



FORT GARRY NORTH TEAM DEVELOPMENT AND FAIR PLAY POLICY AND PROCEDURE MANUAL

Acknowledgement

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FORT GARRY NORTH HOCKEY ASSOCIATION MISSION STATEMENT

To provide children with opportunities to develop life & hockey skills through team development and fair play.

CORE VALUE STATEMENT

Fort Garry North Hockey Association is an inclusive community club based program that provides every child with a fun, safe, positive playing environment; promoting the development of self-esteem, trust, respect, honesty, teamwork & sportsmanship through equal participation and accountability to all participants.

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Why do I play hockey?

Research¹ over the years has clearly indicated that kids play sports for the following reasons:

- #1 Have fun
- #2 Learn skills
- #3 Develop fitness
- #4 Enjoy competition

It only goes to say that the top reasons why kids quit sports are as follows:

- #1 Lack of fun
- #2 Not a positive challenge
- #3 Do not improve skills

Winning and receiving individual awards do not appear among the top reasons for playing. The bottom line is that kids want an opportunity to participate, develop the skills and fitness that will allow them to play effectively, and to have fun doing it. What is fun for kids?² In recent studies of children 8 to 15 years of age, they identified having fun, learning skills, enhancing personal performance, socializing with others and experiencing optimal challenge. We as parents have a responsibility to make sure fun is associated with personal improvement and intrinsic joy from the activity, and not just from winning.

1 Coaching Youth Sports – Coaches Concerns Website (refer to “related links” on www.fgnha.mb.ca)

2 Youth Sports Institute, Spotlight on Youth Sports

Fort Garry North Hockey Association (FGNHA) Commitment to Team Development and Fair Play

Team Development in FGNHA is about ensuring young players develop into good teammates and role models, and coaches enable this development through positive feedback and support of all players on a team.

Fair Play in FGNHA is about equal participation and is defined as follows: when it is my turn to go out, I will be given the opportunity to go out and participate.

Playing Time

It is mandatory that each player on the team, including goaltenders, be given equal opportunity to ice time. Coaches should expect that there will be some losses, and maybe some close ones that are the result of mistakes made by a player that the coach would much rather not have had on the ice at the time, but whose turn it was to play. It is more important that the player experience the thrill of having been in on the play, and given it his/her best shot and lost, than to have been removed from the rotation because the coach thought he/she wasn't good enough or up to the challenge. An opportunity to play in pressure situations will give both the player and the coach the opportunity to work together for improvement, while building self-confidence and self-esteem in the player.

These policies do not bear instant results. However, they will in the long term, and will ultimately benefit and develop both individual players and their team.

Some of the important benefits of following this coaching style:

- The players will learn that they are responsible to the team and are more likely to give their best effort.
- There will be most assuredly faster improvement in every player and thus the team.
- All players and parents will feel that every player is an equal member of the team, enhancing team spirit and morale.

Discipline

In order to establish player responsibility, any player(s) who violate team rules may have to forfeit one or more turns during a game. Team rules, established in writing by the head coach, will be consistent with this Team Development and Fair Play policy, and will be applied consistently to all players on a team. FGNHA also realizes that children have other important activities which play a major role in their lives. All volunteers must keep this in mind when it comes to the children's participation in hockey. Coaches should recognize that if a player has a conflicting activity that is important to him/her, and gives sufficient notice for an absence, that he/she should not be disciplined. However, parents

must realize, and communicate to their player, that making an honest effort to attend all team functions is essential in developing a team to its highest potential.

Player Responsibility

Players are responsible to try their best, and follow the coaches' and referees' directions. Any player making a minimal effort in a practice or a game, or deliberately not following coaching or referee direction, may have to forfeit a turn during practice and/or games while the coaches discuss the player's responsibility to the team with him/her. Note: this is not meant as a justification for sitting out weaker players in an attempt to win games, but as a coaching tool for the purpose of developing players into good teammates.

Ensuring a Consistent Understanding of the Team Development and Fair Play Policy

This program philosophy is the framework for putting the children playing hockey first. The aim of the FGNHA is to promote the philosophy contained within the FGNHA Mission Statement.

This policy is not about bringing a stop watch to games to determine if some players got more ice time than others during any one game. All FGNHA coaches will do their best to ensure their actions support the FGNHA CORE VALUE STATEMENT. However, during any one game some shifts will be shorter than others, some players will have to wait to go on the ice due to a penalty to their team, etc. These situations will happen, and parents must give coaches the benefit of the doubt that they will treat all players equally in these situations.

Parents should endeavor to understand the opportunities and limitations that are provided through a community club based program. Please also understand that team officials and administrators are volunteers. The programs offered by FGNHA are inclusive, not exclusive, and provide equal participation for all children.

To ensure everyone in FGNHA becomes familiar with and knowledgeable about the Team Development and Fair Play Policy:

- Coaches and team officials who will be on the bench must attend an educational seminar coinciding with a general pre-season coaches meeting.
- Parents and other team officials will receive this Policy document by email.

This Policy is intended to address hockey issues within the Fort Garry North Hockey Association. Therefore, issues arising from a perceived violation of the Team Development and Fair Play Policy and Procedure Manual will be dealt with through the Fair Play Reconciliation process described on page 13.

Code of Conduct

Players

1. All players, with the assistance of their parents and coaches, will become familiar with the Team Development and Fair Play Policy.
2. Each player, in conjunction with their team mates and coaches, will establish personal and team goals for improvement.
3. All players will respect team mates, coaches, game officials, opponents, parents and facilities and conduct themselves as young, responsible individuals.
4. Players, in discussion with parents, should recognize the importance of their contribution to the team, and make every effort to attend all team activities.
5. Players should commit to giving their best effort at all times.
6. Failure to have the required equipment will prevent the player from participating.
7. All players will be dressed in their equipment prior to participating in practices and games at a time determined by the coaching staff. Ex. 15 minutes prior.
8. Players will contact their coaches if they are unable to attend games/practices and advise them with as much advance notice as possible. Failure to comply and the consequences will be outlined in the team rules.
9. Players will be assigned positions and line mates by the coaches.

Parents

1. Parents will make themselves completely familiar with the Team Development and Fair Play Policy as provided by the FGNHA.
2. Parents will discuss this Policy with their children in an effort to gain mutual understanding.
3. Parents will conduct themselves in a respectful manner at all times and at all locations. They will not ridicule, demean, challenge or abuse any player, parent, team official, game official or opponent. The FGNHA has adopted a zero tolerance attitude towards a breach of any of the aforementioned.
4. Parents will understand and support team rules.
5. Parents and players are responsible for providing all the necessary equipment required in a well maintained condition (i.e. Helmet screws tight, skates are sharpened, sticks are taped and in playing condition, etc.).

Coaches

1. Coaches and any other rostered team official on the bench will attend a coach's mandatory Team Development and Fair Play educational seminar. Failure to do so will disqualify any coach or team official from coaching.
2. Coaches will organize a meeting immediately after team selection to deal with the following:
 - Selection of a parent representative and a team manager/treasurer.
 - Determine through consensus a desired number of exhibition & tournament games.
 - Discuss other important matters as it pertains to the team.
3. Coaches will organize a meeting with players immediately after team selection to deal with the following:
 - Establish team rules that include progressive forms of discipline. It is important to establish uniform consequences for failing to comply with team rules in order to reinforce player responsibility, accountability and teamwork.
4. Coaches are to ensure that they have attained the required coaching certifications.
5. Coaches will respect children, parents, opponents, officials, and program administrators. Coaches will never ridicule, embarrass, demean or abuse any player, parent, spectator, official or opponent.
6. Coaches conduct will be in accordance with the core values of FGNHA.
7. Coaches will prepare skill appropriate practices that are fun and challenging.
8. Coaches will determine player positions. Coaches will ensure all players experience equal participation, except for disciplinary purposes, as per the FGNHA Team Development and Fair Play Policy.
9. Coaches will encourage children to rise to their highest potential through positive reinforcement, attention to individual needs and constructive feedback.
10. Coaches will ensure the safety of the children at the arena/community centre, on the ice and in the dressing rooms by ensuring adult supervision before, during and after all games. No child should ever be left unsupervised.
11. Coaches will respectfully address issues & concerns presented to them within 72 hours of receipt.
12. The coach, in conjunction with the Manager, will be responsible for ensuring that all registrations as required by FGNHA/Winnipeg Minor Hockey Association (WMHA) are completed and submitted within the time lines required.
13. The head coach, in conjunction with the Coach & Player Development Director, will ensure that all coaches have the necessary certifications (or will be obtaining necessary certifications) as required by WMHA.

Manager/Treasurer

1. The Manager/Treasurer will be selected by the parents at the Coaches meeting held immediately after team selections.
2. The Manager/Treasurer will communicate team scheduling of games, practices, and tournaments including any changes, arranging of travel permits, cancellations, etc.
3. The Manager/Treasurer, in conjunction with the coaches, will assist in locating and securing practice ice slots.
4. The Manager/Treasurer will prepare a season budget, present to the parents for approval and determine intervals of contributions to the team account.
5. The Manager/Treasurer will provide, on a monthly basis to each parent, a statement of expenses and monies received. Copies will be retained and may be requested by administrators of FGNHA.
6. The Manager/Treasurer will ensure all team expenses are current.
7. The Manager/Treasurer, in conjunction with the Coach & Player Development Director, will assist in administering the Coach Evaluation Forms.
8. The Manager/Treasurer will obtain team equipment and jerseys as provided by FGNHA as well as obtaining additional equipment as deemed necessary by the coaches.
9. The Manager/Treasurer will be responsible for ensuring that an ejected player is escorted from the ice directly to the dressing room.
10. The Manager/Treasurer will coordinate a team windup at the end of the season.
11. A coach cannot be a manager/treasurer.

Parent Representative

1. The Parent Representative will be selected by the parents after team selection. It is recommended that this selection be made outside of the Coaches meeting.
2. The Parent Representative will have a working knowledge of the Team Development and Fair Play Policy and will promote the intent of the policy.
3. The Parent Representative will act as a team liaison between coaches and parents.
4. The Parent Representative will endeavour to resolve all differences. If unsuccessful, the parent representative will prepare the appropriate documentation as provided in this policy manual, and forward it to the Fair Play Director.
5. A coach cannot be a parent rep.
6. The Manager/Treasurer cannot be a parent rep.
7. A FGNHA administrator or anyone else in the WMHA cannot be a parent rep.

Administrators

1. The FGNHA will administer a hockey program reflective of the needs of the community it serves.
2. FGNHA will communicate the Team Development and Fair Play Policy to participants through annual orientation meetings.
3. FGNHA will provide coaches with the training and resources to become effective in program development.
4. FGNHA will maintain accurate financial records and provide information for accountability.
5. FGNHA believes in Team Development and Fair Play, and that all players deserve equal opportunity. The association will strive to ensure the association's core values have been adhered to and take measures to ensure players receive the opportunity to excel to their highest potential as hockey players and responsible young people.

Fair Play Reconciliation Process

The FGNHA Fair Play Policy is intended to provide consistency in regulating the actions of all participants who are registered or associated with our hockey program. When issues arise this process is intended to deal with the situation swiftly (to a maximum of 13 days) so that frustrations and further escalation of issues does not take place.

Step 1: Parent Rep

Any player, parent or coach, who believes the Fair Play Policy is being breached, may obtain a Policy Incident Form from the Parent Rep or from the back of this booklet. They will complete the appropriate boxes, describing the incident and submit the form to the Parent Rep within 72 hours from the time of the incident. The Parent Rep will meet with the parties named in the form to discuss the relevant issue; at a time agreeable to all parties within 72 hours of the form being submitted to the Parent Rep. This Policy Manual will be the standard for resolving all Fair Play issues. If the issue is resolved, the Parent rep will complete all applicable boxes, and upon completion forward the form to the Fair Play Director for record keeping purposes. If the issue is not resolved go to Step 2.

Step 2: Fair Play Hearing Committee

The Parent Rep will immediately notify the Fair Play Director, or in their absence the Coach and Player Development Director, and forward them the Fair Play Incident Form.

A Fair Play Hearing Committee will be convened within 48 hours; composed of the Fair Play Director, or CPD Director, and two other members of the Fort Garry North Hockey Association Board.

The Hearing Committee will direct the parties involved to appear before them. This process is intended to ensure the participants understand the Fort Garry North Hockey Association Fair Play Policy, and their responsibility in continuing to contribute to the success of Fair Play for the benefit of the children playing hockey in our community.

Depending on an individual's actions, the Fair Play Hearing Committee can impose sanctions ranging from cautions or warnings to suspension for any player, coach, parent or spectator. The decision to impose a sanction and the date it takes effect will be final. The only exception is when a suspension is imposed and the affected person decides to challenge the decision. See Step 3.

Step 3: Appeal Board

Any player, coach, parent or spectator who is suspended by the Fair Play Hearing Committee can appeal the decision. The suspended person has 48 hours from the time they receive notice of the suspension to notify the Fort Garry North Hockey Association

Appeal Board of their intention to appeal the suspension decision. The Appeal Board will be comprised of the President and 2 Executive members of the Fort Garry North Hockey Association. Upon notification, the Appeal Board must convene to hear the appeal within 72 hours. Failure to appear before the Appeal Board will result in the suspension taking immediate effect on the date imposed by the Fair Play Hearing Committee. The decision of the Appeal Board will be final.

FGNHA Fair Play Incident Form

| | |
|---|------------------------------|
| Date & Time Of Incident | |
| Location Of Incident | |
| Team | |
| List Names Of Persons Involved And Relationship To Team | |
| (Coach, Asst Coach, Manager, Parent, Fan, Sibling, Referee, etc.) | |
| List Names Of Others Present And Relationship To Team | |
| Incident Description | |
| Name Of Person Submitting Form | Phone Number |
| Date/Signature of Submitter | |
| Date/Parent Rep Receiving Form | |
| Date/Time Of Meeting With Parent Rep | |
| Parent Rep Summary | |
| Further Action Required No Yes | Date/Signature Of Parent Rep |

| |
|---|
| Date Submitted To Fair Play Committee |
| Date Of Fair Play Committee Hearing |
| Fair Play Committee Recommendations |
| Date/Fair Play Chairperson Signature |
| Date/Fair Play Committee Members Signatures |
| Date of Appeal |
| Appeal Board Decision |
| Date/Signature Appeal Board Chairperson |
| Date/Signature Appeal Board Members |