

Dubuque Youth Hockey Association
Volunteer Handbook
(Coaches, Team Managers, Division Heads)

2019-2020 Season



Updated 10/02/2019

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VOLUNTEER OVERVIEW

On behalf of Dubuque Youth Hockey Association, please accept our appreciation for accepting the a volunteer role within our organization. Each volunteer position plays a vital role in a Travel Team's organization and success. While there are always things that come up in throughout the season, hopefully a majority of the duties, tasks, and expectations are covered here. As always, please always feel free to reach out to any Board Member on the Board of Directors if there are questions or issues that need to be addressed. Again, our many thanks for volunteering your time!

*Please note: All volunteers, as well as paid positions, are responsible for registering for their respective position with USA Hockey, as well as on the DYHA website. Before the season begins, USA Hockey registration, SafeSport Training/Certification and a background check must be completed.

TEAM MANAGERS

Teams/Roster

- After teams are decided following Tryouts, the Head Coach of the team will select a Manager and submit that name to the Board of Directors for approval.
- The Head Coach will also give you the Team Roster.
- The Registrar will submit your Roster to USA Hockey for a Certified Copy of your Roster (used for games and tournaments)

TeamSnap

- DYHA has chosen to use TeamSnap for registration and individual teams to use for the season.
- TeamSnap will carry your roster, your schedule, and you will be able to set and have families pay the team's travel team fees on TeamSnap.
- Please have each parent download the app and /or have access to a TeamSnap Login. Once rosters are complete, you will send out an invite to your team to access the team-specific page.

Setting The Schedule

- Communicate with the Head Coach on the season schedule and which tournaments are best suited for your team.
- DYHA is able to participate with teams in the Dane County (Madison Area) League. There is a scheduling meeting held in the Madison area every year in October.
- You are able to schedule games with Quad City, Iowa City, Mason City, Cedar Rapids and Waterloo as “friendly” games.
- Follow USA Hockey’s guidelines for game guidelines for each age at Squirt, PeeWee and Bantam, listed in the Travel Team Policy. You will need to include your tournaments into your game count as well.
- Ice Schedule will be given to managers by the board member that is Ice Scheduler. This schedule will show you where your ice is available to schedule games at home.
- Once games are scheduled, you will need to log into Ref Ranger (ID and Password come from Ice Scheduler). There is a Referee in Chief picked each season whose name will be communicated to you by the Ice Scheduler.

Setting The Budget

- Ice/Referee Cost is as follows (as of October 2019)
 - Sheet of Ice Per Hour is \$252.00
 - Practice Ice – take into consideration if splitting ice with another team
 - Game Ice

- Squirt budget for 1 Hour
- PeeWee budget for 1.25 Hours
- Bantam budget for 1.25 Hours
- Referee Cost
 - Squirt \$30.00 per game (2 Refs for Each Game)
\$60.00 Total for Team Budget
 - PeeWee \$45.00 per game (2 Refs for Each Game)
\$90.00 Total Team Budget
 - Bantam \$50.00 per game (2 Refs for Each Game)
\$100.00 Total Team Budget
 - DYHA approved to pay an additional \$15.00 per game to have a 3rd Linesman Referee if needed at the Bantam Level
- Tournament Costs
- Team based fundraiser are welcome if approved by Fundraising Director.
- Non-Parent Coaches - DYHA will cover a portion of a Non-Parent Coach. The Team Budget will need to cover these expenses for the Non-Parent Coach: mileage, hotel expense, and food on tournament weekends
- Always add in extra for miscellaneous expenses

Collecting Fees

After your fee's are set, families will need to adhere to the following:

- Per DYHA's Travel Team Policy- Travel Team Payments need to be made on October 1st, November 1st, and Paid in Full December 1st.

If Player's Travel Team balance is outstanding after December 1st, then that player is not able to skate at team practices, games (home or away) or tournaments. It is your job as Manager to communicate this to the Head Coach, players' parents, and also to the Treasurer.

- If a player is having issues paying their Team Fees, please direct them to the DYHA Treasurer, where payment arrangements will be made by the Financial Committee (all kept confidential).
- All payments are made via TeamSnap. You will not collect any cash payments from families.

Home Game Needs

- Scoresheets for USA Hockey and Dane County League Games
- Roster stickers for your team
- You will need to set up a Volunteer Schedule for the following duties (all parents must be included in this—no exceptions):
 - Clock Operator
 - Official Scorer (completes official score sheet)
 - Home Penalty Box (ask visiting team to run their penalty box)
 - SafeSport Locker Room Monitor (see SafeSport for additional details)
- Enter roster and coaches on TeamSnap, as well as pictures, and team schedule
- Your Team will be provided with a FirstAid kit, water bottles, and a dry erase board by DYHA's equipment director. Please bring

these (or have the Head Coach) to each game, as well as tournaments.

Home Tournament

- Depending on ice availability, each Travel Team may be allotted a weekend for a home tournament.
- You will coordinate with the DYHA Tournament Director for details and planning of your home tournament.
- All families are asked to participate.

SafeSport

- Each Manager, Coach and Locker Room Monitor will need to be SafeSport Certified
- Each team will need a Locker Room Monitor scheduled or that Team can be fined. This person will monitor for bullying, hazing and harassment, etc. in the locker room. Practices, home/away games and tournament games will need to have a Monitor scheduled
- Please see SafeSport Policy regarding certification process provided by Travel Team Director for additional details

DIVISION HEADS

Selection Process

Division Head (DH) cannot be a Head Coach of any team at the level they are holding the DH position (with exemption at the Little Saints). DH can be a head coach at any level that they are not acting or holding position of DH. DH can hold additional positions in any division, including the following positions; Assistant Coach, Team Manager, Team Rep., Team Volunteer, On-Ice Volunteer, and acting board member. In the situation of no DH nominee or vacant position at a specific division, Director of Coaching will first request for volunteers in the specific division. Upon approval from the coaching committee in the situation of no volunteers within the division holding the vacant position, Director of Coaching will first offer position to DH or "A" Team Head Coach in division immediately above division with vacancy. Lower and Upper House Division Head is to be an elected position from the board level. DH of House can be Head or Assistant coach of any division including House Divisions.

Requirements and Duties

- DH selects the Head Coaches for each team from coaching committees provided nominees for representing division.
- DH Nominees could result in interview process if there are multiple qualified candidates. Refer to Travel Team policy for more clarification if needed.
- DH works with Head Coaches to solidify coaching staff.
- Supply the independent evaluators with their practice plan prior to the start of evaluations.

- Aid in the selection of player tryouts. DH will review results from unbiased evaluators recommendations and use the evaluations provided for final team selection process. DH will contact prior coach if questions arise during the tryout sessions on a player.
- DH will aid in situations of Coach and Parent conflicts or concerns. DH will document the issues and notify the executive board until a discipline committee is defined. If the division head has personal investment or involvement in the issue, they need to refer to the executive board / discipline committee to handle the issue.
- DH secures coaches to run tryouts and makes sure coaches do not have a child or conflict of interest within the tryout process. In the situation a DH has a child that is in question or on the “bubble,” DH is to reach out to Travel Team Director and/or Head of Coaching. If DH is needing assistance in this process they are to work with the Travel Team Committee and Head of Coaching.

COACHES

Coaching Code of Conduct

In order to maintain the integrity and high standards of Dubuque Youth Hockey all coaches are expected to follow a set of guidelines as detailed below. Please read these guidelines and sign the following acknowledgement. Coaches who do not conduct themselves appropriately will be subject to discipline with DYHA that could include the suspension/removal from a coaching position within DYHA.

One of your coaching responsibilities is to conduct yourself in a way that reflects positively on yourself, your players, DYHA, and the game of Hockey. As a coach, you must remember that you are in an influential position, especially to the players. Thus, how you teach and conduct yourself will be equally, if not more important, than what you teach.

Coaches Code of Conduct

1. Winning is a consideration, but not the only one, nor the most important one. Care more about the child than winning the game. Remember, players are involved in hockey for fun and enjoyment.
2. Responsible for the conduct of the players and hold them accountable to the players code of conduct.
3. Maintain order and control among all team members before, during, and after all games/practices. Do not allow players to "roam" the facilities unsupervised both home and away.
4. To teach character, values and sportsmanship to all players.
5. To not intimidate, ridicule, verbally abuse or physically abuse any player.
6. To teach and demonstrate respect for teammates, opposing players, coaches and officials.
7. To coach playing by the rules.
8. To set a good example and be a positive role model.
9. To never instruct a player to deliberately injure another player.
10. Whenever a problem arises with a player, speak to the player with another coach or parent present.
11. Respect other coaches. If there is a disagreement, speak to the coach in a private manner and or utilize the referee as an arbitrator.
12. Respect the opposing team and demand that my DYHA players do the same.

13. Respect the referees and not openly criticize them or tolerate my DYHA teams criticizing them. They are in control of the game and that they are human and will make mistakes.
14. Profanity, personal criticism and abusive language or conduct have no place on or off the ice. Misunderstanding and differences of opinion occur. The game of hockey is not without close calls or mistaken calls. The solution is not "unbecoming" conduct. Remember that you set the tone of the player's success. If you want your players to be fair and understanding, you must be, as well.
15. Adjust to personal needs and problems of players; be a good listener; never verbally or physically abuse a player. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach players the basics.
16. Start and end practices and games on time. Notify parents and others impacted parties of any deviations.
17. Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.
18. While conducting practices, all coaches are expected to be on the ice; involved with practices and drills; communicating with positivity. Make sure players are not just going thru the motions of the drill. Help them understand the movements of each drill and how it relates to game situations.
19. Even though you are a volunteer, the expectation is you arrive to the rink with adequate time to prepare for practices and games.
20. Please refrain from phone calls, texts, emails during practices and games.
21. Maintain an open line of communication with your players' parents. Explain the goals and objectives of your coaching strategy as well as the associations.
22. Be concerned with the overall development of both individual and team skill development of your players.
23. Coaches will be open to allow two Parent / Player Evaluations per season. Evaluation sheets will be provided by Team Manager one mid-season and one at season-end for Parents / Players to turn in if they choose to.

Rule violations will result in the following consequences per coach per season:

1. First Offense—Written warning. One game suspension.
2. Second Offense—Meeting with Club President and Director of Coaching, and two game suspensions.
3. Third Offense—Meeting with Club President and Director of Coaching, and removal from coaching position.

4. Serious Offense – Parent meeting, multiple game suspension, and possible removal from team. ***Serious Offense will be evaluated by the coaching committee and/or Board of Directors per the discretion of offense***

I have read and understand the DYHA Coach’s Code of Conduct. I understand that any violation of this code may result in disciplinary action being taken against me up to and including being suspended or removed from my coaching position. This code of conduct will be enforced for the entire hockey season.

Coach Print _____

Signature _____

Date _____

Coaching Evaluation

Dubuque Youth Hockey Assosication (DYHA) Coaching Evaluation - Season: _____

- This evaluation is completed twice during the season. This coaching staff evaluation is used primarily for: (1) providing objective, accurate, constructive feedback to our coaches; and (2) helping DYHA identify any areas for improvement with our coaches. These evaluations also assist us in selecting next year's coaches.
- Your participation is appreciated and welcomed to providing constructive feedback, positive, negative or otherwise.
- All evaluations are kept in confidence and only a summary of the scores is shared with the coaches. Thank you for completing this survey.
- Please fill out and either email to chad.remakel@gmail.com, drop the survey off in a sealed envelope in the DYHA box located at the front counter of the rink, or print the form and mail it to PO Box 122 Dubuque, Iowa 52001.
- First submission due Dec. 22nd, 2018 • Second submission due March 15th, 2019

Rating Scale: (1) Poor; (2) Fair; (3) Good; (4) Very Good; (5) Excellent

Team:	Division:	Head Coach:			
NAMES: Asst #1:	Asst #2:	Asst #3:	Manager:		
	Head Coach	Asst #1	Asst #2	Asst #3	Manager
1. Communication skills with Players.					
2. Communication skills with Parents.					
3. Uses positive and negative reinforcement effectively.					
4. Provides opportunities for character building with players.					
5. Exhibits good sportsmanship, respects officials and opponents. Uses Appropriate Language.					
6. Respected by his/her players.					
7. Exhibits understanding and concern for all his players.					
8. Praises effort and builds player confidence.					
9. Knowledge and instruction of skills/systems					
10. Challenges and develops player's potential.					
11. Practices are well planned and organized					
12. Prepares players mentally to play and practice.					
13. Rate his/her head coach future possibilities.					
14. Supports Head Coach.					
15. Involved in practices.					
16. Communicates plans/activities to parents.					
17. Organized and follows through.					
18. Accessible to parents.					
19. Over all, how would you rate their performance?					
20. Would you like to have this coach(es)/manager again?	Y N	Y N	Y N	Y N	Y N
21. My son/daughter has had an enjoyable experience?	Y N				
22. Is your son/daughter a better player now than in the beginning of the season?	Y N				
23. Do you plan on returning to DYHA next season?	Y N				
To be completed by the player:					
1. Did you enjoy being on the hockey team?	Y N				
2. Did you learn more about hockey?	Y N				
3. Did your hockey skills improve?	Y N				
4. Are you planning to tryout for a hockey team next year?	Y N				
5. What was your favorite activity in practices?	(back of form)				
6. What was your least favorite activity in practices?	(back of form)				
7. Did you think playing time was fair? How could it have been better?	(back of form)				