

CHATHAM-KENT AAA CYCLONES

TEAM OPERATIONS MANUAL

(TEAM GUIDELINES)

(last updated September 30th, 2024)

THE ROLE OF THE COACH

The Coach is the most important "Individual" to the team. In our community coaching means much more than simply teaching a player to perform a fundamental skill. A Cyclone Coach should operate on a value system based on reality, to increase productivity as its end. Coaches are builders of character and preserve the morals of the community.

The Coach must be willing to give freely of their time and energy. In return, expect little regard, except personal satisfaction. A good coach will be respected in their community, admired by their players, and make lasting friends where they go. The coach has the satisfaction of seeing their players develop and improve in ability; they learn the thrill of victory and how to accept defeat. The successful coach is one who is known for their ability to develop players and bring credit to the game. Coaches who accept the task of leading a team through a season need to take on this important role with full qualification and awareness. The success and experience of the players and team begin with the mindset of the coach.

THE PHILOSOPHY OF THE COACH

An important aspect of a coach is their coaching philosophy; it sets the tone and the patterns of their thinking and living.

- A philosophy helps to decide what they want to happen to players on and off the ice;
- The philosophy of a coach must be clearly defined to themselves;
- It must be in conformance with their philosophy of life, government, education, and society;
- The coaching philosophy must be definite, reflecting both their thoughts and true to self;
- They must recognize their responsibilities as a teacher of youth as well as a coach;
- By their leadership, they will set an example for living habits, and develop to an extent, the individual personality of players;
- The coach will stabilize their emotions to meet adversity as well as success. The spirit of sportsmanship cultivates moral integrity as well as physical development and prepares the player for their place in society;
- A coach assumes responsibility beyond fielding a winning team;
- They are charged with guiding the development of youth in the most critical years of development;
- They must realize that their attitudes and philosophy are reflected in their team members.

If a Cyclone Coach allows emotional outbursts toward officials, the team will react in a similar manner; if a coach blames defeat on anything and everything but themselves, their players will be inclined to excuse their bad individual performances by pointing the finger to someone or something else. A coach leads by example. The wins and losses are meaningless in comparison to the character of the coach.

THE DUTIES OF A COACH

The responsibility of a Cyclone Coach goes far beyond teaching breakouts and making line changes. The coach must take responsibility for all aspects of his team operations. Operation of a team outside the guidelines of the Cyclones Team Operations Manual is subject to board review and may result in disciplinary action up to and including relief of coaching duties.

DEFINITIONS

- **Player:** A team member
- **Skater:** Forward or defenseman
- **Apprenticeship Player (AP):** Affiliated player that is rostered full-time to another hockey team
- **Exceptional Status:** A player whose on ice abilities deem the player deserving of the rare privilege of participating up an age level

1.0 SELECTION OF COACHES

- 1.01 Coach selection committee shall be appointed by the board of directors.
- 1.02 Committee shall comprise of not less than three and not more than seven individuals.
- 1.03 When appointing members to the selection committee, the board shall strive to minimise any potential conflicts of interest.
- 1.04 All coach applicants must complete and submit a coaches' application form for review by the selection committee.
- 1.05 Committee shall provide equal opportunity for applicants to participate in an interview. These interviews will be used to make recommendations to the board of directors for final approval.
- 1.06 When practical, coaching assignments will be limited to two consecutive years for a particular age group.
- 1.07 Preference will be given to qualified non-parent coaches.

2.0 TEAM COMPOSITION

2.01 Teams are expected to carry a minimum seventeen (17) players which is to include fifteen (15) skaters and two (2) goaltenders, subject to the specific age group requirements as set out below. If teams are unable to meet this expectation, they must bring this to the attention of the Cyclones Board of Directors for consultation with the Alliance and/or OHF for approval and direction, to ensure OHF league minimum standards are adhered to, during the tryout process and prior to finalizing a roster.

Maximum allowed roster size will adhere to the current, most updated, Alliance Hockey Policy regarding player registration and team composition and eligibility.

2.02 For U10 and U11, teams are expected to carry a minimum of twelve (12) **skaters** who are residents of the Zone of Chatham-Kent, with a maximum allotment of three (3) F1 AAA Waiver **skaters***. No requirements exist for goalies. Circumstances may arise where the minimum number of Chatham-Kent resident skaters cannot be achieved and additional F1's are required. In the event additional F1's are required, this must be brought to the Cyclones Board of Directors for consultation and approval during the tryout process and prior to finalizing a roster. For every F1 AAA Waiver **player (this includes goalies)**, teams are expected to offer an AP spot to a **player** of the Zone of Chatham-Kent for developmental purposes.

* Skaters with an SCP-Wheatley F1 Waiver are considered residents of the Zone of Chatham-Kent.

2.03 For U12 through to and including U14, teams are expected to carry a minimum of eleven (11) **skaters** who are residents of the Zone of Chatham-Kent, with a maximum allotment of four (4) F1 AAA Waiver **skaters***. No requirements exist for goalies. Circumstances may arise where the minimum number of Chatham-Kent resident skaters cannot be achieved and additional F1's are required. In the event additional F1's are required, this must be brought to the Cyclones Board of Directors for consultation and approval during the tryout process and prior to finalizing a roster. For every F1 AAA Waiver **player (this includes goalies)**, teams are expected to attempt to offer an AP spot to a **player** of the Zone of Chatham-Kent for developmental purposes.

* Skaters with an SCP-Wheatley F1 Waiver are considered residents of the Zone of Chatham-Kent.

2.04 For U15 and U16, teams are expected to carry a minimum of ten (10) **skaters** who are residents of the Zone of Chatham-Kent, with a maximum allotment of five (5) F1 AAA Waiver **skaters***. No requirements exist for goalies. Circumstances may arise where the minimum number of Chatham-Kent resident skaters cannot be achieved and additional F1's are required. In the

event additional F1's are required, this must be brought to the Cyclones Board of Directors for consultation and approval during the tryout process and prior to finalizing a roster.

For U15 ONLY: For every F1 AAA Waiver **player**, the team is expected to attempt to offer an AP spot to a **player (this includes goalies)** of the Zone of Chatham-Kent for developmental purposes.

* Skaters with an SCP-Wheatley F1 Waiver are considered residents of the Zone of Chatham-Kent.

3.0 APPRENTICESHIP PLAYERS

3.01 The Apprenticeship Players ("**AP**") Program is designed to increase a player's pace of play while developing the execution of individual skill mechanics with the ultimate goal of developing local players for the Cyclones organization.

3.02 The AP Program is for players who have reached a high level of basic skills for their age, and are prepared to undertake a rigorous program of skating, passing, shooting, puck control, and team play.

3.03 AP Players are expected to make their home (O.M.H.A.) team first priority but will be invited to all practices and off-ice training.

3.05 AP Players are required to be assigned by January 10th of the respective regular season.

4.0 AFFILIATION OF PLAYERS

4.01 Team officials are to complete the ALLIANCE Zone Player Affiliation form and include HC registration number for any O.M.H.A. registered players they wish to place on their affiliation list and provide documentation to the Divisional Director.

4.02 Team officials are to complete the ALLIANCE affiliation list for all players they wish to use as affiliated players and provide a list to the Divisional Director.

4.03 Affiliation list must be reviewed and updated prior to January 10th deadline to ALLIANCE office. After this date, players not on the list cannot affiliate.

4.04 Team officials must contact management of the carded team to obtain permission every time a player is to be used as an affiliate.

4.05 Teams are encouraged to have all players participate throughout the calendar year.

5.0 TEAM OFFICIALS

- 5.01 Every team must have at least one NCCP certified Coach.
- 5.02 Every team must have at least one NTCP certified Trainer.
- 5.03 Every team must assign a Parent Liaison who is not part of the coaching staff.
- 5.04 Every team should have a team manager.
- 5.05 All team officials must be certified in Prevention Services (Speak Out) and any other certification required by OHF for the respective season.
- 5.06 All team officials must complete a Vulnerable Sector Check (VSC).
 - 5.06.01 VSC must be updated every 3 years.
 - 5.06.02 Should the status of any individual change after having completed a VSC before the 3-year update, a new VSC must be completed and submitted to the Board to determine eligibility.
 - 5.06.03 VSC must be submitted to the Cyclones board.
 - 5.06.04 Teams will be reimbursed up to the cost of 5 VSC's per team.
- 5.07 All team officials must be registered and appear on an official team roster before being eligible to participate.
- 5.08 All on-ice officials must be registered as "on ice officials" ' which allows them to assist with such things as practice coaching, goalie training and power skating training. On-ice officials are not permitted to enter the team dressing room alone unless specified by coach, assist team on player's bench during games or act as a team official in any other capacity.
- 5.09 The association will assign one director for each team to provide board support to each team.
- 5.10 All on ice helpers must have a VSC unless it is a Cyclone player from a higher division.
- 5.11 A parent liaison must be selected from the team before August 1st and reported to the board via positional director for said team.

6.0 TRYOUTS

- 6.01 Team officials and players trying out should review the "player tryout checklist" for documents required at tryouts.
- 6.02 Association Directors and/or Registrar will be responsible for collection of fees during tryout sessions.

6.03 Tryout fee amount will be established by the board of directors.

6.04 Association Directors and/or Registrar are responsible for the collection of permission to skate forms, Form 1 waivers and any other necessary documents as per the tryout checklist.

6.05 Players from out of zone centres that do not have spring tryouts may obtain an "out of zone permission to tryout" form in order to attend our spring tryouts for the purpose of evaluation only. They may not be signed and must return to their home zone I centre for tryouts and may only return if they are cut and receive a waiver.

6.06 Coaches should adhere to OHF policy as it pertains to player release dates as well as Tryout Progression Document.

Note: Players must play at their own age level, unless **Exceptional Status** has been approved (see Player Movement 7.01)

7.0 PLAYER MOVEMENT

7.01 Players must register at their appropriate age category when the team exists at the player's age level. The affiliation process is to be used to provide opportunity for a highly skilled player to benefit from a higher level of play.

****Exceptional status** requests may be made for a player to play a year up.

A formal request must be made to the Cyclones Board of Directors upon registration and prior to tryouts, and an evaluation committee will be set in place by the Board to evaluate player status, if deemed appropriate by the Board.

7.02 If there is a disagreement with player movement, specifically with affiliate players, the coach of the player's primary team will make the final decision on the participation with the affiliate team.

8.0 MEETINGS

8.01 Coaches and assistant coaches are required to attend all coaches' meetings and must contact the Director of Coaching in advance if unable to attend a meeting.

8.02 In all cases, every team must have representation at all coaches' meetings.

8.03 All teams must hold a team meeting at the beginning of the season to discuss such issues as team finance, coach's philosophy, expected tournaments etc.

8.04 Parents must be presented with a copy of team budget as well as budget for Cyclones organization in order that they understand how their money is being spent.

8.05 Additional team meetings should be held as required to give parents an opportunity to discuss concerns and become updated on upcoming events, team budget, etc.

9.0 TEAM REGISTRATION

9.01 Team officials and players should be familiar with the "Player Registration Checklist" for documents required in order for the Divisional Director to complete player registrations.

9.02 Team officials are to complete the "Player Intent to Play" form for players they wish to commit to and make available to the Divisional Director at time of player registration.

9.03 Team officials shall work with the Divisional Director in order to complete registration of players prior to any tournaments or for league play.

9.04 Team officials must contact the Divisional Director to arrange for registration of late registrants before players may participate in any games.

10.0 PLAYER RELEASES

10.01 Team officials are to release players who are not going to be signed to their home centre by Sept. 15th.

10.02 A player requesting release back to his home centre must do so, in writing, prior to November 1st.

10.03 There is to be no movement of players after November 1st unless prior agreement is made with the home centre.

10.04 Whenever a player is released, team officials must advise the registrar and/or Divisional Director immediately in order that player may be released from the official roster.

11.0 PLAYER ASSESSMENT FEES

11.01 Player Assessment fee will be established by the Board annually prior to the start of the season.

11.02 Coaches and/or Team Managers will work directly with the Treasurer to ensure Player Assessment Fees are received.

- 11.03 Registration cheques are payable to “Chatham Kent Cyclones AAA Hockey”. The option of an e-transfer is also acceptable to “cyclonesaaahockey@hotmail.com”. The Treasurer will create a payment schedule as approved by the Board annually with four instalment payment dates. Any player that has not paid 100% of registration fee by December 1st shall be suspended from play until the balance of registration fee is paid.
- 11.04 Treasurer will be responsible for refunding registration fees to players who have been released when eligible.

REFUND OF REGISTRATION FOR PLAYERS WHO ARE RELEASED BY COACHING STAFF AND THOSE WHO ARE INJURED AND WILL NOT RETURN TO PLAY FOR BALANCE OF SEASON	
<i>(NOTE TRYOUT FEE IS NON-REFUNDABLE)</i>	
RELEASE DATE	PERCENTAGE REFUNDED
On or prior to September 15	100
On or prior to October 15	80
On or prior to November 15 (**)	60
On or prior to December 15	40
On or prior to January 15	20
After January 15	0
** There will be no movement of players except in the case of injury after November 15.	
REFUND OF REGISTRATION FOR PLAYERS WHO QUIT THEIR TEAM	
RELEASE DATE	PERCENTAGE REFUNDED
On or prior to September 15	75
On or prior to October 15	50
On or prior to December 15	25
After December 15	0

12.0 TEAM FINANCIAL

- 12.01 Teams must establish a separate team bank account at the beginning of the season in order to deal with the team's financial affairs. Team account must have two (2) signing officials.
- 12.02 Team officials are required to complete the team budget* at the beginning of the season signed off by the parents and provided a copy to the Divisional Director and Treasurer by September 15.
- 12.03 Team officials are required to complete the year-end financial statement and provide a copy to the Divisional Director and Treasurer by the end of the scheduled season.
- 12.04 Team officials must strive to consider players/parents best interest in all cases when dealing with team funds.
- 12.05 Team officials must be prepared to provide parents or executives with the current status of the financial position of the team at any time upon request.

* **Team Budget/Financial Statement** can be found in the forms section of the website.

13.0 TEAM APPAREL AND EQUIPMENT

** Note: this section to be completed once equipment manager has submitted recommendations

The following is the Cyclones Apparel and Equipment requirement:

- 13.01 Teams will be issued equipment by the equipment manager at the beginning of the season and are required to return all equipment at the conclusion of the season.
- 13.02 Team colours shall comprise of RED helmet. Gloves and Pants should also be predominantly RED in colour.
- 13.03 Cyclones Organization will provide teams with Home and Away jerseys, Home and Away socks and supply of pucks prior to the start of the season.
- 13.04 It will be the team's responsibility to maintain the cleanliness of the jerseys and account for all jerseys, which are issued to the team. 13.05 Teams should consider purchasing a few extra pairs of socks for AP players and to replace individual socks that become damaged.
- 13.06 Teams will be responsible for maintaining a supply of pucks and must maintain supplies in the trainer's kit.

- 13.07 Players are not allowed to wear non-issued jerseys such as hockey school jerseys during any games.
- 13.08 Players must not mismatch socks. Home socks must be worn with home jerseys and away socks must be worn with away jerseys.
- 13.09 Players should wear appropriate attire to all games as they are representing the Cyclones.
- 13.10 No team will use the number 69 or 99.

14.0 TEAM FUNDRAISING

- 14.01 All team fundraising activities must be brought to the Treasurer and Secretary for approval, in writing, prior to the event. Events in which licensing is required must allow sufficient time for board approval.
- 14.02 Where a team is seeking sponsorship funding from local businesses, a proposal should first be brought to the Divisional Director.
- 14.03 Teams are not permitted to operate 50/50 draws, raffles, or any other games of chance without prior licence approval arranged through the Director of Fundraising/Treasurer.
- 14.04 Teams are responsible to complete all necessary reports within the prescribed time frame for the review of the Director of Fundraising and/or Treasurer in order to comply with Municipal licensing requirements. When in doubt as to reports that are required, team officials should contact their Divisional Director for guidance.
- 14.05 Fundraising is generally a team effort with proceeds to benefit the entire team. However there may be circumstances in which individual efforts are dealt with differently. Details of division of funds must be clearly specified in all cases at early season team meetings.

15.0 TEAM COMPETITION

- 15.01 Team officials must complete "Exhibition and Tournament Permit" prior to any and all exhibition and tournament games. This form should be complete and submitted to the league scheduler via electronic mail for approval prior to participation.
- 15.02 Team officials must complete a "Match Penalty Report Form" in all cases where a match penalty is assessed in any game. Form must be given to the League scheduler within 48 hrs. of the infraction.

15.03 Team officials must refer to the OHF Minimum Suspension List in all cases when there is a suspension assessed to any player or team official in order to make sure suspension is correctly applied.

15.04 Team officials should be familiar with all aspects of Alliance Hockey handbook and refer to this manual for clarification prior to contacting executive members for rule clarification.

16.0 HANDLING OF GAME SHEETS AND REPORTING OF SCORES

16.01 The Cyclone organization will loan an IPAD to each team to electronically record game sheets as per Alliance rules. The team is responsible for any lost or damaged IPAD's.

16.02 Team officials will be responsible to make sure all home game sheets are electronically uploaded and submitted within 12 hours of the conclusion of the game.

16.03 All electronic game sheets and equipment are the sole responsibility of said team.

17.0 Ultimately, the head coach is responsible for all team related matters. Failure to follow the rules could result in the coach being suspended, coach or team being fined, travel permit denied or such other discipline as the board sees fit.