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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 one (1) registered Team Official per 10 players that have completed the NCCP Intro to Coach Program and one (1) registered Team Official per 10 players that has completed the Safety Course.

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 NCCP Intro to Coach Level.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are certified in the NCCP Intro to Coach Level course.

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 NCCP Coach 2 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are certified in the NCCP Coach 2 Level course and have completed the Checking Skills Program.

Pee Wee (11-12 years old)

Teams registered as a Hockey Alberta Non-Provincial Team and Provincial Team A, B, C, D

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of PeeWee (categories outlined above) are certified at the NCCP Coach 2 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are certified in the NCCP Coach 2 Level course and the Checking Skills Program.

Teams registered on Hockey Alberta Provincial Teams: PeeWee AA

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of PeeWee AA are qualified at the NCCP Developmental 1 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are qualified in the NCCP Developmental 1 Level course and the Checking Skills Program.

Bantam (13-14 years old)

Teams registered as Hockey Alberta Bantam Non-Provincial Team and Provincial Team A, B, C & D

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Bantam (categories outlined above) are certified at the NCCP Coach 2 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are certified in the NCCP Coach 2 Level course and the Checking Skills Program.

Teams registered on Hockey Alberta Provincial Teams: Bantam AA

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Bantam AA are qualified at the NCCP Developmental 1 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are qualified in the NCCP Developmental 1 Level course and the Checking Skills Program.

Midget (15-17 years old)

Teams registered as Hockey Alberta Non-Provincial Team A, B, C & D

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Midget (categories outlined above) are certified at the NCCP Coach 2 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are certified in the NCCP Coach 2 Level course and the Checking Skills Program.

Teams registered on Hockey Alberta Provincial Teams: Midget AA

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Midget AA are qualified at the NCCP Developmental 1 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches are qualified in the NCCP Developmental 1 Level course and the Checking Skills Program.

Teams registered on Hockey Alberta Provincial Teams, Minor Midget AAA

All LMHAs will ensure by November 15th that all Head Coaches coaching in the division of Minor Midget AAA are certified at the NCCP Developmental 1 Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure by November 15th of the current playing year that all Assistant Coaches are qualified in the NCCP Developmental 1 Level and completed the Checking Skills Program.

OTHER TEAM OFFICIAL REQUIREMENTS**Hockey Canada Safety Program (HCSP)**

All Hockey Alberta teams must have one (1) person registered to their team that has completed the Hockey Canada Safety Program (HCSP) and that person must be at all games. Initiation must have one (1) person registered to their team **per 10 players** that has completed the Hockey Canada Safety Program.

Teams must have a registered, eligible (as defined below) safety person by November 15th of the current Hockey Season. Teams failing to adhere to this regulation may jeopardize their eligibility for Provincial, Regional and National Playoffs.

An eligible safety person is defined as a person who has successfully completed the requirements for certification in the Hockey Canada Safety Program. The certification for this program is valid for a period of three (3) hockey seasons from the date of the clinic attended to August 1 of the third hockey season.

Respect in Sport - Coach

By November 15th of the current Hockey Season, each Hockey Team in the province of Alberta must have all registered Team Officials certified in the Respect in Sport "Activity Leader/Coach" program or at least have the equivalent "Speak Out" program certification already completed.

FOR MORE INFORMATION REGARDING COACH EDUCATION REQUIREMENTS, GO TO
WWW.HOCKEYALBERTA.CA

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.
- Ensure that all bench staff (coaches) have completed the RIS-Coach Respect in Sport-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 Sheet 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.
- Submit the CHA Coach and Player Code of Conduct forms to the Registrar.
- Submit all RCMP criminal record checks to the Registrar.
- Submit "No Show" ice security team cheque of **\$250** to the Treasurer in accordance with the timeline set by SMHA.
- SMHA covers the cost of 5 Team Officials per team. Submit payment to the Treasurer in the amount of \$40 for every carded Team Official in excess of 5 (ie. 7 Team Officials would amount to a payment of \$80).
- For Rec League and Female Team 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 form 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 \$60-\$305 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 "FORMS". 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 www.smhahockey.org

Section 4 - SMHA Fundraising

4.1 Sponsorship Program

Please see program details on our SMHA website under the link to SMHA Sponsorship Program at the 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).

4.4 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 Sheetting 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 for one SMHA team, you do not have approval to be on the bench for any other SMHA team. Children of team officials **CANNOT** be on the bench during games or on the ice during practices. Further, coaches that are not on that team **CANNOT** be on the bench during games or on the ice during practices unless the team has confirmed any permit or other requirements with the VP of Operations and has complied with such requirements.

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 must submit payment of \$40 for each additional carded member to the SMHA Treasurer.

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 25 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 25 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

When planning team events not scheduled by the association permits are required to ensure that the event is covered by Hockey Alberta insurance.

If a permit is denied or not available for the team event, parent waivers must be provided to go ahead with the Team event.

Please Note NO permits will be issued when dealing with water activities.

Permit requests will be done online via the SMHA website link located under FORMS by the 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 permit
2. Once a Permit Type has been selected
Click the Continue button and be directed to the appropriate Permit Request Information Entry Page.
3. 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.

"Permit Type

You have SUCCESSFULLY submitted a Permit Request to the SMHA VP of Operations.

This does NOT mean that the Request has been approved.

You still must receive an email from Hockey Alberta with the actual Approved Permit Number.

To exit this screen close the Explorer or Safari Window (x)

Thank You for Requesting a Permit."

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.

Post Team Permit Duties

On the top of the gamesheet(s) used for your team's travel/exhibition/tournament games, **clearly write** the Hockey Alberta sanction number provided with your approved permit. Then scan and email a copy of the gamesheet to the VP of Operations.

7.1 Travel Permits

Travel Permits are required for all Tournaments (**within or outside Zone 7**) and for all other Team events requiring travel outside of SMHA Zone 7.

(Alberta Zone Map: <http://smhahockey.org/files/zne-maps%5b1%5d.pdf>)

Tournament sanction numbers (can be found on Hockey Alberta Website Under Tournaments) must be on all travel permit requests when requesting to attend a tournament. The sanction number is proof that the tournament has been approved by Hockey Alberta and that there is insurance coverage for players and team officials. Ensure Permit #'s are clearly written on ALL tournament game sheets.

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

7.2 Exhibition Game Permit

Exhibition Game Permits are required for games that are not part of league ice or league practices.

If you are Traveling outside of Zone 7 for an Exhibition Game a Travel Permit is required and not an Exhibition Game Permit.

If NOT traveling outside Zone 7 for an Exhibition Game the Team must have an Exhibition Game Permit from Hockey Alberta.

7.3 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.

7.4 Permit Request Frequently Asked Questions

If we are going to a tournament in Calgary, how many and what permits do I need?

- You will only need a travel permit. Permits are no longer required for team meals or events such as going to an NHL game while you are at the tournament. However, a parent waiver form should be signed prior to any special team events such as team meals or attendance at the NHL game.

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

- You will need 1 travel permit whether or not you are having any other team events (such as a meal). Again, a parent waiver form should be signed prior to any special team events.

I am hosting an exhibition game with another team, be it SMHA or NON SMHA do I need a permit?

- Your team does not require a permit if hosting an exhibition game with another SMHA team. However, an exhibition permit is required if hosting a Non-SMHA team.

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

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

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. 1660, EMRH, PWNHL, 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.

Mixed team players may only affiliate to mixed teams. Female team players may only affiliate to female teams.

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.

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. |
| 1660 (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, whichever 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. |
| PWNHL | http://pwnhl.ca/documents/Constitution.pdf |
| Bantam AA ERL | http://www.erhl.ca/league-operations.php |
| Midget AA | http://www.namhl.ca/documents/NAMHL%20League%20Operations.pdf |
| Midget 15AA | http://www.rem.ab.ca/ |

Unknown

Field Code Changed

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). |
| 1660 (All Levels) | <ul style="list-style-type: none"> Game Sheets, any and all documentation must be sent via email to the 1660 Governor immediately after game. (Within 24Hrs) Online Entry using Incident Report Entry Form on 1660 Website under forms. |
| PeeWee AA HEL | http://www.hockeyedmonton.ca/clientuploads/Documents/2011-2012%20EMHA%20Directives%20-%20as%20revised%20October%202011.pdf PG 15 |
| 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/ |

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. Please refer to the SMHA website under "About SMHA" as new minimum suspension guidelines have been uploaded to the SMHA website for the 2015/2016 winter hockey season.

Head Contact Rule:

A minor penalty shall be assessed for all accidental hits to the head, while a double minor penalty, or a major and game misconduct at the discretion of the referee based on the degree of violence of impact, shall be assessed for any intentional contact to the head.

For a complete listing of all suspensions refer to the Hockey Alberta Bylaw book or go on line at www.hockey-alberta.ca. Look under PLAYERS, then under OPERATIONS, then under BYLAWS and REGULATIONS, and then under Appendix VIII – Minimum Suspensions.

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 & Provincials

11.1 Rescheduling League Games

You can only turn back or reschedule a maximum of three 1660 games. If you are away for a tournament it is very important that teams notify 1660 prior to schedules being issued so that they do not schedule you for that weekend. The sooner you let the 1660 league know the better.

As a result of the new rule about only giving back 3 games, we need to ensure that coaches/managers select tournaments as quickly as possible once teams are organized so that the ice allocators can be given notice ahead of time so games are not scheduled on those dates.

League games are to be given priority over exhibition and tournament games.

If a team wants to attend a tournament, and a league game needs to be rescheduled, then the team must first secure an ice slot to re-schedule the league game. ***The team must then send a Game Change Request Form (found on the league website) to the Governor of their division and the other team stating the NEW ice slot provided. The Governor must then approve the NEW game time, have both teams sign the change request form and then the game can officially be rescheduled.***

If the team cancels a league game in order to attend a tournament without securing a future ice slot to play the game, then it will be the team’s responsibility to purchase ice to make up the game, or forfeit the game.

SMHA does NOT have the flexibility to re-schedule league games.

It is the team's responsibility to notify the referees on all rescheduled games and to arrange for referees for the make-up game.

11.2 Provincials

Any team that chooses to participate in Provincials is required to make payment to SMHA for the cost of one home game. This payment will include the provincials team fee (approx \$165) and the cost of refs and the ice (varies).

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.

All referee costs will be paid by the SMHA.

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

All level directors and team managers will be given a contact number for ref assignor.

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.

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.

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, maximum size should be 22" x 28", a standard poster board, in order 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 Coaches and Managers Meeting. Teams that do not pick up the coupons at the meeting should contact the Social Director to arrange pick up.

Initiation to PeeWee teams are included; Bantam is optional. Please advise the Social Director if your Bantam team wishes to participate, and they will be included in the schedule.

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

Rules for teams using the concession for early morning breakfasts:

1. If you use the coffee then you must pay \$20.00. You may also use the coffee cups, cream and sugar. (Please leave in an envelope in the concession director's mail slot)
2. If you bring your own coffee, filters and cups then you may use the machine at no charge. You must clean the machine when you are done.
3. You must bring all supplies with you including plates, utensils, napkins, condiments and food, etc.
You may not use any of the supplies in the concession.
4. Only 2 -4 (max) people are allowed in the concession. No one under the age of 14 may enter.
5. You must clean up completely and return everything as you found it **BEFORE** 8 am when the concession opens for business.
6. You cannot use the stove, grill or the deep fryer. This is an insurance issue.

Please note that you are allowed to use the concession under the honor system. The inventory and supplies in there are owned by the members of the Strathcona Minor Hockey Association as a whole and it would not be fair if we allowed individual teams to use supplies for these early morning breakfasts. If the concession is not left as it was found your team will lose their privileges at the concession.

You must contact the concession director 48 hours prior to planned usage for permission to use the concession. Failure to do this will also cause your team to lose its privileges at the concession.

SOC: Shelly White - Shellwhite1@gmail.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 - <http://www.smhahockey.org/>

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. www.smhahockey.org

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"> Permits are needed when traveling Outside SMHA Zone 7, for exhibition games, for tournaments and for special events. Travel permits are for travel outside of SMHA Zone 7, and are also required for tournaments whether within or outside of zone 7. Exhibition Game permits are for exhibition games, within SMHA Zone 7. If hosting Exhibition Permit is not required. Permit #'s are required on the Tournament Game sheets and Exhibition Game sheets. Those game sheets are to be given to the VP of Operations upon completion of the tournament. |
| 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> |

1660 – All Levels (Atom and Up) All Tiers

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| Game Sheets | <ul style="list-style-type: none"> Home Team enters Game sheets online via 1660 Website using Admin ID provided by Level Governor within 24 hrs of game completion Home Team provides a picture of Game Sheet via Fax or Email to 1660 Level Governor within 24 hours of game completion. |
| Suspensions | <ul style="list-style-type: none"> Suspension sheets and documentation must be sent to SMHA Level Director and 1660 Level Governor immediately after the game. Online Entry using Incident Report Entry Form on 1660 Website under forms. (Within 24Hrs) |
| 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"> A maximum of 3 games may be rescheduled. Inform 1660 Ice Scheduler of Block Dates for Tournaments or Team Activities prior to season start. Use the Game Change Request Form found on 1660 League Website. Send Game Change Request Form to 1660 Level Governor and Opposing Team Manager, |

PeeWee AA Hockey Edmonton League
<http://www.hockeyedmonton.ca/clientuploads/Documents/2011-2012%20EMHA%20Directives%20-%20as%20revised%20October%202011.pdf>

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| Game Sheets | PG 14 |
| Suspensions | PG 15 |
| Affiliations | PG 27 |
| Playoffs | |
| Game Reschedule or Cancellation | |

Bantam AA Edmonton Rural League

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| Game Sheets | http://www.erbhl.ca/league-operations.php |
| Suspensions | |
| Affiliations | |
| Playoffs | |
| Game Reschedule or Cancellation | |

Midget AA Northern Alberta Rural League

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| 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/ |