



AA MANUAL

2025-2026

www.paminorhockey.ca

Introduction

The Prince Albert Hockey (PAH) provides an opportunity for hockey players in U13, U15, U16 and U18 age levels to participate in the 'AA' hockey program. This level of hockey is intended for those players who desire to play at a more competitive level than is usually available at the house league level.

This policy and guidelines document will be enhanced and distributed each year. It is intended to provide a framework for all 'AA' teams to operate within. Each team's coaching staff will establish their specific guidelines, which will be distributed at the first parent's meeting. This document is a supplement to the PAH constitution, playing rules and other supporting documents. It does not supersede PAH documents unless stated in the PAH documents.

1.0 Tryouts and Draft Procedure

All AA Evaluators need to be approved by the General Manager.

Players trying out for U13AA/U15AA/U16AA/U18AA must fall within the Hockey Sask Boundaries.

All players in the U13, U15, U16 and U18 age categories who wish to try out for any 'AA' team must pre-pay a nonrefundable fee of \$100.00 per player will be charged with a guarantee of three (3) ice sessions. This fee is used to pay for: all ice connected with tryouts, booking and scheduling referees for tryouts, cleaning, and repairs to jerseys from tryouts, administration fees for interviewing all potential coaches, collection of tryout fees, setting up and booking ice for tryouts along with having PAH Board members in attendance at tryouts. Any fees for clinic costs (mileage, hotels and meals not included) with coaches requiring Hockey Canada Courses as a requirement for AA teams will also be paid out of this fee.

Only players who register for 'AA' tryouts will be eligible to be drafted to teams or become affiliate players of the teams. Unless there are extenuating circumstances and that would then be up to the discretion and approval of the PAH Board (example – broken leg, broken arm)

'AA' tryouts will begin in September. **Times and names will be posted on the PAH Website. Times or teams will not be given out over the phone or from the Hockey Office. It is the player's or parent's responsibility to check for their ice times.**

After the initial three ice sessions cuts will be made and posted on the PA Hockey Website. If cuts are made during the week they will be posted after 3:30pm.

After the selection, and before final cuts are made, a meeting with the parents must be held outlining expectations and commitment required to play on an 'AA' team. A Prince Albert Hockey Board member must be in attendance.

2.0 Teams and Team Numbers

2.1 Team Names

The U13 developmental team is – **Source for Sports Buckeyes**
The U15 developmental team is - **Venice House Pirates**
The U16 developmental team is – **R&W Custom Collision Renegades**
The U18 developmental team is – **Lake Country Co-op Timberwolves**

2.2 Team Numbers

The U13 team will have 17 players of which two are goaltenders.
The U15 will have a minimum of 17 to a maximum of 18 players of which two are goaltenders.
The U16 will have a maximum of 17 to a maximum of 18 players of which two are goaltenders.
The U18 will have a minimum of 17 players to a maximum of 19 players of which two are goaltenders.

2.3 Player Ice Time Equality ‘AA’

- a) Players and Parents need to understand that at the AA level, expectations change. Players will continue to receive fair playing time, although due to game situations it may not be at all times equal.
- b) The Coaches have an expectation to play all players in situations to best ensure success for the player and the team.
- c) Injuries: If a player is injured during a game and sits out a few shifts, they should not expect to make up the missed shifts.

2.4 Affiliated Players

Players must try out to be eligible to be an affiliated player. All AA Teams will follow Hockey Sask Guidelines.

AA affiliated player forms will need to be filled out for each player being affiliated.

Each time an affiliated player is used for games or practice, permission must be obtained from the player’s coach prior to contacting the player.

Play on the ‘AA’ teams by an affiliated player should not interfere with the player’s certified team play. An effort will be made by the affiliated player to participate in team practice, when possible, without interfering with their own team.

All ‘AA’ affiliated player lists must be received in the PAH Office **September 30**. Additions and deletions to these lists may be made until January 10.

3.0 Duties

3.1 Head Coach - The Head Coach may or may not be a Parent. PAH reserves the right to give preference to a non-parent coach.

- Appoints an assistant coach(es) and qualified trainer as approved by the Board of Directors.
- Will handle team manager duties until a manager is in place for the season, including representing the team at the SAAHL.
- Appoints a team manager.
- Determines team schedule for the year.
- Responsible for team on ice activity including on ice supervision at all practices. Once the team is done all SAAHL games for the season all team practices are to be cancelled unless otherwise approved by the General Manager.
- Responsible for player development.
- Organizes, with the team manager, a parent's meeting after the draft/selection and before final cuts, to fully explain the 'AA' guidelines, team and parent expectations, and commitments required of players and parents. A member of the PAH Board must be in attendance.
- Will contact parents of players who the team wishes to affiliate to see if they agree to play and have the AA AP form filled out.
- Will report team progress to the General Manager/PAH Board on a regular basis.
- Will be prepared to bring in outside help to work with the team – i.e., power skating, goaltending, etc.
 - Coaches are not allowed to consume alcohol, tobacco, or nicotine products during team activity.
 - Must contact coaches for use of AP players for games prior to contact of player.
 - Players are responsible to the coaching staff while in the rink, during games, when involved in team activities and while out of town.
 - Responsible for team manager, treasure(s), assistant coach(s) and trainer conduct.
 - Will follow PAH rules, expectations, guidelines etc.
 - Will have proper coaching levels or provide proof of working towards so that achieved by end of current season.

3.2 Team Manager

- Will be the sponsor contact.
- Appoints team treasurer(s).
- Ensures financial obligations are met. *There will be no outstanding bills from any team.*
- Will arrange fundraising endeavors.
- Is a required signing authority for all cheques and etransfers except where the cheque/etranfer is made out to the manager, then two other team approved signatures are required. All cheques must have two signatures.
- Responsible for the purchase, maintenance, and recovery of all team equipment.
- Will provide a monthly financial statement to parents and the PAH Office by the 15th of the month from October through April. For example, December's due by January 15.
- Yearend financials will be complete and submitted no later than June 15th.
- Will chair all team meetings involving parents and/or team management. Teams require a minimum of one parent meeting every two months from October through April. The PAH Board are to be notified of the times and dates of these meetings; a board member would be made available upon request.
- Arranges for team transportation and hotel accommodation.
- Arranges referees for non-league games and cancels referees when a league game is cancelled or changed.
- Required to oversee all committees on the team – i.e., fundraising, tournament, etc.
- Will travel or arrange a designate to travel to all road games with the team.
- All out of the province travel must be approved by the Board of Directors prior to applying to Hockey Sask for a travel permit.

3.3 Prince Albert Hockey

- Will appoint head coaches and approve assistant coaches, trainers, managers, and treasures for all teams.
- Will supply numbered jerseys and take roll call for tryouts.
- Will oversee team tryouts and player selection process.
- Will oversee team operations by attending games and team parent meetings when requested.
- Will meet with team management, parents, or players to resolve conflicts.
- May set up a meeting with the team managers and treasurers to discuss the set-up of team books and allowable expenses upon request.
- The PAH Board or delegate will attend and represent all 'AA' teams at the SAAHL meetings.
- Will provide adequate ice time for: tryouts along with 4 practice ice times and 1 exhibition game, all league commitments, tournaments, playoff games.
- Will provide the referees with a schedule of all league games.
- Will submit team certification forms and affiliated player lists to Hockey Sask.

4.0 Player Responsibilities

Players are expected to attend ALL practices, team meetings and games. If they cannot attend a game or practice, the coach must be notified in advance. Players are expected to be on time for all games and team functions, time guidelines will be established by the coach.

Players are responsible to the coaching staff while in the rink, during games, when involved in team activities and while out of town.

Players must wear Helmets, Neck guards, as a minimum requirement at all practices.

Curfews set by team coaches must be adhered to. The purpose of these curfews is to ensure alertness while competing and instill discipline.

Players are expected to act in a respectable manner when wearing team uniforms or jackets. You are responsible to your sponsor to show proper conduct. Team guidelines on dress codes will be followed.

Players must maintain school attendance. It is their responsibility to inform the school ahead of time when absence is expected. Homework will be taken on the bus.

Players will be required to use team transportation unless prior approval for travel with the parents is made with the coaches.

Players on 'AA' teams are not allowed to participate in tournaments not associated with their 'AA' team, with the exception of Sask First Camp, Sask First Tournament and FSIN Team Sask during the course of the current season.

Players are not allowed to consume alcohol, tobacco, or nicotine products at any team activity. PAH Abuse Policy and Substance Abuse Policy will be followed and enforced. This includes all forms of abuse, harassment, bullying, etc. through such means as unwanted touching, intimidation, humiliation, hurtfulness, hazing, cyber/electronic etc. Players are expected to adhere strictly to Social Media policies as set out by PAH and Hockey Sask at all times. The abuse policies can be located on the PAH website under the Coaches/Teams Tab.

**** NOTE** Cell phones are not allowed to be used in dressing rooms. Players using cell phones in the dressing rooms will be disciplined, up to and including indefinite suspension.**

5.0 Parent's Responsibilities

Parents are asked to encourage their player to participate in all team activities and support team concepts and team management as long as these concepts are not detrimental to the player.

They will be expected to contribute an equitable portion towards team finances and operation in whatever fundraising is proposed. All funds owed to teams must be paid in full by the end of the season or the player will not be allowed to register for hockey the following season.

Parents will be expected to assist at team games, tournaments, and fundraising endeavors. Positive support is required at all team games. Please remember that AA hockey is not about how many games the team won, but about how the team is developing.

Parents should patronize the team sponsor as much as possible but should not expect discounts and handouts.

6.0 Financial Responsibility

6.1 Prince Albert Hockey

- Will pay for tryouts along with 4 practice ice times and 1 exhibition game, all league commitments, tournaments, playoff games.
- Will pay for referees for all league games including league playoffs and provincials.
- Will pay all Hockey Sask registration fees for players and coaching staff.
- Hockey Sask team registration fee.
- Sask AA Hockey League registration fees.
- Provide loans for teams to use as startup funds.

6.2 Teams

- **All AA Teams are required to use the same excel spreadsheet for financials.** If you do not have the excel sheet from the previous treasurer, please email pahockey1@gmail.com.
- Each team runs with an average budget of \$60,000.00 per year for U13 and \$100,000.00 U15/U16/U18.
- All teams' budgets must be in before **September 26** to be approved at the board meeting.
- Each team is required to have cheques and if teams need to order more cheques, they are responsible to pay for them. There should be at least 50 cheques left at the end of the season for next year.
- Any parent refunds or payments must be paid by cheque/ettransfer.
- Yearend financials will be complete and submitted no later than June 15th.
- All practice ice is the team's responsibility.
- All AA teams will be required to pay a \$1000.00 team bond to PAH. This bond will consist of \$500.00 of the head coach honorarium and the \$500.00 manager honorarium. This bond will be paid out directly to the coach and manager by PAH once all financials are done and not the team.
- AA teams holding a tournament will be billed \$300.00 for a tournament admin fee. The PAH registration fee paid does not cover the cost of ice and referees for tournaments.
- Once 'AA' teams are set up and players are finalized the
U13 team is to collect \$125.00 per player.
U15 team is to collect \$250.00 per player.
U16/U18 team is to collect \$250.00 per player.
(Affiliated players ARE NOT included) and issue a cheque/ettransfer to Prince Albert Hockey by March 15 of the current season. This fee is to help PAH cover the extra costs associated with 'AA' teams (ice, referees, mileage etc).

- Two pairs of socks for the current season.
- Sweaters will not be given to the team as souvenirs. Unless teams are getting different jerseys and then it would be up to PAH board to decide if the old ones will be given out.
- Coaches' expenses: up to three (3) rooms per night when overnight accommodation is required, a per diem of \$45.00 per 24-hour day for meals for a maximum of three (3) people, a per diem of \$15.00 per single game for a maximum of three (3) people. If the team pays for a coach's meal it will be deducted from the per diem. In instances where coach(s) personal vehicle is used mileage is paid it shall be at a rate of .50 per km. Teams will not pay for hotel rooms/meals for parents that are registered staff with the team (coaches, managers, trainers etc)
- Coaches Honorariums. Each team will be responsible for an honorarium for the coaching staff totaling \$5000.00. These will be paid out at the discretion of the coaching staff. Terms of payment will be mutually agreed upon in consultation with the team manager.
- Manager honorarium of \$500.00 per season for the Manager to a maximum of one (1).
- The team may pay for apparel for nonparent registered staff with the team.
- Team clothing may be purchased to a maximum of \$500.00 per player. Team jackets will be determined by the coaches.
- Team meals are up to the discretion of each team.
- A loan of \$4000.00 maximum will be available from PAH as a startup fee at the beginning of each season for each team. This loan is to be repaid to PAH by March 15.
- Each team will be required to leave \$500.00 in the team account at the end of the season.

Any unpaid bills brought to the attention of PAH after the hockey season is finished will be the personal responsibility of the manager of the team for that year.

6.3 Parents

- A startup fee will be required when the team is finalized. Team fees average between \$2500.00 - \$4000.00 per child, sometimes more. Payment dates will be handed out at the parent meeting. Team fees do not include travel or hotel rooms. etc.
- Once team fundraisers are decided, all families are required to participate or contribute an equitable portion. Team fundraisers can reduce the overall costs of the team each year.
- Each player is to pay equally to team transportation and all team members are expected to use the bus. Bussing will be at the discretion of the coach of each team.
- Payment of Team Fees: Teams may have installment plans for payments. The following rules have been implemented.
 - Team Payment Schedule – if any team fees are outstanding after the team payment schedule dates the player will be ineligible for all team activities beyond this date until the amount owing paid in full.
 - League Playoffs - If any further team fees are still outstanding by League Playoffs, player will be ineligible for all team activities until all team fees are paid in full.
- Any families with outstanding fees at the end of the season from any team under the Prince Albert Hockey umbrella will be dealt with by PAH Board with sanctions up to and including being unable to register any players until fees have been paid in full.

7.0 Tournaments

The tournaments have been set up for the following dates:

U13 November 21-23, 2025

U18 November 7-9, 2025

All parents are required to actively participate in the above fundraising tournament for the division their child is playing in.

The tournament sanctions will be applied for by PAH.

All teams will be restricted to two (2) plus their own fundraising tournament. Any additional tournaments must be approved by the PAH Board.

Any teams wishing to participate in an out of province tournament requires approval from the Board of Directors after approval is received you can then apply to Hockey Sask.

8.0 Disputes

Any concerns parents or players have should be aired as follows:

1. Mandatory 24-hour cool down period.
2. Discuss the situation with the team manager. If unresolved, contact the PAH Board Representative
3. All complaints to the PAH Board Representative must be in writing.
4. Be prepared to meet with the PAH Board to discuss and finalize the situation. Do not let a situation go unresolved all season.

Phone Numbers and Web Sites

Prince Albert Hockey Office Phone **306-922-8844**

Email: pahockey1@gmail.com

PAH Web Site: www.paminorhockey.ca

SA AHL Web Site: www.saahl.ca

Hockey Sask Web Site: www.hockeysask.ca

Canadian Hockey www.hockeycanada.ca

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