

Coach / Manager

Manual

Below is an Important Item checklist for Managers to assist in ensuring all necessary information has been submitted to St. Charles Hockey Club in a timely manner.

MANAGER/COACH CHECKLIST

TEAM HARD CARDS – Ensure all information is correct, please submit to St. Charles Category Director. Coaches must be on the Official Team Hard Card to be on the ice and/or bench. Qualifications must be checked to meet EMHA standards.

EMHA AFFILIATION FORMS – Please submit to the St. Charles Category Director by

Nov 15. \*NO Exceptions

FAIR PLAY PLEDGE – Please have all parents & players read & sign, must be kept on file by team manager.

POLICE CHECKS – All NEW coaches, assistant coaches must complete a police check form and please bring 2 pieces of required Government issued ID (1 must be photo), Deadline Oct 31.

PLAYER MEDICAL FORM – Parents are asked to please submit to your Manager by 1st league game. These forms stay with the manager & must be shredded at the end of the year.

COACHES CODE OF CONDUCT FORM – Must be signed by all coaches on the team and submitted to their St. Charles Category Director by Oct 31.

REFEREE FEE CLAIM FORM – Please submit to your category Director after each set of EMHA division round robin games. All year end expenses must be received by the treasurer prior to April 27 for re-imbursement. Anything received after that date will not be processed.

TEAM FEES - St. Charles Hockey Club has mandatory team fees per player that must be paid by October 31. The revenue generated from these programs go a long way in reducing registration costs by covering referee fees as well as extra costs to improve our program by purchasing more practice ice.

\*\*Please Note\*\* All above forms with the EXCEPTION OF THE POLICE CHECK FORM can be located on the St. Charles websit[e (www.stcharleshockey.com)](http://www.stcharleshockey.com) under the Coaches Area page.

General Topics:

Player Evaluation & Placement - Each player receives a fair & impartial evaluation at the beginning of each season to ensure that they are placed as close as possible on a team with similar skill level to ensure that they get the most enjoyment out of each season.

Each team will be placed in a tier based on suggestions from the Parish Category Director to the KC Category Director & EMHA. The first round of games will be used to ensure that the teams are tiered correctly and relocated if necessary to start the second round of games.

If an individual player is identified as wrongly tiered by their Head Coach in the exhibition round they can be relocated to another team.

The following process must be followed in order to relocate such a player:

1. Head Coach will identify such player & discuss with their coaching group whether the player is struggling & should they be moved. You must exercise complete confidentiality.
2. Head Coach will contact St. Charles Category Director & recommend player movement.
3. St. Charles Category Director will contact St. Charles Parish Manager & discuss options for possible player movement with both teams.
4. St. Charles Category Director will communicate to both head Coaches, the decision and team the player will be moved to and provide communication protocols to be followed.

Players will only have the move option available before the final hard card date and to those players found that such a move is in the best interest of the player & teams affected.

Dodge Caravan Fundraiser – Each year novice teams must submit a quality photo of their team wearing & KC hockey Jersey displaying the Dodge Caravan Logo to their category director in order to receive 500.00 toward their hockey season.

Player Injury Report Procedure - This procedure must be followed whenever there is a serious injury. This procedure is available on our website.

Club & Team Apparel - St. Charles Hockey has committed itself to providing an image equal to its hockey program, which is why we have entered into an agreement with Source for Sports in St. Albert to provide our apparel for the upcoming season. The apparel link can be found on our website.

Respect In Sport Coach - Hockey Alberta has mandated that starting in (2012/13) all coaching staff put on team rosters (hard cards) are required to complete the Respect in Sport Coaches Certification. The course must be taken by all bench staff and everyone who goes on the ice with their team. This is a Hockey Edmonton directive that will be enforced across the city. This is an online course that is $30.00 and it takes approximately 3 hours to complete.

Emergency Action Plan - When a serious injury occurs time becomes critical. Therefore, you must establish a plan to handle emergencies in an organized and efficient manner. By implementing

an Emergency Action Plan (EAP) with your team, you will be prepared to react effectively in the event of a serious injury or incident St. Charles has prepared an EAP that you can use to ensure your team is ready for a serious injury and you can help make sure that your team’s safety is well taken care of.

All information is available on our website.

Introduction

Thank you for volunteering to coach with St. Charles Hockey Club. While everyone’s volunteer time and effort to St. Charles Hockey Club is valuable, the coach’s role is critical as he/she will directly influence the experience the players will have and the formation and development they will undergo as hockey players and young members of our community.

The purpose of this coaching manual is to assist in preparing you for your role as a coach by providing you with the necessary basic information required to successfully lead and operate your team with St Charles. There is, of course, no manual that can teach you to be a perfect coach. Your success will depend on your commitment to acquiring the technical, interpersonal and leadership skills needed to fulfill the demanding position of being a coach. If you choose to dedicate yourself to this development, being a coach will be a fulfilling and gratifying experience for you, your son/daughter and your team.

The success of our hockey program is directly dependent on coaches who commit to the following:

* Ensure that all players in the program are treated fairly, respectfully and equitably
* Ensure that each player is provided ample opportunity and attention to improve upon their on-ice hockey skills – through well planned practice sessions and positive feedback during games
* Ensure that each player develops positive team/sportsmanship skills
* Ensure that our children have a fun and enriching experience
* Ensure to work cooperatively and positively with parents throughout the season

Once again, thank you for stepping forward to contribute to the development of the children registered with St. Charles Hockey Club.

Coaching Conduct

As a coach, you will have a strong influence on your team’s behavior. Therefore, it is important that you set the standard both on and off the ice and be a role model for your players. You must demonstrate and insist on fair play and sportsmanlike treatment of teammates, officials and opponents at all times.

Role of the Coach

St. Charles Hockey Club Head Coaches are fully responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches or Trainers, Managers and parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Coach

Guidelines/Expectations

Coaches and team management are expected to:

* Respond to directive of St. Charles Hockey Club and operate the team within established policies outlined by the St. Charles Executive Group procedures and guidelines.
* Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her on-ice potential.
* Recognize their responsibilities as leaders, educators and role models for young players. Conduct toward players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not accepted.
* Be sensitive to parental concerns and be prepared to respond cordially when warranted.
* Establish regular positive communication with parents on games, practices, schedules, fundraising, etc.
* 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 the players.
* Pursue objections to directive or policy through appropriate channels and in a manner that is not detrimental to the team, league or St. Charles Hockey Club.
* Hold a parent meeting prior to the beginning of regular play and at appropriate intervals during the season. The selection of a parent representative to act as a liaison between parents and coaches is recommended.

In summary:

Success as a coach requires much more than achieving a good win to loss ratio. Much more important is the development of the athletes under your guidance.

St. Charles Hockey Club Code of Ethics:

The primary role of the coach is to lead his/her team in a healthy and positive manor demonstrating excellent sportsmanship along with a competitive spirit.

The key to being a successful coach is demonstrating positive and healthy leadership. You are a role model for both players and parents and you should conduct yourself with care, fairness and respect.

The good coach instills, in players, “the team spirit” with a will to win as well as the ability to accept loss with sportsmanship. As a coach, you must demonstrate respect for officials and opponents from yourself and expect it from your players.

The coach must treat all players equally with respect to ice time and discipline.

Zero tolerance - The St. Charles Hockey Club is committed to providing a safe and healthy environment for all its’ members. Any coach or team official that is reported to be under the influence of alcohol or drugs while in their official team capacity will be referred to the St. Charles Hockey Club Parish Manager & Category Director for further disciplinary action. Coaches must be organized and prepared for practice in order to maximize the development of players including a development program for their goalies.

Any form of abuse verbally or physically of players, parents, volunteers or officials will not be tolerated. Any St. Charles Hockey Club Coach or Parent demonstrating such behavior must be referred to the St. Charles Hockey Club Parish Manager & Category Director for further disciplinary action.

Our Volunteers must be treated with respect at all times.

IF YOU ARE AN INITIATION COACH, THIS IS WHAT YOU NEED:

* 2 people on the bench need NCCP Intro to Coach OR Coach Stream – Mandatory
* Someone needs to have Safety and be at all games
* All people on the bench need Speak Out OR Respect in Sport

IF YOU ARE A NOVICE HEAD COACH, THIS IS WHAT YOU NEED:

* NCCP Coach Level Certified OR Coach Stream
* Someone needs to have Safety and be at all games
* 2 people on the bench need Speak Out OR Respect in Sport and be at all games

IF YOU ARE AN ATOM HEAD COACH, THIS IS WHAT YOU NEED:

* NCCP Coach Level Certified OR Coach Stream
* Someone needs to have Safety and be at all games
* All people on the bench need Speak Out OR Respect in Sport

IF YOU ARE A PEEWEE HEAD COACH, THIS IS WHAT YOU NEED:

* NCCP Coach Level Certified OR Coach Stream
* Hockey Alberta Checking Skills
* Someone needs to have Safety and be at all games
* All people on the bench need Speak Out OR Respect in Sport
* It is “recommended” that Assistant coaches are certified at Coach Level and Checking as well

St. Charles Hockey will compensate head coaches attending these mandatory certification clinics (Initiation, Coach Level, CHSP and Respect in Sport for Coaches or Checking). Please note: pre- paid receipts and course attendance are required for reimbursement from St. Charles Hockey. Coaches are encouraged to attend more advanced clinics as well. St. Charles Hockey will generally reimburse coaches for attending these clinics but pre-approval should be sought. Once the course has been completed, receipts can be sent into the St. Charles category Director for reimbursement. Clinics are offered by Hockey Edmonton.

You must contact the Hockey Edmonton office to register: 10618 – 124 Street Edmonton, AB Phone 780-413-3498 [www.hockeyedmonton.c](http://www.hockeyedmonton.ca)a.

Organization and Team Structure

Official Team Rosters (known as hard cards)

The head coach will receive the team roster by e-mail. It is the coach’s responsibility to confirm all information on the roster is correct and forward it to the St. Charles Registrar. As the completed forms are received, updated rosters are sent back to the coaches. Only the coaches and players listed on this roster are insured and permitted to be on the ice or bench at practices or games.

The coaching staff must have the Official Team Roster available at all games to present if asked.

Team Name

Each team will be given a name & team number eg: KC000 that will then appear on official schedules.

Team Captains

The referee will require that you identify captains and assistant captains on the game sheet. The method of choosing captains is for each team to decide but most often they are chosen by the Coaching Staff.

Delegation of Responsibility

It is not necessary for one person to assume all of the workload required for the operation of the team. Delegation of the workload not only reduces your commitment, but also is usually an effective catalyst for the development of cooperation and friendships amongst parents and players. The Coach’s responsibility may simply be to oversee their efforts and ensure completion. It is useful to enlist your volunteers early in the season when enthusiasm is high. It is also important to be specific in communicating the responsibilities that you would like them to assume. Some examples include:

Team Manager

All Coaches are encouraged to recruit a Team Manager. He/she can be your most valuable assistant and therefore should be someone with whom you are comfortable working with closely. The role of the Team Manager is to assist with or assume complete responsibility for the off-ice organization. If you are having difficulty finding a suitable volunteer, please contact your Category Director for assistance. The duties performed by the Manager will vary from team to team and should be agreed on at the first opportunity. The coach and manager together may then decide to further delegate responsibilities to other parents or players if appropriate.

The Team Manager’s role is crucial to the successful operation of the team’s season. The Manager acts as a central source of communication by implementing a strong communication philosophy between themselves, the coach, parents, players and all participants. Both the ability to work well with a variety of people and the ability to maintain a fair and consistent outlook are strong managerial attributes that will help to maintain communication between all members throughout the season.

While the Team Manager’s role is one of in-depth involvement – from safety planning to financial planning to reporter to event organizer – there is no reason to become overwhelmed. The team is there to support and, through delegation, a ‘divide and conquer’ approach can be extremely efficient. Focus on the primary roles of organizing, planning and overseeing, take advantage of all available materials, and the season can be a successful one.

Use the St. Charles website as a resource. All pertinent information is posted on the website over the course of the season.

The duties of the Manager could include:

* Assist the coach in ensuring that the team operates within the established policies and procedures of St. Charles Hockey Club and other governing bodies of minor hockey.
* Assist the coach in setting up and enforcing rules and guidelines for conduct of players, parents, and team officials, both on and off the ice. The manager should play an important role in monitoring off-ice behavior.
* Prepare and distribute a team contact list, which includes player’s names, jersey numbers, telephone numbers, and parent’s names. At the beginning of the season, it may be helpful to create a small card with the team rosters, player’s numbers and parents’ and siblings names, to help the parents get to know the other players and their families.
* The Team Manager is the keeper of the Team’s personal information. 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. to keep data easily accessible.
* Prepare Game Sheets unless coach wishes to do so. Computer generated labels of Team Rosters are allowed and encouraged – but don’t forget each game sheet needs 4 copies. Notations of absent, injured, suspended, affiliated and overage/underage players is ALWAYS REQUIRED.
* Prepare and distribute practice and game schedules.
* Contact players regarding changes in the schedule. Email can be used but it’s important that ALL families have access to the information in time. For example, work emails could mean that a message sent Friday would not be received until Monday.
* Work with Head Coach to develop a team budget based on expected expenditures and revenues.

Manage team accounts:   
Team accounts are set up by the St. Charles Hockey Club Treasurer for each team. The account will be closed at the end of the season and with unexpended funds retained by St. Charles Hockey Club

* Organize fundraising to meet team’s financial needs, if team wants to fundraise.
* Ensure to prepare a financial statement detailing income and expenditures for distribution to all parents, at the end of the season.
* Organize to pick up photos on designated date, place and time.
* Organize extra ice time either indoors or outdoors for practices or exhibition games in consultation with the Coach.
* Organize exhibition games in consultation with the Coach.
* Prepare entries for tournaments in consultation with the Coach.
* Prepare entries for tournaments in consultation with the Coach.
* Obtain sanction numbers for exhibition games and tournaments within the city, and travel permits for exhibition games and tournaments outside of the city and special event passes.
* Book referees for exhibition games.
* Be available at practices and games for questions and concerns as they arise.
* Game Sheets must be delivered to the Category Director within 24 hours of completion of the game. ALL game sheets MUST have a game # on them. Also, ensure that all copies of the game sheets from a tournament are delivered to your Category Director within 24 hours of your last game in such tournament. Failure to comply with these rules may result in a suspension for the team’s Coach. If an incident occurs that results in a write up of a player or coach regardless if a suspension is involved, then they must inform the Category Director within 4 hours.
* Organize parents to serve as timekeepers and penalty box attendants during games.
* Ensure the completion of any medical forms such as the CHA Accident Report Form for reimbursement of ambulance fees, etc.
* Utilize the St. Charles website as a method of communication between the team members.

*The most important thing the Team Manager can do is delegate – it is almost impossible for a* *Team Manager to do everything without help.* Not only will the Team Manager’s stress levels decrease, but having parents take a hands-on approach with their child’s team will increase communication among the parents. A strong parent base will make for a strong team.

Parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role. Training for some positions may also be required for the various positions – such as running the clock. The training could take place during a team practice to avoid the need for additional time at the rink.

Treasurer

Management of team finances is the job of the team manager. This person will oversee the team bank account, deliver money to the St. Charles Hockey Club Treasurer for deposit, ensure payment of expenses, and prepare a financial statement of income and expenditures at the end of the season.

Most teams will want to develop a budget to cover additional expenses arising during the season. This might include costs of extra ice time for practices, exhibition games, tournaments, social events, team jackets, etc. Each team will have a bank account through the St. Charles Treasurer.

For your protection, this account must be utilized; this will show transparency and allow our Treasurer to back all your transactions.

St. Charles Hockey Board does not permit the use of personal bank accounts to be used or of opening other team accounts

All unused funds will be deposited into the St. Charles Hockey Club general account and used for operating costs throughout the year.

Remember, St. Charles Hockey club will not be responsible for funds held in team accounts and will not be responsible for over expenditures.

Team Finances

All team expenses should be managed jointly by the Head Coach and Team Manager. A Team account will be set up on your behalf shortly following season opening. If you engage in fundraising to purchase items such as team apparel, practice ice, tournaments or for team building events, please be aware that there is a maximum of $5000.00 per team for funds raised. All monies must be submitted via cheque or money order (payee: St. Charles Hockey Club) to our club [Treasurer](http://stcharleshockey.com/content/contact) – deposits can be dropped off at the KC office during regular business hours addressed as follows:

St. Charles Hockey Club

“Team Name” – Deposit to Fundraising Account

ATTN: St. Charles Treasurer

Raffles: any raffles that are held by a team must have an AGLC licence. The club can apply for the license on behalf of your team; you would just need to contact the fundraising coordinator on the executive board. License numbers must be printed on all tickets.

Team Budgets

* Individual Player Cash calls should not exceed the original cost of registration. (i.e. – if Peewee registration cost is $695, additional cash call should not exceed $695.
* If budgets exceed individual player cash call capacity then team sponsorship for fundraising must occur.
* It is the responsibility of the Coach and or Manager to gain 100% consensus of the parent group on the overall budget. St. Charles and or its representatives will not be accountable for team budget shortfalls or deficits.
* There is a $5000 maximum cap on total team budget dollars.
* If team budget exceed Player cash call amount and fundraising and sponsorship cannot bridge the difference, player cash calls can be exceeded with approval from St. Charles Hockey Club Executive. Before approval can be granted the team must submit a budget.

Time Keepers

It is often better if 2 or 3 volunteers can be arranged to become familiar with the job and alternate to make it a smaller commitment.

Team Operation

An essential component of managing a minor hockey team is to ensure that the team is operated within the rules and guidelines of the various governing bodies of minor hockey.

Parent Meetings

Ultimately, all Minor Hockey programs are responsible to the parents. Criticism from parents most commonly revolves around problems with communication. Regularly planned meetings are an effective means of communication. A minimum of 2 or 3 meetings should probably be held during the season with the first scheduled as soon as possible after formation of the team.

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.

Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. As well, have extra copies of any handouts or forms that need to be circulated to parents and players. Having information in handout form for parents to take away will assist with the retaining of dates and details.

A typical agenda for a first meeting might be as follows:

Agenda

1. Introductions

2. Explanation of coaching and managerial philosophy

3. Explanation of discipline and disputes policy

4. Practices: Structure, number, indoor or outdoor

5. Games: Regular season, exhibition, tournament

6. Social events

7. Anticipated budget

8. Fund raising

9. Selection of Parent Representative

10. Recruitment of other volunteers

11. Guidelines for parent behavior

12. Form to fill out such as Medical forms (forms can be found on the website)

Behavior and Discipline

A consistent and fair approach to behavior and discipline, which has been communicated to and discussed with players and parents early in the season, is an important means of making hockey an enjoyable, rewarding, and positive experience. On the ice, the standard is determined by the rules of play, which are enforced by the referees. On the bench, in the dressing rooms, and in the stands, it is sometimes necessary for team officials to remind players, and sometimes other team officials and parents that sportsmanship is for all participants. All players and parents must sign the For the Good of the Game sheet and adhere to its guidelines.

Keep control of the players on the bench and do not allow derogatory comments to teammates, opponents, officials or fans. A player set on the correct course early in his career will usually continue on this path. In the dressing room, it may be necessary to set specific rules such as no throwing of tape balls or ice, any swearing, etc. It is useful to publish these rules and distribute a copy to all players and parents. It is also important to positively encourage and promote the development of sportsmanship including recognition of efforts of teammates, referees, and opposing players. Sometimes it is necessary to remind team officials and parents that their behavior is often the example from which young players learn.

Harassment of officials or the opposing team is never acceptable. Players and officials may receive ejections and suspensions levied by the AAHA, HOCKEY EDMONTON, or St. Charles Hockey club Executive Committee. Unruly fans may be asked to leave the rink by the referees, HOCKEY EDMONTON Category Director, St. Charles Category Director (for St. Charles fans only), St. Charles Executive member or the Zone Director. Failure to leave the rink results in forfeiture of the game. Be aware of “horseplay” at practices and during games, and control this in a positive manner. Many unnecessary injuries occur as a result of horseplay. Also, remember that your team may be held financially responsible for any damage to property that arises as the result of horseplay. Most problems with parents and players can be avoided by effective communication before problems arise, hence the importance of Parent meetings and the Parent Representative.   
  
However, when concerns do arise between parents and team officials, the following procedure should be followed:

1. Direct communication between parent and head coach.

2. Direct communication with the Category Director.

3. Referral of the problem to the St. Charles Parish Manager

When Concerns arise regarding the behavior of a player, the following procedure should be followed:

1. Direct discussion with the player.

2. Involvement of the parent.

3. Involvement of the category director.

4. If necessary, involvement of the St. Charles Parish Manager.  
  
  
RULES AND REGULATIONS

League Games

Rules are determined as per the Canadian Hockey Association Rule Book. Novice & Atom Categories: periods are 12-12-12 minutes Stop Time. Peewee & Bantam Categories: periods are 15-20-20 minutes Stop Time.

No floods in any category and there will be NO TIME-OUTS in Federation Hockey.

Your Category Director will provide you with your schedules for league and playoff games.

Remember that the City Tiering Committee meets after each round and a new schedule is supplied for each round and the playoffs.

Schedules are also posted on the HOCKEY EDMONTON website at www.hockeyedmonton.ca. Initiation 2A & 3 are not re-tiered and a schedule is provided for the full year.

All games must end on time. When there are 5 minutes remaining in the scheduled time slot, the referee will decide if the game can be completed in the remaining time. If not, the clock will be reset to 2 minutes of playing time. Please ensure that your team is ready to start each game on time.

The Home Team supplies the game sheet (St. Charles will provide each team with sheets) and the principal timekeeper. However, both teams should have an official in the timekeeper’s box.

Referees must be paid in cash prior to starting the game. Please have the correct amount on hand and obtain a receipt for reimbursement purposes.

Minor Hockey Week schedules are posted in the city rinks a few days before Minor Hockey Week starts. You can also get the information from the HOCKEY EDMONTON website by mid- January.

Regular league, playoff, and Minor Hockey Week games take priority over exhibition and tournament games. If you have a conflict that can’t be avoided, changes can be made but with difficulty. In order to change games, you must contact the St. Charles Category Director, the City of Edmonton Category Director and your replacement MUST play a game in order that the referees assigned to this slot are utilized and reimbursed.

If you have concerns with the officiating, put them in writing and contract your Category Director. Do not confront referees directly. Any perceived or real abuse of referees can result in serious suspensions.

The rules of play are those of the Canadian Hockey Association. Minor modifications by the Edmonton Minor Hockey Association for the City of Edmonton are found in the Hockey Edmonton Operating Directives, which can be found on the Hockey Edmonton website.

You must PHONE or FAX your Category Director with the results of WRITE-UPS of a league, Minor Hockey Week, exhibition or playoff game within 4 hours of completing the game and a copy of the game sheet must be delivered to the Category Director within 24 hours. One copy of the game sheet from all games should be kept for your team. Extra game sheets can be obtained from the St. Charles Category Director. For all injuries, please fax a copy of the injury report to the St. Charles& KC Category Director.

Practice Ice  
As part of registration, each team will receive practice time. Practice allocations will be distributed with game schedules or through the St. Charles ice allocator. All Practice ice assigned is the responsibility of the head coach to ensure that is used and doesn't go black. You can ask your category director to send out an email asking any team if they want any ice you can't use, until you receive a reply that it is taken you are still responsible to ensure it is used.

You are encouraged to seek additional ice time for practices to suit your team’s needs. You may also want ice to arrange exhibition games and small tournaments. Sources of additional ice time are:

* The St. Charles Ice Allocator for indoor ice slots. This is your best value for indoor ice. Teams are billed by St. Charles for extra ice purchased.
* Community League rinks for outdoor ice times. You are strongly encouraged to use this inexpensive resource. No permit is required for an outdoor practice, however, the coach/team management must make an inspection of the facility to insure the safety of the team, CHA Insurance covers only on-ice assistants who are registered on the Official Team Roster and players must wear full equipment.
* Operators of private arenas in the area (CAC Arena, Enoch Recreations Center, NAIT Arena, U of A, River Cree and West Edmonton Mall). Note: River Cree and Enoch will require a travel permit.
* If you have regular practice ice at these locations, you can apply for a permit for the ice for the entire season.

REMEMBER! You are responsible for the cost of any extra ice times beyond the basic allotment. As well as Exhibition Games and Tournaments St. Charles teams are allowed to seek additional games and tournaments for their teams. Scheduled league, Minor Hockey Week, and playoff games must always take first priority. In searching for exhibition games and tournaments, there are several sources:

* Your fellow coaches and other contacts that you meet
* Your category director
* HOCKEY EDMONTON website: www.hockeyedmonton.ca or Hockey Alberta website: www.hockeyalberta.ca

TOURNAMENT PROCEDURES

Now that our season is in full swing you may want to look into entering tournaments.

Please check Hockey Alberta and possibly EMHA websites for tournament listings. (EMHA tournaments found under the development tab)

To access tournament info from [www.hockeyalberta.ca](http://www.hockeyalberta.ca/)

Please click on the tournament tab at the top of the page.

You can then select your category and look to see which tournaments are accepting your tier.

There is tournament contact info available to the right by clicking the red tab “view more.”

You will need to email the tournament contact person for info: cost, availability, # of games, etc. You will need to notify your category director as well before entering tournament.

You will need to apply for a permit for the tournament from the EMHA website. Click on the coach/ref tab

Click on the permit tab, then travel/event permit

Click 2. [REQUEST TO PARTICIPATE IN A TOURNAMENT](http://www.hockeyedmonton.ca/index.php?src=forms&ref=EMHA%20Permit%20Request%20-%20Participate%20in%20a%20Tournament&submenu=Permits)

Fill out the request form, click submit. Once you receive email approval notice you will need to come back to this website but click on **approval results**. Then look for your team contact & team number and your permit number will be posted. This permit number should be written on your score sheets for the tournament.   
  
Once accepted to the tournament you will need to contact our treasurer and forward an **expense request form, along with a receipt and / or confirmation of tournament acceptance**. You will arrange to pick up chq from the Treasurer and then you will mail out or drop off your team registration (and usually a copy of team hard card) & payment to the contact person or club hosting the tournament. There will be some blackout dates when you cannot enter tournaments, such as Minor Hockey week; and the first week or so in March for our City Finals (playoffs). Any questions please do not hesitate to ask your directors or Parish Manager.

Affiliations

The purpose of having affiliated players is to supplement a team in case of illness, injury, suspension or other forms of absenteeism on the team. When choosing affiliates, remember:

* Affiliates must be chosen from within the St. Charles organization from a team below your tier. You should look at teams one or two tiers below you, remembering that teams may move up in the second or third tiering rounds.
* The coach of the possible affiliates team must first be contacted and asked for the list of affiliates he is putting forward, the affiliating players coach should speak to his players & Parents in regards to affiliation. Then the parent(s)/guardian(s) of the player must give their approval. All of the preceding four (4) parties must sign the HOCKEY EDMONTON Individual Player Affiliation Agreement, which is then filed by November 15th with the St. Charles Hockey Club registrar. If the coach will not sign the Affiliation Agreement, you may contact the St. Charles Category Director.
* A player may affiliate WITH ONLY ONE TEAM. Please ensure that there is not a conflict.
* If you are thinking of affiliating with players from a lower age group, you must first discuss this with the St. Charles Category Director.
* You cannot dress more players than are listed on your Official Team Roster. In effect, you must have players absent, injured or suspended before affiliates can be used.
* You cannot purposely leave on of your registered players undressed, if the player is able to play, in order to use an affiliate.
* Affiliated players CANNOT be used during Minor Hockey Week and certain tournaments. Check the rules of each specific tournament that you enter before taking affiliated players with you.
* A player of a team of lower Division or category of the same club, or of an affiliated team, or specially affiliated player, may affiliate to a team of a higher Division or category at any time, to a maximum of ten (10) games. However, if the player’s registered team completes its regular season and playoffs before the players’ affiliated team or teams, the player may thereafter affiliate an unlimited number of times.
* All affiliated players must have signed an official affiliate form and the original must be delivered to the St. Charles Registrar by November 15th at 18:00 hours. If you have difficulty understanding this policy, check with your Category Director.
* There will be NO EXCEPTIONS to the November 15 deadline.

Sanction Numbers & Travel Permits

If you are entering a tournament or playing an exhibition game within HOCKEY EDMONTON boundaries, that tournament organizer or other team manager must have obtained a sanction number from the Alberta Hockey Association (for tournaments) or HOCKEY EDMONTON (for exhibition games) and must give you that number BEFORE you can obtain sanctioning from your City Category Director via an on-line application. Please allow at least 3 days for approval.

If you are planning to play an exhibition game or go to a tournament outside of HOCKEY EDMONTON boundaries (but within Alberta), a Travel Permit must be sought from the HOCKEY EDMONTON website AFTER you have obtained the other teams’ or tournament sanction number. For exhibition games, you may apply for a travel permit immediately as both teams must have their own numbered permit. Please allow at least 7 days for approval.

If you are playing an exhibition game or attending a Tournament outside of the province of Alberta, an Out of Province Travel Permit is MANDATORY and is obtained by applying to HOCKEY EDMONTON at least 4 weeks before the tournament or exhibition game.

Sanction numbers and travel permits require 2-4 days’ notice while Out of Province travel permits require at least 30 days’ notice. Note that all of these are essential for insurance purposes. Failure to obtain a sanction number or travel permit may result in your automatic suspension by and HOCKEY EDMONTON. Copies of all game sheets covered by sanction numbers and travel permits must be delivered to your St. Charles Category Director within 24 hours of exhibition game completion or final game of tournament completion.

Sanction numbers, travel permits and Out of Province travel permits will be applied for on-line by team coaches or managers. PRIOR to requesting a permit on-line, contact your Category Director to inform them of your intention and all details necessary. Only after this is done, may you go to <http://www.Hockey> Edmonton.ab.ca click on “PERMIT”, under the Coaches/Refs tab, and select the correct type of permit TRAVEL/EVENT permit or SPECIAL EVENTS permit. Complete it IN FULL, press “submit” and a verification form will be produced. Print a copy for your records. An e-mail will be sent to the Permit Coordinator who will then forward a copy to the HOCKEY EDMONTON Category Director.

If there are no objections, approved requests will be given a number and posted on this HOCKEY EDMONTON website usually within 2 business days. It is your responsibility to check back, obtain this number and PRINT it on all game sheets affected. Out of Province requests will not be posted until they receive approval at the monthly HOCKEY EDMONTON meeting, which is held the 2nd Wednesday of each month. If your sanction number is not posted, you MUST CONTACT the City (HOCKEY EDMONTON) Category Director for an explanation. Their name and phone number can be obtained from your St. Charles Category Director.  
  
  
TEAMS MUST NOT PLAY OR PARTICIPATE IN ANY GAME THAT HAS NOT BEEN SANCTIONED

The sanction number must be noted on all game sheets and after the game(s) have been completed, ALL GAME SHEETS and WRITE-UPS must be delivered to your KC Category Director within 24 hours.

PLEASE NOTE: A scheduled league game played in St. Albert or Sherwood Park does not require a sanction number or travel permit. HOCKEY EDMONTON Information on Permits can be found on the Hockey Edmonton Website.

Special Events Permits

Teams must apply for a special event permit for all team events that are non-hockey related. i.e. team party, team social event (oilers game). The permit for this type of request is found on the HOCKEY EDMONTON website. Submissions should be made 5-7 days prior to the event and responses are via return email within that 7-day period. While most of them are answered same- day or the next day, some require inquiries and can take a few days to get answers.

Booking Referees

If you need referees for exhibition games, you must first obtain a sanction number from the HOCKEY EDMONTON website. Only then should you call the referee assignor for your age group, as they will ask you for this number and your team’s tier. At least 72 hours’ notice is required (which does NOT include the day of request) to ensure referee availability for games during the week. E.g. For a game on Friday, call the previous Monday at the latest. For games on the weekend, call no later than the Tuesday before. **PLEASE, NO PHONE CALLS AFTER 10:00 PM!**

Six (6) to Eight (8) weeks are required to arrange referees for tournaments and the schedule must be fixed at the time of booking.

Concerns Regarding Referees

Remember that good referees, like good hockey players, must be developed. As a team official, you have a responsibility to support and encourage the development of these officials, who for the most part, are young people. Therefore keep your comments positive and your emotions under control. If you have concerns regarding the officials, your comments should be put in writing and submitted to your Category Director. Do not approach the referees directly. Any perceived or real abuse of referees will be dealt with harshly.

Insurance

St. Charles Hockey, through its registration fees, participates in the Canadian Hockey Association National Insurance Program. This includes Comprehensive General Liability, Accidental Death and Dismemberment, and Major Medical/Dental coverage.

The Major Medical/Dental coverage involves a third line payer, which provides supplemental coverage to augment Provincial Health Care Plans and Private Insurance Plans. Any costs must first be pursued through these two channels before the CHA plan comes into effect. The CHA plan provides only 80% reimbursement of expenses with the final 20% covered by the WWHA at the discretion of the Executive Committee. The most common use of this plan is for ambulance fees not covered by the player’s Private Insurance Plan. In order to obtain reimbursement for expenses, a CHA Injury Report Form must be completed and submitted to the WWHA Registrar as soon as possible after the incident (with a copy of the game sheet if possible). A further report (accompanied by receipts or invoices) must be submitted to the WWHA Registrar within 90 days of the accident. A copy of the CHA Injury Report Form is included in your coach’s package and should be photocopied prior to first league game. Please remember to notify your Category Director of all team functions (e.g. fundraising, social events etc.) in order that your insurance coverage remains valid. Any questions regarding insurance coverage should be directed to the St. Charles Registrar/Administrator.

St. Charles will cover the insurance for 5 coaching staff per Official Team Roster. Teams will be billed $50.00 / person for additional coaching staff.

HAVE A GREAT SEASON & REMEMBER WHY THE KIDS PLAY THE GAME.