

Edson Minor Hockey Association

Team Handbook
Revised Edition
2016/2017

Table of Contents

Introduction	4
Abbreviations	4
Fair Play Codes	4
Registration	4
All Divisions, Except Initiation and Novice	4
Initiation and Novice	4
Fee Payment Deadline	5
Fee Refunds	5
Dishonored Cheques	6
Team Fees	6
Bank Accounts/Accounting	6
Budgets	6
Fundraising	6
Official Team Sponsor	7
Other Corporate Sponsorship	8
Player Selection	8
Deferral of Player Evaluation	8
Player Movement	9
Hockey Alberta Registration	10
Insurance	11
Affiliation	12
Team Personnel	13
Coaching	14
Safety	14
Ice Schedule	15
Game Sheets	15
Suspensions	15

Important Dates	16
Travel	16
Dress Code	17
Conflicts/Complaints/Resolution	17
Equipment	24
Personal Electronic Devices	26
Division Directors/Coordinators	26
Websites	27
Appendices	28
Fair Play Code for Players	29
Fair Play Code for Coaches	30
Fair Play Code for Officials	31
Fair Play Code for Parents	32
Fair Play Code for Spectators	33
Fair Play Code for League Officials	34
Player Medical Information Sheet	35
Edson Minor Hockey Care and Maintenance of Goaltending Equipment	37
Hockey Alberta Zone Map	38

Introduction

The following policies are adopted the EMHA executive for the season of 2016-2017 season and have been ratified by the EMHA Board of Directors on September 23, 2016.

Abbreviations

The following is a list of abbreviations and terms used in this handbook.

- EMHA- Edson Minor Hockey Association
- HA- Hockey Alberta
- SPHL- Sturgeon Pembina Hockey League
- CHA- Canadian Hockey Association
- RMFHL- Rocky Mountain Female Hockey League

Fair Play Codes

EMHA officially endorses the Fair Play Codes established by the Canadian Hockey Association. When all those involved in amateur hockey understand and accept the values of Fair Play, it leads to the development of attitudes that make the game safer and more enjoyable for all. The Fair Play Codes for players, coaches, officials, parents, spectators and league organizers are found in the Appendix Pg.29-34.

Registration, Fees and Team Finances

All Divisions except Initiation and Novice

The registration fee collected by EMHA covers the following costs for the regular season:

- Practice ice (1.5 hours/week)
- Ice and referees for league and provincial play
- Insurance
- General and administration costs incurred by the association

The regular season generally starts the last week of September and runs until the end of February. If a team is still in league and/or provincial play their costs will be covered until they have completed play.

Initiation and Novice

The registration fee collected by EMHA covers the following costs for the regular season:

- Practice ice

- Ice and referees for league games
- Insurance
- General and administration costs incurred by the association

The regular season generally starts the second week in October and runs until the end of February. Initiation and novice are each scheduled ice time to host a tournament. Division funds can be earmarked for additional tournaments, additional ice and referee fees, yearend parties and player mementos at the discretion of the division director.

Fee Payment Deadline

Fees must be paid in full prior to the first EMHA sanctioned ice session. Players will not be allowed on the ice until the fees are paid in full.

Fee Refunds

Atom, Peewee, Bantam, Midget and Female

- Refunds from the registration date and prior to the first time the player has participated in any on ice activity shall be 100% of the registration fee paid minus an administration fee of \$25.00.
- Refunds from the registration date and prior to the time that the player has been registered on a team in the Hockey Canada Registry (HCR), but has begun participation or evaluations/tryouts will be 100% less a \$50.00 administration fee. The \$50.00 administrative fee is nonrefundable.
- Once registered on a team in the Hockey Canada Registry (HCR) until September 30: 75% of registration fee.
- October 1 until November 30: 50% of registration fee.
- After December 1: NO REFUND.

Initiation and Novice

- Refunds from the registration date and prior to the first time the player has participated in any on ice activity shall be 100% of the registration fee paid minus an administration fee of \$25.00.
- Refunds from the registration date and prior to the time that the player has been registered on a team in the Hockey Canada Registry (HCR), but has begun participation or evaluations/tryouts will be 100% less a \$50.00 administration fee. The \$50.00 administrative fee is nonrefundable.
- Once registered on a team in the Hockey Canada Registry (HCR) until October 31: 75% of registration fee.
- From November 1 until December 1: 50% of registration fee.
- After December 1: NO REFUND.

Dishonored Cheques

Any dishonored cheque will be treated as non-payment. The player will not be allowed on the ice until the fees are received **in addition** to a \$50.00 dishonored cheque fee.

Team Fees

- All teams receiving two practices weekly will be levied an additional fee to cover the added cost of ice time. This will be \$1000.00 per team and will be due by December 15th.
- A development fee of \$1000.00 per team at all levels will be due by December 15th to cover referee development, player development and coach development.

Bank Accounts/Accounting

Atom, Peewee, Bantam, Midget and Female

All team accounts are kept at the Alberta Treasury Branch. The money received from the team sponsor will be added when received. Each team should have a treasurer who shares signing authority with another team executive member or parent and the EMHA treasurer. Each team will be responsible for providing a full accounting of team funds to the EMHA treasurer.

Initiation and Novice

EMHA initiation and novice directors will act as treasurer and will be responsible for providing a full accounting of division funds to the EMHA treasurer. Division directors will share signing authority with an EMHA executive member.

Budgets

All Divisions

All treasurers are required to submit monthly statements or receipts and disbursements. The EMHA fiscal year is May 1st to April 30th and all teams must have their financial activities completed and submitted by March 31st. Please see the treasurer's guidelines available on the EMHA website. Failure to comply with these guidelines may result in the freezing of team accounts.

Fundraising

Atom, Peewee, Bantam, Midget and Female

Teams are expected to fundraise to cover the following costs.

- Bussing
- Extra ice rentals

- Tournaments
- Player mementos/coach gifts
- Team functions

Each Team will be assigned their fundraising activity at the beginning of the year by the EMHA fundraising director. The EMHA fundraising director must approve any other fundraising activity.

A Maximum of \$1200.00 of funds raised by fundraising may be spent on team functions, player mementos and coach's gifts.

Initiation and Novice

Initiation and novice director/treasurer will determine team fund allotment up to \$500.00 per team for.

- Player mementos
- Coach gifts
- Team functions

Official Team Sponsor

All teams in Edson Minor Hockey have an official team sponsor for the season. Many of these are longtime supporters of Edson Minor Hockey and we appreciate their continued support.

Please do not approach any of the official team sponsors (including other teams) for more donations. If an official team sponsor offers to contribute to the team or the association on their own accord, their contribution will be gladly accepted.

All teams are encouraged to include sponsors in their season by providing them with a league schedule and invite them to be in the team photos.

Current sponsorship fees are.

- Initiation and Novice- \$750.00
- Atom A, Peewee A, Bantam A and Midget A- \$2000.00
- Atom B & C, Peewee B & C, Bantam B & C, Midget B & C and Female- \$1500.00

Of these fees, 50% of the sponsorship will go to the teams. The balance is retained by EMHA. The team's portion will be forwarded to the team once the sponsorship has been paid in full.

Other Corporate Sponsorship

Here are the options available to potential additional sponsors.

- Donate to EMHA in general. This will help with equipment costs (jerseys, goalie equipment, etc.), referee's fees, ice fees, clinic fees and special event fees. These reduce the overall registration fees required.
- Donate to a specific division (initiation, novice, atom, peewee, bantam, midget, and female or pond hockey). Funds will be split evenly among the teams in that division. These funds help with bussing, tournament fees and operating costs. These reduce the amount of fundraising required.
- Donate to a specific team. These funds help with bussing, tournament fees and operating costs. These reduce the amount of fundraising required.
- Other official EMHA sponsorship will be considered by the EMHA board or executive on an individual basis (i.e. tournament sponsorship).

NOTE: The intention of additional corporate sponsorship is for essential expenses directly related to hockey. EMHA does not endorse the solicitation of corporations for non-essential items such as personal attire (team jackets, etc.)

Player Selection

The EMHA employs a system of player evaluations and tryouts to select teams in the atom to midget age groups. Players will be expected to participate in a series of on ice sessions to help determine their placement on EMHA teams.

Deferral of Player Evaluations

All players registered within the EMHA are expected to attend player evaluations to determine which team they will be placed on. From time to time, players may have reason to seek a deferral of their evaluation. Requests for deferral must be made in writing to the evaluations coordinator prior to the beginning of evaluations for the division in question. Reasons for deferral may include but are not limited to the following.

- If a player will miss evaluations due to another prior commitment. The player will be expected to follow the deferred evaluation process as soon after their return as possible.
- If a player is forced to miss evaluations due to injury, a doctor's note must accompany the written request for deferral. It should explain the nature of the injury and the expected date of return. A player excused due to injury must have a written doctor's report clearing them to play prior to being permitted to evaluate for future play.
- If a player is forced to miss evaluations due to illness, a doctor's note must accompany the written request for deferral. It should explain the nature of the illness prior to the player being permitted to evaluate for future play.

A player granted a deferral of evaluation would be allowed to evaluate for team placement using the following protocol.

- The player will be expected to skate at the highest level in their respective division for two practices. The coach(s) will determine if the player is fit to play on that team based on a demonstrated skill level. If the player does not qualify, they will follow the same process for the next lower team until the appropriate level is established. A player may choose not to evaluate at the highest level. They may also choose not to evaluate at all and be placed on the lowest team in a division.
- This evaluation process will not be allowed to continue to include conditioning time and/or game evaluation.
- If a particular level is fully registered, the player will be forced to evaluate at the next lower level. The EMHA will endeavor to make sure spots are available on all teams but this is not always possible. The determination of teams and player numbers at the beginning of the season will be based on actual player registrations.

Player Movement

EMHA encourages players to play in their own age group. Any player wishing to play above or below his or her own division must submit a written request to the Board of Directors.

PLAYING ABOVE AGE APPROPRIATE LEVEL (UNDERAGE)

Player movement above the child's age appropriate division will only be considered on the basis of "EXCEPTIONAL HOCKEY DEVELOPMENT". "EXCEPTIONAL HOCKEY DEVELOPMENT" will be defined as a top five ranking in the evaluation process in the upper age division. A parent submitting an application for player movement on this basis must submit a letter and a coach's recommendation in support of this application PRIOR TO EVALUATIONS. The applicable forms are available on the EMHA website and will be authorized by the executive. A player must pay the league fees in the division they are playing. **Player movement at the initiation level will not be allowed.**

PLAYING BELOW AGE APPROPRIATE LEVEL (OVERAGE)

Player movement below the child's own age appropriate division is considered to be an overage application. A letter must be submitted to EMHA for this request and authorized by the executive. If approved at the EMHA level, it will then be forwarded for league approval and Hockey Alberta approval.

Any player who wishes to remove themselves from one team and join another will be required to make such request in writing to the EMHA executive.

PLAYER MOVEMENT AS A RESULT OF CONFLICT

In the event the request is being made as a result of a conflict, the following steps must be taken.

1. Conflict resolution between player/parent and team.
2. If unresolved, then written request to be released must be forwarded to the division director.

3. The division director will then assist in any clarification or resolution of the request ensuring that both sides of the issue have documented their concerns.
4. The division director will then forward all documentation to the executive.
5. All parties involved will meet with the executive to attempt resolution of the conflict. It will be decided if the conflict can be resolved or if the player will be released from the current team.
6. After the player is released the executive will then meet with the evaluation coordinator to decide player placement based on his/her evaluation.
7. Once placement is decided the player will be carded with the new team.
8. Player compensation, fundraising money and budget changes for the team losing the player will be addressed on an individual basis.
9. Hockey Alberta has a deadline for carding players, which is January 10th. All requests to be released must be completed before the deadline.

OTHER PLAYER MOVEMENT

Atom and Above

All other movement after team selection will be done at the discretion of the division director, director at large and the affected coaches.

Hockey Alberta Registration

All players, coaches and team volunteers must be registered with HA to be eligible to participate in exhibition, league and provincial play. Registration is also mandatory to be eligible for insurance purposes. It must be noted that all atom, peewee, bantam, midget and female must be registered before their first league game.

A team may register a maximum of 19 players, of those 2 must be goalies. Atom teams do not designate goaltenders.

All coaching staff and team officials (any volunteers) who wish to be on the ice or on the bench with the team MUST be registered with HA. Registration of team officials cost the EMHA approximately \$38.00 each. The association will provide up to **five** official registrations per team. If a team requires more official registrations, they may be required to pay the registration fee from team funds. Each request will be evaluated by the EMHA executive.

All players who move away from Edson will need a release from EMHA before they can play for another association. Players moving to Edson will need a release from their previous association.

All players wishing to try out with another local minor hockey association must fill out the appropriate Hockey Alberta forms and get signed by the EMHA president.

Insurance

Hockey Canada has constructed a National Insurance Program to provide financial resources to help deal with the cost of risks which confront organized hockey.

Who is Eligible/Covered

Hockey Canada and each of the branches of which Hockey Canada is comprised of, is specifically named as an insured, as well as all minor hockey associations, leagues and teams that form a part of Hockey Canada.

The local MHA, team or league on behalf of all its members will submit the premium. It includes a formula that incorporates the "volunteer" member fee into the overall fee paid on behalf of its player participants.

Each Hockey Alberta member for whom a premium has been paid is entitled to the following coverage under the Hockey Canada National Insurance Program

- Comprehensive General Liability
- Accidental Death and Dismemberment
- Major Medical and Dental

For more detailed information on this member benefit and its coverage refer to the Hockey Canada "Safety Requires Teamwork" booklet. The valuable resource guide is printed annually by Hockey Canada and distributed through Hockey Alberta, free of charge to all members.

When Are You Covered?

- During a Hockey Alberta SANCTIONED event (league games, tournaments, practices, training camps, sanctioned fund raisers) involving and/or WHEN PLAYING OTHER MEMBER (Hockey Canada/OTHER BRANCH) TEAMS ONLY.
- During transportation directly to and from the arena or venue for the above sanctioned events.
- While billeted or at a hotel during the above sanctioned events.

How to Make a Claim

- SECURE a Hockey Canada Injury Report form from your team safety person or minor hockey association.
- COMPLETE the form in its entirety. Have your team official complete the section and your doctor/dentist complete the back of the form.
- SUBMIT the fully completed form to the Hockey Alberta office (fax: 403-346-4277) along with any receipts or invoices within 90 days of the date of accident.

Important Notes

- Only accident report forms received by the Hockey Alberta office within 90 days of the date of accident will be accepted.
- Forms must be completed in their entirety or they will be returned.
- Only original receipts and/or invoices are acceptable.

Affiliation

The intent of affiliation is to provide a team the ability to fill their roster to a described number of players from an approved list of players from a lower category or division within Edson Minor Hockey Association. Affiliation is available to allow a team whose roster is depleted for whatever reason to use players from a team of a lower category or division to complete a game in as competitive manner as possible.

Hockey Canada Regulation E. 35a. – Affiliation

A player of a team of a lower division or category of the same club, or of an affiliated team, or a specialty affiliated player, may affiliate to a team or teams of higher divisions and categories at any time, **to a maximum of ten (10) games**. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times.

Players available for affiliation will be the six highest evaluated player (3 forwards and 3 defensemen) and 2 goaltenders of the lower category or division as per EMHA evaluation process. All affiliations must be declared and filed in writing with Hockey Alberta prior to December 15th. Affiliations must be signed by the EMHA president and approved by Hockey Alberta before affiliated players can be utilized.

Applications to affiliate to a team of a higher category or division outside of Edson Minor Hockey Association will be dealt with on an individual basis. Lateral affiliation or between equal teams is not possible.

The use of affiliated players for any game or practice must be agreed upon by the coaches of both teams. The affiliation request form must be filled out and signed by the requesting coach, the affiliates head coach and the division director before the affiliate can practice or play with the affiliate team. **Affiliated players will not be approved to play as an affiliate on the same day if the game is before their registered team is scheduled to play.**

Procedure

Atom/Peewee

- Regular season- affiliate to 13 players
- Playoffs/Provincials- affiliate to 17 players

Bantam/Midget

- Regular season- affiliate to 15 players
- Playoffs/Provincials- affiliate to 17 players

A division with two teams of the same category (two B teams) will have the six highest evaluated players on each team affiliated to the division "A" team. Each "B" team of the division will be assigned six of the highest evaluated players from the lower division "A" team. In the case of multiple teams in the same divisions, to prevent bias the team that receives the top player from the lower division will be randomly selected.

Affiliated players will be allowed to practice once before the upcoming scheduled game. Full time practice will not be permitted until after the affiliated player's regular season concludes. An affiliated player's ice time will be equal to or less than that of any player on the team which they are affiliated to.

Team Personnel

All individuals involved in coaching EMHA teams, either on ice or on the bench will be approved by EMHA executive and must meet the following requirements.

- Must complete an EMHA coaching application form and submit it to the association. This document will be retained by the association in confidence and become part of the individual's coaching file.
- Must go through the Back Check process online. The check will be valid for up to 5 years.
- Must complete any required training dictated by Hockey Alberta and Hockey Canada as outlined below

Hockey Alberta regulations dictate that all teams must have the following "certified" personnel registered to their team.

Coaching

- In initiation division- TWO team officials must have successfully completed Coach 1- Intro to Coach Level.
- In novice division- The head coach must have successfully completed Coach 1- Intro to Coach Level.
- In atom division- The head coach must have successfully completed Coach 2- Coach Level and Instruction Stream Checking Skills.
- In peewee division- The head coach must have successfully completed Coach 2- Coach Level and Instruction Stream Checking Skills.
- In bantam division- The head coach must have successfully completed Coach 2- Coach Level and Instruction Stream Checking Skills.
- In midget division- The head coach must have successfully completed Coach 2- Coach Level and Instruction Stream Checking Skills.

Safety

- All Hockey Alberta teams novice and above must have one team official that has completed the Canadian Hockey Safety Program and be in attendance at all games. It is recommended that teams have more than one team official with the Canadian Hockey Safety Program successfully completed. In initiation there must be one safety per 10 players.
- Teams must have a registered, eligible (as defined below) safety person by December 31st of the current hockey season. Teams failing to adhere to this regulation may jeopardize their eligibility for provincial, regional and national playoffs. An eligible safety person is defined as a person who has successfully completed the requirements for certification in the Canadian Hockey Safety Program. The certification for this program is valid for a period of three hockey seasons from the date of the clinic attended to August 1st of the third season.
- All team officials must have successfully completed Respect in Sport- Activity Leader/Coach/Officials.
- Hockey Alberta requires that one parent/guardian per family has successfully completed Respect in Sport- Parent. An eligible Respect in Sport person is defined as a person who has successfully completed the requirements for certification in the Respect in Sport program.

The EMHA will endeavor to host clinics required by its coaching staff in a timely fashion throughout the season. If a carded member of a team's coaching staff is required to take a clinic outside of Edson, they will be reimbursed their registration fee by the EMHA. Verification of attendance (certification), receipts and a coaching clinic expense form must be forwarded to the treasurer for reimbursement by March 15th of the current season.

The EMHA will reimburse the registration fee for referee's clinics for individuals who referee five games. The forms to submit these expense claims is located on the EMHA website.

Ice Schedule

All teams will receive a practice schedule after evaluations are complete and team rosters have been finalized. Coaches may request different practice times if there is a conflict (e.g. with work schedule), however it is entirely possible that these requests may not be accommodated.

League games are scheduled cooperatively between the EMHA ice scheduler and the respective league's schedulers. All teams will receive their schedule prior to the first game of the season, the initial schedule may be incomplete pending the results of team placements within their league.

League scheduled games cannot be changed without permission from the appropriate league director. No team may forfeit a scheduled league game. Doing so may result in the league revoking EMHA's playing bond (no EMHA team will be allowed to compete in league games) and may result in suspension and/or fines.

All league games must be played by the deadline set by the respective league. Any extensions to league/playoff/provincial deadlines must come directly from the respective league and/or Hockey Alberta.

Only team managers are allowed to book or cancel ice with the ice scheduler. This includes ice for tournaments, cancellation of a practice time or cancellation of an exhibition/league/playoff/provincial game.

Game Sheets

It is the responsibility of each team to ensure that all game sheets are properly completed and forwarded to the appropriate individuals. League game sheets must be forwarded to league officials. Any game sheet that involves an overage player must have that player identified as "OA" and must be faxed to the appropriate authority (please confirm with your league representative).

Suspensions

It is the responsibility of each team to monitor any suspensions to their players and personnel and to forward all suspension notices, referee reports and pertinent game sheets to Edson Minor Hockey codes and conduct person. The section on suspensions in the Hockey Alberta Bylaws and Regulations (every team is provided a copy) should be reviewed on a regular basis. Certain infractions carry mandatory suspensions; which may, at the discretion of Hockey Alberta or respective leagues, be increased. It is the responsibility of the team to keep track of this, not knowing about a suspension is not an acceptable excuse for playing a suspended player. Playing a player who has not served their suspension is considered a serious offense and can carry with it an

indefinite suspension for the individual signing the game sheet. WHEN IN DOUBT THE OFFENDING PLAYER SHOULD NOT BE PLAYING, RECORD ON THE GAME SHEET (SUSP)!!!

Suspended players must be identified on the game sheet by marking "SUSP" next to their name. A notation of "X of Y" is also useful to note, where X is the number of the game being served and Y is the number of games of the suspension. For example 1/3 indicating serving 1st game of a 3 game suspension.

Important Dates

There are a variety of dates that crop up throughout the season that are significant in the operation of the teams in respect to the respective league and Hockey Alberta. It is the responsibility of each individual team to be aware of how these dates affect the operation of their team. These dates are printed in the minor section of the Hockey Alberta Bylaws and Regulations and should be reviewed at the beginning of the season by coaches and managers.

Travel

Playing hockey in a small town entails travelling to other towns on a regular and ongoing basis. To ensure compliance with respective leagues and Hockey Alberta rules and to ensure the maximum level of safety to all, the following guidelines have been established. A map of Hockey Alberta zones is located in Appendix F.

Away Games

EMHA strongly advises the use of busses for away games. It remains the parents' prerogative as to how they get their children to games. If they are transporting other children however, it is strongly suggested that they contact their insurance companies to discuss liability issues. Players are not permitted to transport themselves to games out of town.

Permits/Sanctions

Travel permits are required by Hockey Alberta for travel outside of our zone (we are zone 3) OR unscheduled league games. An exhibition game permit is required by Hockey Alberta for the team hosting any exhibition games. The other participating team must obtain their own HA sanction number to attend the non-league game. EMHA has a permit/sanction coordinator who assists in completing the necessary applications to Hockey Alberta. Team officials will be provided with a sanction number that must be indicated on the game sheet. The team is responsible for faxing a copy of the game sheet to the permit issuer. Failure to comply may result in suspension for travel by Hockey Alberta.

Dress Code

EMHA has a dress code for players and team personnel. This code has been instituted to help ensure a certain level of respectability of all team members while representing our town and association at home and on the road. Teams may choose to adhere from one of two options.

1. Dress pants, shirt, tie and dress shoes (weather permitting)
2. Team track suits

In addition to these codes, the association has established a number of restrictions that apply to team attire (vests, fleeces, jackets, track suits, etc.). These restrictions are in place to ensure consistency throughout the association. This helps parents and players by making the attire similar from year to year so that new items need to be purchased less frequently. It also helps to minimize conflicts that can occur between sponsors.

The approved jacket is a black bomber for males and black female jacket. The official track suit is a standard black track suit with EMHA colors as accents. Approved team attire may contain the EMHA logo, player name, position, team name and division.

THERE MUST BE NO CORPORATE LOGOS OR NAMES ON TEAM ATTIRE.

Teams not adhering to these dress code regulations may be sanctioned at the discretion of the EMHA executive and board of directors.

Conflicts/Complaints/Disputes

EMHA has instituted a conflict resolution policy to help deal with any conflicts, complaints or disputes that may arise during the course of the season.

Any conflict within EMHA will be resolved with the following policy.

- 1.0 Risk Management
- 1.1 EMHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta. Risk management in Alberta amateur hockey refers to insurance, safety and abuse issues
- 1.2 Insurance issues:
 - (a) Insurance is purchased by EMHA through Hockey Alberta for the protection of coaches, assistant coaches, managers and players on a team.
 - (b) Only coaches, managers and players registered or affiliated to that team are protected. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team.
 - (c) Violation of this policy put the coach, parent/guardians and players of the team and the association at a high level of personal financial risk.

1.3 Regarding Abuse:

- (a) Hockey Canada has adopted a zero tolerance policy on abuse. EMHA supports this policy.
- (b) Hockey Canada provides extensive definitions and examples of abuse and harassment which should be reviewed. Hockey Canada has provided the following information booklets: Safety for All and Safety Requires Teamwork and the brochures Speak Out and Hockey Should be Fun, Right? These booklets discuss the issue further. This information is available on Hockey Canada's website www.hockeycanada.ca and Hockey Alberta's website www.hockeyalberta.ca
- (c) It is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse is occurring should report the abuse immediately to the local child protection agency and/or local police service. EMHA and its members will follow this policy. The reporting member shall advise the EMHA president if such incidents occur.

2.0 Injury Reports

- 2.1 The Hockey Canada injury report form shall be used to report injury/incident
- 2.2 Instructions on completing the Hockey Canada injury report form are contained in the document called Accident Report Forms reporting form. These forms may be found online.
- 2.3 Regardless of whether a claim is to be made, the Hockey Canada injury report form must be completed within 90 days of the incident.

Concussion and Return-to-Play Guidelines

It will be the responsibility of the player, parents and team officials to handle concussion, concussion like and other possible head injuries according to the following procedure.

- 1. If a player has sustained a possible head injury the player must receive medical attention from a doctor as soon as possible.
- 2. The diagnosis of the injury must be disclosed to the player's team officials, division director and the EMHA executive in writing from the physician.

Return-to-Play Steps

- 1. No activity, complete rest. Once back to normal and cleared by a doctor, proceed to step 2.
- 2. Light exercise such as walking or stationary bike for 10-15 minutes.
- 3. Sport specific aerobic activity (light skating).
- 4. "On ice" practice such as skating, shooting and passing drills with NO CONTACT.
- 5. Once cleared by a doctor, "on ice" practice with body contact.
- 6. Return to play.

Each step is equivalent to a minimum of one day. If an athlete has any symptoms at any time during any of the steps, activity must be stopped and rest for a minimum of 24 hours or until symptoms resolve. The athlete must again see a doctor to be cleared before resuming the return-to-play step plan.

3.0 Code of Conduct and Zero Tolerance Policy

- 3.1 Membership and participation in the association's activities is a privilege and not a right. Members, players and participants are required to abide by the Bylaws and Policies and Procedures of the association and behavior is expected to mirror the spirit of the Bylaws and Policies and Procedures, and this code.
- 3.2 All members and participants of the association shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, executive board of director's members, employees and property of the association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, executive board of director's members, employees, or damage to the property of the association or of another association will not be tolerated.
- 3.3 All members, fans and participants of the association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- 3.4 The association will not tolerate loud, obscene, obnoxious coaches, managers, assistants, players, parents/guardians or fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section of this handbook.
- 3.5 Parent/guardians and fans are not permitted in the dressing rooms except as expressly permitted by the respective coach to assist their child in changing before or after a game.
- 3.6 In no circumstances is a parent/guardian of fan to enter the opposing team's dressing room.
- 3.7 Coaches and other team officials, players, parent/guardians and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game. Officials are not to be consulted regarding any infraction that involves suspensions.
- 3.8 Violation by any member, fan or participant of any provision of this code of conduct may result in disciplinary action being taken by the association against such individuals.
- 3.9 A team official must be designated to ensure the dressing rooms utilized by EMHA teams are left as found. Any damages may be subject to a team fine. Any damage found prior to occupancy needs to be reported to arena staff and documented.

4.0 Incident Reports

4.1 The incident report shall include specific details of persons involved, date, time, location and details of the incident. It shall be signed by the reporting person, with full contact information.

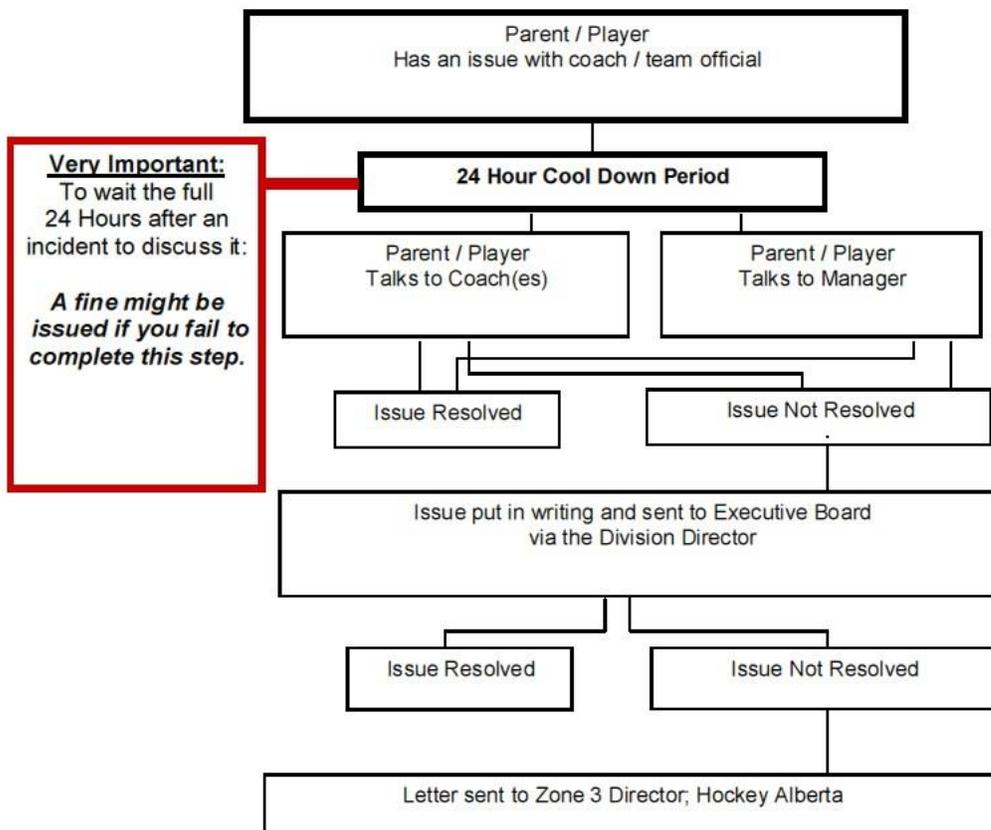
5.0 Officiating Incident Reporting Policy

5.1 Hockey Alberta’s referee in chief of zone 3 is responsible for all referees and game officials. Hockey Alberta states that all complaints/disputes regarding referee/game officials are to be made to the local Referee in Chief (RIC) in writing. A copy of the complaint is to be forwarded to the North Zone Referee Chair (NZRC) as outlined in Hockey Alberta guidelines. The complaint will be investigated by the local RIC and his findings reported to the local association as well as the NZRC. Additional follow up and discipline if necessary will be determined by the RIC and the NZRC.

6.0 Issues, Concerns and Grievances

Problems and situations may arise during the hockey season that requires some form of resolution. It is our goal to have issues resolved at the lowest level possible and keep the lines of communication open. A communication flow-chart is provided to assist members in working out conflicts. It is always best if conflicts can be resolved between the immediate parties involved, however there are times when this is not possible. In those incidents, complaints are put in writing and dealt with at the board level.

Edson Minor Hockey Association: Parent / Player Communication Flow - Chart



- 6.1 All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.
- 6.2 Regarding general issues, concerns and grievances.
- (a) Unless otherwise specified, the procedure for resolving issues, concerns and grievances in EMHA is to take the issue, concern and grievance through the following levels in order.
 - i Team manager
 - ii Head coach
 - iii Division director
 - iv Director at large
 - v EMHA executive
 - (b) EMHA will not entertain lawyers present at executive board of directors meetings, with the exception of a lawyer representing EMHA.
- 6.3 Regarding team issues, concerns and grievances.
- (a) At the first parents meeting for the team, each head coach will outline their manner of dealing with parent/guardian issues, concerns and grievances. If there is a team issue, concern or grievance, begin by addressing it with the process outlined at the parents meeting.
 - (b) The head coach has the ultimate responsibility for the team and will discuss issues, concerns and grievances with parent/guardians; however, some practical etiquette and common sense must be remembered. If you have an issue, concern or grievance about or at a particular game, discuss the issue after waiting 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution of the issue.
 - (c) The head coach is expected to exercise a high level of integrity and confidentiality in dealing with issues, concerns and grievances. A head coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an issue, concern or grievance cannot be held against the player.
- 6.4 Regarding evaluation/tryout issues, concerns and grievances.
- (a) The evaluation/tryout coordinator shall investigate all evaluation issues, concerns and grievances.
 - (b) All evaluation issues, concerns and grievances must be in writing, signed and delivered to the evaluation/tryout coordinator. The complaint must contain a description of the event, its location, the division involved and a contact phone number. The evaluation/tryout coordinator may contact this person for clarification of the event in question to obtain further information and shall conduct an investigation.
 - (c) Once the investigation has concluded, a response will be provided to the complainant explaining the process taken and the outcome reached.
 - (d) EMHA recognizes the need for privacy and discretion in the gathering of all information relating to a complaint. The evaluation/tryout coordinator will use the utmost discretion

in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

7.0 Discipline

7.1 Members, players, participants and fans are expected to abide by EMHA's code of conduct. Violation of the code of conduct may result in disciplinary action being taken.

7.2 The association expects members to exhibit qualities of leadership in an effort to promote players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.

8.0 Standards of Behavior

8.1 Standards of behavior are clearly defined in the code of conduct and should be maintained throughout the season. It is recognized, however, that behavior may transgress acceptable standard and disciplinary actions may be required. Such discipline may be applied to any member of the association including executive board of directors, delegate, team officials (coaches, assistants, trainers and managers), players, parent/guardians and spectators and may take the form of, but are not limited to.

- (a) A verbal reprimand
- (b) A written reprimand
- (c) A suspension from participation in or at association activities
- (d) A recommendation for an expulsion from the association or
- (e) A combination of two or more of the above

9.0 Complaint Procedure

9.1 A complaint may be raised by any member of the association, by members of another association (through their associations executive board of directors), by league officials or by members of the associations executive board of directors acting in response to a report from game officials or by any other party.

9.2 A complaint must be in writing, must identify the discipline issue by providing a summary of the incident and must identify the complainant.

9.3 Complaints and other discipline issues are to be forwarded in writing to the executive board of directors.

10.0 Complaints

10.1 The EMHA executive shall review the written complaint or report and determine if a hearing is required and shall set a date for such hearing.

10.2 Informal Process- If a minimum of one executive member and board members forming a committee of three, believe that the matter can be dealt with on an informal basis without

the necessity of a hearing, such committee may investigate the complaint, accept submission in writing or verbal submissions from the complainant, person being investigated and such other persons as may be required to ensure a fair and reasonable decision is rendered. The executive shall provide a written notice of its decision to the complainant and party being investigated. Should either the complainant or party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, that the executive undertake a formal hearing.

10.3 Formal Hearing- The executive shall establish a date and time for the formal hearing. The EMHA executive will be the discipline committee or shall appoint an ad hoc panel of volunteers to be on the disciplinary committee.

- (a) At least 5 days prior to the hearing, both the complainant and the respondent (accused party) shall be issued a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided to the executive prior to the hearing
- (b) The respondent and the complainant shall provide the requested information prior to the hearing.
- (c) At least 2 days prior to the hearing the respondent and the complainant shall provide the executive with a list of the witnesses they intend to request appear at the hearing.
- (d) The executive shall also request the attendance by any other party whom they believe should appear by delivering to each such witness a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided by the witness to the executive prior to the hearing.
- (e) If either the complainant or the respondent shall fail to appear at the hearing, the hearing shall be conducted with the available witnesses and information available to the executive.

10.4 Conduct of the hearing:

- (a) Prior to the hearing, any member of the executive who is in or could be perceived to be in, a conflict of interest shall declare such conflict and leave the hearing.
- (b) A chairperson will be assigned from a member of the executive and shall chair the hearing and be responsible for the orderly conduct of the hearing.
- (c) Prior to the commencement of the hearing, the chairperson may either provide each witness with an information sheet on the hearing process or alternatively, may hold a briefing session immediately prior to the commencement of the hearing to ensure all parties understand the hearing process.
- (d) The witnesses will not be sworn. Neither the respondent nor the complainant may make a tape recording of the proceedings.
- (e) The respondent and the complainant must appear in person and may not be represented at the hearing by another individual. The only exception to this rule is that minors must be accompanied by a parent/guardian at the hearing.

- (f) The executive comprises volunteers who are not versed in the application of the law. Accordingly, neither the respondent nor the complainant may have legal counsel representing them at the hearing.
 - (g) The complainant and the complainant's witnesses shall appear before the executive first. Each witness will appear individually and will not be present in the hearing room during the presentation by other witnesses. The respondent shall be present during these presentations and shall have the right to ask questions of each witness through the committee chairperson.
 - (h) The committee chairperson may determine if a question asked by the respondent is irrelevant to the investigation. The chairperson may then instruct the witness not to reply to the question and inform the respondent of the reason why the question is not relevant. The question will be documented and remain part of the file for future reference.
 - (i) The respondent will then be asked to present their version of the events, which led to the complaint and to respond to the information provided by the complainant and their witnesses.
- 10.7 The executive shall, with all dispatch, render a decision, and communicate that decision to both the complainant and the respondent.
- 10.8 The executive shall maintain a file on each matter referred to it, comprising the original complaint or report, copies of all "Notices of Discipline Hearing", copies of the witness lists, the notes made by each member of the executive committee during the hearing and a copy of the written decision of the committee. The executive maintains such files in a locked filing cabinet.

Equipment

All players must wear full protective equipment for all games, practices and other on-ice activities. This equipment shall include a CSA certified helmet, facemask, BNQ certified throat protector, gloves, elbow pads, shoulder pads, jock/jill protector, pants and shin pads.

Coaches and parents should ensure that all equipment is in good repair and properly fitting.

Uniforms

The association provides jerseys for each team. Initiation and novice have one set each and all other teams have a home and away set. The jerseys are "loaned" to players as part of their registration fee. Matching socks are not provided and it is the responsibility of the players to provide their own socks.

For the particular year that a player has the jersey, the players may have a NAME BAR sewn onto the back of the jerseys (no gluing, no speed sew). DO NOT embroider names directly onto the jerseys. Players will be held responsible for replacing damaged jerseys.

The 'C' and 'A' patches for captains and alternates must be applied to the jerseys using the same techniques, care and attention as name bars. No other modification shall be permitted without executive approval.

Due to the expense of replacing uniforms, each team will be required to provide a deposit of \$100.00 in the form of a post-dated cheque at the beginning of the season. These cheques will be returned or destroyed upon return of the uniforms at the end of the season.

DO NOT PUT JERSEYS OR SOCKS IN THE DRYER!!!!

It is to be noted that the equipment managers are not to allow players to take their jersey home.

A limited number of pinnies are available from EMHA, please contact the equipment manager.

Goaltending Equipment

EMHA will provide and maintain goaltending equipment to registered players based on the following.

- The basic set of goaltending equipment will comprise a chest protector, leg pads, blocker and catcher. Players will be required to provide all other necessary equipment as per EMHA guidelines. All equipment will be selected to provide good protection for the player at the level in which they are playing. Most goaltenders play with a left handed catcher and a right handed blocker, a limited number of alternate hand gloves will be available from the equipment manager. All equipment will be inspected prior to the season and maintained as necessary during the season.
- For initiation and novice levels the coaches to whom the equipment is issued will be responsible for its handling. Guidelines will be made available to the coaches. At higher levels, the player issued the equipment will be responsible for its handling. Guidelines will be made available to the player, parents and coach.
- Any problems with equipment should be brought to the attention of the equipment manager. The equipment will be repaired or replaced as needed. Spare equipment will be available as needed.

Initiation

Goaltending equipment is generally not recommended at the initiation level because it impedes the player's ability to learn hockey basics. It may, however, be beneficial to players to don goaltending equipment towards the end of their last season in initiation. Chest protector, pads, blocker and catcher will be made available as requested by coaches. Goal sticks will be provided for all teams.

Novice

During the novice years, many players will want to experience playing goal. This should be encouraged by coaches with parental approval. Towards the end of novice, players will begin to

identify themselves as future prospects for the goaltending position. Most coaches at this level will want to dress two goalies for practices and some games.

One set of goaltending equipment will be provided per team. Each set will consist of chest protector, pads, blocker and catcher. One goal stick will be provided per team.

Other

Requests for goaltending equipment beyond these basic guidelines will be addressed by EMHA on an individual basis. The equipment manager should be contacted with these requests. See Appendix Pg.37 for proper care and maintenance of goaltending equipment.

Other Equipment

Teams will also be provided with an allotment of pucks and a first aid kit at the beginning of the season. Please replace any supplies used with team funds.

Lockers

Each team will be assigned a locker for use during the season and is responsible for the contents of the locker.

Personal Electronic Devices

The use of any form of camera, cell phone, video camera, camera phone or any other personal digital accessory capable of photographs or video is prohibited in any recreational facility change rooms during any EMHA sanctioned event. For safety reasons, the use of a cell phone/PDA on the players' bench by any individual is strictly prohibited during any EMHA sanctioned event. In the event that an individual is required to take a phone call, they should remove themselves from the bench area until they have finished their business, provided there are other team officials remaining on the bench. Exceptions will be made for on-ice medical emergencies where a cell phone is required.

Division Directors/Coordinators

EMHA has developed a description of the duties of division directors (also known as division coordinators in the EMHA Constitution). All division directors shall.

1. Be in charge of travelling and house league teams in their division.
2. May appoint an assistant.
3. Assist the registrar in registration of their teams.
4. Conduct pre-season meetings with coaches/managers/parents/players.

5. Appoint coaches for house league teams at the initiation and novice level.
6. Work with the coach coordinator/clinic coordinator to assist them to undertake their appropriate coaching program.
7. Inform the ice scheduler of ice requirements for all teams in initiation and novice, managers for atom and above are to contact the ice scheduler for ice requirements.
8. Inform the equipment manager of equipment requirements for all teams in their division.
9. Ensure that home tournaments within their division are appropriately sanctioned. Shall assist teams to schedule ice for home tournaments.
10. Be in regular contact with coaches/managers within their division, and therefore, shall attend board of directors meetings with a prepared report.
11. Submit a summary report for their division at the annual general meeting.
12. Plan ahead for the next season.
13. Attempt to resolve conflicts/disputes within their division in accordance with the conflict resolution policy.

Useful Websites

Edson Minor hockey- www.edsonminorhockey.com

Hockey Canada- www.hockeycanada.ca

Hockey Alberta- www.hockeyalberta.ca

Sturgeon Pembina Hockey League- www.sturgeonpembinahockey.com

Edson Minor Hockey Association

Team Handbook

Revised Edition

2016/2017

Appendices

Fair Play Code for Players

1. I will play hockey because I want to, not just because my parents or coaches want me to.
2. I will play by the rules of hockey, and in the spirit of the game.
3. I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances - those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Fair Play Code for Coaches

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all athletes get equal instruction, support and playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

Fair Play Code for Officials

1. I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the players before and after the game.
9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.
11. I will work in cooperation with coaches for the benefit of the game.

Fair Play Code for Parents

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn best by example. I will applaud good performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteer coaches who give time to coach hockey for my child.

Fair Play Code for Spectators

1. I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.
4. I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass players, coaches or other spectators.

Fair Play Code for League Organizers

1. I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
7. I will make sure that coaches and official are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

PLAYER MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____ Telephone: _____

Provincial Health Number: _____

Mother's Name: _____ Father's Name: _____

Business Telephone Numbers: Mother _____ Father's Name: _____

Person to contact in case of accident or emergency, if parents are not available.

Name: _____ Telephone: _____

Address: _____

Doctor's Name: _____ Telephone: _____

Dentist's Name: _____ Telephone: _____

Please circle the appropriate response below pertaining to you child

Yes No Previous history of concussions

Yes No Fainting episodes during exercise

Yes No Epileptic

Yes No Wears glasses

Yes No Are lenses shatterproof?

Yes No Wears contact lenses

Yes No Wears dental appliance

Yes No Hearing problem

Yes No Asthma

Yes No Trouble breathing during exercise

Yes No Heart Condition

Yes No Diabetic

Yes No Has had an illness lasting more than a week in the past year

Yes No Medication

Yes No Allergies

- Yes No Wears a medic alert bracelet or necklace.
- Yes No Does your child have any health problem that would interfere with participation on a hockey team?
- Yes No Surgery in the last year.
- Yes No Has been in hospital in the last year.
- Yes No Has had injuries requiring medical attention in the past year.
- Yes No Presently injured.

Please give details below if you answered "Yes" to any of the above items.

Use separate sheet if necessary

Medications: _____

Allergies: _____

Medical conditions: _____

Recent Injuries: _____

Last Tetanus Shot: _____

Any information not covered above: _____

Date of last complete physical examination: _____

* Any medical condition or injury problem should be checked by your physician before participating in a hockey program.

I understand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child.

I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____

Edson Minor Hockey Care and Maintenance of Goaltending Equipment

Edson minor hockey provides goaltending equipment to registered players to help reduce the expense to parents during the early hockey years. The provision of the equipment helps ensure adequate protection for young goaltenders.

General

To provide proper protection and mobility, the goaltending equipment should fit properly and should be attached and worn properly. Failure to do so may result in unnecessary injury and/or damage to the equipment.

The goaltending equipment must not be used for any activities other than ice hockey (especially street hockey).

The user will be responsible for any cost incurred to repair or replace equipment damaged beyond the scope of normal wear and tear or lost. Abuse of the equipment will not be tolerated.

All equipment should be air dried at room temperature after each use. Do not use heat or clothes dryers to dry equipment. Damage to the surface materials or internal padding may occur.

Washing

The equipment should not need to be washed over the course of the season. The surfaces of the equipment may be cleaned using a warm damp cloth as necessary. Equipment should always be allowed to dry thoroughly after such cleaning. A disinfecting spray such as Lysol may be used periodically to reduce equipment odors caused by bacteria. Never wash the equipment in the washing machine.

Repairs

Please inspect all equipment regularly for damage. Any problems with equipment should be brought to the attention of the equipment manager. The equipment will be repaired or replaced as needed. Spare equipment will be available as needed.

Please do not repair any equipment except in the case of an emergency to make equipment acceptable to play.

