

Willowdale Red Wings

Operational Procedures for Coaching Staff

The Willowdale Red Wings provide opportunities for girls and young women to play hockey at the competitive level within both the North Metro Girls Hockey League and the OWHA. The Red Wings operate within the Willowdale Sports Club a community based organization that provides hockey and softball activities for the youth within the community. The Willowdale Sports Club and the Red Wings rely upon volunteers to provide leadership and deliver their programs.

The Club recognizes that, for a volunteer organization to be successful, they must enlist the help of many people. These people are expected to develop an understanding of both what is expected from them and the support that the Club can offer. An understanding of these expectations and the support should be imparted to all involved in the Club's activities including players, parents and volunteers.

The Willowdale Red Wings have adopted a [Fair Play](#) Code developed for amateur sports. Sections of the code are devoted to players, parents and coaches. These should serve as the basis for all activities within the Club. The Code recognize that:

- sports are just one aspect of anyone's life;
- participation should be done willingly and fairly;
- all the rules that have been developed for the sport should be followed;
- violence, physical or verbal abuse have not place in sport;
- all participants in sports should be respected; and,
- everyone involved should be encouraged to do their best.

The Fair Play Code set out ideals, and the Red Wings have been developed [Rules of Conduct](#) to put the ideals into practice. It is expected that all coaches, players and parents will follow the rules thereby allowing the ideals to be achieved. The rules are divided into two categories:

- specific rules of conduct for teams, players, and parents; and,
- general rules covering a wide range of subjects and procedures.

In that the coach should lead by example, it is expected that the coaching staff will be fully conversant with all articles in the Code and all the rules and will follow them the greatest extent possible. Coaching staff are expected to act as public relations personnel for the Willowdale Sports Club and the Willowdale Red Wings. They must recognize that the Club expects them to communicate its proud history, and promote the variety of services provided by the Club.

The Willowdale Red Wings through the Willowdale Sports Club actively encourage the development of coaching staff. Arrangements can be made to help fund training courses for team staff. All staff are encouraged to continue to develop new skills.

The Club recognizes that the coaching staff play an important role and should contribute to decisions about the operation. To that end the Club holds regular meetings and any member of the Club, player, parent or volunteer is invited to come to the meeting and discuss any issues

that they consider important to the whole organization. The Club is organized into divisions (house league hockey, boys' competitive hockey [Blackhawks], girls' competitive hockey [Red Wings], and softball. Each division is overseen by a Vice-President. The vice-president/general manager is provided with some autonomy to run his division within the overall Club direction. Within this structure, the Vice-President has discretionary powers, but his decisions are subject to review by the executive of the Club.

Many of the Willowdale Red Wings procedures and rules were developed during the initial few years. Numerous meetings involving the Vice-President, Registrar and coaching staff established a direction for the organization. In subsequent years decisions on operating issues have been made by the Vice-President within the original context and ratified by the coaches. Each team has one vote and additional votes exist to provide for tie situations.

The Red Wings use the administrative structure of the Willowdale Sports Club for purchasing and ice allocation; banking; liability insurance; and bulk purchasing of supplies and/or services where such procedures provide benefits. The coaching staff of the teams operate independently in selecting game and practices schedules as dictated by ice availability, choosing tournaments, and making coaching decisions. Team selection is at the discretion of the individual coaching staff, however some [selection](#) criteria and operating procedures developed of the years are expected to be followed by all teams. All teams are expected to lend a hand in the annual tournament.

The Red Wings have attempted to standardise Team operations on the basis of procedures developed within the Willowdale Sports Club. These address the adoption of the Fair Play Code and Rules; procedures and accountability for funds received by the team; and the approach used for dealing with players and parents. These have been included in a Handbook of Hockey Operations that each coach will be given when assigned a team. A series of RedWing policy and decisions passed to date are contained in those operating procedures. These decisions are general in nature and deal with various aspects of yearly operations including clothing etc. They can be adjusted as seen fit by the staff on an annual basis. Once accepted for a year, it is expected that these decisions will be followed by all the coaching staff.

The Red Wings have provision for a disciplinary hearing committee structure to deal with issues where any of the participants are thought to have behaved in a way detrimental to the organization.

The Red Wings will appoint Head Coaches for each team as required. It is anticipated that the Head Coach will appoint the balance of his staff and have all members duly registered with the OWHA and all leagues in which the team might play. The Head Coach will supply the Red Wings executive with resumes of the staff that he chooses to appoint and the executive have the right to discuss the Head Coach's decisions with him. Under these arrangements, the Head Coach will be held responsible for the actions of all his staff. All staff are to supply original copies of Criminal Record Checks, completed within the last 3 years, to the Registrar prior to August 1st of the new playing season. The Registrar will copy these forms and return the originals to the individual staff members.