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Section 1 – Coaching Guidelines

1.1 Head Coach Responsibilities:

Comply with the Guidelines and Expectations set out in the Policies and Procedures Manual (Section 5.1 Duties of Coaches).

The Head Coach is expected to be responsive, adhere to and promote the directives of the SMHA executive committee and administer the team within established policies and guidelines.

The Head Coach, as chief team official, is fully responsible for all activities of his or her team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the head coach.

The Head Coach must adhere to SMHA priorities, which include player enjoyment and player development. All players will be given equitable or fair ice time during games and practices to ensure that everyone has an opportunity to develop and learn skills as well as have fun and enjoy the sport.

The Head Coach will review the Canadian Hockey Association's player code of conduct with the parents and players on his or her team, ensuring all players understand, sign and return these forms.

The Head Coach will develop a set of rules and philosophies for the team, which are clearly communicated and which will be enforced fairly in relation to all players.

The Head Coach must ensure:

- proper supervision of the team **before, during and after** all games and practices and accept responsibility for the conduct, safety and well-being of players;
- that at least one carded official is present in the dressing room at **least 30 minutes prior** to game time and that a carded official is in the dressing room at all times until all players have vacated; and
- that no coach is ever alone with a player in the dressing room.

Coaches are responsible for players and any abuse that may occur in the dressing room before or after game.

1.2 Coach's Code of Conduct

Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.

Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.

Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, do not yell at players.

Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player, parent, other coach or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach the players basic hockey skills.

Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.

Maintain an open line of communication with your players' parents. Explain the goals and objectives of SMHA and your rules and philosophies for the team.

Be concerned with the overall development of your players. Stress good health habits and clean living.

To play the game is great, to love the game is greater.

1.3 Coaching Qualifications

Hockey Alberta Bylaw - Coach Education Requirements:

The following regulation requirements are based on a team's categorization prior to November 15th of the current playing year.

Initiation / Tom Thumb (4-6 years old)

All LMHAs will ensure by November 15th of the current playing year, that each Hockey Team at the Initiation/Tom Thumb Level have at least two (2) registered Team Officials that have completed the Coach 1 – Intro to Coach and the Safety course. All team officials must have completed the Respect In Sport Coach.

Novice (7-8 years old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Novice are certified at the Coach 1 – Intro to Coach. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

Atom (9-10 years old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Atom are certified at the Coach 2 – Coach Level and Checking Skills. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

Pee Wee A, B, C, D (11-12 years old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Pee wee are certified at the Coach 2 – Coach Level and Checking Skills. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

Pee Wee AA (11-12 years old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Pee wee AA are certified at the Dev. I and Checking Skills. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

Bantam All levels below Male AA(13-14 years old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Bantam are certified at the Coach 2 – Coach Level and Checking Skills. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

Bantam AA (13-14 year old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Bantam AA are certified at the Dev. I and Checking Skills. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

Midget All levels below Male AA(15-17 years old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Midget are certified at the Coach 2 – Coach Level and Checking Skills. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

Midget AA (13-14 year old)

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Midget AA are certified at the Dev. I and Checking Skills. One team official must have completed the Safety course. All team officials must have completed the Respect In Sport Coach.

FOR MORE INFORMATION REGARDING COACH EDUCATION REQUIREMENTS, GO TO
<https://www.hockeyalberta.ca/coaches/coaching-requirements/>.

1.4 SMHA Player Development

SMHA expects coaches to follow the Hockey Canada Player Development Guideline.

The Guideline was created to help coaches create a season plan to develop the athlete in a structured effective manner. The guideline outlines player development with natural progression using the "Skill Development Pyramid Model." The Skill

Development Pyramid emphasizes the importance of the base of the pyramid and the development of fundamental skills starting at the base of triangle.

Fundamentals skills are the foundation of each player's success. From time to time SMHA may provide development sessions to players. These sessions may be level specific, position specific or skill specific and will be led by qualified instructors as determined by the VP, Development and/or the Director, Player Development and Programs.

1.5 Mentorship

SMHA strongly encourages coaches to develop their coaching skills through mentorship. A mentor is a guide, an advisor and can be a critical friend who, through his/her own experience, supports learning of the mentee.

SMHA periodically provides opportunities for coaches to observe, interact, and participate in coaching related activities. This includes Specialty Skills Clinics, Goaltender Coach Clinics, attending/observing University or NHL practices. All coaches are strongly encouraged to attend these events.

Mentors will be provided to coaches upon request by contacting the SMHA VP Development.

Please Note: Prior to having any guests out to a team activity, teams should confirm any permit or other requirements with the VP of Operations.

Section 2 – Team Guidelines

2.1 Team Manager Responsibilities:

The team manager is expected to be responsive, adhere to and promote the directives of the SMHA executive committee and administer the team within established policies and guidelines.

The team manager is responsible to oversee all administrative duties for the team, such as:

Priority 1 Responsibilities:

- Ensure all families have at least one (1) parent who has completed the RIS – Respect in Sport Program. (Speak Out is not an equivalent for RIS Parent).
- Ensure that all bench staff (coaches) have completed the RIS-Coach Respect in Sport-Coach. (Speak Out is an equivalent for RIS Coach).
- Prepare Team Sheets (Players, Number, and Coaching Staff) for the LEVEL Director who will review and send to the Registrar so you can receive your Hockey Alberta Player Team Sheeting and/or Carding (OTR) document (retain photocopies). CC your level director. **(See Section 5.1)**
- Pickup, proper care and return of SMHA jerseys.
- Submit Hockey Alberta Player Affiliation requests to VP of Programs.
- Hand out and collect back the Parent and Player Code of Conduct forms from all players and parents.
- Submit all RCMP criminal record checks to the Registrar.
- For Initiation and Tom Thumb teams collect **both** an RCMP Criminal Record check and an Intervention Record check and submit to the Registrar.
- Submit “No Show” ice security team cheque of **\$250** to the VP Finance in accordance with the timeline set by SMHA.
- SMHA covers the cost of 5 Team Officials, in excess of 5 officials the team will be responsible to pay the extra carding costs set out by Hockey Alberta. The VP Finance will let the teams know the extra carding costs.
- For Rec League Managers: Please collect and submit to the Treasurer jersey deposit cheques in the amount of \$250 prior to the team's first scheduled ice time.
- For Initiation Managers: Please collect and submit to the Treasurer jersey deposit cheques in the amount of \$250 prior to November 1st.

Priority 2 Responsibilities:

- Organize parent meeting at the beginning of the season and as otherwise required throughout the season.
- Hand out and require all player parents to fill in Player Medical forms.
- Hand out and require all players, parents and coaches complete Fair Play Pledge forms found on the SMHA Website under forms.
- Organize and help to find parent volunteers to be responsible for the following duties:
 - Team Treasurer
 - Parent Liaison to mediate any concerns between a Manager or Parent.

Timekeepers/Scorekeepers/Penalty Box Workers
 Fundraising Coordinator
 Tournament Coordinator
 Social Committee

- Request the Treasurer to prepare and present a team budget at the beginning of the hockey season for approval by the parents.
- Ensure team fundraising initiatives are organized and comply with the team budget and the guidelines and policies of SMHA and all applicable AGLC rules and licensing requirements.
- The team manager, with assistance from the team treasurer, must retain all receipts of team revenues and expenditures and provide financial updates to the team parents throughout the year as well as preparing financial statements accounting for all funds at the end of the hockey season
- The team manager or treasurer is responsible to open a team bank account. The bank account must have dual signing authority. The two signing authorities for the team must be the team manager and team treasurer.
- Assist in any team / player conflict resolution processes.
- Arrange for team transportation, accommodation and meals for out of town team travel.
- Obtain required team travel, exhibition and/or parent waiver forms.
- Ensure all permits are with the team during the event(s) to which they relate.
- Ensure all major penalties and suspensions are properly reported and served.
- Distribute team schedules to parents.
- Arrange for referees for all exhibition games.
- Ensure game sheets are completed in accordance with Hockey Alberta and League guidelines; and are submitted to appropriate league governors as per League guidelines
- Submit Affiliate Request using Online SMHA Affiliate Request from found on SMHA website.
- Ensure proper tracking of affiliate use.
- Arrange for unwanted ice to be returned or used by another team and arrange for additional ice, as appropriate, and ensure that all trading and returning of ice falls within Association guidelines.
- Maintain a team website for up to date information.
- Participate in the formulation of team objectives and rules
- Any other administrative duty that may arise from time to time.

2.2 Important Date Submissions:

Immediate upon team selection

- Roster and Team Official List to Level Director;
- No-Show cheques and extra carded official payments to SMHA Treasurer;
- Send league(s) Team Sheet (OTR) prior to 1st league game.

November 15th of current Hockey Season

- All affiliate requests must be entered;
- All Coaching Certifications must be complete.

2.3 Team Manager Guidelines and Expectations

- Follow and, where applicable, respond to, directives of the SMHA and operate the team within established policy, guidelines and regulations.
- Attend the Coaches/Managers meeting at the onset of the season and all other meetings as required by SMHA.
- Ensure that all appropriate Coaching Certification courses are taken, in accordance with the level being coached.
- Ensure team sheets or cards are completed and sent to the Level Director via email who will then send to the Registrar or the Vice-President of Hockey Operations a minimum of 72 hours prior to the first league game.
- Be sensitive to parent concerns, and prepared to respond when warranted.
- Establish regular communication with parents regarding games, practices, schedules, fundraising, etc.
- Recognize that while hockey may be the major winter activity of the player, it is not the only priority of the player. In priority, it comes after family and educational responsibilities and reasonable accommodation to these factors is expected.
- If requested or directed by the Level Director, aid in selection of players to teams, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future development potential and perceived dedication to the program.
- Deal fairly with players at all times. Rewards or considerations to players or parents do not promote team play and will not be allowed. Managers should not accept gifts, favors or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.

- Ensure proper supervision of the team, before, during and after games and practices and accept reasonable responsibility for the conduct, safety and well-being of their players.
- Assist the coach as requested in developing a set of rules for the team.
- Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or SMHA.
- Comply with normal administrative directives by: holding a beginning of the season parent meeting, attending all team and SMHA manager meetings as required, submitting a team directory, ensuring that the team has adequate support personnel, reviewing current Hockey Alberta rules, the current SMHA Policy & Procedures Manual, and the current Coach's Manual.

Section 3 - Pre-Season Requirements

3.1. Parent Survey

At the beginning of the season, parents can be surveyed for their thoughts on a number of items including tournaments, apparel, team sponsors, fundraising, etc. This should be done prior to the team meeting to gather information to help the coaches plan their season.

A sample is included below (as well as available for download on the website)

Sample Survey

Please complete this survey tonight or submit it at the next scheduled practice.

- 1) How many tournaments would you like to do this year? _____

How many overnight tournaments would you like to do where the team and parents (families) would spend a night in a hotel? _____

Would you like to do a tournament over Christmas? _____

(Tournament Entry Fees are anywhere from \$600 - \$1500.)

- 2) Are you interested in purchasing Team Apparel? _____ If so what? _____
Examples are Jackets, Sweatshirts, Vests, Hats, Tracksuits, T-Shirts, etc.

- 3) How would you like to acquire team funds? _____
 _____ Parents pay all
 _____ Fundraisers
 _____ Get Team Sponsors
 _____ All of the above

- 4) Would you/your place of employment be interested in being a sponsor for our team? _____

- 5) Do you require a set of team socks? _____ (circle: Home and/or Away)
 Name: _____ Size: _____

- 6) Do you require a set of name bars? _____ \$10.00/set plus GST
 Name: _____

- 7) Would you be interested in purchasing extra ice with the team funds? _____

To have a successful team we will be looking for volunteers for the following positions on this team:

Manager –
 Treasurer –
 Parent Liaison -
 Tournament coordinator -
 Fundraiser coordinator -
 Time Clock and Penalty Box workers –
 Social Committee –

Please let us know if you would be interested in helping in any of these areas. Thanks for your help; we are all looking forward to a great hockey year!!

3.2 Parent Meeting

Teams are required to have a parent meeting as soon as the teams are selected. The meeting agenda should cover but are not limited to the following:

- The team budget
- The time commitment required by players
- The team fund raising initiatives
- The coach's philosophy on player enjoyment and development
- The team's goals – short and long term
- The team's communication protocol and conflict resolution process
- Assign team volunteer positions (Jerseys, Treasurer, Tournaments, Fundraising, Social, Timekeepers, Stats, etc.)
- Discuss Emergency Action Plan (EAP) and assign responsibility for creation of an EAP

Following the meeting, the minutes of the meeting should be forwarded to all of the parents.

Sample Parent Meeting Agenda:

1. Introductions

- Coach –
- Asst Coach –
- Asst Coach –
- Asst Coach –

2. Coaching Philosophy/Coach Expectations

3. Survey results – Based on the information submitted from the survey.

4. Team Website – Each team has a microsite that is accessible through www.smhahockey.org.

5. Team Positions

- Manager -
- Treasurer –
- Parent Liaison -
- Fundraising -
- Tournament Coordinator –
- Social Committee –
- Home Game Timekeepers/Penalty Box –
- Safety Representative
- Micro site manager (for the website)

6. Upcoming Commitments

7. Parent Expectations of coaches

3.3 Team Budget

The team budget should be presented to the parents for review and discussion. Parents should have an opportunity to discuss and propose amendments to the budget.

Parents should receive regular financial statements from the team manager and/or treasurer.

NOTE: Rep teams will be charged additional fees based on how much a rep team costs SMHA over and above a house team of the same division.

These fees cover the following costs, as applicable:

- extra games in the Rep team schedules,
- extra time in each game,
- extra officials as required and additional league fees.

The range of rep fees will be \$50-\$200 per player. All teams will know their rep fees by November 15th. Affiliates to Rep teams are not charged the Rep team fee for the affiliating team.

Rep team fees must be submitted to the SMHA Treasurer by December 1st of the current hockey season.

3.4 Criminal Record Checks

Unless a security clearance check was provided to SMHA within the last 2 hockey seasons, all Team Sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to submit a current RCMP criminal record check as soon as they are selected for their position by **November 15th** of the current hockey season.

Forms will be handed out at the Coaches/Managers Meeting and must be returned to the VP of Operations or the Registrar.

If a volunteer's criminal records check reports that there may be "files" in the RCMP system, then the criminal record check process will accelerate to the next phase. A meeting with the Executive will be held and the committee will determine the next steps. The volunteer may not assume any volunteer role until this process is complete.

3.5 Coach, Player and Parent Fair Play Pledge

Team Manager must hand out and require all players, parents and coaches to complete Fair Play Pledge forms found on the SMHA Website under forms.

All coaches, players and parents of players are required to read, understand and sign a Canadian Hockey Association Fair Play Pledge (for the Good of the Game).

It is expected that all coaches, players and parents will behave in accordance with the conditions set out in the Fair Play Pledge throughout the entire season.

The SMHA executive takes these conduct conditions very seriously and will take swift and decisive disciplinary actions against any coach, player, or parent that contravenes these conditions.

3.6 Player Medical Forms

Team Manager must hand out and require all player parents to complete and return to the Manager Player Medical forms. Player Medical forms can be found on the SMHA Website under Season Resources>>Managers. Completed forms will be held in sealed envelopes and used only as set out in Section 16.2 Medical Forms.

3.7 Contact Numbers

Appropriate contact information is located on the SMHA website at smhahockey.com.

Section 4 - SMHA Fundraising

4.1 Sponsorship Program

Please see program details on our SMHA website, smhahockey.com>>About SMHA>>SMHA Sponsorship/Fundraising tab.

4.2 Raffles

All team raffles, 50/50 or loser pools must comply with AB Gaming regulations. Licenses can be purchased from any registry or by submitting an application to Alberta Gaming directly.

Teams who do not comply with obtaining a gaming license put our association at risk with Alberta Gaming. This can result in disqualification for casino dates and losing future Edmonton Oilers 50/50 opportunities.

For more information, contact AGLC at 447-8600 or go online (www.aglc.gov.ab.ca).

4.3 Association Fundraising

SMHA will apply for 50/50 and Casinos. Should the association be successful in our applications, volunteers will be required for the events.

Section 5 - Hockey Alberta Carding Procedure

5.1 Procedure for Team Sheeting and/or Carding Players and Team Officials

Electronic carding will be done as soon as the final selection of the team is complete by the registrar and VP of Operations and ratified by the Executive Committee.

The team manager will **email the level director the Team Roster and Bench Staff**, immediately after team selection so that the level director can submit the lists for ratification.

All of the teams must be Team Sheeted (OTR) as per Hockey Alberta requirements. The SMHA registrar will complete the sheets with information provided by the Level Director. The SMHA registrar will submit the lists to Hockey Alberta Zone 7 registrar.

All sheets must be processed prior to your first league game.

All team officials (bench staff) must be listed on the sheet.

Only team officials (bench staff) are allowed to go on the bench during games and on the ice during practices (unless a special permit is obtained).

Please note SMHA carded coaches are allowed on the bench and/or in the dressing room only in relation to the team(s) for which they are carded.

*If you are carded to another SMHA team, you are able to participate on ice for practices with another team within SMHA. **If you are carded for one SMHA team, you do not have approval to be on the bench for any other SMHA team for a sanctioned or league game unless you are also carded to that team.** Children of team officials **CANNOT** be on the bench during games or on the ice during practices.*

Copies of the team sheets (OTR) should always accompany the manager to games. If there are changes to player information the Level director must be notified and the registrar will amend the team sheet (OTR) with Hockey Alberta.

Affiliates **MUST** also be team sheeted (OTR) before attending any team event (on or off ice).

SMHA will pay for 5 Team Officials to be carded per team (4 Coaches and 1 Manager). If teams wish to have additional Team Officials carded, the team will be responsible to pay the extra carding costs set out by Hockey Alberta.

Section 6 - Team Equipment

6.1 Team Jerseys

All teams in Novice and above are given a complete set of home and away jerseys c/w jersey bags.

All teams under Novice are given one complete set of jerseys.

Jerseys are to be picked up by the team manager at SOC from the equipment director on the dates that he or she sends out for pick up.

The team coach and manager are ultimately responsible for the care of the jerseys ensuring proper washing instructions are followed. Please ensure each player/family understands the responsibility associated with caring for the jerseys. SMHA jerseys are not to be worn to practices. Jerseys should be taken to and from the rink in a jersey bag. Jerseys should **NEVER** be in a player's hockey bag. Managers and coaches should encourage each player to keep jerseys in a proper jersey bag.

The team coach and manager are responsible for the return of the jerseys at the completion of the season, at SOC on the dates in which the equipment director specifies. Jerseys **MUST** be returned **IN FULL SETS** washed with all name bars removed.

6.2 Name Bars

It is the coach's decision whether teams will utilize name bars. Name bars must be sewn on jerseys (no glue).

6.3 Team Socks

Team socks may be available from the equipment coordinator. Please contact the equipment coordinator to see if team socks are available for your age group.

6.4 Team Pucks and First Aid Kit

All teams will be provided with 30 pucks, a puck bag and a first aid kit at the beginning of the year. Additional pucks must be purchased from outside suppliers with team funds.

All teams must return 30 pucks and the puck bag at the end of the season.

6.5 Team Goal Equipment

The following levels will be provided with goal equipment

Tom Thumb – goal pads

Novice & Atom

– Goal Pads, Chest Protector, Catcher, Blocker, Goal Stick and Equipment Bag

The goal equipment will be assigned to the team coach, who is ultimately responsible. A parent can be assigned to care for the equipment.

Care of goal equipment includes airing equipment after every use.

Goal equipment is not to be used outside of an SMHA sanctioned practice or game.

Coach and Manager are responsible for return of the goal equipment.

Section 7 Online Permit Requests

There are 3 types of permits requests

- Travel
- Exhibition Sanctions
- Tournament Sanctions

Requests for tournament sanctions are done by contacting SMHA VP Operations.

Requests for travel permits or exhibition sanctions are done online via the SMHA website link located under SEASON RESOURCES>>PERMIT REQUEST FORMS by requesting Team's Head Coach or Manager.

Steps to Requesting a Permit Online:

1. The requesting team's head coach or manager will pick either:
Travel permit
Exhibition Game permit
2. Enter all information on the page and **Click the Submit Button**.
You should see the following message as confirmation that your request has been sent to the VP of Operations for approval.
***"Success
Your Application has successfully been submitted. You should expect to receive your permit within 3 business days. For any questions, please contact VP of Operation –
vp_operations@smhahockey.com."***

The process can take up to 7 days to complete from the time of submission to approval, at which time Hockey Alberta will send an email using the contact email address entered online with your permit approval number.

The permit approval email should be kept with the team head coach and/or manager for the team event as well as kept on file for the entire season.

7.1 Travel Permits

A travel permit is not indeed for league games, provincial play down games or the provincial tournament even if you are going outside of Zone 7.

Travel permits will be required whenever you go outside of Zone 7 for an exhibition game or a tournament (other than the provincial tournament), unless you are the host team who requested the sanction.

The Hockey Alberta Zone Map can be found on the Hockey Alberta Website.

Tournament sanction numbers can be found on the Hockey Alberta Website and must be on all travel permit requests when attending a tournament outside of Zone 7.

Exhibition sanction numbers are obtained by contacting the host team and must be on all travel permit requests when attending an exhibition game outside of Zone 7.

Teams that are under disciplinary action from SMHA will be denied travel permits.

7.2 Exhibition Game Sanction Permit

Exhibition sanctions are requested by the host team, no matter what zone the exhibition game is in.

Exhibition Game Sanction Permits are required for any games that are not either league games or provincials.

If you are the host team, provide the sanction number to the other team. This shows them that the game is sanctioned. If the other team needs to leave their zone to attend the game, they will need the sanction number on their travel permit.

If you are hosting the exhibition game outside of Zone 7 you do not need a travel permit in addition to your exhibition game sanction permit.

7.3 Tournament Sanction Permits

Tournament sanctions are requested by the host team, no matter what zone the tournament is in.

The tournament sanction number will be automatically posted on the Hockey Alberta website once the tournament is approved. If the other teams need to leave their zone to attend the tournament, they will need the sanction number on their travel permit.

If you are hosting the tournament outside of Zone 7 you do not need a travel permit in addition to your tournament sanction permit.

7.4 Post Permit Duties

When any permit is approved, an email confirmation is sent by Hockey Alberta to the team that requested the permit. The email states how and when completed game sheets are to be sent to Hockey Alberta.

Ensure that the Hockey Alberta sanction # is clearly written on all game sheets.

New for 2017 (and indicated in permit confirmation emails from Hockey Alberta)

All game sheets must be submitted within 48 hours to the Hockey Alberta Discipline Committee Zone 7 representative minordisc7@hockeyalberta.ca.

7.5 Special Events or Guest Permits

Hockey Alberta no longer approves special event permits. Parent waiver forms must be signed by each family prior to any on-ice or off-ice activity outside of practices and games that involves the team. Special Team Events can be any team event on or off of the ice. Team Events that are non-ice related for example are dry land training, team dinner, Oil Kings Night, yearend party etc. Examples of on ice events are Power Skating clinics, Shooting Clinics, etc.

7.6 Permit Request Frequently Asked Questions

If we are attending (not hosting) a tournament in Calgary, how many and what permits do I need?

- You will only need a travel permit. You will need to obtain the tournament sanction # from the Hockey Alberta website or the host team.

How many permits do I need to have for an exhibition game in Hinton?

- If Hinton is the host you will need 1 travel permit because the game is outside of Zone 7. You will need to obtain the exhibition game sanction # from the host team (Hinton) before requesting your travel permit.

I am hosting an exhibition game with another team, do I need a permit?

- Since you are the host team you must request an exhibition sanction. Once approved, please send the sanction # to the other team. If they need a travel permit they will use the sanction # on their travel permit request.

Do I need a permit to have a GUEST come out (paid trainer, paid power skating session, etc.)?

- No permit is required.
- Waivers must be used for the guest and players.

Camrose is hosting us for an exhibition game in Camrose. What permits do I need?

- No permit is required. You are covered by the exhibition game sanction that Camrose (the host) had to request. Camrose had to indicate their opponent when they applied for the sanction. You should confirm with Camrose that they have an exhibition game sanction number. You are not travelling outside of Zone 7 so you do not need a travel permit.

I am hosting a tournament in Jasper. What permits do I need?

- You will need a tournament sanction permit. Since you are the host with a tournament sanction permit, you do not need a travel permit, even though the tournament is outside of Zone 7. Travel for the host team is covered by the tournament sanction permit.

Section 8 Affiliations

Affiliates are to be used to further develop SMHA players by having them attend practices of the teams to which they have been affiliated. An affiliate may also be asked to play in a game if the affiliating team is short players for that game. (Please reference Section 8.4 Affiliation Eligibility)

A coach may select affiliates from lower teams in accordance with the Affiliation Matrix below. All affiliations must be done in accordance with applicable league rules (i.e. NA Interlock, NAHL, SCNHL, etc.) as well as those set out by Hockey Alberta.

A player can only be affiliated to one (1) team for the entire season. And a player may only be affiliated once. This means that if a player is affiliated to a team, he or she CANNOT be affiliated to any other team during that Hockey Season.

The SMHA Affiliation Matrix (Appendix A of this document) is to be used when coaches of a higher tier are making decisions on who shall be chosen to affiliate with their team. All affiliations must be approved by the VP Programs and signed Affiliation agreements must be received by the Registrar prior to any affiliations being final.

Female players playing on co-ed teams are eligible to affiliate to Female teams of a higher categorization i.e. female player on an Atom team could potentially affiliate to a Peewee Female team.

Effective 2014-15 season, Novice players may now affiliate as individuals and are not required to affiliate team to team. If an individual Novice player is affiliated, then the team no longer may affiliate as a whole team.

(Reference 8.4 Affiliation Eligibility Requirements of this document)

Section 8.1 Online Affiliation Requests

Affiliation Requests are to be submitted online via the SMHA Affiliation Request Form website link under FORMS, for all levels from Novice and up.

The Head Coach and/or Manager of the Team requesting affiliates may only submit an Affiliation Request online.

Once an affiliation request has been submitted online, the requesting Team Head Coach or Manager must **send the "Affiliation Agreement" document** (see Section 8.5 Affiliation Agreement) to the Registrar. (This Document can be found on the SMHA Website under Forms)

The Level Director and VP of Programs must approve the request prior to it being sent to Hockey Alberta approval by the Registrar. The Registrar will not send any affiliation requests to Hockey Alberta until the VP of Programs has approved

the request **and** the signed Affiliation Agreements have been received.

Once Hockey Alberta approves the affiliation request, is the player OFFICIALLY affiliated to the requesting team. Until then NO REQUESTED PLAYER shall attend any team event of requesting team.

This process could take up to 10 days from the time of online submission and receipt of signed Affiliation Agreement to the requesting team receiving the new Hockey Canada Roster (OTR) team sheets with the affiliated player included. Only then will the affiliated player be allowed to go on the ice with the requesting team.

Section 8.2 Affiliation Deadline Dates

Player movement must meet the following criteria:

By November 15th or prior to the first league game in which said affiliated player is schedule to play. Whichever occurs first, every affiliated player **must be** team-sheeted (OTR).

Novice, Atom and Up (all levels): By November 15th, the team manager and/or coach of these teams must have submitted the players online to be affiliated to his/her team.

These requests must be finalized by the VP of Programs and submitted to Hockey Alberta on or before December 15th.

For Atom and above, an affiliated player is eligible to play in a maximum of **ten (10) games** (excluding exhibition and tournament games) with the higher team. If the player plays more than ten (10) games with the affiliating team, he or she shall be considered an "Ineligible Player" under Hockey Alberta rules. The exception to this rule is if the player's original team finishes its regular season and playoffs before the affiliating team, the player may thereafter affiliate an unlimited number of times. For the purposes of the rule, appearing as a registered player on the official game report is considered participation in a game, except in the case of an alternate goaltender in which case actual participation only is considered taking part in the game.

At the Novice level, the maximum number of games the affiliated player can play at the higher team is five (5).

Section 8.3 Affiliation Priorities

The coach of the team from which the player is called up **must** be consulted at all times. The coach may deny the player movement if his team has a game that conflicts with the higher team's game – on a priority basis. Priority will be considered in the following order:

1. Provincial games
2. League playoff games
3. League games
4. Tournament games
5. Exhibition games
6. Practices

In other words, the team participating in a league playoff game will have priority over a team participating in a practice, an exhibition game, a tournament game or a league game.

If a team would like to use an affiliated player, the head coach or team manager is required to call the affiliated player's head coach to ensure that there is no conflict as per Hockey Alberta guidelines.

Once it is confirmed that there is no conflict, the head coach or team manager of the requesting team calls the parent/guardian and invites the player to attend.

If the requesting team and the affiliated player's team both have an ice team at the same time, the team with the game will be deemed to have priority as per Hockey Alberta guidelines – refer to above.

If both teams have a game, then the two coaches need to discuss and decide if there are other options, such as:

- Are there other affiliated players from other teams that the higher team can use?
- Can the lower team call up one of their affiliates to use?

- Are both games of equal importance? i.e.: League game vs. Ex. Game?
- Are there other considerations that make either team in more need than the other such as one team being extremely short of players?

It is recommended that coaches work together on these issues and consider what's best for the player and the teams. If the two head coaches cannot reach an agreement, then the level director will determine which game the player should play.

The team manager must track affiliated player use and should provide monthly updates to the level director and the Registrar regarding affiliated player use. A Hockey Alberta violation will disqualify both teams from Provincials and/or league play or play offs.

Affiliated players must have AP in brackets beside their name on game sheets.

8.4 Affiliation Eligibility Requirements

Hockey Alberta rules state that teams cannot dress more players than they have team sheeted and/or carded. For example, if the original roster excluding affiliates is 15 players plus 2 goalies, you may not use an affiliate to make the roster at game time 16 players plus 2 goalies. This means that affiliated players **cannot** be used when all of your team is eligible to play; affiliate players can only be used due to injuries, suspensions, sickness or Holidays. It is also important to review the applicable league affiliation rules below, as these may include further affiliation restrictions.

For Novice affiliation rules please see Hockey Alberta guidelines.

8.4.1 League Affiliations Chart Guidelines

| | |
|--------------------------------------|--|
| SMHA (All Levels) | <ul style="list-style-type: none"> • Affiliation Requests for players (Novice, Atom and up) will be submitted using the Online SMHA Affiliation Request Form by the Team Head Coach and/or Team Manager only, using the Affiliation Matrix in Appendix A. • Affiliations are NOT approved until the Team Manager is sent the OTR team sheet with the affiliate(s) name present. • Affiliation Use: Follow applicable league Affiliation Use process along with HA Affiliation Regulations. • Game sheets must contain " (AP) " beside the name of the affiliated player. |
| NA Interlock (All Levels) | <ul style="list-style-type: none"> • OTR team sheets with approved Affiliate(s) names present must be sent to Level Governor prior to December 15th of current Hockey Season, or said affiliate(s) 1st game with affiliated team, which ever comes 1st. • Affiliation Use: Affiliations are ONLY to be used when Team Roster is less than 13 players (Goalies are not to be counted) Team Roster may ONLY contain 13 players, affiliates included at game time. (Goalies are not to be counted) • Game sheets must contain " (AP) " beside the name of the affiliated player. |
| Peewee AA | nahl.hockey |
| Bantam AA ERL | http://www.erbhl.ca/league-operations.php |
| Midget AA | http://www.namhl.ca/documents/NAMHL%20League%20Operations.pdf |
| Midget 15AA | http://www.rem.ab.ca/ |

8.5 Affiliation Agreement

Head Coaches or Team Managers MUST complete the following information in an email and email it to the players' parents for agreement. The signed Affiliation Agreements should be submitted to the Registrar. This is to be done immediately upon completion and submission of the Online Affiliation Request.

All parties, including both coaches, parents and the player, must agree to the affiliation.

Strathcona Minor Hockey Association

Agreement to Affiliation

| | |
|---------------------------------------|-------|
| Date | _____ |
| Player Name | _____ |
| Team | _____ |
| Position (Goalie, Defense or Forward) | _____ |
| Team to Be Affiliated To | _____ |
| Player Signature | _____ |
| Parent Signature | _____ |

Section 9 – Suspensions

Suspensions are determined and imposed by league governors, Hockey Alberta or LMHA's during all league, playoff games and SMHA tiering games.

The Hockey Alberta Zone 7 Discipline Coordinator imposes suspensions for all pre-season, exhibition, provincial, tournament games and SMHA tiering games.

When a player has been assessed a suspension, the player/team will be notified of the number of games for which the player is suspended for by VP Operations or President and will also be notified as to what type of game qualifies for satisfying the suspension requirements. Exhibition games do not count towards a suspension, however the player cannot play in any exhibition game during the duration of the suspension.

9.1. Suspension Reporting

All suspensions must be reported to the level director and VP of Operations. Copies of game sheets and game reports must be emailed/scanned to the level director and VP of Operations within 24 hours of the suspension.

Any game missed pending notification of the suspension duration will count toward the suspension period, provided that if the suspension specifies which type of games can be counted only those types of games will contribute to suspension period. (Player may attend other non-game events, i.e. Practice)

| | |
|--------------------------------------|--|
| SMHA (All Levels) | <ul style="list-style-type: none"> • Game Sheets, any and all documentation must be sent via email to the VP of Operations immediately after game. (Within 24Hrs) • Notification of ALL suspensions must be sent to the Level Director via email (Within 24Hrs). • Suspended player MAY NOT play any games be it League, Tournament and/or Exhibition until notification of suspension duration from the VP of Operations. At which time, any games be it League, Tournament and/or Exhibition will contribute to suspension period. (Player may attend other non-game events, i.e. Practice) • Game sheets during the suspension period MUST contain suspension information of player. i.e. First Last Name Suspended (1 of 3). |
| NA Interlock (All Levels) | <ul style="list-style-type: none"> • Game Sheets, any and all documentation must be sent via email to the NA Interlock Governor immediately after game. • Online Entry using Incident Report Entry Form on NA Interlock Website under MANAGERS>>INCIDENT REPORT FORM • Also, see NA Interlock Website under INFORMATION>>DISCIPLINE INFORMATION. (Within 24Hrs) |
| Peewee AA HEL | <ul style="list-style-type: none"> • The home team is responsible for emailing the game sheet and any write-ups to the Vice President of Discipline and the League Statistician within two hours of the completion of the game. • nahl.hockey |
| Bantam AA ERL | http://www.erbhl.ca/league-operations.php |
| Midget AA | nahl.hockey |
| Midget 15AA | http://www.rem.ab.ca/ |

9.2. Hockey Alberta Minimum Suspensions

Hockey Alberta Minimum Suspensions will be utilized for all levels, leagues may add or have additional suspensions. Hockey Alberta has minimum mandatory suspensions for certain penalties.

For a complete listing of all suspensions refer to the Hockey Alberta Website.

If there is a write up on your game sheet, ensure the game sheet is faxed to your league governor. Call or email your league governor to determine length of suspension. Don't assume player will receive minimum mandatory suspensions. Many leagues have longer suspensions than Hockey Alberta minimums. If in doubt, do not play player – there can be serious repercussions for a coach who plays a suspended player.

9.3 Process for Sitting Out Suspensions

When a player is serving a suspension:

- The player's name must still appear on the game sheet with "Suspended" written beside the player's name (this is proof the player has served the suspension); IE Suspended (1of3); and
- The player is not allowed on the bench, within 50 feet of the bench, in the dressing room, or in the timekeeper's/penalty box prior to or during the game.

All game sheets with suspensions must be sent to league governor and VP of Operations.

If the suspension was given out by Hockey Alberta, then a copy of that game sheet that the player sat out must be faxed or emailed to the Zone 7 Discipline Coordinator by the manager of the team. Please notify the VP of Operations of the fax or cc the VP of Operations on the email in which the game sheet is sent to Hockey Alberta.

Depending on the severity and nature of an infraction a player or coach may be subject to further suspension by the SMHA executive committee. Should a potential suspension occur during a SMHA tiering/leveling game, please notify the VP of Operations immediately following the game and the SMHA executive committee will determine appropriate consequences.

9.4 SMHA Team Official (Bench Staff) Suspensions

Any coaching staff suspended in a game must adhere to the sanctions imposed.

Also, refer to section 6.4 of the SMHA Policies and Procedures Document located on the SMHA Website under About SMHA for information about suspensions that may be imposed by SMHA.

Section 10 – Practice Ice

10.1 Distribution of Practice Ice

Practice ice is distributed as per the Strathcona County Standards of Play. All teams should end up with a minimum of one game and one practice per week over the year.

The ice will be distributed so as not to conflict with league games, therefore if teams reschedule an away game they need to let the ice allocator know or they cannot schedule around it.

SMHA always receives practice ice that is considered “non-desirable ice”. 6:00 am on Weekends, 4:30 pm starts on Weeknights and 11:00 pm finish on Weeknights. How often teams receive any of the above is determined by how many teams are available each season and available each week to fill the slots.

10.2 No Show and Return Ice Policy

All teams must submit an ice security deposit to prevent misuse of unwanted ice. The deposit, in the form of a cheque payable to SMHA, shall be in the amount of **\$250** and shall be payable prior to the first scheduled league game.

The minimum numbers of skaters required on the ice to avoid a team no show penalty is **seven (7)** (including the coach(es)).

Any team that misses a scheduled ice time will forfeit its security deposit, and shall be required to provide a replacement deposit within 48 hours of being requested to do so. Failure to provide a replacement deposit within the time limit shall result in the offending team forfeiting any scheduled practice ice until the deposit is replaced to the satisfaction of the Ice Allocator.

Security deposit cheques are cashed when received and if not forfeited a refund shall be issued at the end of the season.

Teams unable to use scheduled ice are responsible for finding an alternate team to use the ice. Any trading of ice must be reported to the Ice Allocator by both teams involved, or the original team will still be responsible for the ice to be used. For example, if an ice slot is assigned to team “A”, then team “A” is responsible for the ice slot. Team “A” may trade the ice slot to team “B”, but team “A” is still responsible to ensure the ice is used. If Team “B” does not use the ice, Team “A” will forfeit its security deposit.

Notice for cancellation of ice must be submitted via e-mail no less than 96 hours (4 days) prior to the ice slot. Weekend ice may not be cancelled any later than Tuesday of that week.

Section 11 – League Games

11.1 Rescheduling League Games

Refer to Individual League Requirements.

Only Team Managers and Team Head Coaches are to consult with the Ice Allocator regarding rescheduling options.

11.2 Provincials

Any team that elects to participate in provincial play downs within Zone 7 will be subject to a \$150 charge payable to SMHA. This fee is charged by Hockey Alberta on your behalf. This is the provincial play down cost that will include the provincials team fee. Should your team be successful in qualifying for HA provincials the host association will charge teams a provincial attendance fee.

The \$150 fee is not applicable to the rep teams as their qualification for provincials is determined by the league playoffs.

Section 12 - Team Pictures and Apparel

12.1 Team Pictures

Each individual team will schedule team pictures. SMHA provides no funding towards team pictures. If you would like to use the small ice for your pictures, then you must request it from the ice allocator. This slot will be considered part of your weekly allocation. This means that no emails should be sent to the allocator asking when or how come ice hasn't been assigned for pictures.

SMHA recommends that if the team pictures are being taken on the ice, waivers be obtained from the participants as they will not be wearing their helmets.

12.2 Apparel

Individual teams make apparel decisions.

Section 13 – Referees

13.1 League/Playoff Games.

SMHA arranges referees for all home league and playoff games played in SMHA home arenas. All referee costs for these games are paid by SMHA.

For regular season play; teams will pay the cost of the referees at each home game in cash and are reimbursed in advance for referee costs by SMHA. Reimbursement cheques will be issued to each team prior to the beginning of league play or at the Coaches/Managers meeting. Your Division Director will notify you when these cheques are available. Receipts should be collected from the referees for each game paid for by SMHA and also documented on the SMHA Referee Payment Form. Each team is responsible to submit their receipts to the SMHA VP Finance and update the Referee Payment form at least twice per season (December 31st and at season end). For any league games or playoff games that are not covered by the SMHA advance, teams should submit a request to their Division Director and the SMHA VP Finance for a second advance or collect receipts from the referee and submit them to the SMHA VP Finance for reimbursement. Any portion of the SMHA advance that does not get used toward referees must be reimbursed to SMHA at the completion of the season.

13.2 Exhibition Games

Teams are responsible to arrange for and pay for referees for all exhibition games.

Referee assignor requires at least 48 hours' notice for all exhibition games.

If less than 48 hours' notice a late fee will be added to game fees.

13.3 Referee Contacts

Please refer to our website for the Referee in Chief contact information, <http://smhahockey.com/executive>.

The referee contact person should be given all league, provincial and playoff schedules as soon as they are available.

Team managers should confirm with the ref assignors that they are aware of all games.

Section 14 – Evaluations

14.1 Coach Evaluations

At the end of the hockey season formal coach evaluations will be provided to parents to receive feedback from parents and players.

Level directors and the VP Development will utilize this information in selecting and training coaches in future years.

14.2 Player Evaluations (Post Season)

At the end of the season, coaches will be required to evaluate their players. A guideline will be provided for coaches to use as a template.

This postseason evaluation will not be used to grade players for the following season. It will be used to verify results from the conventional pre-season evaluation process.

Section 15 – Communication Protocol

Refer also to Section 6.4 Discipline in the Policies and Procedures Manual

15.1 Conflict Resolution

SMHA adheres to a strict conflict resolution protocol.

24-hour rule is always in effect.

If there are issues or perceived problems on a team then the parents, players, coach and manager should deal with the problem on a one on one basis and find a fair and equitable solution.

If required the level director and / or SMHA VP will become involved in mediating a solution.



15.2 Discipline Committee

The discipline committee will be convened to review any issue where a player, parent, coach, manager or any other SMHA member has broken SMHA code of conducts, guidelines, bylaws or policies and procedures.

Any allegations against any member must be submitted in writing and signed by the accusing member using the SMHA Incident Report available on the SMHA Website under the heading FORMS.

The SMHA Incident Report should be used to report disciplinary incidents, other forms of protest, or for cases where officiating is deemed to be less than satisfactory.

People that submit a complaint must make themselves available to the discipline committee for questions and review of the complaint.

The SMHA discipline committee will not act on the basis of “third hand” information, innuendo or rumor.

Section 16 – Safety

16.1 Insurance

The CHA insurance program is a “supplementary insurer”.

Alberta Health Care, Blue Cross or any other employer health benefits etc. must be the first source for all claims.

If a parent does not have any health insurance coverage then the CHA will cover the expenses.

The CHA expects the parent to pay for all expenses first, and the CHA will reimburse allowable charges. Example – an ambulance is called for a player who has been injured and the player is transported to the hospital. The parent is expected to pay for the ambulance bill and submit it to the CHA for reimbursement.

16.2 Medical Forms

Each player must submit a completed SMHA Medical Form to the Team Official (Manager or Coach). The form may be downloaded from the SMHA Website under FORMS.

Completed forms are to be kept in a sealed envelope with the team first aid kit at all team functions and an envelope will only be opened in the case of an emergency where the legal guardian is not present. All medical forms will be destroyed at the end of the season.

16.3 Injury Reporting

The CHA Injury form must be completed for injuries that required medical attention. These forms are available on the SMHA website.

Managers should carry these forms with them at all team events.

Team officials will complete the team section and a doctor / dentist will complete their section of the form. Please note, the doctor / dentist must sign the form.

The form **must** be filled out in its entirety and submitted to Hockey Alberta within 90 days of the injury. A copy of the form must be submitted to the level director and the VP of Operations. The level director will also submit a copy of the form to Hockey Alberta.

Only original receipts and / or invoices will be accepted.

Parents can mail their claims directly to Hockey Alberta. The address is on the CHA Injury claim form.

Section 17 – Other Items

17.1 Shared ice Practices

Teams will be allotted shared ice practices from time to time throughout the year.

During these shared ice practices both coaches are encouraged to combine drills and integrate the players on the ice or teams can split the ice to work on team systems.

Shared ice practices are handed out to ensure all teams are given the appropriate number of practice times in a week.

17.2 Dressing Rooms / Arenas

Teams are expected to leave dressing rooms tidy. Teams are expected to respect the arenas where they play. Any damage caused to dressing rooms, arenas or arena facilities is the responsibility of the team. Teams may be charged their no-show ice cost if the rink attendants have to clean up dressing rooms.

Our team jerseys are **NOT** to be left on the floor at any time. They must be treated with respect and hung up when not in use.

17.3 Co-Ed Dressing Room Policy

1. From Atom and down, mixed genders may change in the same room at the same time with the presence of two (2) adults.
2. Players from Pee Wee and higher **may not** change in the same room at the same time.
3. It is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.
4. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
5. If the facility does not have separate change areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the privacy and safety of individual players when they are dressing, undressing and showering.
6. An individual team must keep a written record of any relaxation of or deviation from this policy.

Section 18 – Social

18.1 SMHA Social

TEAM OF THE WEEK

The team of the week program is aimed at fostering teamwork and the love of the game.

Team of the week is for Initiation to Atom teams. The Week runs **Monday to Sunday**. A list of the assigned weeks is posted on the SMHA website. The team manager will be e-mailed a reminder well in advance, and an arena will be assigned for displaying their poster as the dedicated week approaches.

Please create a poster for the week to fit into the frame at each arena. Feel free to make this your team's unique creation.

Coupons for hot dogs and pops for the players will be available for pick up at the SOC Concession. Please contact the Social Director for more details.

It is up to the managers to take down their poster at the end of their week. If you find the last team has not removed their display, please give it to the concession staff to place near the SMHA mailboxes.

18.2 Concession Use for Team Breakfasts

Please contact the concession director to book a team breakfast at SOC, director_concession@smhahockey.com.

Teams are not allowed to bring their own cooking items in to the lobby of our rinks. Strathcona County has identified this as a fire hazard. Please do not bring your own toasters, coffee pots or grills into the lobby.

Section 19 – Team Microsite

Strathcona Minor Hockey Association –

Each team will have a micro site on the SMHA website.

Teams will be responsible for:

Assigning a team Webmaster who will be responsible for maintaining their own site; and providing required information to SMHA webmaster.

Require the following for each player:

Name

Jersey number

Year of birth

Parent's name and email address.

Coaching Staff

Name & email of Head Coach;

Name & email of Manager

Name & email of Team Webmaster; and

List of assistant coaches and other team volunteers,

Micro site capabilities:

Scheduling practices;

Scheduling games;

Scheduling events;

Sending game notifications;

Sending practice notifications;

Posting game results;

Posting player statistics;

Sending announcements;

Posting team news items; and

Sending email to parents via website.

SMHA Webmaster will implement team micro sites by entering the following information:

Entering Player Roster

(year of birth, jersey number, one parent name and one email address)

Entering Coaching Staff (email and phone number)

Providing login information and training/support to team webmaster

SMHA Webmaster will have access to all team micro sites and will monitor team sites for appropriate content/formatting.

Section 20 - Forms

All forms listed in the index can be found on the SMHA website. <http://smhahockey.com>.

Section 21- Quick Reference Chart of League(s) Procedures

| SMHA – All Levels (Novice, Atom Up) All Tiers | |
|--|---|
| Game Sheets | Team Manager must keep copies of all Game Sheets. (League, Tournament and/or Exhibition) |
| Suspensions | <ul style="list-style-type: none"> Game Sheets, any and all documentation must be sent via email to VP of Operations immediately after game. (Within 24Hrs) Notification of ALL suspensions must be sent to the Level Director via email (Within 24Hrs). Suspended player MAY NOT play any games be it League, Tournament and/or Exhibition until notification of suspension time from the VP of Operations. Any game missed pending notification of the suspension duration will count toward the suspension period, provided that if the suspension specifies which type of games can be counted only those types of games will contribute to suspension period. (Player may attend other non-game events, i.e. Practice) Game sheet MUST contain suspension information of player. IE Name (suspended) (1 of 3). |
| Affiliations | <ul style="list-style-type: none"> Affiliation requests are to be sent to the VP of Programs as per the Affiliation Matrix (Appendix A) using the online SMHA Affiliation Request Form for Novice, Atom and Up. Affiliations are NOT approved until the Team Manager is sent the OTR team sheet with affiliate name(s). Affiliation Use: Follow applicable league Affiliation Use processes. Once a player is affiliated to a team said player cannot be affiliated to any other team. This means that a player cannot be removed as an affiliate from 1 team and subsequently affiliated to another team. Game sheet MUST contain "(AP)" beside the affiliated players name. |
| Permits | <ul style="list-style-type: none"> Travel Permits are needed when traveling Outside Zone 7, for exhibition games and tournaments that you are not hosting. Exhibition Game Sanction permits are requested by the host team, no matter what Zone the game is in. Tournament Sanction permits are requested by the host team, no matter what Zone the tournament is in. Permit #'s are required on the Tournament Game sheets and Exhibition Game sheets. Follow the instructions in your permit confirmation email that you received from Hockey Alberta. |
| Game Reschedule or Cancellation | <p>Refer to Individual League Requirements.</p> <p>Only Team Managers and Team Head Coaches are to consult with the Ice Allocator regarding rescheduling options.</p> |

| NA Interlock – All Levels (Atom and Up) All Tiers | |
|--|---|
| Game Sheets | <ul style="list-style-type: none"> See NA Interlock Website MANAGERS section. |
| Suspensions | <ul style="list-style-type: none"> See NA Interlock Website MANAGERS section |
| Affiliations | <ul style="list-style-type: none"> OTR team sheets with approved Affiliate(s) names must be sent to Level Governor Prior to December 15th of current Hockey Season Affiliation Use in games: Affiliations are ONLY to be used when Team Roster is less than 13 players (Goalies are not to be counted) Team Roster may ONLY contain 13 players, affiliates included at game time. (Goalies are not to be counted) |
| Playoffs | <ul style="list-style-type: none"> Team Managers are responsible to work with the 1660 Level Governor and Opponent Team Manager to schedule playoff games. Follow Above Game Sheet Procedures. |
| Game Reschedule or Cancellation | <ul style="list-style-type: none"> See NA Interlock Website MANAGERS section. |

| Peewee AA Northern Alberta Hockey League | |
|---|---|
| Game Sheets | http://nahl.hockey |
| Suspensions | |
| Affiliations | |
| Playoffs | |
| Game Reschedule or Cancellation | |

| Bantam AA Northern Alberta Hockey League | |
|---|---|
| Game Sheets | http://www.erbhl.ca |
| Suspensions | |
| Affiliations | |
| Playoffs | |
| Game Reschedule or Cancellation | |

| Midget AA Northern Alberta Hockey League | |
|---|---|
| Game Sheets | http://www.namhl.ca/documents/NAMHL%20League%20Operations.pdf |
| Suspensions | |
| Affiliations | |
| Playoffs | |
| Game Reschedule or Cancellation | |
| Midget 15AA | http://www.rem.ab.ca/ |

Appendix A – Affiliation Matrix

Please see website, <http://smhahockey.com/content/forms>.