

REP STANDARD HANDBOOK



www.kitimatminorhockey.com

E-mail: kitimatminorhockey@gmail.com



WELCOME

This booklet is an outline to explain the season and how the REP system works.

The Team Managers will use e-mail as their primary form of communication. Please make it a habit to check your e-mail regularly.

Please always try to remember:

Your Coaches and Management Team are parents just like you. We are not perfect and do not profess to be. We are not paid to do this job. We do it for the kids! With your support and volunteer efforts, we look forward to a fun hockey season!



What will Youth Hockey Bring out of Your Kid?

Inside this booklet, you will find everything you need to know about playing Rep hockey. The major difference between House and Rep Teams, other than the caliber of play, is that House players are assigned to a team and a coach, while Rep players are selected for the team. These selections are based on their skill level, coachability, attitude and work ethic.

Unfortunately, though this selection process, not everyone will be selected for the team they try out for. Undoubtedly, the Selection Committee will have some very difficult decisions to make in their selection of players. This process is intended to ensure that each rep player plays at a level compatible with their skill, ability, attitude, desire and experience level for their age group.

Your season will involve playing in the Northwest District along with teams from Pr. Rupert, Smithers, Terrace and Vanderhoof.

Your season will involve at least 3 out of town tournaments to include Terrace.

All players must commit to travel in order for the team to play in booked tournaments which are "nonrefundable". Any parents that cancels will be charged the outstanding tournament cost and all fundraising in their account will be distributed among players that are travelling. Fundraising goes towards travel only and so this will be used for that purpose where applicable.

Rep hockey involves a fair amount of travel. For all Northwest District games and tournaments, the team will book a block of hotel rooms. Parents are responsible to call in with their credit card number to hold their room under their name before the deadline.

You will be given an outline of the team budget for the season. To be able to meet this budget, everyone will be doing various fundraising activities. Rep fees are \$100.00 per month for 5 months, Oct, Nov, Dec, Jan and Feb (the last month may not be cashed depending on the proposed budget and travel). These fees will be paid monthly without exceptions (injury, suspension, ect.)

Post dated cheques, dated the 1st of every month must be submitted at the start of the season.

Enclosed is a list of Team Rules along with a recommended Discipline guideline. Please review these with your child to ensure they understand what is expected of them.

Also note, when necessary, the coaching staff reserves the right to shorten the bench, this is common practise in REP.

Every parent MUST commit to a position on the REP Team, if there are no volunteers, VACANT positions will be assigned in order for a REP TEAM to exist.

All parents will be slotted in for scorekeeping except for the Coaches (wives) and Team Manager (spouse) and the jersey Manager (spouse).

BUS TRAVEL - The Coaching staff/Team Management will arrange a bus if it is more affordable and convenient. This will be the TEAMS transportation. Families will pay for their seat on the bus, usually a portion of this amount comes out of their fundraising when possible. If a family chooses to drive, they must pay for their seat on the bus regardless.

Positions that need to be filled are:

SAFETY PERSON - mandatory

FUNDRAISING - A volunteer parent committee to organize other fundraising events and relay all information to the coaching staff for approval. The Team Manager/s will organize the Demon's fundraiser only.

TEAM MEALS - A volunteer parent committee to book a room with a full kitchen, table and couch seating to feed the team out of town. Committee is responsible to plan/organize the meals. Book team meals (lunch/dinner) around tournament schedule and send out schedule to all parents for players to participate. ACCOMMODATION and GROCERY receipts will be reimbursed through team accounts. This is optional but encouraged.

UNIFORMS (or team jackets) order - Parent volunteer. Parents are required to pay Silvertip or whomever the supplier is directly. The reason for this is that it is very time consuming to prepare statements for each player based on different amounts of orders and tax exemptions for youth.

Remember that without these positions filled, these extra events cannot happen.

COMMUNICATION for the rest of the year will continue through e-mails, please check your e-mail on a regular basis. Parent meetings will be arranged for urgent/serious matters only or when deemed necessary by the Coaching/Management staff.

If you have any questions or concerns throughout the season, please address them through the team manager first.

Thank you to all the parents that stepped up to volunteer "again" or for the first time. Rep hockey can run smoothly when we have "all" positions filled.

IT TAKES TEAMWORK TO SUCCEED!

TEAM MANAGER DUTIES

- * REPORTS TO 1ST VICE PRESIDENT on operations and concerns
- * Collects post dated cheques for Rep fees at the beginning of the season
- * Prepares score sheets ahead of time for games in town
- * ON SCORESHEETS - IF a player is suspended, write down the name and SUSPENDED beside it. IF the player is on the scoresheet BUT NOT playing, cross off the name. Only list coaches/manager behind the bench.
- * Drops off score keeping sheets to 1st VP within 24 hours

*KEEPS A PRINTED COPY OF THE CURRENT HCR (From KMHA Registrar) and GIVES ONE TO EACH COACH AT EVERY GAME, emails a copy to NW District President

*SCHEDULES SCOREKEEPERS

*Manages Team, delegates other duties among parents

* Go to person for questions and concerns

* Books tournaments and sends HCR list, KMHA cheque to out of town tournament/s registrar

* Books hotels (block of rooms at the sports rate or cheapest rate) for SV games and tournaments

* Organizes the Ice Demon's fundraiser.

*Checks with 2nd Director-at-large to make sure annual gaming license is purchased.

* E-mails Rep Schedule and slots in scorekeepers

*Completes out-of-District tournament forms and gives to President/1st VP to e-mail to NW Director

* Submits monthly financial statements to team parents and KMHA Treasurer

*Provides a list of ALL parent contacts (e-mail, phone, cell)

* Books games and refs when needed

* Submits sanctioning form for dryland.

TOURNAMENTS - TRAVEL

ACCOMMODATION:

The Team Manager will book a block of rooms at a hotel or motel and it will be your responsibility to call that hotel by a certain date and put your name on one of these rooms.

Travel Fund - Parents will get a travel voucher based on amount of fundraising in account. If your child travels with another family, then the host family will receive the *whole voucher* for your child and it will become theirs. This voucher will *help* to offset any of the costs incurred by that child but may not cover all costs.

TEAM SCHEDULE & SCOREKEEPING

- Team Schedules will be e-mailed.
- 2 scorekeepers will be slotted in, 1 to run the clock and the other to fill in the scorekeeping sheets. If you need to change your scorekeeping duties, it is your responsibility to switch with another parent.
- Coaches/Managers (including Jersey Manager) and spouses are the only ones EXEMPT from scorekeeping. They already dedicate their time, energy and skills to make our season a great success! Safety people that have already taken the on-line course WILL be slotted in to score keep. TAMITIK Clock instructions are in the scorekeeping box, it's easy!
- There will be changes from Time to Time that are beyond our control and you will be notified asap.

REP FEES

- \$100.00 p/month. please submit post dated cheques for the 5 months, dated the 1st of every month.
- One Time Rep Try Out Fee - \$100.00 (must be paid already), is deposited into the REP team account.
- Due dates - 1st of every month starting in October 2012 - Jan 2013
- All Accounts must be in good standing for players to be permitted on the ice.
- These fees will be paid monthly without exceptions (injury, suspension, ect.)

Rep Team Account & FUNDRAISING

1. Each player will get a Rep Team Account with their fees and fundraising included.
2. If you do not work the fundraisers - you will not make money
3. Our team budget runs from October through to February.
4. Fundraising that will be booked are 3 or more Ice Demon's games for 50/50 sales.
5. Other Fundraisers - need a parent volunteer committee.

TEAM ATTIRE

JACKETS with the Kitimat Winterhawks Logo. Last seasons, ALL Rep teams purchased the same jackets, if your child's still fits, you won't need one so please let the team Manager know. Money budgeted for this in your Rep Fees.

GAMES: SHIRT/TIE/DRESS PANTS

DRYLAND

MANDATORY

TEAM RULES - PLAYERS

- Must be at the arena 1 hour prior for games out of town and games against out of town teams. Players must arrive in their shirt, tie and dress pants. Players must bring runners/gym strip to run before the game.
- Must have their OWN water bottles with their names clearly marked on it.
- If you cannot make a game or practise, please call or e-mail the team Manager to let them know.
- Bullying or harassment will NOT be tolerated by anyone!
- For all team travels, there will be a curfew in effect.
- For any team activity or fundraising, it is mandatory that all players be in attendance. Please be on time and on your best behaviour.

- The Coaches will NOT tolerate a bad attitude! If you have one, please leave it at the door before entering the building.
- School is #1. Your grade average must be maintained.
- As a player, you are expected to give 100% effort at all games and practices.
- Always RESPECT your coaches and your team players, your friends.

TOURNAMENTS MANDATORY

Tournaments set are mandatory. Everyone must Travel and Everyone is charged tournament and travel fees (where applicable). Fundraising is for travel and that is where it is designated.

Discipline Guide

1. Verbal Warning
2. Meeting with parents and child
3. Will not dress but must be sitting in the area watching the team.
4. Will not dress and will also miss the next game. Must be sitting in the arena watching the team.
5. Further discipline process will be followed in the KMHA Policy & Procedure Manual.
6. HEAD coach and coaching staff have the right to make adjustments to guidelines where suitable to ensure expectations are met.

ARENA FACILITIES - KEEP THEM CLEAN

PLAYERS are expected to treat their teammates and facilities with RESPECT.

NO scraping pucks on cement walls, NO shooting pucks in the hallway, NO horse play and damaging dressing rooms,
GOOD shower etiquette, NO hazing, NO bullying!

ANY damage will be paid by the individual/s involved.

PARENTS NOTES

KMHA Rule: NO cell phone usage in change rooms. However, players can step out of the room to use their cell phones.

No parent will be permitted in the change rooms unless asked by a member of the coaching staff. Parent must have "Respect In Sport".

The only time a parent is permitted at the players bench is if he/she has been called there by the coaching staff.

Abuse to coaching or management staff will **not** be tolerated and doing so may result in the offending person being asked to leave the arena.

Absolutely no parent is to ever come to the players bench with a complaint. All complaints are to be taken to the team's manager. The manager will then approach the coaching staff on your behalf.

Parents are not to coach their kids from the stands. It is alright to give encouragement but not acceptable to distract the player.

Refrain from REPLY ALL e-mails and remember good email etiquette.

IF your child cannot make a practise or game, please e-mail the team manager.

ICE DEMONS GAMES- 50/50 Fundraising

Each Rep team will have 3+ days assigned for 50/50 fundraising. If you are unable to make your slot, please find a family member to replace you. Without attendance, there is no fundraising credit in your account.

Items needed for 50/50

- Cash box/float (take out petty cash, usually \$100.00, split and give half to winner, and hand in the other half to the Treasurer, deduct off team accounts).
- 50/50 tickets (need to be purchased in all colours, bin stored in equipment room).
- Winning tickets needs to be noted with winner's name and left in cash box, other tickets in a plastic bag not discarded.

2nd Director - ordered gaming license and it is stored in the cash box all year. Gaming Summary reports MUST be submitted at year end the latest.

FAIR Play Code for Players

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper; fighting and 'mouthing off' can spoil the activity for everybody.
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 and that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances, both those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

FAIR Play Code for Parents

1. I will not force my child to participate in sports.
2. I will remember that my child plays sport for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts 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 a game or event.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.



15 things to keep in mind while watching from the stands at every hockey season.

1. Let the coaches' coach. If you are telling your son or daughter — or any other player for that matter — to do something different from what their coach is telling them, you create distraction and confusion.
2. It is very unnerving for many young players to try and perform difficult tasks on the ice on the spur of the moment when parents are yelling at them from the sidelines. Let the kids play. If they have been well coached, they should know what to do on the ice. If they make a mistake, chances are they will learn from it.
3. Do not discuss the play of specific young players in front of other parents. How many times do you hear comments such as, "I don't know how that boy made this team..." or "she's just not fast enough...". Too many parents act as though their own child is a 'star', and the problem is someone else's kid. Negative comments and attitudes are hurtful and totally unnecessary and kill parent harmony, which is often essential to youth team success.
4. Discourage such toxic behaviour by listening patiently to any negative comments that might be made, then address issues in a thoughtful, positive way. **Speak to the positive qualities of a player, family or coach. It tends to make the outspoken critics back off, at least temporarily.**
5. Do your level best not to complain about your son or daughter's coaches to other parents. Once that starts, it is like a disease that spreads. Before you know it, parents are talking constantly in a

negative way behind a coach's back.

6. Make only positive comments from the stands. Be encouraging.

Young athletes do not need to be reminded constantly about their perceived errors or mistakes. Their coaches will instruct them, either during the game or between periods, and during practices. You can often see a young player make that extra effort when they hear encouraging words from the stands about their hustle.

7. Avoid making any negative comments about players on the other team.

This should be simple: we are talking about youngsters, not adults who are being paid to play professionally. I recall being at a 'rep' baseball game some years ago, when parent on one team loudly made comments about errors made by a particular young player on the other team. People on the other side of the diamond were stunned— not to mention hurt and angry, and rightfully so. Besides being tasteless and classless, these kinds of comments can be hurtful to the young person involved and to their family as well.

8. Try to keep interaction with parents on the other team as healthy and positive as possible.

Who's kidding whom? You want your child's team to win. So do they. But that should not make us take leave of our senses, especially our common sense. Be courteous 'till it hurts; avoid the 'tit for tat' syndrome.

9. Parents on the 'other' team are not the enemy. Neither are the boys or girls on the other team. We should work to check any negative feelings at the door before we hit the arena.

10. What is the easiest thing to do in the youth sports world? Criticize the referees. Oh, there are times when calls are missed, absolutely. And that can, unfortunately, directly affect the outcome of a contest. **That said, by and large those who officiate at youth hockey games are a) hardly over-compensated, and b) give it an honest — and often quite competent — effort. At worst, they usually at least try to be fair and objective. Refrain from negative comments and yelling at the officials as this is the MAIN reason we lose referees. Without them, there will be no games.**

11. On that note, outbursts from parents on the sideline made toward the referees only signal to our children on the ice that they can blame the refs for anything that goes wrong.

Learning early in life to make excuses and to blame others is not a formula for success in sports — or life.

12. Yelling out comments such as "Good call, ref" or "Thanks ref" may only serve to alienate an **official**. The ref always assumes they made the proper call, that's why they made it. Trying to show superficial support because the call went 'your' way is simply annoying to the officials, and to anyone within earshot.

13. **The stands are for enjoying watching your child play, and the companionship of other parents— not for negative behaviour.** If you want to coach, obtain your coaching certification.

14. We all feel things and are apt to be tempted to say things to others — fellow parents, officials, our own kids — in the ‘heat of the moment’. But we don’t excuse athletes for doing inappropriate things in the ‘heat of the moment’ (there are penalties, suspensions, etc.) so we should apply similar standards to our own behaviour at the rink. Make yourself pause and quickly check yourself and ask: Will I be proud of what I am about to say or do when I reflect on it tomorrow?

15. The parking lot is not the time to ‘fan the flames’. **Whether it is a coach’s decision, a referee’s call, a comment that was made, let it go.** Don’t harass the coach or an official or a parent on the other team after the game is over. Go home, relax, and unwind. Talk positively with your child. Many of us have made the mistake of “chewing out” our own son or daughter on the way home for perceived poor play. The ride home is sometimes as important as the game itself. Make that time a good memory for your son or daughter by discussing as many positives as you can about him/her, their coach and their teammates.

HOCKEY PARENT REP CONTRACT FORM

Date: _____

I _____

agree to travel with the REP team on the tournaments in this handbook. It is my understanding that IF I cancel, I am responsible for outstanding tournament fees and will lose fundraised dollars. To explain, fund raised dollars can only be used for travel.

Player:

Parent Signature:

Please hand this in to your REP Manager before season start up.

Thank you.

KMHA