



THE APPLEWOOD HOCKEY ASSOCIATION

Coaches Manual

FOREWARD

The Applewood Hockey Association (AHA) Coaching Committee wishes to express its thanks to the Clarkson Hockey Association for its significant contribution to the AHA Coaches Manual. By granting the AHA permission to utilize contents of Clarkson's Coaches Handbook, we were able to benefit from a well-structured, well-written and informative document. We particularly wish to express our thanks to Bruce Kinney, Rob Parent, and Betty Jo Parent of the Clarkson Hockey Association.

In cases of conflict between this manual and the Applewood Hockey Association Constitution or its Bylaws, the constitution and bylaws are deemed to be correct. In cases of conflict between this manual and the MHL Guidebook, the MHL Guidebook is deemed to be correct.

Please bring any corrections or suggestions to the attention of Applewood Hockey Association's Head Coach or Assistant Head Coach(s)

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Section A - General Information

1. Coaches Meetings

Coaches meetings are held occasionally throughout the season. All head coaches are expected to attend. All assistant coaches, trainers, and managers are encouraged to attend. (Head coaches must send a designate if they cannot personally attend).

2. The Mississauga Hockey League (MHL)

The MHL consists of 8 associations, those of (in alphabetical order):

- Applewood Hockey Association
- Clarkson Hockey Association
- Cooksville Hockey Association
- Credit Valley Hockey Association
- Erindale Hockey Association
- Lorne Park Hockey Association
- Meadowvale Minor Hockey Association
- Port Credit Hockey Association

3. Applewood Website

The Applewood Hockey Association maintains its official website under the domain name of www.ApplewoodHockey.On.Ca. On this website, information of material importance is maintained, including

- Board of Directors (and contact information)
- List of Coaches and Convenors (and contact information)
- List of Sponsors
- Registration and Refund information
- Rink Duty and Ice Allocation times
- AHA Bylaws and Constitution
- Other pertinent Rules, Guidelines, Procedures, and Forms
- Special announcements
- A hyperlink/hot button to the MHL Games Centre

Coaches and their coaching staff are asked to visit the website on a regular basis in order to remain abreast of recent news and events.

4. Applewood Newsletter

The Applewood Hockey Association will from time to time publish a newsletter and publish it on its web site (www.ApplewoodHockey.On.Ca). The newsletter will hold articles of interest for the AHA membership. The Head Coach should inform parents and players of an issue release. In order to do so, the Head Coach and his/her coaching staff should regularly visit the Applewood web site.

The web site is our main form of communication. Get connected!

5. Team Web site Policy

The Applewood Hockey Association permits teams to develop and maintain a team specific website and permits the use of the AHA name and logo on these websites.

The Head Coach must fill out a “Request for Permission to Develop and Maintain a Team Website” form and agree to abide by the rules stipulated therein. For example:

- the web site will not be used in any way deemed as prejudicial to the AHA
- the web site will be removed within 90 days after completion of the hockey season. If it is to stay up and running, all artifacts of the Applewood corporation (e.g. Applewood logos) are to be removed from its web pages

Head coaches will be subject to disciplinary action by the AHA if these practices are not adhered to.

6. Admission to MHL Games

The MHL charges an admission fee for all players and adults at each game. Spectators aged 12 and under are admitted free. As a coach you will receive a pass, which will allow you free admission to all games. Coaches must present this pass to the Ticket Taker upon entering the arena.

7. Applewood Trophies Display

Players, coaches, parents, and volunteers are more than welcome to visit the Applewood Trophy display at Chic Murray Arena. It will be regularly maintained and may from time to time hold recent news and events.

8. Convening

Convening is the process of evaluating the talent of individual players and the overall talent level of each house league team to ensure that every series is competitive. Players are grouped into teams on the basis of their current level of ability. Each team in an age group (series) is assigned a color (level). The colors are red, white, blue, and green (in order of caliber). Sometimes a Gold level is added. Where added, Gold represents a team superior to Red.

Both the MHL and the local association play a role in the convening process. Convening begins with the first game of the season and continues until approximately early November.

At any time during Convening a player may be moved up or down or an entire team might be moved up or down (e.g. from White up to Red).

Once convening is complete points for teams moving up or down in color are adjusted. This point scheme may change from one year to another, so here's a scenario used in the past

- Typically a team moving up retains half of its points (e.g. Team A is moving up from Blue to White, and has 20 points. They will likely be set at the White Level with 10 points.)
- Typically a team moving down retains all its points (e.g. Team B is moving down from White to Blue, and has 6 points. They will likely be set at the Blue Level with 6 points.)

Where there has been several moves within a color series level, the MHL may decide to clear all teams' records, and begin the season record from the first game after convening is concluded.

Should you as a coach, during the convening period, feel a player is too strong or too weak for a given team, please contact the Applewood Hockey Association Convener immediately so the player can be evaluated and assigned to the appropriate level.

9. Player Registration

Although coaches play no role in registration, it's important for the coach to understand the process.

During the summer, the Applewood Registrar sends a renewal notice to all players who were registered during the past season. All players must register through the association's "Open Registration" process. (Open Registration is on a first-come first-served basis). Typically, Applewood holds its open registration in June-July. This also provides a chance for players new to Applewood to join.

All players must be residents of Mississauga. The MHL conducts extensive checks to ensure that this rule is enforced.

A player who is not a resident of Mississauga is deemed to be an illegal player. A coach who knows of an illegal player either playing or applying for entry to the MHL must disclose this to their Registrar. Failure to do so can result in the coach being suspended.

[Note: Returning goalies are strongly encouraged to register as early as possible]

10. Team Officials Registration

Any non-player who will be on the ice or behind the bench during the course of the season must be registered with the MHL. These individuals are considered to be "team officials" and "team volunteers". (A volunteer is insured to go on the practice ice and may go behind the bench a maximum of 4 times during the season).

Prior to the start of the season, each coach will be given a "Team Officials Registration" form on which all coaches, managers, and trainers must fill out their name, address signature, etc.

The coach must then indicate on the form which of his staff is to be given an MHL pass (the pass which allows them free admission to all MHL games). A team is allowed 5 admissions passes if it has a certified trainer, and 4 if it has no trainer.

A separate "Volunteer Registration" form will be issued for all volunteers. These are the additional off and on ice assistants who must also have CHA insurance.

No one other than these registered individuals is permitted on the ice or behind the bench at any time.

Individuals designated to receive a pass must provide a small picture of themselves. The picture should be of the person's face, and be approximately 1" square. Laminated pictures are not accepted.

Trainers are required to submit a copy of their trainer's card (showing expiry date). The trainer will not be issued a pass without this copy.

Once the form is completed and all pictures are attached, the coach hands it in to the Applewood Coaching Committee, who in turn pass it on to the MHL for processing. The MHL requires a few weeks to process these forms, produce the passes, and return them to the associations.

11. Rink Duty

As an associate member of the MHL, Applewood is required to have a representative oversee MHL games played at designated arenas (e.g. Chic Murray). Overseeing a game is referred to as "Rink Duty". While on duty you are representing and acting on behalf of the MHL (not Applewood).

Where possible, Applewood tries to spread the responsibility of rink duty beyond just the coaches. As such, it is hoped that you will be called upon to do less rink duty than you have been in the past.

Rink duty sessions are held on weekdays and on weekends. Check your rink duty roster for exact times.

A person assigned to rink duty must have completed the Harassment and Abuse Clinic

How to perform rink duty:

Report to the Ticket Seller who will provide you with a red Rink Duty jacket (which must be worn) and a clipboard with the rink duty report)

The clipboard should include an outline of the rink duty responsibilities. (This outline, prepared by the MHL is reproduced below. See "Summary of Rink Duty Responsibilities")

Bring your own pen and dress warmly, including warm shoes.

When your time is up, hand in the clipboard and the jacket to the Ticket Seller/Office. If the Ticket Seller has left, give it to an arena staffer. Don't forget to date and sign the report (including time-in and time-out) before handing the report in.

The Applewood Hockey Association will be financially penalized for all rink duty assignments missed. Coaches who fail to fulfill their rink duty assignments may have their passes revoked.

Summary of Rink Duty Responsibilities

(As outlined by the MHL)

- Pick up the following at the ticket office:
 - Clipboard with Report Forms
 - Rink Duty Report
 - C.H.A. Accident Report
 - Red rink duty jacket or rink duty vest
- Be visible at rink side during all games.
- Fill in the Date, Arena and Rink # and make note on the report:
 - Conduct of teams

- Conduct of coaches
- Referees: Were they late, or absent.
- Make sure the teams are out of the dressing rooms, to start the games on time. This is most important.
- If a player is seriously injured, make sure his coach completes a "C.H.A. Accident Report". Upon completion, the parent should take this form to the hospital/dentist for the medical report to be filled in the form is returned to the M.H.L. via the relevant Area Association President.
- Assist the rink personnel during a fire alarm.
- Watch the EXIT doors, to make sure there is no illegal entry to the arena.
- Sign your name at bottom to make report valid.
- Leave the clipboard, jacket and all completed forms at the ticket office when your duty ends.

12. Coaching Clinics

Applewood reimburses 100% of the cost of hockey accreditation clinics. Included are: Harassment & Abuse, Initiation Program, CBET Coach Stream for House League Coaching, CBET Development for "A" "AA" & "AAA" Coaching, and Trainer.

Minimum certification requirements for head coaches are as follows:

Hockey Canada has revised the coaching curriculum for coaches beginning 2004-2005.

As such, the outlines below may change (as we learn more).

A trainer is required for "A" Teams and highly recommended for house league teams.

Coaches are responsible for finding, registering, attending, and paying for the clinics on their own. Check with the Coaches Committee (and this website) for some dates of upcoming clinics.

Player Age	"House" Level	"A" Level
4 – 18 (all ages)	Harassment and Abuse	Harassment and Abuse
5 - 6	n/a	Initiation Program
7 – 10	CBET Coach Stream for House League Coaching	CBET Coach Stream for House League Coaching
11 - 18	CBET Coach Stream for House League Coaching	CBET Development for "A" "AA" & "AAA" Coaching

To be reimbursed, coaches must provide the Association Treasurer with proof that they have successfully completed the course. This proof must also show the course date, course cost and be signed by the instructor.

Here is the approximate duration of each course:

Course	Duration
Harassment & Abuse www.hockey.on.ca/development/development.html	4-4.5 hrs
Trainers (HTCP Level 1) www.hdco.on.ca	1 day (7.5 hrs)
Initiation Program www.hockey.on.ca/development/development.html	4-6 hours
CBET Coach Stream for House League Coaching www.hockey.on.ca/development/development.html	1 day (11 hrs)
CBET Development for "A" "AA" & "AAA" Coaching www.hockey.on.ca/development/development.html	2 days (16.5 hrs)

2004 - 2005 CBET Coach Stream for House League Coaching

Hockey Canada's Coach Stream is the certification required by the Greater Toronto Hockey League for all House League Coaches to be on the hockey bench. This is an 11 hour course that includes:

- Supporting the athlete through communication
- Teaching skills and progressions in the training environment
- Designing and delivering practices
- The game environment and game day preparations
- A down loadable Pre-Course Task that must be competed and taken to the course

Also included is certification for Hockey Canada's "Speak Out" & Harassment and Abuse. During the hockey season as part of the educational component of CBET, coaches who complete the Coach Stream will be mentored by phone or email by a GTHL Mentor. Please check with the host for cost of this training session. If you wish to attend one of the clinics you must be 16 years and older and register with the host contact.

2004 - 2005 CBET Development for "A" "AA" & "AAA" Coaching

The Greater Toronto Hockey League's Development 1 is the certification required by Hockey Canada for all 'A', 'AA' & 'AAA' hockey coaches to be on the bench. This is a 16.5 hour course that includes:

- Team building with athletes
- Teaching Hockey Skills and Progressions
- Designing a Seasonal Plan with Practices
- Goaltending
- Offensive and Defensive, Individual and Team Tactics
- Transition from game to practice
- 4 hours on ice with coaches designing and delivering sessions.

Also included is certification for Hockey Canada's "Speak Out" & Harassment and Abuse. For coaches who wish a more in depth program there is an optional downloadable Post Course Workbook on the GTHL Website to help coaches focus on their hockey season. However, for coaches who wish to attend the Development 2, they must successfully complete and present at registration this post course workbook. Please note Development 2 will not be available until next season.

During the hockey season as part of the educational component of CBET, coaches who complete the Development 1 will be mentored by phone or email by a GTHL Mentor. Please check with the host for cost of this training session. If you wish to attend one of the clinics you must be 16 years and older and register with the host contact.

2004 - 2005 Hockey Trainers Certificate Program

Hockey Trainers Certification Program www.hdco.on.ca

13. Coaches Code of Conduct & Expectations

Coaches often don't realize the impact they have on their players. Players look up to their coaches and take cues from their behavior. Being calm and collected behind the bench teaches your players how to act in a sportsmanlike way. Being angry and abusive sends them all the wrong signals.

Check our website for the latest Code of Ethics for our coaches, players, and volunteers

14. Dressing Room Conduct

It is the coach's responsibility to ensure that the dressing room is a safe place for all players. Although coaches do not need to stay in the room at all times, they should remain nearby and must look in on the players regularly.

Fighting, badmouthing, and general abuse of players by teammates must not be tolerated. Again, it is the coach's responsibility to ensure this does not occur.

Check our website for the latest Dressing Room Policy.

15. Equitable Play Policy

The Applewood Hockey Association is committed to equitable ice for all. Coaches are to follow this policy without exception.

Coaches should strive for as much balanced playing time in regular season games as well as playoff off games.

- every player gets a regular shift, and for roughly the same length of time as the shifts of all other players.
- all players should be given a turn on the power play and penalty-kill.

The coaching staff should inform parents and players upfront at the beginning of the season of their philosophy in terms of ice time.

Coaches should not abuse the term “equitable playing time”.

16. Pre-Novice

Hockey in the M.H.L. begins at the Minor Novice series (players turning 7 of the year the season starts).

Most associations provide a "Pre-Novice" program for younger children, which they run on their own as an internal house league.

Applewood offers Pre-Novice hockey to children aged 4 -6. The program foundation is the CHA's Initiation Program (IP) where trained instructors teach hockey basics in a step-by-step progression. The program includes a weekly practice/teaching hour, weekly game, and beginning off-ice hockey instruction. Applewood's program has been recognized by the OHF as a CHIP compliant program (successfully delivering the components of the CHIP program). Traditionally the Initiation Program sessions are held on Saturday mornings with games on Sunday, around noon. The Pre-Novice Program has a Pre-Novice coordinator in Applewood. Contact the Pre-Novice director for more details.

17. Coaches Survey

Applewood is the first organization in the MHL to make use of an online coaches survey. Coaches and parents will be asked to respond to a set of questions once a year (around

Christmas/New Year time) and this feedback will be used to ensure players continue to get the most benefit and enjoyment from their AHA experience.

A maximum of 30-40 minutes of a parent's or coaching staff's time is all that is required.

Sealed envelopes will be handed out to the Head Coach in early December for distribution to the coaching staff and player's parents. To ensure confidentiality is maintained, confidential User Names and Passwords will be provided with no way of linking questionnaires to respondents.

Detailed instructions on how to access and respond to the survey questionnaire will also be enclosed in the envelope.

It is the responsibility of the Head Coach to encourage parents and other survey respondents to answer their surveys before the "drop dead" date which will be clearly indicated on the instruction sheet(s).

18. End of Season & Playoffs

The MHL season ends in March. Each player on the team with the best record at the end of the regular season is presented with a plaque recognizing the achievement.

MHL Playoffs

Playoffs typically begin in mid March and end in late April. The playoff format is reviewed yearly and is subject to change. Once finalized, the format is posted to the MHL website and communicated to each association.

The MHL awards medals to its playoff winners.

Gold is awarded to the winner of the Championship Series with Silver to the losers. Bronze medals are awarded to both teams in the Consolation final game. Aside from receiving individual gold medals, the team who wins the championship series is also awarded the Ice Dogs Cup. Although the cup belongs to the MHL and must be returned, teams are permitted to keep it for a time after the season is over. (The Cup must be returned to the MHL via your association president by December 1 of the following season).

The Applewood Banquet

Applewood puts on an end-of-season banquet where the players are brought together for a pizza lunch and are presented with a plaque commemorating the season. This banquet is typically held in April as playoffs are wrapping up.

Equipment Return

Coaches are required to return any borrowed equipment to the Equipment Director as soon as their season is over. A coach who needs the equipment beyond this point (perhaps for a tournament) must obtain special permission from the Equipment Director. Coaches with outstanding equipment (not returned) will not be permitted to coach anywhere in the MHL until it is returned.

Coaches Applying for a Team Next Season

New and returning coaches must re-apply yearly. Applications are now available on-line from this website. Applications for the following year are accepted beginning in early December. Only coaches who submit an application will be considered. (Note: "Returning" coaches need not fill out a new application. Sending an e-mail to the Head Coach stating your wish to be considered for the team the following year is sufficient. The e-mail should include details of any coaching credentials upgrades.

Coaches often wonder what the AHA Head Coach/Coaching Committee looks at when selecting its roster of coaches. The AHA looks at:

- Coaches credentials
- Results of Police Records Search
- References (yes, we do call)
- Survey scores
- Disciplining issues raised in the course of the season
 - Against team players
 - Against coaching staff
- Attendance at Coaches meetings
- Conduct with Applewood Board of Directors
- Budgets are regularly submitted to the AHA Treasurer, where applicable

19. Team Fundraising

Most house league teams do not fundraise.

Fund raising activities by individual teams, i.e. for a total amount in excess of \$500.00, and/or the opening of a bank account in the name of the team concerned regardless of amount, must receive the prior approval of the Board of Directors. *When opening a bank account, please do not use the word "Applewood" anywhere in the name of the account.*

All team bank account facilities can only be operated under two signatures one of which must be the team's treasurer. Both signatories must be team parents but cannot be from the same family or any member of the coaching staff or any relative thereof.

Where the Board has provided its approval, the team **must** submit a bi-monthly statement of revenues and expenditures to the A.H.A. Treasurer. In addition, all books of account and bank records may be required to be submitted to the Audit Committee for review.

A final financial statement detailing its fundraising activities must be submitted to Applewood Hockey Association Treasurer as soon as the season is over. Monies collected by a team by way of additional sponsorships, fund raising etc. belong to the entire team and are not to be attributable to any individual member or members of the team and any team funds remaining unused at the end of the season for which approval was given must be distributed on a *pro rata* basis to the team members at the end of that season and must not be carried forward to the next season

As a non-profit entity, the team's final bank balance must be zero.

20. Applewood Board of Directors

The Applewood Board of Directors is comprised of an "Executive" which includes:

- President
- First Vice President
- Secretary
- Treasurer
- Registrar
- Head Coach
- Head Convenor

The entire Board of Directors (including its Executive) is dissolved every year at its Annual General Meeting ("AGM") and a new one is assembled. All members, Executive and Directors, are unpaid volunteers.

The Applewood Board of Directors meets monthly throughout the year to plan and organize the operation of the hockey association. Coaches are encouraged to attend and participate. Call our Secretary in advance for the next scheduled meeting you wish to attend (as a guest).

See the Applewood website for a list of Applewood Executive, Directors, and Committees. The President and any member of the Executive can be contacted via e-phone or mail from the Applewood website.

www.ApplewoodHockey.On.Ca.

21. Key Association Fundraising Events

Annual Gala

Applewood hosts an annual gala every year. Teams are assigned their own tables. Profits made are put back into the organization. Coaches are encouraged, along with their managers, to stir up interest amongst their parents. Cost of the Gala is normally per person and may vary per year. The AHA may also ask that each attending house league team donate a door prize – e.g. minimum value of \$50, and that attending “A” teams also donate a door prize – e.g. minimum value of \$100.

Annual Bill Buss Tournament

Applewood hosts the Bill Buss tournament every year. The Bill Buss tournament is generally held in the month of April. Applewood retains a small percent of all monies raised and applies it towards registration fees the following year.

22. The Applewood Hockey Association Constitution

The Applewood Hockey Association Constitution and Bylaws outlines all rules governing the operation of the association. A copy of our Constitution and Bylaws is on our website.

23. Players' Names on Sweaters

Once the M.H.L. convening is over (early November), you will need to arrange to have the players' names printed/sewn onto the back of the sweaters.

The process begins with you (or, better yet, your manager) contacting the Equipment Director to arrange for a date when it can be done. Determine the date you must hand them in and the date you get them back. Make sure you get your sweaters back before your next game!

Once the date is set, collect your sweaters and wash them.

Prepare a list of all your players' last names and their corresponding sweater numbers. Double-check to ensure the spelling is correct. If two players have the same last name, include their first initial as well.

Teams may have one "C" and three "A's" sewn onto the sweaters. Include the letter in brackets beside the players' names on your list of names.

At the appointed time, get the sweaters over to the Equipment Director who will arrange for the sewing to be done.

In most cases a sponsor's name will also be sewn or silk-screened onto the sweaters (this is handled by the association). Individual teams have no direct role to play in this.

24. Team Captains, Alternate Captains (and putting C's & A's on sweaters)

[It is not “mandatory” to have Team Captains and Alternate Captains. You may decide not to have any on your team; this decision is left up to the Head Coach and the coaching staff.]

At the first meeting with your players, spell out clearly what it is you are looking for in a captain and alternate. The criteria chosen should be something attainable by all players. Some suggestions include...hard work in practice, good attitude, sportsmanship, etc.

Tell them you will make your decision in early November (when Convening is over) and follow through at the appointed date.

Until the final decision is made, rotate the C and A's amongst the entire team by using letters made from hockey tape.

The rules of the game prohibits goalies from performing the function of Team Captain or Alternate Captain (this however does not prevent them from performing a leadership role on the team).

It is up to the discretion of the team's Head Coach and coaching staff as to how the selection of Team Captains and Alternate Captains is to be made.

[Note: Some organizations DO NOT ALLOW THEIR PLAYERS TO PICK captains and alternate captains. This is a decision the coaches must make, not the players. Consider that every player believes he or she deserves to wear a letter. Letting the players choose may reduce the process to a popularity contest].

25. Calling Up Players from Affiliate Teams

All players can affiliate with Teams from the same Association providing they are Teams from:

- From the same age Division and a lower Category, or
- From one age Division lower and from the same or lower Category.

Teams from the same association that are placed in split Categories either prior, during or after the convening cannot affiliate players from Teams in the other split Category.

An eligible affiliate player may play for a Team an unlimited amount of times before January 10th of the hockey season. After January 10, he/she can only play a maximum of 5 games for the same Team. Any player playing more than 5 games as an affiliate for the same Team after January 10 will be deemed an illegible player.

All Teams playing affiliated players are required to insert “AP” for Affiliated Player after each such player’s name on the Official Game Sheet.

The requesting team head coach must first contact the head coach of the affiliate team before asking a player to play on his/her team. In the event that the affiliate team head coach can not be reached, the requesting team must contact the AHA’s Head Coach or one of the AHA’s Assistant Head Coaches to inform them of their intentions before asking a player to play on his/her team.

26. Sponsors

As a non-profit organization, Applewood relies on the goodwill of companies and individuals to sponsor its teams. Although teams might carry a sponsor's name on its sweaters, sponsorship is not team-specific.

The AHA would appreciate \$500 per team for a sponsor's name to appear on a team’s sweaters. All sponsorship monies are used to defray costs of the Association at large.

All Applewood coaches and team management are encouraged to solicit new sponsors, should the opportunity arise. Any potential sponsor should be directed to our Sponsorship Director.

27. Mentor Coaches

Each year the Coaching Committee will match a team of experienced coaches (often termed Mentor Coaches) with coaches that could/should benefit from the Mentor Coach's experience. Mentor coaches will play roles/perform functions including: knowledge source, leadership assistance, organizing assistance, offering suggestions and generally acting as a senior source of leadership in coaching.

New coaches may be required to attend the first practices of the mentor's team. The mentoring system is not intended to categorize coaches into junior and senior levels, but to appropriately support our volunteer coaches in a manner that enhances activities throughout the year, and prevent a team coach from feeling isolated/lacking assistance.

Should you, as a coach, wish to be gain the benefits of being matched with a Mentor Coach, but have not been included in the initial yearly list, please contact the association's Head Coach.

28. Exhibition Games

There are separate procedures for exhibition games held at an arena within the GTHL boundaries and outside of the GTHL boundaries.

Exhibition Games Within the GTHL:

Call the MHL office at (905) 896-2619 to obtain an insurance permission number. Be prepared to provide them with the date, time, place and opponent for the game. (Note: where both teams are from the MHL, both must obtain permission numbers).

To book referees for the game (approx \$35 per ref) contact the MHL's Manager, Game Officials via the MHL website, MHL Info page. Be prepared to give him your insurance permission number. He will get back to you confirming your referee's attendance, and the costs. Refs must be paid, in cash, prior to the game.

Note: You must book an MHL referee for any and all exhibition games.

There is no fee or other approval required.

Obtain a blank game sheet from a Arena staffer prior to game day.

The insurance permission number must be written onto the game sheet (as referees will not work the game without it).

During the game, any penalties incurring suspensions must be served beginning the next regular season MHL game.

Game sheets must be forwarded to the MHL Chairman of the Rules and Discipline Committee within 48 hours.

Exhibition Games Outside of the GTHL:

Fill out an Exhibition Game Application Form (For a copy of the form, go to the MHL website, Administration page).

Send the form along with a \$5 cheque made payable to the M.H.L. to the MHL Scheduler. Keep a copy of the form for yourself.

Carry a copy of the form with you to the game.

If the game is between two MHL teams in an arena just outside of the Mississauga borders, such as Oakville or Brampton, MHL referees may be used. Otherwise, referees used must be from the hockey body governing that area.

Obtain a blank game sheet from an Arena staffer prior to game day.

During the game, any penalties incurring suspensions must be served beginning the next regular season MHL game.

Game sheets must be forwarded to the MHL Chairman of the Rules and Discipline Committee within 48 hours.

29. How to Send Mail ("snail mail")

The Applewood "Hockey Box" is located at the Chic Murray ice rink. Mail intended for any of the Applewood Executive or Committee Chair can be left in the box or Chic Murray's Customer Service desk. As mail is very infrequent, no one expects it. Call the recipient to advise them it is there to be picked up.

Mail intended for any MHL representative is to be left at Chic Murray's Customer Service desk.

30. Tournaments

Teams wishing to enter a tournament must apply to the MHL office, in writing using a Tournament Entry Application form ...and a cheque for \$10.00... at least 6 weeks prior to the start of the tournament.

Tournament Entry Application form are available from the AHA Tournament Director.

The form must be signed by an authorized Applewood Association representative or it will be rejected by the M.H.L. Our authorizing representative is our AHA Tournament Director.

Teams cannot enter tournaments during the MHL playoffs.

All tournaments must be sanctioned by the CHA (through the GTHL, OMHA, etc).

Because tournaments are held on weekends and MHL games are held on weekends, teams entering tournaments must request that the MHL reschedule your team's games. This is called an exemption.

Teams are allowed 2 exemptions per year. Therefore, house league teams can only enter 2 tournaments in a given year.

Copies of all tournament game sheets must be forwarded to the MHL Rules and Discipline Chairman within 48 hours of the tournament conclusion. Any and all suspensions not completely served during the tournament carry over to the player's next regularly scheduled MHL game.

Note: Applewood "NON-CONTACT" teams are NOT PERMITTED to enter CONTACT TOURNAMENTS

Keep in Mind ... Different tournaments have different organizational requirements: Associations outside of the MHL are different. They won't have the red, white, blue, and green levels we are used to. Many combine two age groups together (e.g. minor Novice and major Novice into a group they simply call "Novice"). A team entered in a "house league" tournament might well be a travel team, which would be equivalent to us putting together the best red players from all 8 MHL associations. When entering a tournament make sure you are clear on whom it is you are playing against. Ask some questions. Aside from the team entry fee, is there a gate fee? Are there any special tournament rules? Is there another team entered with red sweaters like ours? Will cover-ups be available? Will you need to get a team list from your Registrar showing your players date of birth?

Will you need to bring copies of recently used game sheets?

31. Suspension Appeals

(How to appeal a Match or Gross Misconduct suspension)

Only suspensions of 7 or more games may be appealed. There are NO EXCEPTIONS to this rule.

Appeals can only be “initiated” with the consent and approval of the Applewood Discipline and Protest Director or Applewood President.

Once the coach or player has the support of the Applewood Discipline and Protest Director or Applewood President, he/she fills out the Appeal Form. (Forms can be obtained from the MHL website, Administration page). A cheque in the amount of \$25.00 payable to the Mississauga Hockey League must accompany the form.

The Applewood Discipline and Protest Director or Applewood President then signs the form and forwards it (along with the cheque) to the MHL office, c/o MHL Discipline Chairperson.

32. Suspension Codes List

The OHF Minimum Suspensions codes list can be found on the MHL Yearbook handed out to each coach at the first Coaching Meeting (held in early September).

33. Medical Information Sheets

It is important for trainers and coaches to know of any medical conditions their players may have. The best way to get this information is to have them fill out a medical information sheet. A medical information sheet/form can be printed from our website. Photocopy as needed. Be sure to treat any information given as strictly confidential between you and the player/family. Remember that this information is voluntary, not mandatory.

Section B - Pre Season

1. Player Evaluations/Tryouts

Red, White, Blue and Green House League player evaluations/tryouts, are held at the beginning of September. The date, time, and location of the Player Evaluations are posted on the Applewood web site in early August.

[Aside: “A” Team evaluations/tryouts are held in late April or early May; closed Gold evaluations/tryouts (M. Novice Gold and Novice Gold) are held in mid May and open Gold evaluations/tryouts are held in early June].

There are generally two ice sessions scheduled for each age group. A third session may be added if the age group is a particularly large one (i.e. if there are 4 teams).

Goaltending equipment (pads, glove and blocker) will be made available to those goalies who require it.

On-ice drills for Red, White, Blue and Green House League player evaluations/tryouts are normally designed and coordinated by the Head Coaches of the respective “A/Gold” Teams in collaboration with the AHA Head Coach/Coaches Committee. Any special requests should be directed to the Head Coaches in charge of a particular Division.

[Aside: On-ice drills for “A” Team and Gold evaluations/tryouts are normally designed and coordinated by the AHA Head Coach/Coaches Committee. Any special requests should be directed to the AHA Head Coach].

All teams must have a minimum of 16 players (including the goalie). Depending upon the total number of players registered you may need to select more or fewer than 16 players. Be sure to confirm your number with the Registrar.

During evaluations, the coaches of the various teams evaluate the talent of the players on the ice with a view to selecting their teams. While doing evaluations, coaches are not permitted on the ice.

[Ideally] For Red, White, Blue and Green House League player evaluations/tryouts, the coach of the highest colour team should have his team selected by the end of the first evaluation. A list of selected players must then be communicated to the coach of the next highest (with an understanding that a few changes might still be made). In a typical 3-team age group then, [Ideally] the first coach picks his team at the first evaluation session and the second coach finalizes his team at the second evaluation session. The third coach's team is comprised of the remaining players.

The coach of the highest colour "controls" the first evaluation while the coach of the next highest colour controls the second evaluation.

Once you have finalized your selections and your team is set, finalize your list with the Registrar before you leave the arena.

Once all evaluation sessions for that age group are completed, the coach of each team should call each player individually to welcome him or her to the team. (This task is best done privately, not publicly).

Coaches are NOT to confirm player selections with ANY players until after ALL the evaluations for that age group are finalized.

Selecting Players

Colour series teams are created through the aggregate evaluation of all players within a given age group. Team 1 is made up of the top 15 skilled players plus the top skilled goalie. Team 2 is made up of the next 15 skilled players plus the #2 top goalie (etc).

A hotly contested topic is the potential removal of coaches from the player selection process due to "selection inaccuracies".

The Coaching Committee hopes each coaching staff will respect the designated player selection criteria as stated.

Previous Coach Assessment

An excellent resource for gaining a better understanding of the skill level of the players is to seek the advice and assessment of the coaches from the previous season. If, for example, you are the coach of the White team, you should speak with the coaches of the Green, Blue and Red teams from the year before. The Green and Blue coaches should be able to point out which players might be ready to advance. The Red coaches might have a player or two moving down for a variety of reasons.

In-House Scouting

Coaches who intend to coach the same team the following year are encouraged to keep an eye on other Applewood players from the same age group. If coaching a red team, for example, watching the green, blue, and white teams play now and then will give you an idea of which players might be ready to advance in colour the following year.

Tampering

During evaluations/tryouts, active solicitation of players or parents of players of other associations with a view to having them change associations is strongly discouraged. Coaches who violate this rule are subject to disciplinary action.

2. Putting your Coaching Staff Together

Most teams have a head coach, 2 assistant coaches, a trainer and a manager. (Many also have volunteers in charge of post-game drinks, game stats, etc).

When assembling a staff remember the axiom of "many hands make light work". Don't try to do it all yourself. Surround yourself with good people and give them specific responsibilities. You can then oversee the entire operation while focusing your energy on the things that you do best...like coaching!

If you are new to a team and do not have an existing staff, ask for volunteers from your team's parents (at the team pre-season meeting). Meet with interested parties individually.

In looking for assistant coaches, keep in mind that someone with experience working with children will likely be more of a help to you than someone who merely knows the game of hockey. Look for assistants who can assure you that they can make it to most games and practices. For safety purposes, make sure any on-ice volunteers have skating skills.

3. Meet with your Parents

It is important that you meet with your parents at the start of the season. At minimum, you should communicate the following:

- Your Name and phone number
- Give them an idea of your coaching philosophy.
- Outline your yearly plan.
- If you have no assistants or manager, ask for volunteers.
- Answer any questions they might have. (If you don't have an answer, don't guess. Tell them you will get back to them).

4. Sweaters, Socks and Pucks

Before the first game of the season, the Applewood Equipment Director will arrange a time when you can meet him to pick up your team's jerseys and socks. Funds permitting, pucks may also be provided. Coaches of the younger age groups may also arrange to borrow goalie equipment.

Section C - First Game of the Season

[Note: this section is primarily for Red, White, Blue and Green color teams]

1. Find out Date, Time, and Location of Your First Game

Game dates are communicated on the MHL's website at www.hockey.on.ca. Click on the Game Centre button, then the Schedules button. (Or, easier still, use the link provided on the "Links" page of the Applewood web site).

2. Call your Team

Call every member of your team once you know the day, time and location of the first game. Tell everyone to be at the rink 1 hour before game time. This is important as you will need extra time before the first game to hand out the sweaters and socks, put together your line-up, fill out the game sheet, and fill out the Convening Roster sheet.

Ask your goalie if he/she owns all or some of his own equipment. If he/she doesn't, you will need to arrange to loan what he/she needs from the Applewood Equipment Director.

3. Give out the Team Socks and Jerseys

Prior to the first game of the season you will have picked up the team's sweaters and socks. Typically these are handed out in the dressing room prior to the first game. (With a bit of luck you will have a practice before your first game at which time you can give out the jerseys then.) Try to give the players the numbers they want ... but keep in mind that the jerseys are not all the same size. A few will be smaller and a few will be extra large. Hand them out with this in mind.

4. Fill Out the Convening Roster Form

At the first coaches meeting you will be given a Convening Roster form. You are required to complete the form with your players' names and sweater numbers. It is important to keep in mind that the numbers you submit are final, as far as the MHL is concerned. The MHL Convenor will be at your first game looking to collect this roster sheet from you prior to the game.

Section D - Game Day

1. Getting into the Arena

You must show your pass to enter the arena. If you don't have your pass you must pay as a spectator.

2. The Game Sheet

Obtaining the Game Sheet:

Game sheets are available from the Ticket Seller. Typically, the first coach or manager at the rink picks up the game sheet, so if it's not available, the opposing team must have picked it up. Get it from them once they're done filling in their portion. (Officially, the visiting team is supposed to fill out the game sheet first).

Filling Out the Game Sheet:

- Write in the name (and number) of every player of the team on the game sheet. If a player is absent, write "ABS" after their name.
- Indicate your captain by writing a "C" after his name.
- Indicate any alternate captains (max of 3) with an "A" after their names.
- If you've "called up" a player, write "AP" after his name and circle it.(AP=Affiliate Player).
- Write in the names of all coaches who will be behind the bench.
- If you have a player under suspension, put his name in the appropriate area and indicate "game 1 or 2, etc.", for example. Sign the game sheet.

If your team was first to fill out its roster, deliver the game sheet to your opponent's dressing room as soon as you're done so that they can complete their roster in time. If your team is last to fill out the game sheet, give it to the timekeeper before the game (if possible) or bring it with you behind the bench and give it to the referee.

Reviewing the Game Sheet after the Game:

Get in the habit of collecting the game sheet immediately after every game. It is a good idea to give this responsibility to your team captain (or another designated player) who, in most arenas, can get the game sheet from the timekeeper as soon as the game is over. (Be sure your captain, or another designated player, uses a "safety-first" approach when on the ice after the game. Instruct him/her to GET OFF THE ICE immediately when the zamboni enters the ice, whether he/she has the gamesheet or not).

BE SURE to review the game sheet immediately after the game. It's a good practice to have your manager or assistant look it over too. Check to make sure they got the score

right. Most importantly, look to see if any of the penalties carry suspensions. If you're not sure, call your Applewood's Rules Director or Discipline and Protest Director immediately to get clarification. Remember, the referees assess penalties ... they have nothing to do with suspensions (which are imposed by the MHL). In other words, don't expect the referee to tell you that your player has been suspended.

3. Dressing Rooms

Generally, the arena will assign you with the dressing room directly across from the visitors' bench if you are the visiting team, and across from the home bench if you are the home team.

Before you let your players in the dressing room, be sure you look it over for damage.

If there is any damage, report it to the rink staff. Get the staffer's name as a safeguard. (Obviously you can't always be the first one at the rink so it's a good idea to educate your parents. Give this responsibility to the first parent to arrive at the rink).

Most arenas keep the dressing rooms locked. Most require you to trade in your car keys for the dressing room key. This ensures that you don't forget to hand the key back in when you leave. (Again, train your parents. There's no reason that the first parent to arrive at the rink can't do this).

The City of Mississauga has set down a new rule beginning in 2004 regarding cell phones. No cell phones are allowed inside arena dressing rooms.

No photography of any kind is permitted in the dressing rooms!

Applewood has a Dressing Room Policy, which is located on the Applewood web site. Make sure you read it and understand it!

4. PRE-GAME - Getting Ready

Things to Keep in Mind:

The MHL reserves the right to begin any game 10 minutes before its scheduled start time. This means that your team must be ready to go on early, if need be. It's a good idea to assign your team manager or an assistant coach the responsibility of keeping an eye on the game before yours and advise you if it looks like it may end early. Be mindful of the players coming off the ice. Try to keep your players out of their path. Have your players line up at a different door if possible, or keep them in line against a wall, or simply keep them in the dressing room until the team leaving the ice is off.

NEVER walk across the ice to the players' bench. This is a strict rule in all of Mississauga. (Meadowvale arena is the only exception where you must walk a short distance, from the visitors' bench to the home bench).

Get in the practice of scanning your players' equipment once all are dressed. Players tend to forget neck guards!

Be sure your players know not to step onto the ice until the Zamboni doors are completely shut. This is a strict rule at all arenas.

A Pre-Game Routine:

Coaches should develop a pre-game routine. A good pre-game routine helps players get mentally and physically prepared. Here are some ideas you can incorporate into your pre-game:

- Encourage players to stretch. Encourage them to drink.
- Remind your players of the things you worked on in practice. Try to have them bring these to the game (skills and techniques).
- Go over the game plan (specific plays and strategies).
- Have them jog on the spot for 20 seconds (knees high) to stimulate the cardio system.
- Announce the 5 skaters who will start the game.
- Gather in the centre of the dressing room for a team cheer.

Establish an on-ice pre-game routine. Keep it simple for the younger groups where there is little time. Skating around the half-ice forward then backward while the team captain (or another player) warms up the goalie is most common.

5. PRE-GAME - On-Ice

Here's what to expect, on the ice, just prior to the start of the game:

As soon as referee steps onto the ice he will instruct the timekeeper to start the clock at 12:00. As it counts down, both teams have time for a brief warm up. When the clock reaches 10:30 (i.e. 30 seconds to go), the referee will go to centre ice to indicate it is time to drop the puck. The clock will stop at 10:00. If a team is not ready at which point the referee may assess a delay of game penalty.

Most coaches of younger teams designate one player to warm up the goaltender while the skaters are loosening up. Most coaches of older teams arrange a cross-ice passing drill where players take turns shooting on the goalie. (Teams are given a little more time for a warm up before weekday games).

Pre-Novice to Atom (additional to above):

Once the clock reaches 10:45 the referee will blow the whistle at which time both teams line up at centre ice and shake hands. Players then return to their benches. The coaches leave out their starting 5 skaters and the puck is dropped.

M. Peewee to Juvenile:

The whistle is blown at 10:30. Players do not shake hands.

[Note: some referees permit hand-shaking for older age groups as well. The above occurs in most cases].

Length of hockey games:

All games have 3 ten minute, stop time periods. All "A" hockey games will be played in three, 12 minute periods. The pre-game on-ice times mentioned above are modified accordingly.

If the score at the end of the 2nd period has a 5 or more score differential then the ENTIRE 3rd period will be played with running time (i.e. the clock will not stop) regardless of the score. The clock will also be run if this 5-goal differential occurs at any time during the 3rd period.

6. Behind the Bench

All bench personnel must be registered with the MHL. Teams are allowed 4 coaches behind the bench, 5 if one is a trainer.

The head coach is responsible for the behavior of all players and staff behind the bench. (Applewood reserves the right to suspend a head coach for failing to control his bench ...in general or as a result of a specific incident).

If you're the home team, you will have to provide a game puck. The puck should be new, black, and logo free.

In the interest of safety, be sure to shut the bench doors quickly during line changes. Too often a coach will leave the door open too long ... a dangerous situation.

On face-offs, the referee holding one hand up in the direction of the players' benches indicates that the visiting team can no longer make line changes ... and that the home team has 5 seconds more to make its last change.

Bring water bottles on the bench. Athletes in action dehydrate very quickly.

A trainer may only step onto the ice to tend to an injured player after the play is stopped and only when given the ok by the referee.

7. Injuries

Teams with a Certified Trainer:

Where a team has a certified trainer, the trainer's decisions regarding injuries and player safety shall be final.

Head coaches cannot overrule injury /safety decisions made by the trainer. This includes sitting a player for a shift or for the balance of the game, if so decided.

In cases where a team has more than one certified trainer, one should be deemed as "in charge". This should be discussed and agreed upon before the season begins so as to avoid any conflicts.

Where the trainer's certification is expired, he shall be a candidate for "most qualified" as outlined below.

Teams with NO Certified Trainer:

Where a team has no certified trainer, the coach should seek from amongst his coaching staff, the most qualified to "act" as trainer (someone who has had first aid training, for example).

Where the team has no certified trainer, the coach has final decision with regards to injury/safety related matters.

8. Referees

The referee-coach relationship should be one of mutual respect.

Remember that your players will take your cue. In order to teach your players to be good sportsmen you must lead by example. As tough as it might be, don't call out to the referees when they make mistakes. Bad calls will be made against both teams. It evens out.

Any complaints regarding referees must be channeled through the Applewood Hockey Association following the Referee Complaint Procedure. This procedure is documented on the Applewood web site. Do not contact the referee or the MHL directly.

9. Post-Game

Parents

At the start of the season you should establish a post-game procedure for your parents. For the older players who can tie their own skates and carry their own bags (Atom and up) have the parents wait in the foyer or snack bar area. This is a more comfortable place, relieves the clutter in the hallways, and is less stressful for the players. For the younger players (Minor Atom and lower), have the parents wait in the hallway until you give them the ok to enter the dressing room.

Players

As coach you should establish a post-game routine for your players. Here are some ideas you can incorporate into yours.

Wait a minute or two before going into the dressing room. This gives your players a chance to share some post game thoughts amongst themselves.

Make sure they have water.

Go over the game highlights, good and bad.

Encourage feedback.

Agree upon at least one area to work on for next game.

Find a positive and end on that note.

Always make yourself available to your players. After games is the easiest time for a player to connect with his coach.

Section F - Practice Day

1. General Notes

Practice sessions are generally 50 minutes, although some may be a little shorter or a little longer. Be sure to check your exact time on and off the ice before going to the arena.

Most arenas will assign teams to specific dressing rooms. They will post this somewhere at the rink entrance.

Make sure the room is clean and there is no damage before going in. If not, call a rink staffer to clean or make note of any damage.

2. On-Ice Safety

Before every practice, check to make sure that the ice surface is safe and free of any debris. Make sure that all doors are properly closed. Drills should be designed with safety in mind. A drill where the players criss-cross may not be appropriate for younger or weaker skaters, for example.

Teach your players to shoot at the goalie only when the goalie is standing and in the goalie ready position.

Any action, which would incur a penalty during a game, should likewise not be permitted during practice and should be addressed immediately by the coach.

3. Equipment

Practice is a good time to look over the players' equipment. Pay particular attention to the helmets, which should fit snugly. A loose fitting helmet may be too big or may simply need tightening or adjusting. Be sure it is a hockey helmet with a face protector, both of which must be CSA certified (look for the CSA stickers).

Make sure every player is wearing a neck protector which is BNQ certified. Equipment, which is too small or too large, will not protect the player properly. Players that are not completely outfitted with the required safety equipment are not permitted on the ice surface.

Required Equipment:

- Helmet with Face Protector (CSA approved}
- Neck Protector (BNQ approved}
- Shoulder Pads

- Elbow Pads
- Gloves
- Hockey Pants
- Jock or Jill Strap with protective Cup/Jill
- Shin Pads
- Hockey Skates

Please note: Coaches are now required to wear a CHA-approved helmet while on the ice.

4. Persons permitted on the Ice

Only players registered with Applewood are permitted on the ice.

Only coaches or assistant coaches who are registered with Applewood are permitted on the ice.

Coaches might want to invite a goalie from another Applewood team onto the ice. This would be a goalie that is called to fill in for the regular goalie or simply to enhance the practices' effectiveness. Such a goalie must be from the same age group or from one age group younger or older, no more.

No "other" players are permitted unless prior permission is obtained by the AHA Head Coach or Executive.

5. The Practice Schedule

At the start of every season, once the City has awarded Applewood its ice times for the year, the Applewood Ice Allocation Director puts together a practice schedule, by team.

- First, practice times are awarded equitably amongst "A" teams (coaches are asked to submit their top three choices).
- Second, practice times are awarded equitably amongst all house league teams (coaches are asked to submit their top three choices – excluding those times already taken by "A" team).

Coaches will receive a copy of this practice schedule prior to their first ice session. Scheduled times are also posted on the Applewood website. Coaches should then communicate these dates to their team's parents so that no player misses a practice session.

6. Schedule Conflicts

If you should find that your game schedule conflicts with your practice schedule, you should first attempt to trade your practice time with another team. As coaches we need to be accommodating to each other. Look over the practice schedule for a team that might

want the time you are looking to get rid of. If you can't find anyone to trade with, let the Ice Allocation Director know immediately.

Similarly, if your team cannot be on the ice at your allotted practice time for whatever reason, you must contact the Ice Allocation Director in advance. **WE CANNOT ALLOW PRACTICE ICE TO BE WASTED.**

All of the arenas have been instructed to report any ice time that goes unused. Applewood will be penalized.

Practice ice may NOT be sold.