

TEAM MANAGER'S MANUAL

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The Team Manager is a central figure in creating the flow of communication — not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association (MHA), Commissioners, other teams, referees, officials, etc. Simplistically, a team is like a small business with the coach being the CEO and the manager being the CAO. Ultimately, the manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid Team Managers in the smooth operation of the team by discussing the need to delegate and by identifying key topics that the Team Manager will need to address. Numerous appendices including samples, templates and a glossary of terms are included to assist the Team Manager in pre-planning and organization.

Required certification as per SHA for the manager is Respect in Sport – Activity Leader. This certification can be obtained by visiting www.sha.respectgroupinc.com.

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I. Team Meetings

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team – for many this will be the first time they meet other players, parents and coaching staff. Ideally, the manager should be in place before the initial team meeting, which should also discuss the seasonal plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. There is much information to discuss at the beginning of the season, so it is up to the Team Manager to lead this meeting ensuring that the group stays on topic and does not exceed any time restrictions. Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. As well, have extra copies of any handouts or forms that need to be circulated to parents and players (such as Fair Play Codes – Appendix 1: Fair Play Codes). Having information in handout form for parents to take away will assist with the retaining of dates and details.

Once the First Parent Meeting has taken place, team meetings can be set based on the team's need and desire for more meetings. Many sub-committees will form following the first meeting as well. *Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone.* However, the Team Manager should be aware of or involved in the operations of these sub-committees and should pass along updates to the rest of the team. Should a volunteer not carry through with their tasks, this supervision and monitoring will ensure the problem is caught early on and dealt with based on team policy. *Many of the duties covered in this manual will actually be carried out by the parent volunteers and not directly by the Team Manager.*

A basic outline for the 'First Parent Meeting' is included in appendix two. Many of the topics listed in the outline will be discussed in more detail throughout the following sections of the manual. **Appendix 2: First Parent Meeting Outline**.

The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help. Not only will the Team Manager's stress levels decrease, but having parents take a hands-on approach with their child's team will increase communication among the parents. A strong parent base will make for a strong team. Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role.

Additionally, the manager will want to ensure that the volunteers (and players) are in a safe environment when performing their tasks. Meadow Lake Minor Hockey has a policy in place for criminal record checks. The Team Manager will need to collect any required criminal record checks.

Once committees and areas of responsibility have been determined, the Team Manager should circulate a schedule and a parents' contact / responsibility list to all parents. This could help resolve disputes later in the season, and helps direct information and ideas to the proper party. **Appendix 3: Parents' Contact & Responsibility List**.

If possible, it is a good idea to put someone new to a position with a veteran when creating the volunteer schedule. Further, for game volunteers or shift-work roles, a course of action should be discussed or distributed regarding whom the parent is to contact should they no longer be able to work one of their shifts – e.g. the parent may be responsible for swapping shifts or finding their own replacement. The Team Manager should be prepared on occasion to fill in when someone must cancel. If people are consistently not fulfilling their roles, the Manager will need to 'step in'.

Parent Volunteer positions may include:

- Treasurer
- Jersey Care
- Games Volunteers (time keepers, stats sheets, 50/50 ticket sellers)
- Team Safety Person
- Post-Ice Snacks
- Phone/Communication/Email list
- Tournament Committee / Tournament Finder
- Fundraising Coordinators
- Social / Events Committee (celebrations, photos, etc.)

III. Team Rules / Safety

The Team Manager and the coaching staff should discuss team rules and safety procedures at the beginning of the year with both the players and the parents (at the first parents' meeting). A copy of the rules should be signed by the coaches and circulated back to the team. The most important thing to remember when dealing with team rules is to be fair, progressive and consistent! Further, the Manger and team needs to keep in mind that when dealing with minor hockey most players have other activities/priorities along with hockey, so conflicts and absences are to be expected. The level of commitment will vary with age, level of the team, etc. When implementing rules, explain the significance of the rule to the team and the consequence for not abiding by it. When enforcing rules, everyone on the team must be treated equally or team unity will break down.

1. Code of Conduct

Having a set code of conduct will ensure consistency when dealing with any team issues that may arise. The Code of Conduct should be discussed as part of the expectations for parents and players during the first parent meeting, and a finalized copy should be distributed among all team members. It is a good practice to have parents and players sign a copy, showing that they are committed and will take responsibility for their actions should a dispute arise during the season. A Code of Conduct is for both the parent and player have been included as **Appendix 4 and 5.**

2. Disputes

There may come a time where a Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc. The Team Manager should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Manager are key. If a dispute cannot be resolved at the team level, the Team Manager should contact their Association for the appropriate next step.

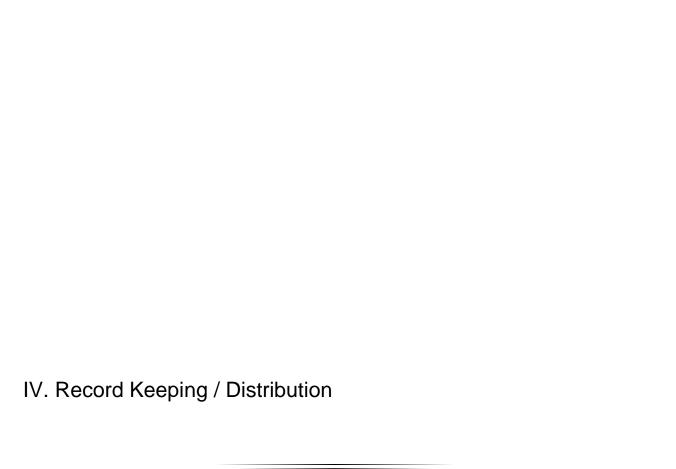
3. Equipment / Apparel

Game Jerseys. The Team Manager will be responsible for the care of the team jerseys. They will want to ensure that both home and away jerseys are present at all games. A volunteer position can be created to delegate this responsibility to a parent who will organize jerseys, collect them after games and wash them between games.

Water Bottles. Discuss what the water bottle policy will be at the beginning of the season. It is recommended that each player has his or her own water bottle that they bring to practices. A set of team water bottles will be used for games. The team manager can delegate the responsibility for cleaning and refilling.

Other Equipment (pucks, first aid kits, etc.). The team will be assigned equipment from the Association the Team Manager will need to discuss with the Association what the responsibilities of the team will be for caring for that equipment; then the Team Manager may be able to delegate some of these responsibilities to parents.

Dress Code. If applicable, the Team Manager should discuss the dress code with players and parents at the beginning of the year. Player's should be dressed in a respectful manner for games, but as a team you will want to consider issues such as cost, sponsors and relevance for your team. For example, if the team does a warm-up prior to games, the dress code may be tracksuits. The need for a dress code may vary based on age, competitive level, etc.



The Team Manager is the keeper of the Team's personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible. Documentation will have to be completed following all games as well, and it is a good idea to have extra forms on hand. The team manager will want to become familiar with hockey terminology and acronyms to aid in reading and filling out forms properly. **Appendix 6: Abbreviations & Acronyms**.

Documents to include in a binder:

- Roster
- Contact lists
- Player medical forms (in a confidential folder within the binder)
- Forms (game reports, injury reports)
- Schedules (practices, games and parent volunteers)
- Notices
- Arena information
- Committee updates
- Current financial information

1. Team Registration / Rosters

A roster should be given to the Coach from the Registrar once registration has been completed. While the coach should have a copy for each game, it is a good idea to have a spare in the Team Manager's records. Referees have the right to review the roster if any player disputes arise. Tournaments may also require this information. **Appendix 7: Roster**.

Any questions regarding registration should be directed to the Registrar or the President.

2. Contact Lists

Parents' Contact / Responsibility List. Having the parents' contact / responsibility list available can aid the Team Manager during disputes by acting as an outline for where responsibilities lie. Distribution of the list at the beginning of the season allows it to be used by other team members to contact the proper party with questions or ideas, without first having to direct everything through the Team Manager. Prior to distribution, the Manager will want to ensure that a team email protocol or process has been developed that is agreed to by everyone; this will help prevent negative comments and gossip. Appendix 3: Parents' Contact & Responsibility List

Team Contact List. The Team Contact list should be distributed at the beginning of the season to encourage open communication within the team. It is a good idea to have extras on hand for parents who have lost their copy or to be able to easily look up a player should they need to be contacted on short notice, for example: to track down why a player is late for a game.

If the Team Manager is approached by a scout or other individual requesting a team list, it is important that the Team Manager respect any privacy regulations. This is true when dealing with any form of personal information. When dealing with an information request, the Team Manager could reverse the situation. Have the scout provide their contact information which can then be passed along to the player that is being inquired about. The player and his or her family can then decide if they wish to contact the scout. **Appendix 9: Team Contact List**.

Association List. If an Association Contact List is not provided to the team at the beginning of the season it is a good idea as Team Manager to create one. Having this information readily available will make it easier to get any questions through to the appropriate person. **Appendix 10: Association Contact List**.

4. Medical Information

Each player / parent should fill out a medical information sheet. While it is important for coaches and staff to review this information, and be aware of any medical concerns, it is not likely they will remember every detail about every player. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable. Coaches also need to fill out the medical form. **Appendix 11: Player Medical Form**.

At the very least, the medical information form should include:

- Player's Health Care Number
- Doctor's name and contact information
- Emergency contact information
- Important medical conditions / allergies

The use of a team injury log provides the Team Manager or Safety Person with medical updates based on injuries that take place throughout the season, after medical forms have already been filled out. The log ensures that the most current information is available should the needs arise, as well, the log may detail how to manage current team injuries (for example, does an injury require taping prior to a game?) and act as a quick reference to injury reports that have been filed throughout the season. **Appendix 12: Injury Log**.

6. Practice / Game Schedules

The Team Manger, in coordination with the coach and the Association, should create and provide parents with a practice and game schedule at the beginning of the season; followed by monthly updates highlighting any alterations. If a change is made with short notice it is best to phone parents (use the parent volunteer phone tree if one is set up) rather than email to ensure the message has been received. **Appendix 17: Blank Calendar**.

7. Game Report

Following each game, the home team is required to submit the game sheet to the via email within 24 hours to the league representative. Before submitting a game report, it must first be signed by the referees and by both teams. Note that some Associations may only use a scorer's game sheet. **Appendix 18: Game Report**.

Game reports have multiple purposes:

- Evaluation for the seeding round
- Determine positions for playoffs
- Identify suspensions in the case of a major penalty
- Used for posting official standings (website)
- Report to media

V. Organizing Games

For a game to run smoothly and follow all regulations, the Team Manager must not only monitor what is happening during the game, (such as off-ice conduct), but they must put in time prior to each game to ensure all positions are staffed. Tasks can be divided in to pre-game, during game, and post game. **Appendix 19: Game Check List**. Please note that starting with the 2017-2018 season that for all exhibition games the manager must submit an **exhibition game application** form to SHA in advance of the game. This application can be completed and filed through the SHA website. Any financial transactions have likely been delegated to the team's treasurer.

1. Pre-Game

Prior to the game the Team Manager has many duties:

- Check dressing rooms and secure;
- Organize volunteers and train if necessary.
- This could include stats sheets, game clocks, selling 50/50 tickets, etc. **Appendix 20: Stats Sheet**.
- Volunteers need to be alerted to the schedule well in advance and there should be a policy in place that volunteers can use to fill their position if they have to cancel, for example: swapping shifts, contacting the Team Manager within a certain time frame, etc.

2. During the Game

During the game, the Team Manager's main role is supervision. This may include:

- Fill in for a volunteer parent if they need a break;
- Monitor off-ice conduct of players and parents;
- Frequently check that the dressing rooms have remained secure.

3. Post Game

The Team Manager's post game duties include:

- Ensure rink has been left in good condition (dressing rooms);
- Submit the game report to the League;

VI. Applying for Tournaments

At the beginning of the season the division as a whole may decide to host a home tournament. A committee consisting of parents from all teams taking part in the tournament should be formed to

handle the organization of the home tournament. Discussions with the division commissioner should also take place to schedule ice.

Before deciding to attend a tournament, the team should consider the following issues:

Time Restrictions

- -What dates work for the team?
- -Will the tournament fit into the team's regular schedule?
- -When do fees need to be paid?

Costs

- -What funds would have to be raised?
- -Travel (transportation, permits)
- -Entrance fee

Competition

-Will the tournament present the team with the right level of challenge?

Format

- -What will the set-up be: how many games, round robin, play-offs, overtime, etc.?
- -How many games is the team guaranteed?
- -What is the set-up? Any unique rules?
- -Is same day travel an option or is accommodation required?

Other

- -Is there adequate accommodation nearby?
- -What other activities are available to teams during down time?
- -What prizes/extras does the team receive?
- -Does a team roster need to be sent or any other documents?

Whether for games, tournaments, or events, the Team Manager will have to be aware of issues surrounding team travel. The parent's are responsible for ensuring their child is on time, and team rules will likely be in place for those that arrive late for games and practices. However, there are many situations that can require more attention to travel plans, for example: traveling as a group on a bus, traveling to a tournament outside of the team's area, overnight travel, etc.

Travel should be included in the discussion of extra games / tournaments that takes place during the first parent meeting. The team will need to come to an agreement on what means the team will use to travel and how extra costs, such as hotels, gas and meals will be paid for – whether by parents or through fundraising. Prior to team travel the Team Manager should determine if any of the following issues are applicable to their team.

1. Travel Permits

Permits will be required for a team to play in games or tournaments <u>outside</u> of the province. If required, permits can usually be obtained in advance from SHA. **Appendix 21: Travel Permit Sample**.

2. Equipment

Due to space, players and parents traveling with the team may need to be given luggage restrictions. The Team Manager will need to ensure that the method of travel has adequate storage for the players' hockey equipment. Also, the Manager should inquire/confirm with the hotel regarding equipment storage, including size, cost, etc.

4. Accommodation / Meals

If the team is traveling to a destination that will require an overnight stay, or meals, the Team Manager will need to book space in advance so that hotels and restaurants will be prepared to accommodate a large group. The Team Manager will also want to familiarize him or herself with any players' allergies and notify the kitchen if a team meal is prepared.

5. Costs

How is the travel being funded? This should be decided prior to committing to any travel arrangements.

6. Arena Maps

If the destination is not familiar to the team, it is a good idea to print off an arena map and contact information prior to heading out.

VIII. Team Finances

The Team Manager is also responsible for the team's finances; however, it is a good idea to appoint a Team Treasurer so that one individual is able to focus on this important area. The Team Treasurer is responsible for collecting, banking and distribution of all funds. It is important to identify a qualified Treasurer as the need for proper budgeting and accurate and timely reports are essential.

1. Budgeting

Budgeting issues should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional cost to the team and then, how the necessary funds will be raised and distributed. Various budget spreadsheets are provided in the appendix to aid in number crunching. **Appendix 22: Budget**.

Expenses. There are numerous expenses that the team should be aware of when budgeting. It is a good idea to provide a small cushion in the funds should something unexpected arise.

- Games / practices
- Events / tournaments
- General operations
- Miscellaneous payments

Income. In most cases, it is up to the team to raise their own funds. Fundraising efforts should be determined on need and parents' commitment. Fundraising is discussed in more detail in section IX, Team Activities. Team members may also pay team fees; it is the responsibility of the Manager to inform members of these fees, as well as collect them. At the beginning of the season there should be a clear outline of:

- How much the fees are
- What will be covered and will not be covered by the fees
- Payment options
- Deadline for paying the fees and consequences for late payments
- Who the fees must be paid to

2. Team Account

A team account will be provided by the Association at Innovation Credit Union with a starting balance of approximately \$40. This amount should also be left in the account at the end of the year.

When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated.

Checks and balances may include:

- Ensure that the account requires two signatures. Generally, the signature of the Treasurer and a parent. The two individuals (and any others that have signing authority) should not have a personal relationship or connection outside of the team. This separation of duties means that no single person is responsible for a transaction from start to finish.
- The Team Manager and the parents should receive a copy of the account's monthly statement and they have the right to ask financial questions at any time as it is their money in the account.

- Any unforeseen payments that arise should be discussed with the parents before any transaction takes place.
- Ensure receipts are obtained or a copy provided for all transactions that take place. In general, receipts should be numbered in order for easy tracking and should contain the following information:
- date of transaction;
- service rendered / purpose of payment;
- company owing payment;
- company receiving payment;
- signature of individual accepting payment;
- amount;
- form of payment.
- When writing a cheque, the description line should always be filled out; and, if one is available, write the invoice number on the cheque.
- Do not write cheques made out to cash

IX. Team Activities

The off-ice activities of the team can have a great impact on how a season unfolds. Some activities may be decided upon from the very start, such as fundraisers and team photos. Others may be more impromptu, such as team celebrations. Regardless of the goal, each activity is a great way to build team spirit. When organizing team activities note that some on-ice and off-ice activities need to receive approval from the Association as a sanctioned event to ensure insurance coverage.

1. Fundraisers

Almost every team will have to raise funds throughout the season. As a team, it is important to discuss what set costs and what extra costs the team will face throughout the year. The Team Manager needs to ensure the team's goals are reasonable and that the team has the ability and dedication to perform the chosen fundraising initiative. The team, except for "AA" teams will have the ability to sell the MLMHA discount cards. The team should decide on a per player basis the number of cards required to be sold and whether minimum participation levels are required/expected, etc.

2. Photos

Often photographers and photo sessions are organized by each team. The Team Manager will need to liaise with the photographer and pass the information on to the team.

3. Celebrations

Team celebrations, planned or impromptu, are a great way to increase team spirit. The Team Manager's role is to ensure that all team members are included in the event and that the team continues to act in a respectful and sportsman-like manner as long as they are representing the team in public. As well, if team funds have been committed to the event, the Team Manager or Treasurer will need to make any necessary payments. Other off-ice events for team building include Holiday parties, pizza parties, movies, bowling, gym training, swimming, etc.

Year End Wrap-Up Party. A year end wrap-up party is a great way to thank all the parent volunteers and coaching staff for their dedication and assistance throughout the year. The team may want to consider creating or purchasing a thank you card / gift for those volunteers that went above and beyond to help the team. A final financial report should be presented at the year end (should be done even if there is no planned party), along with any rebates to players, and the bank account should be closed. This brings final closure to the season.

X. COACHES' RESOURCES

1. 'Team Canada Skills of Gold' DVD Series

This series of DVDs encompasses the many skills, techniques and strategies that have become integral to playing the game of hockey at every level. This four-part series will build the foundation for the technical skills of skating, puck control, shooting and scoring and checking. As hockey players begin to refine and master the technical skills of the game they should be introduced to tactical and eventually team play components. To compliment this introductory four-part technical skills series Hockey Canada has produced a library of DVD's which teach and demonstrate the fundamentals of thinking the game, offensive and defensive tactics, team play and off ice preparation. The 'Team Canada Skills of Gold' DVD series comes in one bilingual package for \$79.95. The series of eight DVDs is available now at Hockey Canada's online store, Breakaway (www.hockeycanada.ca), or by calling 1-800-667-2242. A copy of these DVD's can be found in the Meadow Lake Minor Hockey office located in the Meadow Lake arena.

2. Hockey Canada Skills Development Coaching Manuals

By providing coaches with a curriculum based coaching manual, Hockey Canada is striving to make coaching more enjoyable and rewarding. The Hockey Canada Skills Development Coaching Manuals are user friendly, providing coaches with a teaching curriculum for practices throughout the hockey season. The objective behind the creation of the manuals was to ensure coaches had more time to focus on other areas of the player's development. The Hockey Canada Skills Development Coaching Manuals are meant to be a guide for the coach, allowing them the flexibility to make adjustments, if necessary, to meet the demands of their players and team. Eventually, from the direction provided in the manuals, coaches will gain the confidence and creativity to begin designing their own lesson plans. Each coaching manual comes complete with four sets of six lesson plans, each with its own goals and objectives. The lesson plans provide the coach with a progressive, fun-based approach to teaching fundamental skills. All drills are professionally illustrated and carefully detailed to assist the coach in understanding the concepts for each lesson. Included with the manual is a see-through folder, which allows the coach to only take the appropriate lesson plan on the ice. The manuals are available in the following editions:

Initiation
Atom
Peewee
Bantam
Midget
Half-Ice

Each manual cost \$34.95 and is available for order at Hockey Canada's online store, Breakaway (www.hockeycanada.ca), or by calling 1-800-667-2242.

Copies of these manuals can also be found in the Minor Hockey office located in the Meadow Lake Arena.

3. Coach Mentorship Program

Contact a Board member if you are interested in this program.

XI. Summary

The Team Manager's role is crucial to the successful operation of the team's season. The Manager acts as a central source of communication by implementing a strong communication philosophy between themselves, the coach, parents, players and all participants. Both the ability to work well with a variety of people and the ability to maintain a fair and consistent outlook are strong managerial attributes that will help to maintain communication between all members throughout the season. While the Team Manager's role is one of in-depth involvement – from safety planning to financial planning to reporter to event organizer – there is no reason to become overwhelmed. The team is there to support and, through delegation, a 'divide and conquer' approach can be extremely efficient. Focus on the primary roles of organizing, planning and overseeing, take advantage of all available materials, such as the appendices and websites listed in this manual, and the season can be a successful one.

Appendix 1. Fair Play Codes

Players

- * I will play hockey because I want to, not just because others or coaches 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" can spoil the activity for everybody.
- * I will respect my opponents.
- * I will do my best to be a true team player.
- * I will remember that winning isn't everything that having fun, improving skills, making friends and doing my best is also important.
- * I will acknowledge all good plays/performances those of my team and of my opponents.
- * I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Parents/Guardians

- * I will not force my child to participate in hockey.
- * I will 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 conflicts without resorting to hostility or violence.
- * I will teach my child that doing one's best is more important than winning so that my child will never feel defeated by the outcome of the game.
- * I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- * I will not ridicule or yell at my child for making a mistake or losing a game.
- * I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- * I will never question the official's judgment or honesty in public.
- * I will support all efforts to remove verbal and physical abuse from children's hockey games.
- * I will keep any negative comments about players, volunteers, coaches, managers, officials, etc. to myself or discuss them in a rational manner with a board member, manager or coach as needed.
- * I will respect and show appreciation for the volunteer Coaches who give their time to coach hockey for my child.

Spectators

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

Coaches

- * I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- * I will teach my players to play fairly and to respect the rules, officials and opponents.
- * I will ensure that all players get equal instruction, support and playing time.
- * I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- * I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- * I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
- * I will obtain proper training and continue to upgrade my coaching skills.
- * I will work in cooperation with officials for the benefit of the game.

Appendix 2. Sample Agenda for Parent Meeting at beginning of season

Parent Meeting Agenda Age Group xxx – Team xxx September xx, 20xx

- 1. Welcome and introductions (5 10 minutes)
 - -Introduce yourself (manager), coach, assistant coaches, trainer, etc.
 - -Give a brief explanation of the importance and purpose of the meeting.
- 2. Coaching Overview (10 minutes)
 - -Have the Coach provide information on the goals and objectives for the season and his credentials and philosophy.
- 3. Details of Program/Expectation for Players (10 20 minutes)
 - -With the Coach, present specific information on the operation of your hockey program.
 - -Discuss expectations of the player (and parents)
 - -"Fair Play" definitions
 - Time commitment
 - Respect for themselves, all players (own and opposition), referees, officials, parents, etc.
 - -Expected conduct games, practices, locker room, events
 - Discipline
 - -Let parents participate in deciding rules of parent conduct at games, team functions, etc.
- 4. Budget (15 minutes)
 - Outline expected costs
 - Initiate fundraising discussions will there be a fundraiser or will each family make a contribution
 - Extra activities social events, photos, extra tournaments, etc.
- 5. Team Apparel (5 minutes)
 - Discuss dress code
 - Water bottle policy
- 6. Expectations of Parents/Volunteers (10 minutes)
 - Determine roles and responsibilities for parents (i.e. 50/50, jersey washing, etc.)
 - Determine how conflicts within the team are to be resolved (what is the procedures)
 - Determine rules for parents (e.g. no parents in dressing rooms, no coaching from the stands, etc.)
- 7. Questions (5 minutes)

Appendix 3. Parents' Contact and Responsibility List

Role	Name	Cell Phone	Email
	<u> </u>		

Appendix 4. Player Code of Conduct

Players shall recognize that coaches, managers and other team officials are placed in a position of "loco parentis" (acting as responsible and reasonable parents) by the Association. As such they are charged with controlling and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the Association. Players are, therefore, subject to **disciplinary action** at the team, league or Association level, should they exhibit behaviour that transgresses these guidelines/expectations.

Players shall:

- (a) comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards;
- (b) Protest unreasonable direction in a respectful, courteous fashion;
- (c) Comply with all Association, League, Saskatchewan Hockey Association, Hockey Alberta (if applicable) and Hockey Canada rules;
- (d) Demonstrate a positive attitude to the game, practice and learning in general;
- (e) Arrive for games, practice and other team functions at the time specified by the team;
- (f) Have all equipment (see policy# 6) maintained in good repair and ready for use prior to games and practice; returning any Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear;
- (g) Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity;
- (h) Demonstrate respect for coaches, game officials, teammates, opposing players/coaches and officials by refraining from profanity, verbal, physical or any other abuse (including physical gestures) at all times;
- (i) Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited and shall be subject to appropriate disciplinary action;
- (j) Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian);
- (k) Refrain from the use of; or associating with those (excluding parent(s) or guardian(s)) who use; alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity on or off the ice;
- (I) Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves Meadow Lake until its time of return. Further, any road trip is a fully functional team activity and behaviour in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

Appendix 5. Parent Code of Conduct

Parent/guardians and spectator responsibilities shall be centered on commitment and support.

- 1. Registering with MLMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on the team. Parent/guardians must be committed to their team from the beginning of the season until the completion of the team's hockey season.
- 2. Parent/guardians shall make every effort to ensure their child attends all practices, games and tournaments for the team and arrives at the time specified by the team. If a player cannot make a practice/game/tournament the manager or coach of the team must be informed with a valid reason. Invalid reasons can result in reprimand as decided by the coaches and manger of the team in consultation with the commissioner.
- 3. MLMHA will not tolerate inappropriate behaviour by Coaches, Managers, Assistants, Players, Parent/guardians, or fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.
- 4. Conduct of Spectators and Team Followers: Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Disciplinary Committee.
- 5. Complete any courses as required by SHA or appropriate league.
- 6. One parent/guardian of each player **MUST** complete the <u>Respect in Sport parent</u> course starting with the 2014/2015 season. **Proof of completion must be presented at the time of registration** with the exception of initiation parents/guardians who will have until October 31. Failure to comply with this policy will result in the suspension of the player from ALL ice sessions until proof of completion has been received. The course can be found on either the SHA or Hockey Canada's website.
- 7. No person may question the decision of a coach or team officials or confront a coach or team officials before, during or after a game or practice if the intent of the conversation may lead to a volatile or confrontational situation. The persons involved must wait a <u>minimum</u> of 24 hours at the conclusion of the game or practice to address the situation. If the situation requires immediate attention, the Executive Committee shall be contacted to intervene.
- 8. Any parent/guardian/spectator ejected from a game for abuse or harassment must leave the arena. Failure to do so shall result in the RCMP being called. Any suspended person causing a disturbance at future games, while still under suspension shall be subject to further disciplinary action.
- 9. Remember hockey is for your child's enjoyment and any negative comments/complaints about MLMHA, board members, coaches, managers, assistants, players, and parents/guardians shall be kept to yourself (including posts to social media) or brought to the attention of a board member in writing.
- 10. Transgressions of the Code of Conduct shall be subject to discipline as determined by the Disciplinary Committee.

Appendix 6. Abbreviations & Acronyms

HC **Hockey Canada**

SHA Saskatchewan Hockey Association

MLMHA Meadow Lake Minor Hockey Association

BCH British Columbia Hockey

HA **Hockey Alberta** НМ **Hockey Manitoba** HN **Hockey North**

HNB Hockey New Brunswick

Hockey Newfoundland and Labrador HNL

HNO Hockey Northwestern Ontario HNS **Hockey Nova Scotia**

HPEI Hockey Prince Edward Island

Hockey Quebec IIHF International Ice Hockey Federation HQ

ODHA Ottawa District Hockey Association

OHF **Ontario Hockey Federation**

Ontario Women's Hockey Association OWHA **ADC** Athlete Development Committee

Canadian Association for Advancement of Women in Sport **CAAWS**

CAC Coaching Association of Canada CDM Canadian Development Model CHL Canadian Hockey League

HCRC Hockey Canada Regional Centre

HCSA Hockey Canada Skills Academy HDC Hockey Development Council

ICC International Coaches' Conference

Initiation Program IΡ

LTAD Long Term Athlete Development

Minor Hockey Association MHA

NCCP National Coaching Certification Program National Coach Mentorship Program NCMP

NHL National Hockey League

NSST National Skills Standards and Testing

NWT National Women's Team

RIC Referee in Chief

Score Sheets / Game Abbreviations

Centre С Α Assists

D DvP Defenseman Points Scored against Teams within Div

ΕN **Empty Net** F Forward FL FW Face-offs Won Face-offs lost **FWP** Percentage of Face-offs Won Goals or Goaltender G GP **GAA** Goals Against Average **Games Played**

Points Scored on Home Ice GW Game Winning Goal HmP

L Losses LW Left-wing

NO	Player Jersey Number	ODvP	Points Scored against Teams outside the Division
ОТ	Overtime	P/G	Average Points Scored per Game
PIM	Penalty Minutes	PK	Penalty Kill POS Player Position
PP	Power Play Goal	PPP	Points Scored while on the Power Play
PTS	Points	RdP	Points Scored on the Road
RW	Right-wing	S%	Shooting Percentage
SA	Shots Against	SH	Short Handed Goal
SHP	Points Scored while Short-hand	ded SO	Shutouts
SOGS	Shots on Goal	SV	Saves
SV%	Save Percentage	T	Ties
W	Wins		

BRANCH APPROVAL	SAFETY - Ple 5. salesy	4. Nameper	Ц	2. Asst. Coach	No.	Please circle	19.	18.	17.	15.	14.	13.	12.	10.	9.	æ .	6.	5.	<u>.</u>	'n		SUR	NOTE: Bantar	Provincial Play Pending verifical (not applicable to	Division (Midge	Team Name
PROVAL	SAFETY - Please complete this area even if listed as a Coach or Manager 5. Safety		,		SURNAME (please print)	Please circle Primary Contact																SURNAME (please print)	NOTE: Bantam & Higher Categories, Circle Goalle Number Below	Provincial Play-off Category (A, AA, etc.) Pending verification by Zone Registrar (not applicable for WWHA)	Division (Midget, Bantam Female, etc.)	
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Ď					1. TEAM OFFICIAL'S SIGNATURE	Awareness Program), S = Safety																1. PARENT'S / GUARDIAN'S SIGNATURE	urther information on	in we called outside out this information for the pa red by third parties. This it is associations is entire ing Yes or No next to y	sement with respect to	participants and is requi
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Appendix 8. Affiliations

- 1. MLMHA shall follow all SHA (see below) and league rules regarding player affiliations.
- 2. All player affiliations **MUST** be approved by the division commissioner <u>before</u> filing the form with SHA. Any conflict between the team manager and Commissioner shall be dealt with by the Board.
- 3. Any affiliated player **MUST** fulfill his/her responsibilities to his/her team before playing for the affiliated team.

6.06.01

- a) For all purposes of affiliation regulations, Female teams may only affiliate players registered on female teams and Male teams may only affiliate players on male teams.
- b) For a player to be affiliated they must be registered on a team.
- c) A team may have affiliated with it one team or nineteen (19) players from a lower tier or age classification of hockey. At all times, a player may only be affiliated with one team.
- d) A team cannot affiliate a team, or players from a team, that are registered in the same age classification within a league that they compete against.
- e) For teams categorized as AA, the players must reside in the sponsoring center of the team to be affiliated with, or must be registered in the sponsoring center of the team to be affiliated with.
- f) For teams categorized as A, B, C or D, the players must be registered in the sponsoring center of the team to be affiliated with or reside in one of the centers that make up the team and are registered in a lower age classification.
- g) For Midget AAA hockey, teams based in Saskatoon, Regina and Notre Dame, may only affiliate players from within their Minor Hockey Association. For other Midget AAA teams, they may affiliate from their Minor Hockey Association and six (6) players whose parents reside within a 160-km radius of their sponsoring center 130 Minor with the exception of any sponsoring center of another AAA team from their respective league.
- h) i) For Male Bantam AA hockey, teams based in Saskatoon and Regina may only affiliate players from within their Minor Hockey Association. For other Bantam AA teams, they may affiliate from their Minor Hockey Association and six (6) players whose parents reside nearest to the sponsoring center and also within a 120-km radius of their sponsoring center. If a player wishes to be AP'd to a AA team that is not their nearest AA center, they must obtain a release from all the AA centers that are closer to their residence than the center they wish to AP to.
- ii) For Male Midget AA hockey, teams based in Saskatoon and Regina may only affiliate players from within their Minor Hockey Association. For other Midget AA teams, they may affiliate from their Minor Hockey Association and six (6) players whose parents reside nearest to the sponsoring center and also within a 160-km radius of their sponsoring center. If a player wishes to be AP'd to a AA team that is not their nearest AA center, they must obtain a release from all the AA centers that are closer to their residence than the center they wish to AP to.
- i) A, B,C and D centers who have two or more Initiation Program teams registered, may affiliate players from one another for tournament and exhibition games only. The affiliate players may only be used if a team is unable to ice a team of eleven players. When affiliate players are used, the total on the team cannot exceed eleven (11) players.
- j) In all categories of hockey, players must be notified of the intent to affiliate them. In Minor Hockey, the player's parents and the player's coach must be notified of the intent to affiliate them. 6.06.02 The names of affiliated teams and/or players must be filed with the General Manager prior to using an affiliate player(s). Additions and deletions can be made to the affiliation list up to January 10th once the affiliation form is filed.

6.06.03

- a) i) Players registered on, of affiliated to, Midget AAA or Male Bantam AA categorized teams, shall be restricted to playing 131 Minor only ten (10) games as an affiliate all season until the team they are registered with has completed their season, upon which time they may play the remainder of the season with their affiliate team (this does not include tournament or exhibition games).
- ii) Permanent affiliates are not permitted and are defined as a player who is registered on a team of a lower category or age classification for the sole purpose of being available to the team he is affiliated to on a full-time basis. iii) Goalkeepers are only charged with a game when they actually participate in the game. b) For players not registered on Midget AAA or Bantam AA categorized teams, or affiliated to teams categorized as Midget AAA or Bantam AA, the number of games shall be unlimited.

6.06.04

The official scorer shall request that all affiliated players, or players playing up, who are dressed for the game be designated on the game sheet by the use of the symbol "A.P." after their name.

Appendix 9. Team Contact List

Coach: Asst. Coach Asst. Coach Manager: First Name Last Name Address TEAM CONTACT LIST Team / Year Phone: Phone: Phone: Phone: Phone # Cell # DD/MM/YY ë ë ë ë € € € € Guardian #1 / Relation 1 Guardian #2 / Relation Email: Email: Email: Email: Email Address



Appendix 10. Association Contact List

President - MLMHA: Richard Temple

Contact Info: 306-236-7366

Email Address: richard.robwel@sasktel.net

Vice President - MLMHA: Jolene Senger

Contact Info: 306-236-8596

Email Address: jolenesenger@hotmail.com

Secretary - MLMHA: Jeannie Kwasniuk Contact Info: 306-304-7422 / 306-236-2697 Email Address: jeanniekwasniuk@hotmail.com

Treasurer - MLMHA: Amanda Gutek

Contact Info: 306-304-1574

Email Address: amanda.gutek@investorsgroup.com

Commissioner Initiation: Amanda Dufresne

Contact Info: 306-240-5818

Email Address: amanda.dufresne@nwsd.ca

Commissioner Novice: Jolene Siklenka

Contact Info: 306-240-8822

Email Address: jolene.siklenka@gmail.com

Commissioner Atom: Jace Anderson

Contact Info: 306-236-4933

Email Address: christie jace@sasktel.net

Commissioner Peewee: Jolene Senger

Contact Info: 306-236-8596

Email Address: jolenesenger@hotmail.com

Commissioner Bantam: Cherie Ludwig

Contact Info: 306-240-8855

Email Address: ecceludwig@sasktel.net

Commissioner Midget: Tamara Schwartz

Contact Info: 306-304-2434

Email Address: tamaraschwartz2015@gmail.com

Commissioner AA Midget: Trevor Finlay

Contact Info: 306-235-7875

Email Address: finlay5@littleloon.ca

Commissioner Female: Loretta King

Contact Info: 306-304-7455

Email Address: reddaking11@gmail.com

Director of Hockey Development: Clay DeBray

Contact Info: 306-941-9766

Email Address: claydebray@hotmail.com

Web Editting: Angela Ellis Contact Info: 306-240-9709

Email Address: angdellis@gmail.com

Appendix 11. Player Medical Form

Name					
Addre			Door	-10	de.
	Provir hone:	ice:	Post	al Coo	de:
Генер	none.	_()			
Date	of Birt	h: Day:	Mont	h:	Year:
Provi	ncial F	lealth #:			
Mothe	er's Na	ame	Hom	e Pho	one: ()
			Wor	k Phor	ne: ()
Fathe	r's Na	me		e Pho	\ /
			Worl	k Pho	one: ()
		ontact in case of accident or emerg			not available:
Name			Phor	ne:	()
Addre	SS:				
Docto	r's Na	me:	Phor	ne:	()
Denti	st's Na	ime:	Phor	ne:	()
YES	NO	the appropriate response below pertai	YES	NO	
		Previous history of concussions			Diabetic
		Fainting episodes during exercise			Medication
		Epileptic			Allergies
		Wears glasses			Wears a medic alert bracelet or necklace
		Are lenses shatterproof?			Surgery in the last year
		Wears contact lenses			Has been in hospital in last year
		Wears dental appliance			Presently injured
		Hearing problem			Has had injuries requiring medical attention in the past year
		Asthma			Has had an illness lasting more than a week the past year
		Trouble breathing during exercise			Has a health problem that would interfere with participation on a hockey team
		Heart condition			
Dloor	n airea	totails below if you previously "Ve-" to	ny of the above	itomo	Lies congrate chapt if passesses
riease	give	details below if you answered "Yes" to a	iny or the above	nems.	s. Use separate sneet if necessary.

Medications:	
Allergies:	
Medical Conditions:	
Recent Injuries:	
Last Tetanus Shot:	
Date of last complete physical exam:	
Any information not covered above:	
Any medical condition or injury problem should b program.	e checked by your physician before participating in a hockey
	e team management advised of any change in the above vent no one can be contacted, team management will take my child
	f to undertake examination investigation and necessary treatment of to appropriate people (coach, physician) as deemed necessary.
Date: Signature	of Parent of Guardian:





HOCKEY CANADA SAFETY PROGRAM Player / Team Injury Log

Safety Person:

Player/Team:

Safety	Initials				
lay form	Received				
Return to play form	Requested Received				
Hockey	Irjury Report Submitted				
Follow-up/	Recomendations				
Management	(re/ banaage/ rape)				
Injury	Description				
Name					
Date					

Note: This log should report, at minimum, each time;

A player is removed for the remainder of the game due to an injury sustained during play.
A player is injured during a practice whether on or off ice.
A player is forced to leave a game or practice for unknown medical reasons.
A player is injured during a hockey related event.

Note: If an injury requires medical referral and/or hospitalization, complete and submit a Hockey Canada Injury Report.



HOCKEY CANADA INJURY REPORT



CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE. DATE OF INJURY: See reverse for mailing address INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator Forms must be filled out in full or form will be Birthdate: __/__/_ Sex: □ M □ F returned. This form must be completed for each case where an injury is Address: _ sustained by a player, spectator or any other Province: _____ Postal Code: ____ City / Town: person at a sanctioned Parent / Guardian: hockey activity DIVISION CATEGORY ☐ Initiation ☐ Novice ☐ Atom □ AAA □ A □ BB □ CC □ DD □ House ☐ Peewee ☐ Minor Junior ☐ Adult Rec. □ AA □ B □ C □ D □ E □ Major Junior □ Senior □ Other ☐ Bantam ☐ Midget ☐ Juvenile ☐ Junior **BODY PART INJURED** NATURE OF CONDITION □ Concussion □ Laceration □ Fracture □ Sprain
□ Strain □ Contusion Back ☐ Face ☐ Skull □Lower □ Dislocation □ Separation □ Internal Organ Injury ☐ Neck ☐ Upper ☐ Ribs ☐ Chest ☐ Eve Area ☐ Throat ☐ Dental Arm: ☐ Left ☐ Collarbone Leg: ☐ Left ☐ Knee ON-SITE CARE ☐ Right ☐ Elbow ☐ Hip ☐ Right ☐ Toe ☐ On-Site Care Only ☐ Refused Care ☐ Shoulder ☐ Hand/Finger □ Shin ☐ Groin □ Thigh ☐ Upper arm ☐ Forearm/Wrist □ Other ☐ Sent to Hospital by: ☐ Ambulance ☐ Car ☐ Foot INJURY CONDITIONS **CAUSE OF INJURY** Was the injured player in the correct league and level for their age group?

☐ Yes ☐ No ☐ Hit by Puck Name of arena / location: _ □ Collision with Boards Was this a sanctioned Hockey Canada activity? ☐ Non-Contact Injury ☐ Yes ☐ No □ Exhibition/Regular Season □ Period #2 ☐ Hit by Stick ☐ Collision on Open Ice □ Playoffs/Tournament □ Period #3 ☐ Collision with Opponent □ Practice Overtime: LOCATION ☐ Fall on Ice ☐ Try-outs □ Dry Land Training ☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone □ Checked from Behind ☐ Gradual Onset □ Other ☐ Behind the Net ☐ 3 ft. from Boards ☐ Spectator Area □ Collision with Net ☐ Parking Lot ■ Warm-up □ Other Sport ☐ Dressing Room ☐ Bench □ Fight Other: ☐ Period #1 Other: □ Blindsiding I hereby authorize any Health Care Facility. ADDITIONAL DESCRIBE HOW WEARING Physician, Dentist or other person who ha WHEN INJURED INFORMATION ACCIDENT HAPPENED attended or examined me/my child, to furnish Hockey Canada any and all information with ☐ Full Face Mask Has the player sustained this injury respect to any illness or injury, medical history, before? ☐ Yes ☐ No ☐ Intra-Oral Mouth Guard consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo ☐ Half Face Shield/Visor If "Yes" how long ago □ Throat Protector static/electronic copy of this authorization shall be Was a penalty called as a result of the incident? ☐ Yes ☐ No ☐ Helmet/No Face Shield considered as effective and valid as the original. □ No Helmet/No Face Shield Signed: _ Estimated absence from hockey? ☐ Short Gloves ☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks nt/Guardian if under 18 years of age) □ Long Gloves Date: Branch TEAM INFORMATION HEALTH INSURANCE INFORMATION APPROVAL THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED (To be completed by a Team Official) ☐ Employed Part-time □ Unemployed ☐ Full-Time Student Association: Employer (If minor, list parent's employer): _ Team Name: Do you have provincial health coverage? ☐ Yes ☐ No Province: Team Official (Print): , 2. Do you have other insurance? ☐ Yes ☐ No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.) Team Official Position: Has a claim been submitted? ☐ Yes ☐ No Signature: _ (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)

Make Claim Payable To: ☐ Injured Person ☐ Parent ☐ Team ☐ Other:



HOCKEY CANADA INJURY REPORT



ysician:			Add	fress:		Tel:	: (,)
ame of Hospital / Clinic:								
ature of Injury:					71001000.			
					Date Of Fil	t will be totally dis		
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					Is the in	jury permanent ai	nd	irrecoverable? ☐ No ☐ Yes
ve the details of injury (degre							_	
ognosis for recovery:								
d any disease or previous inju	ury contribute to the	current injury?		No ☐ Yes (descri	be):		_	
as the claimant hospitalized?	No □Yes (g	ive hospital nam	ne,	address and date a	Imitted):			
ames and addresses of other	physicians or surge	ons, if any, who	att	ended claimant:				
ertify that the above informat	tion is correct and t	o the best of my	/ kn	nowledge,			_	
gned:			D	ate:				
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ENTIST STATEMEN		et	Ī	UNIQUE NO. SPEC.	PATIENT'S OFFICE	AL ACCOUNT NO.		
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Address							ı	
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OD DENTIST HEE ONLY FOR	ADDITIONAL INFO	MATION	Г	LUNDEBSTAND THAT	THE FEEG LIGHER	IN THE CLAIM M	140	NOT BE COVERED BY OR MAY
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			Ŀ	SIGNATURE OF (PATI	ENT/GUARDIAN)	OFFICE VER	di F	ICATION
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DAY / MO. / YR.	PROCEDURE	CODE		TOOTH SURFACE	DENIISI S FEE	LAB CHARGE	_	IOIAL CHARGE
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Form available on SHA website.

Appendix 17. Blank Calendar

		NOTES:
	Sunday	MONTH:
	Monday	IH:
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	

Appendix 18. Game Report

SASKATCHEWAN HOCKEY ASSOCIATION OFFICIAL'S GAME REPORT

Please Print OF	FICIAL'S GAME	REPORT	
(Official making Report)	(Telephone)		
Name:		(C)	
Sign:	Date:	` /	
Name of Offender:	Team & 1	Number	
Game Played at Home Team	Date:	Т	-
Division: Minor Senior		Female	
Classification: (Midget, Bantam, Pee Wee, etc.)			
Category: (AAA, AA, A, B, C, Tier II, Recreation,	etc.)	League:	
Type of Game: Exhibition To	urnament	SHA Playoff	League
Time of Penalty:Period:P	enalty:		Rule Reference:
Time of Penalty: Period: P Referees: & Linesmen: &			
Description of Incident: (Explain in detail what	t took place prior to	at the time of and	following the incident)
		,	,
			-
			

To report to SHA (Exhibition, Tournament, Provincial games): Go to SHA website and file on-line or fax Report and Game Sheet to 306-789-6112 (Attn: Manager, Officiating) by noon the following day.

To report to League President (League games): Email, fax, or phone by noon the next day and mail game sheet & report within 24 hours to League President.

For Rules 9.6 (Physical Harassment of Officials) and 9.7 (Spitting involving an official), copies of the Game Sheet & Game Report are to be emailed or faxed AND mailed to the SHA Office (Attn: Manager, Officiating) regardless of the type of game (League, Exhibition, Tournament, Provincial).

Appendix 19. Game Check List

	Game Check List	
Pre-Game		
☐ Ice Rented		
lce Paid for	Cheque Number:	
Officials booked		
Officials fees	Cheque Number:	
☐ Volunteers lined up and trained		
	Game Clock:	
	Stats Sheet:	
	SO/SO TICKETS.	
	Concession:	
	Safety Person: Other:	
	Other:	
Dressing rooms checked and s	ecure	
Notes:		
Monitor off-ice conduct of player	ers and parents	
□ Monitor off-ice conduct of plays □ Check dressing rooms □ Check in with volunteers	ers and parents	
During Game ☐ Monitor off-ice conduct of plays ☐ Check dressing rooms ☐ Check in with volunteers Notes:	ers and parents	
☐ Monitor off-ice conduct of plays ☐ Check dressing rooms ☐ Check in with volunteers Notes:	ers and parents	
□ Monitor off-ice conduct of plays □ Check dressing rooms □ Check in with volunteers Notes: Post Game □ Pay officials □ Game Report signed by official	s and both teams	
□ Monitor off-ice conduct of plays □ Check dressing rooms □ Check in with volunteers Notes: Post Game □ Pay officials □ Game Report signed by official □ Game score reported (24 hours)	s and both teams s) Called in by:	
□ Monitor off-ice conduct of plays □ Check dressing rooms □ Check in with volunteers Notes: Post Game □ Pay officials □ Game Report signed by official □ Game score reported (24 hours)	s and both teams s) Called in by: Submitted by:	
□ Monitor off-ice conduct of plays □ Check dressing rooms □ Check in with volunteers Notes: Post Game □ Pay officials □ Game Report signed by official □ Game score reported (24 hours	s and both teams s) Called in by: Submitted by: Date mailed:	
□ Monitor off-ice conduct of plays □ Check dressing rooms □ Check in with volunteers Notes: Post Game □ Pay officials □ Game Report signed by official □ Game score reported (24 hours	s and both teams s) Called in by: Submitted by: Date mailed:	
	s and both teams s) Called in by: Submitted by: Date mailed:	
	s and both teams s) Called in by: Submitted by: Date mailed:	
Monitor off-ice conduct of player Check dressing rooms Check in with volunteers Notes: Post Game Pay officials Game Report signed by official Game score reported (24 hours) Game report submitted Rink left in good/clean condition	s and both teams s) Called in by: Submitted by: Date mailed:	

TEAM STATISTICS

TITLE:	 Form No.:				
GAME DATE:	GAME LOCATION:				
EVALUATED TEAM:	STATISTICIAN:				
OPPOSITION:					

NAME / PLAYER NO.	REMARKS		PER	TOTAL		
	Notes such as: # Power Play (PP) @ Short Handed (SH)	1	2	3	ОТ	
						0
						0
						0
						0
						0
						0
						0
						0
						0
		_	_			0
						0
		-				0
		+-	\vdash			0
						0
						0
						0
						0
						0
						0
						0
	TOTALS	0	0	0	0	0



SAMPLE COPY ONLY

TRAVEL PERMIT FOR TOURNAMENT / EXHIBITION GAMES (IN CANADA ONLY)

The (TEAM PARTICIPATING IN TOURNAMENT)	hockey team is hereby
Granted permission to participate in the	tournament / exhibition,
which has been sanctioned by the (HOST BRANCH – PROVINCE)	Hockey
Association under the Hockey Canada Regulations.	
Tournament dates: Start	
End	
This permission has been granted with the understanding that the regular league games, no team may participate in a tournament will signed Branch General Manager	
Date Received by Branch Office	-
PLESE COMPLETE THE FOLLOWING INFOIRETURNING YOUR SIGNED COPY OF YOUR THANK YOU	
CONTACT NAME:	
MAILING ADDRESS: Street/Box:	
City/Town:	Postal Code:
TELEPHONE: (Res) (Bus)	(Fax)
E-MAIL ADDRESS:	

Travel permits can be obtained **on-line** through the SHA website.

Instructions - Budget Sheets



Potential Sources of Revenue and Expenses

REVENUE

Parent Dues Tournament Revenue Fundraisers Sponsors Branch / Association

EXPENSES

Games / Practices
Officiating Fees
Rink / Ice Rentals
Equipment Rentals
Travel Costs

Events / Tournaments - Away
Tournament Fees
Event Fees
Travel Costs
Meals
Lodging

Events / Tournaments - Home Association Fees Officiating Fees Rink / Ice Rentals Equipment Rentals Prizes

General Operations

Meetings Communications Photos Team Events Meals Extra Rentals

With all budget sheets it is a good idea to save a copy of the original file. If a formula is altered, affecting the calculated outcome of a team sheet, the original will serve as a means of comparison.

All sheets are created in Excel with basic formulas already inserted. The sheets are not locked and can be altered to fit any team, or can simply be used as ideas if a team wishes to create/use their own budgeting sheets.

All templates are saved as part of the same file: 22b - Budget.xls. Select a worksheet by clicking on the corresponding tab at the bottom of the page; options: Year - Basic, Year - Breakdown, Monthly, and Trip.

Budget Sheet 1: Year - Basic

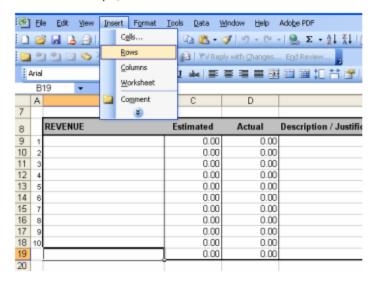
- 1. Fill in the team name by clicking on the cell with 'Team' and typing over it.
- 2. Enter the 'Period Covering'.
- Enter the 'Start Balance'. Can be any number (it is currently set at zero). To enter a negative number, type the minus sign before the number (e.g. -210). In a cell, negative numbers are shown in brackets to distinguish them from positive numbers (e.g. \$ 210.00 vs. \$ (210.00))
- 4. Revenue: enter all revenue.

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered in the 'Actual' column will automatically add up in the 'Total Revenue' space.

If another entry line is required, select a cell from the bottom row inside the revenue table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

In the below example, the new row will be added to the Revenue table.



5. Expenses: enter all expenses

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered in the 'Actual' column will automatically add up in the 'Total Expenses' space.

If another entry line is required, select a cell from the bottom row inside the expenses table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

End Balance: the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 2: Year - Breakdown

This sheet only alters from Budget Sheet 1: Year – Basic with regards to expenses. Various expense categories have already been created on this sheet to help the Team Manager better organize their expenses. Sub totals under each category will provide a more detailed visual of the team's cost breakdown. Category titles can be changed if so desired.

Steps 1 - 4: Same as Budget Sheet 1: Year - Basic.

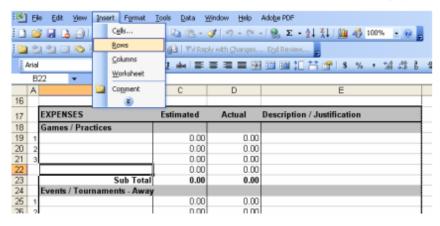
5. Expenses: enter all expenses

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered under the 'Actual' column for each category will automatically add up in the 'Sub Totals' space for that category. The 'Sub Totals' from each category will automatically add up in the 'Total Expenses' space.

If another entry line is required, select a cell from the row directly above the Sub-total line of the category that you wish to add to. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

In the below example, the new line will appear under the Games / Practices category.



End Balance: the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 3: Monthly

This sheet works similar to the above two sheets, only it is broken down even further for those Team Manager's looking for more detail. Along with breaking down the expenses into category, all revenues and expenses are broken down by month.

The row that list the months has been frozen so that this information will always appear at the top of the screen as one scrolls down. To eliminate this feature, under the "Window" menu, select "Unfreeze Panes".

Steps 1 -3: Same as Budget Sheet 1: Year - Basic.

Revenue: enter all revenue into the correct month. One item may have an entry under multiple months. This would all appear within the same row.

Amounts entered under each month will automatically add up in the 'Total Revenue' space for that month, with a yearly total appearing in the last column.

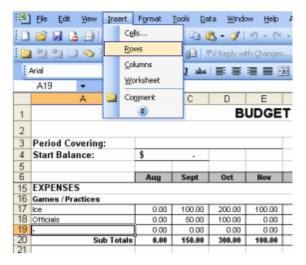
If another entry line is required, select a cell from the line directly above the 'Total Revenue' line within the revenue table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

5. Expenses: enter all expenses

Amounts entered under each month for each category will automatically add up in the 'Sub Totals' space for that month/category, with a yearly total appearing in the last column. The 'Sub Totals' from each category will automatically add up in the 'Total Expenses' spaces for each month, with a yearly total appearing in the last column.

If another entry line is required, select a cell from the row directly above the Sub-totals line of the category that you wish to add to. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed. *Always add the entire row, even if you will only enter data under one month.

In the below example, the new line will appear under the Games / Practices category.



End Balance: the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 4 - Trip

This sheet helps the Team Manager to budget and breakdown cost for a team trip. The worksheet only outlines the costs of the trip, not how the funds will be raised.

- 1. Fill in the team name by clicking on the cell with 'Team' and typing over it.
- 2. Enter the 'Period Covered / Event'.
- 3. Enter 'Target Trip Budget'. This is the amount the team would ideally allot to this event.
- 4. Enter costs.

Cells highlighted in grey are the areas that will affect calculations. These cells are currently set to show no cost. ('Cost per item' and 'Number Needed' should be set at a default of 0, and 'Time Frame' should be set at a default of 1 to ensure formulas work properly.)

Sub Total = cost per item x number needed Total = cost per item x number needed x time frame

The descriptive columns under 'Number Needed' and 'Time Frame' can contain any description desired as this non-numerical entry will not affect formulas, but is to provide clarification for the numbers entered.

Sample:

Sar	mpie:					··ra							
7					Actual T	rip Budget:	5	1,800.00					
8													
9													
10		Cost per Item		X Number Need		Needed	Sub Total		X Time		Frame TOTAL		IATO
11		Cost per item		^	Humber	Needed	Sub rotal		^	Time Frame		TOTAL	
12	Bus / Car Rentals	8	300.00	×	1	bus(es)	- \$	300.00	×	3	day(s)	5	900.00
13													
14													
	Gas	8	0.90	X	100	litre(s)	- \$	90.00	X	2	fills	5	180.00
16													
17													
	Hotels	\$	120.00	X	6	room(s)	\$	720.00	X	1	night(s)	\$	720.00
10												r	

5. Add a row.

Select 'Other 5' from the bottom row of the table. Under the 'Insert' menu select 'Rows'. A new row will be created above 'Other 5'. Because there is calculations that take place within the rows, formulas will need to be added to the Sub Total and Total cells of this row. The formulas used in these two cells are listed above.

Actual Trip Budget: the actual trip budget is automatically calculated from the data you entered (a sum of all the Totals).