



High Level Minor Hockey Association Parent Handbook

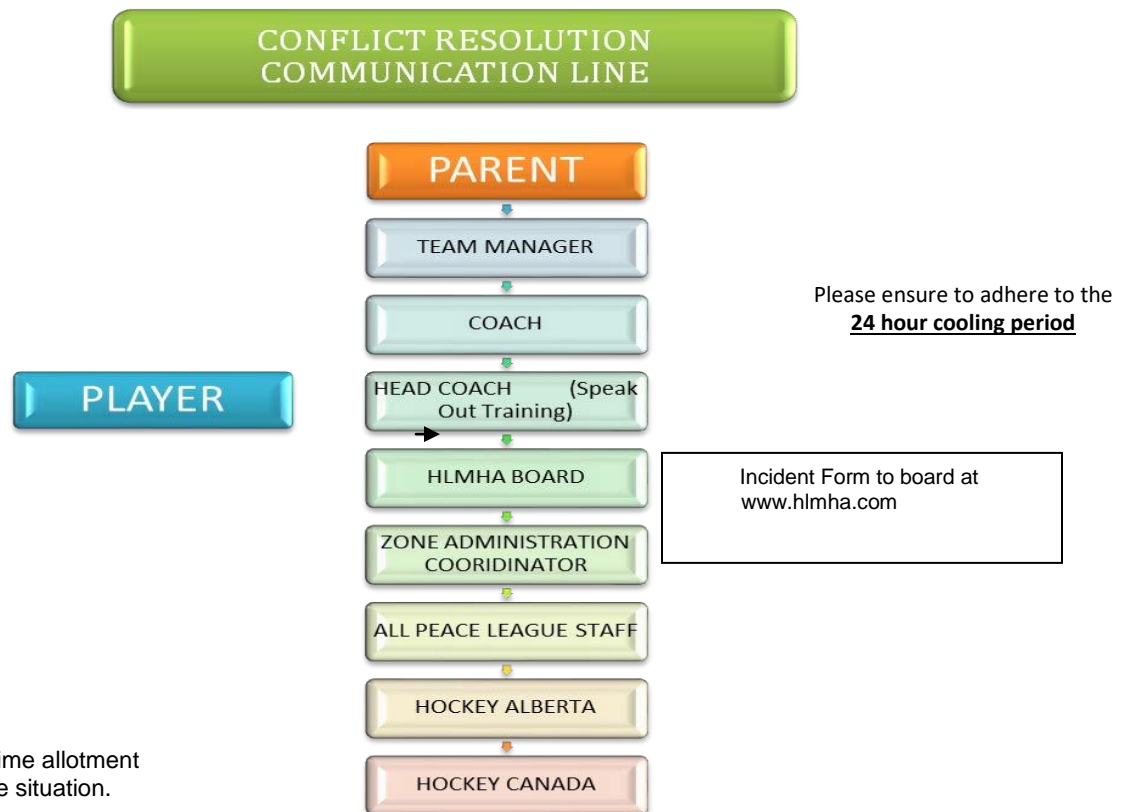
It is the parents' responsibility to ensure they are informed and know the contents of this handbook

Introduction

For families that are new to High Level Minor Hockey Association (HLMHA) we would like to extend a warm welcome as we look forward to a fun filled season. For those parents returning, welcome back! The purpose of this booklet is to provide you with some basic information about what to expect over the hockey season and what HLMHA will expect of you. There will be a meeting, within the first few weeks of Hockey, led by your team staff to help answer any additional questions that are not answered after your review of this handbook.

As you review this handbook, remember that you are now a member of a volunteer association. Hockey is a team sport, the association and the individual teams function best with everyone working together towards a common goal. HLMHA is proud of its level of volunteerism, and we work hard to encourage the active contribution and participation of all of our members. If you are not sure how to help out, please do not hesitate to ask!

We do not operate as a separate unit in the hockey world. You will see various associations through the conflict resolution process. The rules of our senior organizations form part of our policies and take precedence over local rules. Please note that proper protocol must be followed. Please see the following to ensure you take the proper action.



Please allow for adequate time allotment for each level to address the situation.

If you do not feel your concern was addressed and responded to in due time please inform the board in writing using the incident report form found on the website.

20017-2018 HLMHA Executive

President	Sheena McKinney
Vice-President	Simon Juckes
Treasurer	Trudy Lanti
Secretary	Nura Balkan
Director & Registrar	Tammy Hicks
Director & Ice Scheduler	Alison Holditch
Director	Shane Lloyd
Director & Disciplinarian	Ryan Norton
Fundraising Coordinator	Tennille & Steve Rideout
Equipment Manager	

If you wish to contact any member of the board, please email the club address

highlevelmha@gmail.com

We will be happy to address your concern

Events and Special Dates

Event	Timing
Season Begins	September 18 th , 2017
Teams finalized	As soon as possible, September
Your Hockey Power Skating Camp with Brock Ballard	
Atom/Bantam Divisions Tiering Tournament	
Pee Wee Tiering Tournament	October 7, 8 & 9
All Peace Hockey League Tiering games	To be set by All Peace Hockey League/ Played between Sept 30-Oct 14
All Peace League	October 22, 2017
End of HLMHA hockey season	March 2016
Home Tournaments (if team chooses)	TBA
HLMHA Annual General Meeting	Fall – November TBA Upstairs Arena Spring – 60 days from the end of the season

Email: highlevelmha@gmail.com

Website: www.hlmha.com

If you have any suggestions on items you would like added to handbook please contact the High Level Minor Hockey Association board

Please note that this is a working document and is updated revised and improved as required.

For the most current issue please visit our website

Program Overview –Initiation (Tom Thumb) & Novice

Program Objectives

- ❖ Provide a positive environment for learning the Fundamental skills of hockey
- ❖ Stimulate interest and desire to continue playing the game of hockey
- ❖ Develop basic hockey skills (e.g., skating, passing, shooting)
- ❖ Increase opportunities for players to touch and handle the puck
- ❖ Develop self-esteem through a sense of achievement
- ❖ Teach the basic rules of hockey

Both the Novice and Initiation teams will have a minimum 3 practices to every 1 game as recommended by Hockey Canada when ice is available. Players will have an opportunity to play all the positions throughout the season. As players do not have assigned positions the coaches will rotate all players through all the positions (forward, defense, and goalie) on a regular basis. All players, if interested, will be provided an opportunity to play goal. Coaches will continue to rotate the players, who are interested, in the goalie position for the duration of the hockey season. HLHMA will provide goalie equipment.

The Director (manager) will coordinate all exhibition games and tournaments. There will be no formally structured hockey games; however teams will play full ice scrimmage games. Attendance of tournaments is at the head coach's discretion. Scores are shown on the score board, but using the mercy rule of a 5 point spread. Initiation will have a 3 goal per player per game rule.

Initiation Program (5-6 years old)

The Initiation Division, established under Hockey Canada (<http://www.hockeycanada.ca/>), focuses on skills development and fundamentals of hockey for players at least 5 years of age as of Dec 31st. Cross-ice/half-ice hockey has always been part of the Initiation Program, but has not been implemented in the same way in every community – beginning this fall (2017-18 season), cross-ice/half-ice is mandatory at the Initiation level. <https://www.hockeycanada.ca/en-ca/Hockey-Programs/Coaching/Initiation/Cross-Ice-Hockey> The program encourages an environment in which children can learn hockey in a safe and fun atmosphere that does not focus on winning. There are no formal evaluations at this age; however, an informal assessment of all the players will take place to allow players to be assigned to teams, if required.

Practice Time Allotment:

- 85% Technical Skills
- 15% Individual Skills
- 0% Team Tactics
- 0% Team Play
- 0% Strategy

The objective of the program is to provide entry-level player instruction in the basic skills of the game of hockey in a positive atmosphere, utilizing the Canadian Hockey Association Initiation Program. Coaches will follow the Hockey Canada Nike Skills Binder (Initiation) utilizing lesson plans that outline the skill development areas that coaches will work on with players throughout the entire season. The program will primarily focus on skating, developing hockey skills (e.g., stick-handling, passing), and most importantly, having fun!

Novice Program (7-8 years old)

The Novice Program is a recreational hockey program developing skills for the atoms division. The objective of the Novice program is to provide an introduction to team play for hockey players in a recreational structure. The emphasis in the program is to promote skill development, sportsmanship and the continued utilization of the

Canadian Hockey Association Novice Program in a positive atmosphere. Coaches will follow the Hockey Canada Nike Skills Binder (Novice) utilizing lesson plans that outline the skill development areas that coaches will work on with players throughout the entire season. The whole of the Novice program will primarily focus on skating and developing hockey skills (e.g., stick-handling, passing)

Program Overview

Atom (9-10yr), Peewee (11-12yr), Bantam (13-14yr), Midget (15-17yr)

Coaches will follow the Hockey Canada Nike Skills Binder utilizing lesson plans that outline the skill development areas that coaches will work on with players throughout the entire season. The program will primarily focus on practicing individual technical skills (e.g., skating stick handling, passing), introducing team play and having fun. These programs are classed as competitive programs. There are set positions in these levels. Teams will have designated goalie(s) and the association will provide each team with a set of goalie equipment for players to use.

Generally players will practice two – three times per week; games will be scheduled on weekends and week days if required. In the month of September you will receive your initial practice times. Please note your practice schedule is subject to change once team selections are complete. In addition, extra development ice sessions may be offered occasionally throughout the year and used at the head coach's discretion.

The All Peace league will publish a league schedule that will place teams in a tier with other teams determined to be of comparable level. The All Peace League schedule will be released November 1, with games commencing immediately, running thru to March. Playoffs are generally in early March.

All Teams will have the option of hosting a home tournament. Each team may play exhibition games against teams of various levels in other associations. All teams, unless requested otherwise, will be entered into Provincial playoffs. Playoffs take place mid January with the final provincial tournament in March.

From the Atom and down mixed genders may change in the same room at the same time with the presence of two adults. Players Pee-wee and higher may not change in the same room at the same time and it is the responsibility of the coach to ensure all are involved in both the pre-game and post game activities.

Pond Hockey (7-11yr), Teen Pond (12+)

Pond hockey is an innovative program that focuses on participation and growth in a less structured environment. Pond Hockey enables young people and their families to enjoy the game of hockey while enjoying a lower time commitment and reduced cost.

Pond hockey is 2 days per week. There is potential for Jamborees throughout the season.

General Information for all Divisions

EVALUATIONS, TEAM FORMATION AND TIERING

Player evaluations are conducted at the beginning of every hockey season to determine the level at which each child is able to play within his/her age category. Each player will be assessed to determine the team they will be placed on, should there be the need to split the division into two or more teams. Team formation can be a very emotional time for parents, players and coaches. All pre-season skates are considered as an extension of the evaluation process. This will allow for a fine tuning of the initial process, give extra consideration of those players who don't do well in evaluations. Movement or reallocation of players to accommodate other players can be difficult and emotional. It is important not to raise any false expectations of the players and parents. The purpose of tiering is to group players into teams that are similar competitive levels. Every attempt will be made to ensure that players are evaluated fairly. Directors and Coaches must ensure that teams at any level are balanced and competitive. Although balanced teams are the primary criteria for team selection, consideration will always be given to the players' self-esteem and well-being. Accommodation of parent requests for their child will be considered. In general, players will advance with those players of similar ability and age. As they progress

through the categories, they will have the opportunity to build friendships and make new friends year after year. The decision of the Evaluation Committee shall be final.

Ice Times

HLMHA will begin September 18th, 2017 and continue until a set date in March at the Head Coaches discretion.

Meetings

A team meeting will be held by the Coach at the beginning of the season to define roles and responsibilities, team goals, and team budget. All Divisions depend on volunteers such as Managers (directors), Coaches, Assistant Coaches and Safety Person (Trainer) to assist in the on and off ice operations of the teams and division (see Roles and Responsibilities). There is a cost to HLMHA to insure volunteers with Hockey Canada, so each team will have a limit to the number of volunteers who are insured. Other volunteer positions that are not insured include the timekeeper and scorekeeper. *Only Volunteers insured with Hockey Canada are allowed on the ice or bench throughout the year.*

Decisions to be made at your Team meeting will include, but not limited to the following:

- Team Roles (Manager)
- Home tournament committee selection
- Number and location of exhibition games and tournaments
- Fundraising
- Travel method and cost

Be sure to attend the parent meeting when your team's schedule is discussed, developed and decisions are reached.

Device Use in Dressing Rooms: The use of electronic devices with recording capabilities, including voice recording, still camera and video cameras are not permitted to be used in the dressing rooms.

Application, Fundraising & Sponsors

All monies raised by the teams must be pre-approved and reported to the HLMHA treasurer and a credit will be issued to the team.

The registration fee is a onetime fee as outlined and covers the cost to the Association for a player's ice time, insurance and referees. No Player may participate in any HLMHA activity unless he/she has properly applied and fees are received. All Subsidized players fees must be received PRIOR to them going on the ice. Refunds, requested in writing and received before December 30 will be pro-rated. **THERE WILL BE NO REIMBURSEMENT OF FEES AFTER December 30th.** New players moving into the area after regular season dates will be approved by HLMHA. January 10th, 2017 is the latest date for new registrations. Additional registrations are upon approval HLMHA.

PLAYING DOWN

Players will play at the appropriate age level, if required older players may play in a lower division if they show limited skill for their age. This must be approved.

PRE-REQUISITES

- Limited skill - would mean: noticeable lack of basic hockey skill such as skating and balance for his/her age. Including limited aptitude for the game in the Pee Wee and higher Divisions.

- Verification – would mean a letter (s) confirming the lack of skill and ability to play in the proper age Division from the Association, Coach of respective team, including evaluation report if possible.
- Only 1st year Players (by birth-date) in a Division will be eligible for Overage

Novice to Initiation - At discretion of HLMHA Board

Atom to Novice - - Player has limited skills

- Beginner player (1st - 2nd year of hockey)
- Health reasons – supported by letter from doctor

Pee Wee to Atom - Player is of small and frail structure combined with limited skills – written verification of ability -

Player has limited skills – written verification of ability

- Beginner Player (1st year of hockey)
- Health reasons – supported by letter from doctor

Bantam to Pee Wee - Player has limited skills- written verification of ability

- Beginner Player (1st year of hockey)
- Health reasons – supported by letter from doctor

Midget to Bantam - Player has limited skills – written verification of ability -

Beginner Player (1st year of hockey)

- Health reasons – supported by letter from doctor

Goaltenders - To be reviewed/approved on an individual basis.

Exceptions may be reviewed on an individual basis per Criteria for HA Final Approval

Once the pre – requisites have been met, final approval by Hockey Alberta Zone Manager of Operation's, will be based on the HA criteria for approval as an overage player in a Minor Division.

CRITERIA FOR HOCKEY ALBERTA FINAL APPROVAL

"Overage in a Division should be the Exception and not the Rule"

Final approval by the Zone Manager of Operations to be based on the following: Approval

from Parent - outlining reason

Endorsement/Approval by LMHA President

Approval by League President

Applicant meeting the HA pre – requisites

Application form " information provided "

6 Conditions of Overage "general"

Exceptions would be reviewed on an individual basis, in consultation with and approval of Minor Council Chairperson. In

addition to the above criteria for overage approval the following exception may be considered:

Association does not have enough players to make a Team without applicant

Overage may not be approved for the following reasons: Dislike of coach and team members, Ice times, Parents wish

HOCKEY ALBERTA may revoke overage status at any time

OVERAGE CONDITIONS

All steps for approval by HA must be followed and in writing.

All approval for overage play is for games within Alberta only. You must secure additional approval for any activity outside the Province of Alberta.

You must never play an overage that has not been approved by Hockey Alberta.

Overage players can participate in League play.(depending on League approval).

Overage players may play in Exhibition and Tournament games, but must receive approval from the Tournament Committee.

All coaches are responsible to let teams that they are playing know they have an overage player. The overage player must be clearly marked on every game sheet (OA) beside the players name.

Overage players are not eligible to play Provincial Zone Play Downs, Provincial Championship Tournament and the Alberta Winter Games.

Overage status will be granted for one year only.

Overage players are not eligible as affiliates to a higher Division or Category.

Hockey Alberta can revoke overage status at any time.(for valid reasons).

Application acceptance critical date is December 01.

Final Approval for overage status must be obtained from the Hockey Alberta Zone Manager of Operations.

Exceptions must be reviewed in consultation with and approved by Minor Council Chairperson.

Exceptions from Junior to Midget must be reviewed in consultation with Minor Council. Chairperson.

Leagues may strengthen criteria.

Each application should be reviewed independently and carefully.

PLAYING UP

Players may play for a team of a **higher age category**. If you think your child's ability would allow them to play better in a different age group, you can submit a request in writing to the registrar asking to have him/her moved up a level. This will be contingent upon approval of the HLMHA Board and Hockey Alberta.

Affiliate players must be approved first by coaches of both teams and the guardian of the child. The affiliate player's head coach must approve all request from the requesting coach for a player to play up.

Games

- Teams must be ready to start on time as indicated on the season schedule.
- Home teams designated must provide a trained volunteer time/scorekeeper for each game. It will be a parent **requirement** to work the penalty boxes and score booth.
- The timer/scorekeeper is responsible to submit completed game sheets to the appropriate slot in the ref room.
- Team Managers are responsible for ensuring that their coaches & players know the scheduled game and practice times during the season.
- Coaches and trainers are not allowed on the ice during games unless requested by the referee to assist an injured Player.
- All injuries must be reported immediately to the Vice President of HLMHA using the standard Hockey Canada Injury Report (Trainers and Team Managers should have these forms on hand at all games and practices.)
- It is a policy of the HLMHA to bump hands after each game, to promote fair play and good sportsmanship.
- Parent / Player games must be approved by the HLMHA Board. Parents must assume all risks and exonerate HLMHA of those risks. HLMHA Board of Directors must approve and **sanction** all tournaments and special events. Please request sanction at least 1 week prior to the event from the ice scheduler.

Parent & Minor Hockey Association Relationship

Role of the Local Minor Hockey Association

The mandate of HLMHA is to administer and promote the game of hockey within its' local community. This responsibility includes ensuring that all levels of competition and player ability are addressed. HLMHA is also responsible for ensuring an Executive Board is in place to administer all operations of the association. As well, it is responsible for ensuring the appropriate legal requirements are addressed with respect to registering under the Society's Act, having a constitution, providing financial reports, having insurance and registering with the provincial hockey body [Branch]. *The*

Relationship of Parent and the Local Minor Hockey Association.

Parents are encouraged to attend annual general meetings of the local HLMHA to become aware of how the association operates and the many opportunities available to support the players in their hockey development. HLMHA offers many options, on-ice and off-ice for parents to become involved with their child.

On-ice, parents can be involved as coaches, trainers and officials. The HLMHA will arrange clinics, if possible, so you can become familiar with Hockey Canada's Initiation Program, Coaching Programs, Safety Programs and Officiating Programs. These clinics will teach you the fundamentals to be an effective leader with the players. They will provide you with the tools to succeed in your volunteer position while enhancing the experience the players will have under your supervision. Through these sessions you will be able to find out the philosophy of the association, where to take any concerns that may arise, who will be working with your child, and the role of the parent in the association.

During your years ahead as a minor hockey parent there will be a variety of opportunities to support your child in their hockey development. **If concerns arise, please ensure to adhere to the codes of conduct, detailed in this handbook.**

Roles and Responsibilities

The success of these teams depends on its volunteers. Teamwork, respect and active participation are fundamental components of the Program. Each team will need volunteers such as Coach, Assistant Coach, Manager, and Safety Person, to assist in the operations of the team. There are also volunteer duties such as operating the score clock and filling out the score sheet during games and scrimmages. Roles of the volunteer positions may include (but not limited to) the following responsibilities:

Head Coach

<ul style="list-style-type: none"> • Develop and implement a seasonal hockey plan • Develop and implement drills for the players • Hold parent meetings for team decisions 	<p>Qualifications</p> <ul style="list-style-type: none"> • Activity Leader Respect in Sport ** (Beginning 2018-2019 season this is required updating every 4 years) • Criminal Record Check* • Coach 2
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Manager

<ul style="list-style-type: none"> • Act as a liaison between the coaching staff and parents. • Distribute practice and game schedules • Coordinate volunteer duties for games • Complete game sheets and provide copies to HLMHA Commissioner • Obtain any and all sanction forms for all special team functions 	<p>Qualifications</p> <ul style="list-style-type: none"> • Activity Leader Respect in Sport ** ** (Beginning 2018-2019 season this is required updating every 4 years) • Criminal Record Check*
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Assistant Coach and all On-Ice Assistants

<ul style="list-style-type: none"> • Develop and implement drills for the players as requested by coach • Assist the coach in completing his/her duties 	<p>Qualifications</p> <ul style="list-style-type: none"> • Activity Leader Respect in Sport ** ** (Beginning 2018-2019 season this is required updating every 4 years) • Criminal Record Check* • Coach 2 recommended not required
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Safety Person aka Trainer (Mandatory for each team)

<ul style="list-style-type: none"> • Examine arena and player equipment for safety, • Develop and disseminate emergency plan for injuries or emergencies • Assist injured players • Be available as needed 	<p>Qualifications</p> <ul style="list-style-type: none"> • Activity Leader Respect in Sport ** ** (Beginning 2018-2019 season this is required updating every 4 years) • Criminal Record Check* • Hockey Canada Safety Program***
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Parents

- **Respect in Sport Parent ** ** (Beginning 2018-2019 season this is required updating every 4 years)** **Respect in sport is required at registration. As per Hockey Alberta players are not considered registered until the course is complete. Course is completed online at <https://www.hockeyalberta.ca/members/respect-sport/>**

**Police Record Checks must be completed prior to the start of the hockey season*

*** Respect in Sport is not mandatory for Managers or Trainers, but is encouraged and good for life. Please refer to HLMH Vice President for more information. All coaches must complete RIS by Oct 1/2013 ***Hockey Canada Safety Program must be renewed every three years. Refer to HLMHA for clinics*

- Head Coaches will be approved by the HLMHA Coach Selection Committee
- Information about the selections will be kept in confidence by HLMHA Coach Selection Committee. All decisions made by the committee will be final.

Codes of Conduct

At the beginning of each hockey season team officials, parents and players are required to sign a Code of Conduct form to promote fair play and respect towards all participants, volunteers, and officials. By all signing HLMHA registration forms you have agreed to abide by all HLMHA codes of conduct. Please note that HLMHA is a zero tolerance organization.

If a problem arises with a coach or another parent, keep the confrontation out of the players and public eye. **Please keep in mind that HLMHA observes the 24hour cooling off period.** Should you have any concerns that are unable to be resolved please complete the Incident Report form and return it to the HLMHA board.

Tell your coach about any medical problems your child might have. If the player is injured in a game or practice, make sure you see a trainer or ask for an 'Accident Report' form which is kept in the first aid room. If your child is under a doctor's care, whether hockey related or not, you must provide the Coach with a note from the doctor verifying that the Player is fit before going back on the ice. Failure to do so could cancel your hockey insurance. All Forms must be returned to the association vice president.

Encourage your child to play by the rules, even if the opponents don't seem to be doing so. If your child is part of an incident involving severe infraction, such as deliberately injuring, swearing at, spitting at or bullying a teammate, ref, Coach or opposition Player, or an act of vandalism, the Coach will fill out an incident report. The report will then be given to the Executive for action.

CANADIAN HOCKEY ASSOCIATION RECOGNITION AND PREVENTION OF ABUSE POLICY

"It is the policy of HOCKEY CANADA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. HOCKEY CANADA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment. Abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. Harassment is behaviour, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed.

The use of alcoholic beverages, illegal drugs and smoking by team officials or players during a team or league function of the HLMHA is prohibited.

The use of pictures, video recorders including cell phones in Dressing Rooms is prohibited.

FAIR PLAY

Fair play is a universal concept that forms the foundation for all sport. Fair play does not change the rules of the game. Fair play goes far beyond scoring and winning, it is about the development of skills and character, on and off the ice, that

lead to a lifelong enjoyment of sport and recreation. Fair play allows all athletes the same opportunity to develop skills, the chance to display those skills in an atmosphere of respect, and to develop an appreciation for the efforts of all participants. All involved in the game must be proactive and a good role model in the promotion of the values of fair play. The following are coaches, officials, and league organizers.

PLAYERS

- I will play hockey because I want to, not just because others want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper – fighting and “mouthing off” are unacceptable • I will respect my opponents.
- I will do my best to be a true team player.
- I will respect all coaches and officials. I will accept their decisions.

PARENTS/ SPECTATORS

- I will not force my child to participate in hockey and remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will support all efforts to remove verbal and physical abuse from children’s hockey games.
- I will never verbally or socially slander and any member of HLMHA, officials, opponents or other spectators
- I will respect and show appreciation for the coaches, staff and board.
- I will respect the officials’ decisions and I will encourage participants to do the same.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and officials.

HLMHA Written and Cyber Bullying Policy

HLMHA is committed to prevent the bullying of participants. Written and Cyber Bullying is defined as harmful actions that are communicated via written or electronic media and are intended to embarrass, harm, or slander. Some examples for the bullying policy are:

Continually criticizing the target’s abilities.
Repeated insults or put downs of the target.
Threats of and actual physical violence towards the target.

Blaming the target for mistakes.
Denying or discounting the target’s accomplishments.

Discipline Policy

If an incident arises regarding a player, parent or official, information will be gathered from sources pertaining to the incident and reviewed by HLMHA Disciplinarian. The severity of the offence will be determined and the consequences applied.

Severity of Discipline

a. Mild (Reprimand to 2 week suspension)

This would be applied when it is a first offence which is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person reoffending.

b. Moderate (Minimum 3 week suspension)

This is for offences which are mild to moderate in severity. It would also be applied to individuals who have not accepted responsibility for their actions, show no remorse and the likelihood of re-offending is high.

c. Severe (Minimum 5 weeks to 3 years suspension)

This is for the more serious offences. An example could be physically threatening or assaulting another individual. Application of this type of discipline could be for individuals who have re-offended multiple times or have not accepted responsibility for their actions, show no remorse or are likely to re-offend.

Note: Should there be a need for RCMP involvement, all information will be passed to the local authorities.

SUSPENSIONS

The Association President shall review all score-sheets on a weekly basis, maintain a record of all major penalties and advise the Referee in Chief, Players and Coaches of any suspensions. Upon review HLMHA may also choose to add

additional suspensions to repeat offenders or depending on the severity of the penalty. *When an individual is suspended, they are suspended from all Minor Hockey activities. This includes attending other siblings games if they are a parent with other children playing hockey. It also includes refereeing games if they are a referee.*

Please note, when you sign your registration form you agree to all points in the Code of Conduct.