



2017-2018

SMHA COACH/MANAGER MEETING

Email: stettlerhockey@gmail.com

Web: www.stettlerminorhockey.com

Welcome to the 2017-2018 hockey season! We look forward to working together with you, to create a fun-filled, athlete focused experience for all SMHA members. The purpose of this meeting and information package is to supply you with the necessary information, tools, and contacts to help you have a successful season of hockey. Please freely share this information with your teams.

SMHA COACH & PLAYER DEVELOPMENT

SMHA is offering additional coach development opportunities for our coaches in partnership with our Hockey Alberta Regional Centre. Both workshops will be held in November at the Stettler Recreation Centre and focus on planning and building practices. These will be the only supplementary coach development sessions offered this season. All coaches and assistant coaches are encouraged to attend and should your team have practice during those nights, please assign assistant coaches to run the practice.

- Tuesday November 14, 2017 from 5:30 PM – 8:00 PM - “Small Area Games” which includes on ice portion from 7:00 PM – 8:00 PM
- Tuesday November 14, 2017 from 5:00 PM – 8:00 PM- “Goaltending” which includes on ice portion from 6:30 PM – 7:30 PM

SMHA has numerous resources for coaches to utilize including various manuals and DVD’s that can be borrowed, for anyone who is interested. Please contact Brad Robbins 403-916-4035.

SMHA offers Goaltender instruction to our member teams wanting specific development in these key areas. Should you wish set up session, please contact Trevor Speakman 403-741-7716.

In addition, off-ice training and yoga can be booked for your team to enhance strength, conditioning and flexibility. These sessions enhance the traditional hockey training experience for players. Costs of these activities will be the responsibility of the individual teams. Should you wish to set up either of these sessions, please contact one of our local providers in town and they will be more than happy to set up a program to meet your teams needs.

COACH CLINICS

Coach Education Requirements: (all must be achieved by Nov. 15th of the current playing year)

	Coach 1 - Intro to Coach	Coach 2 - Coach Level	Checking Skills	Respect In Sport	Safety
Initiation	One Team Official Per Ten Players minimum**			All Team Officials	One Team Official Per Ten Players
Novice	Head Coach**			All Team Officials	One Team Official
Atom, Atom Female		Head Coach	Head Coach	All Team Officials	One Team Official
Pewee A, B, C, D, Female		Head Coach	Head Coach	All Team Officials	One Team Official
Bantam A, B, C, D, Female		Head Coach	Head Coach	All Team Officials	One Team Official
Midget A, B, C, D, Female		Head Coach	Head Coach	All Team Officials	One Team Official

SMHA is strongly encouraging our coaches to attend necessary clinics and further professional development. Please go to the www.hockeyalberta.ca to register for clinics and to find alternate clinic locations and dates.

SMHA will reimburse our coaches for clinic registration costs upon successful completion of the clinic. Please submit your receipt for reimbursement to our treasurer, Christa Cornelssen.

WEBSITE

The SMHA website is an essential tool for managing your team. You will use the website to enter in player info and email addresses, team rosters, game stats, upload game sheets, and send out team information and messages. Entering player email addresses is the crucial link in having everyone set up to receive mass emails from SMHA.

Our Director of Communications is Jerilyne Raab (cjraab@telus.net). Jerilyne will provide you with your logins and passwords. Please contact Jerilyne as soon as possible. Also, Jerilyne will be able to assist you with any questions you may have regarding the website overall.

JERSEYS/PUCKS/LOCKERS

LOCKERS

Your team has been assigned a locker (DO NOT CHANGE LOCK) for team storage, first aid kit, and jersey bags, etc. These items are your responsibility, so please keep track of them.

To get your locker and lock code or if you have any missing items from your locker or are in need of anything supplied by SMHA, please contact our Equipment Director, Jeff MacDonald, Macfam62@hotmail.ca

In addition, SMHA has set up a coaches practice locker for our teams that will include various training aids, colored pennies, etc. that can be used during practice. The locker combo is 9686. Please ensure that all coaching aids are put back into that locker immediately following your practice so that they can be used by others. These aids are not to be left in the penalty boxes or hallways.

PUCKS

This season, teams will not have access to their own team supply of pucks. We have decided to keep crates full of pucks to be used for practices and game warm-ups in the penalty box of each arena. Please ensure that after each practice a walk around of the arena is completed and pucks that may have left the ice surface are collected and put back in the crates. Also, please ensure that players are not taking these pucks home with them so that we ensure our teams have adequate pucks to practice with

Cold game pucks will be kept in the freezer in the Female change room. **These pucks are to be used for games only and must be replaced at the end of the game.**

JERSEYS

Please appoint someone from your team to look after the jerseys. We remind you that the jerseys are the property of SMHA and we ask that no players take the jerseys home in their hockey bags, at this will create unnecessary damage and wear.

Jersey Care Instructions: Wash in cold/warm water; Hang to dry- NO DRYER; Do not use bleach.

Name bars will be allowed on jerseys. In order to preserve the lifespan of the jerseys, SMHA will only allow name bars to be attached and removed by a qualified seamstress at Homespun Seasons, 403-742-0295 homespunseasons@shaw.ca

ARENA

Please report any issues with the arena (maintenance, staff not being there in the morning, etc.) to the SMHA executive. We want to be made aware of these issues so they can be brought to the attention of the arena manager.

More importantly, the arena is considered SMHA's home and should be treated as same by players, coaches, and parents. Please ensure this is communicated and reinforce to your team during parent & player meetings.

AFFILIATION

SMHA encourages the use of affiliation to ensure our teams have an appropriate number of players to participate in a game. Furthermore, SMHA encourages the use of affiliated players during practices to assist in player development when appropriate.

If you would like to request an affiliate player, you must contact the coach of the players registered team first. Use of an affiliated player can be turned down by the coach of the players registered team in situations where the players registered team is playing in a game on the same day or when the players registered team is attending a tournament out of town.

AFFILIATE PLAYERS MAY ONLY PLAY A TOTAL OF 10 GAMES WITH THEIR AFFILIATED TEAM, EXCLUDING EXHIBITION AND TOURNAMENT GAMES. THESE 10 GAMES MAY BE AT ANY POINT DURING THE SEASON.

If you are requesting an affiliate goalie, but you have no intention of using the goalie, (only in emergency purposes), advise the ref at the beginning of the game. However, any participation during the game as a goaltender will count as a full game.

TO FIND OUT OR REQUEST WHO YOUR AFFILIATES ARE, please contact Danielle Wheeler djawheeler@hotmail.com

OVERAGE PLAYERS

Overage players are not allowed to skate in a game or practice until they have been approved by HA. Please contact Danielle Wheeler before any OA participates on ice. Overage Players cannot be affiliated however this season they will be eligible to participate in Provincials with their registered teams.

PROVINCIALS

Participation in Provincials is not mandatory and is a decision that is left for individual teams to make as a group (if eligible to participate). However, please be aware that for our 2nd and 3rd teams in the Division, the teams who qualify are more often just as strong as tier 1 or 2 teams and our teams can be severely over matched. This is due to provincial qualifying rules. When making your team decision, please be mindful of the extra time and expense that go into provincial play-downs and the tournament.

YES/NO DO YOU WANT TO GO!!!!

Danielle Wheeler will have numbers and placement for your teams soon. **It is the team's responsibility to let Danielle know if they want to go to Provincials. She must know by the end of November, at the latest. The deadline for entering provincials is December 1st. There is a \$200 entry fee for provincial play-downs. This is the team's responsibility. The fee can be submitted to SMHA.**

In the event that a team wins their zone provincial play-downs, SMHA will cover the costs of their ZONE BANNER.

ICE BOOKING/ICE CANCELLATIONS

Sandra Schell - ICE/REF ALLOCATOR
403-741-6633
sschell04@gmail.com

CONTACT SANDRA BY PHONE, TEXT, OR EMAIL FOR ALL ICE BOOKINGS AND CANCELLATIONS. (GAMES AND PRACTICES)

You must give the ice allocator 8 days notice of any ice cancellations. This is a Stettler Recreation Centre policy.

Note: SMHA will be making a concerted effort to check for possible discrepancies on ice billing. Managers, please forward your email addresses to our treasurer, Christa Cornelssen, as she may be contacting you to check for accuracy on billings for ice.
Christa Cornelssen, wccorn4@gmail.com

CAHL GAME REGULATIONS LEAGUE RULES AND PROCEDURES (EXCERPT):

- f) NON-SHOW TEAMS / FAILURE TO PLAY A SCHEDULED GAME
 - 1. Home Team - When a home team fails to play a scheduled game without following the proper game postponement regulation 9(m) it will be assessed a Four Hundred Dollar (\$400.00) fine and refer to 9 L (4).
 - 2. Visiting Team – When a visiting team fails to play a scheduled game, without following the proper game postponement regulation 9(m), it will be assessed a Six Hundred Dollar (\$600.00) fine and must pay the ice expense, referee and linesmen costs and refer to 9 L (4). When assessing the situation, hazardous weather conditions and properly postponed games will be taken into consideration. The home association is to invoice the offending team/association. If not paid in 30 days (from date of invoice) notify the League

Treasurer and the invoice will be paid from the association's bond account. All teams in the association will be suspended if the bond fund is not repaid within 30 days of notification from the League Treasurer.

3. Non-Playoff league games may be waived conditional to:
 - a) The un-played game(s) has no bearing on playoff standings and
 - b) Both affected teams approve and advocate waiving game(s) and
 - c) Affected Governor is notified in writing by both teams of agreement to waive non-playoff game(s).
 - d) The league president has to approve any such requests.
4. In the case of a CAHL team not showing up to play a league game by the scheduled game time without proper notification, the said team forfeits 2 points for the missed game. The team receiving the 2 points for the win will not receive any sportsmanship points for the forfeit game.
 - a) In the case of a CAHL visiting team not being on ice and ready to play a scheduled league game within 15 minutes of the scheduled game time without proper notification, the League Executive will review the incident. The associated penalties MAY apply based on the findings:

Reason for no show: Weather related where roads are closed within 50 km of game site as confirmed by Governor

Potential penalty:

- No penalties to visiting team

Reason for no show: Weather related where other teams are traveling in or through same area successfully and no road advisories are in place

Potential penalty:

- Costs of ice and officials only

Reason for no show: Injuries, suspensions, less than 6 available players, miscommunication

Potential penalty:

- Costs of ice and officials
- Fine of up to \$600
- Forfeit of game
- Suspension of team from further games up to the entire season

- b) In the case of a home team not being on ice and ready to play a scheduled league game within 15 minutes of the scheduled game time without proper notification, the League Executive will review the incident. The associated penalties MAY apply based on the findings:

Reason for no show: Injuries, suspensions, less than 6 available players, miscommunication, lack of suitable officials, facility closure or other reason not related to weather

Potential penalty:

- Fine of up to \$600
- Forfeit of game
- Suspension of team from further games up to the entire season
- Travel cost of visiting team up to a maximum of \$250 total.

- c) If a forfeit occurs, the team receiving the 2 points for the win will not receive any sportsmanship points for the forfeit game in divisions where sportsmanship points apply.

- d) In the event that a team is a repeat offender of this regulation, penalties may increase in severity.

(m) POSTPONED GAMES

1. The request to postpone a game is to be made ONE (1) WEEK prior to game time to both the GOVERNOR and opposing coach and manager. A completed CAHL game change form must be forwarded to the Governor.
2. A team may have a MAXIMUM of two (2) postponed games at any one time. Postponed games must be rescheduled within two (2) weeks. The Governor and President will decide each case and consideration shall be given for hazardous weather conditions. Postponed games may be requested, but ARE NOT AUTOMATICALLY GRANTED, even if both team coaches and managers are in agreement. The Governor in consultation with the CAHL Vice President responsible for the division MUST still APPROVE all postponements.

ICE FLOODING

Games played in Stetter will have the following flooding:

Atom and Pee wee: 1 flood per game

Bantam and Midget: 2 floods per game

Note: CAHL flooding requirements: Flood after every period in Midget. At least 1 flood between either the first and second period or the second and third period at the Bantam and Pee wee level. Flood before the start of the game at the Atom level.

LEAGUE SCHEDULE

2017/18 CAHL Season Critical Dates:

Season Start Date	October 13, 2017
Tiering Round	October 13, 2017 to November 5, 2017
Tiering Break	November 10 - 12, 2017
Regular Season	November 17, 2017 to February 18, 2018
Christmas Break	December 22, 2017 to Dec 31, 2017
Playoff Season	February 23, 2018 to March 25, 2018

TOURNAMENTS

Teams in CAHL are allowed 1 home tournament and 1 away tournament. Teams must submit their away tournament dates to Sandra Schell by Nov. 3rd.

Ensure no tournaments are entered during tiering round. Also, no tournament entries are allowed for the first two weekends or the LAST weekend of regular season!

Excerpt from CAHL Game Regulations:

(f) Each CAHL Director may submit to the CAHL requests for each of their teams to have one or two weekends off to attend tournaments during the CAHL regular season. These requests must be submitted to the CAHL Executive no later than November 10th of the current season. They will be approved based on the following conditions:

i) All Teams must be available for league play during the Tiering round, for the first two (2) weekends of the regular season schedule and for the last weekend of the regular season schedule.

ii) If approved the CAHL would not schedule any games into those requested weekends. Overall this would allow each team potentially 3 weekends off (the tiering break weekend and potentially two others of their choice) to attend tournaments. Other than these exceptions, all teams must be available to play CAHL Games on any other weekend of the regular season.

AWAY TOURNAMENT SANCTIONS & TRAVEL PERMITS

If you will be attending a Tournament or Exhibition game that is outside of Zone 7, you are required to have a Travel Permit. Please do not leave without one!! Travel Permits are NOT required for CAHL League scheduled games. Request travel permits on the SMHA website, under PERMIT REQUESTS.

If you have any questions regarding travel permits, please contact Danielle Wheeler, djawheeler@hotmail.com

HOME TOURNAMENTS

SMHA tournament administration fee is 10% of the tournament profit.

See the SMHA Manual Tournament checklist - Following a tournament please submit finance/ sponsorship report to your division director.

DATES FOR DIVISION TOURNAMENTS ARE:

November 3-4-5	Atom/Peewee Female
November 10-11-12	Midget
November 24-25-26	Bantam/Midget Female
December 2-3	Atom
December 9-10	Novice
January 12-13-14	Bantam
January 26-27-28	Peewee
February 10	Mites

All tournament ice is booked as follows:

Peewee, Bantam, Midget

BLUE ARENA	RED ARENA
Friday 6:45 pm -midnight	Friday 5:15-midnight
Saturday 8:00am-midnight	Saturday 8:00am-8:30pm
Sunday 8:00am-6:45pm	Sunday 8:00am-3:30pm

Novice, Atom

BLUE ARENA	RED ARENA
Saturday 8:00am-8:30pm	Saturday 8:00am-8:30pm
Sunday 8:00am-4:00pm	Sunday 8:00am-3:30pm

Mites

Blue Arena, Saturday, 9:00am-4:00pm

All teams are to confirm ice times with Sandra Schell prior to scheduling game times. If you do not use all of the ice time that has been allotted to your tournament, it is your responsibility to let Sandra know. If Sandra is not notified with the sufficient notice (8 days), your teams will be responsible for paying for that ice.

Please forward your tournament game schedule to Sandra as soon as possible so she can set up game officials.

HOME TOURNAMENT SUSPENSIONS/DISCIPLINE/TOURNAMENT GAME SHEETS

OUR ZONE 7 HOCKEY ALBERTA REPRESENTATIVE

Kevin Gallaway
CELL 403-575-1244 (texting is fine)
EMAIL kevgallaway@telus.net
Email game sheets in PDF form only.

Any and all suspensions or disciplinary actions in **Tournaments** and **Exhibition Games** must be reported to Kevin. Any League suspensions or disciplinary actions will be dealt with by your CAHL Governor. The League Governor and Kevin work closely together to ensure continuity. No player and/or coach can be on a bench until they have received a notice from one of them on the action to be taken.

Please know that Hockey Alberta and the CAHL will inform your SMHA President Trevor Speakman (slspeakman80@gmail.com) of all above scenarios. If you have any questions about eligibility of players or coaches, please do not hesitate to ask.

TOURNAMENTS & EXHIBITION GAME SHEETS MUST BE EMAILED IN PDF FORMAT TO KEVIN GALLAWAY UPON COMPLETION OF THE TOURNAMENT. If issues arise **during** the tournament, please contact Kevin IMMEDIATELY so you are fully aware of any suspensions that may occur. We do not want players or coaches to have to sit longer than necessary.

A list of Hockey Alberta Minimum Suspensions has been included at the end of this document.

HOME TOURNAMENT SPONSORSHIP

We value our Team Sponsors! Please make sure that your team name includes your Team Sponsor! For example, "Stettler Woody's Automotive Atom B Storm"

It is recommended that all donations come from within the team's circle of immediate friends, family and business acquaintances. This will ensure that the tournaments that are held later in the year will not be disadvantaged by their date and ensure businesses are not over solicited by our association.

OFFICIALS

Excerpt from CAHL Game Regulations:

4. OFFICIALS

- (a) A two (2) or three (3) man system of game officials will be used for all age categories and all referees should be at least one age category above the age category they are officiating (see 4(g)).
- (b) The referees for Atom and Novice category must hold a Level 1 or higher card (see 4(g)).
- (c) The referees for the Pee wee category and above must hold a Level 2 or higher card (see 4(g)).
- (d) Officials may not be a Referee in any CAHL game if they have a member of their immediate family participating in the game, or carded or team sheeted to the team (immediate family includes son, brother, etc.) (See 4(g)).

They can be a Linesman as long as the opposing team is given notice of this prior to the game with both agreeing and signing off on the front of the CAHL Game Sheet to that fact. If this is not done the Home team association may be fined a maximum of 100 dollars and at the discretion of the CAHL Executive the game may be replayed at the expense of the Home Association.

- (e) The local association is responsible for all officials for all CAHL games except as stated in 4(f).
- (f) The President may assign all or some of the officials for any games (league tiering, regular season or playoff). If the President decides that it is necessary to do this he shall notify the appropriate Referee Zone Chairman and work with that person to handle the situation delicately as to not have officials quitting. The Referees Association will handle all the necessary communication with the official in question.
- (g) In the event that a referee is not available to officiate a game, follow Hockey Canada rules. Both coaches must agree on the referee to be used and sign the front of the game sheet before the game starts, or the game shall not be played and the home team shall submit a report to the President for evaluation. Penalties may be assessed against the offending Member Association at the discretion of the Executive and/or Board.
- (h) Complaints against officials must be made in writing and sent to the CAHL Vice President. All complaints must come from the Associations Director.
- (i) Any complaint against an official will be forwarded to the chairman of the appropriate Referee Association for action.
- (j) The CAHL reserves the right to bar any referee from officiating CAHL games by Executive decision.
- (k) The off-ice officials in any CAHL Game are an integral member of the officiating team and must act accordingly, remaining neutral just as the officials on the ice. The CAHL will review any dereliction of duty or cases of unacceptable behavior by any off-ice officials. That review may result in suspension, removal of any off-ice official from further participation, assessment of a suspension for code of conduct reasons or suspend the person(s) from CAHL games indefinitely pending a review.

ACCESS TO ON-ICE OFFICIALS ROOM:

Coaches, Managers, Fans and Players are not allowed to enter the Officials' dressing room before or after the game nor at intermissions. Team Managers are the only members of the team that are to have contact with the Officials to provide any information needed by the officials prior to the game and to receive game documents after the game. Neither of those should require that the Manager enters the Officials' room.

If there is a need for the officials of one team to enter the room at the request of the Officials, the other team is also to have equal representation in the room. This should be a rare situation and should be after the referee report has been prepared.

CENTRAL ALBERTA HOCKEY LEAGUE (CAHL)

All SMHA hockey teams from Atom to Midget (excluding Female teams) are in the Central Alberta Hockey League (CAHL).

All information regarding schedules, team placement, and timelines can be found at www.cahlhockey.net

Logins and Passwords will be provided to managers through email from Jodie at CAHL. If you don't receive your login and password information, please contact our CAHL director, Keith Werbowesky 403-323-0039

Please be aware that the Central Alberta Hockey League procedures and policies. All of these procedures can be found in the CAHL Game Regulation Manual. The CAHL Game Regulation Manual can be downloaded and printed from www.cahlhockey.net. We recommend that all coaches and managers review the manual.

We would like to highlight some of the most important policies and procedures that coaches and managers need to be aware of:

- Scorebook- Areas highlighted in yellow MUST be filled in or we will be fined
- Head Coach must sign off on game sheet
- Request that game sheet roster stickers be in alphabetical order
- 8 games will be played in tiering
- TBA games will be set aside for crossover tiering games. League will assign.
- Some teams may have extra travel for the last 2 weeks of tiering in order for the league to obtain data for proper team placement
- Most tiers will play 18 game regular season. Teams that are in a tier with 9 teams will play a 16 game season
- Proper chains of communication must be followed! If you have a complaint, fill out a complaint form (can be downloaded from CAHL website)
- Team managers will be listed as “data entry persons”
- Game sheets must be entered by midnight on Monday following games on the weekend and an electronic copy must be sent to the Governor within 24 hours of the game being played or the team will be fined.
- The original game sheets are to be postmarked and mailed to the Governor within 2 business days of the game being played
- 5 minute warm up for games. Time must be properly recorded on gamesheet.
- Some associations use “Drop Clock” in order to ensure that ice times are kept on schedule. When 5 minutes remain on the ice permit and after the first stoppage of play thereafter, the time clock will be set to 2 minutes and the remainder of the game will be played stop time. Drop Clock Associations:

Airdrie	Cochrane	High Country	Siksika
Carstairs	Cremona	Okotoks	Strathmore
Chestermere	Drumheller	Red Deer	Taber

CAHL Sportsmanship Points

Sportsmanship Points are awarded to each team in a Novice to Midget level game where the team stays under a set penalty minute limit, regardless whether they win, lose or tie the game. The sportsmanship points are counted in the standings of the teams, in addition to the (2) points for a win and (1) point for a tie.

The Sportsmanship point (1/2) is awarded as follows: Novice, Atom and Peewee – team penalty minutes (12) and under, Bantam – team penalty minutes (14) and under, Midget – team penalty minutes (16) and under.

Suspensions

Suspensions cannot be served in an exhibition game. Suspensions can only be served in league, tournament or Hockey Alberta sanctioned games. In the case of a tournament, please make sure your Governor and Kevin Gallaway are sent the tournament game sheets to show the player’s time served.

No suspended coach or player can be on a bench or in the dressing room during a game. They cannot be in the time/scorekeeper boxes, penalty boxes or within 50 ft of the bench during a game. If the suspended player is also an On Ice Official, that suspended player may still fulfill his On Ice Officiating duties during the day immediately following the suspension. After that period, the suspended player will then be required to serve his suspension and have to resign any

other On Ice Officiating until the suspension has been served.

CAHL Additional Suspensions

These are in addition to Hockey Alberta minimum suspensions (See end of document)

Excerpt from CAHL Game Regulations:

n) **ADDITIONAL SUSPENSIONS FOR PLAYERS POOR BEHAVIOR**

**Amended at the October 3, 2016 Directors Meeting – website capability was improved and the new rule was not required. The website can now help track the PIMS following the 2015 -2016 rule.*

- Once a player in the Midget division reaches 100 penalty minutes in total, they will receive a 1 game suspension and for every 25 minutes thereafter, the suspension will be doubled, i.e.: 125 = 2, 150 minutes = 4 game suspension.
- Once a player in the Pee wee or Bantam division reaches 75 penalty minutes in total they will receive a 1 game suspension and for every 25 minute thereafter the suspension will be doubled.
- Once a player in the Novice or Atom division reaches 50 penalty minutes in total, they will receive a 1 game suspension and for every 25 minutes thereafter, the suspension will be doubled.
- Penalty minutes will not be accumulated from games while playing as an affiliate player; only penalties with the players registered team will be included in this total.

Please discuss the importance of keeping penalties to a minimum at your team parent meeting and with your team.

Game Sheets

Excerpt from CAHL Game Regulations

7. GAME SHEETS

- a) The home team is responsible for a designated Data Entry Person to input game results into the League's scoring system no later than Midnight Monday, following the weekend's games. Failure to have completed game results entered into the website may result in a Fifty Dollar (\$50.00) fine for each game violation to the home team.

The home team is responsible for sending a legible copy of the game sheet and Officials Game Report to their data entry person (do not send originals), and an electronic copy must be sent to the Governor within 24 hours of game completion. If the game sheet and Official's Game Report are not submitted, then the home team may be awarded a LOSS and fined Fifty Dollars (\$50.00).

- b) If game sheets and Officials Game Report are not verified by a coaches or managers' signature, are not legible, or are not signed by the on-ice and off-ice officials, the offending team or Member Association will be fined Fifty Dollars (\$50.00). If the on-ice or off-ice officials do not sign, the home team will be held responsible.
- c) Game Sheets and Officials Game Reports must be sent (fax or email) in a legible form to the Governor within twenty-four (24) hours of the game being completed

- d) If a referee finds it necessary to take the game sheet and Officials Game Report, the home team shall have the referee sign and state on the front of their copy of the game sheet and Officials Game Report that he has taken the white original game sheet and Officials Game Report. The home team will then send their game sheet and Officials Game Report to the Governor.
- e) The Governor's copy of the game sheet and Officials Game Report shall have the officials NAME and H.A. Referee Number printed on it.
- f) The start and end times and the time of day the clock was dropped for each game must be recorded on the game sheet. Failure to do so will result in a \$25.00 fine for the Home Association. Failure to record the start and end times and the time of day the clock was dropped could result in the game being declared invalid and rescheduled. This applies to all Associations, but is critical for Associations that must reduce the clock.

Managers and coaches may not make any changes to the game sheet or official's incident report after they have been signed by the referee. If it is determined that this has been done, the team may be fined up to \$200 and the team may be awarded a loss.

[illegible]

GUIDE TO FILLING OUT AN OFFICIAL SCORE SHEET PROPERLY

CIRCLE CORRECT OPTION

- Tier = Level you are playing at (1, 2, 3, 4, 5, 6, 7, 8, 9)
Tiering = Xover, League, Playoff, Tourn, Ex, Prov.
Division = Division you are playing at (Midget, Bantam, PeeWee, Atom, Novice).
Arena = Name of Arena (may not be your home town)
Home Team = Your Association or town/city name.
Visiting Team = Hockey Association Name or town/city name.

Under visiting team and home team, the first two player positions are goaltenders. Fill in the rest of the spaces with the rest of the players on your team. Last name first. List in alphabetical order.

Line-ups are to be verified and signed as such by the respective head coaches.

Score sheets must have the warm-up, clock drop, game start and game end filled in correctly.

Scoring:

- P = Period the goal was scored in.
TIME = The time the goal was scored.
G = Number of the player who scored the goal
A = Numbers of the players (2) who may have assisted on the goal.

Penalties:

- P = Period the penalty occurred in.
= Number of the player receiving the penalty.
S/v/d = Number of the player serving the penalty. It may not be the same as the penalized player in some instances (game ejection for example).

- OFFENSE = Use supplied abbreviations to record Offence.
Min. = Number of penalty minutes.
Start = The time the penalty started. This can be different if the player receives more than one penalty.
End = The time the player goes back on the ice (this can be shorter than the penalty time if the opposite team scores during the penalty).

TIME OUTS=

- Fill in the period time beside the team requesting the time-out (H or V).
H = Home team
V = Visiting team

Use a separate score sheet if you have more penalties or goals than you can fit on one sheet. If you make a mistake, cross it out and use another line on the score sheet. Do not try to overwrite your mistake.

The Referee and Linesmen must sign the score sheet and put their Referees' number beside their printed name.

In the case of a two Referee system, one can sign as Referee and one can sign as Linesman.

TIME KEEPER = The person running the time clock. Sign the score sheet.

SCORE KEEPER/AND OR = The person filling out the score sheet. Sign the score sheet.

PENALTY KEEPER

If one person is doing all three jobs, sign in all three places.

IF YOU FAIL TO FILL OUT THE GAME SHEET PROPERLY THE HOME TEAM COULD FORFEIT OR HAVE TO REPLAY THE GAME AT THE C.A.H.L. PRESIDENT'S DISCRETION. A FINE WILL BE ISSUED!

OFFENSE

Abbreviations are necessary but you should standardize these. Here are some suggest abbreviations:

- AGG = aggressor
B.C. = body checking
BDG = boarding
B.E. = butt-ending
B.M. = bench Minor
BR.S. = broken stick
C.C. = cross-checking
CFB = checking from behind
CHG = charging
D.G. = delay of game
ELB = elbowing
FI = fighting
FOP = falling on puck
GE. = game ejection
G.M. = game misconduct
H.C. = head contact
HOLD = holding
H.P. = handling puck
HKG = hooking
H.S. = high stick
INT = interference
KNEE = kneeling
L.PB. = leaving penalty bench
MISC = misconduct
M.P. = match penalty
PS. = penalty shot
RO = roughing
SL = slashing
SP = spearing
TM. = too many men
TR = tripping
T.S. = throwing stick
U.S.C. = unsportsmanlike conduct
G.R.M. = gross misconduct

“Cage Rage” or “Locker Boxing”

Excerpt from Hockey Canada Concussion Prevention Resource Centre:

Say No To Locker Boxing!

A new type of violence has found its way into amateur hockey and is cause for great concern within minor hockey in Canada. Locker boxing is an activity that takes place when players put their helmets and gloves on with the intention of punching each other in a vicious manner – often in the head area.

Hockey Canada does not condone this type of behaviour or any other type of fighting between players either on or off the ice. With increased awareness and education concerning concussions in sport, it is becoming more apparent that any type of blow to the head area has the potential to cause severe injury regardless of whether or not a player is wearing a helmet. Concussion injuries can cause lengthy

loss of playing time and end players' careers, and recent evidence suggests that the cumulative effects of multiple concussions can have a detrimental effect on the lives of young athletes in the long term.

Coaches and team leaders are asked to work to eliminate this type of behaviour both in the dressing room and in areas where this behaviour can potentially occur by implementing prevention plans and team rules against locker boxing and fighting, and by clearly defining these to all coaches, team managers, safety people and parents throughout the season. This, combined with player and parent education with respect to concussions, will help to eliminate this type of behaviour.

Another significant component of preventing this type of behaviour in the dressing room, or during any team function, is proper team supervision. Hockey Canada stresses the importance of players being supervised at all times during team activities to help ensure a safe environment.

Hockey Canada asks all involved with the game in leadership roles to assist in ensuring that this type of behaviour is eliminated and hockey continues to offer a safe, fun and positive experience for all involved.

Minor hockey personnel are encouraged to visit the Hockey Programs section of the Hockey Canada website at www.hockeycanada.ca for more information on bullying, harassment and abuse.

HELPFUL NOTES FOR HEAD COACHES/ MANAGERS

If you have any problems with any parents, players etc, that you feel you cannot control please see your Director. Do not let situations get out of control before you seek help. We are here to help, and if we are brought in too late it is sometimes the "he said - she said" scenarios can get out of hand.

Please have a meeting with your parents early on. Talk about your expectations of your team players and parents and ask them about theirs. Remind players and parents that they represent not only their team, but their association, their community, and minor hockey in general and their behavior will display how we, as a group, are perceived by others. Let them know the chain of communication starts with their Coach/Manager and goes from there.

SMHA will provide a Complaint Handling Form on the website. Please advise members to fill out a form, after a 24 hour period. This form will go to the manager, then the director, then the board.

Please inform parents of the Chain of Communication when it comes to dealing with CAHL and Hockey Alberta. CAHL and Hockey Alberta do not want to hear from individual parents regarding any issues. Parents need to first go through SMHA, and then our SMHA representative will contact CAHL or Hockey Alberta. This way, procedures are always followed and nothing gets missed. Remind parents of our NO ABUSE policy to officials, coaches, and players. It will not be tolerated in the Stettler Rec Center and the SMHA holds the right to ban any spectator, player or coach who abuses an official, player or coach. Please refer to the SMHA Code of Conduct.

If an incident occurs in another association's rink, please inform a member of SMHA Executive and Board of Directors so we are aware of the situation. Any damages or complaints received are dealt with in confidence and your Association cannot help if they were not informed. You are ultimately responsible for all actions by your team and will be held responsible as a team if there are costs or retribution warranted. We stand fully behind you in all situations and will defend our teams to the best of our ability.

Please go through all of this information in your parent meeting. We are striving to keep everyone up to date on their responsibilities as members of this association- the more communication we have, the better everything runs.

We all appreciate and understand the amount of hours put in by the Executive and Board of Directors, Team Selection Committee, Evaluators, Coaches/Managers and Volunteers. Many hours of work go into making this Association run as smoothly as possible and we would like to thank all of you who help accomplish this.

We are all here for the same reason- to provide our children with a fun, active, and enriching experience. We all enjoy watching our children and their teammates play hockey. We as parents need to remember it is not all about the winning or placement; it is about the fun and safe place for this to happen. SMHA represents well at all levels and we should be proud of our association, coaches, players, and the beautiful facility that we all get to enjoy. Be proud!!!!

We wish you all a happy hockey year and a great experience that brings many great memories. Thank you for all you are doing in the season to come!!!!

If you have any questions, please contact your division director or one of the following:

President – Trevor Speakman 403-741-7716
Past President- Jason Hegberg 403-741-8084
VP of Operations – Keith Werbowesky 403-323-0039
VP of Development – Brad Robbins 403-916-4035
VP of Marketing/Communications- Jerilyne Raab 780-722-9516
Treasurer – Christa Cornelssen 403-740-2542
Secretary – Katie Bainbridge 403-741-9920
Equipment Director – Jeff MacDonald 780-781-6385
Ice/Ref Allocator -Sandra Schell 403-741-6633
Director of Communications- Jerilyne Raab 780-722-9516
Director of Registration/Admin/Permits- Danielle Wheeler 780-262-0429
Director of Fundraising- Crystal McLellan
Mites Director – Martyne Nixon 403-741-2115
Novice Director – Brett Nixon 403-741-3011
Atom Director – Marsha Mailer 403-740-3178
Pee Wee Director- Alison Norman 403-740-6207
Bantam Director – Keri Snowden 403-741-9574
Midget Director – Sherri Beier 780-753-0342
Female Director – open

HOCKEY ALBERTA MINIMUM SUSPENSIONS					
RULE #	INFRACTION	SUSPENSION LENGTH			
		MINOR	JUNIOR MALE	SR./JR. FEMALE	SENIOR MALE
<u>Minimum Suspensions for Players</u>					
3.6	Removing Helmet Infractions				
	Any player who removes their chinstrap before or during a fight and a Game Misconduct is assessed.	1 Game	1 Game	1 Game	1 Game
		1 Game	1 Game	1 Game	1 Game
	If a player removes his/her helmet and releases the chinstrap to fight, and the opposing player does not, and the former is assessed an additional two minute minor penalty and a Game Misconduct.	1 Game	1 Game	1 Game	1 Game
	If the player removes his/her opponent's helmet or releases the chinstrap before or during a fight. Game Misconduct is assessed.				
4.1	Pre/Post Game Altercations				
	Any Player involved where Majors, Game Misconducts and Match Penalties are assessed.	2 Games	1 Game	2 Games	1 Game (Max 5/ Team)
		Indefinite	Indefinite	Indefinite	
	Any Team involved in a pre or post game brawl.				Indefinite
4.6	Game Ejection/Game Misconduct				
	A Player assessed two (2) Game Misconducts in the same stoppage of play.	N/A	N/A	N/A	1 Game
	A player assessed three (3) or more Game Misconducts in the same stoppage of play.	N/A	N/A	N/A	Indefinite
4.7	Gross Misconduct	2 Games	2 Games	2 Games	2 Games
6.1	Attempt to Injure (Match)				
(a)	Deliberate Injury	Indefinite	Indefinite	Indefinite	Indefinite
(b)	Head Butting	2 Games	2 Games	3 Games	2 Games
(c)	Kicking	3 Games	2 Games	3 Games	2 Games
(d)	Hair Pulling / Grabbing Equipment	3 Games	2 Games	3 Games	2 Games
(e)	Using Facial Protector as a Weapon	3 Games	2 Games	2 Games	2 Games
	Kneeing	3 Games	N/A	3 Games	N/A
	Use of Blocker	3 Games	3 Games	3 Games	3 Games
	Boarding and Body Checking				
6.2	Boarding or Body Checking where a five (5) minute major penalty plus a Game Misconduct is assessed.	1 Game	N/A	1 Game	N/A
		3 Games	N/A	3 Games	N/A
	Boarding or Body Checking when a Match penalty is assessed.				
RULE #	INFRACTION	SUSPENSION LENGTH			
		MINOR	JUNIOR MALE	SR./JR. FEMALE	SENIOR MALE

6.3	Charging Charging where a five (5) minute major penalty plus a Game Misconduct is assessed.	1 Game	N/A	1 Game	N/A
	Charging when a Match penalty is assessed.	3 Games	N/A	3 Games	N/A
6.4	Checking from Behind Checking from behind where a five (5) minute major penalty plus a Game Misconduct is assessed.	1 Game	1 Game	1 Game	1 Game
	Checking from behind when Match penalty is assessed.	4 Games	4 Games	4 Games	2 Games
6.5	Head Contact Head Contact where a five (5) minute major penalty plus a Game Misconduct is assessed.	1 Game	1 Game	1 Game	1 Game
	Head Contact when Match penalty is assessed.	4 Games	4 Games	4 Games	2 Games
6.6	Elbowing and Kneeing Elbowing or Kneeing where a five (5) minute major penalty plus a Game Misconduct is assessed.	1 Game	N/A	1 Game	N/A
6.7	Fighting				
	Any player who engages in their 1 st fight in a season. Game Misconduct is assessed.	1 Game	N/A	1 Game	N/A
	Any player who engages in their 2 nd fight in a season. Game Misconduct is assessed.	2 Games	N/A	2 Games	N/A
	Any player who engages in their 3 rd fight in a season. Game Misconduct is assessed.	Indefinite	1 Game	Indefinite	1 Game
	Any player who engages in their 4 th fight in a season. Game Misconduct is assessed.	N/A	2 Games	N/A	2 Games
	Any player who engages in their 5 th fight in a season. Game Misconduct is assessed.	N/A	3 Games	N/A	3 Games
	Any player who engages in their 6 th fight in a season. Game Misconduct is assessed.	N/A	Indefinite	N/A	Indefinite
	Instigator or Aggressor of a Fight.				
	First Offence	1 Game	Game Misc.	Game Misc.	Game Misc.
	Second Offence	2 Games	1 Game	1 Game	1 Game
	Third Offence	3 Games	3 Games	3 Games	3 Games
	Any Player wearing a ring or rings, tape or any other material on his/her hands who becomes involved in a fight and who uses such to gain an advantage or to inflict punishment and/or injury shall be assessed a Match Penalty in addition to any other penalties he/she may incur.	2 Games	2 Games	2 Games	2 Games
	Third man in a fight that is assessed a Game Misconduct.	2 Games	1 Game	2 Games	1 Game
	Any Player receiving a fighting major and Game Misconduct penalty which is a result of a second or subsequent fight during the same stoppage of play.	2 Game	1 Game	2 Games	1 Game

RULE #	INFRACTION	SUSPENSION LENGTH			
		MINOR	JUNIOR MALE	SR./JR. FEMALE	SENIOR MALE

7.4	Tripping Slew Footing / Tripping where a five (5) minute major penalty plus a Game Misconduct is assessed.	1 Game	N/A	1 Game	N/A
-----	--	--------	-----	--------	-----

8.1	Butt Ending Butt Ending where a Match penalty is assessed.	3 Games	2 Games	2 Games	2 Games
8.2	Cross Checking Cross Checking where a five (5) minute major penalty plus a Game Misconduct is assessed.	1 Game	N/A	1 Game	N/A
		3 Games	2 Games	2 Games	2 Games
8.3	Cross Checking where a Match penalty is assessed.	3 Games	2 Games	2 Games	2 Games
8.4	High Sticking High Sticking where a Match penalty is assessed.	1 Game	N/A	1 Game	N/A
	Slashing Slashing where a five (5) minute major penalty plus a Game Misconduct is assessed.	3 Games	2 Games	2 Games	2 Games
8.5	Slashing where a Match penalty is assessed.	3 Games	2 Games	3 Games	2 Games
	Spearing Spearing where a Match penalty is assessed.				
9.2	Harassment of Officials/Unsportsmanlike Conduct				
	Verbal Abuse of Officials (Zero Tolerance) when a Game Misconduct is assessed.	2 Games	1 Game	2 Games	1 Game
		Indefinite	Indefinite	Indefinite	Indefinite
	Verbal taunts, insults or intimidation based on discriminatory grounds (race, ethnicity, religion, gender, sexual orientation, language) when a Gross Misconduct is assessed.				
9.5	Leaving a bench for the Purpose of Fighting				
		3 Games	2 Games	3 Games	2 Games
	Any player identified as the first to leave the players' bench during a fight or for the purpose of fighting.	4 Games	3 Games	4 Games	3 Games
	Any player identified as the first to leave the penalty bench during a fight or for the purpose of fighting.				
9.6	Physical Harassment of Official (Match)				
	Threaten or attempt to strike	Indefinite (6-10 games)*	Indefinite (6-10 games)*	Indefinite (6-10 games)*	Indefinite (6-10 games)*
	Intentionally touches, holds or pushes	Indefinite (11-30 games)*	Indefinite (11-30 games)*	Indefinite (11-30 games)*	Indefinite (11-30 games)*
	Intentionally strike, trip or body check	Indefinite (1 Year)*	Indefinite (1 Year)*	Indefinite (1 Year)*	Indefinite (1 Year)*
		* Length of suspension may be within the identified range.			
9.7	Spitting (Match)				
	Spitting on or at an Official or Team Official	Indefinite	Indefinite	Indefinite	Indefinite
	Spitting on or at an Opponent	3 Games	2 Games	2 Games	2 Games

Accumulation Sanctions for Minor and Female Hockey Players

Players that are assessed multiple infractions of the same nature over the course of the season will also be assessed additional suspensions in accordance with the following listing.

Any player accumulating 2 Major penalties in the same season for a violation any of the following:

6.2	Boarding or Body Checking	6.6	Elbowing or Kneeing	2
	Games			
6.3	Charging	7.4	Tripping	
6.4	Checking from Behind	8.2	Cross-Checking	
6.5	Head Contact	8.4	Slashing	

Any player accumulating 3 Major penalties in the same season for a violation of any of the following:

6.2	Boarding or Body Checking	6.6	Elbowing or Kneeing	4
	Games			
6.3	Charging	7.4	Tripping	
6.4	Checking from Behind	8.2	Cross-Checking	
6.5	Head Contact	8.4	Slashing	

Any player accumulating 4 Major penalties in the same season for a violation of any of the following:

6.2	Boarding or Body Checking	6.6	Elbowing or Kneeing	
	Indefinite			
6.3	Charging	7.4	Tripping	
6.4	Checking from Behind	8.2	Cross-Checking	
6.5	Head Contact	8.4	Slashing	

Any player accumulating 2 Match penalties in the same season for a violation of any of the following:

6.1	Deliberate Injury	4
	Games	
6.2	Boarding or Body Checking	
6.3	Charging	

Any player accumulating 2 Match penalties in the same season for a violation of any of the following:

6.4	Checking from Behind	5
	Games	
6.5	Head Contact	

Any player accumulating 3 Match penalties in the same season for a violation of any of the following:

6.1	Deliberate Injury	6.4	Checking from Behind	
	Indefinite			
6.2	Boarding or Body Checking	6.5	Head Contact	
6.3	Charging			

Any player who receives two (2) Game or Gross Misconducts under rule 9.2 in a season.

Games 4

Any player who receives three (3) Game or Gross Misconducts under rule 9.2 in a season.

Indefinite

RULE #	INFRACTION	SUSPENSION LENGTH			
		MINOR	JUNIOR MALE	SR./JR. FEMALE	SENIOR MALE

1.9	<u>Minimum Suspensions for Coaches</u>				
2.2	<i>Ineligible Players/Team Officials</i>	Indefinite	Indefinite	Indefinite	Indefinite
	Team official who is party to or had knowledge of playing a Player not properly registered with that team or properly affiliated to that team and/or allowing a Team Official who is not properly registered to that team to participate on the bench.	Indefinite	Indefinite	Indefinite	Indefinite
4.1	Team official who is party to or had knowledge of playing a player or allows a Team Official to participate on the bench who is under suspension.	Indefinite	3 Games	Indefinite	3 Games
	<i>Pre/Post Game Altercations</i>				
	Coach of the Team whose Player(s) are assessed Majors, Game Misconducts or Match Penalties during an altercation prior to or after the game.	Indefinite	Indefinite	Indefinite	Indefinite
6.7		N/A	N/A	N/A	3 Games
9.2	Any Team involved in a pre or post game brawl.	2 Games	1 Game	2 Games	1 Game
	The coach of the Team whose player is penalized for a third offence of Instigator or Aggressor	Indefinite	Indefinite	Indefinite	Indefinite
	<i>Harassment of Officials/Unsportsmanlike Conduct</i>				
9.5	Verbal Abuse of Officials (Zero Tolerance) when a Game Misconduct is assessed.	3 Games	3 Games	3 Games	2 Games
	Verbal taunts, insults or intimidation based on discriminatory grounds (race, ethnicity, religion, gender, sexual orientation, language) when a Gross Misconduct is assessed.	1 Game	1 Game	1 Game	1 Game
9.6	The Coach of the team whose player is penalized for leaving the players bench or penalty box during a fight or for the purpose of fighting.	Indefinite (6-10 games)*	Indefinite (6-10 games)*	Indefinite (6-10 games)*	Indefinite (6-10 games)*
	The Coach of the team whose player left the players bench or penalty box during a fight or for the purpose of fighting but was not identified as the first to leave during the altercation.	Indefinite (11-30 games)*	Indefinite (11-30 games)*	Indefinite (11-30 games)*	Indefinite (11-30 games)*
	<i>Physical Harassment of Official (Match)</i>	Indefinite (1 Year)*	Indefinite (1 Year)*	Indefinite (1 Year)*	Indefinite (1 Year)*
	Threaten or attempt to strike an Official				
	Intentionally touches, holds or pushes an Official				
	Intentionally strike, trip or body check an Official				
		* Length of suspension may be within the identified range.			
9.7	<i>Spitting (Match)</i>				
	Spitting on or at an Official or Team Official	Indefinite	Indefinite	Indefinite	Indefinite
	Spitting on or at an Opponent	3 Games	2 Games	2 Games	2 Games
10.14	<i>Refusing to Start Play</i>	Indefinite	Indefinite	Indefinite	Indefinite

Accumulation Sanctions for Minor and Female Hockey Coaches

Coaches that are assessed multiple infractions of the same nature over the course of the season will also be assessed additional suspensions in accordance with the following listing.

The Coach of any Team that receives a combination of three (3) Major Game (including Fighting) or Match penalties in the same game.	1
The Coach of any Team that commits a second violation of receiving a combination of three (3) Major (including Fighting) or Match penalties in the same game.	3
The Coach of any Team that commits a third violation of receiving a combination of Indefinite three (3) Major (including Fighting) or Match penalties in the same game.	
Any Coach who receives two (2) Game or Gross Misconducts under rule 9.2 Games in a season.	4
Any Coach who receives three (3) Game or Gross Misconducts under rule 9.2 Indefinite in a season.	

Additional Sanctions

In all Hockey, any Player or Team Official who is assessed a Minor Penalty and a Game Misconduct or a Major and a Game Misconduct or any other infraction resulting in a Game Misconduct/Gross Misconduct penalty that occurs in the last ten (10) minutes of regular time or any overtime or at the conclusion of the game and prior to the Player or Team Official entering his/her dressing room shall automatically be suspended for a minimum of the next regular League / Playoff / PreSeason / Tournament / Provincial Game. This is in addition to any other suspensions directed by HA Minor Hockey Minimum Suspensions.