. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
7. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
8. I will make a personal commitment to be informed on sound coaching principles.
9. I will develop my team's season on a balanced basis between games and practices.

---

I agree to abide by the principles of the FAIR PLAY CODE as set by GRMH

I also agree to abide by the policies, rules, regulations and decisions as set forth by GRMH

PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE:

COACH \_\_\_\_\_

**INCIDENT REPORT FORM**

Submit completed form to GRMH Chair or VC Administration (as identified on www.gloucesterrangers.com)

This form is to be utilized by anyone in Gloucester Rangers Minor Hockey to report an incident of unacceptable behaviour. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT \_\_\_\_\_

NAME OF OFFENDING INDIVIDUAL \_\_\_\_\_

ASSOCIATED WITH (TEAM NAME) \_\_\_\_\_

NAME (S) OF ADDITIONAL WITNESSES \_\_\_\_\_

**On a separate attachment, please attach a clear description of the unacceptable behaviour witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed.**

You can expect an official to investigate your report within two weeks of receipt. Unfortunately a written response to all reports is not possible, as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation.

Please summarize your expectation of the outcome resulting from your report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional space is required, please use reverse side or attach separately.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_