



AA MANUAL

2017-2018

www.paminorhockey.ca

Introduction

The Prince Albert Hockey (PAH) provides an opportunity for hockey players in PeeWee, Bantam and Midget age levels to participate in the 'AA' hockey program. This level of hockey is intended for those players who desire to play at a more competitive level than is usually available at the Tier II (house league level).

This policy and guidelines document will be enhanced and distributed each year. It is intended to provide a framework for all 'AA' teams to operate within. Each team's coaching staff will establish their specific guidelines, which will be distributed at the first parent's meeting. This document is a supplement to the PAH constitution, playing rules and other supporting documents. It does not supersede PAH documents unless stated in the PAH documents.

1.0 Tryouts and Draft Procedure

Players must reside within PAH boundaries and have registered for minor hockey. Players can obtain a concession from the SHA allowing them to play on PAH teams. It would then go to the Board of Directors for approval or rejection. All players in the PeeWee to Midget age categories who wish to try out for any 'AA' team must pre-pay a nonrefundable fee of \$70.00 per player will be charged with a guarantee of three (3) ice sessions.

Only players who register for 'AA' tryouts will be eligible to be drafted to teams or become affiliate players of the teams. Unless there are extenuating circumstances and that would then be up to the discretion and approval of the PAH Board(example – broken leg, broken arm)

'AA' tryouts will begin in September for PeeWee, Bantam and Midget. **Times and names will be posted on the PAH Website. Times or teams will not be given out over the phone or from the Hockey Office.** It is the player's or parent's responsibility to check for their ice times.

All players registered with the AAA Midget Mintos as of midnight, the day prior to AA tryouts will be considered registered with 'AA' and will not have to pay the \$70.00 fee. All players at other camps not registered with PAH must apply to the PAH board for a concession to be eligible to play.

After the initial three ice sessions the number of players cut and the manner in which they are cut will be left up to the coaching staff. PAH recommends a meeting between the Coach, player and parent of player for the final cuts.

After the selection, and before final cuts are made, a meeting with the parents must be held outlining expectations and commitment required to play on a 'AA' team. A Prince Albert Hockey Board member must be in attendance. Teams have up to the day prior to the start of the drafting of the house league teams to finalize their roster.

2.0 Teams and Team Numbers

2.1 Team Names

The PeeWee developmental team is – **Genes Sports Knights**

The Bantam developmental team is - **Venice House Pirates**

The Midget developmental team is - **Dairy Queen Chill**

2.2 Team Numbers

The PeeWee team will have 17 players of which two are goaltenders. The Bantam will have a minimum of 17 to a maximum of 18 players of which two are goaltenders. The Midget will have a minimum of 17 players to a maximum of 19 players of which two are goaltenders.

2.3 Player Ice Time Equality 'AA'

- a) Players and Parents need to understand that at the AA level, expectations change. Players will continue to receive fair playing time, although due to game situations it may not be at all times equal.
- b) The Coaches have an expectation to play all players in situations to best ensure success for the player and the team.
- c) Injuries: If a player is injured during a game and sits out a few shifts, they should not expect to make up the missed shifts.

2.4 Affiliated Players

Players selected after initial tryouts, but not making the final team roster will be listed as affiliate players. Players may only be affiliated with one team.

Affiliated players are to be used when members of the team are unable to play only, and not to increase roster size. Failure to comply with this rule will result in the following coach suspensions:

First Offense: 3 game suspension
Second Offense: 30 day suspension

Each time an affiliated player is used for games, permission must be obtained from the player's coach prior to contacting the player.

Play on the 'AA' teams by an affiliated player should not interfere with the player's certified team play. An effort will be made by the affiliated player to participate in team practice when possible without interfering with their own team.

All 'AA' affiliated player lists must be received in the PAH Office October 6, 2017. Additions and deletions to these lists may be made until January 10, 2018.

3.0 Duties

3.1 Head Coach - The Head Coach may or may not be a Parent. PAH reserves the right to give preference to a non-parent coach.

- Appoints an assistant coach(es) and qualified trainer as approved by the Board of Directors.
- Will handle team manager duties until a manager is in place for the season, including representing the team at the Center Four/SBAAHL scheduling meeting.
- Appoints a team manager.
- Determines team schedule for the year.
- Responsible for team on ice activity including on ice supervision at all practices.
- Responsible for player development.
- Organizes, with the team manager, a parent's meeting after the draft/selection and before final cuts, to fully explain the 'AA' guidelines, team and parent expectations, and commitments required of players and parents. A member of the PAH Board must be in attendance.
- Will contact parents of players who the team wishes to affiliate to see if they agree to play.
- Will report team progress to the Tech Director/PAH Board on a regular basis.
- Will be prepared to bring in outside help to work with the team – i.e. power skating, goaltending, etc.
- Coaches are not allowed to smoke, chew or be under the influence of alcohol at any practice or game activity.
- Must contact coaches for use of AP players for games prior to contact of player.
- Players are responsible to the coaching staff while in the rink, during games, when involved in team activities and while out of town.
- Responsible for team manager, treasure(s), assistant coach(s) and trainer conduct.
- Will follow PAH rules, expectations, guidelines etc.
- Will have proper coaching levels or provide proof of working towards so that achieved by end of current season.

3.2 Team Manager

- Will be the sponsor contact.
- Appoints team treasurer(s).
- Ensures financial obligations are met. *There will be no outstanding bills from any team.*
- Will arrange fundraising endeavors.
- Is a required signing authority for all cheques, except where the cheque is made out to the manager, then two other team approved signatures are required. All cheques must have two signatures.
- Responsible for the purchase, maintenance and recovery of all team equipment.
- Will provide a monthly financial statement to parents and the PAH Office by the 15th of the month from October through April. For example December's due by January 15.
- Yearend financial statement to be submitted by May 31.
- Will chair all team meetings involving parents and/or team management. A minimum of one (1) team parent meeting is required monthly for PeeWee from October through April. The Bantam and Midget Teams require a minimum of one parent meeting every two months from October through April. The PAH Board are to be notified of the times and dates of these meetings, a board member must be in attendance.
- Arranges for team transportation and hotel accommodations.
- Arranges referees for non league games and cancels referees when a league game is cancelled or changed.
- Required to oversee all committees on the team – i.e. fundraising, tournament, etc.
- Will travel or arrange a designate to travel to all road games with the team.
- All out of province travel must be approved by the Technical Director prior to applying to SHA for a travel permit.

3.3 Prince Albert Hockey

- Will appoint head coaches and approve assistant coaches/trainers for all teams.
- Will supply numbered jerseys and take roll call for tryouts.
- Will oversee team tryouts and player selection process.
- Will oversee team operations by attending games and team parent meetings.
- Will meet with team management, parents or players to resolve conflicts.
- Will set up a meeting with the team managers and treasurers to discuss the set up of team books and allowable expenses upon request.
- The PAH Board or delegate will attend and represent all 'AA' teams at the Center Four/SBAAHL meetings.
- Will provide adequate ice time for: tryouts, one (1) exhibition game per team, four practice sessions, all league commitments, tournaments, SHA and league playoff games.
- Will provide to the referees a schedule of all league games.
- Will submit team certification forms and affiliated player lists to the SHA.

4.0 Player Responsibilities

Players are expected to attend ALL practices, team meetings and games. If they cannot attend a game or practice, the coach must be notified in advance. Players are expected to be on time for team functions and should be at the rink one hour before games.

Players are responsible to the coaching staff while in the rink, during games, when involved in team activities and while out of town.

Players must wear Helmets, Neck guards, as a minimum requirement at all practices.

Curfews set by team coaches must be adhered to. The purpose of these curfews is to ensure alertness while competing, and instill discipline.

Players are expected to act in a respectable manner when wearing team uniforms or jackets. You are responsible to your sponsor to show proper conduct. Team guidelines on dress code will be followed.

Players must maintain school attendance. It is their responsibility to inform the school ahead of time when absence is expected. Homework will be taken on the bus.

Players will be required to use team transportation unless prior approval for travel with the parents is made with the coaches.

Players on 'AA' teams are not allowed to participate in tournaments not associated with their 'AA' team, with the exception of Sask First Camp, Sask First Tournament and FSIN team Sask during the course of the current season.

Players are not allowed to smoke, drink or chew at any team activity.

PAH Abuse Policy will be followed and enforced. This includes all forms of abuse, harassment, bullying etc through such means as unwanted touching, intimidation, humiliation, hurtfulness, hazing, cyber/electronic etc. AA players are expected to adhere strictly to Social Media policies as set out by PA Hockey and the SHA at all times. The abuse policies can be located on the PAH website under the Coaches/Teams Tab .

**** NOTE** Cell phones are not allowed to be used in dressing rooms. Players using cell phones in the dressing rooms will be disciplined, up to and including indefinite suspension.**

5.0 Parent's Responsibilities

Parents are asked to encourage their player to participate in all team activities and support team concepts and team management as long as these concepts are not detrimental to the player.

They will be expected to contribute an equitable portion towards team finances and operation in whatever fundraising is proposed. All funds owed to teams must be paid in full by the end of the season or the player will not be allowed to register for hockey the following season.

Parents will be expected to assist at team games, tournaments and fundraising endeavors. Positive support is required at all team games. Please remember that AA hockey is not about how many games the team won, but about how the team is developing.

Parents should patronize the team sponsor as much as possible, but should not expect discounts and handouts.

6.0 Financial Responsibility

6.1 Prince Albert Hockey

- Will pay for ice for all league games including league playoffs and provincials.
- Will pay for referees for all league games including league playoffs and provincials.
- Will pay all SHA registration fees for players and coaching staff.
- SHA team registration fee.
- Center Four League and Bantam AA League registration fees.
- Provide four (4) practice ice sessions at no charge to teams.
- Provide one (1) exhibition game slot at no charge to teams.
- Provide loans for teams to use as startup funds.

6.2 Teams

- Each team runs with an average budget of \$60,000.00 per year for Peewee and \$100,000.00 Bantam and Midget.
- All practice ice other than that mentioned above is the team's responsibility.
- \$1000.00 tournament donation to PAH. This is in lieu of PAH fundraising which is done by house league teams. The PAH registration fee paid does not cover the cost of ice and referees for tournaments.
- Once 'AA' teams are set up and players are finalized the Peewee and Midget teams are to collect \$150.00 per player. The Bantam team is to collect \$350.00 per player(Affiliated players ARE NOT included) and

issue a cheque payable to Prince Albert Hockey by March 15 of the current season. This fee is to help PAH cover the extra costs associated with 'AA' teams(ice, referees, mileage etc).

- Two pairs of socks for the current season.
- Sweaters will not be given to the team as souvenirs. Unless teams are getting different jerseys and then it would be up to PAH board to decide if the old ones will be given out.
- Coaches expenses: up to three (3) rooms per night when overnight accommodations are required, a per diem of \$45.00 per 24 hour day for meals for a maximum of three (3) persons, a per diem of \$15.00 per single game for a maximum of three (3) persons. If the team pays for a coaches meal it will be deducted from the per diem. In instances where coach(s) personal vehicle is used mileage is paid, it shall be at a rate of .45 per km.
- Coaches Honorariums. Each team will be responsible for an honorarium for the coaching staff totaling \$5000.00 these will be paid out at the discretion of the coaching staff. Terms of payment will be mutually agreed upon in consultation with the team manager.
- Manager and Trainer Honorariums. An honorarium of \$500.00 per season for the trainer maximum of one (1). An honorarium of \$500.00 per season for the Manager to a maximum of one (1).
- Advertising Coordinator honorarium \$200.00 per season maximum of one(1).
- Tournament Coordinator honorarium \$1000.00 per season maximum of one(1).
- Team jackets for coaching and management staff.
- Team clothing may be purchased to a maximum of \$200.00. Team jackets will be determined by the coaches.
- Team meals are up to the discretion of each team.
- A loan of \$4000.00 maximum will be available from PAH as a startup fee at the beginning of each season for each team. This loan is to be repaid to PAH prior to March 15.
- Each team will be required to leave \$500.00 in the team account at the end of the season.

Any unpaid bills brought to the attention of PAH after the hockey season is finished will be the personal responsibility of the manager of the team for that year.

6.3 Parents

- A startup fee of will be required when the team is finalized. Team fees average between \$1500.00 - \$3000.00 per child sometimes more. Payment dates will be handed out at the parent meeting. Team fees do not include travel, hotel rooms. etc.
- Once team fundraisers are decided, all families are required to participate or contribute an equitable portion. Team fundraisers can reduce the overall costs of the team each year.
- Each player is to pay equally to team transportation and all team members are expected to use the bus. Bussing will be at the discretion of the coach of each team.

6.4 Sponsors

- Financial support requested is \$3000.00 per season.
- The team sponsor is to be invited to all major team functions and given recognition at the end of the season with a memento such as a plaque or something similar.
- The team manager and/or coach will contact the sponsor regularly to report on progress and activities of the team.

7.0 Tournaments

The tournaments have been set up for the following dates:

PeeWee	November 24– 26, 2017
Bantam	December 7 – 10, 2017
Midget	November 10 – 12, 2017

All parents are required to actively participate in the above fundraising tournament for the division their child is playing in.

The tournament sanctions will be applied for by PAH.

All teams will be restricted to three (3) plus their own fundraising tournament. Any additional tournaments must be approved by the PAH Board.

Any teams wishing to participate in an out of province tournament requires approval from the Technical Director after approval is received you can then apply online at Saskatchewan Hockey Association.

8.0 Dates

Tier I Tryouts	September 10-18
Certification Forms to Office	September 20-Bantam / September 28-Peewee and Midget
Affiliated Player Lists to Office	October 6
Game Sheets - Tournament And Exhibition	Handed in within 48 hours of completion
Financial Statements	By 15 th of each month for the previous month

9.0 Disputes

Any concerns parents or players have should be aired as follows:

1. 24 hour cool down period.
2. Discuss the situation with the team manager. If unresolved, contact the PAH Board Representative
3. All complaints to the PAH Board Representative must be in writing.
4. Be prepared to meet with PAH Board to discuss and finalize the situation. Do not let a situation go unresolved all season.

Phone Numbers and Web Sites

Prince Albert Hockey Office Phone and Fax 922-8844 763-3084
Email: pa.minorhockey@sasktel.net

PAMHA Web Site: www.paminorhockey.ca
Center Four Web Site: www.centrefourhockeyleague.ca
Bantam AA League www.sbaahl.ca
SHA Web Site: www.sha.sk.ca
Canadian Hockey www.hockeycanada.ca

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