

XII. COACHES' DUTIES AND RESPONSIBILITIES

Coaches will promote team spirit and set a good example of sportsmanship and good conduct both on and off the bench. All coaches must have clear knowledge and understanding of the Coaches Manual, EPHA Policies & Procedures and District 6 rules.

- A. The head coach must provide a copy of his/her current Certification Card before he or she will be allowed to take the ice. Certification requirements are outlined in Section XI.
- B. The head coach is responsible for operation of the team. His or her main objective is to teach and develop hockey skills consistent with the goals and objectives of the EPHA.
- C. In accordance with MAHA rules, only coaches whose names appear on the team roster may be in the players' box during games and ALL MUST complete a USA HOCKEY IMR form. A team may register up to five coaches.
- D. The head coach will assist the Coaches Selection Committee in selection of assistant(s).
 - 1. Person(s) selected MUST have current Certification Cards on file with the Coaches Certification Coordinator.
 - 2. Person(s) selected should have similar hockey philosophies, thereby creating a good working relationship beneficial to the players.
- E. The Head Coach will select a Manager and other personnel he or she feels are needed and shall designate their duties. For example, some coaches have the manager arrange practice schedules and scrimmages while others prefer handling this themselves.
- F. The coaches will be involved in selection of players as outlined in Section VII.
- G. The Coach is expected to be available to discuss any problems with the players and/or parents, keeping in mind that his prime responsibility is to the whole team and not to any one individual.
- H. The Coach will keep practices and games in good proportion and in accordance with District 6 and MAHA rules and must strive for at least one practice for every game, using outdoor ice whenever possible.

- I. Coaches will meet with parents shortly after the teams are selected to discuss their goals, philosophy and disciplinary principles, to review any additional team expenses, and to discuss ways in which parents can assist the team.
- J. Coaches will instruct team captains to shake hands with referees and opposing coaches before and after games.
- K. Coaches will instruct players on proper conduct during the national anthem. (Stand at attention with helmet under the left arm and stick on the ice in the right hand.)
- L. The team parents will pay any reasonable trip expenses of non-parent head and assistant coaches including room, board and transportation. Expenses will be reimbursed for room rate plus tax, actual gasoline expense, and \$40.00 per day for meals. Reimbursement for additional expenses is optional and will be up to each respective team.
- M. Failure to adhere to and enforce EPHA and District 6 rules and procedures will be addressed by the Board of Directors. Consequences for such failures shall be:
 - First Offense - Coaches Commissioner will issue a written warning.
 - Second Offense - Coach will be suspended for two games.
 - Third Offense - Coach may be removed for the duration of the season.
- N. Abusive language and consumption of alcohol, tobacco or drugs by coaches during games, practices and team functions is not allowed.
- O. Coaches shall not be restricted from coaching teams outside of EPHA.

XVII. DUTIES AND RESPONSIBILITIES OF A TEAM MANAGER

The manager must be knowledgeable of the rules and guidelines put forth in Sections XII, XIII and XIV and is responsible for all functions listed herein either by delegation or by carrying out these functions personally. Head coaches always have the prerogative of handling any of these functions themselves.

- A. Ice Draws. A representative of the team must be present at the pre-season ice draws for indoor practice hours. Once these hours are drawn, they belong to your team. If, for any reason, your team is unable to use any of these hours, it is the Manager's responsibility to trade them with (or give them to) another team or to notify the Ice Coordinator that you will not be using the ice

- B. Team Finances. Manager will collect an agreed upon amount from the parents to cover such expenses such as additional ice time, games, and tournaments as well as non-parent coaches' expenses for out-of-town tournaments and end-of-the-season trophies or plaques (optional). All additional expenditures must have the consent of the parents.
- C. District 6 Reporting. The team manager is responsible for submitting game reports to District 6. See Section XIII. District 6 also requires team statistics including team records and league standings.
- D. Team Statistics. Manager will be responsible for providing game performance statistics per the coach's needs.
- E. The Manager may be responsible (as directed by the head coach) for procuring entry into additional tournaments.
- F. Travel Arrangements. Manager, arrange team lodging and advise parents of their responsibility for securing their family's reservations, and provide directions to arenas.
- G. Committees. Set up parent committee for tasks such as:
 - 1 Phone Tree. Appoint 3 to 4 people to inform team parents of schedule changes.
 - 2. Minor Officials. Arrange for scorekeepers, timekeepers, penalty box attendants at home games. Minor officials must be adults.
- H. Publicity. EPHA strictly defines and restricts the nature and content of all publicity. See Section I-H. The Head Coach must approve all articles.
- I. Eligibility Records. Manager shall be prepared provide officials with copies of each player's birth certificate, insurance certificates and other pertinent data at each league game or tournament.
- J. Trade Games. At the coach's direction, the manager shall assist in scheduling non-league games and to arrange for referees. See Section XIV.
- K. Injuries. See Section XIII for policies on injuries. The team manager must have signed Consent to Treat forms for each player in their possession and is responsible for the filing of appropriate forms.
- L. Schedules. The team manager shall supply monthly schedules of all games, practices and team activities at least one week before the first scheduled activity of the month. The manager will assure that revisions get communicated to all parents in a timely fashion.

- M. Mailbox. Managers must regularly check the Team's Mailbox for information.
- N. Equipment. Managers are responsible for checking out team jerseys and equipment such as first aid kits, puck bags and goalie equipment from the Equipment Manager before the start of the season and returning equipment at the end of the season.
- O. Managers must attend both the EPHA and District 6 team manager's meetings, obtain necessary forms and submit a criminal background check form.