

# 2019 YMHC Bench Staff Guidelines

Thank you for taking on the role of house league bench staff – coach or assistant coach. The following is designed to answer your primary questions about your role as a coach / assistant and address common questions.

## Contacts

The following are the primary YMHC house league contacts:

YMHC Registrar: Barry Stephens - [yhmcregistrar@rogers.com](mailto:yhmcregistrar@rogers.com)  
YMHC Waitlist: [yhmcwaitlist@rogers.com](mailto:yhmcwaitlist@rogers.com)  
YMHC House League Convenor: Barry Stephens - [barrystephens1@rogers.com](mailto:barrystephens1@rogers.com)  
YMHC Select Convenor: John Mullin – [cheryl.mullin@hotmail.com](mailto:cheryl.mullin@hotmail.com)  
YMHC Contacts (including your Convenor): [ymhc.ca / contacts](http://ymhc.ca/contacts)  
YMHC House League Guidelines: [ymhc.ca](http://ymhc.ca) - leagues / house league / general rules

## General Bench Staff Requirement

All bench staff (coaches and assistant coaches) are expected to:

- provide encouragement and positive re-enforcement to all players.
- ensure that all players receive equal ice time each game during both regular season and playoffs. Select / non select players are to receive equal ice time at all times.
- be courteous and respectful towards all league officials including referees, timekeepers, fellow coaches, parents and arena staff at all times. Matters of a sensitive nature must be discussed in private and not in the presence of others.
- Fully comply with the direction of all arena staff, city parks and recreation staff, members of the Toronto Police department, Fire department, Ambulance Services as it relates to any directive given while in any arena and or arena parking lot.
- *wear your YMHC jacket for all games and practices*
- ensure alternative coaching arrangements are in place in the event you cannot attend games.
- educate players to ensure they play by the rules and demonstrate good sportsmanship at all times
- maintain team discipline; fights, temper tantrums, foul language and any form of mental harassment or abuse are not to be tolerated anywhere inside the arena
- notify the Convenor of all disciplinary and officiating issues, if any, immediately after each game
- honour all select suspensions applicable to house league play
- conduct supervised pre-game warm-up including organizing drills
- assist the Equipment Manager to make sure that all league goalie equipment is not abused and that it is returned to YMHC not later than Championship Day each year
- read the YMHC Guidelines posted on our website

- fully comply with the GTHL mandated Parent Respect in Sport and Gender Identity and Expression courses

**Minimum Qualifications:** The GTHL has mandated that house league bench staff for all member organizations must complete the following educational training prior to participation as bench staff for any house league game. All YMHC bench staff must complete the following:

- Gender Identity and Expression
- Rowan's Law (Concussion awareness)
- YMHC Coaches Code of Conduct

In addition, YMHC requires that all house league bench staff must also complete the following program

- Parent Respect in Sport Program
- Police Check (VSS)

To take these courses please follow this link which is found on the YMHC website under Education.

If you have not taken these courses, you should not be acting as house league bench staff.

**Coaching Philosophy:** Your primary mandate is to provide all players with a safe and structured environment, educate your players in good sportsmanship and teach the fundamentals of the game.

**The inappropriate use of select players and or failure to maintain fair and equitable player rotation for ALL players during both house league and play-off games will not be tolerated.**

**Player Rotation:** The preferred format is 1 goalie and 3 lines of 5 players (16 players). When teams have more or less than 16 players per game then player rotation becomes an issue. Please make sure that you discuss player rotation with your Convenor prior to the start of the season and with your opposing coach prior to each game. It is imperative that you and your fellow coaches follow the same guidelines to insure equal player rotation and fairness at all times.

**Termination of Responsibilities:** YMHC reserves the right to remove any BENCH STAFF from house league and or select bench participation in the event of non-compliance with any of these guidelines and or actions deemed inappropriate by YMHC.

## **League Administration**

**Team Composition and Balancing:** YMHC strives to structure each division with 4 teams of 16 to 18 players per team. The numbers of teams / players per team may vary each year depending on player participation.

It is a primary goal of YMHC to provide balanced teams. The Convenor is responsible to formulate teams based on the following criteria; player skill level, equal distribution of select players, parent requests. This is a very difficult and challenging job as players are often absent and skill levels can progress rapidly over the course of a season. The Convenor is empowered to make trades to achieve balanced trades. Trades are to be made not later than the end of November.

**Discipline Committee:** YMHC has a discipline committee made up of YMHC executives. The committee will manage all disciplinary issues related to bench staff and player conduct. Their decision is final.

**Dressing Room:** YMHC complies with the GTHL Dressing Room Policy. This is a complex issue. For full and proper coverage please read: <http://gthl.uploads.s3.amazonaws.com/uploads/gthl/2016/10/13113530/GTHL-Dressing-Room-Policy-October-2016.pdf>

**Game Cancellations:** YMHC strives to advise parents of cancelled games prior to 3pm. YMHC uses teamSNAP for all such communications.

**Practices:** Practices for all applicable divisions are run by a 3<sup>rd</sup> party organization. YMHC Convenors and bench staff are not required to administer or attend any practices.

**Play-offs:** For divisions which conduct play-offs all teams make the play-offs. The format is a round robin format – the top 2 teams advance to Championship Day.

**Helmet Policy:** All bench staff and on-ice volunteers under the jurisdiction of the GTHL will be required to wear a C.S.A approved helmet during all on-ice activities, including games / practices and try-outs. During the course of a game, a trainer or any other bench staff who is attending to an injured player at the direction of the Referee is considered exempt from this policy.

**Select Players attending House League Games:** ALL players are expected to attend house league games on a regular basis. The GTHL has established the following rules regarding select players playing in house league:

**(g) Attendance at House League Games.** A House League Select Program player is expected to attend all House League games unless for reasons of illness or injury. A House League Select Program player should miss no more than three regular season House League games because of attendance at tournaments and should not miss any House League playoff games because of tournaments. A House League Select Program player who attends less than two-thirds of their House League games will be considered ineligible for further participation in the House League Select Program. House League Organizations may apply to the Board of the applicable Affiliated Division that is operating the House League Select Program's league for relief from this provision due to illness or injury of the player.

Please advise you Convenor of any player not participating in accordance with these guidelines.

**Suggestions / Improvements:** If you have suggestions for improvement in respect of any YMHC guideline, policy or procedure please direct them to your Convenor. Unresolved issues should be directed the YMHC Head Convenor.

**Acknowledgement:** By signing and dating this document I confirm that I have and will agree to comply with the YMHC Bench Staff Guidelines.

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**Your Name (please print)**

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**Your Signature**

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**Date**