



## **London Junior Mustangs Purple Seeded Hockey Program: Operations Manual 2019-20**

### **Document Overview**

The purpose of this document is to outline London Junior Mustangs Purple regulations and procedures regarding the operation of teams in the Competitive Hockey Program. It is designed as a reference document for team staff, parents, and other stakeholders.

The document is organized into the following sections:

- Introduction**
- Pre-Season Operations**
- Team Administration**
- In-Season Operations**
- Team Staff**

Please contact a member of the London Junior Mustangs Committee if you have any questions, concerns, or suggestions related to this document.

## London Junior Mustangs Purple Committee

Each association (North and Oakridge) are responsible for providing 3 volunteers/votes\* A Convenor and the President from each association also makes up the Committee but are non-voting members.

Chair - Kenan Cejvan

North President – TBD

Oakridge President –Darcey Goettling

### Division Convenors

Atom – Jennifer Schimmer (Oakridge\*)

Peewee – Mike Grimbleby (Oakridge\*)

Bantam – Sean Jeffries (North\*)

Midget – Ryan Finnsen (North\*)

Ice Convenor – Kenan Cejvan (North\*)

Timekeepers – North or Oakridge

Travel Permits – Jennifer Schimmer

Registrar/Treasurer – Lee Ross-Hayton (Oakridge\*)

Web – Sean Jeffries

### Contact Emails

Name	Email
Darcy Goettling	<a href="mailto:darcy.goettling@gmail.com">darcy.goettling@gmail.com</a>
Jennifer Schimmer	<a href="mailto:jschimmer@rogers.com">jschimmer@rogers.com</a>
Kenan Cejvan	<a href="mailto:northrepice@gmail.com">northrepice@gmail.com</a>
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Sean Jeffries	<a href="mailto:seanjeffries@rogers.com">seanjeffries@rogers.com</a>

# Pre-Season Operations

## Coach Selection

Coaches for the London Junior Mustangs Purple will be selected on an annual basis by a Coach Selection Committee formed by the London Junior Mustangs Purple. Details regarding application procedures, coach interviews, and related dates will be published on the London Junior Mustangs Purple website.

## Seeded Team Tryouts

Open tryouts will be held for all teams within the Competitive Program. Those tryouts will be publicized via the London Junior Mustangs Purple website. Players must live within the North and Oakridge boundaries in London.

## Seeded Coach Meeting

A mandatory meeting for all coaches in the competitive program will be scheduled prior to the start of tryouts. This session will be used to prepare for a successful season. Topics covered in the meeting can include but are not limited to: tryout processes, administrative items, season-long coaching development & support programs, and risk management and safety.

## Tryout Team Staff

The Head Coach must submit a list of all on-ice assistants, evaluators, administrative assistants (e.g. doing registration and/or distributing tryout jerseys) PRIOR to the first scheduled tryout to the Committee Chair. Please include complete names as well as why you have chosen them to help evaluate. The London Junior Mustangs Purple Division Convenor will advise the Head Coach via email when the list of assistants has been approved. Until that approval email is received, **no unapproved individuals are permitted to go on the ice, be on the bench, or be part of the team in any role.** Please note that during tryout, the London Junior Mustangs Purple do not allow involvement of any individuals (parents, relatives, etc.) who are associated with any of the players who are trying out for that team. The London Junior Mustangs Purple Committee will provide on-ice and/or administrative assistance as requested. Please email your London Junior Mustangs Purple Convenor with your request for on-ice assistance.

## Tryout Equipment

The London Junior Mustangs Purple will provide jerseys for use at tryouts. The London Junior Mustangs Purple will not provide pucks or cones for use at the tryouts. Coaches are solely responsible for these items.

## Tryout Registration & Eligibility

All players must be fully paid the necessary fees & properly registered before participating in any London Junior Mustangs Purple tryouts. The Head Coach of each team is responsible to confirm the eligibility of all players before they get onto the ice. The London Junior Mustangs Purple Registrar will provide the head coach with a list of eligible players who have met these criteria. If there is any question as to the eligibility of a player, the Head Coach will ensure that the subject player does not go onto the ice until any and all questions are resolved and will provide details to the Registrar for further investigation.

## Body Checking Clinic

All players, registered for minor bantam, bantam, minor midget, and midget, who have **not yet** participated in a body checking clinic, must attend a London Junior Mustangs Purple body checking clinic prior to the first on-ice tryout. Proof of prior participation in a body checking clinic may be requested. Goaltenders are exempt from this requirement.

Body checking clinics will be publicized via the London Junior Mustangs Purple website.

## Team Rosters

London Junior Mustangs Purple will declare the size of the roster for each team in the Seeded Hockey Program. The coaching staff does not have the authority to remove a player from the team once the player has been selected for the team. Only the London Junior Mustangs Purple Committee may remove a player from a team after the tryout selection process.

## Seeded Surcharge

These fees will be collected by the Home Association of each player and to be paid online through the registration process for the season no later Sep 30, 2019. **Note that these funds cannot be recouped via team fundraising.**

## Tournament Registration

It is typical for tournaments to be fully booked prior to tryouts. Therefore, Head Coaches may elect to plan and register in tournaments in advance of the selection of the team and the finalization of the team budget. The London Junior Mustangs Purple permit Head Coaches to register for up to a maximum of 4 tournaments:

- Maximum of two before the split and two after split
- Maximum of five nights in a hotel
- A tournament located in the US is automatically counted as 3 nights
- Any team travelling more than 300 km from City Centre needs special approval from the Junior Mustangs Purple Committee.
- No tournaments can be entered on the last weekend of regular season.
- A team that qualifies for Silver Stick International is allowed entry to a fifth tournament
- If a tournament is cancelled, it can be replaced by another one on the same date. Local tournament can only be replaced by another local tournament. Away tournament can be replaced

- by another away or local tournament.
- No Tournaments may be booked during playoffs.

A listing of requested tournaments is to be sent to the Division Convenor for approval. Each tournament must be approved by the Junior Mustangs Purple Committee prior to the Head Coach or team staff registering for the tournament. The London Junior Mustangs Purple Division Convenor will advise via email when the tournaments have been approved.

Every effort should be made to attend tournaments in Ontario due to costs and additional border crossing requirements.

There are many online resources available which list available tournaments including the following:

Alliance: <http://www.alliancehockey.com> (see the 'Game Center' section)

OMHA: <http://www.omha.net/> (see the 'Tournaments' section)

GTHL: <http://www.gthlcanada.com> (see the 'Tournaments' section)

## **Other Pre-Season Expenses**

Any Head Coach who identifies a need to spend anything beyond the above allowance before the team budget has been assembled, approved by the parent group, and approved by the London Junior Mustangs Purple Committee must provide details via email to the London Junior Mustangs Purple Division Convenor. Any costs incurred by the Head Coach outside of these restrictions will not be reimbursed from the team budget or the London Junior Mustangs Purple.

## **Team Administration**

### **Team Budgets**

Each team is responsible for their operating budget during the season. Items paid for out of a team budget will include 1 additional hour of ice per week provided by the JMP program (approximately \$5000.00) and an \$850.00 'Sponsorship' fee (cost of Jersey's and socks). It can also include such items as tournament entry fees, trainer kit supplies, practice equipment, extra ice time, outside skill development providers, timekeepers, and more.

A draft of the proposed team budget must be approved by the parent group and London Junior Mustangs Purple in advance of the collection of any funds. The parent approval will be confirmed via a secret ballot vote (one parent vote per player) no less than 48 hours after distribution of the proposed budget to all parents. A 2/3 majority of votes constitutes approval of the proposed budget. The parent-approved team budget will then be forwarded to your London Junior Mustangs Purple Convenor. The proposed budget is not approved until the Head Coach and Manager receives email confirmation of the final approval of the budget by the London Junior Mustangs Purple.

Team budgets for the Seeded Program are capped by the London Junior Mustangs Purple Board at a maximum of \$1000 per player or \$17,000 for a team of 17 rostered players.

Team funds are entirely separate from the funds collected and/or administered by London Junior Mustangs Purple. Any questions or concerns regarding team funds should be addressed between the parents and the team treasurer. The team Manager and Head Coach are escalation points for any parent concerns. The London Junior Mustangs committee may assist to resolve issues in exceptional cases upon request from the team.

Any significant change to the budget throughout the season requires another formal budget presentation and parent vote along with re-submission for London Junior Mustangs Purple approval. Team bank accounts in the name of the team shall be established at the beginning of each season. These accounts must have a minimum of two signing officers. The signing officers cannot be related either by consanguinity (family relationship) or marriage.

The Head Coach shall ensure that the team budget is appropriate, is approved and managed within the guidelines of the London Junior Mustangs Purple, and that financial statements are **distributed to team parents, and Mustangs Convenor monthly.**

Any funds returned from the team account must not exceed the team fee paid.

Teams must provide a bank statement for the season to show compliance with team budget.

## Coaching Staff Expenses

No member of any London Junior Mustangs team staff should benefit financially by their involvement with that team. However up to total of \$750 for the season can be reimbursed to non-parent coaches for out of town hotel accommodations.

## Team Fund Raising Policies

Team fundraising initiatives shall be outlined in the team budget. The budget should include a projection of the amounts expected to be raised by each initiative. These projections along with the proposed fundraising activities themselves are subject to approval by the London Junior Mustangs Purple. The review of the planned activities by the London Junior Mustangs Purple Committee will ensure that all planned activities are appropriate and safe for the team. The London Junior Mustangs Purple Committee will also ensure that team fundraising activities are not in conflict with plans that other teams and/or the Association may be planning. Teams are also not allowed to sell draw tickets or anything with a “chance to win” that has a Mustangs logo on it.

## Team Website

The London Junior Mustangs Purple provide each team with a website which is linked to the main London Junior Mustangs Purple site. The London Junior Mustangs Purple Ice Convenor will use the ‘Team Calendar’ section of that site as the one and only definitive source of game and practice details. All regular

season and playoff games will be posted to this site. In the case of changes, cancellations, or additions, this site will be the sole source of information.

The London Junior Mustangs Purple Ice Convenor will add approved exhibition games, independently purchased ice and tournament details to the calendar on the team's website.

Everyone involved with the team can sign-up for email and/or text message updates related to the team schedule. See the 'Manage Subscriptions' section of the London Junior Mustangs Purple website for details.

**Note: in the event of a conflict between an independently booked event and an event or ice booked by the London Junior Mustangs Purple Ice Convenor, the event scheduled by the London Junior Mustangs Purple Ice Convenor will take precedence (even if the team has incurred non-refundable costs related to the independently booked event.)**

**The deadline for the submission of tournament dates is August 5, 2019 .**

Access details for the website which will allow the team to post news and other content will be provided at the start of the season.

## Equipment

Game jerseys are the property of London Junior Mustangs Purple and must be returned at the end of the season in a condition reasonably comparable to the condition they were in when distributed at the start of the season. They should be returned within 2 weeks of the last game of a team's season.

Team jerseys must be kept together throughout the season. The jersey bags provided to each team by London Junior Mustangs Purple shall be used for this purpose throughout the season. **Players are not be permitted to take their jerseys home.**

Any other provided equipment such as pucks and jersey bags must also be returned along with the jerseys on a timely basis at the end of the season. Equipment return dates will be published on the London Junior Mustangs Purple website. Coaches will be solely responsible for the return of all equipment.

## In-Season Operations

### Alternate/Affiliate Players (APs)

The use of Alternate/Affiliate Players (APs) is a win-win-win opportunity for all of the parties involved. For the player, it allows for additional development at a higher competitive level. For the APs 'home' team, it provides motivation for its players and can allow that team to benefit from the skill development that player has received. And for the team to which the player is AP'ing, it provides the opportunity to seamlessly address player absences. All Head Coaches will be expected to affiliate players to their team and to utilize them whenever possible. This includes practices and games (where required/applicable).

Affiliated players may not be used by a team until they are on an approved affiliation list. A player may only be affiliated to only one team. No player from the team's roster is to be displaced to accommodate the AP. This means an AP may only be used to fill in for players who are injured, suspended, or otherwise absent. Also, you cannot top off your roster with affiliated players, and 'healthy scratches' are not permitted.

Once the form is completed by all parties, please forward to Registrar.

**The AP cannot be used in a game until the Head Coach has an email confirmation from the Junior Mustangs Purple Registrar who will also send an updated roster which includes that player.** In all cases, it will be the responsibility of the team to which the player is AP'ing to notify the player's 'home' team coach in advance of any cases where that player will be used in a game or practice. **In case of schedule conflict, the AP's primary commitment is always to their 'home' team.**

There is an Alliance deadline of January 1 following year to have AP's approved and added to roster. **So this means that a signed and completed form must be presented to Junior Mustangs Purple Registrar no later than Jan. 1, 20XX.**

There is a maximum of 10 games allowed per AP although no limits to the number of times an AP can practice. Tournaments and Exhibition games do not count. Please review as per Alliance handbook, under Rules & Regulations, sections 20 to 23 for full details.

([http://alliancehockey.com/Manuals/2430/ALLIANCE\\_Manual\\_of\\_Operations/](http://alliancehockey.com/Manuals/2430/ALLIANCE_Manual_of_Operations/)).

## Travel Permits

A Travel Permit is required for any game or practice outside of those scheduled for you by the London Junior Mustangs Purple Ice Convener. This includes but is not limited to:

- Alliance tournaments
- Non-Alliance tournaments
- All exhibition games
- Any intersquad games

Teams should have a copy of the Travel Permit available at all events they have been issued for.

Travel Permit forms must be submitted via online form following link below. Notification will be sent via email once the form has been approved by the Junior Mustang Purple Travel Permit Convener.

<https://www.minorhockeyforms.com/Organizations/49/London-Junior-Mustangs-Purple>

## Game Results & Game Sheet Distribution

Head Coaches are to ensure game sheets are filled in completely and ready for game time. All home team must record all score within 24 hours. Timekeepers will be assigned for all regular season/play-off home games. Timekeepers will distribute completed game sheets to each team and the GLHA drop box.

For home exhibition games, it is the home team association's responsibility to co-ordinate a timekeeper/ scorekeeper for the game, to distribute the game sheet copies to both teams and to the GLHA



box located in all City of London arenas, and to submit game results to the London Junior Mustangs Purple website.

For tournaments, it is the team's responsibility to ensure that they receive copies of all game sheets and to get the original game sheet copy to the GLHA box located in all City of London arenas **within 48 hours from the last tournament game.**

## Length of Games

The Alliance has implemented guidelines regarding minimum game time lengths for its Competitive leagues. Coaches do not have the right to refuse longer period lengths when extra ice time is available. The Team staff should carefully inspect the game sheet for period length details when they are completing the game sheet and should raise any concerns/ questions to the referees before they sign/ initial the game sheet prior to the start of the game. For more detail see the Alliance Handbook.

## Referees

Referees are assigned to all regular season and playoff games without any action by the team. No payment to the referees is required by the team for these regular season and playoff games.

In the case of exhibition games, the home team will be responsible for booking the referees, the cost of which will be billed to the team by the JMP Treasurer. Email address is [assignor1@londonrefereesgroup.com](mailto:assignor1@londonrefereesgroup.com)

Please verify your home game schedule has been uploaded correctly to the London Referees scheduling website. <http://www.webreferee.net/affilview.asp?a=a655139&r=7&t=sQL&l=aff>

Your Team's Manager should check 4-5 days before the game (\*\*very important for rescheduled games)

If a game is missing, please email [assignor1@londonrefereesgroup.com](mailto:assignor1@londonrefereesgroup.com)

## Booking Extra Ice

**Note: any ice assigned by London Junior Mustangs Purple Ice Convenor may only be used for authorized team use. This means that only rostered players and staff may be on the ice and/or on the bench.**

Teams can look for extra ice beyond what is provided by the London Junior Mustangs Purple Ice Convenor. There is an option for teams to independently purchase ice directly from the City of London. Available of the City facilities can be found on the City's website:

<https://rec.london.ca/EConnect/Facilities/FacilitiesSearchWizard.asp#>

Ice may also be available through other parties such as the Municipality of Middlesex Centre (Komoka), The University of Western Ontario (Thompson), and the Western Fair (which is booked through the City of London only in certain situations; see the Western Fair and/or City website for details). In any of these scenarios, the Head Coach is responsible to ensure that the rules & regulations regarding team activities

are always adhered to.

NOTE: Extra ice is not to be purchased to create a regular scheduled 3<sup>rd</sup> weekly practice.

## Suspensions

London Junior Mustangs Purple abides by the current Alliance Hockey Manual of Operations OHF Minimum Suspension List. Suspensions beyond the minimums can be applied at the discretion of the London Junior Mustangs Purple.

In all cases of suspensions to players or team staff, the Head Coach or Manager will notify the London Junior Mustangs Purple Convenor via email inclusive of the following details:

- Team details (age group & classification)
- Head Coach name
- Player name
- Game number (or tournament name)
- Suspension code written on game sheet
- Any other relevant notes

## Injuries

The London Junior Mustangs Purple takes injuries seriously. No Coach or Trainer should rush a player back from injury until fully cleared by a physician as required. Should a player sustain an injury during any team-related event and is unable continue play and/or misses team activities for an extended period of time due to injury, the Trainer will be required to fill out and submit an Alliance/ Hockey Canada Injury Report. Trainers and/or Head Coaches should consult with the London Junior Mustangs Purple Convenor(s) if in doubt regarding the applicability of this report. **Note: that this applies to cases of injuries to players, team staff, parents, or any other party.**

Coaching staff should educate themselves on the symptoms and treating of concussions and take all necessary precautions. Any symptoms that a concussed player is exhibiting should be taken seriously and that player should be refrained from any further play until guidance can be provided by a physician.

## Player Ice Time

Ice time is not necessarily expected to be equally distributed amongst all players for all teams at all times in the Seeded Program. It is the Head Coach's responsibility to determine the appropriate share of ice-time for each player taking all circumstances into consideration including the universal responsibility of every coach to fully develop each and every player to the fullest extent that is possible. With that said, it would be expected that ice balance would be near equal at all age groups. If there are any scenarios on any team (including older age groups) where the Head Coach expects that ice time would be significantly unbalanced on an on-going basis that should be reviewed in advance with the committee. Players cannot develop if they sit on the bench for extended periods of time on a regular basis

so it is expected that this will not happen anywhere in the London Junior Mustangs Purple Program.

## Player Discipline

This discusses the use of disciplinary action by the Head Coach. It is important for all parties involved to have a clear understanding of the mutual expectations along with the consequences which would be encountered when expectations are not met. This includes the publication of clear team rules (which should be available before tryouts where possible) including but limited to:

- Expected arrival times at games & practices
- Player attendance/ availability
- Player conduct

The following disciplinary steps are recommended:

- 1) Verbal Reprimand – This type of discipline occurs for minor incidents or as your initial attempt to correct a problem. The disciplinary action shall involve the Head Coach, another member of the team staff, and the player. Notify the player’s parent(s) of the meeting and give them the opportunity to attend. The meeting should be in private, away from the other players. Inform the player of your concerns, the behaviour you expect from them and what action you will take if the unwanted behaviour continues. Attempt to make this meeting as positive as possible. Documentation of the meeting is expected and required.
- 2) Benching – This type of discipline will generally take place when the player’s unwanted behaviour continues despite the verbal reprimand or the behaviour warrants by-passing a verbal reprimand (e.g. breaking a team rule which specifies benching, a serious on-ice infraction, etc.). Ensure the player knows why they are being benched and what actions you will take if the behaviour persists. Inform the player’s parent(s) why their child was benched. Again, document the meeting and actions taken with the player and the parent. Benching is to be used sparingly, only a shift or two. Benching for an entire period is not permitted without authorization from the Junior Mustangs Purple Committee.
- 3) Suspension – As a coach you cannot suspend a player. If you feel further discipline is warranted after benching, you must contact your London Junior Mustangs Purple Convenor(s). Your Convenor will review the issue and a meeting may be held between the London Junior Mustangs Purple Convenor(s), the player, the player’s parent(s), and the Head Coach. This meeting will be documented by the London Junior Mustangs Purple Committee and will inform the player of suspension (if warranted) and what further actions will take place should their behavior persist.
- 4) Removal – As a coach, you do not have the authority to remove a player from your team roster. Only the London Junior Mustangs Purple Committee can authorize such a decision. This action will only take place if it is in the best interests of the team and/or the organization. If such a request is received from a coach, the London Junior Mustangs Purple will expect to receive the proper form

of documentation from the Head Coach outlining the problem and the steps which were taken to try and correct it. The London Junior Mustangs Purple may also recommend a player's removal from a team for a single incident involving violence, abuse, harassment, bullying or criminal activity.

## **Playoff & Championships**

All teams in all competitive divisions will participate in playoff, playdown, and championship play following the conclusion of the regular season. The details will depend on the team's classification, structure of the Alliance leagues, and the team's results in qualification activities.

All playoff, playdown, and championship activities are mandatory for all teams. Teams do not have the option of declining to participate in any such events. This includes possible Alliance championship tournament (which was referenced in a previous section as a mandatory team budget line item).

Based on previous seasons, these post season activities can be expected to last until mid-April for many teams. Teams will not be able to adjust any post season schedules due to player/ family vacations or other absences during the March Break or at any other time. These requirements and your expectations for your team regarding availability should be clearly outlined prior to the start of tryouts to ensure that families can make an informed decision on the level of hockey which is best for them.

## **Team Staff**

### **Team Staff Roles & Responsibilities**

The London Junior Mustangs Purple Coaches Selection Committee will select a Head Coach for each team in the Seeded Program as per the schedule published prior to the start of each season. While it will be required that the Head delegates responsibilities to other members of the coaching staff, to parents, and others as required, the Head Coach will be ultimately responsible for all aspects of their team's operations.

The Head Coach will select their team staff which will include a Trainer and Assistant Coaches. The total including Head Coach, Assistants & Trainer shall not exceed 5 in total.

The Head Coach should also select Team Manager and Treasurer. Parent Representative is elected by team parents.

The official Team Roster for each team in the Seeded Program will include up to five staff members including the Head Coach, the Trainer, and at least two Assistant Coaches. The fifth staff roster spot can be used for an additional Assistant Coach or an Assistant Trainer. The Manager may be rostered for every team but does not need to be included in the five available coaching staff spots unless the Manager also has an assistant coaching or assistant trainer role on the team (i.e. if the Manager goes onto the ice for

practices and/or onto the bench for games then they will need to be rostered as a coaching staff member and as such will take up one of the five available roster spots).

**The Head Coach must submit the names of all proposed staff members to the London Junior Mustangs Purple Convenor(s) by September 14, 2019.** That submission is to include the status of all proposed staff members in terms of the minimum certifications and requirements (details below) for each including specific action plans to quickly address any deficiencies. This could include but is not limited to the details of any certification clinics which individuals may be registered in to get certification and status of Police background checks. The London Junior Mustangs Purple will advise the Head Coach via email when the submitted staff members have been approved. Until that approval email is received, no unapproved staff members are permitted to go on the ice, be on the bench, or be part of the team in any role outside that of a parent (if applicable). The London Junior Mustangs Purple Convenor(s) will work with each Head Coach to ensure that temporary approval is in place where required to facilitate tryouts and early season team activities.

## Head Coach

All Head Coaches are responsible to read, understand, and adhere to the following expectations:

- Maintain minimum coaching certification levels (Development Stream 1 – DS1) and provide required documentation to the London Junior Mustangs Purple Registrar
- Complete Speak Out/ Respect In Sport and provide required documentation to the London Junior Mustangs Purple Registrar
- Complete Gender Identity and Expression Course and provide required documentation to the London Junior Mustangs Purple Registrar
- Complete the police background check and provide required documentation to the London Junior Mustangs Purple Registrar prior to September tryouts
- Must be included on the team's roster
- Adhere to all London Junior Mustangs Purple, Alliance, OHF and Hockey Canada rules and regulations (including but not limited to player and team official suspensions)
- Lead and be ultimately responsible for all team activities (including practices, games, and any other team activities)
- Understand and adhere to all regulations related to the running of team tryouts and the selection of players  
Comply with all team budget requirements
- Assemble a coaching staff of qualified individuals including assistant coaches, trainer and on-ice helpers
- Assemble a team support staff of qualified individuals including team manager, team treasurer, and others as required
- Facilitate the duties of a parent representative as selected by the parent group (not selected by the Head Coach and not a member of the coaching staff)
- Ensure that team staff have met all requirements including but not limited to certifications, rostering, Speak Out/ Respect In Sport, Gender Identity, police checks

- Ensure that only approved and rostered staff and/or instructors participate in team functions
- Select players based on performance at tryouts
- Maintain the discipline of players and team officials in the dressing room and/or in any other venue where they have assembled as a team (this includes adherence to arena rules established by the City of London and any other location where the team plays or practices)
- Adhere to the Alliance Dressing Room Policy  
[https://alliancehockey.com/Manuals/2430/Sections/3028/25\\_0\\_ALLIANCE\\_Hockey\\_Policy\\_on\\_Dressing\\_Room\\_Supervision/](https://alliancehockey.com/Manuals/2430/Sections/3028/25_0_ALLIANCE_Hockey_Policy_on_Dressing_Room_Supervision/)
- Appoint a qualified designate to run the team during any absences
- Ensure all players receive equal attention to ensure proper player development
- Commit to the use of affiliated players (APs) during practices and/or games when possible
- Attend all coaches' meetings
- Actively participate in the London Junior Mustangs Purple Coaches Development Program
- Provide assistance and/or recommendations to the London Junior Mustangs Purple Board to aid in the program's development and/or to address concerns
- **Rowan's Law: Ensure no participant is on the ice for any tryout, practice, or game until a signed acknowledgement form is received by the organization.**  
[https://glha.ca/Articles/1532/Rowan\\_s\\_Law\\_-\\_Concussion\\_Protocol/](https://glha.ca/Articles/1532/Rowan_s_Law_-_Concussion_Protocol/)

## Trainer

All Trainers are responsible to read, understand, and adhere to the following expectations:

- Maintain minimum trainer certification levels (HTCP - Level 1; must be renewed every 3 years) and provide required documentation to the London Junior Mustangs Purple Registrar
- Complete Speak Out/ Respect In Sport and provide required documentation to the London Junior Mustangs Purple Registrar
- Complete Gender Identity and Expression Course and provide required documentation to the London Junior Mustangs Purple Registrar
- Complete the police background check and provide required documentation to the London Junior Mustangs Purple Registrar
- Must be included on the team's roster
- Ensure that the team's first aid kit contains the basic requirements as outlined through the trainer certification program
- Lead activities to ensure the safety of all participants; includes but is not limited to mitigating physical risks related to facility or equipment condition and the independent authority to remove players from games or other activities
- Routinely check player equipment to ensure safety
- Provide assistance to all players as required
- Inform coach and parent of player's condition
- Collect a health information sheet for all players and keep it updated throughout the season (will include player allergies and emergency contact details)

- Complete and file accident reports on all injuries

## Manager

All Managers are responsible to read, understand, and adhere to the following expectations:

- Complete Speak Out/Respect In Sport and provide required documentation to the London Junior Mustangs Purple Registrar where required
- Complete Gender Identity and Expression Course and provide required documentation to the London Junior Mustangs Purple Registrar
- Complete the police background check and provide required documentation to the London Junior Mustangs Purple Registrar
- Must be included on the team's roster (can optionally be listed as part of or outside of the coaching staff depending on the Manager's coaching role)
- Assist the coach with the administration of tournaments and exhibition games (registration, payment, hotel/ travel arrangements, etc.)
- Ensure travel permit has been approved prior to playing any exhibition or tournament games
- Ensure team financial records are kept in accordance with London Junior Mustangs Purple guidelines (in conjunction with the team's treasurer)
- Collect and submit signed Code of Conduct forms for all players and parents/ guardians

## Parent Representative

All teams must have a Parent Representative who has been selected by the parent group. The procedure for the selection of a Parent Representative is as follows:

- 1) The Head Coach or Manager will solicit volunteers from the parent group who would like to be considered for the Parent Representative role; the details will be published via email
- 2) A period of at least 48 hours will be allowed for expressions of interest from the parent group; these will be collected via email
- 3) The Head Coach or Manager will facilitate an in-person team meeting for private ballot voting; one parent vote will be allowed for each player. **Note: London Junior Mustangs Purple will make an independent resource available to facilitate this vote upon request from the Head Coach, Manager, or any member of the parent group**

The Parent Representative must not be a member of the Team staff and should not be a relative of a team staff member. They must complete Speak Out/ Respect In Sport training and are subject to successfully acquiring a Police Vulnerable Sector Check. Parent Representative will not be included on the team's roster.

Some of the key roles & responsibilities of the Parent Representative are:

- Maintaining strict confidentiality

- Handling any/all situations tactfully
- Get concerns documented in writing (e.g. an email) when appropriate
- Being the first line of communication between parents and the coaching staff
- Being available to the parents on a regular basis so that any questions/ concerns can be raised to them

The Parent Representatives from every will be able to access support from the London Junior Mustangs Purple Board when required.

### **Team Staff Conduct**

High standards for the staff related to a team have been established via programs such as Speak Out/ Respect In Sport. The Head Coach will be ultimately responsible for the conduct of any/ all members of the team staff. These staff members are setting a key example for the young athletes we serve and are representing the entire association (and extended community) every time the team assembles. The London Junior Mustangs Purple Committee will work with and provide support to the coaches to ensure that these high standards are understood & met every day.