



**2013-2014**  
**Coaches & Team Managers**  
**Handbook**



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10/09/13



## INTRODUCTION

Welcome all coaches and team managers to the Minnesota Special Hockey 2013-2014 season. This should be another great season and we are really looking forward to continuing to grow MSH.

This Coaches and Team Managers Handbook is designed to answer your questions about how Minnesota Special Hockey (MSH) is organized, runs, grows and is succeeding in our vision of bringing ice hockey to every special needs individual in the State of Minnesota who is interested in playing this great sport.

You are going to have questions and comments. Please direct them to Joe Kelly, Senior Coach, [jkelly@scherebros.com](mailto:jkelly@scherebros.com) or 612-685-1129. Of course, you are also free to contact any other board members. We all have the same objective and that is to help special needs individuals enjoy and grow through ice hockey.

This handbook was put together by Joe Kelly, Tom Schuneman, and George Holden. Every year we expect changes and improvements to this handbook. Please contact Joe, Tom or George with your suggestions.

Thank you for volunteering your time to be such an important part of Minnesota Special Hockey!

- Your Board of Directors



## MSH HISTORY

Minnesota Special Hockey was founded by Susie Miller in the summer of 2006. It started with her organizing six one-hour Sunday skate rounds for individuals with disabilities. When almost 50 participants from all over the Metro area attended, she thought that this had the potential to be a permanent ice hockey program with participants not only from the Metro area but possibly state-wide.

Susie talked to a number of people who were enthusiastic about the idea. Minnesota Special Hockey was soon formed as a corporation with founding Board members being Toni Gillen, Cheryl Cafferey, Jane Cashin, Cindy Coughlin, George Holden, Joe Kelly, Susie Miller and Chris Winkel. Later on, MSH requested and received approval to be a 501(c)(3) non-profit organization.

Two teams, the "Stingers" and "Polars", were promptly formed, and the inaugural season was kicked-off in Mariucci Arena at the University of Minnesota, helping to attract additional skaters and attention to the events. The Star Tribune also ran a story about the Kick-Off Event helping to secure MSH's first donation to the program. The president of Premier Bank contacted Susie Miller to say, "I was told to find you and give you money." They then sent a check for \$1,500 to help get MSH off the ground.

Minnesota Made Ice Center was the first to step-up to support our program, donating ice time for the first season. Quality jersey's were also needed, but weren't in the budget until the Minnesota Wild called to say they had a group of season ticket holders that wanted to donate \$1,200 to a local group, and they wanted to give the money to us! We were able to order the jerseys we wanted, and this was the start of a great partnership with Section 108 season ticket holders and Minnesota Special Hockey, which still exists today.

Today, our 2013-2014 season, we're looking forward to nine teams with about 150 players. Our program is centered around weekly Sunday one hour games or practices, which run from the first week in November to the first week in March. In addition there is a summer get-together (generally a picnic), the season Open Skate event in October at Mariucci Arena (University of Minnesota), the Madison tournament in February, and the USA Disability Festival in March.



# OUR MISSION

## *About Us*

Minnesota Special Hockey exists for the enrichment of the athlete with a developmental disability. In addition to physical hockey skills, the program emphasizes the development of desirable individual characteristics such as dependability, self-reliance, concentration, teamwork, willingness to share and personal accountability. The game of hockey is used by Minnesota Special Hockey to develop within each player the characteristics that will help the player to be more successful both inside and outside an ice hockey environment.

## *Mission Statement*

To enrich the lives of individuals with developmental disabilities through increasing their personal development and self-confidence on and off the ice by:

- Having Fun
- Learning Team Work
- Gaining Friendships
- Increased Physical Activity

## *Vision*

To make organized ice hockey available to every Minnesotan with a developmental disability.

## *Board Statement*

The Minnesota Special Hockey Board seeks to provide the opportunity for all Minnesotans with developmental disabilities to play ice hockey.



## *Guiding Principles*

1. We provide an opportunity for individuals with disabilities to play organized hockey that do not have another opportunity to play.
2. Winning is defined as accomplishing our mission rather than the number of goals scored.
3. To be clear and consistent with all skaters in our program.
4. To treat all players with compassion and respect regardless of their economic or physical ability.
5. Families and friends of MSH skaters are encouraged to participate in our programs and events.
6. Every MSH skater is valued the same including with respect to playing time.

- Adopted 6/28/11 by the Minnesota Special Hockey Board of Directors



# MSH STRUCTURE

Minnesota Special Hockey Association is incorporated in the State of Minnesota and is governed by its Bylaws and Articles of Incorporation. It is an Affiliate Association of Minnesota Hockey Association, Inc and USA Hockey, Inc. MSH is also organized as a 501 (c)(3) and, thus, contributions to it are tax deductible.

Under its Bylaws, MSH has members who pay an annual fee for themselves or someone else to play on a MSH team. Each member has one vote and can attend the annual meeting, which is held following the end of the fiscal year (July 1 to June 30 of each year). The members elect the directors who run the organization. The operating structure is directors, officers, coaches and team managers, and players.

Minnesota Special Hockey has been formed in an effort to provide a similar hockey experience throughout Minnesota for special needs participants. Minnesota Hockey and USA Hockey have sanctioned MSH to be the recognized association for special needs players in the State of Minnesota. Thus, teams of special needs players come under the Minnesota Special Hockey umbrella. As such, individual teams benefit from the experience, the ice knowledge, the fund raising expertise, and access to Minnesota and USA Hockey including insurance and coach's training programs. The MSH corporate structure provides the 501 (c)(3) designation, uniforms and logo development, and rules and procedures. All of this is aimed at enhancing the players' experience while promoting teamwork, safety and maximum participation.

## *Board of Directors and Officers*

The officers (who are also directors) and the directors are:

- Chairperson - George Holden
- President - Jane Cashin is the Chief Executive Officer
- Secretary – Kay Morris
- Treasurer – Gary Plager
- Susie Miller - Director, Founder of MSH, Chair of the Fund Raising Committee
- Joe Kelly - Director, Senior Coach
- Tom Schuneman - Director



- Greg Fecho – Director
- Toni Gillen – Ex-official Director, Head of Minnesota Disabled Hockey

## *Coaches*

Coaches are responsible for all activity that takes place on the ice including assistant coaches, volunteers, adherence to safety rules, equal game timing, practices and games.

- Eagles (Woodbury)– Joe Kelly, coach
  - Email: [jkelly@schererbros.com](mailto:jkelly@schererbros.com)
- Rams (Burnsville) – Steve Hurt, Coach
  - Email: [stevehurt19@gmail.com](mailto:stevehurt19@gmail.com)
- Muskies (Alexandria) – Ted Justice, Coach
  - Email: [justicefamily@charter.net](mailto:justicefamily@charter.net)
- Polars (Blaine) – Erin Lauren, Coach
  - Email: [Laurents2005@gmail.com](mailto:Laurents2005@gmail.com)
- Raptors (New Hope) – Dana Thiede, Coach
  - Email: [dthiede@kare11.com](mailto:dthiede@kare11.com)
- Wildcats (Rogers) – Dale Veer, Coach
  - Email: [dlveer@yahoo.com](mailto:dlveer@yahoo.com)
- Stingers (Edina) Greg Williamson, Coach
  - Email: [gregwilliamson@yahoo.com](mailto:gregwilliamson@yahoo.com)
- Bears (Moorhead) Jackie Beedy, Coach
  - Email: [jlbeedy@gmail.com](mailto:jlbeedy@gmail.com)
- Duluth Christian Koelling, Coach
  - Email: [koelling.usahockey@gmail.com](mailto:koelling.usahockey@gmail.com)





## *Team Managers*

Each team has a team manager, whose responsibilities include everything to do with their team, except for what takes place on the ice. A key responsibility is transferring information provided by Minnesota Special Hockey to their team members, as well as assisting their coach with any administrative duties (e.g. team roster on game day).

- Stingers – Jane Cashin, Team Manager
  - Email: [jocashin@comcast.net](mailto:jocashin@comcast.net)
- Polars – Kay Morris, Team Manager
  - Email: [kaysm1234@aol.com](mailto:kaysm1234@aol.com)
- Eagles – John Faughnan, Team Manager
  - Email: [jfaughnan@gmail.com](mailto:jfaughnan@gmail.com)
- Wildcats – Coreen & Brian Evilsizer, Team Managers
  - Email: [bcevil@charter.net](mailto:bcevil@charter.net)
- Raptors – Kim Kelsey, Team Manager
  - Email: [kelsmark1@aol.com](mailto:kelsmark1@aol.com)
- Rams – Mike Praus, Team Manager
  - Email: [mpraus@condre.com](mailto:mpraus@condre.com)
- Muskies – Sue Justice, Team Manager
  - Email: [justicefamily@charter.net](mailto:justicefamily@charter.net)
- Grizzlies – Jackie Beedy, Team Manager
  - Email: [jibeedy@gmail.com](mailto:jibeedy@gmail.com)
- Duluth – Kelly Erickson, Team Manager
  - Email: [kerickso@css.edu](mailto:kerickso@css.edu)



## *Teams/Home Ice*

The teams and their home ice are as follows:

- Bears of Moorhead - <http://www.arenamaps.com/arenas/2158.htm>
- Eagles of Woodbury - <http://www.ci.woodbury.mn.us/facilities/bielenberg>
- Muskies of Alexandria - <http://www.arenamaps.com/arenas/1070.htm>
- Polars of Blaine - <http://www.nscsports.org/page/show/475102-schwan-super-rink>
- Rams of Burnsville - <http://www.ci.burnsville.mn.us/index.aspx?nid=217>
- Raptors of New Hope -  
<http://www.ci.newhope.mn.us/eservices/locations/arena.shtml>
- Stingers of Edina -  
[http://www.ci.edina.mn.us/content/facilities/braemar\\_arena/index.htm](http://www.ci.edina.mn.us/content/facilities/braemar_arena/index.htm)
- Wildcats of Rogers -  
[http://www.arenamaps.com/view\\_arena.php?position=0&arena\\_name=&city=Rogers&state=MN&zip=&country=&id=4842&sport=0](http://www.arenamaps.com/view_arena.php?position=0&arena_name=&city=Rogers&state=MN&zip=&country=&id=4842&sport=0)
- Duluth -  
<http://www.marslakeview.com/>  
<http://www.decc.org/>  
[http://www.rinktime.com/skating\\_rinks/mn/hermantown\\_arena\\_skating\\_rink\\_arena\\_hermantown\\_mn.cfm](http://www.rinktime.com/skating_rinks/mn/hermantown_arena_skating_rink_arena_hermantown_mn.cfm)



## *Paper Work*

Minnesota Special Hockey exists as an opportunity for male and female children and adults with intellectual and developmental and related disorders to play the sport of hockey. When determining eligibility for the program, the following definition will be used. Any disability outside of this definition will be reviewed by the board of Minnesota Special Hockey to determine eligibility in the program.

Individuals with intellectual and developmental disabilities experience limitations in three or more of the major core life competencies: capacity for independent living; economic self-sufficiency; learning; mobility; receptive and expressive language; self-care/direction.

Many of the players are adults who lack these core competencies, thus providing them with the opportunity to remain with the same Special Hockey program for many years, compared to typical (i.e. house league, travel and/or high school) programs which players “age out” of.

The most common intellectual and developmental disabilities are: (Many Special Hockey players have more than one of those listed below. As one example, a combination of Autism and ADD/ADHD is common.)

- Autism Spectrum Disorders
- Down Syndrome
- Neurological Disorders
- Traumatic Brain injury (occurring before the age of 18)
- Cerebral Palsy
- ADD/ADHD
- Epilepsy
- Fragile X syndrome
- Fetal Alcohol Syndrome

Every player must be registered with USA Hockey and Minnesota Special Hockey. Then each player turns in hard copies of the USA Hockey Consent to Treat/Medical History Form



and the Minnesota Special Hockey Medical History Form. The coaches and managers will retain these forms with the team information.

Players and volunteers must be registered with USA Hockey before they are allowed on the ice at any MSH event. USA Hockey insures our players, coaches and volunteers; without this registration, the participant is uninsured. The completion of the MSH registration and other paper work is also required before participation. MSH appreciates the completion of the above forms as soon as possible.

## *Game & Practice Protocol*

### **Game Schedule**

- **Pre-Game**
  - Prior to Game Day
    - Home Coaches arrange for a referee and game announcer/timekeeper
  - Game Day
    - Coaches
      - Arrive 30 to 45 minutes before game and open locker rooms
      - Meet 15-30 minutes prior to game to discuss matching of the lines
      - Home coach meets with referee to familiarize them with the differences between traditional hockey and MSH
      - Give pre-game talk to the team
    - Team Managers
      - Give announcer team roster on same day
      - Set up singing of Anthem
    -
- **Game Format**
  - A uniform 60 minute game schedule is used.
    - 5 minutes for warm up skate
    - 5 minutes for announcing player's names
      - Players line up on red line and play the national anthem
    - 2 (20) minute periods of play consisting of 3 minute shifts.
      - Each shift will be ended by the referee blowing the whistle and stopping the play.
      - At coaches discretion: penalty shots during the game are random ones for players that need a chance to touch the puck

- Penalties will be called if warranted during the game
  - The scores won't be updated if differential is more than 3
- The final 10 minutes of the game will end with a shootout
  - Line players up at opposing teams blue lines for shoot out
  - Each player is given the opportunity to skate the puck to the net and shoot on the goalie
  - Coaches agree that the game ending in a tie is our goal
- Line players up for a post game handshake
- **Post-Game**
  - One coach should always accompany the players off the ice and into the locker room
  - Coach gives the team a post game talk

## Game Protocol

- **MSH Game Rules**
  - Players
    - Each team may have five (5) skaters plus one (1) goaltender on the ice during play.
    - In addition, one (1) or more “roamers” may be on the ice during play with both coaches in agreement.
    - Roaming players may, but are not required to, utilize “pushers” for balance.
    - There is no limit to the number of players a team has on its roster for a game.
    - All National and Regional tournaments and Festivals will consist of various divisions based on skill levels (A, B, C).
  - Play
    - There are no icings or off sides.
    - Slap shots are not allowed. A whistle is blown and a face-off occurs as USA Hockey rules dictate.
    - Play is non-checking and only incidental contact is allowed.
    - Horn or whistle blows every three (3) minutes to allow for line changes.
  - Penalties
    - Penalties are issued for tripping, holding, roughing and un-sportsmanlike behavior.
    - Penalties will result in a penalty shot.
    - Non-offending team may elect to have player serve a two (2) minute penalty in addition to penalty shot.
    - Players exhibiting aggressive behavior must serve a two (2) minute penalty.
    - Coach of non-offending team may choose any player to take the penalty shot.



- An unlimited number of shots are allowed on a penalty shot.
- Referee blows whistle at his/her discretion.
- All players must be registered with USA Hockey or appropriate federation and have proper equipment and uniforms. Mouth guards are recommended, but not required (some players have ailments making it difficult to wear them).
  - Each coach should attempt to match lines with similarly skilled players from the other team. As an example, the more skilled players from team 'A' should be matched with players of the same skill level on team 'B.'
    - Minnesota Special Hockey has adapted most of American Special Hockey Rules. The above rules were copied from the American Special Hockey website

<http://www.americanspecialhockey.org/node/52>



# Volunteers & Coaching Assistants

## Paper Work

Go to website: [www.mnspecialhockey.org](http://www.mnspecialhockey.org), under Registration for paperwork.

## Conduct

### Minnesota Special Hockey Player Code of Conduct

Minnesota Special Hockey's (MSH) goal is for each player to increase personal development and self-confidence on and off the ice by learning teamwork, increased physical activity, gaining friendships and, most importantly, having fun. To achieve these goals the following **Player Code of Conduct** has been established

This **Player Code of Conduct** applies to all MSH players. A MSH player is defined as someone currently registered as a participant in Minnesota Special Hockey.

#### Player Code of Conduct

- Respect all players, coaches, families and fans.
- Demonstrate a positive, team orientated attitude
- Commit to always doing your best at both practices and games
- Help your fellow teammates and other players to succeed.
- Come to all practices and games dressed and ready to play.
- Be on time for all practices and games.
- Attend a minimum of 60% of all practices and games
- Each player may score up to three (3) goals per game. After scoring three (3) goals in one game, the player is expected to:
  - Assist other players in the game
  - Pass the puck to other players
  - Help other players to score
  - Help keep the game moving
- Each player is expected and willing to share equal ice time
- No checking or fighting is allowed
- No profanity is allowed on or off the ice
- Be a role model for other players to follow
- Help your fellow players to have fun!
- Be a team Player. When the team wins, we all win

In the event a Player does not follow the **Player Code of Conduct**, some possible consequences are:

- Player must attend a meeting with their coach and possibly a parent / guardian



- Player will not be allowed to “touch” the puck during a practice or game
- Player may only pass the puck (no shooting on net)
- Player may be forced to sit out a shift
- The other team is awarded a penalty shot
- The other team is awarded a goal
- Player may be forced to sit out the remainder of the game
- Player may be ineligible to play in next game
- Player may be suspended (game(s) or season)

In the event a player displays deliberate actions that have the potential to injure a fellow player, that player will be immediately removed from the ice for a period of time determined by the coach.

Depending upon the circumstances of the infraction, the player may be subject to the following:

- Ineligible to play the remainder of the game
- Ineligible to play the remainder of the game, and the following game

In the event a player’s deliberate actions result in injury to a fellow player, that player will be:

- Immediately removed from the ice for the remainder of the game
- Suspended for a minimum of three (3) games
- Potentially suspended for the season upon review by the MSH Board

Remember the Golden Rule: **Treat others as you would like them to treat you.**





# Team Managers

The main role of the team manager is to work with the Minnesota Special Hockey Board, and with the coach of their team to communicate important information to the players. We are also asking the team manager to help make the MSH experience positive for all players and assist in making their on and off ice time enjoyable.

- It is up to the team manager to make sure each member of their team receives information that has been received from Minnesota Special Hockey or their coach. A typical rule could be if an email is sent at least 24 hours in advance of the information shared the member rep will assume the skaters received the information. If the email is sent within 24 hours the member rep can ask for a “got it” and then contact the remaining individuals via text or phone to be sure they receive the necessary information.
- The coach may also ask the team manager to send on information about events/practices/etc.
- Create a team program for games – this program should be printed and distributed at games so all parents from both teams know the names and numbers of our skaters. Some team managers have also included photos, which is a very nice addition to the program. The goal will be for all teams to have a one page printout of player’s name and number with photos. The team manager for the home team will print the programs after receiving the information from the visiting team.
- Plan Holiday and End of Season Team Party – The MSH Board will provide reimbursement of up to \$20 per player per year for team parties. The Reimbursement form is on the website, [www.mnspecialhockey.org](http://www.mnspecialhockey.org), under Registration. Teams are able to plan their own parties and spend their money how they wish. It is important to make sure every player has the opportunity to attend at least two team gatherings.
- Team managers should always ask other families on their team for help. MSH is an organization made up entirely of volunteers. What makes it work and grow is having more and more participants playing a part in the success of the players and of the organization.



## SUGGESTIONS

It's important that we all be receptive to suggestions and feedback, whether critical or complementary, from players and their family members/guardians. In the Members Handbook there is a section that suggests that anyone with a suggestion or any type of feedback, voice these to their team's coach or their team manager, or to any member of the Board of Directors. Maintaining an open and receptive organization will continue to make us a better organization.

## Scholarships

Financial aid in the form of partial scholarships are available through MSH for those who are in need of financial assistance. The total cost of playing on a MSH team is \$160.00 per year. Of that amount, \$50.00 is paid to USA Hockey for insurance. Every player must pay the \$50.00, but if aid is needed and the Financial Assistance Application is approved the balance of \$110.00 can be paid in part or in whole by MSH. If a player feels that they need financial help, they should print out Financial Assistance Application located on the MSH web site <http://www.mnspecialhockey.org/> . Complete the form and submit it to the MSH treasurer, Gary Plager. You can contact Gary at [gplager@yahoo.com](mailto:gplager@yahoo.com) if you need help getting the form. A new application is required for the current year even if you have received a scholarship in a prior year.

Recipients of financial aid are expected to have perfect or near perfect attendance at all practices and games plus help out in such activities as fund raising, party planning, etc.

