



2017 FEMALE PEEWEE PROSPECTS

OPERATIONS MANUAL

September 2017



CONTENTS

1.0 INTRODUCTION

2.0 REGIONAL PROGRAM OVERVIEW

- 2.1 Scheduling and Fees
- 2.2 Roster Formation
- 2.3 Player Eligibility
- 2.4 Roster Size
- 2.5 Regional Player Tournament Registration
- 2.6 Coach Requirements
- 2.7 Regulations
- 2.8 Communication

3.0 TOURNAMENT DETAILS

- 3.1 Entry Fee/Gate Admission
- 3.2 On-Ice Officials
- 3.3 Off-Ice Officials
- 3.4 Information to Participating Teams
- 3.5 Transportation
- 3.6 Services
- 3.7 Printer Material/Signage/Apparel
- 3.8 Tournament Coordination
- 3.9 Tournament Rules/Regulations
- 3.10 Tournament Draw and Schedule
- 3.11 Discipline Committee

4.0 TOURNAMENT HOST COMMITTEE RESPONSIBILITIES

- 4.1 Player Eligibility
- 4.2 Selection of Program Staff
- 4.3 Program Staff Responsibilities
- 4.4 Program Staff Certification and Honorariums
- 4.5 Program Staff Certification Exceptions
- 4.6 Program Staff On-Ice Requirements
- 4.7 Program Staff Tournament Requirements

5.0 HOCKEY MANITOBA COMMITMENTS/RESPONSIBILITIES

- 5.1 Scheduling and Fees
- 5.2 Team Formation
- 5.3 Player Eligibility
- 5.4 Regional Player Registration
- 5.5 Uniforms
- 5.6 Communication

- 5.7 Tournament Coordination
- 5.8 Tournament Rules and Regulations
- 5.9 Tournament Draw and Schedule

8.0 GENERAL INFORMATION

Appendix A: Tournament Rules

Appendix B: Roster Template

Appendix C: Regional Committee Checklist



1.0 INTRODUCTION

The Female Pee wee Prospects program has been developed to provide a competitive skill development program for 1st and 2nd year Pee wee players. Modeled after the current male Directors Cup and Rising Stars programs the Female Pee wee Prospects is designed as an introduction into the Hockey Manitoba U-16 and U-18 Program of Excellence. The mission of this program is to introduce prospective U-18 players to the concepts and skills required to play at the National level before their entrance into the Program of Excellence.

Beginning in the 2017-18 season the Female Pee wee Prospects Program will be following a new format which will be broken down into two phases.

PHASE 1 - Beginning in November and going until the end of January, PHASE 1 of the program will run in almost an identical format to the Rising Stars male program. Each region will hold an open registration for all first and second year female pee wee players and select a program coaching staff. Regions will then host 1-2 skills sessions per month from November - January, these skills sessions will run off of a technical package supplied by Hockey Manitoba. Regions will then host a tryout weekend at the end of January/early February to select a roster to move into PHASE 2 of the program.

PHASE 2 - The second phase of the program will run in the same format as the Female Pee wee Prospects program from 2016. Each region will run 2 skill sessions per week for the month of April and then players will participate in the Female Pee wee Prospects tournament in Portage la Prairie. All skills sessions will be based off of a PHASE 2 technical package and will be run by the regional coaching staff.

Any questions or concerns regarding program details can be sent to Dustin Stewart at the Hockey Manitoba office via the contact information listed below.

dustin@hockeymanitoba.ca
204-926-8355



2.0 REGIONAL PROGRAM OVERVIEW

2.1 SCHEDULING AND FEES

1. Regions will be responsible for determining all applicable fees for PHASE 1 regional skills sessions from November - January.
2. Scheduling of Phase 1 skills sessions is the responsibility of the region and should occur 1-2 times monthly through November, December and early January.

2.2 ROSTER FORMATION

1. Hockey Manitoba do not have a limit for the number of players that can participate on the regional PHASE 1 roster.
2. Regions should estimate the number of players they can accommodate for PHASE 1 and cap their registration at that number.
3. If a region does not have sufficient numbers to run a PHASE 1 group they can combine their female players into the Rising Stars skills sessions. Any region that combines their PHASE 1 Female Peewee Prospects and Rising Stars MUST note that no female players will be permitted to participate in the Rising Stars tournaments or the Rising Stars Plus program.
4. Once PHASE 1 registration has been completed in region, the region must send a copy of that registration to Hockey Manitoba.
5. It is recommended that all regions run their PHASE 2 tryout during the January Development weekend. All PHASE 2 tryouts must be completed by the March 1st PHASE 2 roster deadline.
6. Following their regional tryout each region must select a PHASE 2 roster of seventeen players, consisting of two (2) goaltenders, six (6) defensemen, and nine (9) forwards (15 skaters).
7. Each regions is required to send in a copy of their PHASE 2 roster to Hockey Manitoba by March 1st. Please use the roster template found in Appendix A.

2.3 PLAYER ELIGIBILITY

1. The Female Peewee Prospects roster will be made up of first and second-year **FEMALE** Peewee aged players who reside in the region in the current season. Players may move between regions if near the boundary with agreement of the two Directors.
2. A player properly registered in the region may be added to the regions list as a potential replacement if one of the original players is injured. Once replaced, that player is ineligible for further play on the team.
3. Players must participate in PHASE 1 in order to be eligible for PHASE 2 of the program.
4. Within reason, players are to attend all in-season skills sessions to be eligible for regional tournaments.

2.4 ROSTER SIZE

1. There is no limit for the number of players that can participate in PHASE 1, however the region may choose to impose a limit based on what they can accommodate based on ice.
2. The Female Peewee Prospects teams for PHASE 2 will be made up of a maximum of seventeen (17) players, consisting of two (2) goaltenders, six (6) defensemen, and nine (9) forwards (15 skaters).
3. Each region is permitted to keep 3 alternates during the PHASE 2 skill sessions. These alternates can take the place of any injured players from within their own region.
4. Alternates will not be permitted to take part in the tournament unless they are replacing an injured player from their own region.
5. Alternates may be selected in the event that another region has low registration. This decision would be made by Hockey Manitoba.

2.5 REGIONAL PLAYER TOURNAMENT REGISTRATION

1. All PHASE 2 players must register online through Hockey Manitoba by March 5th of the current season.
2. The cost for PHASE 2 of the program will be determined by Hockey Manitoba, however a good estimate for cost is roughly \$300 for PHASE 2.

2.6 COACH REQUIREMENTS

1. **The region shall select the coaching staff. It is recommended that the ideal coaching staff consist of: Head Coach, Assistant Coach (2) and Goalie Coach.** It is preferable that the head coach of each team have a Development 1 (Intermediate) Level certificate, however, the region may opt for a head coach that has a Coach Level certificate.
2. The region must provide Hockey Manitoba with a list of the selected coaching staff by October 13th along with track jacket sizing for coaches.

3. All participating coaches must have a minimum of Coach Level and Respect in Sport.
4. Each team must roster a certified Safety person.
5. It is recommended that regions attempt to select non-parent Head Coaches, however in the event that this is not possible regions must inform Hockey Manitoba of and receive clearance for the selection of a parent Head Coach.
6. The head coach for each region must take part in the PHASE 1 coach's conference call on November 7th as well as the PHASE 2 coach's conference call on March 21st.
7. Coaches must attend all PHASE 1 and PHASE 2 skills sessions as well as all on-ice and games at the Female Peewee Prospects Tournament.

2.7 REGULATIONS

1. Regions shall notify Hockey Manitoba in writing of their intent to ice a roster by no later than October 15th of the current season.
2. Exhibition games cannot commence until the Provincial Peewee tournaments are completed.
3. Teams shall be permitted to play a maximum of one (1) exhibition game in the weeks prior to the tournament. These exhibition games may only be against the Female Peewee Prospects roster from another region.
4. Scheduling of exhibition games is the responsibility of the participating regions as well as any associated costs.

2.8 COMMUNICATION

1. To avoid any conflicts regions should communicate effectively to ensure local minor hockey associations, teams, coaches and parents understand their regional schedule and process for the Female Peewee Prospects.
2. During general hockey registration and throughout the early part of the season, the region shall openly promote and provide the opportunity for any FEMALE Peewee aged player that so desires the chance to participate in this development program.

3.0 TOURNAMENT DETAILS

3.1 ENTRY FEE / GATE ADMISSION

There will be no gate fee during the Female Peewee Prospects Tournament.

3.2 ON-ICE OFFICIALS

- ◆ Registered referees must be used in all Hockey Manitoba programs and must be properly attired according to Hockey Canada regulations.

- ◆ This program shall be used by regions/associations as a development opportunity for officials who are currently working midget, bantam and peewee hockey.
- ◆ Level I and Level II officials within the ages of 13 – 17 years old should be targeted.
- ◆ The 2-man system can be used however the 3-man system would be encouraged for development purposes.
- ◆ All on-ice officials will be assigned through the Hockey Manitoba office with the assistance of the Hockey Manitoba Officials Assignor.

3.3 OFF-ICE OFFICIALS

Hockey Manitoba will supply the following positions:

1. Timekeeper - keeps an accurate account of the time for the period, penalties, goals and the official playing clock.

3.4 INFORMATION TO PARTICIPATING TEAMS

1. Hockey Manitoba will provide regions with information on hotel/motel accommodations within a 35 mile radius to assist teams travelling to the tournament.
2. Teams are expected to conduct themselves in a respectful manner on and off the ice during the tournament(s). Hockey Manitoba will not enter into disputes regarding damage to or garbage being strewn in dressing rooms. This shall be the jurisdiction of the affected region, offending parties, arena management and if need be, the courts to settle any monetary claims.
3. Hockey Manitoba does however retain the right to deal with and suspend any team, i.e. player(s), coach(es), manager(s), etc. for proven unbecoming conduct with respect to the above matter. Hockey Manitoba recommends that all coaching staff therefore inspect their respective designated dressing rooms prior use and immediately report any noticed damage to the host committee prior to using the dressing room.

3.5 TRANSPORTATION

Hockey Manitoba will not be responsible for transportation for the participating teams.

3.6 SERVICES

1. Medical Services - Hockey Manitoba will endeavor to have medically responsible personnel available for every game, (e.g., athletic therapist). Each coaching staff is also required to have a rostered safety person in the arena during games.
2. Skate Sharpening - Hockey Manitoba will ensure that every team has access to or knowledge of the community's skate sharpening facilities. This is to be a team expense.

3.7 PRINTED MATERIAL/SIGNAGE AND APPAREL

1. Hockey Manitoba will provide Programs to all hosts which will be sold at a cost no less than \$2.
2. Jersey's and socks will be provided prior to the start of the tournament. All uniforms will be placed in the team dressing rooms 1 hour prior to the team's first tournament ice time.
3. Ordered apparel items will be sent to tournament location for the start of the tournament. Apparel will be available for pickup at the Hockey Manitoba table located in the arena lobby.

3.8 TOURNAMENT COORDINATION

The assigned Hockey Manitoba representative is responsible for overseeing the overall coordination of the tournament. Each tournament's assigned representative contact information will be provided by Hockey Manitoba when available.

3.9 TOURNAMENT RULES AND REGULATIONS

The Female Peewee Prospects Tournament will be played under official Hockey Canada Rules, with the exception of the Hockey Manitoba specific regulations and/or rules which are included in APPENDIX D.

3.10 TOURNAMENT DRAW AND SCHEDULE

The tournament draw is the responsibility of Hockey Manitoba.

3.11 DISCIPLINE COMMITTEE

This committee will hear and rule on any infraction/protest that may have to be ruled on. This committee is to be chaired by a designated Hockey Manitoba representative and must have two (2) other personnel to sit on any hearing. Two (2) extra alternates should also be available to ensure the three (3) person committee can be maintained throughout the weekend.



4.0 REGIONAL RESPONSIBILITIES

4.2 PLAYER ELIGIBILITY

1. Players must have participated in a region's PHASE 1 Skills Session in order to be selected to PHASE 2 of the Program.
2. Only first and second year Pee wee FEMALE players are eligible for the Female Pee wee Prospects Program.
3. All players must be in good standing within their region.

4.3 SELECTION OF PROGRAM STAFF

Regions are required to appoint the qualified program staff who will operate the skills development curriculum during the 4 week period. Candidates should have strong ability to explain and demonstrate skills and how to teach tactics to Pee wee/Bantam players. Please note that the curriculum for this program does not cover systems play as it is not the objective of developing young players.

- ◆ Manager (1)
- ◆ Head Coach (1)
- ◆ Assistant Coach (2)
- ◆ Goaltending Mentor Coach (1)
- ◆ Regional Player Mentor (1-2)

Appointments will be assigned to a team (as a staff) for the Prospects tournament.

4.4 PROGRAM STAFF RESPONSIBILITIES

1. Manager
The Manager is responsible for handling the day-to-day administration of the program such as group communications to players, coaches, and to Hockey Manitoba.
2. Head Coach
The Head Coach is responsible to lead the program on-ice in executing the delivery of the development curriculum provided by Hockey Manitoba. This individual should have strong technical hockey background with the proven ability to instruct skills and teach individual tactics/concepts at the AAA level or beyond. Strong leadership, communication skills and rapport with 12-13 year old athletes are a necessity. The Head Coach, and all staff, must understand the program goals are player development as opposed to club team systems/strategies.
3. Assistant Coach – Two Positions
The Assistant Coaches are responsible to provide support to the head coach during the execution of the on-ice development curriculum. These individuals should have proficient technical hockey backgrounds who are wishing to advance their coaching experience. Individuals who possess solid ability to instruct & demonstrate skills should be given priority. Strong communication skills and rapport with 12-13 year old athletes are a

necessity. Assistant coaches, and all staff, must understand the program goals are player development as opposed to club team systems/strategies

4. Safety Person

A safety person must attend all on-ice sessions during the program. Safety persons may be a parent or coach staff.

5. Goaltending Mentor Coach

Regions are asked to identify one (1) individual that can serve as a Regional Goaltending Coach for both DC Prospects and CCM Rising Stars PLUS+ programs. Goaltending coaches will not be required to attend all sessions for both programs but will need to attend nearly 8 of the 13 scheduled ice sessions (in each program).

6. Player Mentor

Regions to identify a local 1-2 young players, aged 16-20, to serve in a role model capacity as a player mentor. These players should be at AAA or CIS/NCAA that young female players can look to as role models. Player Mentors would serve in supporting off-ice warm-ups and cool-downs as well as support each practice session as a demonstrator and a basic extension of the coaching staff.

4.5 PROGRAM STAFF CERTIFICATION AND HONORARIUMS

- ◆ Manager – Minimum Certification: RIS. Honorarium: \$150
- ◆ Head Coach - Minimum Certification: Coach 2 (Hockey), RIS, Hockey University. Honorarium; \$300
- ◆ Assistant Coach - Minimum Certification; *Coach 1 (Hockey), RIS, Hockey University. Honorarium; \$150 (each)
- ◆ Safety Person – Minimum Certification; RIS, Hockey Canada Safety Program. No honorarium
- ◆ Goaltending Mentor Coach - Honorarium TBA, based on experience, professional resume
- ◆ Player Mentor - Honorarium TBA

4.6 PROGRAM STAFF CERTIFICATION EXEMPTIONS

Regions may apply to Hockey Manitoba on behalf of an individual who may not currently hold Coach Level certification but are interested (ie. former Jr. players, university player/student, former professional player). Circumstances will be considered on a case-by-case basis pending approval of Hockey Manitoba. Should an individual be granted approval he/she must immediately complete Respect in Sport for Coaches and Activity Leaders and Hockey University Coaching online, followed by completion of their full certification (classroom) by Dec 1 of the upcoming season.

4.7 PROGRAM STAFF ON-ICE REQUIREMENTS

The Head Coach, Assistant Coaches and Safety Person are required to attend all on-ice sessions during both PHASE 1 and PHASE 2.

4.8 PROGRAM STAFF PROSPECTS TOURNAMENT REQUIREMENTS

At the final tournament, regional staff will remain together and be assigned a roster that is mixed of regional players from across the province.

All team staff are required to attend all on-ice activity and games at the FPP tournament.



5.0 HOCKEY MANITOBA COMMITMENTS AND RESPONSIBILITIES

5.1 SCHEDULING AND FEES

1. Hockey Manitoba will schedule ice for PHASE 2 skill sessions with the assistance of each region.
2. Hockey Manitoba will determine the fee for PHASE 2 (estimate is that the fee will be roughly \$300)

5.2 TEAM FORMATION

1. Upon receipt of each region's PHASE 2 roster Hockey Manitoba will create the tournament rosters
2. All tournament rosters will be mixed with players from various regions in order to create a true provincial development experience.
3. Tournament rosters will be posted online and distributed to each region by April 16th

5.3 PLAYER ELIGIBILITY

1. Only first and second year Pee wee FEMALE players are eligible for the Female Pee wee Prospects Program.
2. Players must have participated in a region's PHASE 1 Skills Session in order to be selected to PHASE 2 of the Program.

5.4 REGIONAL PLAYER REGISTRATION

1. Hockey Manitoba will provide a central registration link for all players.
2. Players must register online with Hockey Manitoba no later than March 5th, 2017.

5.5 UNIFORMS

1. No uniforms will be provided for PHASE 1, players should be instructed to bring a light and dark jersey to each skill session.
2. Hockey Manitoba will provide practice jerseys for all players on each regional PHASE 2 roster as well as the 3 alternates. Practice jerseys and socks will be basic single colour.
3. Hockey Manitoba will provide jerseys and socks for the Female Pee wee Prospects tournament. These jerseys will be CCM Custom design with program branding.

5.6 COMMUNICATION

1. All communications regarding program and tournament details will following the lines of communication listed below:

HOCKEY MB <-----> Team Manager <-----> Regional participants

5.7 TOURNAMENT COORDINATION

1. PHASE 2 of the Female Pee wee Prospects Program concludes with a provincial tournament in Portage la Prairie.
2. All players will be mixed onto various tournament rosters providing a true provincial development showcase experience.

5.8 TOURNAMENT RULES AND REGULATIONS

1. The Female Pee wee Prospects Tournament will be played under official Hockey Canada Rules, with the exception of the Hockey Manitoba specific regulations and/or rules which are included in APPENDIX D.

5.9 TOURNAMENT DRAW AND SCHEDULE

The tournament draw is the responsibility of Hockey Manitoba and will follow the format listed below:

- Friday - 1 hour position specific skills session (goaltenders, forwards, defense)
- Saturday - 1 game in the morning/early afternoon and 1 game in the late afternoon/evening
- Sunday - 1 game in the morning/early afternoon

Friday ice times will begin no earlier than 2:00pm.

Team coaches are required to be in attendance for their assigned team's position specific skills session on the Friday.

APPENDIX A

TOURNAMENT RULES



1. GAME LENGTH:

Two 15-minute and one 20-minute stop time periods. Break for resurfacing of ice between 2nd & 3rd periods. Teams will then warm up directly after the conclusion of the 3rd period and the ice will be resurfaced before the commencement of the first period.

2. OVERTIME:

During the Female Peewee Prospects Tournament if at the end of regulation time the score is tied, the teams play an additional five (5) minutes of sudden victory overtime. The overtime shall be played at numerical strength of 4 on 4 plus the goaltender. Additional penalty to be assessed will be consistent rules in regulation time. Please note the following:

- The overtime period will commence immediately following a two (2) minute rest period during which time the players shall remain on the ice. The teams will not change ends for the overtime period.

Penalties Carrying into Overtime

- If there is a manpower advantage situation that carries over from regulation time, the following criteria will be applied at the start of overtime. Accordingly, if at the end of regulation time, the teams are 5 on 4, overtime begins with 4 on 3.
- When the regulation time ends with on-ice manpower strength of 5 on 3, teams will commence the overtime with strength of 5 on 3. With the expiration of penalties, due to continuous action, player strength may get to 5 on 5 or 4 on 4. At the first stoppage of play following, player strength must be adjusted to 4 on 4 or 4 on 3.
- If at the end of regulation time, teams start 3 on 3, overtime starts 3 on 3. Once player strength reached 5 on 4 or 5 on 5, at the next stoppage of play player strength will be adjusted to 4 on 3 or 4 on 4.
- If at the end of regulation time, teams are 4 on 4, with player or players in the penalty box serving non-coincidental penalties, overtime starts with 4 on 4 and players exit the penalty box as normal to 5 on 4 or 5 on 5. At the first stoppage of play, teams will adjust to 4 on 3 or 4 on 4 as appropriate.

Penalties in Overtime

- If a team is penalized in overtime, teams play 4 on 3.
- In overtime, if a team is penalized such that a two man advantage is called for, then the offending team will remain with three (3) skaters, while the non-offending team will be permitted a fifth skater.
- At the first stoppage of play after the two man advantage is no longer in effect, the numerical strength of the team will revert back to either a 4 on 4 or a 4 on 3 situation as appropriate.

Overtime Shoot-Out

If the game remains tied after an overtime period, a shoot-out to break the tie will be held. The shoot-out will consist of three shooters from each team. The home team will have the option of shooting first or having the visiting team shoot first. Thereafter, the teams will rotate shooters.

Each team will name its three shooters and give the information to the referee. Should the game remain tied, each team will have one more shooter until the tie is broken. Players may shoot more than once after the initial shoot-out, but there must be at least one other shooter participating between each players turn for his team.

APPENDIX B

2017 ROSTER TEMPLATE

Please use this roster template for your PHASE 2 Roster submission:

#	Name	P	Born	Hometown	2017-18 Team
1		G			
35		G			

2		D			
3		D			
4		D			
5		D			
6		D			
7		D			

8		F			
9		F			
10		F			
11		F			
12		F			
13		F			
14		F			
15		F			
16		F			

Head Coach	
Assistant Coach	
Assistant Coach	
Goalie Coach	
Manager	

APPENDIX C

REGIONAL COMMITTEE CHECKLIST

√	REGIONAL CHECK LIST	COMPLETION DATE
	Book PHASE 1 ice sessions (2 per month - November to January)	October 1
	Select Coaching staff - HC, AC, AC, GC (atleast 1 female)	October 16
	Provide track jacket sizes for coaches	October 16
	Provide accurate mailing address for materials from HM	October 16
	Regional PHASE 1 player registration	October 16
	Provde Hockey Manitoba with PHASE 1 Registration list	October 31
	Head coach attends PHASE 1 coach's conference call	November 7
	Run regional tryout to determine FPP final roster & alternates	January 26-28
	PHASE 2 Roster sent in to Hockey MB with player rankings	March 1
	All PHASE 2 players have registered/paid through central registration	March 5