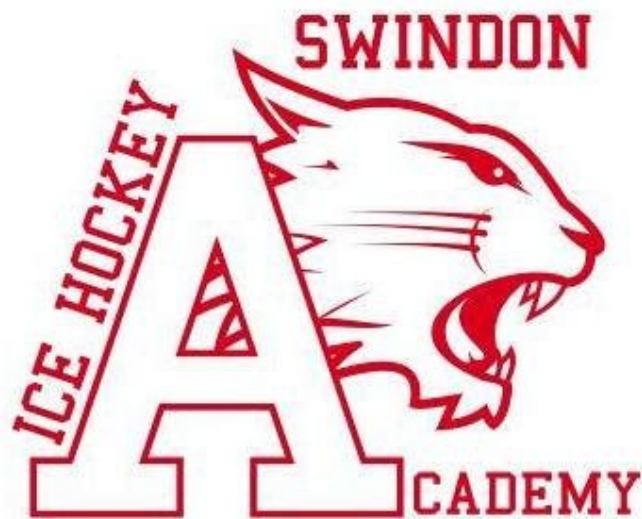


SWINDON WILDCATS ICE HOCKEY ACADEMY

Players Handbook



SWIHA - Player Handbook

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FOREWORD



Thank you for making the decision to play for Swindon Wildcats Ice Hockey Academy for the 2009/2010 season.

There are three essential parts to developing and improving your hockey skills. Firstly, you must have a training programme that is challenging, covering all the fundamentals needed to improve your hockey skills. Secondly, you need coaches with the experience and enthusiasm to help each individual player develop to his or her potential. The third and most important part is you, the athlete, willing and receptive to learning the skills that are presented to you.

For the athlete we stress that the development of your character and life skills are equally important as the development of your hockey skills. We promote to our athletes that a positive attitude, good work ethic, strong character and an underlying determination towards succeeding in hockey and life are some of the characteristics that you will need to succeed in any thing that you do.

Good luck in everything you do.

Steve Nell
General Manager
SWIHA

INTRODUCTION

Ice hockey is one of the most exciting sports around. Involvement can provide benefits to its participants and enthusiasm that goes far beyond the realms of the ice rink. Health and physical fitness, social skills, team building capabilities and enhanced confidence are to name a few of the long-term benefits

The SWIHA aims to ensure our junior development programme excels at providing these benefits to our participants.

A successful junior development programme for ice hockey is made up of various elements and levels. Ideally these elements should include;

- A high calibre of training, team building on and off ice and sports ethics
- Qualified coaching - motivation and encouragement
- Development of skills and game tactics - enjoyment
- Physical conditioning

Many clubs are successful at offering coaching of technical skills and physical conditioning within their programmes.

Children will rarely excel to their true potential in an environment they do not enjoy. Progress is greatest when skills are coached to a high level together with motivation and encouragement.

SWIHA aim to achieve this within the Regional and National development programme including Video lecture, game video analysis and off ice sessions.

It is through continual monitoring, evaluating and encouraging that we track individual progress for each player this information is checked and discussed at monthly coaches meeting and the outcome recorded on a training / playing document which is available for all coaches and manager to review or question with the Head Coach. This enhances our ability to track the progress of our players.

All team officials wish you all the very best at achieving both your team goals as well as your individual targets. Have a successful year but remember to have fun as you do.

CONTACTS

Committee

Steve Nell – General Manager steve.nell@swindonwildcats.com

Mahmoud Abu-Ebid – Treasurer treasurer@swiha.co.uk

Brenda Griffin – Secretary secretary@swiha.co.uk

Steve Prince – Team Rep Coordinator teamrepco@swiha.co.uk

The parent's representatives from every team will be elected yearly.

Paul Tregelles – LTP rep ltip@swiha.co.uk

Dave Nutley - U10 Team rep u10rep@swiha.co.uk

Pauline Stone - U12 Team rep u12rep@swiha.co.uk

Andy Reynolds – U14B Team rep u14brep@swiha.co.uk

Karen Silvester – U14A Team rep u14arep@swiha.co.uk

Sally Rolfe – U16A & B Team rep u16rep@swiha.co.uk

Kevin Pamphilon – U18B Team rep u18brep@swiha.co.uk

Steve Spence – U18A Team rep u18arep@swiha.co.uk

COACHING

Steve Nell - Head Coach steve.nell@swindonwildcats.com

CHILD PROTECTION

Dawn Dolphin is the SWIHA dedicated child protection officer and she can be contact via cpr@swiha.co.uk

TEAM CONTACTS

UNDER 10

Gina Bull – Manager
Mark Perre – Coach
Daryl Lipsey – Coach
Brian Larkin– Coach

u10manager@swiha.co.uk
u10coach@swiha.co.uk

UNDER 12

Gary Latham – Manager
Ian Clark– Coach
Neil Stone – Coach
Julie Lossnitzer - Coach

u12manager@swiha.co.uk
u12coach@swiha.co.uk

UNDER 14A

Theresa Castree- Manager
John Feeny – Coach

u14amanager@swiha.co.uk
u14acoach@swiha.co.uk

UNDER 14B

Steve Prince - Manager
Shaun Herbert - Manager
Roy Hawkes – Coach

U14bmanager@swiha.co.uk
U14bmanagerass@swiha.co.uk
U14bcoach@swiha.co.uk

UNDER 16A

Ian Dolphin - Manager
Justin Bonello – Coach

U16amanager@swiha.co.uk
U16acoach@swiha.co.uk

UNDER 16B

Ian Dolphin- Manager
Steve Prince - Manager
Justin Bonello - Coach

U16amanager@swiha.co.uk
U14bmanager@swiha.co.uk
U16bcoach@swiha.co.uk

UNDER 18A

Jaqui Proberts - Manager
Ray Taylor – Coach

U18amanager@swiha.co.uk
U18acoach@swiha.co.uk

UNDER 18b

Bob Tabel- Manager
Ray Taylor- Coach

u18bmanager@swiha.co.uk
u18bcoach@swiha.co.uk

DEVELOPMENT PLAN

1. To provide a pathway and structure for individual's to achieve their true potential.
2. Produce Elite Athletes but ensure all athletes within the club reach their full potential; provide training structure that will ensure our athletes that will be on a level par with our major competitors from home and abroad.
3. Prepare players for advancement to National Teams.

OBJECTIVES:

- A) Develop player skills through club participation during training sessions which may also include video lectures and off ice training and game video analyses.
- B) Give players the opportunity to progress to Regional & National teams by providing extra training sessions and the chance to participate in competition.
- C) Have in place a fair selection procedure to allow players to progress to meet their potential.
- D) Run an in-house league to provide extra game and ice time for all so that progression can be as rapid as possible while engendering a spirit of fun and club identity across all age ranges.
- E) To train and develop as athletes and help develop as individuals.

MASTER PLAN:

Physical Development	Endurance, Strength
Mental Development	Motivation, Confidence, Team Building
Technical Development	Skating, Puck control, Skills
Tactical development	Breakouts, Defensive and Offensive Strategies etc.

COMPLAINTS PROCEDURES

Rumours can be a terrible thing, misleading and unfair to all concerned. Occasionally we hear of rumours of complaint but that is all they are rumours. They grow as they spread. No one seems prepared to put complaints in writing.

Everyone, player, parent/guardian, coach, manager, team official has the right to bring to our attention their worries and concern's. We hear that they are frightened to complain in case it is detrimental to their child's future hockey career. **THIS IS NOT THE CASE.** No child should be penalised in this way and **WILL NOT BE.** It also follows that team officials have the same rights.

Complaints have to be justified and valid.

Should you feel you have a justified complaint the following procedures will apply.

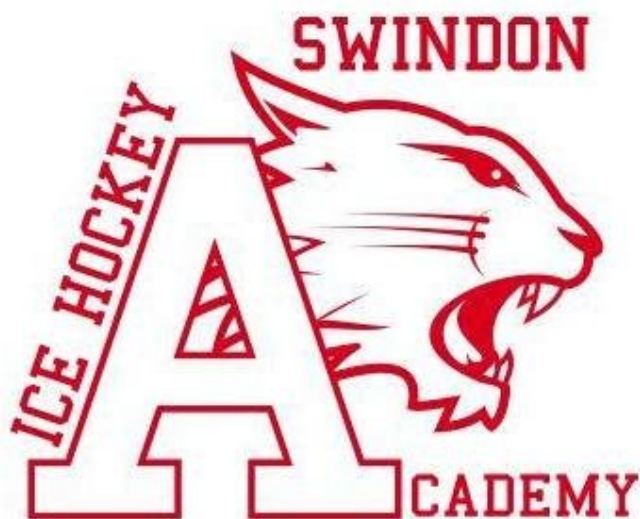
1. Put your complaint in writing, explaining all the issues concerns.
2. Hand the complaint to the **TEAM MANAGER.** (If the complaint is against the Manager hand the complaint to the team Rep or team Rep Coordinator and the General Manager to review.
3. For all complaints, a copy of the complaint shall be e-mailed to the team rep coordinator and the General Manager to review.
4. The Team Manager will arrange a meeting between team officials to discuss the issues raised and try to resolve them.
5. Once the issues have been resolved the appropriate Manager/Coach will write to the complainant with the outcome of their decision or a solution to the problem. Again a copy faxed or emailed to the committee. Note: For **“team related”** issues include a copy of this complaint to be faxed or e-mailed to the Director of Coaching.
6. Should the complaint be raised by a Team Manager, Coach or Team Official they then send their complaint, again in writing to the committee. Note: For **“team related”** issues include a copy to the Director of Coaching.
7. Any complaints that cannot be resolved, using the above methods will be

handed over to the General Manager. This may possibly lead to getting everybody around the table to find a solution.

Nobody should be unfairly criticised through rumour or innuendo. Not player or official. If you have a justified complaint or concern then please raise the point not start an avalanche of rumours. If you don't let us know how can we correct the situation and improve the system.

If you are not prepared to put in writing your concerns then please do not start these rumours in the first place it is not helping the sport and causing untold problems for players and officials concerned.

RULES, REGULATIONS & FAIR PLAY CODES OF CONDUCT





SWINDON WILDCATS ICE HOCKEY ACADEMY

RULES & REGULATIONS

I, the undersigned agree to abide by the SWIHA rules & regulations & fair play codes of conduct.

I fully understand the consequences if such rules and regulations are not followed and agree to the stated disciplinary actions

Player Name: _____

Signature: _____

Date: _____

Parent/Guardian
Signature _____

Please fill in both copies. (a copy to be retained by players, the other to be handed to the Team Manager)

No Player can participate in any training sessions, competitions or games until this is handed to the Team Manager.



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RULES & REGULATIONS

The below detailed rules and regulations are for all players participating within the SWIHA programme. Please ensure that you read and fully understand the conditions and consequences of these rules and regulations.

The rules have been broken into three categories. Each category will have its own set of disciplinary actions for the breaking of the rules listed in that particular category, players can move from one class to another automatically depending on the severity of the offence committed. All disciplinary action will have a time scale attached and the player will be advised verbally or in writing if appropriate.

- Class 1 Termination of a player's right to wear a SWIHA Shirt.
- Class 2 Disciplinary action involving either physical or inappropriate activities.
- Class 3 Suspension or expulsion from matches or training sessions.

CLASS 1 - RULES

1. Alcohol or drug possession, or use, whilst representing SWIHA in competition, training or travel, and to include the EIHA domestic league.
2. Theft.
3. Possession or use of a weapon.
4. Continued inappropriate behaviour following class 2 & 3 suspensions.
5. Causing grievous bodily harm to another individual through intent to harm.

Class 1 rules will be administered in the following way.

The player and his/her parents/guardians will be suspended immediately from all club activities until a meeting with the Head of Coaching, Team Coaches & Team Manager can be arranged to discuss the future of the player, this meeting to take place no later than 2 weeks of the start of the suspension.

CLASS 2 - RULES

1. Harassment or abuse to other players coaches officials or parents/guardians.
2. Any use of tobacco
3. Inappropriate and disruptive behaviour during travel.
4. Vandalism.
5. Bullying, teasing or name-calling.
6. Disrespect shown to coaches, team managers, fellow players and officials.
7. Un-sportsman like behaviour.
8. Not abiding by the rules and regulations.
9. Absence from training without notification or legitimate excuse.
10. Accumulation of too many penalty points in domestic league and competition games.

CLASS 3 - RULES

1. Foul language.
2. Late for training
3. Failure to take directions from the coaches.
4. Poor attitude during training session both on and off the ice.
5. Failure to wear all of your ice hockey equipment for training sessions or games especially neck guards or helmets without chin straps.
6. The use of ice hockey sticks, pucks, balls an improvised balls within the Link Centre.
7. Failure to bring a water bottle to training.

Class 2 & 3 Rules will be administered in the following manner and split into areas, on ice and off ice.

For on ice infringements of the class 2 and 3 rules

First occasion during a training session	sitting on the bench for 2 minutes
Second occasion during a training session	sitting on the bench for 5 minutes
Third occasion during a training session	sitting on the bench for 10 minutes
Forth occasion during a training session	informed not to attend the next training session.

For off ice offences or for use when a player has reached a fourth occasion on ice suspension.

- 1st Occasion: Verbal warning (can be given by coach or manager and to be recorded by the manager noting the date and offence)
- 2nd Occasion: Written warning (can be given by coach or manager and to be recorded by the manager noting the date and offence) to be followed by a meeting with the player, parent, coach and manager within 2 weeks of the written warning being issued.
- 3rd Occasion: Suspension (only to be issued by Coaches, the period of suspension will be for a minimum of 2 weeks at the end of the 2 week period a meeting will take place with the player, parent, coach and manager when a date resumption of training and all club activities will be agreed.

The above set of rules and regulations have been devised to create a safer, more enjoyable and organised environment in which to further the development of young hockey players. The SWIHA is not only interested in developing their members as successful hockey players, but also as responsible successful people within society.

To participate in the SWIHA Team Programme from ENIHL and below a player must be registered, insured and playing in the EIHA league structure appropriate for that season.

FAIR PLAY - IT'S YOUR CALL

FAIR PLAY CODE FOR ATHLETES

- I will participate because I want to, not just because my parents or coaches want me to.
- I will play by the rules and in the spirit of the game.
- I understand that when join the club or moving teams or age groups within the club that my membership of the club includes the right to train but not the right to play.
- I understand that even when playing for a team that I may not be selected all games, and that other players including those from younger age groups may be selected to play for their development.
- I will control my temper, fighting and language as this can spoil the activity for everyone.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that wining isn't everything and that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances, both of those of my team and of my opponents.
- I will remember that the coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will remember that only captains or assistants can talk to the referee or linesmen, and that even if I disagree with and officials call I will not question the decision as it can and will lead to more severe penalties including expulsion from a game.

FAIR PLAY CODE FOR COACHES

- I will be responsible when scheduling games and practices, remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials and opponents.
- I will ensure that all athletes get equal instruction and support.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children also play to have fun and must be encouraged to have confidence in themselves.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will continue to upgrade my coaching skills.

FAIR PLAY CODE FOR PARENTS

- I will not force my child to participate in sport.
- I will remember that I pay for my child to train with the club and not play for a team.
- I understand that even if my child plays for a team that does not mean that they have the right to play every game, and that other players including those from younger age groups may be selected to play for their development, this is done at the coaches discretion and should be considered as the normal method of development employed within ice hockey.
- I will remember that my child plays sport for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game or event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.
- I will remember that children learn by example. I will applaud good play/performance by both my child's team and opponents.
- I will never question the official's judgement or honesty in public.
- If I have concerns following a game which my child has taken part in I will not confront the Coach on the bench but discuss the issues calmly with the Team Manager at the end of the game.
- If I have concerns about my child I will take them to the Team Manager first and understand that he/she will activate the appropriate response pathway.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches /managers /officials who give their time to provide sporting opportunities for my child.
- I will make only positive, encouraging comments to players on both teams.
- I will remember that making mistakes is part of the learning curve.
- I will discuss my concerns away from the team and in particular away from my child.
- I will provide the player with sufficient food and drink or sufficient funds to purchase sustenance.
- I will ask my child if they had fun. Then ask why and why not.
- I will not be abusive or aggressive to Coaches or Managers.
- I will not be abusive to players or other spectators at any time.
- I will learn the rules of the sport.
- I will not undermine team morale.

- I will ensure my child attends all training sessions unless illness, a family or educational responsibility dictate they cannot train. In which case I will notify the Team Manager as much in advance as possible.
- I will have my child at practice and games at the time the manager/coach asks and ensure they have the right team clothing to wear.
- I will encourage my child to fully participate in the pre-game procedure.

**LET US REMEMBER THAT THIS IS A YOUTH SPORT
AND EVEN THOUGH WE WISH FOR OUR CHILDREN
TO SUCCEED IT IS VITALLY IMPORTANT THAT THEY
HAVE FUN.**

FAIR PLAY CODE FOR SPECTATORS

1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and can not be judged by professional standards.
3. I will respect the official's decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a game. I will give positive comments to motivate and encourage continued effort.
5. I will condemn the use of violence.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, managers, officials or other spectators.

RESPONSIBILITY

RESPONSIBILITIES OF THE MANAGER

*Managers responsibilities are split into two areas,
non match day and match day.*

Non match day.

- Take a register of attendance for all types of training session both on and off ice.
- Keep emergency contact details for all players and parents and update online docs.
- Ensure you know of any relevant medical conditions for your players.
- Ensure all players are registered to play for the club.
- Be the first point of contact for any issue that parents or players have.
- E-mail all team lists by the Friday before a game to parents of all players eligible to play for that team whether selected to play or not.
- Post team list on the notice board on the Monday before a game.
- Inform parents of players by e-mail, of practice times, forthcoming events and any information they need to know including any parents of players training or playing up from teams or age groups below.
- Keep lines of communication open with your players, parents and coaches.
- Raise any concerns with the team rep coordinator.
- Be available to attend selection camps, training sessions, all games and tournaments or if unavailable arrange for managerial cover.
- Supervise along with the coaches any off ice activities when participating in tournaments.
- Supervise along with team rep's the off ice activities and areas during practice
- Carry out complaints procedures as laid down in the handbook.
- Confirm during the week before games that opposition are coming.
- E-mail team list to opposition during the week before an away game.
- Ensure that no child is overlooked and that all players are treated fairly.
- Ensure that child protection rules are followed.
- Confirm that all players selected for a game have confirmed attendance.
- Ensure that all players have transport to games.
- Act as mediator for issues arising between players on a team.
- Keep an up to date accident book for use during training and games.

Match Day.

- Arrive first for home games at least 15 minutes before arranged meet times.
- Ensure that all players are registered to play and recorded correctly on EIHA game sheet.
- Ensure players have all their equipment and kit.
- Ensure all players have a water bottle.
- Ensure that the game sheets are signed correctly and handed to the referee on time.
- Act as a support to the coach.
- Ensure child protection rules are followed.
- Assist on the bench as required by the coach.
- Be on the bench to ensure child protection rules are followed and act as a witness for both players and coaches.
- Encourage but do not coach from the bench.
- Praise the players as they come off or go on to the ice remembering that each player plays and competes to their own abilities.
- Ensure all players drink enough water when not on the ice.
- Ensure that appropriate first aid is given to any injured player.
- For home games keep an eye on the time and if an overrun looks likely then cancel ice cuts and arrange for presentations to occur off ice.
- After the game ensure all game sheets are signed and faxed to the correct EIHA number and then filed in the yellow folder in the office.
- Track all penalties points for your team and e-mail to club coordinator.
- E-mail brief match report to club media coordinator.
- E-mail result to club web coordinator.
- Ensure all team shirts are returned.
- Check that the home changing room is clear of kit and undamaged.
- Be available after the game to hear parents or players concerns.
- Keep team and player stats.
- Make sure your licence is valid.
- Make sure your coaches licences are valid.

Responsibilities Team Representative.

Team Rep's responsibilities are split into two areas, non match day and match day.

Non match day

- To listen to and gather parents issues and concerns and report them during team rep committee meetings.
- To attend committee meeting.
- To accept additional roles and or tasks that require fulfilling and are identified during committee meeting but are not appropriate to the roles of the coaches or managers.
- To assist the manager if required during off ice sessions.
- To send out appropriate e-mails as requested by the team manager, committee or director of coaching.
- To keep open lines of communication between players, parents and the committee.
- Handle team funds and expenses in conjunction with the Club Treasurer including the recording and submitting of any funds generated by activities such as raffles or program selling.
- Send out official minutes of committee meetings.
- Ensure that CRB forms are completed by people who will be assisting with off ice activities on game days.
- Ensure that someone produces a program for home games.
- Collect raffle prizes.

Match day

- For home games ensure that all off ice jobs are covered by competent persons.
- Pay referees and linesmen after the game and record the payment.
- Assist the manager if required.
- Give referees and linesmen bottles of water before game.
- Arrange for someone to sell programs and raffle tickets during home games.
- Check the away dressing room before a game with the opposition manager.
- Check the away dressing room after a game with the opposition manager.

RESPONSIBILITIES OF THE COACHES

- Decide who is going to be the official spokesman for on behalf of the team and indicate this by the allocation of captain and assistant status to players.
- Report directly to the head coach.
- Plan on ice and off ice activities in co-operation with the manager and head coach.
- Produce player evaluation details on every player at the end of the season but to update this evaluation at monthly coaches meetings and record this progress on the online training / playing document.
- Supervise along with the manager any off ice activities when participating in a tournament.
- Carry out the complaint procedures as laid out in the handbook.
- Go through the player handbook with the players and officials and make sure they all understand the contents and their roles within the team.
- Provide continuous evaluation of the team's and individual player performance, and how the training programme can be improved at the monthly coaches meetings.
- Conduct practices in a constructive manner, remembering that within a team or training group that all players are not equal but must receive equal encouragement and focus.
- Talk to individual players giving specific corrections on their play.
- All players you select for the SWIHA Team, must be registered, insured and playing within the EIHA league structure for appropriate that season.
- Be committed to attending league games, challenge games and tournaments.
- Alcohol is not to be consumed by the coach before or during training or games.
- To keep line of communication open with your manager and report any concerns or problem to the head of coaching to resolve.
- Make sure your coaches licence is up to date.
- Make sure child protection rules are followed.