



Athabasca & District Minor Hockey Association (ADMHA)

- APPROVED:** November 29, 2017 (*revised policy*)
- POLICY:** JERSEY AND EQUIPMENT
- PURPOSE:** To ensure that the investment made by the association on equipment & jerseys that are provided to its respective teams are maintained and accounted for in a respectful manner.
- RESPONSIBLE:** ADMHA MEMBERS
- ACCOUNTABLE:** ADMHA EXECUTIVE

ADMHA recognizes the need and requirements for providing specific hockey related equipment, quality jerseys and proper storage in order to protect these investments. These tools and equipment are important pieces for the image and success of our association. We want our members to appreciate and respect these items as if they belonged to our very own person. For these reasons ADMHA has developed a policy and guideline for ensuring our investments remain in good condition for years to come and for the enjoyment of our existing and new members. The ADMHA Equipment Coordinator will be tasked with administering all matters related to jerseys and ADMHA equipment.

1 **TEAM LOCKERS / STORAGE / EQUIPMENT**

- 1.1 Each team shall be assigned a locker and TWO sets of jerseys (Home & Away) at the beginning of the hockey season by the Division Coordinator and / or Equipment Coordinator.
- 1.2 ADMHA equipment MUST be used only for ADMHA related functions.
- 1.3 When equipment supplied by ADMHA is lost or damaged, team officials MUST report the incident to the Equipment Coordinator immediately.
- 1.4 Team officials shall keep the equipment clean and small repairs done at the team or player(s) cost.
- 1.5 Major repairs to team assigned goaltending equipment or jerseys through normal game wear MUST be brought to the attention of the Equipment Coordinator.
- 1.6 The team shall use the assigned lock provided by the association. Combination numbers / pass codes will be provided to the team managers by the Division Coordinator or Equipment Coordinator.
- 1.7 It is the team official's responsibility for the locker and its contents (assigned equipment) until the locker and equipment is surrendered to the Off-Ice Director at the end of the ADMHA season.
- 1.8 An equipment check list shall be provided to each team and submitted to the Equipment Coordinator at the beginning of each season and inventoried with Equipment Coordinator at conclusion of the ADMHA season.

2 **COACHES' EQUIPMENT – "TIZZCO'S COACHES TOOL CHEST"**

ADMHA has purchased a tool chest of Hockey Coaches' accessories to be utilized by ALL ADMHA team coaches for the enhancement and skill development of the association's players. The ADMHA's expectations of our coaches / team officials are as follows:

- 2.1 Each ADMHA team is encouraged to utilize the equipment at their discretion for EACH and every practice or team event that takes place at the Athabasca Multiplex (on ice / off ice).
- 2.2 Equipment from the tool chest is not permitted to leave the Multiplex building.
- 2.3 Coaches are required to return the equipment used at the end of their practice session to avoid misplacement or loss of the equipment. Gentlemen/women agreements between incoming and outgoing team officials can be made for the equipment needed to remain on the ice/benches for the subsequent practice session.
- 2.4 Ultimately it will be the responsibility of the LAST practicing ADMHA team officials for that particular day to ensure all ADMHA related equipment is placed back in proper storage locations. This will include equipment that may not have been used by the last team.
- 2.5 An inventoried list of all items purchased and found within the tool chest will be made available to all coaches and found posted inside the tool chest.
- 2.6 A monthly check will be conducted by the Equipment Coordinator as an inventory check to ensure all equipment is accounted for.
- 2.7 In the event of a missing item an email will be sent out to the teams via the Division Coordinators requesting any info on last use or whereabouts.
- 2.8 If items are not cared for or continuous misplacement / missing items are identified the Off-Ice Director may impose specific sanctions to address the concern(s).
- 2.9 The lock passcode / combination for the tool chest will be controlled and administered by the Equipment Coordinator to the Head Coach of every ADMHA team at the start of the season.
- 2.10 It is suggested that the lock combination for the tool chest be kept amongst the respective team officials. The lock should also be closed after each entry into the locker to avoid potential misplacement or loss of the equipment.

3 **JERSEY CARE / ASSOCIATION COLORS**

- 3.1 ADMHA and its member teams shall wear uniforms & socks that are variations of the color schemes - Black, White and Yellow.
- 3.2 Under no circumstances are the team jerseys to go home with the player unless approved by the ADMHA Executive.
- 3.3 Players are to provide their own practice jerseys. Game worn jerseys are NOT to be used for practices.
- 3.4 Each team must have at least one assigned equipment manager who will gather team jerseys after each game and be responsible for the care and cleaning of said jerseys.
- 3.5 All jerseys must be hung, stored and transported in jersey bags.
- 3.6 All jerseys must be washed in COLD water and preferably hung to dry based on the material the jerseys are made.
- 3.7 Any permanent stains or damage outside of the normal wear and tear of hockey will result in a potential cost to repair or complete replacement of the jersey. *(It is recommend not having Gatorade and only water in water bottles while playing hockey)*
- 3.8 Any alterations to jerseys are strictly prohibited. Smaller or larger jerseys will be made available upon request but be advised that a player/parent will not be able to request a particular number.
- 3.9 At no time should Captain (C) and/or assistant (A) letters be taped onto jerseys. If for any reason tape must be used it must be immediately removed at the end of the game.
- 3.10 At the end of the ADMHA season all jerseys must be washed and organized by colour & in numerical order before hanging them in assigned lockers.
- 3.11 Each team will receive one C and three A's for both home and away jerseys. These are to be sewn onto the jersey in a manner that will allow them to be removed with a seamstress seam ripper.

3.12 **Name Bars - The following MUST be followed if an ADMHA team ELECTS to place player name bars on the back of the respective assigned ADMHA team jerseys:**

- i. A \$100 deposit per player (covering both jerseys) MUST be made payable to ADMHA with a post-dated cheque dated March 31st of the year in which the current ADMHA season ends.
- ii. Team manager / Treasurer will collect and forward the cheque deposits to the ADMHA Equipment Coordinator or Treasurer prior to name bars being ordered or placed on the jersey.
- iii. Prior to the name bars being sewn onto the jersey, the association Off-Ice Director MUST APPROVE of the style and method of installation to be used. Sample name bars are required to be presented first to avoid incurring added costs for purchasing the wrong style.
- iv. Name bars MUST be of the style where the letters are already on the name bar banner, and purchased at the cost of the team or player.
- v. ONLY the name bar can be sewn on the jersey in a manner that will allow the name bar to be removed with a seamstress seam ripper NO GLUES OR ADHESIVES are to be used.
- vi. Name bars MUST be removed at the end of the ADMHA season. Any name bar left on the jersey will be subject to the \$100 deposit being cashed.
- vii. Once name bars are removed at the end of the ADMHA season the jersey will be inspected for any damages incurred by the name bar. The Equipment Coordinator and respective Division Coordinator will determine if a jersey has sustained damages due to the name bar garnering the \$100 deposit.

4 **EQUIPMENT CHECK LISTS**

The following checklists will be found in the team lockers and Tizzco Coaches Tool Chest

Team Locker Assignments and Inventory						
Division	Home Jerseys	Away Jerseys	Goalie Equipment	Game sheets	First Aid Kits	Initials
U7	X	X	X	X		
U9 -1	X	X	X	X		
U9 -2	X	X	X	X		
U9 -3	X	X	X	X		
U11 -1	X	X		X		
U11 -2A	X	X		X		
U11 -2B	X	X		X		
U13 -1	X	X		X		
U13 -2	X	X		X		
U15 -1	X	X		X		
U15 -2	X	X		X		
U18 -1	X	X		X		
U18 -2	X	X		X		

Tizzco Coaches Tool Chest Inventory			
Item	Quantity		Initials
Pucks			
Pylons			
Pennie's			
Stick - dummies			