



High Level Minor Hockey New Parent Manual

Welcome to High Level Minor Hockey, the following document was prepared to help you understand the various aspects of HLMHA and the role that you play within it.

The HLMHA board consists of the following positions:

President, Past President, Vice President, Secretary, Treasurer and minimum of 4 directors.

The role of the board is to manage the hockey operations in accordance with Hockey Alberta recommended procedures, ensure a level of care by our user group within the facility, and to manage the financial obligations that go along with a hockey club.

Monthly board meetings and Annual General Meetings are open to the public. If you would like to know what is happening in HLMHA the website has our monthly meeting minutes, we also post information on our Facebook page and Website.

Volunteering

Volunteer positions consist but are not limited to the following;

Director of Hockey Operations, Ice Coordinator, Registrar, Disciplinarian, Equipment Manager, Fundraising Coordinator, Coaches, Managers and Trainers and all board positions.

HLMHA is a non-profit organization. The money we earn from registration fees and fundraisers throughout the year pays for facility rental, referees, Hockey Alberta fees, All Peace Hockey League fees, coaching clinics and courses, other clinics offered, and miscellaneous expenses.

Various fundraising activities take place throughout the year, it is important that you do your part to support the fundraisers. Proceeds from fundraisers directly affect our ability to keep registration costs as low as possible.

Volunteering will be the defining factor in your commitment to your team and this organization. If you are planning to sign up for hockey so that you can just drop your child off at practices and games, you will have a terrible hockey experience. Being a member of HLMHA means a commitment to being part of a team yourself, each parent group needs to work together throughout the season. The best seasons are the ones where the parent group works together. The list of volunteer obligations is as follows:

Team Staff – Coaches, managers and trainers.

During each game – score clock, game sheets and penalty box.

Tournaments – fundraising, score clock, game sheets, penalty box.

Registration

The registration information can be found in our “Policies and Procedures” on our website. *Before your child can attend practices or games HLMHA requires the following:*

Registration Documents are fully completed.

Each parent has reviewed and signed the Parent Code of Conduct. (This will be taken care of for the 2018-2019 season at the parents meeting)

Registration fees and all outstanding invoices be paid in full.

Respect in Sport be completed by one parent/guardian in the household. It is recommended that if another individual is responsible for a player's attendance they also take Respect in Sport. Renewal is every 4 years as of 2018-2019 season.

Your child has proper equipment based on Hockey Alberta minimum requirement.

Manager

Each team will have one manager assigned by a coach who will be responsible for booking games and tournaments, organizing help from the team, and communicating with the executive.

Coaching

HLMHA works with coaches to follow the Hockey Alberta coaching guide. As your child goes through the hockey system you may see a variety of coaching styles. In the Atom and above it is mandatory that you keep out of the dressing rooms before, during, and after games. Parent interruption hinders a coach's ability to communicate with their and create a team environment. Coaching from the stands is prohibited. Telling a child how to play hockey from the stands can sometimes go against what a coach is trying to teach from the bench. The coach will have the authority to discipline players within HLMHA guidelines. Encouraging your child to listen and engage in planned activities will greatly support the efforts of our volunteer coaches and create a positive team atmosphere.

On Ice Officials

Referees are an integral part of minor hockey. Having our coaches and parents yelling at referees will only discourage them from wanting to be a part of the game. We all make mistakes and we put young referees on the ice to learn about the game in situations that we feel they will be comfortable.

Due to pressures put on our referees from coaches and parents, there are fewer and fewer individuals that want to referee. There may be times where a local or surrounding area referee is not available. HLMHA receives a fine from the All Peace League if games are not played. Therefore, HLMHA requires each team Atom division and above to assign one parent to attend the referee course and act as an emergency referee in such instances. The referee course costs will be covered by HLMHA and will require someone who skates and has an idea of the rules of the game.

Phones, Camera's, or Recording Devices in Dressing Rooms

With the changing times of social media, and the ability for everything to be public in today's world, any photo taking or video recording in dressing rooms is prohibited. The use of all electronic/recording devices in dressing rooms is prohibited.

Practice Times

HLMHA chooses practice times based on age and recommended amount of practice required.

The coaches require each player to attend practice as they may be working on strategic or positional play and it is disruptive if one of the line mates is constantly missing. An early arrival is important as it allows players the time to dress and allows the coaches time to review practice drills or game strategy.

Communication

HLMHA uses our website as an all-encompassing resource for information. HLMHA has a Facebook page (High level North Stars) used on a regular basis to update members and inform on upcoming events within the association.

Teams may choose to utilize Team Snap as a tool for team communication.

It is important that we all take responsibility for the things that are said in social media. We need to protect our organization by reporting or removing negative or derogatory remarks. Anyone using these sites as a place to complain, negatively remark, slander, or cuss will be removed immediately and banned from using those services in the future.

The HLMHA social media policy applies to ALL social media being used within our groups.

Conflict Resolution

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 our members. If you are not sure how to help out, please do not hesitate to ask!

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.



Facility Care

HELMHA is a user of the arena and are responsible for keeping the facility in good shape. It is up to each parent and child to do their part to maintain the facility.

As per Town of High Level Arena User Guide;

All children 8 and under must be under direct supervision of an adult always throughout the facility.

Garbage being left in the common areas and dressing rooms. It is the responsibility of each of us to keep our facility clean and tidy.

Please refer to the "Conduct Management Manual" on the HELMA website for more information.