



PARENT HANDBOOK OF THE CUMBERLAND MINOR HOCKEY ASSOCIATION HOUSE LEAGUE

Version 1.0

Updated: September 2010

**PARENT HANDBOOK OF THE CUMBERLAND MINOR HOCKEY
ASSOCIATION HOUSE LEAGUE**

Table of Contents

Welcome to Cumberland Minor Hockey Association House League!	3
Roles of CMHA Board and Level Convenors	3
Expectations of Parents	3
First Team Meeting	4
Dressing Room Etiquette	4
Roles and Responsibilities of Minor Team Officials	4
Manager	4
Team Treasurer	5
Fundraiser	5
Clock, Game sheet and Penalty Box (Minor Officials)	5
Other Team Meetings	5
Tournaments	6
Financial Decisions and Reporting	6
Dress Code, Arrival for Team Events and Equipment Required	6
Evaluations of Coaching Staff	6
Behaviour	7
Problems and Complaints	7

PARENT HANDBOOK OF THE CUMBERLAND MINOR HOCKEY ASSOCIATION HOUSE LEAGUE

Welcome to Cumberland Minor Hockey Association House League!

Although you have just started your hockey season, we have been working since last season to make the hockey experience enjoyable for both parents and players.

Since last season, we sent out a call for coaches. We received applications and chose, very carefully, your coaches. All Cumberland CMHA House League Minor Hockey (CMHA) House League head coaches must hold at minimum *Coach Stream* coaching certification. The coaches have met with the CMHA Coach Mentor and know that the CMHA House League is trying to put the emphasis on development rather than just *winning*. They know that we are looking for consistency from year to year in what our players are learning so that they continue to develop. The head coach must present his proposed coaching staff to the CMHA Board for approval. We believe we have chosen the best candidates for the job from the applicants we had, and trust you will find the same.

This handout is to help you get ready for the season and give you some general information about how the CMHA House League teams work and outline some of the policies and procedures we have in place to ensure the success of our House League program.

Roles of CMHA Board and Level Convenors

The CMHA Board is here to address parent issues and concerns. Each age level has two (2) convenors elected to act as the Level's representatives and you will have likely met or seen them during the evaluation process or during the parent information nights. These individuals help the group through the evaluation process and form the teams for that level: A, B or C. Throughout the season your Level Convenors will be your first point of contact on the CMHA Board for issues that you feel cannot be resolved within your team including parent concerns, complaints and questions. They will also be available for team meetings and they will liaise with you to conduct the coach mid and end season evaluations.

Expectations of Parents

Now that your team has been formed, it is up to you the parent, as your child's greatest fan, to do everything in your power to encourage and nurture the **TEAM** approach.

This is **your child's team** and that is not going to change.

It is imperative that you focus on the positive. The team may only be hurt by negative feelings and the result can be a long and frustrating year for a player if he must choose between your feelings and his own.

The kids love the game and just want to play. The CMHA has done everything in its power to ensure that we are providing the best coaching staff available and the best learning environment for your child. Please help us make this season a positive one for your child and his team. Please feel free to contact your Level Convenors at any time with your questions, concerns or suggestions on how we can improve.

PARENT HANDBOOK OF THE CUMBERLAND MINOR HOCKEY ASSOCIATION HOUSE LEAGUE

First Team Meeting

Along with this handout, you will receive a copy of the proposed agenda for the first team meeting, a copy of the CMHA Fair Play Code and the CMHA Financial Policy. It is very important that one or both parents (particularly those that are new to the CMHA House League program) attend the meeting as the coach will be introducing him/her self, outlining their expectations for the season, seeking approval of the team budget and will be looking for volunteers to help the team run smoothly.

There you will be able to vote on the proposed team budget and the proposed team tournaments.

Dressing Room Etiquette

Let's remember that the dressing room is for the team. Try to limit yourself to one parent/guardian per child. Once you have your child dressed please leave the room and have your social time in the lobby.

From IP to Atom – any parent may enter the dressing room and the players can be boys and girls mixed.

From Peewee to Juvenile – only males are allowed in the dressing room. Any female players will have to dress in the designated female dressing rooms and enter the team room once all participants are fully dressed.

Electronic devices that have cameras are **NOT** permitted in the dressing rooms. This includes photos taken after victories. This must be done outside the dressing room area. This is to protect your child so please **NO** electronics. If they want music in the room, that is fine, but not played on any device that can take videos or photos.

Roles and Responsibilities of Minor Team Officials

Manager

The MOST critical roll on the team. This individual is the glue that binds the team together. He/she is the liaison between the parents and the coaching staff. The manager **assists** the coaching staff in all matters of team events including: booking & trading ice, organizing and booking tournaments, reporting suspensions, affiliations, etc.

The manager can be the difference between a fantastic season and a miserable one. Please give serious thought to offering your services for this position. The following is a general description of the position in order to allow you to decide if this is the right position for you.

This individual must be extremely well organized, be able to delegate, deal well with adults and children and be proficient at problem-solving and conflict resolution.

The manager MUST work **with** the coaching staff, and have the same goals in mind for the season and the team.

PARENT HANDBOOK OF THE CUMBERLAND MINOR HOCKEY ASSOCIATION HOUSE LEAGUE

Duties of the Manager include:

- Assist the coaching staff in preparing the yearly operational plan
- Assist the coaching staff in organising the tournaments for the upcoming year
- Assist the coaching staff in ensuring the parents and players know the rules
- Be an example of good sportsmanship
- Be fair, impartial and honest at all times
- Encourage dialogue, team spirit and understanding
- Assist trainer in avoiding risk situations and promote player safety at all times

All other team volunteers report directly to the Coach and the team Manager. Here are a few examples:

Team Treasurer

Responsible to collect fees from parents, keep accurate records of revenue and expenses and prepare a report by the 15th of each month for the team Manager to review and submit to the CMHA VP Administration. The team manager will give a copy of this financial statement to the parents each month. At the end of the season finalize the team account and provide the CMHA VP Administration with a final report by April 30.

Fundraiser

Prepare proposals for team and individual fundraising and present to team for a vote on which proposals will be utilised. Help schedule, plan and organize the accepted fundraisers and delegate duties to volunteers.

Clock, Game sheet and Penalty Box (Minor Officials)

These are official positions. You are no longer a team parent, but a game minor official. Once assumed, this position requires a fair and unbiased effort. There can be no verbal debate with on-ice officials. You may also be required to take a short course offered by the league or ODMHA on how to work the clock, how to complete the game sheet and roles and responsibilities of minor officials.

Other Team Meetings

After the first team meeting, the Team Staff may call official team meetings from time to time throughout the season. They will do their best to provide at least 3 days (36 hours) notice in advance of the meeting but it won't always be possible to arrange a time that is suitable for all the parents. When decisions impacting the team budget or other major team decisions are to be made during the meeting, a majority vote must take place. Any changes to the originally submitted budget or tournament listing must be sent to the level convenors. It is the responsibility of the parents to ensure that they make every effort to attend team meetings, it is your opportunity to have a say in the decisions affecting the team.

PARENT HANDBOOK OF THE CUMBERLAND MINOR HOCKEY ASSOCIATION HOUSE LEAGUE

Tournaments

Teams within the CMHA HL will be permitted to register in up to a maximum of 4 tournaments within any given season. Of which a maximum of 2 out of town tournaments will be permitted. If a team opts for an out of town activity during the season, it is to be counted the same as an out of town tournament.

Financial Decisions and Reporting

Team budgets may not exceed \$5,000 for all on ice and off ice activities. Each team will submit a team approved budget to the VP Administration no later than Nov 15th and they must submit a final accounting of their spending by April 30th.

A team may request a maximum of \$150 per player to support team activities (IP is \$50 per player). All other income to meet the budget requirements must be done through fundraising and/or donations.

Donations are permitted with the following limitations:

- The maximum allowable individual donation is \$500, team combined donations is \$2000 maximum;
- Teams may **NOT** display donor's name or logo on jersey's etc. but may advertise on posters or websites. The CMHA logo is not to be associated with donor's unless approved by the CMHA Executive.

Fundraising is a team decision with team participation and must be approved by the CMHA VP Administration.

Dress Code, Arrival for Team Events and Equipment Required

CMHA House League teams are on the ice or have other team events on average 2 to 4 times a week and we know that sometimes the pressures of getting chores and homework completed that sometimes things get left behind accidentally but... part of being a CMHA Hockey player means being responsible for showing up prepared for team events. Therefore, it is the responsibility of each player to ensure that they arrive at the game with their required equipment, on time and dressed appropriately.

Each player **MUST** wear CMHA approved hockey socks and their CMHA assigned jersey for all games. Black helmet and pants are recommended but not mandatory.

The CMHA expects at a minimum that players arrive 30 minutes before games and 15 minutes before practices but these are minimums and the coach may set team rules that increase these timeframes.

Evaluations of Coaching Staff

We are sure that you and your child will enjoy the experience this season with the coaching staff we have selected. To ensure the continuing improvement and development of the team staff, the CMHA conducts mid-season and year-end coaching

PARENT HANDBOOK OF THE CUMBERLAND MINOR HOCKEY ASSOCIATION HOUSE LEAGUE

staff evaluations. The results of the evaluations are shared with the CMHA Board and Coach Mentor, and form part of the coach's development plan and play a part of the coach selection process.

The Level Convenors will arrange with the Team Manager an appropriate time to conduct and collect the evaluations. While these are not mandatory, we strongly encourage you to complete them as honestly and objectively as possible.

Behaviour

Please remember that, at all times, you represent District 12 of the Ottawa District Minor Hockey Association (ODMHA), its member associations, and Cumberland Minor Hockey (CMHA). As such, your personal conduct must be of the highest order at all times. Abuse of officials, team coaching staff and players will **NOT** be tolerated.

As such, each player, parent and team official is required to sign a Fair Play Code of Conduct which will be kept on file by the CMHA for the season. Those failing to abide by the Code may be subject to discipline by the team, CMHA or District 12.

Problems and Complaints

We know there won't be many of these...however, if you need to raise an issue, the procedure is as follows:

1. First, speak to your child. Find out what happened, what was said, and how he feels about the situation. Carefully assess what a child may take as face value.
2. If you feel there is a problem, you may speak to the team manager, and ask for a meeting with the coach (24 hour cool down rule applies in all situations).
3. If not comfortable or satisfied with this; speak to your Level Convenors. An objective opinion and different perspective may help. The convenor can also bring forward your concerns to the board.
4. Don't wait too long to deal with an issue. It is always easier to remedy a situation if it is caught early, and no damage has been done. In the majority of cases, issues are a result of poor communications or a misunderstanding of what another individual was saying. Clarification, with or without an impartial individual in attendance can often resolve a very minor issue before it escalates to a major issue. Remember that there are always two sides to every story.

If you still have concerns after the situation has been brought to the convener please feel free to contact the VP Operations or the VP Administration.

For updated information on the CMHA House League and for e-mail addresses for the executive, board and your coaches, please visit our web site at:

www.cumberlandminorhockey.ca

**Have a wonderful hockey season!
And, let's keep it FUN!**