

IIBHL COACHING DUTIES

A. BEFORE THE SEASON

1. Tryouts:

You must attend the Tryouts for your Tier and take notes on every single player. The players will be tested for speed, stickhandling and shooting. Goalies will be tested for quickness on shots and ability on breakaways. Your scouting and notes at the Tryouts will determine what kind of team you pick at the Draft. The more detailed your notes on every player are, the better your team will be.

2. Draft:

All the coaches will get together and pick their teams, one player at a time, at the Draft on October 1 from 5-8 PM at IIT. The Draft should take about 3 hours and ALL coaches are expected to put aside the time and show up and pick their teams. The order that each team picks has already been determined and sent to all coaches. The order of picks will be 1 to 6 then 6 to 1, and will continue like that until all players have been picked. There will be 9 rounds of picks for Tier 1 and 10 rounds in Tier 2. Coaches are expected to put aside this time as they have been given ample notice. Trading of Draft order may be done up to Wed Sep 27, but MUST be reported to Khalid by midnight or it will be invalid. Trading of players will be allowed at the Draft but must be okayed by the Directors for it to be valid. All coaches will be provided with updated Draft Rules before Draft Day.

3. After your team is picked:

Once you have picked your team, you will need to contact your players, introduce yourself and welcome them to your team. All team members must be listed by first and last name in your first email because some parents have more than one son playing, and they need to know which one is on your team. Attached to your first email should be a game schedule, the Code of Conduct and the Stick document. You may create a WhatsApp team group for team announcements and general chat. But if and when you need urgent replies, email first, then call directly. Parents have told me that they rarely go on the WhatsApp group as they couldn't be bothered to read all the conversations to determine what is important for them to respond to. **Rule of thumb: call parents if you need an urgent answer.**

4. At your first game:

You will be given team t-shirts in different sizes from S to XL. T-shirts should be distributed by size, not by number.

B. BEFORE EACH GAME:

1. Contacting your players EVERY week:

You will need to contact your players **every week** to remind them of their game time for that week if they have a game and to insist that they call you if they will not be showing up or will be late. Remind players to always be at least 20 minutes early and to bring their t-shirts and sticks to every game. There will a penalty to any player not wearing his t-shirt in a game. **Even if you don't have a game that week, send a reminder that you have the week off.**

2. Gathering your players:

As soon as you arrive, gather all your players together or send your captain to gather them ASAP. Your players should be told that once you've arrived, they must gather around you immediately. Too much time is wasted rounding up players. This must stop, so you will have to enforce it, or you will be submitting your shift chart with players missing.



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3. Submitting order of full line-up:

After a few games, each team submits a shift chart with the ideal order they want their players to line up if everyone shows up before the shift chart is submitted to the scorekeeper. Printouts of these 'ideal shift charts' will be in the binder on the scorekeeper's table and coaches will have the option of adjusting this order each game or sticking to it.

4. Shift chart (playing time)

The shift chart ensures equal or close to equal playing time for all players. The shift chart must be submitted 5 minutes before game time to the scorekeeper and followed precisely once submitted. A player who is playing when he shouldn't will be considered an illegal player and have any goals he scored or assisted in that shift wiped from the game sheet. He will also receive a minor penalty. This is how the shift chart must be filled out:

A. *Filling out the shift chart:*

- Before the 10-minute mark before game time: Add all players present in whatever order you want in each box. As they arrive before this 10-minute mark, you may adjust players.
- At the 10-minute mark before game time: The scorekeeper or referee will remind you that the final order of the players present must now be inserted in each box that has enough space, **in the same order in each box**. No more player adjustment is allowed. If you need another shift chart, ask the scorekeeper for one. If players arrive during this 5-minute period before you hand the shift in, their names are added to the bottom of the names already there in each available box.
- At the 5-minute mark before game time: The shift chart must be submitted as is to the scorekeeper and the box on the shift chart that is most filled out at that time will be used for the game. Ensure that the numbers of the players have been written in, including the goalie.

B. *If all players are there before submitting shift chart to scorekeeper:*

- You will inform the scorekeeper that you will be using the pre-filled ideal shift chart as is. The scorekeeper will have printed copies.
- If you want to make adjustments to the pre-filled ideal shift chart, you must do so on a print-out and submit to the scorekeeper at least 5 minutes before game time.
- It is in your best interest to ensure all players show up before the shift chart is submitted so that this pre-filled ideal lineup can be used.

C. *If all players are NOT there before submitting shift chart to scorekeeper:*

- You will submit the shift chart as is 5 minutes before game time.
- The order of players listed should be same in each box and will be considered final for that game.

D. *Once the shift chart is submitted:*

- You cannot adjust the order of your players once the shift chart has been submitted regardless of who shows up.
- The scorekeeper will fill out the scoresheet from the box that is most complete on the shift chart, and that box must be used for the shifts of that game, unless a player arrives late.
- Anyone arriving after the shift chart is submitted will be considered a latecomer. See **Latecomer** below.



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5. Latecomers:

- A player arriving after the shift chart has been submitted to the scorekeeper is a latecomer.
- *If a latecomer comes **before** the game begins*, he must be sent to the scorekeeper to be added to the bottom of the list on the scoresheet, and you must add them to the bottom of the list in each box on your shift chart that has space. The shift chart box that is full will be the one you use for the game.
- *If a latecomer comes **after** the game begins*, he must be sent **immediately** to the scorekeeper to be added to the bottom of the list on the scoresheet. You must add them to the bottom of the list in each box on your shift chart that has space. It will also mean switching to a new box in the shift chart. This will go into effect on the very next shift regardless of who is on for the present shift, and you must inform the referees of this.
- If a latecomer plays but is not on the scoresheet, he is an illegal player and all his goals and assists before he is discovered to be illegal will be erased from the records. He will also get a 1-minute minor penalty after which he may legally play. See Rule book for the definition of an illegal player.
- If a latecomer misses the entire first period (i.e., the whistle has been blown to end the first period), he will not be allowed to play in the second period. Please inform the parents of all your players of this.

6. Equipment:

- A. Check that all sticks are legal before the game begins.
- B. Check that everyone is wearing his team t-shirt and remind them to take it home. There will be a \$5 fine issued to anyone leaving his t-shirt and going home. This fine goes up by \$5 every time the same player does this. The fine will have to be paid before he can play again. Let your players know about this rule because ultimately the coaches are responsible for returning all t-shirts at the end of the season and get the payment from the players for any loss of damaged ones.
- C. If Tier 2, pick up protective goggles from scorekeeper's table and ensure all players are wearing them when the game starts. A penalty will be given to anyone caught playing without it, or not wearing it over his eyes, and he will be considered an illegal player. Players wearing glasses are exceptions.

C. DURING THE GAME:

1. Shifting:

Each period is broken up into 5 shifts of 2 minutes each. Using the shift chart, any player with an **x** next to his name for that shift goes on. You will always have to keep track of which shift is playing. Marking each shift off with a pen is a good idea. This way, you should know who to call off in advance, and who to put on before the whistle blows to end the shift and start the next shift. The better you get at doing this, the faster the games will go. Any player on when he isn't supposed to is considered an illegal player and any goal or assist, he scores is nullified, and that player will be assessed a penalty. If a team has no players on the bench, there will of course be no shifting.



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2. Faceoffs:

- You are responsible for sending out players promptly for a shift change as the referees will drop the ball with or without your player(s) there. Referees may remind you at the beginning of the game.
- When there's a faceoff in any team's zone, remind your players to have someone line up promptly to take the faceoff or the referees will drop the ball without him.
- Teach your players about lining up properly for faceoffs to avoid offsides as this wastes time. Referees will give you one warning.
- Repeat off-sides or delays on face-offs by a team winning at the time will warrant a Delay of Game penalty at the referee's discretion after one warning.
- Referees may check to see if your goalie is ready before dropping the faceoff, but it is YOUR responsibility and the goalie's to be ready once the referee is about to drop the ball.

3. Retrieving balls:

When the ball goes out of play, tell the players on at the time not to leave the playing area to go for the ball as the time is still running and they must be ready for the faceoff. Ask spectators or players on your bench to retrieve balls and return them to you to give to the referees at the next stoppage of play.

4. Team benches:

Parents and other spectators are **not allowed** on the team benches. Coaches are expected to enforce this, or they can ask the referees to enforce this. An administrator may be on a team bench for administrative purposes but will have to leave if the other coach requests it. Referees have the right to ask the administrator to leave the bench.

5. Penalty:

Minor penalties are 1 minute. When your player is in the penalty box, your team will play one man short. If the penalized player's penalty is over before his shift is over, he will return to his bench, and you will send him back out to finish his shift. If the penalized player's penalty is over after his shift is over, and he is also playing the next shift, you will play one man short for the next shift until the penalized player returns to the bench and you will send him back out to complete his shift. If the penalized player's penalty is over after his shift is over, and he is not playing the next shift, you will sit out one player from the next shift until the penalized player returns to the bench. You can then send the player sitting out to complete his shift. If this player gets less than half of his shift only, he should be given the next shift belonging to the penalized player as compensation. Inform the referee if this happens.

6. Problem during game:

During the game, if an issue arises, call the referee over when the play is dead and discuss it away from the players. It is the referee's duty to come over and hear you out and he can't refuse to do this, but coaches are advised not to abuse this privilege. Coaches are not allowed to step on the court or approach a referee. Referees will issue a bench minor penalty after one warning to the coach to step off the court. Do not loudly show your displeasure at the referee or anyone from the other team including the opposing coaches. This is a serious matter that will be dealt with severely.

7. Pulling the goalie:

You may pull a goalie any time you want. When you do so, the next person on your shift chart for the next shift MUST take the goalie's place for that shift, then when the shift is over, that person still gets his usual shift. If the goalie is pulled with 30 seconds or less left in the game, the coach has the option of replacing him with any player currently on his bench regardless of whose turn it is on the shift chart. The



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Mercy Rule is in place as soon as a goalie is pulled. See IIBHL Rules and Regulations for the definition of Mercy Rule.

8. Overtime:

If the score is tied after regulation time (2 ten-minute periods), there will be 3 minutes of Sudden Death Overtime, to be played in 1-minute shifts, running time. Tier 1 will play 2 on 2 plus a goalie, and Tier 2 will play 3 on 3 plus a goalie. The scoresheet will be given to the coaches (starting with the visiting team) to indicate with a 1 in the OT column the players they want to go on for the first shift, with a 2 the players they want to go on for the second shift, and with a 3 the players they want to go on for the third shift. If manpower allows 6 different players for Tier 1 and 9 for Tier 2 should be indicated. If manpower does not allow, players can be taken from the first shift to complete the second or third shifts.

9. Shootout:

If you are the home team, you will be asked whether you want to go first or last in the shootout. The scorekeeper will give you the scoresheet to indicate the order you want your players to participate in the shootout. This is done by putting the number you want each player to go in the SO column on the scoresheet next to their names. If you are the visiting team, you will be asked to do this first.

D. AFTER THE GAME:

1. Shaking hands:

It is mandatory to bring your players to centre court to shake hands. Failure to do so by any player or coach will result in one warning for the season. If it happens again, disciplinary action will be taken. Parents wanting to leave should not stop players from doing this. Promoting sportsmanship and brotherhood at all times is not a request, it is an obligation if you wish to be involved in this league.

2. Returning goggles:

Ensure all goggles are returned to the scorekeeper's table. Do not give them directly to the next team.

3. Snacks:

If snacks are provided by a sponsor, bring your team over in an orderly fashion to get them and emphasize to them that no garbage must be left lying around. Penalties will be given to anyone doing so. A team leaving garbage on their bench will also be penalized.

4. Playing outside of the gym:

It is strictly forbidden for players to be found playing hockey or shooting around the ball in the hallway or lobby. This also applies to playing other sports. Warn your players of the seriousness of this as it may lead to suspensions or ejection from the league.

