

Hockey Edmonton Coach Meeting

Module 1

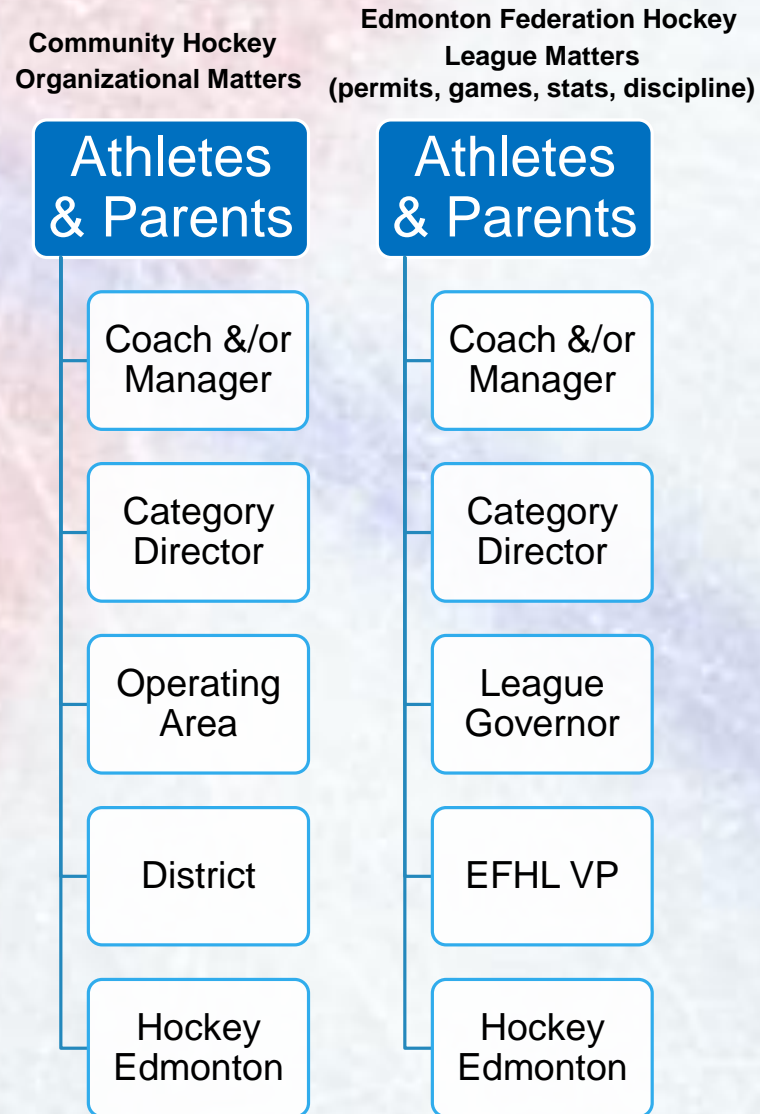
Administration, Registration and Ice

Administration

Communication Hierarchy



Communication Hierarchy



2019 - 2020 Community Hockey Season Calendar

Initiation SEPTEMBER M T W TH F S SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Novice SEPTEMBER M T W TH F S SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Atom SEPTEMBER M T W TH F S SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Peewee SEPTEMBER M T W TH F S SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Bantam SEPTEMBER M T W TH F S SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Midget SEPTEMBER M T W TH F S SU 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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Novice and Atom
Seasons Weeks Games
Preseason 8 8
Season 11 10

Peewee
Seasons Weeks Games
Preseason 8 8
Season 12 12

Games
Novice 18
Atom 18
Peewee 20
Bantam 20
Midget 20

Bantam and Midget
Seasons Weeks Games
Preseason 7 8
Season 8 12

No Game times
October 31 - No games start after 5 PM
November 11 - No games start before 1:00

Practice only Weeks
Regular Season - Tiering
Regular Season
Jamborees, MHW and Playoffs
Public Holidays

Tiering Meeting
Schedules Posted
School Holiday

Guidelines of Play



2019-20

Guidelines of Play Hockey Edmonton Allocated and Scheduled Ice

2019-20

Counts						
Community Hockey				Competitive & Elite Hockey (Hockey Alberta Models)		
Division	Practices		Games*	Division	Cat	Practices
	Shared	Full				Games
INITIATION: Sr T	18	N.A	18 SAG	Peewee	AA	40
INITIATION: D & Jr T	18	N.A	N.A	Bantam	AAA	60
NOVICE	25	0	18		AA	40
ATOM	16	8	18		Female Elite	40
PEEWEE 1 to 6	10	10	20	Midget	AAA Major	60
BANTAM	0	20	20		AAA Minor	60
MIDGET	0	20	20		AA	40
*Games - exclusive of QEMHW and Playoffs					Female AAA	60
					Female Elite	40

15AA, Junior & College		
League	Practices	Games
Midget 15 AA	40	28
Junior B	20	36
Junior C	20	24
ACAC	100	36

Game Lengths and Formats						
Division	Category	Length	Format			
Initiation	SR. Timbits	1 HR	1 HR - Cross Ice SAG's			
Novice	1 to 6	1 HR	2 25 minute periods, 90 second shifts			
Atom	1 to 6	1 HR	13 - 13 - 13	No Floods		
Peewee	1 to 6	1.5 HR	15 - 20 - 20			
	AA	1.5 HR	15 - 20 - 20			
Bantam	EFHL	1.5 HR	15 - 20 - 20			
	AA and AAA	2.25 HR	20 - 20 - 20	2 Floods		
Midget	EFHL					
	AA and AAA					
Junior	C	2.75 HR				
Junior	B					
College	all					

Practice Times						
Division	Start: Earliest			Finish: Latest		
	Mon - Thu	Fri	Sat - Sun	Mon - Thu	Fri	Sat - Sun
Initiation		17:00	08:00		19:45	18:00
Novice		17:00	07:00		19:45	
Atom			07:00		20:45	
Peewee			09:00		21:45	
Bantam					22:00	
Midget		18:00			23:00	
Major Midget AAA		16:00			21:00	

Game Times						
Division	Start: Earliest			Finish: Latest		
	Mon - Thu	Fri	Sat - Sun	Mon - Thu	Fri	Sat - Sun
Initiation: SR Timbits		17:00	7:45		19:45	18:00
Novice		17:45	9:00		19:45	
Atom					20:45	
Peewee					21:45	
Bantam Community					22:00	
Midget Community		18:00	16:00		22:30	
Bantam Elite					22:00	
Midget Elite					22:30	



Revised : July 8, 2019

Hockey Alberta Minor Leagues – Tiering Standardization Grid

Alberta One Standardized Tiering Model & Grid Information



Appendix A

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Total
One team			1				1
Two Teams		1		1			2
Three Teams	1		1		1		3
Four Teams	1	1	1	1	1		4
Five Teams	1		1	1	1	1	5
Six Teams	1	1	1	1	1	1	6
Seven Teams	1	1	1	1	1	1	7
Eight Teams	1	1	1	1	1	1	8
Nine Teams	1	1	1	1	1	1	9
Ten Teams	1	2	2	2	2	1	10
Eleven Teams	1	2	2	2	2	2	11
Twelve Teams	2	2	2	2	2	2	12
Thirteen Teams	2	2	2	2	2	2	13
Fourteen Teams	2	2	2	2	2	2	14
Fifteen Teams	2	2	2	2	2	2	15
Sixteen Teams	2	3	3	3	3	2	16
Seventeen Teams	2	3	3	3	3	3	17
Eighteen Teams	3	3	3	3	3	3	18
Nineteen Teams	3	3	3	3	3	3	19
Twenty Teams	3	3	3	3	3	3	20
Twenty One Teams	3	3	3	3	3	3	21
Twenty Two Teams	3	4	4	4	4	3	22
Twenty Three Teams	3	4	4	4	4	4	23
Twenty Four Teams	4	4	4	4	4	4	24
Twenty Five Teams	4	4	4	4	4	4	25

Hockey Edmonton Operating Directives

The screenshot shows a web browser window with the URL www.hockeyedmonton.ca/content/by-laws-amp-policies. The page features a large red banner with the 'Hockey EDMONTON' logo, where 'Hockey' is in a blue script font and 'EDMONTON' is in a white block font with a red outline. Below the banner is a blue navigation bar with dropdown menus for age groups: MINOR NOVICE, MAJOR NOVICE, ATOM, PEEWEE, PEEWEE AA, BANTAM, and MIDGET. The main content area has a white background with a red arrow pointing to the 'By-laws & Policies' section. A list of links is provided, including 'HOCKEY EDMONTON - Bylaws', 'HOCKEY EDMONTON - Operating Directives', 'HOCKEY EDMONTON - Co-Ed Dressing Room Policy', 'HOCKEY EDMONTON - Privacy Policy', 'Edmonton Federation Hockey League (EFHL) - Constitution & Bylaws', 'Edmonton Recreational Hockey League (ERHL) - Game Rules', and 'Edmonton Recreational Hockey League - General Rules'. To the right of the list are logos for Under Armour and Storm The Centre Edmonton, along with a photo of a hockey player. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 11:43 AM on 2018-10-02.

Hockey Edmonton : Website by X

Not secure | www.hockeyedmonton.ca/content/by-laws-amp-policies

Apps Hockey Edmonton Sign in to Scotiabank Cozi Calendar Shaw Webmail Inbox Home TeamSnap Hockey Alberta Hockey Alberta | Hockey Alberta FlyerTalk The world Air Canada Official TSN Edmonton For You FreeRange Google Available Ice First Shift

Hockey EDMONTON

MINOR NOVICE MAJOR NOVICE ATOM PEEWEE PEEWEE AA BANTAM MIDGET

By-laws & Policies

- [HOCKEY EDMONTON - Bylaws](#)
- [HOCKEY EDMONTON - Operating Directives](#)
- [HOCKEY EDMONTON - Co-Ed Dressing Room Policy](#)
- [HOCKEY EDMONTON - Privacy Policy](#)
- [Edmonton Federation Hockey League \(EFHL\) - Constitution & Bylaws](#)
- [Edmonton Recreational Hockey League \(ERHL\) - Game Rules](#)
- [Edmonton Recreational Hockey League - General Rules](#)
- [HOCKEY EDMONTON Refund Policy](#)

UNDER ARMOUR STORM THE CENTRE EDMONTON

Hockey EDMONTON

Type here to search

11:43 AM 2018-10-02

Co-Ed Dressing Room Policy



HOCKEY CANADA CO-ED DRESSING ROOM POLICY

The following is the policy of Hockey Canada with respect to co-ed dressing:

Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

1. **Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.**
2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
3. Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
4. At the Pee-Wee (11 years old) level and above the following conditions will apply in all co-ed team environments:
 - Females and males will change in separate rooms
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
 - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

Co-Ed Dressing Room Policy

- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

Note: Hockey Canada Branches that have mediated Human Rights settlements within their Province/Territory with respect to specific co-ed dressing room parameters are exempted from this policy within their jurisdictions and may continue to adhere to previously mediated settlements.

Two Deep Cover

8.4 Two Deep Cover

- Throughout the hockey season appropriate player supervision should be a priority for all Clubs, Districts and Operating Areas (CDOA's) and their teams.
- As such, Hockey Edmonton endorses the use of the “Two Deep Method” of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. This list describes the “Two Deep Method”.
- It is recommended that these guidelines are followed by all.

Electronic Recording Devices

7.8 Electronic and Recording Devices

- Use of electronic devices at sanctioned Hockey Edmonton events for the express purpose of taking, recording, and storing of inappropriate images and videos is not permitted.
- Use of electronic devices for the purpose of capturing game film for personal or team use shall comply with the policy of the venue. (City of Edmonton)
- Hockey Edmonton Discipline and Appeal Committees will not entertain receipt of, nor use of video of any nature or source in their review and decision of matters before them.

Game and Conduct Management

Hockey Edmonton : Website by F x +

Not secure | hockeyedmonton.msa4.rampinteractive.com/content/game-amp-conduct-management

Apps Hockey Edmonton : Sign in to Scotiabank Cozi • Calendar S Shaw Webmail: Inbox Home ::TeamSnap Hockey Alberta | Hon FlyerTalk - The world Air Canada - Official TSN Edmonton S For You - FreeRange Google Available Ice First Shift

EDMONTON

MINOR NOVICE • MAJOR NOVICE • ATOM • PEEWEE • PEEWEE AA • BANTAM • MIDGET •

Game & Conduct Management

All Hockey Canada documents related to Game Conduct Management, Safety, Insurance, etc. can be found [here](#). Other relative Hockey Alberta and Hockey Edmonton policies and information can be found below:

Hockey Canada

- OFFICIATING DOWNLOADS & CASEBOOK
- INSURANCE BROCHURE
- INJURY REPORT FORM
- PLAYER MEDICAL INFORMATION FORM
- SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL

Hockey Alberta




- GAME & CONDUCT MANAGEMENT WEBSITE
- HOCKEY CANADA SAFETY PROGRAM
- HOCKEY ALBERTA - INSURANCE WEBSITE
- HOCKEY ALBERTA - MINIMUM SUSPENSIONS

Hockey Edmonton

- HOCKEY EDMONTON - RESPECT THE GAME Program


Respect in Sport

- RESPECT IN SPORT FOR PARENTS AND ACTIVITY LEADERS/COACHES/OFFICIALS




**YOUR TEAM.
THE OILERS
EXPERIENCE.**

> WIN IT



BECAUSE IT'S



3:12 PM
2018-10-02

Special Event Requests

Hockey Edmonton : Website by | X

← → ↻ ⓘ Not secure | hockeyedmonton.msa4.rampinteractive.com/content/special-event-requests

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Hockey EDMONTON

MINOR NOVICE ▾ MAJOR NOVICE ▾ ATOM ▾ PEEWEE ▾ PEEWEE AA ▾ BANTAM ▾ MIDGET ▾

Special Event Requests

SPECIAL EVENT REQUESTS – PLEASE READ!!

Published Thursday, December 12, 2013

As of December 11, 2013, Hockey Edmonton Board has moved that Special Event Requests are no longer required. It is up to each organization to ensure that they review the Hockey Alberta Sanctioning Guidelines to see what is covered and what is not.

[Hockey Alberta Sanctioning Guidelines](#)



Hockey Canada's insurance is designed to cover the normal hockey activities associated with games and practices ... travel directly to and from. Social activities are not covered. Activities such as going bowling, tobogganing, to a movie, to another sporting event, participating in another sporting activity, for example, are not covered while attending a tournament or at home attending to league activities or practices. Parents, siblings, friends, guests, etc. are not covered under Hockey Canada's insurance at any time.

If the event is not an approved event as per the guidelines, the liability while participating in an unsanctioned event will fall to personal liability insurance plans. Everyone should be aware of their personal liability while participating in a team event. Please exercise safe and responsible practices, common sense etc. in all activities you plan.

Type here to search

2:54 PM 2018-10-02

Hockey Canada Injury Reports

 HOCKEY CANADA INJURY REPORT 							
<small>See reverse for mailing address. Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.</small>							
CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE. DATE OF INJURY: ____/____/____ Mo. Day Yr.							
INJURED PARTICIPANT: <input type="checkbox"/> Player <input type="checkbox"/> Team Official <input type="checkbox"/> Game Official <input type="checkbox"/> Spectator							
Name: _____ Birthdate: ____/____/____ Sex: <input type="checkbox"/> M <input type="checkbox"/> F Mo. Day Yr.							
Address: _____							
City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____							
Parent / Guardian: _____ Email Address: _____							
DIVISION <input type="checkbox"/> Initiation <input type="checkbox"/> Novice <input type="checkbox"/> Atom <input type="checkbox"/> Pee wee <input type="checkbox"/> Bantam <input type="checkbox"/> Midget <input type="checkbox"/> Juvenile <input type="checkbox"/> Junior	CATEGORY <input type="checkbox"/> AAA <input type="checkbox"/> A <input type="checkbox"/> BB <input type="checkbox"/> CC <input type="checkbox"/> DD <input type="checkbox"/> House <input type="checkbox"/> Minor Junior <input type="checkbox"/> Adult Rec. <input type="checkbox"/> AA <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> Major Junior <input type="checkbox"/> Senior <input type="checkbox"/> Other _____						
BODY PART INJURED <table border="1"><tr><td>Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental</td><td>Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper</td><td>Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest</td></tr><tr><td>Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist</td><td>Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot</td><td>Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin</td></tr></table>	Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental	Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper	Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest	Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot	Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin	NATURE OF CONDITION <input type="checkbox"/> Concussion <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain <input type="checkbox"/> Strain <input type="checkbox"/> Contusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Separation <input type="checkbox"/> Internal Organ Injury
Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental	Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper	Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest					
Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot	Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin					
ON-SITE CARE <input type="checkbox"/> On-Site Care Only <input type="checkbox"/> Refused Care <input type="checkbox"/> Sent to Hospital by: <input type="checkbox"/> Ambulance <input type="checkbox"/> Car							
INJURY CONDITIONS Name of arena / location: _____ <table border="1"><tr><td><input type="checkbox"/> Exhibition/Regular Season <input type="checkbox"/> Playoffs/Tournament <input type="checkbox"/> Practice <input type="checkbox"/> Try-outs <input type="checkbox"/> Other <input type="checkbox"/> Warm-up <input type="checkbox"/> Period #1</td><td><input type="checkbox"/> Period #2 <input type="checkbox"/> Period #3 <input type="checkbox"/> Overtime: _____ <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Gradual Onset <input type="checkbox"/> Other Sport <input type="checkbox"/> Other: _____</td></tr></table>	<input type="checkbox"/> Exhibition/Regular Season <input type="checkbox"/> Playoffs/Tournament <input type="checkbox"/> Practice <input type="checkbox"/> Try-outs <input type="checkbox"/> Other <input type="checkbox"/> Warm-up <input type="checkbox"/> Period #1	<input type="checkbox"/> Period #2 <input type="checkbox"/> Period #3 <input type="checkbox"/> Overtime: _____ <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Gradual Onset <input type="checkbox"/> Other Sport <input type="checkbox"/> Other: _____	CAUSE OF INJURY <input type="checkbox"/> Hit by Puck <input type="checkbox"/> Collision with Boards <input type="checkbox"/> Non-Contact Injury <input type="checkbox"/> Hit by Stick <input type="checkbox"/> Collision on Open Ice <input type="checkbox"/> Collision with Opponent <input type="checkbox"/> Fall on Ice <input type="checkbox"/> Checked from Behind <input type="checkbox"/> Collision with Net <input type="checkbox"/> Fight <input type="checkbox"/> Blindsiding	Was the injured player in the correct league and level for their age group? <input type="checkbox"/> Yes <input type="checkbox"/> No Was this a sanctioned Hockey Canada activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Exhibition/Regular Season <input type="checkbox"/> Playoffs/Tournament <input type="checkbox"/> Practice <input type="checkbox"/> Try-outs <input type="checkbox"/> Other <input type="checkbox"/> Warm-up <input type="checkbox"/> Period #1	<input type="checkbox"/> Period #2 <input type="checkbox"/> Period #3 <input type="checkbox"/> Overtime: _____ <input type="checkbox"/> Dry Land Training <input type="checkbox"/> Gradual Onset <input type="checkbox"/> Other Sport <input type="checkbox"/> Other: _____						
LOCATION <input type="checkbox"/> Defensive Zone <input type="checkbox"/> Offensive Zone <input type="checkbox"/> Neutral Zone <input type="checkbox"/> Behind the Net <input type="checkbox"/> 3 ft. from Boards <input type="checkbox"/> Spectator Area <input type="checkbox"/> Parking Lot <input type="checkbox"/> Dressing Room <input type="checkbox"/> Bench <input type="checkbox"/> Other: _____							
WEARING WHEN INJURED <input type="checkbox"/> Full Face Mask <input type="checkbox"/> Intra-Oral Mouth Guard <input type="checkbox"/> Half Face Shield/Visor <input type="checkbox"/> Throat Protector <input type="checkbox"/> Helmet/No Face Shield <input type="checkbox"/> No Helmet/No Face Shield <input type="checkbox"/> Short Gloves <input type="checkbox"/> Long Gloves	ADDITIONAL INFORMATION Has the player sustained this injury before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" how long ago _____ Was a penalty called as a result of the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated absence from hockey? <input type="checkbox"/> 1 week <input type="checkbox"/> 1-3 weeks <input type="checkbox"/> 3+ weeks	DESCRIBE HOW ACCIDENT HAPPENED <small>(Attach page if necessary)</small> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original. Signed: _____ <small>(Parent/Guardian if under 18 years of age)</small> Date: _____					
TEAM INFORMATION <small>(To be completed by a Team Official)</small> Association: _____ Team Name: _____ Team Official (Print): _____ Team Official Position: _____ Signature: _____ Date: _____	HEALTH INSURANCE INFORMATION THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED Occupation: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Full-Time Student Employer (if minor, list parent's employer): _____ 1. Do you have provincial health coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Province: _____ 2. Do you have other insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.) 3. Has a claim been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No (IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.) Make Claim Payable To: <input type="checkbox"/> Injured Person <input type="checkbox"/> Parent <input type="checkbox"/> Team <input type="checkbox"/> Other: _____		Member APPROVAL _____ _____ _____				

Hockey Canada Injury Reports



HOCKEY CANADA INJURY REPORT

Participant's name: _____



PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic: _____ Address: _____

Nature of Injury: _____ Date of First Attendance: _____

_____ Claimant will be totally disabled:

_____ From: _____ To: _____

_____ Is the injury permanent and irrecoverable? ☐ No ☐ Yes

Give the details of injury (degree): _____

Prognosis for recovery: _____

Did any disease or previous injury contribute to the current injury? ☐ No ☐ Yes (describe): _____

Was the claimant hospitalized? ☐ No ☐ Yes (give hospital name, address and date admitted): _____

Names and addresses of other physicians or surgeons, if any, who attended claimant: _____

I certify that the above information is correct and to the best of my knowledge,

Signed: _____ Date: _____

DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$3,000 per accident. Treatment must be completed within 52 weeks of accident. (Effective September 1st, 2018)

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.

Patient			Dentist	I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM / HER
<p>Last name _____ Given name _____</p> <p>Address _____</p> <p>City / Town _____ Province _____ Postal Code _____</p>			<p>PHONE NO _____</p> <p>SIGNATURE OF SUBSCRIBER _____</p>	

FOR DENTIST USE ONLY - FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES OR SPECIAL CONSIDERATION.	I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT. I ACKNOWLEDGE THAT THE TOTAL FEE OF \$ _____ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR THE SERVICES RENDERED. I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR.
<p>DUPLICATE FORM <input type="checkbox"/></p>	<p>SIGNATURE OF (PATIENT/GUARDIAN) _____ OFFICE VERIFICATION _____</p>

DATE OF SERVICE DAY / MO. / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE
THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE.					TOTAL FEE SUBMITTED	
NOTE: All benefits subject to insurer/payer status, provisions of the policy, Hockey Canada sanctioned events.						

Mail completed form to: **HOCKEY ALBERTA** 100 College Blvd. Tel : (403) 342-6777
Box 5005 anamot@hockeyalberta.ca
Red Deer, AB T4N 5H5 www.hockeyalberta.ca

Hockey Canada Injury Log



HOCKEY CANADA SAFETY PROGRAM Player / Team Injury Log



Player/Team: _____ Safety Person: _____

Date	Name	Injury Description	Management (ice/bandage/tape)	Follow-up/ Recommendations	Hockey Canada Injury Report Submitted	Return to play form		Safety Persons Initials
						Requested	Received	

Note: This log should report, **at minimum**, each time;

- A player is removed for the remainder of the game due to an injury sustained during play.
- A player is injured during a practice whether on or off ice.
- A player is forced to leave a game or practice for unknown medical reasons.
- A player is injured during a hockey related event.

Note: If an injury requires medical referral and/or hospitalization, complete and submit a Hockey Canada Injury Report.

Hockey Canada Return to Play



HOCKEY CANADA

HOCKEY CANADA RETURN TO PLAY

Name of Player

is able to return to play following injuries sustained on

Date

Considerations /restrictions with respect to return to play:

Name of Medical Authority

Type of Medical Authority

Date: _____

Signature: _____

This information is strictly confidential and will only be used to assist in the player's safe return to play. All records will be returned to the player.

Note: Hockey Canada recommends that this be completed by a physician, chiropractor, physiotherapist or nurse practitioner for muscular or skeletal injuries (excluding fractures). Fractures as well as all neurological injuries including spinal injuries and concussions must be signed off by a physician.

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.

Arena Use Guidelines

General Protocols

- Staff start 1 hour prior to first booking and must open the facility – do not arrive earlier
- Mid-day arrivals – No more than (1) hour prior to game or practice start time.
- Dressing rooms will not be assigned earlier than 1 hour prior to scheduled start times.
- If the group ahead of you is scheduled on a one hour slot, it is more likely than not that, the room will not be ready exactly one hour prior as teams have to change and rooms need to be cleaned.
- Equipment bags should be kept in a vehicle until assigned dressing room is available, to ensure hallways and emergency exits are accessible.
- Your understanding and cooperation is required and appreciated.
- When the building is locked or no operator opens call (780) 446-2634.
- Signage is posted at the facility with contact numbers.
- Let the arena attendant know of your concerns. He will forward the information to his supervisor.
- Additional ice bookings must go through your ice allocator
- Any ice booked directly by the City of Edmonton to your group will be charged full cost and must be paid by a credit card at time of booking.
- Public Skating: hockey equipment is NOT allowed.

Arena Use Guidelines

Unattended, unsupervised participants

Coaches, managers or their designate(s) must:

- Be on site to supervise members of their team from arrival to departure
- Inspect the dressing room before/after all players arrive/leave.
- Report any damage/excessive mess to attendant.
- This will eliminate vandalism and damage caused by unsupervised times. Dressing Rooms
- Excessive mess will be billed to the user.
- Damages and are to be reported to the arena attendant and will be billed to the user.

Restricted Items

- Consumption of alcoholic beverages is prohibited in the premises.
- Smoking is prohibited in the premises.
- Chewing tobacco is not allowed in the premises and users will be billed for clean-up.
- Use of portable skate sharpeners is not allowed in the premises.
- Occupational Health and Safety has concerns for operators, think of what that means for your team members.
- Saws are available for use
- Please supervise use of saws to avoid damage to dressing room benches and to garbage canisters. The garbage containers are self-contained to snuff accidental fire and cost \$300 each to replace.
- Any of these infractions may result in loss of future ice rentals

Arena Use Guidelines

Use of City of Edmonton Dressing Room Keys

- The City of Edmonton is not responsible for lost or stolen property. All dressing rooms need to be locked.
- You may sign keys out no more than 1 hour in advance of booking. Do not wait until the attendant is on the ice re-surfacer or on the ice.
- Keys must be returned in a secure location (key box, mail slot in office door or arena attendant)
- Keys gone missing will be charged \$100.00 to the group who signed the key(s) out.

EFHL Referee Rates

Hockey Alberta Referees

North Region Rate Sheet

Edmonton Federation Hockey League (EFHL)

2019-20 Season

Category League and Playoff Rates

Midget BB	\$146	(58/44/44)	Tiers 1-6	- EGMA
	\$116	(58/58)		- EGMB
	\$ 85			
Bantam BB	\$116	(48/34/34)	Tier 1-3	
	\$100	(50/50)	Tier 4-6	- EGBTA,B
	\$65			
Peewee AA/BB	\$115	(47/34/34)	AA	
	\$110	(44/33/33)	Tier 1	
	\$88	(44/44)	Tier 2-6	
	\$65			
Atom	\$64	(28/18/18)		
	\$60	(30/30)	Tiers 1-6	
	\$45			
Novice	\$40	(20/20)	Tiers 1-6	

Notes:

- For other rates (i.e. tournament and exhibition games) consult your assignor.
- Rules as per Hockey Canada Rule Book.
- NO TIMEOUTS** in league or playoff games.
- Game Formats (All stop time)
Midget: Ice slot 135 minutes
 - 3 twenty min periods - 2 floods
- Bantam/Peewee: Ice slot 90 min
 - 15-20-20 - no floods
- Atom/Novice: Ice slot 60 minutes
 - 13-13 -13 - no floods
- Use the 5 minute/2 minute procedure to end the third period when time of ice slot is insufficient.
- Body Checking allowed in Midget Tier 1-3 and Bantam Tier 1-3.

Late / Early Games:

Each official will receive an additional \$10 for any games scheduled to end after 11 PM or starting before 7 AM or starting before 5 PM on weekdays (Monday to Friday inclusive). The 5 PM weekday charge does not apply to days when school is not in session.

Recreational (Non-checking) League (HERL):

Hockey Canada Rule 6.2b is applicable. Any player receiving a third minor penalty will be assessed a game misconduct penalty. No player can score more than three goals; the timekeeper shall inform the referee who in turn shall inform the coach. Slap shots are not permitted; play shall be stopped and the faceoff will be in the defending zone of the offending team.

The two-official fee for: Bantam is \$90 (45/45); Midget is \$110 (55/55).
The one official fee for: Bantam is \$80; Midget is \$80.

Edmonton Federation Hockey League Contacts

North East	Scott Fulmer	780-777-3630	fulmer_scom@hotmail.com
South East	Ron Oscroft	780-718-9296	roscroft@telusplanet.net
South West	Gary Greenough	780-913-0240	ggreenough@greenoughcons.ca
North West	Duncan MacDougall	780-430-3824	dmmac@telusplanet.net
Knights of Columbus	Dennis Araki	780-237-9245	den.araki@telus.net
Edmonton Girls	Leland Cannon	780-691-2897	leland5@telus.net
Recreational League	Andrew Hutton	780-868-5421	ahutton@telus.net
St. Albert	Joe Beigneul	780-242-0854	refinchief@samba.ca
Spruce Grove	Darcy Carter	780-887-6736	refereinchief@sgmha.ca
Beaumont	Lance Hyndman	780-667-8114	baharefi@gmail.com
Sherwood Park	Brad Lockhard	780-999-4067	shokric@outlook.com
Enoch	Logan Morin	780-966-9393	loganmorin@gmail.com
Strathcona	Bradley Lockhard		bric@smhahockey.com
Stony Plain	Ryan Steinke	780-933-6118	ryan.steinke@gmail.com
Sturgeon	Ken Destrizen		kendestrizen@gmail.com

EFHL Game Ending and Playoff Overtime Procedures

Procedure for Ending Games - (5 minute / 2 minute Method)

When there are five minutes remaining in the assigned ice slot and there are two minutes or less remaining in the hockey game, the game shall be completed by playing out the remaining time to a conclusion of no time remaining. (See example #1)

When there are five minutes remaining in the assigned ice slot and there are in excess of two minutes remaining in the hockey game, the game clock shall be set for 2:00. These two minutes of stop time shall be played to a conclusion of no time remaining using the final five minutes of the ice slot. The referee shall direct the timekeeper to set the clock at 2:00 at the stoppage of play which occurs as near as possible to five minutes of remaining ice time. (See example #2)

Any penalties which are being served or any delayed penalties shall continue to be served in the last two minutes of the game in accordance with the appropriate Hockey Canada penalty time procedures. As an example, when the clock is set at 2:00, a player has served 40 seconds of a minor penalty, such player will serve the remaining 1 minute and 20 seconds. The penalty would expire with 40 seconds remaining in the game unless the opposing team scored prior to the expiration of the penalty. If the penalty created a manpower advantage, then the penalty would expire with the scoring of a goal.

If play is stopped at anytime, and because the extenuating circumstances for the stoppage prevent resumption of play prior to there being less than five minutes remaining in the assigned ice slot, then play shall not be resumed. If such extenuating circumstances develop during the reset 2:00 or the final two minutes of game time, then the game would end when the assigned ice slot expires. Such conditions would prevail when there is a serious injury where the injured player cannot be removed from the ice, when there is a facility equipment failure or when other such extenuating circumstances exist.

The foregoing procedure shall apply to all LEAGUE games in the Hockey Edmonton's "BB" program in the categories of Midget, Bantam, PeeWee, Atom and Novice where stop time is employed as the normal timing procedure.

Examples:

1. Ice slot ends at 19:45. At 19:40 there are two minutes or less remaining in the hockey game. Continue play in order that the game will end at or before 19:45.
2. Ice slot ends at 19:45. At 19:40 there are 5 minutes and 21 seconds remaining in the game. Set the clock to 2:00 and continue play in order that the game will end at or before 19:45.

Playoff Overtime Procedures

1. Overtime is played to sudden victory. Teams may remove goalkeepers at any time except when defending a penalty shot. Teams may change "on the fly" at any time. To commence overtime, each team will place six (6) players (one player may be a goaltender) on the ice. The teams will not change ends. The clock will be set for one (1) minute. Overtime shall be stop time.
2. Overtime shall be played in one (1) minute increments. At the end of one (1) minute, the horn will sound and each team will remove one player from the ice. Play will be resumed **immediately** at the nearest face-off spot to the place where play ended in the same zone where the play ended when the horn sounded. The face-off spot considered nearest, must be in the same zone as the zone in which the play ended. The timekeeper will stop the clock and sound the horn after each one-minute increment until the teams are each reduced to two players (one player may be a goaltender) on the ice.
3. Once each team has been reduced to two players, the clock will be set to six (6) minutes. There will be no further reductions to the number of players on the ice and the one (1) minute periods will end. Time will continue until the six (6) minute period has expired unless one team scores a goal. If still tied at the end of the six (6) minute period, consecutive ten (10) minute periods will be played with two players per team (one player per team may be a goaltender) until a winner is determined. To commence play in each ten (10) minute period, the face-off will be held at the centre ice spot.
4. No time outs are permitted.
5. Penalties incurred in regulation time and not completely served in regulation time, shall carry over into the overtime period and will be completed in overtime unless the game is ended.
6. Time penalties, incurred and not expired, which may leave a team short or short-handed during the overtime when a team is reduced to two players, will result in penalty shot(s) being awarded to the non-offending team for each unexpired time penalty. If due to time penalties, a team is reduced to two (2) players and another time penalty is incurred, the offending team will serve the most recent penalty and a penalty shot(s) will be awarded the non-offending team for each unexpired time penalty. At no time will a team be required to have less than two (2) players on the ice. Should each team have an unexpired time penalty when the teams are reduced to two (2) players, a penalty shot will be awarded each team. The team with the least time to serve will shoot first (if this cannot be determined, the home team will shoot first). Each team must shoot. If the teams are still tied the overtime will continue. If multiple time penalties remain, a penalty shot will be awarded for each unexpired time penalty until all penalty shots have been taken. All penalties incurred with two (2) players on the ice shall result in awarding of penalty shots in lieu of time penalties.

Minor Hockey Week Overtime Procedures

Minor Hockey Week overtime procedures are IDENTICAL to playoff overtime procedures EXCEPT

1. After the four one minute intervals have been finished, to begin the six minute interval the faceoff will return to the centre ice spot.



Registration

EFHL Affiliation Rules



Operating Directive

c. The accepting club, district, or operating area statement of need and consent

- The Zone Minor Administrator Coordinator ensures documentation is complete and submits the request to the PMC.
- The PMC reviews the submissions and approves or denies movement.
- Notification of the decision will be sent out by the Zone Minor Administrator Coordinator to the parents/guardians of the player, and clubs, districts, or operating areas involved.
- All Decisions will be circulated in writing by the Hockey Edmonton PMC.
- If parties are dissatisfied with the decision, they may appeal through the Hockey Edmonton Appeals process.

6.0 AFFILIATION

The following clarifies the intended principles of player affiliation in Hockey Edmonton programs, ensuring all players are eligible and reducing the risk of having ineligible players participating in games as affiliates.

- a) Clubs, districts, and operating areas need a coordinated plan for affiliation that recognizes the best interest of the players and needs of all clubs, districts, or operating areas. The needs of Junior B and Junior C organizations should also be considered.
- b) The purpose of affiliation for EFHL (Community) Hockey is to supplement a team in case of illness, injury, or other forms of absenteeism, excluding suspension as per 6.1.1.a, .
- c) The purpose of affiliation for Elite Hockey is to provide an opportunity for higher division or category teams to dress the maximum number of players allowable for a game in accordance with Hockey Canada Playing Rules.
- d) A player may be affiliated to only one team.
- e) An affiliated player must come from a lower tier, division or category.
- f) Initiation and Novice aged players will NOT be used as affiliate players.
- g) A hockey team may affiliate:
 - up to 19 players from a lower division or category within their club, district, or operating area.
- h) Affiliations must be declared and filed with the respective sub registrar (approved in HCR and added to Official Team Roster) before an affiliated player is allowed to participate in any game with the hockey team to which he is affiliated.



EFHL Affiliation Rules



Operating Directive

- i) Affiliation will be accepted and endorsed up to and including November 15th of the current hockey season. Affiliation will only be recognized where:
 - when submitted to the Minor Administration Coordinator on the approved affiliation form used by their stream of play:
 - Hockey Alberta AA and ADM programs
 - (a) Hockey Alberta Male and Female Named Player Affiliation Agreement
 - Community Hockey
 - (a) Hockey Edmonton Player to Player Affiliation Form
 - players are added to teams in HCR by the sub-registrar and identified as 'affiliates,' and
 - affiliates are approved by the Zone Minor Administrator Coordinator.
- j) Any player participating in any game as an affiliated player without approval and not registered in HCR is an ineligible player and team officials are subject to discipline in accordance with Hockey Alberta (Section A Minor Hockey 12).
- k) All teams outside of Hockey Edmonton (Zone 8) boundaries interlocking with the EFHL must submit a copy of their HCR Official Team Roster including affiliate players to the Zone Minor Administrator Coordinator by midnight of November 15th.
- l) All affiliations terminate at the end of the current hockey season.

6.1.0 Using Affiliate Players

- a) Before an affiliate player can play or practice for a team, written permission must be obtained from the affiliate player's head coach or designate each and every time the player is needed.
 - If a controversy over a player exists, Hockey Edmonton (Zone 8) will not recognize the affiliation until the matter can be resolved internally.
 - A player who has not been granted permission for affiliation will be deemed an ineligible player and subject to Hockey Alberta regulations (refer to Hockey Alberta Section A Minor Hockey 12.6).
- b) The team using the affiliate player is required to identify the player on the game sheet as an "A" (affiliate) and with the player's team number (i.e. NW482).
- c) Affiliates may be used for league, playoffs, provincial championships, exhibition and tournament games.
- d) Other than for goaltenders, affiliate players **may not** be used in Minor Hockey Week games.

6.1.1 Affiliation in Community (EFHL) Hockey



EFHL Affiliation Rules



Operating Directive

- a) For games within EFHL, the maximum number of players, including affiliate players, which will be allowed to be shown on any official game report must not exceed the total number of players registered on the team.
 - Teams can replace injured players and/or absent players with affiliated players to bring the team up to their roster size.
 - The team roster size will be reduced by one for each player that is under a suspension.
- b) Community (EFHL) teams participating in a Hockey Alberta Provincial Championship will be allowed to dress the maximum number of players allowable for a game in accordance with the playing rules.

6.1.2 Affiliation in Elite Hockey

- a) In addition to those mentioned below, the respective leagues may have additional regulations with respect to use of affiliates.

6.1.3 Affiliation in Junior Hockey

- a) Except for players who are affiliating with Junior A or WHL teams, Hockey Edmonton players cannot affiliate to teams outside of Hockey Edmonton (Zone 8)
 - Only Edmonton based Junior B and C Clubs will be allowed to affiliate Hockey Edmonton (Zone 8) club or district player. Affiliations to Junior will be considered only after all Hockey Edmonton Athletic Club and District teams have had the opportunity to affiliate said player.
- b) All affiliations must be filed with the Zone Minor Administrator Coordinator on an approved Hockey Edmonton Individual [Player to Player Affiliation Form](#).
 - All affiliations to Junior must be endorsed by the Zone Minor Administrator Coordinator.

6.2 Number of Games

- a) A registered player is considered to have participated in the game when their name appears on the official game report, except in the case of an alternate goalkeeper.
 - Alternate goalkeepers are considered to have participated in the game when they actually play. Participation must be noted on the official game report.

6.2.1 Atom, Peewee, Bantam, Midget and Junior Affiliates

- a) Providing affiliation has been properly filed, a player may play a maximum of 10 games with the hockey team to which they are affiliated.
 - This excludes exhibition and tournament games.
- b) If a player plays more than 10 games with the hockey team to which they are affiliated, they are considered ineligible and subject to Hockey Alberta rules.



Emergency-Substitute Goalie



HOCKEY ALBERTA Substitute Goaltender Request Form

Hockey Alberta may allow during any scheduled Exhibition, League, Provincial or Tournament Game the use of a goalkeeper from another Hockey Team of equal or lower Division or Category / Tier if medical evidence or extenuating circumstance shows that a replacement goalkeeper is required by the Hockey Team concerned. Permission must be obtained from the appropriate Hockey Alberta Representative.

PRE-REQUISITES FOR OBTAINING A SUBSTITUTE GOALKEEPER

- Medical evidence or extenuating circumstance must show that a replacement goalkeeper is required by the Hockey Team in question.
Extenuating Circumstance include but are not limited to the following:
 - Registered goalkeeper(s) absence due to family or school events.
 - Affiliated goalkeeper(s) unavailability due to registered team's commitments.
- All attempts to utilize an affiliated goalkeeper must be exhausted.
- The Substitute Goalkeeper must be from another Hockey Team of equal or lower Division or Category. For Minor Hockey, it is recommended the Substitute Goalkeeper comes from within the teams Minor Hockey Association; however, goalkeepers from outside the association may be permitted.
- Only one Substitute Goalkeeper will be allowed per game.
- Teams that choose to register only one goalkeeper to their hockey team for the hockey season may only apply for a Substitute Goalkeeper if medical evidence or extenuating circumstance show that the registered goalkeeper and any affiliated goalkeeper(s) are not available. These teams will not be permitted to access a Substitute Goalkeeper for the purpose of having a backup on the bench (unless necessary for a Provincial Tournament).

USE OF THE SUBSTITUTE GOALKEEPER

- If approved as a backup, the Substitute Goalkeeper will be permitted to dress, warm-up and sit on the bench during the game in which they have been approved for.
- The approved "Substitute Goaltender Request" form must accompany the team throughout the duration of the game.
- If approved as a backup, the Substitute Goalkeeper may only enter into the game if the team's registered goalkeeper becomes sick and / or injured during game play.
- Should the approved Substitute Goalkeeper enter into the game, an injury report must accompany the game sheet and be submitted to the appropriate Hockey Alberta Representative within twenty-four (24) hours of the games completion.

CRITERIA FOR HOCKEY ALBERTA APPROVAL

- The teams League President/Governor must sign the "Substitute Goaltender Request" form.
- If the Substitute Goalkeeper is of Minor Hockey age, a Parent/Guardian must sign the "Substitute Goaltender Request" form.
- The Substitute Goalkeeper's registered Hockey teams Coach/General Manager must sign the "Substitute Goaltender Request" form.
- The date, location and opponents for the games in which the Substitute Goaltender would be used for must be listed.
- If requested for medical reasons, Physicians Information is required along with a signature on the "Substitute Goaltender Request" form.
- Once all signatures have been gathered, and all areas on the "Substitute Goaltender Request" form have been filled in, the completed form can be sent to the appropriate Hockey Alberta representative for final approval.

Emergency-Substitute Goalie



HOCKEY ALBERTA Substitute Goaltender Request Form

This form shall be completed, in its entirety, by any MHA / Club Team who wishes to request the use of a "Substitute Goaltender" during any scheduled Exhibition, League, Provincial or Tournament game. The intent of this document is to track the application and approval of replacement goaltenders and to ensure all concerned parties are informed of the application. **Please note that a Substitute Goaltender will only be permitted if all affiliates are also unavailable.** Please submit any additional information (i.e. - letters from MHA's), along with this application, that you wish.

-PLEASE PRINT-

REQUESTING TEAM: Date: _____

Team Name: _____ MHA (if Minor Hockey): _____

Coach Name: _____ Phone: _____

President/Manager Name: _____ Phone: _____

President/Manager Signature: _____ E-Mail: _____

Injured Goaltenders Name: _____ Date of Birth: ____ / ____ / ____
mm dd yyyy

Please Identify the Division and Category / Tier of hockey the injured goaltender plays:

☐ Senior ☐ Junior ☐ Midget ☐ Bantam ☐ Peewee ☐ Atom
☐ AAA ☐ AA ☐ A ☐ B ☐ C ☐ D
☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐ Tier 5 ☐ Tier 6

League Name: _____ League President/Governor: _____

Phone #: _____ Email: _____

League President/Governor Signature: _____

Reason Affiliated Goaltender(s) cannot be used: _____

SUBSTITUTE GOALTENDER:

Name of Goaltender Requested: _____ Date of Birth: ____ / ____ / ____
mm dd yyyy

Parent/Guardian Name: _____ Signature: _____

Team Name: _____ MHA (if Minor Hockey): _____

League Team Plays in: _____

Please Identify the Division and Category of hockey the requested goaltender plays:

☐ Senior ☐ Junior ☐ Midget ☐ Bantam ☐ Peewee ☐ Atom ☐ Novice
☐ AAA ☐ AA ☐ A ☐ B ☐ C ☐ D
☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4 ☐ Tier 5 ☐ Tier 6

Coach Name: _____ Signature: _____

President/GM Name: _____ Signature: _____



Emergency-Substitute Goalie



HOCKEY ALBERTA Substitute Goaltender Request Form

PROPOSED GAMES TO USE THE SUBSTITUTE GOALTENDER:

Date of game (s): _____ Location(s): _____

Team(s) to be played: _____

IF REQUESTED FOR MEDICAL REASONS:

PHYSICIANS INFORMATION - PLEASE PRINT

Clinic Name: _____

Address: _____ Phone #: _____

Type of Injury: _____

Extent of Layoff: _____

Physician's Signature: _____

IF REQUESTED FOR EXTENUATING CIRCUMSTANCES:

- PLEASE PRINT -

Reasons for Unavailability: _____

Extent of Layoff: _____

HOCKEY ALBERTA USE ONLY

COMMENTS: _____

COMMITTEE REP NAME: _____

COMMITTEE REP SIGNATURE: _____

DATE: _____

Ice

Hockey Edmonton Ice Booking Procedure

- You must go through your zone or area ice allocator to purchase ice from the city. They will forward to Hockey Edmonton. We will book the Ice and then advise the Zone or Area Ice Allocator

Ice posted on the website follows these rules posted on the website

<http://hockeyedmonton.ca/content/available-ice>

- Ice on the Available Ice list is only available to Hockey Edmonton teams that provide a VALID Team Number
- Once your request is submitted you will receive a booking request email and a booking request email will be sent to your area/club ice allocator for their confirmation.
- Once your request has been approved you will receive another email confirming the booking.
- Once your request is submitted the ice is considered yours. If you cannot use the ice and/or wish to return it you will still be charged for it unless someone else takes it.
- If you need to return a slot you can email ice@hockeyedmonton.ca
- All ice on this list is charged to your club/area at \$164/hr

Insurance for Outdoor Rinks and Rural Arenas

OUTDOOR PRACTICES

Permits are not required for an outdoor ice practice on Edmonton Community League rinks.

However it is mandatory that:

- the coach/team management inspect the facility and if it is found to be unsafe, the team must not be allowed on the ice
- Full equipment must be worn

Module 2

Roster Input, Game Sheets and Scorekeeping

Roster Input



Roster Entry

The screenshot shows the 'Roster Entry' page for Hockey Edmonton. The top navigation bar is blue with the text 'Hockey Edmonton' on the left and links for 'Change Theme / Skin', 'View Website', and 'Sign Out (be895 - b11661)' on the right. A breadcrumb trail below the header reads: 'Hockey Edmonton / 2018-2019 / Atom / ATOM 1A - CANADIANS / BE895 - BEAUMONT BRAVES'. On the left is a sidebar menu with various options: Dashboard, RAMP Team App, Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, **Players** (highlighted), Staff Members, Mail, League Games, Games, Practices, Photos, Permits, HCR File, Contact List, Print Labels, Imports, and Sign Out. The main content area is titled 'Players' and contains two buttons: 'Add Player' and 'Add Multiple Players'. Below these buttons, a message states 'No Records Found'.

- The entire roster must be entered under the Player Tab including any affiliated players.
- You may enter players individually or add them as a group.
- Please ensure that all affiliated players are checked off as being affiliated (check the box next to Affiliated (AP)). If you have added your players under the Add Multiple Players option you must edit each affiliate player to ensure they are recorded correctly.
- Include as much information as possible.
- You are able to hide this information from the public by editing each players individual information (check the box next to Hide from Public or click the Hide box when entering multiple players at a time).

Staff Member Entry

The screenshot shows a web browser window with the URL <https://www.rampinteractive.com/msa/team/staffmembers>. The page title is "Hockey Edmonton". The navigation bar includes "Change Theme / Skin", "View Website", and "Sign Out (testteamformeting493065)". The left sidebar contains a menu with items: Dashboard, RAMP Team App, Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, Players, Staff Members (highlighted), Mail, League Games, Games, Practices, and Photos. The main content area shows a breadcrumb trail: "Hockey Edmonton / 2017-2018 / Pee wee / PEEWEE AA - CLAGGET / 1 Test Team For Meeting". Below this is a "Staff Members" section with two buttons: "Add Staff Member" and "Add Multiple Staff Members". A table displays the following data:

Last	First	
Doe	John	 

- Please ensure you add all staff members from coaches to managers.
- **You must include contact information for everyone listed.** Other teams and Hockey Edmonton representatives will use these emails to contact your team.

Scorekeeping

Scorekeeping

Correctly filling out the score sheet while in the time keepers box is essential to being able to correctly fill out the necessary items on the back end of the Hockey Edmonton website. Please ensure that all managers within your organization are knowledgeable about scorekeeping so that they are able to assist the parents on their team who will be tasked with that position.

Please note parents should not engage with the referees unless it is related to game scorekeeping. Timekeepers and scorekeepers are encouraged to speak to referees to ensure their intent of a call/penalty is correct. They should not “GUESS” the penalty being called but seek clarification. Example: Is the penalty a 2 minute minor or a 5 minute major plus a game misconduct?

It is the scorekeepers responsibility to ensure accurate game information is recorded on the game sheet for entering in RAMP by the team manager.

Referees must print and sign their names on the game sheet following the game.

Example Game Sheet

Home Team		Scoring						Visiting Team	
No.		No.	P	Time	Score	Assist	Assist	No.	
1	Brown, Joe	1	1	10:15	2	3	-	5	McDavid, Connor
2	Carter, John	2	3	2:00	4	-	-	6	Nurse, Darnell
3	Smith, Bobby	3						7	Gagner, Sam
4	Crosby, Sydney "AFF" SE408	4						8	Malone, Brad "susp" 1 of 2
		5							
		6							
		7							
31	March, Jack (G)	8							
		9							
		10							
		11							
		12							
		13							
		14							
		15							
		16							
		17							
		18							
		19							
		20							

Home Team		Visiting Team	
Coach	Coach	Coach	Coach
Bobby Brown	Cam March	George Bush	Mike Tree
Manager		Manager	
Trainer		Trainer	
Verified By:	B. Brown	Verified By:	G. Bush

Home Team										Visitor Team									
FINAL SCORE										FINAL SCORE									
2										1									

ALL PENALTIES MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY														ALL PENALTIES MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY													
Per.	No.	Serv.	Offence	Min.	Off	Start	On	Per.	No.	Serv.	Offence	Min.	Off	Start	On	Per.	No.	Serv.	Offence	Min.	Off	Start	On				
1	2	4	Fight	5	8:30	8:30	8:30	1	7	5	FI	5	8:30	8:30	8:30	1	7	5	FI	5	8:30	8:30	8:30				
1	2	-	H.M.	10	8:30			1	7	-	GM	10	8:30			1	7	-	GM	10	8:30						
2	3	-	Tripping	2	9:02	9:02	8:01	2	6	7	HC	2	10:20	10:20	8:20	2	6	7	HC	2	10:20	10:20	8:20				
3	1	-	MISC	10	10:00	10:00	8	3	BM	5	TM.N.	2	9:15	9:15	7:15												

Revised July 2019

[illegible]

Penalty Abbreviations



Penalty Abbreviations

Penalty Rule listing in RAMP	Time	Abbreviation
Aggressor Minor 6.7(b)(2)	2 min	AGG
Bench Minor	2 min	B.M.
Bench Minor / Delay of Game	2 min	B.M./D.G
Bench Minor / Too Many Men	2 min	T.M.M.
Boarding Major 6.2(a/b) (5 pim + GM)	5 min	BDG
Boarding Minor 6.2(a)	2 min	BDG
Body Contact Major 6.2(a/b) (5 pim +GM)	5 min	B.C.
Body Contact Minor 6.2(a/b)	2 min	B.C.
Broken Stick/Illegal Equipment 3.2(a-e)	2 min	BR.S.
Butt - Ending Match 8.1 (5 pim)	5 min	B.E.
Charging Major 6.3(a/b) (5 pim + GM)	5 min	CHG
Charging Minor 6.3(a)	2 min	CHG
Checking from Behind Major 6.4(a) (5 pim + GM)	5 min	CFB
Checking from Behind Match 6.4(b)	5 min	CFB-MATCH
Checking from Behind Minor 6.4(a)	2 min	CFB
Cross Check Major 8.2(a-d) (5 pim +GM)	5 min	C.C.
Cross Check Match 8.2(e)	5 min	C.C.-MATCH
Cross Check Minor 8.2(a)	2 min	C.C.
Delay of Game	2 min	D.G.
Elbow Major 6.6(a/b) (5 pim + GM)	5 min	ELB
Elbow Minor 6.6(a)	2 min	ELB
Fighting 6.7(a) (5 pim + GM)	5 min	FI
Game Ejection (stick infractions) (0 pim)	0 min	G.E.
Game Misconduct 4.6 (10 pim)	10 min	G.M.
Game Misconduct Coach 4.6 (10 pim)	10 min	G.M.-COACH
Game Misconduct in last 10 min/end game 12.4	10 min	G.M.
Gross Misconduct - Harassment of Official/Unsportsmanlike 9.2(f)	10 min	G.R.M.
Gross Misconduct 4.7	10 min	G.R.M.
Harassment of Official/Unsportsmanlike 9.2(a-e, g-j) (2 pim)	2 min	U.S.C.
Harassment of Official/Unsportsmanlike/Misconduct 9.2 (a-e, g-j) (10 pim)	10 min	U.S.C.
Head Contact Double Minor 6.5(b) (4 pim)	4 min	HC
Head Contact Major 6.5(b/d) (5 pim + GM)	5 min	HC
Head Contact Match 6.5(e) (5 pim)	5 min	HC-MATCH
Head Contact Minor 6.5(a)	2 min	HC
High Stick Match 8.3 (5 pim)	5 min	H.S.-MATCH
High Stick Minor 8.3	2 min	H.S.
Holding Major 7.1(a/b) (5 pim + GM)	5 min	HOLD
Holding Minor 7.1(a)	2 min	HOLD
Holding Stick 7.1(a)	2 min	HOLD.S
Hooking Major 7.2 (5 pim + GM)	5 min	HKG



Penalty Abbreviations



Hooking Minor 7.2	2 min	HKG
Ineligible Player 2.2	0 min	INELIGIBLE
Instigator Minor 6.7(b)(1)	2 min	INST
Interference Major 7.3 (5 pim + GM)	5 min	INT
Interference Minor 7.3	2 min	INT
Kneeing Major 6.6(a/b) (5 pim + GM)	5 min	KNEE
Kneeing Minor 6.6(a)	2 min	KNEE
Match Penalty 6.1(a-f) (5 pim)	5 min	MATCH
Misconduct 4.5 (10pim)	10 min	MISC
Penalty Shot 4.9 (0 pim)	0 min	P.S.
Physical Harassment of Official/Match on Official 9.6(a-c)	0 min	MATCH ON OFFICIAL
Rough Major 6.7(k) (5 pim + GM)	5 min	RO
Rough Minor 6.7(k)	2 min	RO
Slash Major 8.4 (a-c) (5 pim + GM)	5 min	SL
Slash Minor 8.4(a)(c)	2 min	SL
Slashing Match 8.4 (d)	5 min	SL-MATCH
Slew Footing Double Minor 7.4(b) (4 pim)	4 min	SLEW
Slew Footing Match 7.4(b) (5 pim)	5 min	SLEW-MATCH
Spear Double Minor 8.5 (4 pim)	4 min	SP
Spear Match 8.5 (5 pim)	5 min	SP-MATCH
Spitting Match 9.7 (5 min)	5 min	SPIT-MATCH
Third Man - Fighting 6.7(h) (10 pim)	10 min	FIGHT-3 rd MAN
Throwing Stick 9.8(b/c)	2 min	T.S.
Throwing Stick 9.8(d) (10 pim)	10 min	T.S.
Trip Major 7.4(a) (5 pim + GM)	5 min	TR
Trip Minor 7.4(a)	2 min	TR



Game Sheet Management

Game Sheet Management

Game Sheet Management is the process on the back end of the Hockey Edmonton website where managers will enter the score sheet information. League Governors and Deputy League Governors will be responsible for ensuring this information is recorded correctly after each game. Teams have 48 hours after their game has finished to enter the required data. Should that not be the case, the League Governor will receive an email after 48 hours notifying you that a game has not been finished, the League Governor then follows the EFHL game sheet management sanctions.

In completed games where there is a major penalty or a minor penalty and game misconduct and a game incident report has been completed, the game sheet and incident report need to be emailed immediately to the League Governor and Hockey Edmonton Discipline to allow the proper suspension notifications to be sent out in a timely manner.

Game Sheet Entry

The screenshot shows a web browser window with the URL <https://www.rampinteractive.com/msa/team/livescoring/?aWQ1=MTkzNDk20>. The page is titled "Game Sheet Entry" and displays the following information:

Date: 7/6/2018
Home: MIDGET 1 - BONNER - Test
Visitor: MIDGET 1 - BONNER - BE912 - BEAUMONT BRAVES
Location: Ardrossan Recreation Complex East

Instructions:

- Enter your Roster & Save
- Once your roster is saved, you will be able to enter Goals, Penalties, Goalies, etc
- Live Scoring lets the public view the Gamesheet as the game is happening
- If there is a shootout, the shootout section appears at the bottom of this page

Test (Home) Score: 3

BE912 - BEAUMONT BRAVES (Visitor) Score: 2

☐ Live Scores

☒ Game is Finished

Overtime or Shootout: N/A

Game Clock: The countdown clock will appear the website if Live Scores is on and the game is not completed.

- Prior to entering your first game you must have completed the roster and team official entering step. If this has not been done your roster and team officials will not show up under their assigned section.
- The **first step** of entering the game sheet information is to enter the score and click "Game is Finished".
- Click submit and the score will show on the front end of the Hockey Edmonton website.

Game Sheet Entry

Ramp Interactive (Ramp Media Inc) [CA] | <https://www.rampinteractive.com/msa/team/livescoring/?aWQ1=MTkzNDk20#>

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Roster

Add Player **Update Roster**

After you select your roster, don't forget to click Update Roster

Test

<input type="checkbox"/>	Jersey	Last	First	Suspended	AP	+/-
<input checked="" type="checkbox"/>	1	Kennedy	Sarah	<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	2	March	Chris	<input checked="" type="checkbox"/>	No	
<input checked="" type="checkbox"/>	3	Cook	Sharlene	<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	4	Lenius	Joel	<input type="checkbox"/>	No	

BE912 - BEAUMONT BRAVES

<input type="checkbox"/>	Jersey	Last	First	Suspended	AP	+/-
<input checked="" type="checkbox"/>	2	Hoffmad	Regan	<input type="checkbox"/>	Yes	
<input type="checkbox"/>	2	Wiebe	Scott	<input type="checkbox"/>	Yes	
<input type="checkbox"/>	2	Dancause	Marc	<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	2	Amyotte	Mathew	<input type="checkbox"/>	Yes	
<input checked="" type="checkbox"/>	4	DANYK-PURCELL	NOAH	<input type="checkbox"/>	No	
<input type="checkbox"/>	5	THOMSON	LUCAS	<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	5	Shute	Liam	<input type="checkbox"/>	Yes	

- Both the Home and Visitor team rosters should appear here. If this is not the case either team have not entered their rosters as described above. In the event this is the Visitor team please follow the Communication Hierarchy to have the League Governor contact the team
- Click the check box next to the names of each athlete that is listed on the game sheet. Please do not simply click the top box as this will check every name and may account for misleading information on games affiliate players have played.
- If either a player or coach is listed as suspended on the game sheet please be sure to check the box in the Suspended column.
- After completing this section you must click Update Roster so that the goal and penalty sections will appear below.

Game Sheet Entry-Goals

The image displays two screenshots of the Ramp Interactive Hockey Edmonton website, illustrating the process of entering goal information.

Left Screenshot: Add Goal Modal

The modal is titled "Add Goal" and contains the following fields:

- Team:** Test (dropdown)
- Goal Type:** EV (dropdown)
- Period:** 1 (text input)
- Minute:** 2 (text input)
- Second:** 38 (text input)
- Scorer:** 2 (text input)
- First Assist:** 3 (text input)
- Second Assist:** 4 (text input)

Buttons at the bottom: Add Goal, Add Goal & Add Another, Close.

Right Screenshot: Goals Table

The "Goals" section shows a table for "Test" with columns: P*, Min*, Sec*, Sc*, A, A, and a dropdown for Goal Type. The table contains three rows of data.

	P*	Min*	Sec*	Sc*	A	A	
1	1	2	38	2	3	4	EV ▼
2	2	3	40	3	4	2	EV ▼
3	3	5	34	1	2	3	EV ▼

Column Definitions:

- P - Period
- Min - Minute

Goal Type Definitions:

- EV - Even Strength Goal
- PP - Power Play Goal

BE912 - BEAUMONT BRAVES

No Records Found

- Please enter goal information exactly as listed on the game sheet.

Game Sheet Entry-Penalties

The left screenshot shows the 'Add Penalty' modal form. It includes a 'Team' dropdown menu set to 'Test', an 'Offence' dropdown menu set to 'Holding Minor 7.1', and input fields for 'Period' (3), 'Minute' (4), and 'Second' (14). There are also fields for '#', 'Serv. #', and '2'. At the bottom, there are buttons for 'Add Penalty', 'Add Penalty & Add Another', and 'Close'.

The right screenshot shows the 'Penalties' section of the website. It has buttons for 'Add Home Penalty', 'Add Visitor Penalty', and 'Update Penalties'. Below these is a table titled 'Test' with columns: P*, #, Serv., Offence, Min*, and Sec*. The table contains one row with the following values: P* = 3, # = 2, Serv. = 2, Offence = Holding Minor 7.1(a), Min* = 4, and Sec* = 14. Below the table is a section titled 'BE912 - BEAUMONT BRAVES' with a message 'No Records Found' and a 'Column Definitions' section.

- With the new Individual Accumulative Penalty System this step is incredibly important. ENTER THE PENALTIES EXACTLY AS THEY APPEAR ON THE GAME SHEET.
- Drop down menus have been updated to ensure all infractions are included for selection.
- Pay close attention when selecting the offence to ensure a 2 minute penalty is not recorded as a 5 minute penalty and vice versa.
- REMEMBER/IMPORTANT: When a player is assessed a penalty that includes a Game Misconduct, both the penalty and the Game Misconduct must be recorded on website.

Game Sheet Entry-Game Sheet and Incident Report Uploads

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Ramp Interactive (Ramp Media Inc) [CA]" with the URL "https://www.rampinteractive.com/msa/team/livescoring/?aWQ1=MTkzNDk20#". The browser's address bar and tabs are visible at the top. The main content area is divided into two sections. The top section, titled "Test", contains two boxes, each displaying "No Records Found". The bottom section, titled "Game Files", contains an "Upload File" form. This form has a "File" section with a "Choose File" button and the text "No file chosen". Below this is a "File Type" dropdown menu with options: "Gamesheet", "Gamesheet", "Incident Report", and "Other". To the right of the dropdown are two empty text input fields labeled "Other Type" and "Notes". At the bottom of the "Game Files" section is a "Current Files" section, which also displays "No Records Found". The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view button, and several application icons (File Explorer, Edge, Teams, PowerPoint). The system clock in the bottom right corner shows "10:55 AM" and "2018-07-30".

Hockey Edmonton : Web x Ramp Interactive MSA Ad x Ramp Interactive MSA Ad x RAMP InterActive x

← → ↻ Ramp Interactive (Ramp Media Inc) [CA] https://www.rampinteractive.com/msa/team/livescoring/?aWQ1=MTkzNDk20# ☆ ⋮

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Test **BE912 - BEAUMONT BRAVES**

No Records Found No Records Found

Game Files

Upload File

File

Choose File No file chosen

File Type **Other Type** **Notes**

Gamesheet Gamesheet Incident Report Other

Current Files

No Records Found

Type here to search

10:55 AM 2018-07-30

- The game sheet and any incident reports received must be uploaded here.
- The system will not allow you to upload anything but a PDF file. Smart phone users can get an app which will take a picture and create a PDF for you on your phone (Tiny Scanner, World Scanner). These apps are free of charge.
- Please also ensure you have not used any symbols in the file name as that may cause an error.
- Save the PDF with the file name as the actual game number; Game Sheet 12345 or Incident Report 12345.

Penalties and Suspensions

Penalties

- As mentioned above, we are managing the Individual Accumulative Penalty System through the back end of the website. This system allows for the tracking of penalty minutes as well as suspendable penalties.
- When a suspendable penalty is entered, the Discipline Chair will receive an email notification and advise the League Governor and Category Director of the suspension.
- In the event that one of your players should reach their determined penalty minute threshold you will receive email notification from the Discipline Chair to the League Governor and Category director with the attached suspension notification to be forward to the Head Coach. However please ensure you are periodically checking the penalties so you are aware of who may be approaching that threshold.

Remember: It is very important that the Timekeeper and Scorekeeper ensure the penalties recorded on the game sheet are **ACCURATE**. It is important that the team manager to enter the correct and complete offences into the RAMP system.

Module 3

Permits

Permit Management

Permit Management is the process on the back end of the Hockey Edmonton website where managers will apply for 4 different types of permits; Exhibition Game Permit, Tournament Permit, League Game Reschedule Permit, and Out of Town Practice Permit. As Managers you will be responsible for submitting permit requests. You will receive a notification when your teams permits have been approved or denied or request further information.

Tournament Permit requests for OUT OF PROVINCE Tournaments and events are managed by Hockey Edmonton Discipline Chair and not the Manager of Hockey Operations or the League Governor.

Ensure **Permit Settings** are entered prior to applying for your first permit. This information will be used for every permit so this information must be correct.

Permits Settings

Permit Settings

Settings have been updated

Contact Name	Contact Number	Contact Email
<input type="text" value="Sarah Kennedy"/>	<input type="text" value="7804133498"/>	<input type="text" value="sarah.kennedy@hockeyedmonton.ca"/>
Category	District	
<input type="text" value="Midget"/>	<input type="text" value="KC"/>	
Director's Name	Team Number	Team Name
<input type="text" value="Jon Doe"/>	<input type="text" value="test"/>	<input type="text" value="test"/>
Coach Name	Coach Phone Number	
<input type="text" value="Dean Hengel"/>	<input type="text" value="7804133498"/>	

- Prior to filling out any permit requests you must fill out the Permit Settings. These will autofill on your permit requests so ensure from the beginning of the season that they are correct.
- You can edit them if needed however you don't want to be sending in incorrect information in permit requests repeatedly.

Permits

PLEASE SELECT THE TYPE OF REQUEST YOU ARE SUBMITTING:

- Your completed form will be emailed directly to the Manager of Hockey Operations for approval with a copy to the email address you provide.
- Please ENSURE the email address you provide is valid!
- The Manager of Hockey Operations will reply to the email address you provide. They may ask for more information or clarification of information provided prior to making a decision and providing a confirmation email.
- Once approved the sanction number will be posted here: [APPROVED REQUESTS](#)
- **Applications:**
 - Will usually be reviewed within 2 business days
 - Are not approved until:
 - League games that require re-scheduling have been appropriately dealt with
- ***Please contact the Manager of Hockey Operations if you have any questions***

Tournament Permit Request

EFHL Guidelines for Travel and Tournament Permits

- Rescheduling of league games will only be permitted in accordance with the Federation program guidelines
- SWAPPING OF GAME SLOTS IS PREFERABLE AND IS ALWAYS THE FIRST OPTION THAT SHOULD BE ATTEMPTED
 - Swapping needs to occur within the Tier to maintain the integrity of the assignment processes followed by the respective Referee In Chief.
- This is not to be used when requesting to host a tournament, only to participate in one.
- Please include as much information as possible.
- The Hockey Alberta sanction number is required. Do not try to apply for a permit without this.
- Do not apply for a tournament permit until the Round Schedule is released, No Permit will be approved prior to schedules being released.

Tournament Permit Request

The screenshot shows a web browser window with the URL <https://www.rampinteractive.com/msa/team/hockeyedtournamentpermit>. The page title is "Tournament Permit Request". On the left is a sidebar menu with the following items: RAMP Team App, Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, Players, Staff Members, Mail, League Games, Games, Practices, and Photos. The main content area contains the following form fields:

- ☒ District/Club Director has been notified
- Start Date of Tournament: 07/31/2018
- Tournament Name: Oilers Invitational
- Tournament Host Association: Oilers
- Tournament Contact: Jane Doe
- Tournament Phone: 7807777777
- Sanction Number: HA-12345
- # Games to be Played: 4
- City: Edmonton
- Prov/State: AB
- Additional Comments: (empty text area)

The Windows taskbar at the bottom shows the time as 8:07 PM on 2018-07-29.

- This is not to be used when requesting to host a tournament, only to participate in one.
- Please include as much information as possible.
- The Hockey Alberta sanction number is required. Do not try to apply for a permit with out this.
- Do not apply for a tournament permit until the Round Schedule is released.

League Game Reschedule Permit Request

3.) REQUEST TO RESCHEDULE A LEAGUE GAME

- **FOR GAMES SCHEDULED ON ICE PROVIDED BY HOCKEY EDMONTON**
- LEAGUE PLAY IS THE PRIORITY AND MUST COME FIRST
- League games must be rescheduled prior to permit approval and attending tournament.
 - Referee director must be notified by Manager of Hockey Operations
- Swapping games within the same category is the MOST PREFERRED option and should be attempted before rescheduling of a game to a different time/location
- **ONLY the team that is requesting the game swap/reschedule needs to apply for a permit.**
 - Only one permit submission per swap/reschedule is required.
- Steps to take BEFORE applying:
 - Contact the opposing team to inform them you would like to reschedule the game.
 - Team rescheduling must provide ice for the make-up game and must be suitable to the opposing team.
 - Opposing team **MUST** play an exhibition game and pay the referees on the original ice slot as Referees are already assigned and **CANNOT** be cancelled
- The final decision on the date of the rescheduled game is that of the Manager of Hockey Operations so both teams are accommodated.

League Game Reschedule Permit Request

FOR ALL GAME RESCHEDULE REQUESTS, PLEASE INCLUDE THE FOLLOWING DETAILS

- In the comments section of the request provide as many details as possible preferably in this format:
- Original Games:
Game #19999 - November 29 - SW999 @ EG111 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ SE222 @ MWB @ 19:30
New Games:
Game #19999 - November 29 - SW999 @ SE222 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ EG111 @ MWB @ 19:30
- Note game #s stay with the arena and time. Only the teams move

League Game Reschedule Permit Request

Hockey Edmonton : Web x Ramp Interactive MSA Ad x Ramp Interactive MSA Ad x

← → ↻ Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/hockeyedleaguegamepermit ☆ ⋮

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Logo

Content Pages

News Articles

Events

Ad Rotator

Players

Staff Members

Mail

League Games

Games

Practices

Photos

Permits

Permit Settings

Date of Original Game

11/29/2018

Original Game #

19999

Reschedule Date

12/16/2018

Time

7:30 PM

Opposition Association

EGHA

Opposition Name

EG111

Opposition Contact

Jane Doe

Opposition Phone

7807777777

Arena

Rogers Place

City

Edmonton

Prov/State

AB

Reason for Rescheduling

Attending a tournament

Additional Comments

Original Games:
Game #19999 - November 29 - SW999 @ EG111 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ SE222 @ MWB @ 19:30
New Games:
Game #19999 - November 29 - SW999 @ SE222 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ EG111 @ MWB @ 19:30

Windows Type here to search 8:14 PM 2018-07-29 2

- The Additional Comments section **MUST** include the original and new games in the exact format as shown on the Travel/Event Permit page (linked below).
- When rescheduling a league game please follow all the instructions given [here](#) closely.
- Permits requests not completed with all required information will be denied.

Exhibition Game Permit Request

1.) REQUEST TO PLAY AN EXHIBITION GAME

- A permit must be obtained for ALL exhibition games by **the Home team**.
- If the Opposition team is part of the EFHL please use there team short and do not include a team name such as Devils, etc.
- Additional comments may include telling the Manager of Hockey Operations that any schedule conflicts have already been taken care of and quoting the permit number to reference. Regularly scheduled league games take PRIORTY.

Exhibition Game Permit Request

Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/hockeyedgamepermit

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Exhibition Game Permit Request

☐ District/Club Director has been notified

Date of Exhibition Game **Time**

07/31/2018 7:00 PM

Opposition Association **Opposition Name** **Opposition Contact** **Opposition Phone**

Beaumont BE111 Jane Doe 7807777777

Arena **City** **Prov/State**

Rogers Place Edmonton AB

Additional Comments

Submit Reset

- If the Opposition team is part of the EFHL please use there team short and do not include a team name such as Devils, etc.
- Additional comments may include telling the Tiering Director that any schedule conflicts have already been taken care of and quoting the permit number to reference. Regularly scheduled league games take PRIORITY.

Out of Town Practice Permit Request

4.) REQUEST FOR OUT OF TOWN PRACTICE(S)

- Permits are required for all practices outside the city of Edmonton.
- Practices within the city of Edmonton (indoor or outdoor) DO NOT require a permit. This includes 'extra' practice ice your team may have picked up.
- Interlock Association teams do not require a permit for out of town practices
- ***One permit request can be submitted if the same team will be using the same ice time at the same location over a number of dates. Please specify all dates permit will apply to.***
- Please ensure all fields are completed.

Out of Town Practice Permit Request

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Out of Town Practice Permit Request

☒ District/Club Director has been notified

Date of Practice	Time	# of Practices at this Time and Location
07/31/2018	1:45 PM	1

Additional Dates (if more than 1 practice)

Arena	City	Prov/State
Rogers Place	Edmonton	AB

Additional Comments

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- Please ensure all fields are completed.
- You may use this request for recurring out of town practices if all are at the same Arena/Location.

Exhibition and Tournament Game Inputs

MAJOR NOVICE 1 - Hockey Edm... Ramp Interactive MSA Admin Cozi - Calendar

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Hockey Edmonton Change Theme / Skin View Website Sign Out (sw678 - s17221)

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+ Add Game

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Exhibition and Tournament Game Inputs

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Hockey Edmonton

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Hockey Edmonton / 2018-2019 / Pee wee / PEEWEE 3 / SW678 - SWAT

Create Games

Game Type
choose

Game #

Opponent

☐ Home Game

Date

Start Time

End Time

Arena
choose

Find Locations Not in List

☐ Send Email on Submit

Notes

Submit Cancel

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12:45 PM 2018-10-03

Questions?