



**SPRUCE GROVE MINOR
HOCKEY**

COACH AND MANAGER'S MANUAL

Revised July 10, 2017

This manual is intended to provide information of use to coaches and managers of Spruce Grove Minor Hockey Association (PAC & SGMHA) teams. Included are sections dealing with day to day activities, SGMHA procedures, as well as relevant Hockey Alberta regulations and requirements. Coaches and Managers are still responsible to be aware of league rules, Hockey Alberta bylaws & regulations and SGMHA policy and procedures that may not be covered within this manual (HA regulations & SGMHA policy & procedures, can be found on SGMHA website under the Info tab).

SGMHA would like to thank you for volunteering your time and effort for the upcoming hockey season. An organization such as SGMHA cannot run without its volunteers.

COACHES

Because the Head Coach is such a visible and prominent representative of the association, you will be held to a higher standard than most. This is primarily due to the responsibility of what a head coach has to their team and the association (both good and bad behavior will have effects on those around you).

Responsibilities of a Head Coach

- Adhere to SGMHA's policies and procedures, league rules, Hockey Alberta Bylaws, PAC's addendum.
- Do your best to ensure that your team environment is not only fun and exciting for all but is always positive.
- 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.
- Develop a set of rules for the team, which are clearly communicated and enforced equally amongst all players, parents and bench staff.
- Commit to continuing education to enhance the SGMHA program by participating in SGMHA learning opportunities at the coach seminars and Hockey Alberta Clinics.
- Promote to your team fair opportunities to play, learn and receive instruction
- Ensure that your team follows facility rules and do not harm or deface any property.
- Review the SGMHA code of conduct with parent and players on the team, ensuring all players & parents understand these forms.

MANAGER

The team manager is responsible for overseeing all administrative duties associated with the team. The team manager is the central figure in creating the flow of communication – not only within the team (players, parents and bench staff), but between the team and all support systems such as the Minor Hockey Association, Division Director, League Representatives, other teams, referees, officials, etc.

Ultimately, the team manager is responsible for ensuring all the off ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing.

By taking on the operational aspect of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

Responsibilities of a Team Manager:

- Team budget and financial statements
- Preparing, submitting and retaining copies of all team permits.
- Distributing schedules to parents
- Assigning volunteer positions on the team
- Pickup, proper care of, and returning of SGMHA jerseys
- Preparing and submitting affiliation requests.
- Ensuring all suspensions are properly reported and served
- Assisting with any player or parent conflict resolutions
- Assisting with any other administrative duty that may arise from time to time
- Collection of Medical Forms, and ensuring medical forms & blank injury reports are on hand at all games.
- Proper shredding of all personal information at the end of a season.
- Purchasing and selling of team ice
- Confirmation of game schedule with LMHA ice schedule
- Confirmation of game referees with LMHA ref assignor

TEAM MEETINGS

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team – for many this will be the first time

they meet other players, parents, and coaching staff. Ideally, the manager should be in place before the initial team meeting, which should also discuss the seasonal plans and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences.

Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. There is much information to discuss at the beginning of the season, so it is up to the Team Manager to lead this meeting ensuring that the group stays on topic and does not exceed any time restrictions.

Be sure that minutes from the initial meeting are taken and distributed to parents by email. These minutes may be useful when dealing with disputes or concerns later in the season. As well, email out any forms that were discussed at the meeting. Having information in electronic form for parents to refer back to will assist with the retaining of dates and details.

Once the first parent meeting has taken place, team meetings can be set based on the team's need and desire for more meetings. Many sub-committees will form following the first meeting as well.

Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone. However, the Team Manager should be aware of or involved in the operations of these sub-committees and should pass along updates to the rest of the team. Should a volunteer not carry through with their tasks, this supervision and monitoring will ensure the problem is caught early on and dealt with based on team policy.

Many of the duties covered in this manual will actually be carried out by the parent volunteers and not directly by the Team Manager.

TOPICS COVERED AT THE FIRST MEETING

- Team Budget – proposed activities and fundraising ideas to cover the cost
- A message from the coach regarding expectations of attendance, effort and player development
- Conflict resolution process, team code of conduct
- Assigning volunteer positions.
- Team Rules/Safety (include dress code)

VOLUNTEER POSITIONS ON A TEAM (a good rule of thumb is that each family should take on at least one role, these are suggestions, a team can add or delete positions as they determine)

- Treasurer (required position)
- Tournament Co-ordinator (tournaments for the team to attend)
- Fundraising Co-ordinator
- Jersey Parent (one for the home jersey's and one for away jersey's)
- Game Day Co-ordinator (scheduling timekeepers, scorekeepers, gatekeepers for games) – See Appendix A for further information
- Social Events Co-ordinator
- Website Co-ordinator
- Team Safety Co-ordinator

TEAM BUDGET

The team budget should be organized between the coach, manager, and treasurer (if available prior to the first team meeting).

- The team budget must have the approval of the team parents and the parents should have an opportunity to amend the budget. The final budget must be voted on and approved by a majority of parents (min of 75% approval). The Team Budget Template that is to be used by all team can be found under the Manager – misc forms & information tab on SGMHA website, or by requesting it from the office (office@sgmha.ca).
- A bank account must be opened for the team. The bank account must have dual signing authority. The two signing authorities for the team should be team manager and team treasurer, at no time are bank cards to be issued and used on the account. The team minute meetings should state the name of the bank account, who is to have signing authority and that dual signatures are required for all transactions (the bank will require the minutes to open the account). There is also a bank letter under the Manager's Tab – misc forms and information.
- The team treasurer with assistance from the team manager must retain all receipts of team revenues and expenditures and provide financial updates to the team parents throughout the season (it is suggested at least every two months each family receives and update on their account only). The treasurer should also ensure that the team fundraising initiatives are organized and comply with the team budget, guidelines and policies of SGMHA. Team fundraising is not to exceed the raising of funds above what is required for team expenses.

ITEMS THAT MAY BE INCLUDED IN THE BUDGET

- Tournament Costs
- Team Socials
- Travel Costs (to tournaments)
- Team Apparel
- Bank Service Charges
- Additional Practice Ice Costs
- Additional Game Ice Costs
- Additional Referee Costs (include playoff refs in these costs)
- Extra Bench Staff (SGMHA covers the cost for 5 bench staff registered to the team, this includes the Head Coach)
- League Fees (if not a federation team)
- Bench Staff Year End Gifts
- All other fee's not covered by the registration fees.

TEAM ACCOUNTS

A team account should be set up at the beginning of the season with a recognized Canadian Financial Institution. Many institutions have special team/organization/society accounts with reasonable service charges (sometimes none) that the team should consider when selecting an account. When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated.

Checks and Balances include:

- Ensure that the account requires two signatures. Generally the signature of the Treasurer and the manager or parent. The two individuals (and any others that have signing authority) should not have a personal relationship or connection outside of the team. This separation of duties means that no single person is responsible for a transaction from start to finish.
- The Team Manager should receive a copy of the account's monthly statement and any parent on the team has the right to ask financial questions or request to see the account at any time as it is their money in the account.
- Any unforeseen expenses that may arise should be discussed with the parents before any transaction takes place.
- Ensure receipts are obtained or a copy provided for all transactions that take place. In general receipts should be numbered in order for easy tracking and should contain the following information:
 - Date of transaction

- Service rendered/purpose of payment
- Company owing payment
- Company receiving payment
- Signature of individual accepting payment
- Amount
- Form of payment
- When writing a cheque, the description line should always be filled out; and, if one is available write the invoice number on the cheque. When selecting an account type, the team may want to select an account that will include either a copy or the original cheques processed with the monthly statement so that these notes are available for justification.
- When organizing a team account DO NOT:
 - Set up or allow the use of debit cards on the account
 - Write cheques made out to cash
- Each Team Treasurer should provide a statement on an individual player basis to each parent on a bi-monthly basis. The statement needs to show seed money, fundraising and expenses for the individual
- At the end of the season **a full spreadsheet of every family's revenue and costs** must be shown to the parents on the team and signed off that they agree with the balances in **every member's account as stated.**

TEAM BILL

Each month the teams will receive a team bill from the office. The team bill will summarize what the team has used to date as per what the registration fees cover (ie ice usage, referee costs, league fees, EMHW/Provincial registration costs). When the team bill is received it should be reviewed for accuracy. Any discrepancies need to be forwarded to the office within 30days of receipt of the bill, **any discrepancies noticed over 30 days will not be adjusted.**

Every month when the team bill is forwarded it will be an accumulation of the costs. A team can project what their final bill may be adjusting the ice usage and game totals on the spreadsheet. (ie on the second page is the summary of ice usage each month (home games and practice ice), by putting in what you anticipate for ice each month it will adjust the first page ice costs). It is advised that the team manager/treasurer keep up to day on what has been used and is still to be used so that they can make sure they have enough in their team fund to cover any extra costs and keep the parents up to date of any additional costs to the team.

TEAM FORMS (most forms can be found under the Manager – Misc Forms & Information Tab on SGMHA website, if you cannot find a form please contact the office)

- Hockey Alberta Medical Form – this form must be completed for each player on the team and retained in a binder with the manager at all games.
- Hockey Canada Injury Report Forms – the manager should always have on hand blank copies of this form to give to any player at the time of the injury in the event they have to see a doctor regarding the injury). CHA Insurance coverage information can be found under both the manager – misc form & information tab as well as the development – parent tab for information on what is covered). Forms must be submitted to Hockey Alberta within 90 days of the incident.

RECORD KEEPING/DISTRIBUTION

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

Documents to include in a binder:

- HCR Roster (most up to date one)
- Contact Lists
- Player medical forms (include any affiliated players forms also)
- Forms (game report, injury reports, incident report)
- Schedules (practices, games and parent volunteers)
- Notices
- Arena information
- Committee updates
- Current financial information.

EQUIPMENT

At the beginning of each hockey year, all teams will be issued the following

- Game Jersey's (home & away), with the exception of Initiation they will receive only one set of jersey's, along with Jersey bag(s)
- Pylons
- Pucks & Puck bag
- Medical Kit

- 1 Set of goalie equipment for Divisions Atom and lower

The team is responsible for the care and maintenance of all equipment for the duration of the hockey season. Some notes to keep in mind about the team equipment:

- It is highly recommended that the person responsible for the equipment visually inspect all equipment prior to receiving it and report any anomalies that may be present during that inspection. Once the equipment has been taken, the team will be held accountable for any issues with the equipment and any repairs or replacement costs will fall solely on the team.
- The team that is signing out the equipment will be required to fill out a form with their contact information (name, team name, team number, phone no.)
- Any damage incurred to the equipment must be reported to the Equipment Director immediately
- All lost or stolen equipment must be reported to the Equipment Director immediately
- Game Jersey's and hockey socks (home or away) are to be used for hockey games only. Players should not be wearing the game jersey's for practices or be taking home their jersey's.
- Each player is to have his or her own water bottle that they bring to practices and games – that is well marked with their name. Sharing of water bottles is one of the easiest ways for a team to spread germs and illnesses among themselves and; therefore, should be avoided for health reasons.

All equipment mentioned above must be returned back to the Equipment Director at the completion of the hockey season and in its entirety. The only exception is the hockey socks, which can remain with the player.

Jersey Cleaning and Care

Jersey's should be cleaned and inspected on a regular basis. This will ensure that the jerseys will perform as expected and meet or exceed their life cycle, as per SGMHA. Absolutely and under no circumstances, should jerseys be cleaned with bleach or dried in a conventional dryer (discoloration and deterioration will occur) and the cost to replace will fall directly to the team that it is assigned to. Jerseys are to be washed inside out and hung to dry.

TEAM ROSTERS

Once a team is formed the registrar/administrator will complete all the required paperwork to register the player and bench staff with Hockey Alberta. A Hockey Canada Registry (HCR) Roster will be provided to the Manager from the office once registration has been completed (**only players and bench staff on the HCR roster are allowed**

on the ice or bench at any time during the season – no exceptions). Teams must be in possession of their HCR rosters before any league, tournament or exhibition games transpire. It is advised that the manager forward a copy of the HCR Roster to the coach/assistant coaches each time that they receive an updated roster, so that they have a copy with them also. Anytime that a player/bench staff is added or removed from a team a new HCR Roster will be issued.

The Manager is to review the information on the roster with the parents and bench staff to ensure accuracy when they first receive it. All players not registered properly are considered ineligible players and suspensions to the Head Coach can be assessed. In November all teams will be reviewed by the zone, once a team is reviewed by the zone only players and bench staff that have approved on the HCR roster will be allowed on the ice or bench (any player or bench staff not approved will need to clear up any issues before they will be approved and allowed to commence with the team). Any player or bench staff that is released from the team will have a released date on the HCR roster (far right hand side) and are not part of the team or bench staff (they are considered an ineligible player/bench staff for the team).

TEAM AFFILIATION

Affiliation was created to provide relief to teams when short-handed due to player illness, injury or suspension. Affiliation must be declared and filed in writing to the SGMHA office by December 10 of the current year to allow the office to register the affiliated player with Hockey Alberta by the deadline of December 15 of the current year. At the end of the playing season, affiliations cease to be recognized.

Affiliates must come from a lower category and must be from the same Minor Hockey Association (with the exception of PAA & PAC teams, which can affiliate players from within their draw zone).

A player can only be affiliated to one team, once they have signed the affiliation request form and have been added to a roster they cannot be removed. An affiliate may be brought up to play with his affiliated team for practices at any time during the season, however they are only allowed to play 10 games with their affiliated team (games only cover league/playoffs/provincials they do not include tournaments or exhibition games) during the season. After the tenth game the affiliated player will not be allowed to participate in any sanctioned games with the higher team, except in the event that the players team is finalized for the season. Suspensions will be handed to the Head Coach for any affiliated player playing more than 10 games in a season.

Affiliates must be marked on the gamesheet with an AP beside their names.

Affiliation Recommendations

- Please refer to the flow chart under manager-misc forms & information as to the timeline for teams to affiliate and the division affiliation is allowed from.
- It is strongly recommended that affiliated players are used in practices throughout the year to promote player development and help the player transition on the team in the event that they are called upon to play in a game
- Teams should affiliate from two different teams to avoid potential game conflicts if a player is required.

Selection Procedure for Affiliation:

- The highest level in each division has first choice of affiliates within their division and the top team in the next lower division.
- A timeline can be found under the manager – misc forms & information tab as to when a team is to commence with their affiliations. Each team will be given at least one week to complete their initiation affiliations after which time the next team below will start. Once a team has commence their affiliation, they can added up until Dec 10, however players not requested within their time period may no longer be available if another team has started their affiliation process and submitted a signed form to the office.
- To initiation the affiliation process, each coach should submit a list of desired affiliate player's names to their team manager, the team manager will then communicate with the player's team manager to arrange for the affiliation forms to be completed. When a manager receives a request for affiliates they should first advise the coach of the requested affiliates and then obtain signatures from the parent and player for permission for the player to be affiliated. Once this is completed the form with the signatures should be emailed to the office and the SGMHA division director of the affiliated player and the manager that requested the affiliation cc'd (this way all parties are aware that the affiliation forms have been submitted in a timely manner). An updated HCR roster showing the player as an affiliate added to the team is required before the player is allowed to practice with the affiliated team, and only once the player has 'Approved' by their name on the team HCR Roster are they allowed to play in any games with the affiliated team. Managers should make sure the player understands that by agreeing to be an affiliate if they are called up to play they cannot at that point decline the request, except for unforeseen circumstances (ie suspension, medical etc).

****ONCE A PLAYER IS AFFILIATED TO A TEAM THEY CANNOT BE REMOVED****

Use of an Affiliated Player:

- If a team wishes to use an affiliated player, the manager is required to call the affiliated players head coach/manager to ensure there is not a conflict with team events
- If there is no conflict, the head coach/manager of the requesting team can call the player and invite them to attend a game or practice.
- If there is a conflict, the two coaches need to discuss and decide if there are other options (ie are both games of equal importance; league vs. exhibition game, is the request of the affiliate due to insufficient player numbers on the affiliate team - 15 or less players available on the team for the game). If an agreement cannot be reached by the two head coaches than a call must be made to the divisional director and they will decide.
- It is strongly recommended that all affiliated players are used during practices throughout the season to promote player development

CERTIFICATION

Coach Certification rules and regulations can be located on SGMHA's website under the Development – Coach Tab. When the initial HCR roster is sent to the team, the Head Coach will be advised of any course he requires, at this point he must within 2 weeks email his confirmation that he has signed up for the course required to the office with the division director cc'd)

All Certifications required for each level are to be completed by November 15 of the current season. All teams must have the appropriate coach certification on their team roster by Hockey Alberta's deadline; failure to achieve proper certification for the team level may result in the team suspension for the remainder of the season.

- Safety Program
 - All Hockey Alberta teams must have one (1) person registered to their team that has completed the Safety Program **and be at all games**.
 - It is recommended to have at least two bench staff registered to their team has the Safety Program to ensure someone with the program is at each game
 - This program is valid for a period of three (3) hockey seasons from the date of the clinic attended to August 1 of the 3rd hockey season.
- Respect in Sports – Coach Program
 - All bench staff must have completed the Respect in Sports – Coach Program or Speak Out Program before they will be registered to a team and allowed on the ice.

PRACTICE/GAME SCHEDULE

The Team Manager in co-ordination with the Head Coach and the Association should update the team home page with all practices and games (when entering the information, please click the box “email team” for the dates and times to be forwarded to the families each time they are entered). Schedules do change on short notice and emails sometimes get lost in spam, so please keep your team calendar up to date with any team events, and remind parents to also check the team page for any updates or notices.

GAME REPORT/GAMESHEET

Following each game the home team is required to submit the results of the game to their league. Each league has a different procedure for how they handle this, please make sure before your league games start you are aware of how game results are to be forwarded. All gamesheets are to be signed by the referees and both teams. Game reports have multiple purposes – Evaluation for the seeding round – Determination of position for playoffs – Identifying suspensions

League Games

- All games will end at the scheduled time regardless of the time started.
- Timing Regulations
 - Team Participation in leagues outside of EMHA – game lengths will be specified by the leagues.
 - EMHA - games length as follows
 - Midget – 2.25 hours of ice, 3 periods of stop time, 2 ice cleanings
 - Bantam & PeeWee – 1.5 hours of ice, 3 periods of stop time, no ice cleaning
 - Atom & Novice – 1 hour of ice, no ice cleaning
- Penalties: All games, both stop and runtime
 - 2 minutes minor, 3 minutes for running time
- In absence of a league rule, referees will use the 5-2 rule which states when there is only five minutes left in the ice slot and the game has more than five minutes left, the timekeepers will inform the referees and drop the clock to two minutes at the next whistle.

- Game officials – home team will supply one game official as follows, except where leagues otherwise stipulate.
 - Scorekeeper
 - Timekeeper
 - 2 – Player Box Keepers
- Player Box – Maximum of 5 team officials allowed in the player box at any given time.
- All league and playoff game scheduled will take precedence over all other commitments, with the exception of Provincials, which take precedence over all other games.
- Referees will follow the League Rules governing games that run late.

SUSPENSIONS

Hockey Alberta monitors all suspensions incurred in exhibition, tournament, provincial or Hockey Alberta sanctioned events. Leagues monitor all suspensions incurred in league/playoff games.

- All suspendable infractions incurred in exhibition, tournament, provincial, Hockey Alberta sanctioned events must be emailed to the zone designate within 24 hours of the infraction occurring, and cc'd to the office (office@sgmha.ca).
- When a suspension is incurred it must be served in the next consecutive game (exhibition games do not count as suspended games, and players cannot play exhibition games until their suspension has been served).
- Any player incurring a suspendable infraction with either their registered team or affiliated team is suspended from all hockey games until the suspension is served with the team they are registered with. If that team is finished hockey for the season, this player would be allowed to serve such suspensions with their affiliated team. The player and the suspension must be listed on game sheets.
- When a suspension is issued by the zone, gamesheets showing the suspension being served must be emailed to the office.
- When a suspension is issued the notice will specify the number of games to serve, and type of games the suspension can be served in.
- No suspended player or team official is allowed on the bench, in the timekeepers/penalty box, dressing room and within fifty (50) feet of the player's benches during a game.
- Suspended player/bench staff must be noted on the gamesheet during the games comprising the suspension.

ORGANIZING GAMES

For a game to run smoothly and follow all regulations, the Team Manager must not only monitor what is happening during the game, but they must put in time prior to each game to ensure all positions are staffed. Tasks can be divided into pre-game, during game, and post-game. See Game Check List under the Manager – misc forms & information tab on SGMHA website

ICE

Distribution of Practice Ice

- The SGMHA Ice Allocator will distribute practice ice to the team as far in advance as possible. At certain times in the season, ice distribution is not available well in advance. These times include the beginning of a new round of play, during provincial playdowns, and during league playoffs.
- SGMHA receives ice slots from the City & TLC that are considered “undesirable” such as 6:45AM on weekends, 4:15 pm and after 10:00 pm on weekdays. Divisions are assigned these times based on the appropriateness of their age group. Midgets will receive practice ice times from 9:30 onward, Initiation will receive the 6:45 am & younger groups/rep teams the 4:15 pm ice times. Teams in each division will evenly share these non prime time ice slots.

No Show and Return Ice Policy

- If an ice slot allocated to SGMHA from the City & TLC and is not used, it is considered a “No Show”. SGMHA pays for all allocated ice, whether it is used or not, but No Show ice results in an additional fine from the TLC and lose of ice allocations for the next season. Should a team not show for a scheduled practice or game and the ice is not used, the team will be charged the 15% No Show fee.
- If the ice schedule is uploaded to the SGMHA with practices before league ice has been released, once the league ice has been received, any conflict of practices with league games will be changed by the ice scheduler for the team at that time.
- If a team does not want the ice allocated to them, it is then their responsibility to either sell or trade the ice so that it does not sit empty.
- Hockey Edmonton Interlock – Hockey Edmonton has very strict rules governing rescheduling of any league games and all efforts must be made to avoid any conflict. Generally, Hockey Edmonton will not allow changes to the schedule unless a team has been approved for travel to a tournament outside of a 100KM area. No team are allowed to participate in tournaments during Minor Hockey Week, the weekend of the start of a tiering round or Playoffs. For questions, please read the information at www.emha.ca found under coaches or contact your division director or SGMHA office.

- All changes to any ice slots (whether practice or game), must be forwarded to the office, all corresponding team manager's that are affected with the ice slot must be cc'd on the email.
- Rescheduling of a league game will not be approved by SGMHA unless ice has been found for the rescheduled game.

Double Booking Protocol for SGMHA Teams

The following will be the protocol should a double booking occur at any venue and ice assigned to a SGMHA team.

- In the event that two different user groups (ie Hockey and Ringette) show up to use the same ice at the same venue the SGMHA team's head coach or their designate (ONE person from the team staff) will:
 - Find the facility staff and ask them to look at the city master schedule to determine which user group has the ice. The arena staff's decision is final. SGMHA has a zero tolerance policy towards coaches arguing the arena staff.
 - If the arena staff says that the ice is not SGMHA ice, then the team will leave the dressing room area immediately and the head coach will refer to the ice schedule on SGMHA website to ensure the team is at the right venue and has the right start time
 - If the coach confirms they have been assigned the ice, they will contact the office by email for a resolution if necessary. (the office is closed in the evening and weekend so calls will not be answered, but emails are reviewed during the off hours for emergency issues only).
- In the event two or more hockey teams show up to use the same ice at the same venue the SGMHA team's head coach or their designate (ONE person from the team staff) will:
 - Refer to the ice schedule on the SGMHA website to ensure the team(s) are at the right venue and have the right start time
 - If the coach confirms his team has been assigned the ice, they will contact the office for a resolution if necessary. The office shall be the final authority from SGMHA in regards to disputes over ice slots in the event there is a discrepancy with schedules.
 - If the office cannot be reached the ice will be assigned as follows:
 - If the ice is for a practice the ice will be shared
 - If the ice cannot be shared, the booking preference will be:
 - Provincial Playdown or Playoff Game
 - PAC Scheduled League Game

- Federation Interlock League Game
 - Exhibition Game with a non-association Team
 - Development Ice (ie coach/ref courses, goalie development)
 - Exhibition Game between two SGMHA teams
- If it is determined by the office or booking preference document that the team does not have the ice, the team will leave the dressing room area immediately.

TEAM PICTURES

- Teams in Initiation to Atom will be scheduled for photos in September & October by a company selected by the Executive for the season.
- Pee wee and higher divisions are responsible for booking their own team pictures along with the costs for the pictures. On SGMHA website under the manager-picture tab are lists of companies that offer team pictures.

REFEREES

League/Playoff Games – SGMHA arranges referees for all league/exhibition and playoff games played on SGMHA home arenas. For exhibition games, once they have been approved by the office an email will be sent to the referee assignor to book the refs and the manager of the team cc'd. Referee cancellation must be done prior to 72 hour notice otherwise your team will still be charged for the refs regardless if you use them or not. When you are cancelling or booking refs if you do not receive a confirmation email that the request was received and the refs booked, after the request has been sent, please contact the referee assignor (contact information can be found under the Referee tab on the website)

- All referee costs for PAC teams are paid directly to the ref by SGMHA and added to their team bill
- Hockey Edmonton Interlock Regular Season League Games & Playoffs - teams pay half the cost of the referees at each game, when you give the cash to a referee at a federation game, please collect a receipt for the team financials.
- Exhibition Games & Provincial Playdown Games – teams will pay the refs cash based on the amount stated by the referee assignor when the refs are confirmed

PERMITS

During the season the team may decide to take part in tournaments or exhibition games. The Team Manager can create a tournament co-ordinator to be responsible to search out and apply for tournaments respectively. Permits need to be applied for by completing the appropriate form under the Manager – Permit tab. A permit request will be required for **ALL** exhibition & tournament games a team partakes in.

- Permits require a couple of days for approval, so apply for them as soon as possible, a permit can always be cancelled if not required. Permits requested on Friday morning for the upcoming weekend will not be approved due to the time constraints.
 - All Hockey Alberta sanctioned teams **MUST** be in possession of a Permit when travelling outside the zone. It is recommended to bring a hard copy of the actual travel permit as most associations will request a copy.
 - When Traveling outside of the province the actual Permit must be carried with the team at all times. Approval for out of province tournaments may require more time to be approved.
 - A Permit number must be recorded on each gamesheet.
 - All Permits that have a match penalty or penalty resulting in a suspension write up must be emailed to Zone 3's Discipline Committee at cmalbeuf@telus.net and cc'd to the office immediately.
- Hockey Edmonton Interlock Teams
- Federation Teams need to request the applicable permit request with both the league and SGMHA for all games (exhibition and tournament)
 - The league request is so that they can make sure the team is following the rules the league has in place for travel (ie IPRP %).
 - SGMHA request is for insurance purposes
 - Hockey Edmonton is Zone 2 where SGMHA resides in Zone 3, so Hockey Edmonton cannot approve travel or exhibition permits for insurance purposes for teams registered with SGMHA.

When a permit has been issued a gamesheet is required to be submitted to the office by email within 24 hours after the event

Teams must also ensure that their opponent has the appropriate permit if required and that the permit number is placed on the gamesheet. If the Coach/Manager cannot confirm if the opposing team has the proper documentation then **THE GAME MUST NOT BE PLAYED!**

Failure to follow the above noted rules will result in the following penalties.

- Failure to email copy of gamesheets
 - First Offence – 2 week ban on all permits
 - Second Offence – 4 week ban on all permits
 - Third Offence – Indefinite suspension on all permits
- Failure to obtain a permit or confirm confirmation of versing team permit approval
 - Indefinite suspension on all permits

SGMHA PLAYER MENTORING PROGRAM POLICY

The purpose of this program is to have the older players mentor the younger players. Some players have used it to collect community hours for projects at school. **PLAYER MENTORS MUST WEAR FULL EQUIPMENT** while on the ice.

Players/Goaltenders **must be** a registered member of SGMHA for the **current season**.

Request for a Player/Goaltender to be a mentor on a team must be forwarded to the office for the Player/Goaltender to be added to the HCR roster as a volunteer (**mentors not on the HCR Roster are not allowed on the ice with any team other than who they are registered with**).

Eligibility for the Mentoring Program is Atom Player/Goaltender or higher.

Players/Goaltenders must be TWO levels higher than the team they are a mentor one (unless approval has been received by the office).

Player/Goaltender Eligibility:

- Atom - can only go to Initiation
- PeeWee – can go to Initiation and Novice
- Bantam – can go to Initiation, Novice, and Atom
- Midget – can go to Initiation, Atom and PeeWee

Failure to follow the above guidelines – the head coach will be subject to a suspension.

COMMUNICATION

- Contact information for all members of the SGMHA Executive is provided on the SGMHA website (www.sgmha.ca) under the Contact tab.
- Each team is entitled to a team microsite, and are encouraged to use them. The site should be used to post games and practice schedules, information about upcoming team functions, contact information for team officials, and more. The Coach will be given the login in and password for their site when the team is registered and the HCR roster forwarded at the beginning of the season, they are to forward this information to the manager. If you are not using SGMHA team micro site, please ensure that the link to the microsite you are using is

listed on SGMHA team microsite. Team microsites will be monitored from time to time, and any information deemed inappropriate or contrary to the goals of SGMHA will be removed. **Please note advertisement for hockey camps, etc are not to be forwarded to members on your team or listed on your team microsite. SGMHA has a link tab for this, if you are approached by someone to forward information to their team for a business please direct them to the office to have this information posted.**

- SGMHA adheres to a strict conflict resolution protocol. On a team level, all efforts should be made to deal with any conflict in an adult manner, using appropriate means of communication. Team concerns should be address to the manager, who should facilitate any required meetings between the bench staff and the parent and/or player (discussions of the meeting should be recorded). If a resolution cannot be reached then the next level would be to take those concerns to the Division Director. Appropriate communication would be to phone, email, or confer face to face with the individual to address the concern. It is inappropriate to use a “reply all” email, Twitter, Facebook, or other social media to resolve a conflict.
- Because hockey is a competitive sport, there are times when an issue cannot be resolved at a team level, or when an incident of a severe nature occurs. The SGMHA Commissioner or Discipline Committee will convene when necessary to address violations of behaviour guidelines policies, bylaws, or procedures. Allegations from on SGMHA member towards another must be submitted in writing on the Incident Report Form and forwarded to the office. The SGMHA Executive takes these issues seriously and will take all necessary steps to come to an expedient resolution.

REPORTING INJURIES

- In the event that an injury occurs to a player, team officials, spectator, or any other person, as the result of a sanctioned hockey activity, an Injury Report Form must be completed and forward to SGMHA and Hockey Alberta.
- By completing and submitting the Injury Report form, the player’s family is potentially eligible for an insurance claim through the CHA Insurance program. This insurance program provides “supplementary insurance” only. Alberta Heathcare, Blue Cross or any other employer health benefits must be the first

source for all claims. If parent does not have any health insurance coverage then the CHA will cover the expenses as per their policy.

- It is expected that the player's family will pay for all expenses first, and the Hockey Alberta will reimburse allowable charges. For example, if 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 if the cost is not covered by other insurance sources. Parents can mail their claims directly to the office to be forwarded to Hockey Alberta.
- Any player or bench staff that has seen a doctor for an injury (regardless where the injury occurred – ie work, school), will require a note from a doctor that they are cleared to participate in any team event, before they are allowed to participate.

DRESSING ROOMS AND ARENAS

- Damage – SGMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage caused to dressing rooms, arenas or arena facilities are the responsibility of the team. Should a facility contact SGMHA that a dressing room has been damaged, SGMHA will pay the invoice and add the cost to the team bill.
- **There are to be no photographs taken in dressing rooms. NO electronic items are allowed to be powered on in dressing rooms.**
- Dressing Room Policy – Please refer to SGMHA website under the manager's tab for SGMHA's full dressing room policy.
- At least one bench staff or the manager must be in attendance at all time when the player's are required to be there. If the team has a policy that the players are to be at the rink 1 hour prior to a game, then a bench staff or manager must also be there, and will be responsible for any issues that may arise with the team.

OTHER

This manager manual does not address all or SGMHA policies or issues that will arise during a season. If you have questions, need more information, or have suggestions, please consult with your head coach, and contact your Division Director or the office. Every volunteer has a role in shaping the success of the season for the team and for SGMHA. Thank you for giving your time to Spruce Grove Minor Hockey Association.

APPENDIX A

GAME DAY JOBS

Guidelines for Off Ice Officials

(Penalty & Game Timekeepers/Official Scorer/Gatekeepers)

The following guidelines for off-ice officials should be reviewed briefly before the start of each game to ensure each official is aware of what their responsibilities are. As an off-ice official, it is important that you remain as neutral as possible to avoid showing impartiality or disrespect to either team, players or officials. Avoid any verbal and/or physical confrontation with the players or coaches.

As per Canadian Hockey Official Playing Rules:

Penalty Timekeepers and Gatekeepers Duties:

- The Penalty Timekeeper shall keep the time served by each penalized player during the game and, upon request inform the penalized player as to the unfinished time of his penalty.
- If a player leaves the penalty bench before his time has expired, the Penalty Timekeeper shall not the time and advise the Referee at the next stoppage of play.

Note: Attend the gate to the penalty box at all times when players are serving a penalty. If a player wishes to leave the penalty box before the expiration of his penalty or to take part in an altercations, avoid confrontation and simply inform the player that they are not permitted to leave the penalty box. Should they persist, do not physically restrain them. Ensure their conduct is report to the Referee at the next stoppage of play.

- Where public address systems are used, the Penalty Timekeeper can announce or have announced the name of each penalized player, the nature of the offence and the time the penalty was assessed.

Official Scorekeeper Duties:

- Enter on the "official game report" (gamesheet) a correct record of the goals scored, by whom they were scored and to whom assists, if any, are to be credited. They shall also keep a correct record of all penalties, the infraction, and the time when the penalties were assessed.

- Request that all affiliated players dressed for the game, be designated on the Official Game Report by the use of the symbols “AP” after their name (in a similar manner to that used to designate the Captain and Alternate Captains)
- At the completion of each game, the Official Scorekeeper shall sign the Official Game Report, and then have the Referee sign it. They shall then forward the Game Report to the manager of the home team for forwarding to the league (with a copy to the versing team).
- Prior to the start of the game, the official scorekeeper shall obtain from the manager or coach of each team their complete line-ups, verify and signed by the team official in charge. The captain and alternate captains of each team shall be duly noted on the Official Game Report.
- The official scorekeeper shall submit the Official Game Report to the referee prior to the start of the game and shall draw to their attention any case which they feel does not comply to the rules.
- The official scorekeeper shall advise the referee when the same player has received their “second major” penalty, their “second game misconduct” penalty, or their “third stick infraction” penalty during the same game. (stick infraction penalties: high sticking, slashing, cross-checking, spearing and butt-ending)
- Where a public address system is in use, the official scorer may announce or have announced, immediately following the scoring of each goal, the name of the player who scored the goal and the name of each player who received an assist.

Official Timekeeper Duties:

- The Official Timekeeper shall record the start and finish of each game and all actual playing time during the game.
- The Official Timekeeper shall signal the referee for the commencement of the game, the start of the second and third period, and for each overtime period. The Official Timekeeper shall, by the means of a siren or whistle, signal the end of each period, each overtime period and the end of the game.
- The Official Timekeeper may announce or have announced when ONE MINUTE of actual playing time remains in each regulation or overtime period.
- In the event of any disputes regarding time, the matter shall be referred to the Referee in charge and their decision shall be final.

