



SFHL MANUAL

2019-2020

www.paminorhockey.ca

Introduction

This policy and guidelines document will be enhanced and distributed each year. It is intended to provide a framework for all SFHL 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.

In an ongoing attempt to continue to strengthen our Female Hockey program and ensure its continued growth, Prince Albert Hockey will attempt to provide female only teams at all levels of hockey to ensure that female players can play at their appropriate competitive level. Prince Albert Hockey will also continue to follow the Female Hockey Development path as structured by the SHA.

In all age groups from IP to Midget where numbers warrant, Prince Albert Hockey will form and register Female only teams.

Female Hockey Concession (Forms can be found on www.paminorhockey.ca)

In all age groups within Prince Albert Hockey where numbers warrant, Female players will play on a female team. Parents can make a request for a concession to the Prince Albert Hockey Technical Director for a female player to play on a male team.

ie: Siblings to play in same age group and Tier.

All requests for concession must be in before September 1st of the current hockey season. (This date may be subject to change.)

All requests must be accompanied by the reason for the Female to Male concession.

All requests for concession will be dealt with by the Board and considered on a case by case basis.

Female Hockey Exceptional Player (Forms can be found on www.paminorhockey.ca)

Second year Pee Wee players/goaltenders, may be advanced to Bantam AA tryouts through the following procedure.

- 1) A request for concession must be submitted in writing to the Prince Albert Hockey Technical Director by September 1st of the current Hockey season.
- 2) The request for concession must be accompanied by a non-refundable \$50.00 administration fee.
- 3) The request for concession must include supporting letters from objective sources, Coaches, Coordinators, etc.

If these guidelines are met then the request for concession will be dealt with by the Board on a case by case basis.

It should be understood that the Pee Wee aged player to be able to make the Bantam AA team must evaluate in the top half of the number of rostered players in his respective division.

ie: Top 3 Defencemen, Top 5 forwards.

**** NOTE **** All SHA Rules and Regulations will be followed.

1.0 Team Forming Procedure

Players residing within PA Hockey Boundaries

Female players wishing to try out for 'AA' teams must pay the \$80.00 nonrefundable fee and attend the tryouts. If they are successful in their attempt, they will stay on the 'AA' team, if not they will return to the division that they registered to play within PA Hockey.

Outside of PA Hockey Boundaries

- AA – Players wishing to play AA must try out for the nearest AA team to their residence. If they are not successful in making the nearest AA team, they must obtain a release from the Association of that AA team and they may then proceed to try out for the next nearest AA team and so on.
- All other Midget Teams- 160 km radius- All other Bantam Teams 120 km radius – Pee wee Teams 80 km radius

The following guidelines shall apply to releases and letters of permission;
Players attending training camps in Pee wee and older do not require a release until they have secured a position on a team.

For Pee wee and above age divisions, players require releases from their center to register elsewhere within the allowable age division radius.

In dispute SHA Guidelines will take precedent

Preference may be given to PAH players on the non AA teams

In pee wee depending on player numbers and evaluation results the board will determine team placement in the appropriate league or division.

2.0 AA Tryouts and Draft Procedure

All players in the Bantam and Midget age categories who wish to try out for any 'AA' team must pre-pay a nonrefundable fee of \$80.00 per player this will guarantee three (3) ice sessions.

Only players who register for AA tryouts will be eligible to be placed on 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)

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 for Bantam AA and Midget AA the number of players cut and the manner in which they are cut will be left up to the coaching staff. PAH recommends a meeting between the Coach, player and parent of player for the final cuts.

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 a AA SFHL team. A Prince Albert Hockey Board member must be in attendance.

3.0 Teams and Team Numbers

3.1 Player Ice Time Equality AA

- a) Players and Parents need to understand that teams playing in the SFHL 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.

3.2 Player Ice Time Equality for Non AA Teams:

- a) Prince Albert Hockey specifies that player ice time allocation is to be equal for all players over a period of time. Equity of ice time per player cannot be assessed on a one or two game basis. Violations of this policy shall result in suspension of the coach.
- b) Every goalie should have a reasonable expectation to play $\frac{1}{2}$ of all games (whether that is $\frac{1}{2}$ of each game or rotating games is decision of the coach). The goaltending rotation should be communicated to the player and parents. If a player is absent for any reason from a game, it would not be reasonable to expect to make up the shifts lost. For example, if a goalie misses a game that they were expected to play in, it is not reasonable to expect that the rotation would change to accommodate.
- 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.

3.3 Affiliated Players

For all purposes of affiliation regulations, Female teams may only affiliate players registered on female teams.

For a player to be affiliated they must be registered on a team.

A team may have affiliated with it one team or nineteen (19) players from a lower tier or age classification of hockey. At all times a player may only be affiliated with one team.

A team cannot affiliate a team, or players from a team, that are registered in the same age classification within a league that they compete against.

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

Play on the SFHL 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.

Bantam AA

For Bantam AA teams, they may affiliate players registered on Bantam A teams from the sponsoring centre along with six (6) Bantam A players whose parents reside nearest to the sponsoring centre and also within a 120 km radius of the sponsoring centre.

Exception: Bantam AA teams can affiliate a maximum of four (4) players to their team who are registered on a Pee wee team in the sponsoring centre of the Bantam AA team.

Midget AA

For Midget AA teams, they may affiliate players registered on Midget A teams from the sponsoring centre along with six (6) Midget A players whose parents reside nearest to the sponsoring centre and also within a 160 km radius of the sponsoring centre.

Exception: Midget AA teams can affiliate a maximum of four (4) fourteen year old players who are registered on a Bantam AA team in the sponsoring centre of the Midget AA team.

All affiliated player lists must be received in the PAH Office **October 4, 2019**. Additions and deletions to these lists may be made until **January 10, 2020**.

4.0 Duties

4.1 Head Coach

- Appoints a team manager.
- Determines team schedule for the year.
- Responsible for team on ice activity including on ice supervision at all practices.
- Responsible for player development.
- Coaches are not allowed to smoke, vap, chew or be under the influence of alcohol at any practice or game 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.

4.1 a) In addition to Head Coach Duties AA Head Coach will also include the following:

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 SFHL Meetings.
- 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 report team progress to the Tech Director/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.

4.2 Team Manager

- 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, except where the cheque 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.
- Non AA Teams will follow the PA Hockey Financial Package Manual and AA Teams 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. The AA 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 accommodations.
- 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 province travel must be approved by the Board of Directors prior to applying to SHA for a travel permit.

3.2 Prince Albert Hockey

- Will appoint head coaches for all teams and approve the AA teams assistant coaches, trainers, managers and treasures.
- 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 if requested.
- Will meet with team management, parents or players to resolve conflicts.
- Will 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 SFHL teams at meetings.
- Will provide adequate ice time for: tryouts, all league commitments, tournaments, playoff games.
- Will provide to the referees a schedule of all league games.
- Will submit team certification forms and affiliated player lists to the SHA.

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.

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 code will be followed.

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

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

For AA Teams 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.

For AA Teams 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 not allowed to smoke, vap, drink or chew 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 PA Hockey and the SHA 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.

6.0 Financial Responsibility

6.1 Prince Albert Hockey

- Will pay for ice for all league games including league playoffs and provincials.
- Will pay for referees for all league games including league playoffs and provincials.
- Will pay all SHA registration fees for players and coaching staff.
- SHA team registration fee.
- Sask Female Hockey League registration fees.
- Provide loans for teams to use as startup funds.

6.2 Teams Non AA Teams

- All non AA Teams will follow the PA Hockey Financial Package Manual
- All practice or exhibition games the team's responsibility.
- Once teams are set up and players are finalized
 - The Peewee is to collect \$100.00 per player.
 - The Bantam is to collect \$0.00 per player.
 - The Bantam AA is to collect \$100.00
 - The Midget is to collect \$0.00 per player.
 - The Midget AA is to collect \$100.00
 - (Affiliated players ARE NOT included) and issue a cheque payable to Prince Albert Hockey by March 15 of the current season. This fee is to help PAH cover the extra costs associated with SFHL teams(ice, referees, mileage etc).
- Team clothing may be purchased to a maximum of \$200.00 per player. Team jackets will be determined by the coaches.
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6.3 Teams AA

- All financials must be approved by the PAH Board of Directors prior to each team's season.
- All teams budgets must be in before September 30, 2019 to be approved at the board meeting.

- 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 to the coach and manager by PAH once all financials are done.
- 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.
- Yearend financials will be complete and submitted no later than June 15th.
- Once teams are set up and players are finalized
 - The Pee wee is to collect \$100.00 per player.
 - The Bantam is to collect \$0.00 per player.
 - The Bantam AA is to collect \$100.00
 - The Midget is to collect \$0.00 per player.
 - The Midget AA is to collect \$100.00
 - (Affiliated players ARE NOT included) and issue a cheque payable to Prince Albert Hockey by March 15 of the current season. This fee is to help PAH cover the extra costs associated with SFHL teams(ice, referees, mileage etc).
- All practice or exhibition games the team's responsibility.
- Two pairs of socks for the current season.
- Sweaters will not be given to the team as souvenirs. 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 accommodations are required, a per diem of \$45.00 per 24 hour day for meals for a maximum of three (3) persons, a per diem of \$15.00 per single game for a maximum of three (3) persons. 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 .45 per km. Teams will not pay for hotel rooms 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.

6.4 Parents

- A startup fee of will be required when the team is finalized.
- Team fees for Non AA Teams - The maximum amount teams can charge per season for team fees is \$600.00 per player
- Team fees for AA Teams average between \$1500.00 - \$3000.00 per child sometimes more. Payment dates will be handed out at the parent meeting. Team fees do not include travel, 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.

- For AA Teams 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.

7.0 Tournaments

The tournament has been set up for the following dates:

January 3-5, 2020

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.

Teams playing in the Sask Female Hockey League will be allowed the City Female Tournament and up to three others of which only two can be multi day.

The AA teams are allowed the City Female Tournament and only two others.

Any teams wishing to participate in an out of province tournament requires approval from the Board of Director after approval is received you can then apply online at Saskatchewan Hockey Association.

\$2000.00 tournament donation to PAH. This is in lieu of PAH fundraising which is done by house league teams. The PAH registration fee paid does not cover the cost of ice and referees for tournaments.

8.0 Dates

AA Tryouts	September 13-24
Certification Forms to Office	September 26
Affiliated Player Lists to Office	October 4
Game Sheets - Tournament And Exhibition	Handed in within 48 hours of completion

9.0 Disputes

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

1. 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 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 and Fax 922-8844 763-3084
Email: pahockey@sasktel.net

PAH Web Site: www.paminorhockey.ca
SFHL Web Site: www.sasksfhl.ca
SHA Web Site: www.sha.sk.ca
Canadian Hockey www.hockeycanada.ca

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