



SOUTHEAST EDMONTON RECREATION ASSOCIATION

2017-18 COACH / MANAGER MANUAL



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

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SEERA Overview

SEERA oversees hockey operations in the South East of Edmonton for Hockey Edmonton. The board is made up of members from SEERA and from both operating areas, North SEERA and Millwoods Hockey. We operate four programs; Pee wee AA, Bantam A, Midget (all house league levels), Junior (one B team operated equally with South Side Athletic Club and two C teams). The Pee wee, Bantam and Midget teams are open to graduating players from both our hockey operating areas. Our Junior C teams include players from SEERA Midget as well as players from other areas of Edmonton. Our zone has close to 1500 players ranging in ages from 4 to 22 years old. With our program our goal is to instill Team Work, Integrity, Physical Fitness and Good Sportsmanship for all players. For our Junior aged players, we emphasize furthering their education, once they have completed grade school through our scholarship program.

What does SEERA do for you and your team?

- Creates teams so that players can participate in a fun and competitive environment
- Operates Pee wee AA, Bantam A, Midget, 2 Junior C teams and 1 Junior B
- Provides support to Millwoods Hockey and North SEERA Hockey
- Professional development opportunities for both coaches and players
- Evaluates coaches, players and programs for ways to improve our programs
- Provides uniforms (home and away), pucks, and first aid kits for individual teams
- Acquires and distributes ice from the Hockey Edmonton.
- Represents all coaches and players who play in Southeast Edmonton
- Operates an organizational website including individual team sites to use for communication
- Participates in bingos and casinos which help offset registration costs and provides an avenue for parents to work these functions to offset their registration fees.

What can you do for SEERA ?

- Volunteer! Without the help of volunteers, this organization would not be operational. Here are some ways you can help this organization:
 - Sit on the SEERA Board
 - Become a coach or manager
 - Work bingos or casinos
 - Assist with player evaluations at the beginning of the season
 - Get involved with your team
 - Provide fundraising or sponsor your team



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Primary Contacts

Southeast Edmonton Recreation Association – Mailing Address
P.O. Box 32152 RPO Millwoods
Edmonton, Alberta
T6K 4C2

SEERA Executive

PRESIDENT	Gerald Kruhlak	(780) 468-9148
VICE PRESIDENT	Jim Reed	(780) 270-1841
TREASURER	John Olafson	(780) 465-5029
SECRETARY	Vivianne Kruhlak	(780) 468-9148
ADMINISTRATOR/REGISTRAR	Kerri Bishop	(780) 461-6673
HOCKEY COMMISSIONER	Dave Kemp	(780) 717-9448
ASSISTANT COMMISSIONER	Brian Petkau	(780) 461-4808
ICE ALLOCATOR	Angie Mayer	(780) 450-0962
EQUIPMENT / APPAREL MANAGER	Joe Mauricio	(780) 468-4557
GAMING DIRECTOR	Steve Clare	(780) 463-2685
PERSONNEL / DEVELOPMENT	Tony Orsini	(780) 440-3901
COMMUNICATIONS	Dawn Maddison-Eddy	(780) 434-9860
PEEWEE DIRECTOR	Chris Taylor	(780) 466-9576
PEEWEE ASSISTANT DIRECTOR	Nicole Southwick	(780) 720-3145
BANTAM DIRECTOR	Doug Eastman	(780) 952-3547
BANTAM ASSISTANT DIRECTOR	Dean Marvin	(780) 465-7517
MIDGET DIRECTOR	Kevin Graham	(780) 466-7045
MIDGET ASSISTANT DIRECTOR	Grant Hammond	(780) 433-8929
JUNIOR C DIRECTOR	Mike Cousens	(780) 466-2427
ASSISTANT JUNIOR DIRECTOR	Richard Zacharias	
REFEREE-IN-CHIEF	Ron Oscroft	(780) 461-8259
NORTH SEERA PRESIDENT	Rob Sharp	(780) 915-5278
MILLWOODS PRESIDENT	Jim Reed	(780) 270-1841



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Coaches Guidelines

Parents' Meeting

Meeting Preparation

The parents' meeting is the most important meeting that you will run during the year. The reason for the importance is that it is your opportunity to:

- Communicate your goals and plan on how the team will be run during the up-coming season. Make sure that your goals are **reasonable**. Do not go into the season thinking you will be undefeated.
- Explain your coaching philosophy.
- Explain your discipline plan. Be **very clear** what you will do if a player is causing issues. Make sure the parents agree and it is recorded in the minutes. For more clarification see the "Good of the Game" agreement.
- Agree with the parent/player on the level of commitment. You need to discuss:
 - When to be at the rink prior to a game (no more than an hour prior to game time).
 - When to be at the rink prior to a practice.
 - Who to contact if you can't make a practice or game.
 - How much notice is required if they cannot attend.
- Put in place the **24 Hour Rule** and explain how it works
 - If a parent has an issue, please don't accost the Coach at the rink and have a 5-minute tirade in the lobby.
 - Take 24 hours to cool off and usually the problem will not seem as big as it did and can be dealt with in a mature and courteous manner.
- Get input from the parents as to what they would like to see this group accomplish
- Get volunteers for all positions that your team requires. (See "Conducting Your First Parent Meeting for More Details").
 - It is recommended that you pick your manager prior to the start of the meeting if possible. This person is crucial to the success of your team!
 - Make sure you do not leave the meeting without a parent liaison.



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Meeting Minutes

- Select either your manager or a parent to record minutes at the meeting.
- Make sure that all parents sign an attendance sheet.

Parent Meeting Topics

Things you will want to discuss at your Parents' Meeting:

1. Budget
 - Set an expected budget at this meeting that all parents agree to. A copy will need to be submitted to the SEERA Treasurer. Budgets exceeding \$10,000 will require SEERA Board approval prior to fundraising.
 -
2. Sponsorship
 - Recognition - Please ensure your sponsorship goes on the website by contacting the SEERA Communication Director.
 - Apparel - Sponsorship funds should not be spent on apparel unless approved by sponsor.
3. Collect Seed Money
 - Seed Money allows teams to have working capital. A rule of thumb should be \$50 or \$100 per player to start.
 - If the team has a positive variance at the end of the season the seed money or portion thereof is returned to the parent.
4. Fund Raising
 - Build a fundraising committee immediately after the budget is established.
5. Spending of funds
 - Work with your parent group and agree where funds are going to be spent. The parents have final say on this.
 - Things to discuss are:
 - Extra ice slots? (You can buy ice from the SEERA Ice Allocator)
 - Tournaments? How many if any?
 - Outdoor ice? (Check with Community Associations)
 - Team Building Functions
 - Year End Party



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Delegation

In order for your season to be successful, it is best that you get as many people involved as possible. Even though you are held accountable, sharing the load is good. Make sure that you delegate as much as possible to others, that way you can focus on the most important part, the players on the ice.

Equipment Suggestions

As a coach you should have the following:

- White boards - large, small
- Whistle
- Pylons
- Stopwatch (Optional)

Coaching Clinics

It is mandatory for all coaches to have the following qualifications prior to stepping behind the bench to coach a game or run a practice.

- Coach level
- Respect in Sport - Coach
- Safety

At least one member on your staff must the Safety Program and all team coaches must have Respect in Sport – Coach. If you require any of the listed qualifications, please visit the Hockey Edmonton website www.hockeyedmonton.ca to find out the next available course dates. SEERA will refund any dues upon successful completion of each course.



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Running Practices

Preparation

As a head coach you must be first and foremost **Prepared!!!!** Nothing puts players, parents and other coaches off more than a Coach that is not prepared for practice. When running a practice you should do the following:

- Focus on core skills. Expand depending on the level of players.
- Use your first ice time to assess where your Teams level of skill lies.
- Concentrate on skating to better assess what you will be able to implement in your upcoming practice ice times.
- Continue to assess the growth of your team throughout the year and expand your practice plans accordingly. Sometimes this may mean you might have to go backwards if players are not grasping concepts from previous plans.
- Do not hesitate to repeat a drill from practice to practice if it is helping your group with a skill.
- Ensure you put together a practice plan that utilizes the allotted time effectively.
- Try to spend as little time at the white board as possible.
- Have players arrive at the rink a little earlier and go over what you will be doing during that ice time so you only have to refresh while on the ice.

Always remember, ice is precious. Use it wisely.

On-Ice Goals

Set achievable goals for your players. They do not need to learn 5 different breakouts systems. They will most likely need work on their skating and puck handling.

SKILLS, SKILLS, SKILLS, these are what make great hockey players.

Drill Resources

Get your hands on as many drills you can. If you are struggling, then find another coach to help or contact the professional development director and he can help find you a mentor.

- Drill Draw
 - Each coach will be provided with a Drill Draw license. This is a great resource for building and sharing drills.
- Library
 - There are many drill books available at the public libraries.



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- Internet
 - Google hockey drills to see what is out there.
- Hockey Edmonton
 - Has a library of drills you can utilize throughout the season.
- Other coaches
 - Watch other practices. Use their drills or change to suit your needs. Other Coaches can be a huge help when looking for drills to help improve your Teams skills.

Goalies

DO NOT IGNORE YOUR GOALIES.

- It is very easy to forget they are at practice. Make sure they do not get neglected.
- All goalies should do skating drills.
- Find a goalie coach if you are not comfortable in this role. Talk to your parents and see if there is a parent who would like to work with your goalies.



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Game Sheets

When preparing for a league game it is your responsibility to ensure that a game sheet is accurately filled out for each game. Failure to do so can result in a suspension from Hockey Edmonton. Ways to make this easier for you:

- Make up roster stickers. It is a lot easier to apply a sticker instead of writing it for each game.
- Make sure that the date, arena, and Hockey Edmonton game number is on each game sheet.
- Time keeper should follow the standard abbreviations for penalties. A copy is included in the reference section in this manual.

Your cooperation, support, understanding, and input is required.

This will have several benefits which include:

1. More efficient Game Sheet Management.
2. Reduced time for Volunteers – Specifically our League Governors.
3. Improved accuracy of Game Sheet Input and Statistics.
4. Improved timeliness and accuracy of penalty tracking and suspension management.

Managers/Coaches are responsible to see that all:

- Player rosters are added to the league website prior to the season, including any affiliated players
- Players have the choice to have their names hidden on the Hockey Edmonton website, team managers should check the "Hide from Public" box on the player information page
- Game Sheets and referee incident reports, if any, are completely correctly and uploaded as PDF files into the league website.

Given that SEERA already uses a RAMP website, you can sync your league schedule, standings and statistics to your team microsite on your local association website by using the following process:

1. Login to your Association team website and click on the "SETTINGS" tab.
2. At the bottom of the page select from dropdowns our league "Hockey Edmonton", then the current season, division and team. Below this add your "Hockey Edmonton" User Name and Password provided above and click "Save Settings"
3. Once you click "Save Settings", go to the bottom of the page and if you already have added your roster to your Association team microsite, you can now select your players and move this player information to the League. This way you do not need to re-add information to the league that you have already added to your Association team microsite.



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You can now get automatic league schedule and statistics directly to your Association team microsite!!! Additionally, you can fill out league Game Sheet summaries from your Association login.

New Gamesheet Management Process

The "HOME" team, as shown on the website schedule, is responsible for inputting the gamesheet information into the website within 48 Hours of completion of that game. Once a Game Sheet has been inputted into the website by the HOME team it will be the responsibility of the VISITING team to verify the accuracy of the input. This will include reporting any errors in the note section of the game to advise HOME team. All Exhibition and Tournament games are to be input. If your opponent is a non-league team, you will only need to input penalties for your team. The game sheet and any Game Incident Reports must be uploaded, NO EXCEPTIONS.

The process for submitting Game Sheets to the Category Director and inputting them on the website are as follows:

1. *Any game that results in an Incident Report must also be emailed to the Category Director, in addition to being scanned and uploaded to the website, within the specified time period in the regulations (48 Hours). (All Game Sheets must be scanned in PDF format)*
2. Login to Hockey Edmonton using your Team Login Name and Password Provided.
3. From your Team Dashboard, select League Games from the menu. Select the Green Game Sheet button once you locate the game to be finalized.
4. Enter the Final Score and Total Penalty Minutes for each team prior to checking the Game is Finished box and clicking submit to save the score.
5. Click "Roster" tab. Check off players for both teams. Add affiliate players if required. Hit "Save Roster"
6. Click "Goals" Tab, Add "Home Goals" and "Visitor Goals."
7. Click "Penalties" tab. Add "Home Penalties" and "Visitor Penalties". Please ensure all Game Misconduct penalties are entered separately from the initial infraction.
8. Click "Upload Files" tab. **All Game Sheets and Game Incident Reports** are to be "Scanned" and uploaded to the website within the time frame identified by Hockey Edmonton (48 Hours). There are many free **"Scan to PDF"** apps for smartphones that you may want to use. These apps create files that are a reasonable size. FILE UPLOAD TAB Simply "Browse" your drive to select the scanned image (**PDF**) and then upload. Please ensure you select the type of upload as well (Game Sheet, Incident Report or Other). You can also supply any notes to the upload. You have completed your Game Sheet entry. Please go through the tabs one more time to ensure accuracy.



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9. Return to the "Final Score" tab and click submit.
10. The Visiting Team must Login to the website and verify the information. In the Games dropdown click "Verify". Check through the information that the Home team has entered for the game you are verifying to ensure it is correct. Review the Game Sheet summary added by the home team and ensure that it is accurate. If it is accurate, select "Verified" in the drop down menu and click "Update Verification Status". If you have found an error or the individual penalties or goals have not been input, check off "There are errors in the Game Sheet" and describe the errors in the "Your Notes" field.
11. The Category Director will review all games that show errors in the verification.

Game Sheet Management FAQ's

PLEASE READ and UNDERSTAND COMPLETELY!

- Game Sheets **MUST be input** into the website within **48 hours** of the game being completed.
- Game Sheets with an incident report **MUST be UPLOADED** on the website **IMMEDIATELY.**
- All Game Sheet uploads MUST be legible. PLEASE check the uploads/images/pdf files prior to uploading to ensure that the Category Director can read the information clearly.
- ALL game stats MUST be input in including all penalties and goals.
- REMEMBER that NO CHANGES can be made to a Game Sheet other than what is written on the game sheet. The only thing we VERIFY is that the input of the Game Sheet is "EXACTLY" how it appears on the original game sheet.
- Once you are satisfied that the game sheet has been fully entered, then click the "SUBMIT" box on the first tab of the game sheet entry.
- NEVER use any of the following characters when naming your game sheet file to be uploaded. These characters will result in a successful upload, however, when you click on the Game Sheet to view it then it will not open and an error message will result. The characters to be avoided are:
 - Tilde (~) Number sign (#) Percent (%) Ampersand (&) Asterisk (*) Braces { }
 - Backslash (\) Colon (:) Angle brackets (< >) Question mark (?) Slash (/) Plus sign (+) Pipe (|) Quotation mark (")
- As indicated, the Game Sheet Handling Process has changed to be more efficient for all. Our goal is to have 100% efficiency.

QUESTION: As a Category Director I have been asked to make some game stat corrections however it does not match the game sheet that was sent to me. Am I allowed to change the game stats once it has been signed by the referees? **ANSWER:** No one is able to add or change a game sheet except the Referee that called the game. The stats are only what the referee put down on the game sheet. Even the time keepers are not allowed to add an assist if the referee does not tell them when they provide a number. Stats always can only be what is on the game sheet.



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QUESTION: What do the Acronyms mean when entering a game sheet on the website

ANSWER:

EV – Even Strength

PP – Power Play

SH – Short Handed

PS – Penalty Shot

EN – Empty Net

GWG – Game Winning Goal

Association Support

Remember, you are the Head Coach of this team and are ultimately responsible for the development and wellbeing of these players while they are with you, both on and off the ice.

Please know that you have the support of your Category Director as well as the Development Director. We will endeavor to offer you as much help and support as possible throughout the season.

**At SEERA we emphasize
Education, Team Work, Integrity,
Physical Fitness, Good
Sportsmanship and the enjoyment
of the game**



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Coaches Calendar of Events

Contacting Players

Immediately after team selection

- All players are to be contacted within 1 day of team selection. This is important as players and parents are anxious to find out who they are playing with.

Parents' Meeting

To be run prior to Coach/Manager Meeting

- After contacting all players, please coordinate a Parents' Meeting. Please review the attached Coaches' Information Package if you are new to running this meeting.

Respect the Game Form

The Respect the Game Form is due before your first league or exhibition game.

Prior to stepping onto the ice for your first exhibition or league game, all players, coaches and parents must sign the good of the game form. Once all signatures have been obtained, return the completed form to your category director. Failure to have this document into your director by your first game will result in **suspension** of travel, special events and exhibition permits until submission. A copy is included in the reference section in this manual.

Hockey Edmonton Coaches Meeting

The usual Hockey Edmonton Coaches Managers meetings will be held this year. All city information will be passed along at this meeting and one representative from each team must be in attendance. Ice information and schedules will come through the ice allocators. Therefore, it is imperative that coaches and managers attend the local Coaches and Managers meetings.

Team Budgets

Team Budgets are due to the SEERA Treasurer no later than November 6.

- Team budgets are to be set at your Parents' Meeting, signed and agreed upon by all parents. Upon finalization of the budget it is to be forward to your SEERA Treasurer no later than November 6. Failure to have the complete documentation into the treasurer by that date may result in **suspension** of travel, special events and exhibition permits.



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Team sheets will be submitted to the registrar within 1 day of the completion of a category team selection. You will be contacted by your category director once the rosters are ready for pick-up. If you are planning any exhibition games, please let your category director know as a roster is required prior to playing any games.

Equipment Pick

Equipment pick-up will be available for pickup immediately after team selection. A deposit cheque is required in the amount of \$500 dated for April 15 of the following year. Please ensure that you get two sets of jerseys, socks, puck bags including a safety kit. Contact the Equipment Director.

Apparel

SEERA has an established line of apparel approved by the Executive. Only the items in our preferred line are acceptable if/when ordering Team apparel.

No substitutions are permitted unless prior approval by the Equipment Director!

SEERA will cover the cost of up to four coaches jackets per team (coaches are eligible every two years). Tracksuits will be subsidized to the amount of \$50.00 for the complete set or \$25.00 for either the jacket or pants (again up to four per team, every two years).

No changes to the SEERA crest (crested on the chest) are permitted when cresting onto the apparel. If Team/Player name or # wanted on apparel, it cannot be on the SEERA crest but is permitted on arms and back of apparel.

SEERA official supplier of apparel is:

MERO/LASER SCREEN
5615 94A Street NW
Edmonton, AB T6E 4Z1
780-468-6435
Order/price forms available at MERO

Team Pictures

SEERA has partnered with SDI and will be supplying each player with a memory mate and individual picture. Team pictures have been scheduled for November 25 & 26, 2017.



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Affiliation Agreement

Affiliation agreements are to be submitted to your category director no later than November 1.

All coaches are to have every player complete the included affiliation forms. They are to be back to your category director no later than October 30.

Bank Accounts

The SEERA Treasurer will arrange for the setup of each individual account. You are required to have two signing authorities per team account and arrange for those to people to go the bank to finalize the account setup. The Coach or spouse cannot be one of the signing authorities.

Financial Institution – **Servus Credit Union**

Location: 1004 Ellwood Road (91st just before Ellerslie Road) if you like/need to use a closer location you can do this BUT you still need to contact the Ellerslie branch to make the arrangements.

Branch Contact Information:

Geraldine Penaco	: 780-638-8584
Edward Kim	: 780-638-8583
Jae Kim – Branch Manager	: 780-638-8581

- Servus will provide up to 25 cheques on the initial request
- Servus will provide an ATM card for deposits only
- Servus kindly asks to please bring a copy of the parents meeting minutes listing the signing authorities.
- Name on the account can be SEERA 5__
- Referee fees for Peewee, Bantam and Midget will be deposited once your account has been opened. Team Manager or Treasurer can e-mail treasurer@seerahockey.ca the details.
- Servus does require some personal information to open a team account
- Vouchers if received for seed money can be deposited into your account – please contact treasurer@seerahockey.ca



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Playing Exhibition Games and Referee Assignment

Contact

If your team plans to play an exhibition game against another association and you are the host team, then it is your responsibility to get referees assigned for this game. To get referees assigned, please contact:

Ron Oscroft – SE Zone Referee in Chief

Phone: (780) 718-9298

E-mail: roscroft@telusplanet.net

Information Required

Please ensure you include the following information:

- Day, Date and Time (Use military time: i.e. 21:00 hrs)
- Arena
- Category (i.e. Novice) and Level (i.e. 2)

Assignment Rules

In order to ensure successful assignment, you must do the following:

- You must phone your request in at least **72 hours** before the game. If you don't there is no guarantee you will receive referees.
- If you need to cancel your referee request it must be done no later than **24 hours from game time**, otherwise you will pay for the referees.
- Scheduled game slots cannot be cancelled, an exhibition game must be played if teams cannot be replaced.
- Under **no circumstances** can you use referees from any other area or from outside Edmonton without permission. The coach will be suspended if the referees used on their ice were not obtained through these allocators.
- You must use our referee assignor as your first contact no matter where the game is to be played.
- If your game is longer than the standard league game playing time, please pay the referees accordingly. They will not officiate your 2-hour game for the same rate as a one-hour game. The referee will charge you accordingly, so pay it.

Referee Fees

Get receipts from every referee!!

SEERA will reimburse each team for their referee fees. It will be your responsibility to take enough money to pay each referee and collect a receipt from them. Receipts are to be submitted to the SEERA Treasurer at the end of each round. It is the responsibility of the team to cover any exhibition games referee fees. Rate schedule is included in the reference section in this manual.



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Team Manager

The duties of a Team Manager are to ensure that THE TEAM runs smoothly in all off-ice, organizational, and administrative tasks. It is a challenging position and a very important one. It relieves the Coaches and Assistant Coaches of the everyday functions of THE TEAM and allows them to concentrate on what they do best – coaching. The Head Coach is ultimately responsible for all TEAM Actions so you will report to them. A Coach, their spouse, or any other member of the coaching staff cannot fill this position.

Duties of a Team Manager

Operational Guidelines, Regulations and Policy Execution

A Team Manager must ensure that the Team operates under established policies, guidelines and regulations of SEERA including all rules established by the Team for the season (i.e. arrival times before games and practices, expected behavior, Team dress, etc.).

Parents' Meeting Preparation

The first team meeting should be held in the first couple weeks. Before the team/parent meetings, meet with the Coaching Staff to set out the Team goals, rules and expectations of the players and the parents. Work with your coach to:

- Select a venue. A home is a nice friendly environment if possible.
- Have the meeting agenda set out in writing so the parents will know how the meeting will progress. It might also be a good idea to have a survey of questions for them to answer. It would include the number of ice times expected for practice times, exhibition games, and tournaments to enter (in and out of town). Ask what they would like to do for fundraising, if any.
- At the meeting introduce the coaching staff and have them describe their qualifications to the parents. The parents may have questions for the Coaches. Ensure that everyone understands the plans for upcoming year. (See Figure 2: Conducting a Parent Meeting)

Running the Parents' Meeting

In many instances, the Head Coach has selected his Team Manager prior to the first Parents' Meeting. If this is the case, then it is your responsibility to work with the Head Coach because you are to run the meeting and ensure proper documentation of the meeting events. This meeting is to be held shortly after team is formed and prior to the Coach/Manager meeting in October. Here is an agenda to help run a successful meeting.



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Introduction

Length: 5-10 minutes

- Introduce yourself (manager), coach, assistant coaches, trainer, etc.,
- Give a brief explanation of the importance and purpose of the meeting

Coaching Overview

Length: 10 minutes

- Have the coach provide information on the goals and objectives for the season and his credentials and philosophy

Details of Program / Expectations for Players

Length: 10-20 minutes

- With the coach present specific information on the operation of your hockey program
- Overview of how coach and player evaluations will be implemented
- Discuss expectations of the player (and parent) - **Fair Play Code**
 - Time commitment
 - Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
 - Expected conduct – games, practices, locker rooms, events
 - Discipline
 - Expected arrival time before games and practices
- Let parents participate in deciding rules of parent conduct at games, team functions, etc.

Team Apparel

Length: 5 minutes

- Discuss dress code
- Water bottle policy

Expectations of the Parents/Volunteers

Length: (20 minutes)

- Organize a parent's committee to coordinate roles and responsibilities – volunteer roles are essential and each family should participate in a role.
- Volunteer positions:
 - Parent Liaison** - This person should be a responsible, approachable person that can act as a liaison between the parents on the Team and the Team Manager, should any issues arise during the year.
 - Assistant Manager:** this is someone who will be your partner in managing the team if needed. As this can be an overwhelming position at times, make sure it is someone you can get along with.



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Team Treasurer: this person is in charge of the Team's money. He/she will collect money from parents as needed, make deposits, and prepare the financial statements throughout the year as required. He/she should also be a signing authority for the Team. This person cannot be related to any of the Coaching Staff.

Fundraising Committee: If your team plans on buying extra ice, entering into tournaments, having exhibition games, and other team functions, you will need to either ask parents for the money or fundraise. As many people as possible should be involved.

Equipment Manager: He/she will be responsible for maintaining team jerseys, this includes collecting and washing them (cold water and hang dry only or they will shrink) as needed. A rotation can be set up throughout the hockey year to handle the collecting and washing, if required. These jerseys are not to be used for practices or handed out to each family to take care of. For any repairs or replacements, please contact the Equipment Director.

Timekeepers: For every home game, the home team is required to provide timekeepers. Get a few (possibly six) volunteers to work in pairs in the timekeeper's box. During away games, it is a good idea to have one representative in the timekeeper's box to avoid timekeeping and penalty timing conflicts.

Phoning Committee: Two people should split the Team's roster for phoning parents on short notice information. Use of the SEERA website is recommended for general information distribution to parents and players for: additional ice times, team functions, etc. If using the website for majority of communication, a 48 hour rule can help – if any event will occur with less than 48 hours notice then a phone call will be made.

Website Administrator: This person will update the website with the new schedule, statistics if the team agrees, and can write articles about the activities of the team. For passwords please contact Kerri at (780) 461-6673 or seeraadmin@shaw.ca.

Team Budget

Length: 15-20 Minutes

- Establish a Team Budget (See Figure 1: Sample Team Budget) at the first parent meeting and have it approved (signed) by the Manager, Coach and all parents attending the meeting. The Budget will be a proposal to determine the Team's needs for the year. It will include extra ice requirements, tournaments, travel, clothing, and other team expenses.
- This budget **MUST** be forwarded to your SEERA Treasurer by November for approval.



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- This budget will be reviewed as the year progresses (before Minor Hockey Week) by SEERA to ensure that the Team's goals are being met. A report of team funds by the appointed **TEAM TREASURER** shall be issued to the parents and approved on a monthly meeting basis.
- Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution? Suggestions: dinners, auctions / raffles, sponsors, etc.
- Extra activities – social events, photos, extra tournaments, how much extra ice time must be booked?

Figure 1: Sample Team Budget

SE ???

TEAM NAME

YEAR/YEAR

BUDGET

REVENUE

Seed Money	19 @ \$50	\$950.00
Major Sponsor	1 @ \$500	\$500.00
Minor Sponsor	2 @ \$250	\$500.00
Pub Night		\$5,000.00
		\$6,950.00

TOTAL REVENUE

EXPENSES

Extra Ice	10 @ \$125	\$1,250.00
Tournaments	3 @ \$700	\$2,100.00
Team Apparel	19 @ \$100	\$1,900.00
Year End		\$750.00
Seed Money Return		\$950.00

TOTAL EXPENSES \$6,595.00



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Questions

Length: 5 minutes

- Allow additional questions, parent concerns, etc.
- Distribute materials and any forms that need parent's attention and signatures i.e. Medical Information Sheet, Good of the Game, Affiliation Sheet

Meeting Conclusion

- Set up time for next meeting

Team Bank Account

Servus Credit Union

Account Rules

- **All** team bank accounts are to be opened by the SEERA Treasurer who will then provide the individual teams with the banking information. Teams will be required to appoint 2 people to have signing authority on the account, one of which must be the team treasurer.
- Should there be any funds remaining in the account, these funds will be transferred to SEERA Hockey.
- **All** team expenses should be paid for through the use of cheques. Avoid cash transactions (except payment of referee fees) and debit card transactions.
- **Get a receipt for everything. All cash must be deposited into the team account.**
- Please make sure that a monthly revenue and expense statement is provided to the parent group.
- All the team's books may be reviewed at the end of January or beginning of February, exact dates will be provided, by a person(s) designated by the SEERA Board.



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Team Sheets

As Team Manager it is your responsibility to always have a copy of the Team Sheet. This is required for verification of all players that can participate in a game, practice, Minor Hockey Week, playoffs or tournaments. You **MUST** have this with you at all times when you are on the ice.

Player Medical Form

Included in the form section is a Player Medical Form. This needs to be completed by every parent that has a player participating. You **MUST** have these forms with you at all team functions. This is required for insurance purposed required by Hockey Canada.

Referee Fees

SEERA will reimburse all teams for referee costs as long as all receipts are submitted. We recommend submitting your receipts midway and at the end of the season.

You are still required to fill out the Referee Fee Reimbursement Claim Forms for all playoff games and submit this form to the SEERA Treasurer for reimbursement; **receipts must accompany the claim form.** SEERA pays for one Exhibition game.

Managers are to provide the coaches with the appropriate fees to pay the referees each game. This can be accomplished by providing the coach with the cash at each game or by providing a limited advance payment covering no more than one round. When supplying the coach with this cash make sure he/she signs a receipt and be sure to obtain the referee receipts from the coaches after each game.

Travel Permits

Travel Permits are required for exhibition games, tournaments, or extra practice ice for the Team. They are required for insurance purposes and to aid your Category Director as to the team's activities. To obtain a travel permit, go to the forms section on the Hockey Edmonton website (www.hockeyedmonton.ca).



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Off-Ice Conduct

Assist the Head Coach in monitoring the off-ice conduct of the Team Members and their followers. Abusive behavior will not be tolerated by SEERA. This is to ensure that the Team's role as a Community and SEERA ambassador is maintained. Any blatant infractions should be reported via the "Good of the Game Incident Report" and supplied to your category director.

Alcohol /Drug Use

SEERA and Hockey Edmonton have a no tolerance position with Alcohol and Drug use and the game of hockey. If a player or coach arrives at the arena intoxicated or high they will not be permitted in the dressing room or on the bench. Upon conclusion of the game or practice the Coach or Manager will notify SEERA Hockey Commissioners immediately and the appropriate disciplinary action will be taken.

In the case of Midget Teams, an adult must be present in the dressing rooms at all times. With the mix of older and younger players, inappropriate conversations take place and must be stopped. If the player doesn't cease and desist the Head Coach will have the authority to hand out a team suspension after consulting with the SEERA Hockey Commissioners. If it continues permanent removal from the team may result.

Booking Extra Ice

Ice allocated from Hockey Edmonton and/or purchased directly by SEERA is allocated equally amongst all teams/levels. In some cases, teams pursue additional ice on their own terms and pay for it through team revenues. If more ice time is required for practices or exhibition games, contact the Ice Allocator for indoor ice. The ice allocator has additional sources and contacts to purchase ice for any team when a request is made. Hourly rates are based on a number of factors and will change from year to year. Only the ice allocator can purchase ice through Hockey Edmonton or the City of Edmonton at the subsidized minor hockey rate.

Ice Usage: If you have ice issued to you by the Ice Allocator and cannot use the ice you must make arrangements with another team to trade ice slots, or you sell it to another team. Ice allocated to SEERA teams must remain with SEERA. IF alternate arrangements cannot be made with another SEERA team, contact the Ice Allocator who will attempt to trade or re-allocate. Failure to use allocated ice could lead to further penalties by SEERA.

Tournaments

It is a good idea to discuss the option to play in tournaments at your first parent meeting. The general rule of thumb is 2 tournaments (1 local and 1 out of town). However, some teams may choose not to play in any and some may play in more. Make sure you reach a consensus in your meeting.



Southeast Edmonton Recreation Association COACH / MANAGER MANUAL

It is recommended to delegate tournament bookings to another parent as this can be time consuming.

Fundraising

The Manager must be fully aware of the budget process for raising funds. The funds that are to be raised are not to exceed the budgeted amounts. **DO NOT RAISE IT, THEN LOOK FOR A PLACE TO SPEND IT!** Funds should not be raised in excess of the team's needs. If your parents have donated seed money at the beginning of the year, they may receive that money back from the funds raised. **NO OTHER MONEY SHALL BE GIVEN TO FAMILIES ON THE TEAMS.**



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COACH / MANAGER MANUAL

Game Preparation

Check all players' equipment prior to the first event on ice. All equipment must be properly fitted and certified. Make a note of all concerns and follow up to make sure all repairs, adjustments, and replacements were made. **REMEMBER – SAFETY FIRST.** Obtain a room assignment, sign out the key and make note of any damage to the room. If the room is damaged, tell the rink attendant. It is a good idea to keep a lock and key of your own in your briefcase. Some arenas do not have locks or keys. Ensure that your room is left clean when you leave. You will also have to make sure that you have your timekeepers ready on time and that you fill out a game sheet completely prior to your ice time. Inform the coach of any absent players and make sure that he has referee money. Generally assist where you can. The Head Coach and two assistant coaches are required to wear the SEERA jacket provided while on the bench or otherwise representing the club. If wearing headgear it must be a SEERA Ball Cap and must be worn in the appropriate manner with the brim facing forward. Any other headgear must first be approved by the SEERA Board. Other Clubs logos should not be worn by any of the coaching staff while on the bench or otherwise representing the club.

Game Sheets

Generally, the home team supplies the game sheet. Players on the Team Sheet must match the players on the game sheets. If a player is absent, sick, late or suspended, they must be noted on the game sheet beside his/her name. This will allow a late or suspected sick player to play if they show up to play. It will also indicate that a player is serving a suspension. All game sheets must be turned in to your Category Director within 24 hours of the game being played. There are no exceptions, as the Category Director must forward game results and suspensions to the Hockey Edmonton. If major penalties or suspensions have occurred during the game, contact your Category Directory immediately by phone after the game. The game sheets must be filled out completely including:

Date	Location	Category/Division
Start/End Times	Game # / Sanction #	Visiting / Home Teams
Scoring / Penalties	Final Score	All players Names

Facilities

The arenas that are used by SEERA Hockey are to be left in the same shape or better than they were upon arrival. Damage to the dressing rooms is not tolerated. This includes puck or tape marks on the walls from dressing room scrimmages and pop or juice being spilled or sprayed. Garbage must be placed in the garbage containers, not left lying around. Parents do not allow this to happen in their own homes; we do not expect the rink attendants to have to pick up after our players. It is up to the manager to ensure that the dressing rooms and facility common area is respected and cleaned up by all team members and fans. Teams can and will be charged an extra cleanup fee if dressing rooms are left dirty. Please advise the rink attendant if your dressing room is dirty when you arrive.



Southeast Edmonton Recreation Association COACH / MANAGER MANUAL

REFERENCES



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Travel Permit Requirements

Travel permits are required for team activities to be sanctioned by the SEERA for insurance purposes. Without the travel permit, the insurance policies carried by Hockey Canada will not provide coverage for the team and players. It is in your best interest to have a travel permit.

The travel permit is required for the following activities:

- Any travel for non-league games (exhibition) in or outside of the Hockey Edmonton area. This would include St. Albert, Sherwood Park, Spruce Grove, Leduc, Beaumont, Argyll, Enoch, etc.
- Any tournaments you enter anywhere including Hockey Edmonton area.
- Out of province tournaments require Hockey Alberta approval and **must be submitted at least 60 days before travel**. The request for out of province travel must go through the SEERA Board, Hockey Edmonton executive and Hockey Alberta Approvals.

The Travel permit may be applied for under "Travel Permits" on the Hockey Edmonton website. Once the permit request is submitted, print a copy for your records. Approval usually takes two to three days, at which time a sanction number will be supplied, record this number on your request form for future reference.

After a tournament is completed, a copy of all tournament game sheets must be turned in with a copy of the travel permit to your Category Directory.

The importance of getting a travel permit cannot be stressed enough. The insurance coverage is essential. Teams that do not get a travel permit when required will have their coaching staff suspended.

All team functions outside of hockey require a **Special Event Permit**. These would include any fundraising activities of the team, use of school gyms and other team activities. Some examples are pub or hall parties, door-to-door selling, etc. This is also available on the Hockey Edmonton website.

You do not require a travel permit for any outdoor ice that you may use for practices. You need only inform your Category Director of your intentions of using outdoor ice for practices.



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Sponsorship

SEERA encourages teams to seek sponsorship as a form of fundraising. However, management of these sponsorships is left to the individual teams. The following guidelines should be considered when using sponsors for your team:

- Use a banner to promote the team sponsors.
- Provide a plaque valued at no more than \$25.00 and present it for sponsorships over \$500.
- If a sponsor requests a patch to be worn for all players, ensure they are aware the costs associated with this can be approximately \$400. A good rule of thumb is any sponsorship of less than \$1,000 should not come with a requirement for patches. If patches are to be used, they can only be placed on players' helmets or on the blue SEERA pant shells.
- Ensure sponsor is acknowledged on our website.

Remember, sponsors are looking for value for their sponsorship dollar and we would like to give future teams the ability to call on the same sponsors.

We look forward to your involvement in the support of our young players and teams in the SEERA Program.



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Respect of the Game

It is the intention of this pledge to promote fair play and respect for all participants within Hockey Edmonton. All coaches, players, and parents **MUST** sign this pledge before being allowed to participate in hockey in the Hockey Edmonton system and must continue to observe the principles of Fair Play. (See Form Section for Pledge Form)

COACHES FAIR PLAY CODE

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

PLAYERS FAIR PLAY PLEDGE

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



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

PARENTS FAIR PLAY PLEDGE

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

I agree to abide by the principles of **FAIR PLAY CODE** as set by the Hockey Canada and supported by the Hockey Edmonton.

I also agree to abide by the rules, regulations and decisions as set for Hockey Edmonton.



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Suspension Guides - Respect the Game

These guidelines are for all persons in or on arena property who are there as a Spectator, Player, Coach, Manager, Referee, Parent, etc. who are not or can not be written up on the game sheet. They are also for all persons who are travelling on team buses, staying in hotels, or as billets while participating in hockey tournaments.

An Incident Report Form

([http://www.hockeyedmonton.ca/clientuploads/Documents/incident_report_form\(1\).pdf](http://www.hockeyedmonton.ca/clientuploads/Documents/incident_report_form(1).pdf)), a copy is also available in the Form section of this manual, summarizing a clear description of the unacceptable behavior witnessed, may be submitted to Hockey Edmonton. They may be submitted by any **GGR** (**G**ood of the **G**ame **R**epresentative) such as a spectator, parent, coach, manager, referee, rink attendant, or league official.

The following suspensions are to be assessed against anyone whose behavior is deemed to be unbecoming or detrimental to the game. A spectator may also be assessed more than one of the following offences based on their conduct.

Non-Player Offence	Minimum Suspension
Abuse of officials a. Verbal b. Threaten or attempt to strike c. Striking or intentional touches	2 Games 4 Games Indefinite Suspension
Making inappropriate or unsuitable remarks a. To a player (related) b. To a player (non-related) c. To another spectator d. To coach or manager	2 Games 2 Games 2 Games 2 Games
Pre or post game altercations a. Verbal b. Intentional touches or holds c. Fighting d. Threats	2 Games 4 Games Indefinite Suspension 3 Games
Spitting	8 Games
Throwing of objects	6 Games
Person who orders, implies or suggests to a player to deliberately attempt to injure another player	4 Games
Refusal to cooperate with a GGR	6 Games



Southeast Edmonton Recreation Association COACH / MANAGER MANUAL

Non-Player Offence	Minimum Suspension
Threatening a GGR	3 Months
Physical abuse or assault of a GGR	Indefinite Suspension
Striking a GGR	Life time Suspension
Unauthorized stepping onto the ice surface (by coach, assistant coach, any spectator)	4 Games
Second Offences	Double the minimum
Third Offences	Indefinite Suspension

Defiance of suspensions will result in first the doubling of any suspension minimum and, secondly, if need be, the player attached to the suspended spectator will be forced to serve the suspension until the spectator has agreed to do so themselves as per By-Law 52.



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Standard Penalty Abbreviations

Meaning	Abbreviation	Meaning	Abbreviation
Abuse of Officials	A.O.O.	Holding	HOLD
Aggressor	AGG	Holding the Stick	HOLD S
Attempt to Injure	A.T.I.	Hooking	HKG
Bench Minor	B.M.	Instigator	INSTG
Boarding	BDG	Interference	INT
Body Checking	B.C.	Goaltender Interference	INT G.
Broken Stick	BR.S.	Kneeing	KNEE
Butt – Ending	B.E.	Leaving the Penalty Bench	L.P.B.
Charging	CHG	Match Penalty	M.P.
Checking from Behind	CFB	Misconduct	MISC
Checking to the Head	CHKH	Penalty Shot	P.S.
Cross – Checking	C.C.	Physical Abuse of an Official	P.A.O.O.
Delay of Game	D.G.	Power Play Goal	P.P.G.
Elbowing	ELB	Refusing to Start Play	RSP
Empty Net Goal	E.N.G.	Roughing	RO
Failure to go to the Bench	F.G.B.	Rough after the Whistle	R.A.W.
Falling on the Puck	FOP	Short Handed Goal	S.H.G.
Fighting	FI	Slashing	SL
Game Ejection	G.E.	Spearing	SPEAR
Game Misconduct	G.M.	Spitting	SPIT
Goalie Leaving the Crease	C.L.C.	Throwing the Stick	T.S.
Gross Misconduct	G.R.M.	Too Many Men	T.M.M.
Handling the Puck	H.P.	Tripping	TR
High Stick	H.S.	Unsportsman Conduct	U.S.C.



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

2017 - 2018 Referee Federation Rates

Category	League & Playoff Rates		
Midget	\$135.00	(55/40/40)	main rate
	\$110.00	(55/55)	
	\$ 85.00		
Bantam	\$100.00	(40/30/30)	top six tiers
	\$ 80.00	(40/40)	remaining tiers
	\$ 65.00		
Peewee	\$100.00	(40/30/30)	top six tiers
	\$ 80.00	(40/40)	remaining tiers
	\$ 65.00		

Notes:

1. For other rates (i.e. tournament and exhibition games) consult your assignor.
2. Rules as per Hockey Canada Rule Book.
3. **NO TIMEOUTS** in league or p layoff games.
4. Game Formats (All stop time) Midget: Ice slot 135 minutes
 - 3 twenty min periods - 2 floods
 Bantam/Peewee: Ice slot 90 min
 - 15-20-20 - no floods
 Atom/ Novice: Ice slot 60 minutes
 - 13-13 -13 - no floods
5. Use the 5 minute/2 minute procedure to end the third period when time of ice slot is insufficient.

Late / Early Games:

Each official will receive an additional \$10 for any games scheduled to end after 11 PM or starting before 7 AM or starting before 5 PM on weekdays (Monday to Friday inclusive). The 5 PM weekday charge does not apply to days when school is not in session.



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

Remembering Why We Coach Youth Hockey

Sunday afternoon: It's -10 degrees, you're 200 miles from home and you're walking into an ice rink to coach a youth hockey game. Some could call this insane – others would call it a dream. So why do coaches decide to sacrifice their free time to put in countless of hours with a group of 10-20 kids for 6 months out of the year?

We all hope coaches know why they're there. In youth sports, it's not about the coach – it's about the kids. But how many times have you walked into a rink to hear a coach (or coaches) screaming at a group of kids? Most likely your answer is "more than once". Next time you come across that scenario, take a look around the rink at the reactions of the players and parents. Do you see parents nervously pacing? Are the players hanging their head? Shoulders slumped? This can be one of the saddest parts of the game. Far too often coaches put too much emphasis on winning. Teams go through win streaks and slumps. During the difficult time, it's even more important to focus on the things that will help you get back on track. This begs the question, "**what** will get us back on track?"

Each group of kids is a unique puzzle for the coach to put together, but most kids get involved in hockey to play a game they enjoy. Key words – "game" and "enjoy". Every coach wants to win, but if we don't keep the great game of hockey fun for kids, we're missing the point. There are several indicators to help you gauge how much fun your group of kids is having. Ask yourself these questions and answer them honestly:

When you walk into the rink, are your kids excited to see you – or are they intimidated?

Whether it's a practice or a game, the kids should be excited you're there. This one is usually pretty easy to tell. When you come through the rink doors, do the kids come up to you? If they're truly enjoying themselves in hockey, they recognize the coach is a big part of that.

After practice, do your players have sweat on their heads and a smile on their face?

There are plenty of ways to work hard and have fun. Too often we see kids coming off the ice dripping in sweat and in a bad mood. WHY? Most likely they just spent the last 15 minutes doing "60 second drills". Big surprise, this isn't fun for any kid! Push the kids within reason based on their talent level, but be creative when it comes to 'conditioning' them. What you gain in conditioning by doing 60 second drills isn't worth what you'll lose in morale.



Southeast Edmonton Recreation Association COACH / MANAGER MANUAL

Do the kids feel comfortable enough with you to ask you questions?

Sometimes as a coach you'll see a player make the same mistake over and over again. We as coaches have to ask ourselves why they're repeatedly making that mistake. Do they know what they should be doing? If that player isn't sure, they should be comfortable enough to ask you questions about what they need to do. If they're not comfortable enough, they probably feel intimidated by you and don't want to put themselves through the pain of asking and feeling dumb. We need to create an environment where the kids can learn and be comfortable with making mistakes and asking questions.

Do your players look forward to coming to the rink – or do they dread it?

If the feeling in the locker room is tense (especially on a practice day), then the chances your players are having fun are fairly minimal. Remember, it's only a game. Win or lose, the sun will rise again the next day!

If you weren't able to make it to a game, would your players be happy about it?

Is there a sense of excitement or happiness when you announce you won't be able to coach at the next game? If there is, this goes back to the players being intimidated. This one should be a sure fire sign that things need to change.

Finally, remember that we're not dealing with professional athletes here, we're working with a group of kids whose parents are paying to play a **GAME**. Let the kids have fun. There's nothing wrong with being competitive, but remember – your game probably won't be on the news – or even make the newspaper, so is it really that big of a deal that little Johnny at 8 years old missed an easy breakout pass? Certainly not - instead, let's make sure Johnny knows how he can catch that pass next time and not turn it into an even more negative experience than it already was for him. As Coach Don Lucia says, "let's continue to give the game back to the kids." Let them have fun and learn in a safe, positive environment.

See you around the rinks . . .



Southeast Edmonton Recreation Association COACH / MANAGER MANUAL

FORMS



FAIR PLAY PLEDGES

It is the intention of this pledge to promote fair play and respect for all participants within the Edmonton Minor Hockey Association. All coaches, players, and parents must sign this pledge before being allowed to participate in hockey in the Edmonton Minor Hockey system and must continue to observe the principles of Fair Play.

COACHES FAIR PLAY CODE

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

PLAYERS FAIR PLAY PLEDGE

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

PARENTS FAIR PLAY PLEDGE

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

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and supported by the Edmonton Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set for the Edmonton Minor Hockey Association.



For the
GOOD of the
 ——— **GAME**

DATE:		DISTRICT:	
TEAM NUMBER:		TEAM NAME:	

	TEAM STAFF - POSITION	NAME	SIGNATURE
1			
2			
3			
4			
5			
6			
7			

	PLAYER	PARENTS	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Form must be completed prior to first league game
and submitted to the District Registrar along with the Team Registration sheet.



Hockey Alberta Coaching Requirements and HCR Terminology 2014-2015



Leading into the 2014-2015 season, Hockey Canada has taken steps to create national consistency in the naming and Hockey Canada Registry abbreviation of coaching education courses. This has been done by updating the names of past courses to their current equivalence. This will create clear understanding of what courses have been completed and what courses are required by the volunteer coaches within Alberta.

	COACH 2 COACH LEVEL	DEVELOPMENT I	HIGH PERFORMANCE I	INSTRUCTIONAL STREAM – CHECKING SKILLS	RESPECT IN SPORT	HSAFETY
Initiation	TWO TEAM OFFICIALS				ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Novice	HEAD COACH				ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Atom	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Pewee A, B, C, D	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Pewee AA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Bantam A, B, C, D	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Bantam AA, AAA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Midget A, B, C, D	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Midget AA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Minor Midget AAA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Midget Female AAA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
Midget AAA			HEAD COACH	HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL

Coaching Course	Former Names	Notes
Coach 1 – Intro to Coach “Trained”	Coach – Intro to Coach Coach – Initiation Coach – IN	Coach – Intro to Coach is no longer offered in Alberta but it is still a recognized course for Initiation coaches. All Initiation teams must have two team official that have completed: Coach 1 – Intro to Coach Or Coach 2 – Coach Level



Southeast Edmonton Recreation Association

COACH / MANAGER MANUAL

[Date]

Parents:

Please review the following information on team costs. At our upcoming parent meeting we will be establishing our team budget and team activities for the season. Please bring your ideas and suggestions to our parent meeting.

We will also need a number of volunteers to fill positions on the team. Please be prepared to volunteer for one of the following:

- Manager
- Assistant Manager
- Treasurer
- Timekeepers (4)
- Parent Liaison
- Fund Raising Committee (3 - 4)
- Minor Hockey Week (4 - 6).

Thanks,



Team Cost Information

Each hockey team is required to submit a proposed team budget to SEERA. This budget basically details your team's activities throughout the year. There are obvious costs involved such as extra practice ice, tournament fees and referee fees for any exhibition games. As well, extras such as team wear, team building activities, year-end appreciation events and basically anything else the team should decide to participate in.

Based on approximate cost:

- Practice ice: \$140 per hour
- Tournament fees: \$550 - \$650 per tournament
- Team building events: \$200 - \$300 depending on event

Example of a basic team budget:

Basics

Practice ice – 3 extra slots per round X 3 rounds	9 X \$140	= \$1,260
3 tournaments	3 X \$600	= \$1,800

Extras

Team building, 2 events	2 X \$300	= \$600
Year end appreciation activity		= \$600

Total	\$4,680
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These costs are covered by a few avenues:

1. Sponsorship – which should be used for practice ice and tournament fees only.
2. Fundraising
3. Seed money – Usually \$50 - \$100 per player, money provided by parents to start the team account and is returned, or a portion thereof, if the team has money left over at the end of the year.

Common fundraisers are product sales and silent auctions/pub nights. Make sure to invite other SEERA Teams and Executive to your pub nights, you might be surprised how many come out to support your team.

PLAYER MEDICAL INFORMATION SHEET

Name: _____
 Address: _____
 City / Province: _____ Postal Code: _____
 Telephone: () _____

Date of Birth: Day: _____ Month: _____ Year: _____
 Provincial Health #: _____

Mother's Name: _____ Home Phone: () _____
 Work Phone: () _____
 Father's Name: _____ Home Phone: () _____
 Work Phone: () _____

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

Name: _____ Phone: () _____
 Address: _____

Doctor's Name: _____ Phone: () _____
 Dentist's Name: _____ Phone: () _____

Please check the appropriate response below pertaining to your child:

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Previous history of concussions	<input type="checkbox"/>	<input type="checkbox"/>	Diabetic
<input type="checkbox"/>	<input type="checkbox"/>	Fainting episodes during exercise	<input type="checkbox"/>	<input type="checkbox"/>	Medication
<input type="checkbox"/>	<input type="checkbox"/>	Epileptic	<input type="checkbox"/>	<input type="checkbox"/>	Allergies
<input type="checkbox"/>	<input type="checkbox"/>	Wears glasses	<input type="checkbox"/>	<input type="checkbox"/>	Wears a medic alert bracelet or necklace
<input type="checkbox"/>	<input type="checkbox"/>	Are lenses shatterproof?	<input type="checkbox"/>	<input type="checkbox"/>	Surgery in the last year
<input type="checkbox"/>	<input type="checkbox"/>	Wears contact lenses	<input type="checkbox"/>	<input type="checkbox"/>	Has been in hospital in last year
<input type="checkbox"/>	<input type="checkbox"/>	Wears dental appliance	<input type="checkbox"/>	<input type="checkbox"/>	Presently injured
<input type="checkbox"/>	<input type="checkbox"/>	Hearing problem	<input type="checkbox"/>	<input type="checkbox"/>	Has had injuries requiring medical attention in the past year
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Has had an illness lasting more than a week in the past year
<input type="checkbox"/>	<input type="checkbox"/>	Trouble breathing during exercise	<input type="checkbox"/>	<input type="checkbox"/>	Has a health problem that would interfere with participation on a hockey team
<input type="checkbox"/>	<input type="checkbox"/>	Heart condition			

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

Medications:

Allergies:

Medical Conditions:

Recent Injuries:

Last Tetanus Shot:

Date of last complete physical exam:

Any information not covered above:

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

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

I hereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____



INCIDENT REPORT FORM

Submit completed form to:
Edmonton Minor Hockey Association
10618 – 124 Street, Edmonton AB, T5N-1S3
Fax, (780) 440-6475, Phone (780)413-3498

This form is to be utilized by anyone in the EMHA to report an incident of unacceptable behaviour. An individual is considered to be displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator, or official).

DATE & TIME OF INCIDENT _____

NAME OF OFFENDING INDIVIDUAL _____

ASSOCIATED WITH (TEAM NAME) _____

NAME(S) OF ADDITIONAL WITNESSES _____

On a separate attachment, please provide a clear description of the unacceptable behaviour witnessed. Please use black ink or type the report. Reports that are not legible will not be reviewed.

You can expect an official to investigate your report. Unfortunately a written response to all reports is not possible as our volunteers do not have the resources to do so. We do however hope to be able to contact complainants at some point during or after the investigation. Resolution typically takes 2 to 4 weeks from receipt.

Please summarize your expectation of the outcome resulting from your report:

If additional space is required, please use reverse side or attach separately.

NAME: _____ Email: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ PHONE: _____

SIGNATURE: _____ DATE: _____



Edmonton Minor Hockey Association Individual Player Affiliation Agreement

Player's name: _____ Date: _____

Current Team Name: _____ Division: _____ Category/Tier: _____

Current Team Number: _____ Current Association: _____

Affiliating Team: _____ Division: _____ Category/Tier: _____

Form Completed by: _____ Title/Position: _____

A PLAYER MAY BE AFFILIATED TO ONE (1) TEAM ONLY

Parent's Signature: _____ Player's Signature: _____

Parent's Name: _____ Current Coach Signature: _____

EMHA Use Only

EMHA Registrar

Name: _____ Signature: _____

Phone: _____ Fax: _____ Email: _____



See reverse for
mailing address

Forms must be filled out in full or
form will be returned. This form
must be completed for each case
where an injury is sustained by a
player, spectator or any other person
at a sanctioned hockey activity.

HOCKEY CANADA INJURY REPORT



CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF INJURY. INJURY DATE: ____/____/____

INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator

Name: _____ Birthdate: ____/____/____ Sex: (M) (F)

Address: _____ City/ Town _____

Province: _____ Postal Code: _____ Phone: (____) _____

Parent/Guardian: _____

DIVISION:

☐ Initiation ☐ Novice ☐ Atom ☐ PeeWee
☐ Bantam ☐ Midget ☐ Juvenile

CATEGORY:

☐ AAA ☐ AA ☐ A ☐ B ☐ BB ☐ C ☐ CC
☐ D ☐ DD ☐ E ☐ House ☐ Major Junior ☐ Minor Junior
☐ Senior ☐ Adult Rec. ☐ Other _____

BODY PART INJURED: * visit the Hockey Canada web-site for an optional questionnaire *

Head **Back** **Trunk** **Arm** ☐ Left ☐ Right **Pelvis** **Leg** ☐ Left ☐ Right
☐ Eye Area ☐ Face ☐ Neck ☐ Ribs ☐ Shoulder ☐ Hand/Finger ☐ Hip ☐ Thigh ☐ Foot
☐ Throat ☐ Dental ☐ Upper ☐ Chest ☐ Upperarm ☐ Forearm/Wrist ☐ Groin ☐ Knee ☐ Toe
☐ Skull ☐ Lower ☐ Abdomen ☐ Elbow ☐ Collarbone ☐ Shin ☐ Other _____

NATURE OF CONDITION:

☐ Concussion ☐ Laceration ☐ Fracture ☐ Sprain ☐ Strain
☐ Contusion ☐ Dislocation ☐ Separation ☐ Internal Organ Injury

ON-SITE CARE:

☐ On-Site Care Only ☐ Refused Care
☐ Sent to Hospital, by: ☐ Ambulance ☐ Car

INJURY CONDITIONS: Name of arena/ location: _____

☐ Exhibition/Regular Season ☐ Playoffs/Tournament ☐ Practice ☐ Try-outs ☐ Other
☐ Warm-up ☐ Period #1 ☐ Period #2: ☐ Period #3 ☐ Overtime # _____
☐ Dry Land Training ☐ Gradual Onset ☐ Other Sport ☐ Other: _____

Was the injured player in the correct league and level for their age group? ☐ Yes ☐ No

Was this a sanctioned Hockey Canada hockey activity? ☐ Yes ☐ No

CAUSE OF INJURY:

☐ Hit by Puck ☐ Collision with Boards ☐ Non-Contact Injury
☐ Hit by Stick ☐ Collision on Open Ice ☐ Collision with Opponent
☐ Fall on Ice ☐ Checked From Behind ☐ Collision with Net
☐ Fight ☐ Blindsiding

LOCATION:

☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone
☐ Behind the Net ☐ 3 ft. from boards ☐ Spectator Area
☐ Parking Lot ☐ Dressing Room ☐ Bench
☐ Other: _____

WEARING WHEN INJURED:

☐ Full Face Mask ☐ Intra-Oral Mouth Guard
☐ Half Face Shield/Visor ☐ Throat Protector
☐ Helmet/No Face Shield ☐ No Helmet/No Face Shield
☐ Short Gloves ☐ Long Gloves

ADDITIONAL INFORMATION:

Has the player sustained this injury before? ☐ Yes ☐ No
If "Yes" how long ago _____
Was a penalty called as result of the incident? ☐ Yes ☐ No
Estimated Absence from hockey? ☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

DESCRIBE HOW ACCIDENT HAPPENED:

(Attach page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photostatic/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____ Date: _____
(Parent/Guardian if under 18 years of age)

TEAM INFORMATION: (To be completed by a Team Official)

Association: _____ Team Name: _____
Team Official (Print): _____ Team Official Position: _____
Signature: _____ Date: _____

HEALTH INSURANCE INFORMATION:

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

Occupation: ☐ Employed Full-time ☐ Employed Part-time ☐ Unemployed ☐ Full-Time Student
Employer (If minor, list parent's employer): _____

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: _____

2. Do you have other insurance? ☐ Yes ☐ No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)

3. Has a claim been submitted? ☐ Yes ☐ No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATION OF BENEFITS)

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

Branch
APPROVAL

