

# AHA Coaching Guidelines



Andover Hockey - “Shoot High!”

**AHA Mission Statement:** To encourage athletic and recreational activities and to foster and promote the qualities of physical fitness, competitive spirit, team play, loyalty, and good sportsmanship by providing ice skating and hockey instruction to boys and girls who are residents of the Town of Andover

*This document presents guidelines and information that AHA views as being helpful to a coach in his/her efforts to meet all of the various obligations of the position of head and/or assistant coach. AHA acknowledges that situations will arise where these guidelines may not apply. However, AHA advocates that coaches always act in a manner and make decisions that are consistent with the underlying principles and values presented in Part I of this document.*

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## **I. Core Principles and Values**

To accomplish the AHA mission, it is recognized that coaching is *the* key component. AHA is committed to assisting in the development of its coaches and endorses the coaching philosophies and techniques promoted by USA Hockey. While there are many approaches to, and styles of, coaching, AHA coaches should always attempt to achieve the higher level objectives espoused by USA hockey:

- ✓ Be an effective teacher
- ✓ Be an effective leader for your players
- ✓ Be a model of cooperation and fair play
- ✓ Develop in your players a respect for other participants
- ✓ Develop self-respect and self-discipline in your players

On rare occasions, individuals involved in the great sport of hockey - coaches, parents, and players - forget that the primary objectives for participation in youth sports in general and hockey in particular, should be fun, sportsmanship, teamwork, and physical fitness. In recognition of this fact, codes of conduct for coaches, parents, and players have been developed to establish clear expectations for behavior at the rink and beyond.

### **A. Coaches Code of Conduct**

Almost all USA Hockey coaching instructional materials include some form of a Coaches' Code of Conduct which clearly identifies the organization's vision for the appropriate approach to coaching youth hockey. The ideals of a Coaches Code of Conduct are consistent with AHA's core principles and values and are important concepts that are sometimes easy to forget during the long season, so it may be worthwhile revisiting them periodically throughout the year. The Coaches Code of Conduct from the Coaching Education Program Level 2 Manual is included below:

- 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.
- Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Be generous with your praise when it is deserved, be consistent, honest, be fair and just, do not criticize players publicly, and study to learn to be a more effective communicator and coach, don't yell at players.
- Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player or official, give all players the opportunity to improve their skills, gain confidence and develop self esteem, each the basics.
- 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.
- Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.
- Be concerned with the overall development of your players. Stress good health habits and clean living.
- To play the game is great, to love the game is greater.

## **B. Parents Code of Conduct**

Unfortunately, you are likely aware of the negative reputation that hockey parents have in the world of youth sports, and you probably have been personal witness to inappropriate parental behavior at the rink yourself. USA Hockey and Massachusetts Hockey have both been aggressive in promoting its Parents' Code of Conduct campaigns. In general, the code of conduct encourages parents to always be supportive of their children, to treat all involved in the sport (coaches, opposing players, referees) with respect, to exhibit and reinforce good sportsmanship, and to recognize the value of skill development and deemphasize, to some extent, the notion that winning is the only measurement of success. Below is the USA Hockey Parents' Code of Conduct:

- Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices, and how they benefit your young athlete. Deemphasize games and competition in the lower age groups.
- Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in victory and in defeat, and reinforce the positive points of the game. Never yell or physically abuse your child after a game or practice, it is destructive. Work toward removing the physical and verbal abuse in youth sport.
- Recognize the importance of volunteer coaches. They are very important to the development of your child and the sport. Communicate with them and support them.
- If you enjoy the game, learn all you can about the game, and volunteer!

As previously noted, Massachusetts Hockey has its own version of the code of conduct, which it has provided on its website at:

<http://www.mahockey.org/>

The Mass Hockey code is presented as a contract, including an area for parents' signatures indicating that they have read and understand the guidelines and agree to abide by them. While it has not been the practice of AHA to require parents to sign the Code of Conduct, coaches may benefit from sharing this code with the players' parents as a way to tactfully inform them that, just as with coaches and players, they are also expected to adhere to a certain standard of behavior. Addressing the topic at the beginning of the season may also make future conversations about behavior with parents a little easier, should it be necessary. We would strongly recommend that you visit the website, download the code of conduct, and distribute it to parents as part of your initial information sharing effort at the beginning of the season.

Additionally, the USA Hockey website includes a whole section on Parents' Education that includes a variety of materials, most of which is aimed at providing parents with information that will help them

keep in perspective their child's participation in hockey. The URL for this section of the website is included below and you are encouraged to visit the site to determine if any of the literature may be of use to you during the long season.

[http://www.usahockey.com/Template\\_Usahockey.aspx?NAV=NO&id=182218&USAHockeyType=ICE](http://www.usahockey.com/Template_Usahockey.aspx?NAV=NO&id=182218&USAHockeyType=ICE)

[http://www.usahockey.com/Template\\_Usahockey.aspx?NAV=CO\\_09&ID=19784&USAHockeyType=ICE](http://www.usahockey.com/Template_Usahockey.aspx?NAV=CO_09&ID=19784&USAHockeyType=ICE)

### **C. Players Code of Conduct**

USA Hockey has also developed a Players Code of Conduct that may be useful to share with players. While all of the concepts are very fundamental, they are applicable at all levels and it may be a good idea to clarify and formalize expectations.

- Play for FUN!
- Work to improve your skills.
- Be a team player – get along with your teammates.
- Learn teamwork, sportsmanship, and discipline.
- Be on time for practices and games.
- Learn the rules, and play by them. Always be a good sport.
- Respect your coach, your teammates, your parents, opponents, and officials.
- Never argue with officials' decisions.

## **II. Coach Development**

### **A. USA/Massachusetts Coaching Certification Requirements**

All coaches are required to meet certain educational requirements based on the level that they are to be coaching. Re-certification requirements are also in place. Classes do not have to be taken sequentially but certification will not be received until all of the required level classes have been completed. The requirements apply to both head coaches and assistant coaches. The schedule for the classes can be found at the website below. AHA will reimburse coaches for the cost of the seminars up through the Intermediate level; see your Level Director regarding the reimbursement process. Reimbursement for the Advanced Level requires prior AHA Board approval.

[http://www.usahockey.com//Template\\_Usahockey.aspx?NAV=CO\\_12&ID=220328](http://www.usahockey.com//Template_Usahockey.aspx?NAV=CO_12&ID=220328)

## Male classifications

Level	Requirement
Learn to Skate	Level 1 - Initiation
First year coach Mite Tier II & Tier-III, Mite Tier-IV (any year) <sup>1</sup>	Level 2 - Associate
Second year coach Mite Tier II & Tier-III	Level 3 - Intermediate
Squirts	Level 3 - Intermediate
Pee Wee	Level 3 - Intermediate
Bantam	Level 3 - Intermediate
Midget Non-National Bound Level III	Level 3 - Intermediate
Midget Tier-I and Tier II National Bound	Level 4 - Advance

## Female classifications

Level	Requirement
G/W 10 & Under	Level 3 - Intermediate
G/W 12 & Under	Level 3 - Intermediate
G/W 14 & Under	Level 3 - Intermediate
G/W 16 & Under	Level 3 - Intermediate
G/W 19 & Under	Level 3 - Intermediate

*Essentially, a good rule of thumb is that all AHA coaches should achieve the Level 3 – Intermediate certification level.*

From the Mass Hockey website (<http://www.masshockey.com/Coaching/Homepage/>):

### Coaches

Coaches and all bench personnel shall be registered as members of Massachusetts Hockey Inc, and shall be identified as such on approved roster forms. They shall be responsible for the conduct of all members of their teams both on and off-ice during sanctioned activities. There shall be not less than one (1) or more than four (4) bench personnel in the bench area during a game, and a game shall be forfeited upon failure to comply with the minimum requirement of one (1) at all times during sanctioned activities there shall be on the bench at least one (1) individual certified pursuant to the provisions of Section 2 of this article. Coaches and bench personnel may be changed during the season by submitting a "Change/Add Bench Official form" and the appropriate fee to a District/Divisional Registrar.

### Certification

- To qualify as a Head Coach or Assistant Coach on an approved roster, the Coaching Education qualification level must be obtained by November 1 for Bantam and Midget and December 31 of the current playing season for Mite-Pee Wee teams.

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<sup>1</sup> Tier II is equivalent to the AHA “1” level, Tier III is equivalent to the AHA “2” level, and Tier IV is equivalent to the AHA “3” and below levels.



- Coaches who fail to comply within their inaugural season will be declared ineligible for a coaching position for subsequent season(s) until they first achieve the appropriate USA Hockey coaching Education Level endorsement.
- Coaches and all bench personnel shall adhere to the USA/Massachusetts Hockey Coaching Code of Ethics at all times.

### **Re-certification**

Coaches (except Advance or Masters Level) shall progress through the USA Hockey Coaching Education Program by attending a coaching clinic at least once every three (3) years up to the Intermediate level. A coach who has completed the Intermediate Level, shall do one of the following every three (3) years: a) attend another Intermediate Level clinic; b) take a USA Hockey Continuing Education Course; or c) attend an Advance Level Clinic.

**\*\*Current status:** For the 2010-2011 season, if your level sticker indicates 2007-2008 or older, then you need to recertify your Level 3 status.

### **B. Communications**

Good instruction is the result of clear, concise, and meaningful communication. A coach may have a wealth of knowledge to offer his players, but unless that knowledge is communicated effectively the player will not realize the full benefit of that experience. Good coaching communication principles are summarized below:

- Be Patient
- Be Enthusiastic
- Be Positive
- Be Demanding But Considerate
- Be Consistent in Communicating With Your Players
- Treat All Players As Individuals
- Communicate In The Same Manner With Your Child As With Other Players

Communication comes in both verbal and nonverbal form. Examples of nonverbal communications are using facial expressions, moving around while addressing players to make them feel that they are all getting attention, and a “high-five” or a pat on the back to acknowledge a good effort.

Strong communications also involve developing listening skills that can often be enhanced by using techniques such as paraphrasing or restating what is being said, verbal responses that indicate that you are listening (e.g., “I see”), and asking questions of the player speaking to you.

One of the primary ways a coach instructs is to offer feedback to a player regarding how he/she did a particular task. The way in which a coach offers feedback will impact not only the ability of the player to learn, but also his/her confidence, self-image, and overall level of enjoyment of the activity. There are six rules of thumb for effective feedback that a coach should attempt to utilize when dealing with players. Feedback should be:

- Directed at changeable behavior
- Specific not general
- Constructive not destructive
- Sooner not later
- Checked for clarity to ensure it is not misunderstood
- Positive and informative not negative and useless

### **C. Good Teaching Guidelines**

Players learn best by playing; put them in a position to do so and always keep this in mind when considering the length of verbal explanations of drills and concepts (particularly at the younger ages).

A coach should take responsibility for considering the physical (skills), mental (concepts and rules), and social (personal characteristics) needs of his/her players and tailor his/her coaching style as necessary. The following outlines ten teaching steps that have proven effective in a variety of settings, including the athletic environment<sup>2</sup>:

1. Be Realistic About Your Players' Abilities –The ultimate goal is to set challenging yet realistic goals for the players
2. Structure Your Instruction – Define practice objectives, maximize the opportunity for the players to acquire the skill, and allow them the opportunity for success
3. Establish an Orderly Environment
4. Maintain Consistent Discipline – Prevent misbehavior by very clearly defining team rules and the consequences of violating those rules. The best way to motivate players to abide by the rules is to reward them for good behavior.
5. Group Your Players By Ability – Stations can be geared to the skill level of each smaller group. Do not spend all the instructional time with one group; but if any group is favored it should be the least skillful because they are the players least likely to be able to correct their own errors.
6. Maximize Your Players' On-Task Time – Structure practices to minimize time spent in lines; communicate as much as possible off-ice; communicate with your assistants to coordinate drill transitions.
7. Maximize the Player's Success Rate – Reduce each skill to sub-skills that are achievable and provide positive feedback.
8. Monitor the Players' Progress – Practice does not make perfect, perfect practice makes perfect. Ensure that your players are employing proper techniques or they will just be reinforcing bad habits.
9. Ask Questions of the Players – This will assist the coach to better determine what their needs are and show players that they are truly a part of the team
10. Promote a Sense of Control – Foster an environment where the players have a sense that they have some control over their hockey world. Reward hard work, goal achievement, and good behavior. Acknowledge that players learn at different rates and make sure everyone feels that their contributions are valued.

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<sup>2</sup> An expanded discussion of each of these teaching principles is included in Chapter 14 - Effective Teaching in the Level 2 Manual (Coaching Education Program), which can be downloaded from the Coaches section of the USA Hockey website.

## **D. AHA Coaching Support**

In acknowledgement of the fact that new coaches may not have significant hockey playing and/or coaching experience, AHA endeavors to provide coaches as much support as necessary to facilitate a productive and successive (i.e., solid player development, enjoyable experience for players and parents, and team play progress). The AHA Hockey Committee, which is charged with supporting coach and player development, is always available to coaches to provide whatever assistance a coach may need throughout the long season. Contact Chris Patten, Chair of the Hockey Committee, if you have any questions or desire any additional information related to coaching.

The Hockey Committee has also added to the AHA Web-site under the “Hey Coach” Tab content that may be of benefit to AHA Coaches.

## **E. Other Resources**

There is a plethora of coaching material that is available for coaches who want it. A simple search of the internet (e.g., hockey coaching) will provide more resources than is reasonable to pore through. The most efficient approach to gathering more information would be to visit the USA Hockey and the Massachusetts Hockey websites. If you desire additional information, ask other experienced coaches in the program if they are aware of other resources that may be of value.

<http://www.mahockey.org/>

[http://www.usahockey.com//Template\\_Usahockey.aspx?NAV=CO&ID=19344](http://www.usahockey.com//Template_Usahockey.aspx?NAV=CO&ID=19344)

## **III. Player Development**

### **A. Core Skills**

USA Hockey has gone through a great deal of effort and tapped a vast pool of experience to develop a player skills progression guide. AHA endorses the use of this skills progression guide by its coaches as the blueprint for structuring your efforts during the season. Appendix A identifies the various individual and team skills that are appropriate for each age level. The guide should help you to establish reasonable goals for your team and provides a measuring stick other than wins and losses against which you can measure your team’s progress. You may even want to share this information with your team’s parents to educate those who are not familiar with the sport as well as to give them a sense of your priorities during the season.

### **B. Proper Technique**

As was previously noted, it is extremely important to teach and reinforce proper technique when developing fundamental skills. In acknowledgement of this fact, USA Hockey has produced the Skill Development Manuals, which you can obtain electronically from the USA Hockey website, for the purpose of providing coaches with explicit guidance related to proper techniques for the various fundamental skills. The Level Manuals also devote a significant portion of its content to describing proper technique. *These are excellent resources.* Many coaches are experienced hockey players who can perform the various skills with relative expertise, but they may not have put much thought into the

proper components of the particular skill. These manuals should help identify those components and assist in the effort to enforce proper technique.

#### **IV. Pre-Season and Early Season**

##### **A. Coach Selection**

Head coaching positions and assistant coaching candidates are recommended by the AHA Hockey Committee and approved by the AHA Executive Board. The full list of potential candidates considered by the Hockey Committee includes those individuals that submitted coaching applications during the registration period.

The head coach is contacted prior to the distribution of the notice of team placements to confirm interest in the head coaching position. Assistant coaches are picked by the head coach after the team placement notification letters have been distributed. A Hockey Committee member or Level Director informs each head coach of those individuals from his/her team that have submitted applications for assistant positions. The head coach is responsible for selecting and contacting his/her assistants and does not necessarily have to limit it to those on the initial list. In all cases though, AHA must have a completed application for and must formally approve all assistant coaches before he/she can participate in the program. Additionally, CORI forms are required to be filed by all coaches; the AHA Hockey Committee will contact coaches from whom a CORI is required. Two or three assistants usually prove the most effective. One assistant typically does not provide enough coverage and more than three can get cumbersome on the bench for games. Moreover, Mass. Hockey limits the number of coaches on the bench for games to four. While in many cases there are not a lot of options, the selection of assistant coaches is very important as it will likely have a significant impact on the overall satisfaction level of all involved, so it should not be taken lightly.

##### **B. Rosters**

At the beginning of the season the head coach will be asked to complete and submit two official rosters. One is completed for USA/Massachusetts Hockey and one for the Valley League. Information and signatures for players and coaches are required on each roster. In the event that an AHA roster changes during the season, the head coach must notify the AHA Registrar and the League Reps who will advise on the proper course of action. An alternative is to contact the Level Director who can coordinate with the appropriate officials. Official rosters are verified at most tournaments, District Play-down games, and league playoffs; failure to have an accurate roster may cause a player to be ineligible to participate.

##### **C. Equipment**

The head coach will be contacted by the Association regarding obtaining equipment supplied by AHA. This includes pucks, cones, water bottles/holder, first aid kit, socks, and home/away jerseys. Additionally, goalie equipment is available for the Mite and Squirt levels. The coach should attempt to determine when goalie equipment is not needed and communicate this information to the Level Director. As one might expect, coordinating the distribution of the equipment for an organization the

size of AHA's is not easy. Every attempt should be made to comply with the distribution schedule; if the head coach is unavailable at the established date and time, he/she should ask an assistant to represent the team.

#### **D. Meeting with Parents**

A meeting with the team parents is usually an excellent way to start the season. It allows for introductions and an opportunity for parents to ask questions and to make them feel a part of the program right from the outset. Items to be covered could include:

- Team goals and focus
- Rules – outline what the basic rules are and what plans are for enforcement (e.g., missing shifts)
- Solicit assistance – with all the demands placed on the coaches, it may be helpful to obtain assistance with some of the ongoing tasks such responsibility for games shirts and water bottles. This is also serves as another way to get parents more directly involved in the program.
- Distribute the team roster with player names, parent names, and phone numbers

#### **V. Ice-Time Guidance**

*AHA has a strict equal ice policy.* All players should be played consistently throughout the game in the order of the lines that were established at the beginning of the game. No permanent special teams (power plays and penalty killing) should be utilized. Also, all players enjoy “starting” a game, so every attempt should be made to rotate lines that begin the game to ensure that every player gets this opportunity. Also, AHA strongly encourages coaches at the Mite and Squirt levels to move players into different positions during the season. While some players may clearly be better suited to certain positions than others, giving all the players exposure to the different positions gives them the various perspectives that the positions offer, which should only help them better understand assignments and overall game concepts.

*It should always be kept in mind that full participation and teamwork are two important values held by AHA; coaches should remember that winning is a goal, but not the top priority.*

## **VI. Coaching Preparation**

Most coaching guides stress the importance of preparation. Without it, a coach can easily lose the attention of his/her players in practice and games can become chaotic.

One key factor affecting the ability to prepare successfully for practices and games is the knowledge of which players will be available for a particular practice or game. Polite requests of parents to inform you when their children will not be at a game or practice, including an explanation of the importance of such notifications to the coaching planning process, will usually go a long way toward this end. Other items related to coaching preparation are included below.

### **A. Practices**

*Because of liability issues, please note that only coaches and players registered with AHA are allowed to skate during AHA scheduled ice times.*

Good practice preparation would include ensuring that you have the following:

- Equipment: pucks, water, cones, whistle, white board, first aid kit
- Practice plan
  - ◆ Identify a manageable number of specific goals for the practice.
  - ◆ Level-specific (e.g., Mite, Squirt) Practice Manuals available on the USA Hockey website are excellent resources to assist you with the practice planning process. These practice manuals, along with the skills development manuals, should provide you with numerous ideas for drills and provide guidance for the proper execution of those drills. As was previously noted, these materials are excellent resources that should be utilized throughout the season.
  - ◆ Attempt to give verbal instructions (i.e., describing a new drill) off ice as much as possible to maximize utility of ice-time
  - ◆ Minimize the amount of time kids are not engaged (i.e., standing in line with nothing to do)
  - ◆ Refer to section II. C. for proven teaching tips
- Coordinate practices with assistants to maximize learning time and minimize player “down” time. Good communication of goals and expectations with assistants will usually improve the organization and effectiveness of the practice. This communication should include clearly established roles and assignments for each coach (e.g., which coach will be at which station).

### **B. Games**

Game preparation should include:

- Equipment: Shirts, pucks, water, white board (extremely important), first aid kit
- Line-up and roster labels – a line-up made out prior to the game allows the coach’s pregame focus to be on game-related aspects rather than the administrative requirements. Also, many coaches have found it helpful to print team rosters on labels as a way to further reduce the administrative burden before a game. Without labels, the coach is required to print the roster on the game sheet before each game.
- Establish timeliness expectations (e.g., 30 minutes prior to game). Getting all your players to games and practices on a timely basis can sometimes be a challenge. Establishing guidelines will

at the very least communicate expectations so discussions with parents regarding timeliness will not be a surprise.

## **VII. Game and Practice Schedules**

### **A. Schedules**

Game and practice times will be posted to the AHA website under the “Teams’ Tab by clicking on “Schedule. Coaches are encouraged to have team parents visit the website on a regular basis to make sure they are aware of game and practice times. *Nevertheless, the league’s website schedule will always supersede the AHA website schedule when there are any discrepancies.* Coaches should verify the accuracy of the AHA website game schedule against the league website schedule to ensure that they reconcile.

A coach may choose to supplement the website schedule (assuming it is accurate) with his/her own messages (email being the easiest communication vehicle) to ensure that everyone is aware of upcoming commitments. AHA Web-site Administrator can also provide you with a Team specific password for team-specific messages and/or Game Summary write-ups that you can post on your Team’s Page on the AHA Web-site.

Coaches and parents should be aware that AHA has no influence over League game schedules. The league provides AHA with the game schedules and after AHA receives the game schedules from the League, the Ice Director schedules practice times to accommodate the League games. In effect, AHA schedules its practices around the League Game schedules so as to minimize Game and Practice scheduling conflicts.

In the interest of fairness, if a player is playing on more than one hockey team and, as a result, he/she misses AHA events, his/her playing time could be impacted. Players must remember that hockey is a team sport and to allow players that miss practices to participate in games to the same extent as other players sends the wrong message about commitment and team play.

Additionally, if a player misses an excessive number of practices for any reason, playing time can be affected at the discretion of the coaches. Coaches are encouraged to discuss attendance issues with parents before taking action.

### **B. Rescheduling or Canceling Practices**

If a coach desires to reschedule a practice, he/she can contact another coach directly to arrange for an informal ice swap. In the event a practice schedule is swapped between Coaches, please email the Ice Director to ensure that the AHA web-site accurately reflects the practice change.

If a coach desires to cancel a practice, as a courtesy please notify the Coach of the team with whom you were scheduled to practice as well as the Ice Director so that the AHA web-site can be updated and so that your practice ice can potentially be re-assigned.

## C. League Game Matters

### *Canceling League Games*

AHA coaches should only reschedule games as a result of unavoidable conflicts and not for convenience purposes, as there is a significant cost to AHA for each postponed game. Given that AHA will only be participating in one league this year, the only make-up games for which AHA will reimburse the entire cost of the make-up game (Ice, Refs, Time-Keeper) are AHA-sanctioned tournaments (i.e., Heseltine tournament and the Pee Wee Cup) and the District playdowns and State tournament. When teams are faced with other conflicts, Games Swaps (outlined below) and player call-ups should be utilized extensively so that the scheduled game can be played. In cases where games have to be rescheduled for reasons other than those identified as reimbursable, the coach/team will be responsible for the cost of the referees and timekeeper. The process for rescheduling a league game that is  *canceled by you*  (the AHA coach) is summarized below:

- Email your Level Director and copy AHA President, Treasurer, Ice Director and League Rep on your email requesting a Game Cancellation. Your request will be reviewed for approval.
- If the Game Cancellation is approved, AHA's Valley League Rep (Chris O'Reilly) or Middlesex Yankee Rep (Rich Devaney) will cancel the game directly with the league on your behalf.
- Follow guidelines below under "Independent Games" to secure Ice, Refs, Time-keeper. Unlike Independent games, the cost for time keeper will not be reimbursed.
- The Make Up Game will go against your team's allotment of Independent Games – you will lose up to 3 of your team's Independent games for every 1 canceled League game.
- Call or email the Ice Director (Chris Berube) for a list of available ice times
- Speak with opposing coach to agree upon 2-3 possible ice times for the make-up game
- Call or email the Ice Director with ice times acceptable to both coaches
- The Ice Director will confirm exact game date and time back to coach
- Secure Referees and Time-keeper as outlined below under the "For Independent Games" section
- Make sure you send the white copy of the game sheet to the league upon completion, otherwise the game will not be entered into the standings. It should be identified on the game sheet that it is a make-up game and (for Valley League) you should include the game number that can be found at the Valley League website or on the official sheet sent to the Level Directors (e.g., "Makeup game for game #1012")
- The ice time used for make-up games will come from a team's allotted practice time. Consequently, a make-up game will represent two half sheets of one of the practice hours for that particular week (i.e., the team may lose up to two practices in exchange for its use of the full sheet used for the make-up game in addition to the aforementioned loss of Independent Games).



## *Game Swaps*

Game Swaps are a means by which you as a Coach can “swap” two regularly scheduled games among 3 teams in order to accommodate a scheduling conflict for your team. Best way to describe this process is through the scenario below:

Valley Game Number 1234 Nov 1 – AHA Team 1 vs. Town X Team 1  
Valley Game Number 5678 Nov 9 – Town X Team 1 vs Town Y Team 1

As Coach of AHA Team 1, you contact Town Y’s Team 1’s Coach and ask him if he is OK “swapping” his VL Game # 5678 Nov 9 game vs Town X Team 1 with your Nov 1 game # 1234 against Town X Team 1. If he agrees, then you simply will “swap” the two games.

The new schedule will look like this:

Valley Game Number 5678 Nov 1 – Town X Team 1 vs Town Y Team 1  
Valley Game Number 1234 Nov 9 – AHA Team 1 vs. Town X Team 1

Work with AHA’s VL Rep so that the appropriate Game Swap paperwork is filed with the league.

## *League Games Canceled by Opponents*

If a game is rescheduled by the other team, please work directly with the Valley League Rep or Middlesex Yankee League Rep regarding our Program’s use of the ice. For Valley, AHA as the ‘canceled on’ Program is entitled to use of the ice on which the game was scheduled to have been played. Even if your team does not want the vacated ice from the canceled game, another AHA team might be in need of a sheet and as a result another AHA team may use that ice and the AHA Valley League Rep will be in a position to make that determination. This is required because the League will charge for any unplayed games regardless of which team caused the postponement, and if you do not fill out the form indicating that the other team canceled the game, AHA may be charged inappropriately.

## *Making up Canceled League Games*

If your opponent cancels a scheduled game, the canceling team is responsible for providing the reschedule or game swap (referees and timekeeper as well). In the event that the canceling team does not swap the ice and the original ice time is available, you have the right to keep the ice and locate an opponent to play. This opponent can be in your league or a non-league opponent, but the game will not be part of your league record. Work with the League Rep to notify the Valley League or MYC that you will keep the ice and will require referees and timekeepers. Alternatively, you can use the ice as an additional practice sheet. ***However, if you do not plan on using the ice, please ensure that you work with the Valley League Rep to complete the game postponement form as the non-canceling team because AHA may be reimbursed for the cost of the ice if it is reassigned by the League for use in another League Game not used.***

## *Regularly Scheduled Valley League Games at Phillips*

Each weekend, the Valley League schedules 4 games at Phillips. These games each involve an AHA team. **Coaches** do not need to schedule refs or Time-keepers for these games as the Valley League handles all the scheduling and Administrative functions for these regularly scheduled Valley League games held at PA.

#### **D. Independent and Make Up Game Coordination for Games at Phillips**

*For Independent Games:*

The Ice Director will assign your team a sheet of ice to be used for an Independent Game. You are responsible for securing an opponent, referees, and time-keeper.

*For both Independent and make Up games you will need to schedule Refs and time Keeper:*

You can arrange for your own referees or AHA has an arrangement with Larry Marino who will provide referees for you. If securing your own referees, you must pay them cash and then get reimbursed by AHA. If utilizing Larry Marino, AHA will be billed directly for the cost of the refs and you will be responsible for reimbursing AHA if the cancellation was not due to the tournaments identified above. Securing referees through Larry Marino is an automated process and is accomplished through his website: [www.horizonwebref.com](http://www.horizonwebref.com). Attached as Appendix B is information to assist you in using the website. Some of the information may not pertain exactly to AHA coaches, but it should be sufficient to get you started and you can always contact Larry directly for additional assistance. In all cases, you must arrange for your own timekeeper. The timekeeper is paid cash for the game and may or may not be reimbursable by AHA. Time-keepers for Independent games will be reimbursed but will not be for Make Up games.

Once you have secured an opponent you must email the name of the opponent to the Ice Director so that he can update the AHA website. You CANNOT bring in an opponent to Phillips Academy without notifying the rink staff. Failure to notify the Ice Director of an opponent will result in termination of all remaining Independent Games.

#### **E. Schedule Change Communications**

Coaches should provide their teams with ample advanced notice of any schedule change and the communication vehicle should be consistent with the amount of advanced notice being provided. A good rule of thumb would be an email notification directly to parents if the notice is more than 48 hours in advance of the scheduled game or practice. If less than 48 hours, a phone call should be placed. To reduce the burden of calling all players, the head coach may want to divide responsibility for the calls amongst all the coaches (head and assistants). Please notify the Ice Director of any practice or Game changes so that the AHA web-site can be updated.

#### **F. Open Ice**

Due to the quantity of ice purchased by AHA and cancellations/reschedulings, sometimes there are sheets of ice that go unassigned. This ice is available to all coaches and can be reserved on a first-come, first-served basis. The times for available ice are listed on the AHA website under the "Hey Coach" Tab and are available under a 'first come, first served' basis. Once a desirable time is identified, the coach should contact (email) the Ice Director to reserve it.

## **VIII. Other Coaching Responsibilities**

### **A. Injuries**

Coaches have responsibility for the well-being of their players. Injuries are part of the game and a coach should be prepared to deal with them. Should an injury occur in a game, a coach is not allowed on the ice to attend to the player unless called upon by the official to do so. Once an official does invite the coach onto the ice, however, the coach is in charge of the situation. Responses to injuries will vary depending on the severity of the injury, but in general a coach should err on the safe side when dealing with injuries. For example, if a player gets a head injury and there is a question as to its severity (i.e., whether a concussion is involved), the coach should take the safe approach and not allow the player to play again until he/she has been evaluated by a doctor. If an injury is deemed to be severe, a coach should always seek professional assistance.

### **B. Evaluation Process**

Each Spring, the team selection process begins for the next season. The evaluation process is three-pronged; 1) current players are ranked according to skill level on a team-by-team basis by their current coaches, 2) evaluators observe player performance and produce another set of independent rankings, and 3) tryouts are held to affirm rankings identified in steps #1 and #2 and provide an opportunity for side-by-side evaluation of players from different teams and levels.

Coaches play a pivotal role in the evaluation process. The coaches' rankings can have the most significant impact on the placement of players. In terms of the rankings of players from the same team, a coaches' ranking will outweigh the rankings of the evaluation team, i.e., if player A is rated lower than player B, player A cannot be placed on a higher team than player B no matter how the evaluators rank those players, with the exception of rankings involving coaches' children. Because a single ranking can have implications for the placement of several other players, the coaches' rankings are extremely important and should not be taken lightly. In cases where the ranking of coaches' children are significantly different from that of the evaluation team, the Evaluation Level Coordinator and Evaluation Committee will determine if an adjustment to the ranking is warranted. While AHA does not anticipate that these situations will occur often, giving the Evaluation Committee some latitude to make such adjustments will ensure that the process is unbiased and as fair as possible.

One ranking per team is submitted to the Evaluation Committee but each coach on the official team roster must sign the ranking indicating his/her agreement. A coach should not sign the ranking if he/she believes that it is not accurate. If agreement cannot be reached, the coaches should contact the Evaluation Committee or Level Director to determine next steps. As noted above, whether intentional or not, there sometimes may be a bias for one's own child so all coaches (i.e., head and assistants) should not rank their child as part of the ranking process.

In addition to the ranking requirement, coaches will be asked to identify a person (parent and/or coach) that will be able to participate on an evaluation team. An attempt is made to ensure the impartiality of the evaluation teams, so an evaluator is not allowed to participate on an evaluation team for a Level (e.g., Mite, Squirt) at which his/her child will be playing in the following season.

## **IX. AHA Skills and Systems**

### **A. Skills**

Overseeing the development of the fundamental skills (i.e., skating, puckhandling, passing, shooting) of its players is the most important responsibility a youth hockey organization has. For the 2008-2009 season, AHA is contracting with Superskills to provide the skills instructional sessions for the program to supplement the ongoing efforts of coaches. The skills sessions are scheduled between September and November and will be held on AHA practice ice at Phillips Academy. We look forward to having a professional hockey development organization run our skills session and urge coaches to emphasize the importance of individual skills to his team and encourage his players to attend the skills sessions whenever possible. Coaches are also encouraged to watch the skills sessions to identify the techniques being taught and reinforce them at your own practices.

### **B. AHA Systems**

While skills development should receive the majority of our coaching energy, coaches are also charged with providing positional and strategy-related guidance to his/her players. Andover Hockey Association believes that establishing an organization-wide “system” is desirable to provide our players with a conceptual foundation that can be established at young ages and reinforced and built upon as the players progress through the various age levels. AHA has identified a number of basic positional and transition schemes that we would like to adopt as our own. These systems are included in Appendix C. It is our belief that if every coach teaches these basic systems, players will go through the process of learning at the early ages and the process of perfecting at the older ages. This is opposed to the past practice of learning and re-learning individual coaches’ preferences year after year. We hope that you can see what we believe are the obvious benefits of establishing a common program-wide system, and, like the skills, assist us in our efforts to meeting our goal to improve the overall level of play through-out the program by teaching these positional concepts.

We should be clear that there is no intent to take away your flexibility in teaching and utilizing other strategies as you see fit, according to the strengths and weaknesses of your team. However, we would request that you ensure that your team is aware of, and can execute effectively, the AHA systems and present them as the principal system from which you would make adjustments. Please note that coaches should not be devoting any coaching time to special teams (i.e., power play and penalty killing) at the Mite level and minimal if any time at the Squirt level.

Lastly, to reiterate, AHA recognizes that the x’s and o’s aspect of the game are a factor in the overall success of a team. Nevertheless, hockey remains a fast-flowing game with tremendous physical demands. Players must have the physical ability to effectively execute any strategic plan; individual skills (i.e., skating, puckhandling, passing, shooting, body play, positional techniques) remain the key to long-term success in the game of hockey. Consequently, coaches need to keep the development of his/her players as the number one priority over the course of the long season and devote coaching resources accordingly. Over-emphasis of the positional aspects of the game may have some short-term positive results in terms of wins and losses, particularly at the young ages; however, we as an organization would ultimately be doing a disservice to our players if we did not give them the physical tools (i.e., skills development) necessary to progress successfully to more advanced levels.

## **X. League Play**

### **A. Massachusetts Hockey**

Massachusetts Hockey is comprised of ten (10) Districts and four (4) Divisions. Each District/Division has its own Registrar. AHA competes in Massachusetts District 2 which includes all Programs in Essex County. Information related to participants in District 2 and other Districts can be found at the Mass Hockey web-site:

<http://www.mahockey.org/district2.htm>

[http://www.mahockey.org/district\\_programs.htm](http://www.mahockey.org/district_programs.htm)

### **B. AHA League Play**

In 2010-2011, AHA co-ed and girls' Mite level teams will play in the traditional Valley League one league (27 games) and co-ed and girls' Squirts, and co-ed Pee Wee, and Bantam levels will play in the Valley League expanded schedule (45 games). Squirt, Pee Wee, and Bantam teams will also get a certain number of opportunities to schedule "independent" games with opponents of their choice. The coach is responsible for scheduling independent games on ice at Phillips Academy, and AHA will cover the cost of the referees and timekeeper. Additional information will be provided to the coaches during the season. The Girls U14 teams will be participating in the newly formed Girls Valley League short schedule (27 games), supplemented by Middlesex Yankee Conference League while the U12's will play MYC and a mix of Valley Girls and Baystate Girls League games. The number of leagues in which the High School level teams participate may vary year-to-year

### **C. Player Call-Up Policy**

Player call-up policies are dictated by League rules (see Appendix D #9). In summary, a player can substitute on teams at higher levels within the same age group (e.g., Squirts), or at the equivalent or higher level at the next higher age group. Unless receiving advanced approval, players should not be brought down to play for a lower level team. In terms of protocol and as a matter of courtesy, the coach of the team needing a player should contact the coach of the team from which the call-up will be made to identify the appropriate player. Also, according to Valley League rules, a player can be called up a maximum of six times; a seventh call-up will make that player a permanent roster member on the higher level team

### **D. Valley League**

The Valley League maintains a relatively informative website where a coach can find standings, forms, league rules, rink directions, and other information: <http://www.valleyhockeyleague.com>

See Appendix D of this manual for the list of Valley League rules.

## **XI. Tournaments**

### **A. District Play-downs**

Massachusetts holds an annual tournament called the District Play-downs that is usually held in February. This tournament not only establishes the District champions but it also determines participation in the State tournament, except for the Mite level which does not play beyond the Districts. The tournament includes Select teams through third-level (and below) town teams.

Classifications for District and State Tournaments	
Tier I	Massachusetts Select League Major teams
Tier II	Mass Select League Minor Teams
Tier III	Highest rated team in an association (I Level) <b>split into Division 1L (Large) and Division 1S (Small) – Andover would compete in the Division 1L due to the size of the association</b>
Tier IV	Second rated team in the association
Tier V	Third rated (or lower) team in the association

Commitment to participate in the District play-downs must be made early in the season, typically in October. Midget and Bantam Tier II teams have even earlier commitment requirements and tournament games. The coach should discuss the logistics of the tournament with parents and get firm commitments from parents if he/she is interested in participating. *The cost of the District Play-downs and any other tournaments in which a team chooses to participate is not covered by AHA.* It should be kept in mind that for most teams the District 2 play-downs may overlap with the players' vacations (MLK weekend in January and/or February School Vacation Week).

We have been informed by Mass. Hockey that it is very important that if you commit to your team's participation in the District Tournament, you must show up at the tournament. They do not take kindly to teams/programs that sign up for the tournaments and then are no shows come game time.

*All roster and patching requirements should be met before participating in the tournament.*

AHA 1, 2, and 3 teams are eligible to register for the District play-downs. AN AHA "4" team cannot register to participate in Play-downs unless the AHA 3 team has elected not to participate.

Details associated with the District play-downs, State tournament, and National tournament can be found in the Massachusetts Hockey Annual Guide, an electronic version of which is available on the Massachusetts Hockey website:

<http://www.mahockey.org/index.html>

## **B. Other Tournaments**

Traditionally, coaches have been left to identify tournaments in which they wish to participate. For many teams these tournaments end up being the highlight of the season and can be pointed to as being a very favorable, team-bonding experience. AHA does not endorse any particular tournament and does not cover any of the costs associated with tournaments.

Please note that there may be travel permit requirements for out-of-state tournaments. The Mass Hockey Guide notes that travel permits are issued only by the Massachusetts Hockey Registrar or the Division/District Registrar. Permit applications can be obtained online and must be submitted well in advance of travel dates. Associations/teams found to be in violation of this requirement will face disciplinary action. The Mass Hockey or District Registrar will send a copy of the team roster with the permit.

If uncertain about permit requirements, contact your Level Director.

## *XII. Andover Hockey Association Organization 2010-2011*

### **A. Board of Directors and Executive Committee**

#### **AHA 2010-2011 BOARD OF DIRECTORS**

PRESIDENT	Mike Littlewood	mikelittlewood@gmail.com
VICE PRESIDENT	Joe Benson	benson_joe36@hotmail.com
TREASURER	Peter DiVencenzo	pj.div@verizon.net
SECRETARY	John Flanagan	fhmbos@fhmboston.com
REGISTRAR	Leigh Keefe	leighkeefe@gmail.com
ICE DIRECTOR	Chris Berube	chris.berube@sas.com
VALLEY LEAGUE REP	Chris O'Reilly	cforeilly@comcast.net
INITIATION DIRECTOR	Steve Murray	steve_murray@softbank.com
MITE DIRECTOR	Jim Rigazio	jarigazio@mmm.com
SQUIRT DIRECTOR	Chris Patten	cpatten@mvalleypartners.com
PEEWEE DIRECTOR	Steven Moheban	smoheban@msn.com
BANTAM DIRECTOR	Gerry Wright	wrightgerry@hotmail.com
MIDGET DIRECTOR	Paul Walker	paul.walker5@verizon.net
GIRLS DIRECTOR	Rich Devaney	rdevaney18@verizon.net
DIRECTOR AT LARGE	Chris O'Reilly	cforeilly@comcast.net
DIRECTOR AT LARGE	Paul Marcotte	marcottes5@msn.com
MASS HOCKEY REP	Chris O'Reilly	<a href="mailto:cforeilly@comcast.net">cforeilly@comcast.net</a>
WEB ADMINISTRATOR	Leigh Keefe	leighkeefe@gmail.com



**B. Hockey Committee**

	<b>Name</b>	<b>Home #</b>
<i>Chair</i>	<b>Chris Patten</b>	978-470-3951
<i>Member</i>	<b>Chris O'Reilly</b>	978-475-3998
<i>Member</i>	<b>Sean Croston</b>	978-805-1038
<i>Member</i>	<b>Rich Devaney</b>	978-470-8048
<i>Member</i>	<b>Paul Marcotte</b>	978-749-9820
<i>Member</i>	<b>Paul Fraser</b>	978-474-0122

**C. Evaluation Committee**

	<b>Name</b>	<b>Home #</b>
<i>Chair</i>	Gerry Wright	978-475-8735
<i>Member</i>	<b>Rich Devaney</b>	978-470-8048
<i>Member</i>	<b>Sean Croston</b>	978-805-1038
<i>Member</i>	<b>Paul Walker</b>	978-475-0317
<i>Member</i>	<b>John Reilly</b>	978-475-3355

**D. Judiciary Committee**

	<b>Name</b>	<b>Home #</b>
<i>Member</i>	<b>Joe Benson</b>	978-470-4535
<i>Member</i>	<b>Paul Marcotte</b>	978-749-9820
<i>Member</i>	<b>John Flanagan</b>	978-409-1321

**E. Massachusetts Hockey District 2 Representative**

<b>Name</b>	<b>Home #</b>
<b>Chris O'Reilly</b>	978-475-3998

## AHA 2010-2011 Coach Contact List

<b>Team</b>	<b>Head Coach</b>	<b>Email</b>
Mite 1	Rich Devaney	rdevaney18@verizon.net
Mite 2	Scott Rickards	Scott_Rickards@equityoffice.com
Mite 3	Jim Rigazio	jarigazio@mmm.com
Mite 4	George Flaherty	geofla@gmail.com
Mite 5	Mike Littlewood	mikelittlewood@gmail.com
Mite 6	Steve Neal	stephenneal13@msn.com
Squirt 1	Kevin Drew	kdrew@karasglass.com
Squirt 2	Gerry Wright	wrightgerry@hotmail.com
Squirt 3	Kevin McKinnon	mackinnon.kevin@gmail.com
Squirt 4	Gilmartin/Fenton	mfenton@andover.edu
Pee Wee 1	Sean Croston	sean.b.croston@jpmchase.com
Pee Wee 2	John Fraser	jcf@fraserlaw.net
Pee Wee 3	Pete DiVincenzo	peter.divincenzo@ey.com
Pee Wee 4	Steve Moreland	stmoreland@gmail.com
Bantam 1	John Reilly	jcreilly@fredcchurch.com
Bantam 2	Tim Croston	tcroston_2000@yahoo.com
Bantam 3	Paul Marcotte	marcottes5@msn.com
Bantam 4	Pete Hall	pete.hall@alcatel-lucent.com
Girls U8	Chris Berube	Chris.Berube@sas.com
Girls U10	Dmitry Rykov	rykov@rykov.net
Girls U12	Joe Benson	joeb.cbg@gmail.com
Girls U14 – Blue	Bill Chase	billchase11@verizon.net
Girls U14 – Gold	Brian Babcock	etbabcock@comcast.net

## Appendix A – Core Skill Development by Age Group

### Mites

#### Individual skills

Skating	Puck Control	Passing and Receiving	Shooting	Checking	Goalkeeping
Edge control	Lateral dribble	Forehand	Wrist	Poke check	Basic stance
Ready position	Forward-to-backward dribble	Backhand	Backhand	Hook check	Parallel shuffle
Forward start	Diagonal dribble	Receive (stick)		Lift the stick check	Lateral t-glide
Forward stride	Attacking the triangle	Eye contact			Forward and backward moves
Control stop	Forehand shift				Stick save
Backward skating	Accelerating with the puck				Body save
Backward stop					Glove save
Control turn					
Forward crossover					

#### Team play

Offense	Defense
Positional offense	Territorial defense
Offense in the offensive zone	One-man forechecking
Offense in the defensive zone	Basic defensive zone coverage

## Squirts

### Individual skills

Skating	Puck Control	Passing and Receiving	Shooting	Checking	Goalkeeping
Edge control	Lateral side-to-side dribble	Forehand	Wrist	Poke check	Basic stance
Ready position	Forward-to-backward dribble	Backhand	Backhand	Hook check	Parallel shuffle
Forward start	Diagonal dribble	Flip – saucer pass (forehand and backhand)	Flip	Lift the stick check	Lateral t-glide
Forward start right/left	Attacking the triangle	Receive (stick)	Screen and deflection	Covering	Forward and backward moves
Forward stride	Forehand shift	Receive (skate)	Rebounding	Gap control concept	Stick save
Control stop	Backhand shift	Indirect (board) pass		Body positioning – angling	Body save
One-foot stop	Change of pace				Glove save
Backward skating	Puck protection				Leg save
Backward stop	Give and take				Skate save
Control turn	Accelerating with the puck				Stacking the pads
Forward crossover					“V” drop
Backward crossover					Rebounds
Mohawk					
Lateral skating					

### Team play

Offense	Defense
Positional offense	Territorial defense
Offense in the offensive zone	One-man forechecking
Offense in the defensive zone	Two-man forechecking
Face-offs	Backchecking principles
One-on-one confrontations	Basic defensive zone coverage
Triangle offense	
Box offense	
Entering the zone	

## Pee Wees

### Individual skills

Skating	Puck Control	Passing and Receiving	Shooting	Checking	Goalkeeping
Edge control	Forehand shift	Forehand	Wrist	Poke check	Parallel shuffle
Ready position	Backhand shift	Backhand	Backhand	Hook check	Lateral t-glide
Forward start right/left	Change of pace	Snap	Snap	Stick press	Forward and backward moves
Forward stride	Slip through	Receive (stick)	Flip	Lift the stick check	Glove save
One-foot stop	Slip across	Receive (skate)	Slap	Covering	Leg save
Backward skating	Puck off the boards	Receive (hand)	Fake	Receiving a check	Skate save
Forward crossover	Puck protection	Surround the puck	Rebounding	Shoulder check	Stacking the pads
Backward crossover	Give and take	One-touch pass	Tripping	Angling – steering – deflecting	“V” drop
Mohawk	Backward puck control	Indirect (board) pass		Gap control	Playing the angles
Lateral skating		Flip – saucer pass (forehand and backhand)			Rebounds
Backward crossunder start		Wrap-around			Situations
Backward two-skate stop		Breakout			
Backward power stop		Alley-oop			

### Team play

Offense	Defense
Offense in the defensive zone	Territorial defense
Offense in the neutral zone	One-man forechecking
Offense in the offensive zone	Two-man forechecking
Power play systems	Backchecking principles
Face-offs	Center-on-point defensive coverage
One-on-one confrontations	Wings-on-point defensive coverage
Two-on-one confrontations	Man-short situations
Entering the zone	One-on-one confrontations
	Shot blocking

## Bantams

### Individual skills

Skating	Puck Control	Passing and Receiving	Shooting	Checking	Goalkeeping
All skills listed in younger age groups	Change of pace	Surround the puck	Wrist	Covering	Skate save
Quickness	Slip through	Receive (skate)	Backhand	Gap control	Stacking the pads
Speed	Slip across	Receive (hand)	Snap	Angling – steering – deflecting	“V” drop
Agility	Slip around	Receive (stick)	Flip	Receiving a check	Playing the angles
Power	Fake shot	One-touch pass	Slap	Shoulder check	Rebounds
	Spin around	Indirect (board) pass	One-timer	Hip check	Situations
	Stop and go	Surround the puck	Tipping	Body check	Moving behind the net
	Puck protection	Flip – saucer pass (forehand and backhand)	Rebounding	Block check	Stopping the puck along the boards
		Wrap-around	Approach the net	Roll check	Poke checking
		Breakout	Close in shots (yo-yo pull, roof)	Backchecking	
		Alley-oop			

### Team play

Offense	Defense
Offense in the defensive zone	One-man forechecking
Offense in the neutral zone	Two-man forechecking
Offense in the offensive zone	Backchecking principles
Power play systems	Center-on-point defensive coverage
Face-offs	Wings-on-point defensive coverage
Principles: pressure, transition, support, control	Man-short situations
Triangulation	Principles: pressure, transition, support, control
Entering the Cycling	Defense in the defensive zone
	Defense in the neutral zone
	Boxing out

## Midgets/High School

### Individual skills

Skating	Puck Control	Passing and Receiving	Shooting	Checking	Goalkeeping
All skills listed in younger age groups	Fake shot	Surround the puck	Wrist	Covering	Playing the angles
Quickness	Spin around	Receive (skate)	Backhand	Receiving a check	Rebound control
Speed	Slip around	Receive (hand)	Snap	Shoulder check	Situations
Agility	Double shift	Block and drop	Flip	Hip check	Moving behind the net
Power	Stop and go	One-touch pass	Slap	Body check	Stopping the puck along the boards
Forward reverse stepout	Grandstand	Indirect (board) pass	One-timer	Angling	Poke checking
	Change of pace	Flip – saucer pass (forehand and backhand)	Inside shot	Positioning	Positioning
	Puck protection	Wrap-around	Drive shot	Closing the gap	Face-offs
		Breakout	Roofing	Pinning	Deflection and screens
		Alley-oop		Backchecking	Play at the post
				Body position	Clearing/passing
				Contain/stall	
				Block check	
				Roll check	

### Team play

Offense	Defense
Offense in the defensive zone	One-man forechecking
Offense in the neutral zone	Two-man forechecking
Offense in the offensive zone	Backchecking (neutral zone)
Power play systems	Center-on-point defensive coverage
Face-offs	Wings-on-point defensive coverage
Transition	Man-short situations
Support	Pressure
Puck control	Stall contain
Dump ins	Support
Wide rim	Transition
Cycling	Zone coverage

<b>Offense</b>	<b>Defense</b>
Attacking the zone	Man-to-man coverage
	Backside coverage
	Sagging coverage
	Shot blocking



## Appendix B – Requesting Referees



### ANDOVER YOUTH HOCKEY ASSOCIATION 2010-2011 COACH'S INFORMATION GUIDE



2010-2011 Season

## Dear AHA Coach;

Welcome to the 2010-2011 AHA Hockey Season. I look forward to another successful, safe and fun season this year.

The scheduling of makeup and independent games will remain the same this year. Please take a moment to review this guide to ensure you are registered on the HorizonWebRef website and are familiar with the process.

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## Registering to Schedule your Makeup and Independent League Games

**Step 1:** Go to [www.HorizonWebRef.com](http://www.HorizonWebRef.com)

**1a:** if you are a returning user, enter your login credentials, and skip to Step 3

**1b:** if you are a new user, select New Users Registration and follow the instructions (you will select 'Coach' as your user type) Our Association # is 205168

**1c:** After you click 'Add User' please read the notification window that pops up.

**Please Note: It may take several minutes for you to receive your confirmation email from HorizonWebRef. Please email me at [LarryMarino@Gmail.com](mailto:LarryMarino@Gmail.com) to let me know you have registered.**

**Step 2:** Once you are registered, you will receive a confirmation email with your new login credentials.

**Step 3:** Login using your login credentials

**Step 4:** To schedule games, please click 'Game Schedule', and then at the top of the page, click 'Add Game'

**Step 5:** Follow the prompts and complete the form. Click 'add game'. You will receive email confirmation of you game request from the system. Check back often to see the status and finally the officials assigned to your game.

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## Scheduling Guidelines & Requirements

- Coaches must provide at least 1 week notice to schedule all games
  - Coaches must provide a competent, knowledgeable time keeper for all games
  - A Game Sheet is required for all games including Independent and Makeup games from another league. No Game Sheet – No game. This is a liability issue for AHA, and is not flexible.
  - Please only request officials for confirmed games
- 

## Rating your Officials

Please be sure you rate the officials after the game. We hold ourselves to a higher standard of professionalism, and experience while working for Andover Hockey Association. As we all know there will be disagreements on calls and situations. Please maintain professional behavior as a coach, and let me know of any incidents immediately.

I expect all of my officials will be on the ice prior to the start of your game, and act professionally. If you feel we have not supported this higher standard, please let me know.

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## Cancellations

I understand that at many times, last minute cancellations happen. Working with AHA in the past, I have become very flexible in the cancellation policy. However, should you cancel your game with 3 days notice or less, AHA will be billed the full game fees. To minimize this cost to AHA, please ensure your game will be played on the day you requested. Since hockey is a winter sport, obviously weather plays a big role in game cancellations. I will look at these on a case by case basis. Please call me immediately should your game be cancelled due to weather.

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## Tournaments

Your tournament is not the only tournament going on at that time, and officials are booked on a first come first served basis. To ensure top quality officiating for the tournament, please get me your schedule at least 3 to 4 weeks in advance of the first game.

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## Payment

All of the officials that work AHA Makeup and Independent games that are assigned through this system are paid directly by me.

**Do not pay the officials cash (or equivalent) before or after your game.**

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Larry Marino  
Andover Hockey Association  
Commissioner of Officials  
(978) 273-4600  
LarryMarino@Gmail.com





# Appendix C – AHA Systems

## D-Zone

### Everyone Backchecks thru the middle of the ice

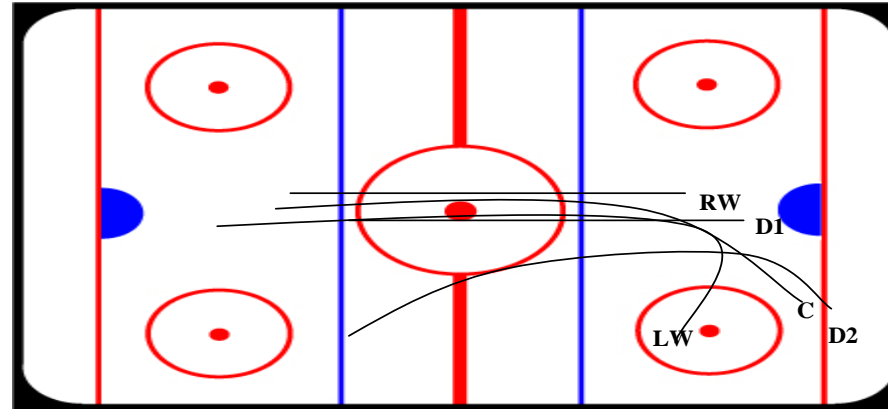
**D1**-Skates to the front of the net, taking the net away

**D2**-Skates thru the middle, and angles toward the corner, forcing the puck carrier

**C**-Comes thru the middle and goes to support D2, under control, with the ability to react on puck movement

**LW**-Comes thru the middle and goes to the point man, watching the point and the puck

**RW**-Comes back to the slot, keeping an eye on the D as well as the puck



### D-Zone Jobs

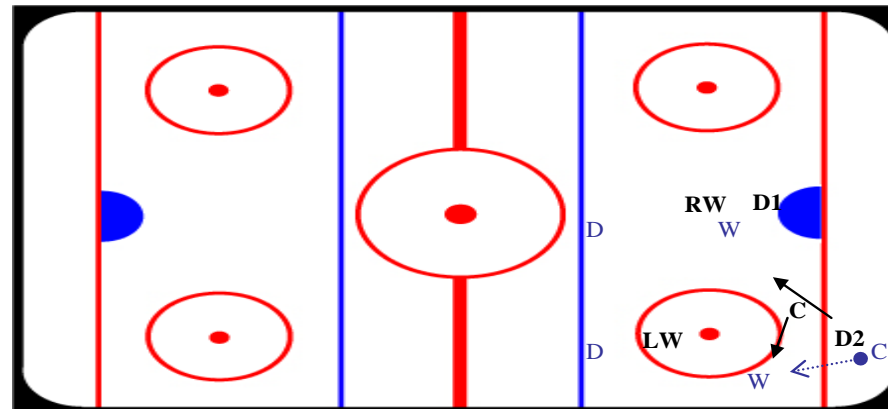
**D2**-Play the puck carrier, try to pin him against the boards

**D1**-Keep control of the front of the net. Watching the man in front of the net

**C**-Support the D, react on a pass or a breakdown

**LW**-Take the D out of the play & not allow a player to walk the puck thru the top of the circle

**RW**-Support the front of the net & watch the D-man in the middle



## D-Zone Switch

### If the Puck Switches sides

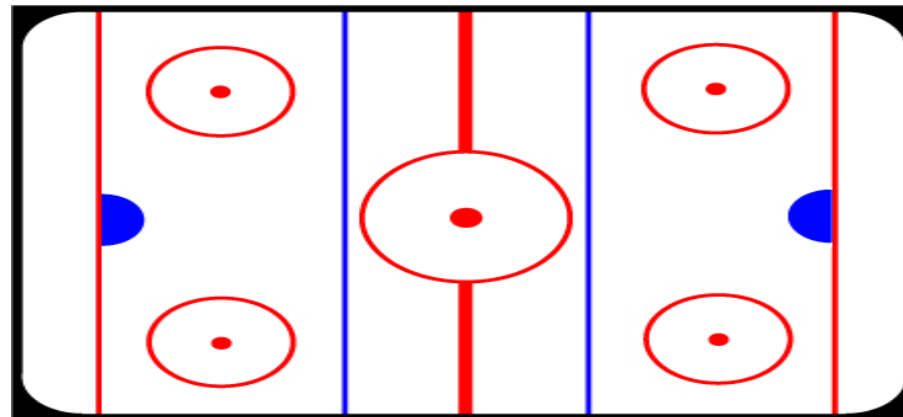
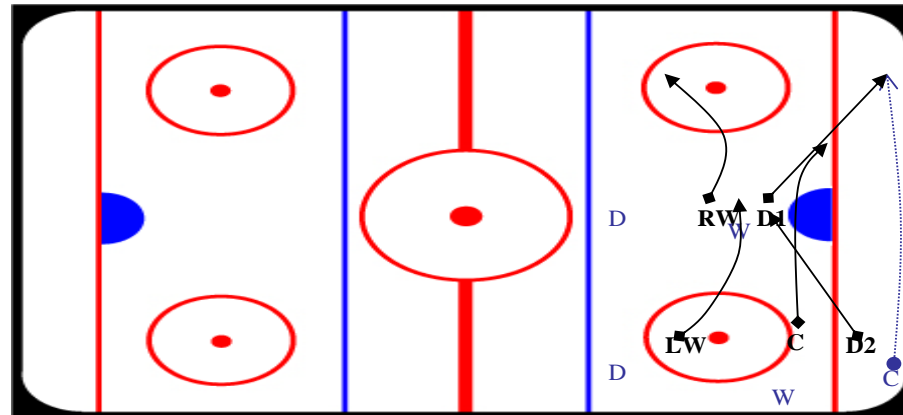
**D1**-Pursues the puck in the corner, when D2 covers the front of the net

**D2**-Goes to the front of the net, and tells D1 to get in the corner

**C**-Goes to support D1 in the other corner

**LW**-Covers the high slot

**RW**-Covers the high strong side point man



# Forecheck Set-Up

## The Set Up- 1-2-2

The objective is to angle the puck up the wall, and to make contact if you can. If you are unable to make contact and pin the Defenseman, these are our setups and rotations.

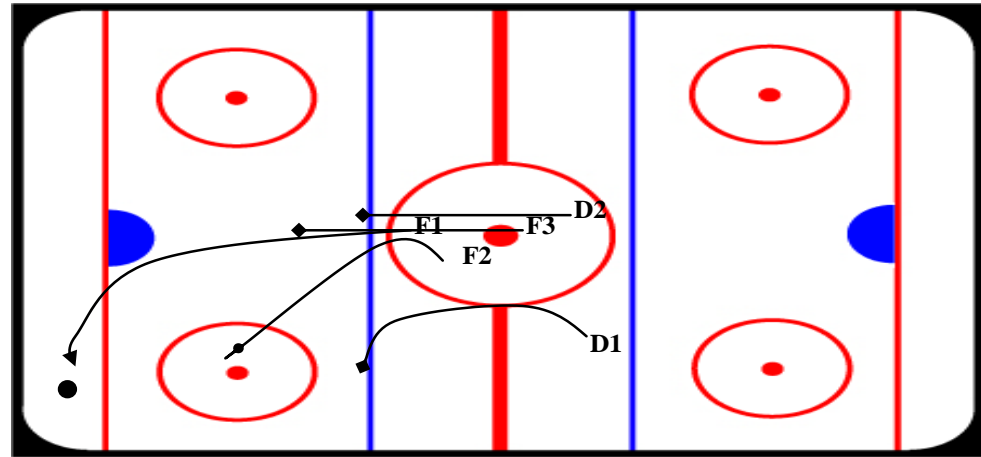
**F1-** angles the play inside-out under control, forcing the puck up the wall

**F2-** comes thru the middle and sets up approximately as deep as the opponent strong-side winger

**F3-** back-checks straight thru the middle and sets up in the middle of the ice

**D1-** Gets up on the line, on the strong side boards

**D2-** Gets up to the line, lined up with the back post of the net



## Rotation 1

If the puck moves up the wall

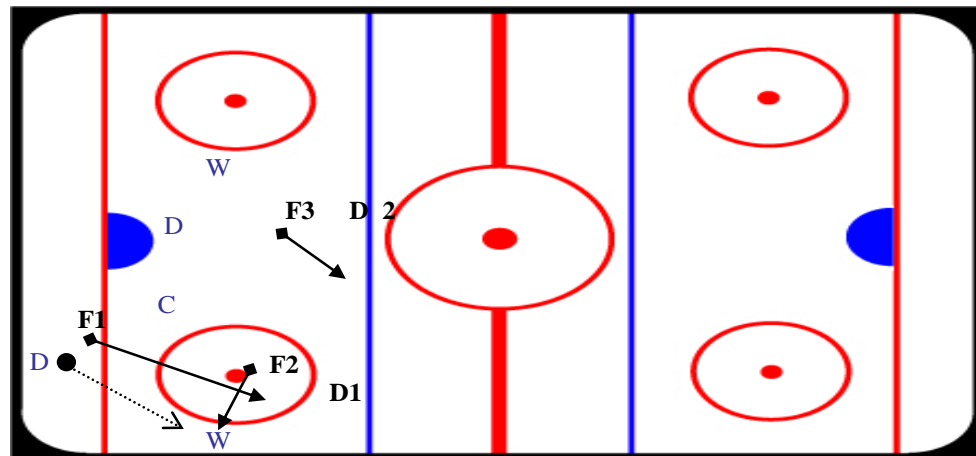
**F2-** Steps down on the winger and forces the puck

**F3-** Slides back, supporting the puck

**F1-** Attacks the play from behind, putting back pressure on the puck

**D1-** Holds the line, but does not pinch down

**D2-** Is the safety man, backs off a little in case they break out, keeping an eye on the far winger



## Forecheck Rotations

**D-D Rotation 1**-If F1 can attack the D-D pass he does, this is if he is not caught below the goal line

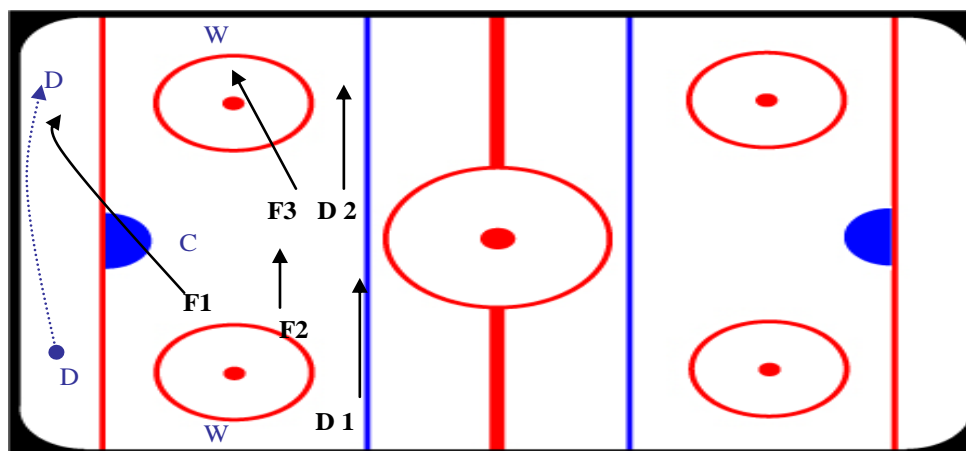
**F1**-Pursues the puck, angling the player up the wall

**F2**-Slides to the middle, off the back goal post

**F3**-Slides to the top off the dot, ready to support F1 or make the play on the wall

**D1**-Slides to the middle, along the blue line

**D2**-Slides over toward the boards



**D-D Rotation 2**-If F1 is caught below the goal line

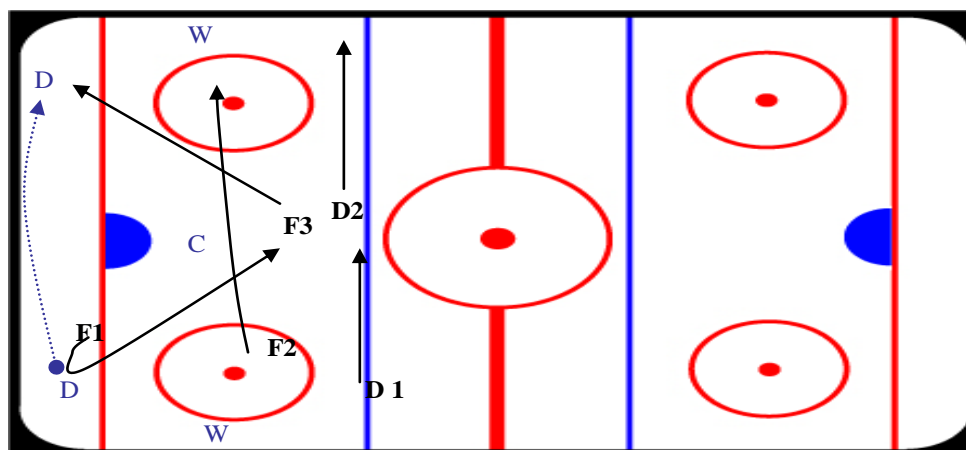
**F1**-Curls back up, to cover the middle of the ice

**F2**-Slides over supporting the attack of F3

**F3**-Attacks the puck, angling the d man up the wall

**D1**-Slides toward the middle of the ice

**D2**-Slides over toward the boards

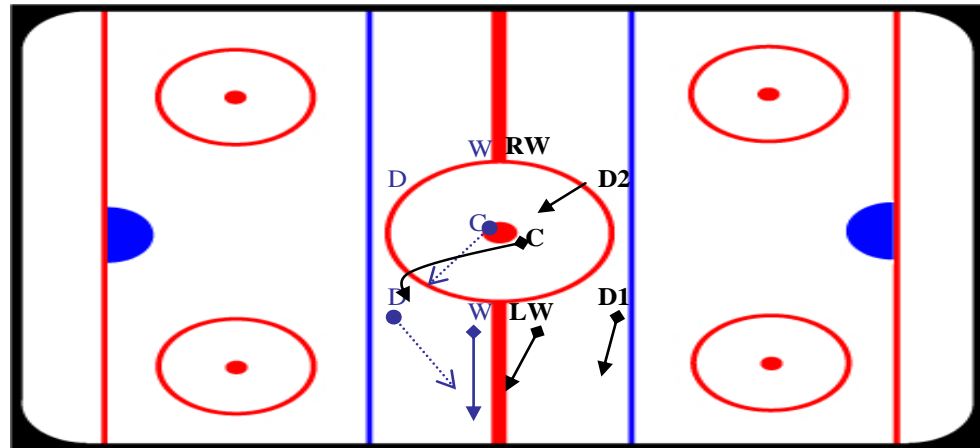




# Neutral Zone Forecheck

## On A lost Draw

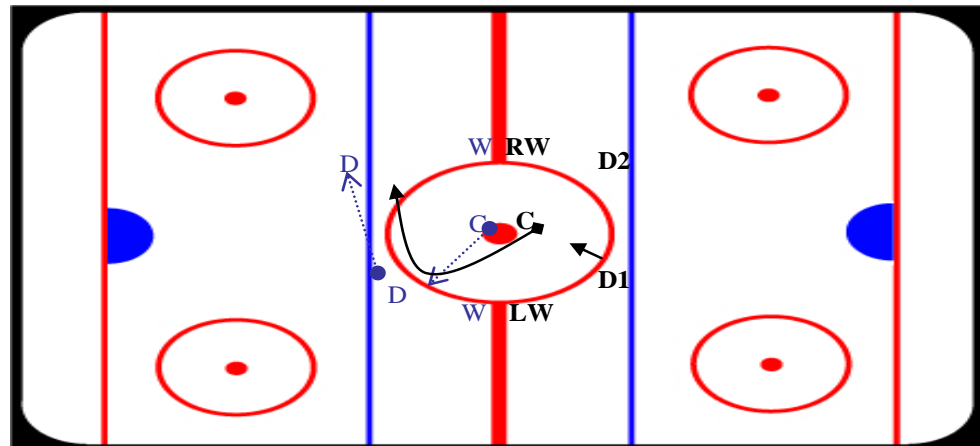
- C**-Forechecks the puck, angling the puck up the wall
- RW**- Locks on the opponent left wing
- LW**-Jumps on the winger, when the puck is being passed
- D1**-Supports the play, and picks up the loose puck
- D2**- Cheats to center, taking away opponent's center passing option or ready to attack if pass is made



## On A lost Draw

### D to D

- C**-Forechecks the puck, and re-attacks the D-D pass angling the puck up the other wall
- RW**-Stays in lane, ready to jump on a pass up the wall
- LW**-Stays in lane, ready to seal the middle if the puck goes up the wall
- D2**-Supports the play, and picks up the loose puck if it goes to the wall
- D1** - Cheats to center, taking away opponent's center passing option or ready to attack if pass is made



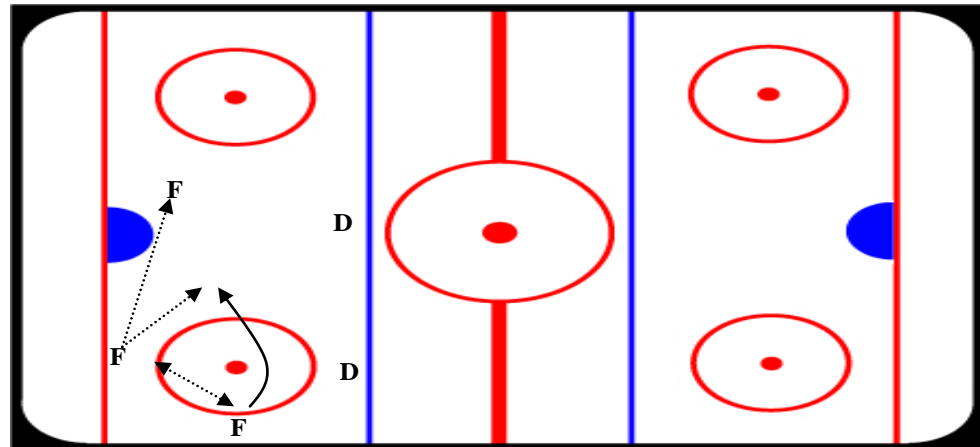
# Power Play Set up

## Set up in an overload

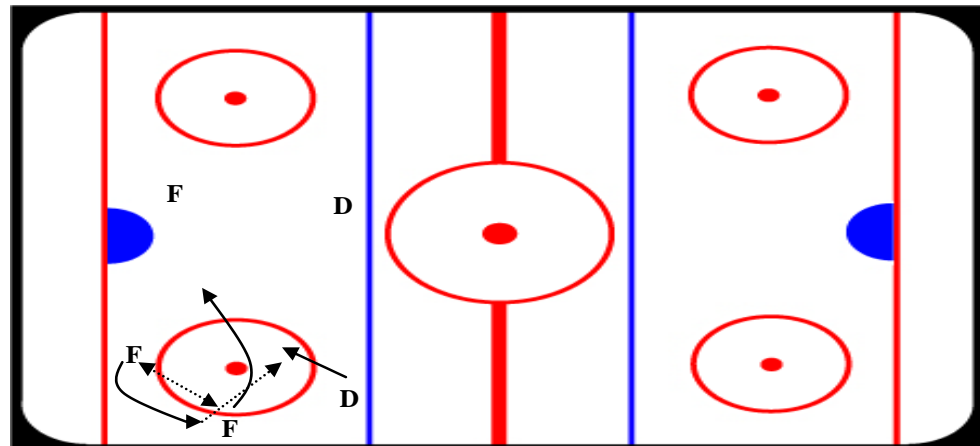
### Plays

**1-**As the Forwards pass back and forth, the half wall forward drives to the net for a quick shot

**2-**As the Forwards pass back and forth, the down low forward looks to pass back door



**3-**As the forwards pass back and forth, the hash mark forward drives to the net, the down low forward curls up, and hits the D man stepping down for a shot



# PK Set Up

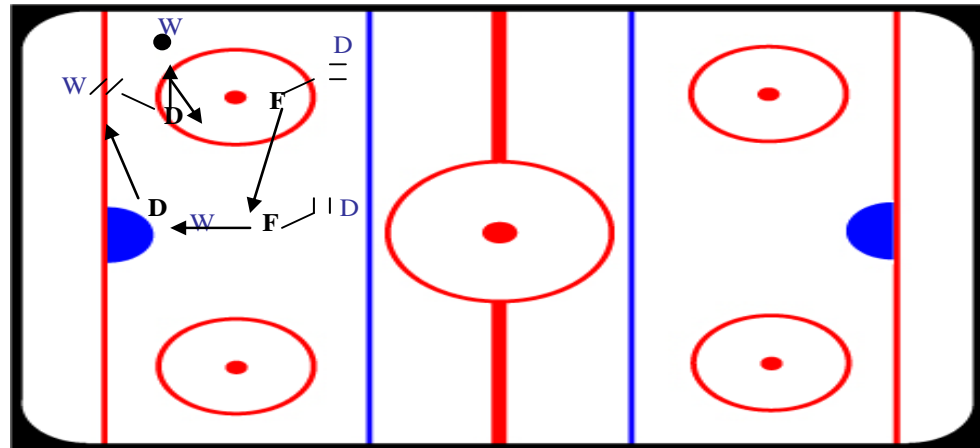
## PK Set Up

**The Strong side D-** He controls the area, and can jump the winger on the half wall to start the rotation

**The in front D-** He controls the front of the net and jumps on the low down winger, in the pressure rotation

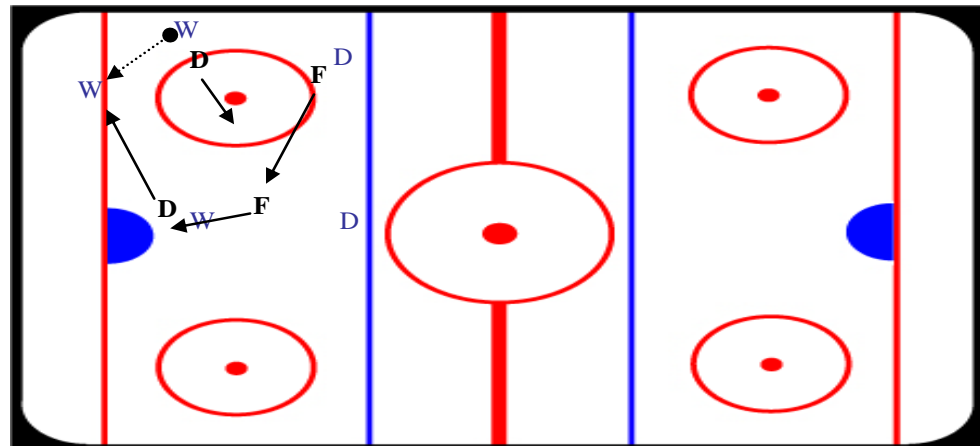
**The strong side F-** Watches his D, but never starts the pressure rotation, he slides to the front in the rotation

**The weak side F-** Drops to the front of the net in the pressure rotation, and watches the weak side D from dropping down back door



## PK Pressure Rotation

Only start attack above the goal line



## **Appendix D – Valley League Rules**

*(reflects most recent published rules – the document will be updated when another update is available – the Valley League rules are available under the “Information” section of their website:  
<http://www.valleyhockeyleague.com/content.php?sect=5>*

All Valley League Games will be conducted according to the USA rule book. Below is a list of additional Valley League Rules and Regulations.

1. All teams must be registered with Massachusetts Hockey or USA Hockey (New England Region). Official Massachusetts Hockey or USA Hockey rosters must be submitted to the district registrar by the applicable deadline. Valley League Electronic Rosters must be submitted by September 15<sup>th</sup> and the Signed Rosters by October 15<sup>th</sup> to the Valley League Office. Birth certificates of those players on the roster must be made available to the league officials upon request.
2. Full season Midget teams must submit amended full season roster to the Valley League Office by January 1st.
3. The playing rules of the league will be guided by the current USA Hockey rule book with the exception of the fighting rule as so stated in item rules 13, 28 and 29.
4. A roster will consist of a maximum of 20 players
5. A minimum of six (6) players may be dressed for a game in an emergency only.
6. All protests must be made to the League Commissioner within 24 hours by phone and 48 hours in writing, or before the next game. Note: Judgment calls of officials are not grounds for protest.
7. Player eligibility dates for team rosters will be in accordance with USA Hockey guidelines.
8. Complete uniforms and helmets are mandatory for play. All players must wear only USA Hockey/ HECC approved helmets.
9. No player may appear on more than one roster within the league. A player from a team below may be carried as an alternate. Each alternate may play only six (6) games for the team above. If a player participates in a seventh (7th) game, he or she will not be allowed to play for the team below. Each time an alternate player plays he or she must sign the score sheet prior to the start of the game otherwise the game will result in a forfeit.

## Play-up rules

<b>B1</b>	<b>B2</b>	<b>B3</b>	<b>B4</b>
<b>P1</b>	<b>P2</b>	<b>P3</b>	<b>P4</b>
<b>S1</b>	<b>S2</b>	<b>S3</b>	<b>S4</b>
<b>M1</b>	<b>M2</b>	<b>M3</b>	<b>M4</b>

**A player can play in a game for other teams in their program if the following criteria is met:**

- The team is the same level or higher. (level 1, 2, 3, etc.)
- The team is the same age group and older. (Mites, Squirts, PeeWees and Bantams)

**For example:** A Squirt 3 player can play a game with:

- Squirt 1, Squirt 2, Squirt 3, Pee Wee 1, Pee Wee 2, or Pee Wee 3
- But NOT with any Mites, Squirt 4 or lower, Pee Wee 4 or lower, etc.
- On chart at left green is acceptable, red is not

10. In case of inclement weather teams should call the rink they are scheduled to play in. If the rink is open, the game should be played. You may also check online for any weather related cancellations.

11. Postponement forms can be accessed on the website using either coaches or manager's username and password. These passwords are specific to your program and have been assigned and issued to your program at the beginning of the season. These forms must be filled out within seven (7) days of any cancelled or postponed game. Both the home and visitor coaches are required to submit these forms. Forfeits and credits will be awarded only if these forms are received prior to the aforementioned deadline.

Note: The canceling team will be charged 2 game fees IF the game is NOT rescheduled.

12. (a) Opponents requesting postponement of scheduled games must make arrangements with opponent and submit a league score sheet within 30 days of the originally scheduled game date (except for game originally scheduled after April 2nd-see below).

(b) All game sheets for postponements must be received on or before the last scheduled regular season game in that respective division.

12.1.1. Approved USA Hockey Officials must officiate and sign the game sheet. The above is required in order for any makeup game to count toward league standings. Any makeup games score sheet received after the aforementioned deadline will not be accepted and a forfeit will be awarded. The League is not responsible for any costs incurred as a result of a postponed and rescheduled game, unless such a postponement is initiated by the league.

13. Fighting or match penalties may result in expulsion from the league.

14. Teams requesting postponement with other teams due to inclement weather or otherwise are responsible for the full cost of the regularly scheduled game, unless the Valley League has canceled the game.

15. Players, including alternates, must wear the same rostered jersey number throughout the season.

16. Each team's coach is responsible for the actions of his/her players on and off the ice. The condition of league facilities are maintained for the comfort and convenience of all league members, abuse of these facilities will be dealt with severely by the league commissioner. Please make sure to have an adult in the locker room with the players at all times. If your locker room is dirty or damaged report it to the league commissioner and include a brief note in the comments section of the official game sheet. (There must be at least one (1) coach in the locker room while there are players present in the locker room.)
17. All game sheets must be on a Valley Youth Hockey League form with goalies indicated. The commissioner reserves the right to check signatures and declare a forfeit, if any discrepancies exist.
18. No coach will be allowed on the ice to aid an injured player, unless the referee requests help from the bench personnel.
19. Please instruct parents to stay off the ice. Non compliance will result in suspension of that parent's child from the league.
20. Any and all complaints, written or otherwise, by directors, coaches or parents will not be accepted by the league, unless the board of directors of their program has approved them.
21. This game is a sport, and the rules of fair play and sportsmanship are mandatory in the Valley League. We are guiding and teaching the young leaders of tomorrow. They will emulate our actions.
22. Any coach, who forgets he or she is teaching young children and behaves in a less than proper manner during, before or after the game, will receive a suspension from the league.
23. Any parent acting in the same manner will cause their child to be suspended.
24. Suspended coaches or players will not be allowed to participate in league competition for a period of time as determined by The League Commissioner
25. Any coach, manager or trainer ejected from a game will automatically receive a one game suspension. Repeat offenders can be suspended permanently from the Valley League.
26. Running game clock situations: 1) Fifteen (15) or more assessed penalties in a game. Includes misconducts and game misconducts. 2) Six (6) or more goal margin occurs between teams at any time during the game. If this margin drops back below six goals, stop time play will resume.
27. Any player or coach that receives four (4) penalties in a game, including misconduct penalties, will be suspended for the remainder of the current game and the next scheduled league game.
28. Teams should be ready to play 5 minutes prior to the scheduled game time. A warm-up period of three minutes shall be allowed prior to the start of each game. Teams not prepared to play after the warm-up period will be assessed a minor penalty for delay of game.
29. Modification of league fighting rule No. 13 for Midget and High School level teams:

29.1. Any player assessed a fighting major penalty is automatically suspended from league play for one calendar year from the date of the incident.

29.2. Any team, which has a second fighting major penalty, is suspended from league play for the balance of that playing year.

30. Modification of league fighting rule No. 13 for Bantam level Teams.

30.1. Any player assessed a fighting major penalty is suspended from league play for the teams next two (2) scheduled league games.

31. Any player assessed a game misconduct penalty while playing a game in a level other than the one they are rostered on in the Valley League, shall be required to serve the game misconduct in their next scheduled Valley League game.

32. Penalty Times:

Mite and Squirt - Minor (1:00) Major (3:00) Misconduct (8:00)

Pee Wee, Bantam and Midget/H.S. - Minor (1:30) Major (4:00) Misconduct (8:00)

33. Playoff Eligibility

33.1. All Players must compete in 10 regular season games with their team of record (roster) in order to be eligible to participate in playoffs.

33.2. Bantam players must compete in at least 5 regular season games with their team of record (roster) between December 1<sup>st</sup> and February 1<sup>st</sup> (High School Season) in order to be eligible to participate in playoffs.