



COACH AND MANAGERS MANUAL

SECTION 1 – COACHING GUIDELINES	4
1.1 HEAD COACH RESPONSIBILITIES:	4
1.2 COACH’S CODE OF CONDUCT	4
1.3 COACHING QUALIFICATIONS	5
1.4 SPS FUZION PLAYER DEVELOPMENT	5
1.5 MENTORSHIP	5
SECTION 2 – TEAM GUIDELINES	6
2.1 TEAM MANAGER RESPONSIBILITIES:	6
2.2 IMPORTANT DATE SUBMISSIONS:	7
2.3 TEAM MANAGER GUIDELINES AND EXPECTATIONS	7
SECTION 3 - PRE-SEASON REQUIREMENTS	9
3.1. PARENT SURVEY	9
3.2 PARENT MEETING	10
3.3 TEAM BUDGET	11
3.4 CRIMINAL RECORD CHECKS	11
3.5 COACH, PLAYER AND PARENT FAIR PLAY PLEDGE	11
3.6 PLAYER MEDICAL FORMS	12
3.7 CONTACT INFORMATION	12
SECTION 4 - SPS FUZION FUNDRAISING	13
4.1 SPONSORSHIP PROGRAM	13
4.2 RAFFLES	13
4.3 ASSOCIATION FUNDRAISING	13
4.4 FUNDRAISING RESTRICTIONS	13
SECTION 5 - HOCKEY ALBERTA CARDING PROCEDURE	13
5.1 PROCEDURE FOR TEAM SHEETING AND/OR CARDING PLAYERS AND TEAM OFFICIALS	13
SECTION 6 - TEAM EQUIPMENT	14
6.1 TEAM JERSEYS	14
6.2 NAME BARS	14
6.3 TEAM SOCKS	14
6.4 TEAM PUCKS AND FIRST AID KIT	15
6.5 TEAM GOAL EQUIPMENT	15
SECTION 7 PERMIT	16
7.1 TRAVEL, EXHIBITION GAME PERMIT PROCEDURES AND HOSTING TOURNAMENTS	16
7.2 SPECIAL EVENT/HOCKEY ALBERTA SANCTIONING GUIDELINES	17
7.3 PERMIT REQUEST FREQUENTLY ASKED QUESTIONS	18
7.4 POST PERMIT DUTIES	18
SECTION 8 AFFILIATIONS	18



SECTION 9 – SUSPENSIONS	18
9.1. SUSPENSION REPORTING	19
9.2. HOCKEY ALBERTA MINIMUM SUSPENSIONS	19
9.3 PROCESS FOR SITTING OUT SUSPENSIONS	19
9.4 SPS FUZION TEAM OFFICIAL (BENCH STAFF) SUSPENSIONS.	19
SECTION 10 – PRACTICE ICE	20
10.1 DISTRIBUTION OF PRACTICE ICE	20
10.2 NO SHOW AND RETURN ICE POLICY	20
SECTION 11 - TEAM PICTURES AND APPAREL	20
12.1 TEAM PICTURES	20
12.2 APPAREL	20
SECTION 12 – REFEREES	20
12.1 LEAGUE/PLAYOFF GAMES.	20
12.2 EXHIBITION GAMES	21
12.3 REFEREE CONTACTS	21
SECTION 13 – EVALUATIONS	22
13.1 COACH EVALUATIONS	22
13.2 PLAYER EVALUATIONS (POST SEASON)	22
SECTION 14 – COMMUNICATION PROTOCOL	22
14.1 CONFLICT RESOLUTION	22
SECTION 15 – SAFETY	23
15.1 INSURANCE	23
15.2 MEDICAL FORMS	23
15.3 INJURY REPORTING	23
SECTION 16 -DRESSING ROOMS/ARENAS	24
SECTION 17 – TEAM MICROSITE/PARENT COMMUNICATIONS	24

<u>SECTION 18. - EMHA-HOCKEY INTERLOCK (ATOM-MIDGET)</u>	<u>25</u>
18.1 WEBSITE LOGIN	25
18.2 LEAGUE GAMES	25
18.3 GAMESHEETS	25
18.4 EMHA BLACKOUT DATES	26
18.5 EXHIBITION GAMES	26
18.6 TOURNAMENT PERMITS	27
18.7 REQUEST TO RE SCHEDULE LEAGUE GAMES	27
18.8 GAME RE SCHEDULING REQUEST/FORMAT	29
18.9 QUICKCARD MINOR HOCKEY WEEK	30
<u>SECTION 20. - TOURNAMENTS</u>	<u>30</u>
<u>SECTION 21. FORMS</u>	<u>30</u>



COACH AND MANAGERS MANUAL

Section 1 – Coaching Guidelines

1.1 Head Coach Responsibilities:

The Head Coach will comply with the Guidelines and Expectations set out in the Policies and Procedures Manual.

The Head Coach is expected to be responsive, adhere to and promote the directives of the SPS FUZION board and administer the team within established policies and guidelines.

The Head Coach, as chief team official, is fully responsible for all activities of his or her team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach.

The Head Coach must adhere to SPS FUZION priorities, which include player enjoyment and player development. All players will be given equitable or fair ice time during games and practices to ensure that everyone has an opportunity to develop and learn skills as well as have fun and enjoy the sport.

The Head Coach will review the Canadian Hockey Association's player code of conduct with the parents and players on his or her team, ensuring all players understand, sign and return these forms.

The Head Coach will develop a set of rules and philosophies for the team, which are clearly communicated and which will be enforced fairly in relation to all players.

The Head Coach must ensure:

- proper supervision of the team **before, during and after** all games and practices and accept responsibility for the conduct, safety and well-being of players;
- that at least one carded official is present in the dressing room at **least 30 minutes prior** to game time and that a carded official is in the dressing room at all times until all players have vacated;
- that no coach is ever alone with a player in the dressing room; and
- that a Bench mom or Female Coach are present in the dressing rooms and on the bench at all times.

Coaches are responsible for players and any abuse that may occur in the dressing room before or after game. Any extra cleanup costs or damage caused by any team will be paid for by the SPS Fuzion and charged back to the team. Ice privileges will be suspended until SPS Fuzion is reimbursed.

1.2 Coach's Code of Conduct

Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.

Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.

Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, and do not yell at players.

Teach the players basic hockey skills. Adjust instruction and communication to meet personal needs and problems of each individual player. Be a good listener. Never verbally or physically abuse a player, parent, other coach or official. Give all players the opportunity to improve their skills, gain confidence and develop self-esteem.



COACH AND MANAGERS MANUAL

Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey. Encourage all your players to be team players.

Maintain an open line of communication with your players' parents. Explain the goals and objectives of SPS FUZION and your rules and philosophies for the team.

Be concerned with the overall development of your players. Stress good health habits and clean living.

To play the game is great, to love the game is greater.

1.3 Coaching Qualifications

Hockey Alberta Bylaw - Coach Education Requirements:

Below is the link for the Hockey Alberta coaching requirements. Please ensure that your team meets these requirements prior to November 15th of the current hockey season. Failure to do will make your team ineligible to play. For any questions please contact your Division Director.

Coach Qualifications: <https://www.hockeyalberta.ca/coaches/coaching-requirements/>

1.4 SPS FUZION Player Development

SPS FUZION expects coaches to follow the Hockey Canada Player Development Guideline. The Guideline was created to help coaches create a season plan to develop the athlete in a structured effective manner. The guideline outlines player development with natural progression using the "Skill Development Pyramid Model." The Skill Development Pyramid emphasizes the importance of the base of the pyramid and the development of fundamental skills starting at the base of triangle.

Fundamentals skills are the foundation of each player's success. From time to time SPS FUZION may provide development sessions to players. These sessions may be level specific, position specific or skill specific and will be led by qualified instructors as determined by the VP, Operations/Development.

1.5 Mentorship

SPS FUZION strongly encourages coaches to develop their coaching skills through mentorship. A mentor is a guide, an advisor and can be a critical friend who, through his/her own experience, supports learning of the mentee.

SPS FUZION periodically provides opportunities for coaches to observe, interact, and participate in coaching related activities. This includes Specialty Skills Clinics, Goaltender Coach Clinics, attending/observing University or NHL practices. All coaches are strongly encouraged to attend these events.

Mentors will be provided to coaches upon request by contacting the SPS FUZION VP Operations/Development.

Please Note: Prior to having any guests out to a team activity, teams should confirm any permit or other requirements with the VP of Operations.



COACH AND MANAGERS MANUAL

Section 2 – Team Guidelines

2.1 Team Manager Responsibilities:

The team manager is expected to be responsive, adhere to and promote the directives of the SPS FUZION executive committee and administer the team within established policies and guidelines.

The team manager is responsible to oversee all administrative duties for the team, such as:

Priority 1 Responsibilities:

- Ensure all families have at least one (1) parent who has completed the RIS – Respect in Sport Program.
- Ensure that all bench staff (coaches) have completed the RIS-Coach Respect in Sport-Coach
- Prepare Team Sheets (Players, Number, and Coaching Staff) for the Division Director who will review and send to the Registrar so you can receive your Hockey Alberta Player Team Sheet and/or Carding (OTR) document (retain photocopies). A copy should also be provided to your Division Director. **(See Section 5.1)**
- Pickup, proper care and return of SPS FUZION jerseys.
- Submit Hockey Alberta Player Affiliation requests to VP Operations/Development.
- Submit the CHA Coach and Player Code of Conduct forms to the Division Director.
- Collect all Intervention Checks and/or CRC forms to the SPS Fuzion Registrar.
- Collect and submit to the Association Treasurer a **\$250** jersey deposit from each parent before jerseys are given out.
- Submit "No Show" ice security team cheque of **\$250** to the Treasurer in accordance with the timeline set by SPS FUZION. Please see the No show ice policy on the SPS Fuzion Website.

Priority 2 Responsibilities:

- Organize parent meeting at the beginning of the season and as otherwise required throughout the season.
- Hand out and require all player parents to fill in Player Medical forms.
- Hand out and require all players, parents and coaches complete Fair Play Pledge forms found on the SPS FUZION Website under FORMS.
- Organize and help to find parent volunteers to be responsible for the following duties:
 - Team Treasurer
 - Parent Liaison to mediate any concerns between a Parent and the Manager or a Coach.
 - Timekeepers/Scorekeepers/Penalty Box Workers
 - Fundraising Coordinator
 - Tournament Coordinator
 - Social Committee
- Request the Treasurer to prepare and present a team budget at the beginning of the hockey season for approval by the parents.
- Ensure team fundraising initiatives are organized and comply with the team budget and the guidelines and policies of SPS FUZION and all applicable AGLC rules and licensing requirements.
- The team manager, with assistance from the team treasurer, must retain all receipts of team revenues and expenditures and provide financial updates to the team parents throughout the year as well as preparing financial statements accounting for all funds at the end of the hockey season. A copy of the team approved budget must be sent to your Division Director.
- The team manager or treasurer is responsible to open a team bank account. The bank account must have dual signing authority. The two signing authorities for the team must be the team manager and team treasurer.
- Assist in any team / player conflict resolution processes.



COACH AND MANAGERS MANUAL

- Arrange for team transportation, accommodation and meals for out of town team travel (or ensure tournament coordinator and/or social committee has made these arrangements).
- Obtain required team travel, exhibition and/or special permits.
- Ensure all permits are with the team during the event(s) to which they relate.
- Ensure all major penalties and suspensions are properly reported and served.
- Distribute team schedules to parents.
- Arrange for referees for all exhibition games.
- Ensure game sheets are completed in accordance with Hockey Alberta and League guidelines; and are submitted to appropriate league governors as per League guidelines. If required, input gamesheets to league websites.
- Submit Affiliate Request using Online SPS FUZION Affiliate Request from found on SPS FUZION website.
- Ensure proper tracking of affiliate use.
- Arrange for unwanted ice to be returned or used by another team and arrange for additional ice, as appropriate, and ensure that all trading and returning of ice falls within the No Show Ice Policy listed on the website.
- Maintain a team website for up to date contact information. Login and password are available from the Communications Director.
- Participate in the formulation of team objectives and rules
- Any other administrative duty that may arise from time to time.

2.2 IMPORTANT DATE Submissions:

Immediate upon team selection

- Roster and Team Official List to Division Director;
- No-Show cheques payable to SPS FUZION and given to your Division Director;
- Jersey deposit cheques payable to SPS FUZION and given to your Division Director;
- Send league(s) Team Sheet (OTR) prior to 1st league game.

November 15th of current Hockey Season

- All affiliate requests must be entered;
- All Coaching Certifications must be complete.

2.3 Team Manager Guidelines and Expectations

- Follow and, where applicable, respond to, directives of the SPS FUZION and operate the team within established policy, guidelines and regulations.
- Attend the Coaches/Managers meeting at the onset of the season and all other meetings as required by SPS FUZION.
- Ensure that all appropriate Coaching Certification courses are taken, in accordance with the level being coached.
- Ensure team sheets or cards are completed and sent to the Division Director via email who will then send to the Registrar a minimum of 72 hours prior to the first league game.
- Be sensitive to parent concerns, and prepared to respond when warranted.
- Establish regular communication with parents regarding games, practices, schedules, fundraising, etc.
- Recognize that while hockey may be the major winter activity of the player, it is not the only priority of the player. In priority, it comes after family and educational responsibilities and reasonable accommodation to these factors is expected.
- Deal fairly with players at all times. Rewards or considerations to players or parents do not promote team play and will not be allowed. Managers should not accept gifts, favors or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.



COACH AND MANAGERS MANUAL

- Help the Head Coach to ensure proper supervision of the team, before, during and after games and practices and accept reasonable responsibility for the conduct, safety and well-being of the players.
- Assist the coach as requested in developing a set of rules for the team.
- Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or SPS FUZION.
- Comply with normal administrative directives by: holding a beginning of the season parent meeting, attending all team and SPS FUZION manager meetings as required, submitting a team directory, ensuring that the team has adequate support personnel, reviewing current Hockey Alberta rules, and the current SPS FUZION Policy & Procedures Manual.



COACH AND MANAGERS MANUAL

Section 3 - Pre-Season Requirements

3.1. Parent Survey

At the beginning of the season, parents can be surveyed for their thoughts on a number of items including tournaments, apparel, team sponsors, fundraising, etc. This should be done prior to the team meeting to gather information to help the coaches plan their season.

A sample is included below:

Sample Survey

Please complete this survey tonight or submit it at the next scheduled practice.

- 1) How many tournaments would you like to do this year? _____

How many overnight tournaments would you like to do where the team and parents (families) would spend a night in a hotel? _____

Would you like to do a tournament over Christmas? _____

(Tournament Entry Fees are anywhere from \$600 - \$1500, more for Wickfest.)

- 2) Are you interested in purchasing Team Apparel? _____ If so what? _____
Examples are Jackets, Sweatshirts, Vests, Hats, Tracksuits, T-Shirts, etc.

- 3) How would you like to acquire team funds? _____
_____ Parents pay all
_____ Fundraisers
_____ Get Team Sponsors
_____ All of the above

- 4) Would you/your place of employment be interested in being a sponsor for our team?

- 5) Do you require a set of team socks? _____ (circle: Home and/or Away)
Name: _____ Size: _____

- 6) Do you require a set of name bars? _____ \$10.00/set plus GST
Name: _____

- 7) Would you be interested in purchasing extra ice with the team funds? _____

To have a successful team we will be looking for volunteers for the following positions on this team:

Treasurer –
Parent Liaison -
Tournament coordinator -
Fundraiser coordinator -
Time Clock and Penalty Box workers –
Social Committee –

NOTE: If the Head Coach has not already found a volunteer to be the Manager, this position should be listed here as well and the Head Coach would do the preparation work required prior to the first meeting.



COACH AND MANAGERS MANUAL

Please let us know if you would be interested in helping in any of these areas. Thanks for your help; we are all looking forward to a great hockey year!!

3.2 Parent Meeting

Teams are required to have a parent meeting as soon as practical after the teams are selected. The meeting agenda should cover but are not limited to the following:

- The team budget
- Collection of Jersey Deposit Fee
- The time commitment required by players
- The team fund raising initiatives
- The coach's philosophy on player enjoyment and development
- The team's goals – short and long term
- The team's communication protocol and conflict resolution process
- Assign team volunteer positions (Jerseys, Treasurer, Tournaments, Fundraising, Social, Timekeepers, Stats, etc.)
- Discuss Emergency Action Plan (EAP) and assign responsibility for creation of an EAP

Following the meeting, the minutes of the meeting should be forwarded to all of the parents.

Sample Parent Meeting Agenda:

1. Introductions

- Coach –
- Asst Coach –
- Asst Coach –
- Asst Coach –
- Manager –

2. Coaching Philosophy/Coach Expectations

3. Survey results – Based on the information submitted from the survey.

4. Team Website – Each team has a microsite that is accessible through: www.spsfusion.com

5. Team Positions

- Treasurer –
- Parent Liaison -
- Bench Mom(s) -
- Fundraising -
- Tournament Coordinator –
- Social Committee –
- Home Game Timekeepers/Penalty Box –
- Safety Representative
- Micro site manager (for the website)
- **NOTE:** Add Manager if position not yet filled.

6. Upcoming Commitments

7. Parent Expectations of coaches



3.3 Team Budget

The team budget should be presented to the parents for review and discussion. Parents should have an opportunity to discuss and propose amendments to the budget. The Budgets must meet the requirements of the Team Budget Policy on the SPS Fuzion Website.

Parents should receive regular financial statements from the team manager and/or treasurer. At a minimum parents should receive a copy of the initial budget, a mid-season update and a final accounting for team funds at the end of the season.

3.4 Intervention/Criminal Record Checks

All Club team officials (including coaches, assistant coaches, team managers, bench moms and trainers) shall be required by the Club to submit their names to the RCMP for a Criminal Record Check. Criminal Record Checks will be completed by team officials on frequency as determined by the Board from time to time. All Criminal Record Checks must be submitted to the Registrar by November 15 of the current hockey season. All team officials who fail to comply with this requirement are ineligible to continue as team officials in any capacity until such requirement has been completed. Criminal Record Checks shall be completed once every 3 years.

SPS Fuzion will provide all teams with CRC letter at or prior to the coach manager meeting.

All Club team officials (including coaches, assistant coaches, team managers, bench moms and trainers) shall be required by the Club submit their names to Alberta Child and Family Services for an Intervention Records Check. Intervention Records Checks will be completed by team officials on frequency as determined by the Board from time to time. All Intervention Records Checks must be submitted to the Registrar by November 15 of the current hockey season. All team officials who fail to comply with this requirement are ineligible to continue as team officials in any capacity until such requirement has been completed. Intervention Record Checks shall be completed once every 3 years.

SPS Fuzion will provide all teams with Interventions Record Check forms at or prior to the coach manager meeting.

If any member of a team's staff had a CRC done by either SPMHA or SMHA in the past 2 years they can sign a waiver allowing the SPS Fuzion to contact either association to confirm validity.

3.5 Coach, Player and Parent Fair Play Pledge

Team Manager must hand out and require all players, parents and coaches to complete Fair Play Pledge forms found on the SPS FUZION Website under FORMS.

All coaches, players and parents of players are required to read, understand and sign a Canadian Hockey Association Fair Play Pledge (for the Good of the Game).

It is expected that all coaches, players and parents will behave in accordance with the conditions set out in the Fair Play Pledge throughout the entire season.

The SPS FUZION executive takes these conduct conditions very seriously and will take swift and decisive disciplinary actions against any coach, player, or parent that contravenes the Fair Play Pledge.



3.6 Player Medical Forms

The Manager must hand out and require all player parents to complete and return to the Manager Player Medical forms. Player Medical forms can be found on the SPS FUZION Website under "FORMS". Completed forms will be held in sealed envelopes and used only in case of emergency. These forms contain personal information and should be kept safe and secure and shall be destroyed/shredded, or returned to the parents at the end of the season.

3.7 Contact Information

Contact information for the Club is located on the SPS FUZION website at www.spsfuzion.com



COACH AND MANAGERS MANUAL

Section 4 - SPS FUZION Fundraising

4.1 Sponsorship Program

Please see program details on our SPS FUZION website under the link to SPS FUZION Sponsorship Program at the SPS FUZION Sponsorship/Fundraising tab.

4.2 Raffles

All team raffles, 50/50 or loser pools must comply with AB Gaming regulations. Licenses can be purchased from any registry or by submitting an application to Alberta Gaming directly. No team can use the SPS Fuzion AGLC number for team fundraising.

Teams who do not comply with obtaining a gaming license put our club at risk with Alberta Gaming. This can result in disqualification for casino dates and losing future Edmonton Oilers 50/50 opportunities.

For more information, contact AGLC at 447-8600 or go online (www.aglc.gov.ab.ca).

4.3 Association Fundraising

SPS FUZION will apply for 50/50 (Oilers/Oil Kings) and Casinos. Should the Club be successful in our applications, volunteers will be required for the events and teams may be responsible for providing one or more volunteers.

4.4 Fundraising Restrictions

The holding of any fundraising activity which includes alcohol or the sponsoring of any function where alcohol is served, including but not limited to pub nights, is **STRICTLY prohibited** and not sanctioned in any way by the SPS Fuzion Female Hockey Club.

Section 5 - Hockey Alberta Carding Procedure

5.1 Procedure for Team Sheeting and/or Carding Players and Team Officials

Electronic carding will be done by the Registrar as soon as the final selection of the team is complete by the VP Operations and ratified by the Executive Committee.

The team manager will **email the Division Director the Team Roster including Bench Staff and Bench Mom(s)**, immediately after team selection so that the Division Director can submit the lists for ratification.

All of the teams must be Team Sheeted (OTR) as per Hockey Alberta requirements. The SPS FUZION registrar will complete the sheets with information provided by the Division Director. The SPS FUZION registrar will submit the lists to Hockey Alberta Zone 7 registrar.

All sheets must be processed prior to the team's first league game. All team officials (bench staff) must be listed on the sheet. **Only** team officials (bench staff) are allowed to go on the bench during games and on the ice during practices (unless a special permit is obtained).

Please note SPS FUZION carded coaches are allowed on the bench and/or in the dressing room only in relation to the team(s) for which they are carded. This means if you are carded for one SPS FUZION team, you do not have approval to be on the bench during games or on the ice or bench during



COACH AND MANAGERS MANUAL

practices for any other SPS FUZION team unless the team has confirmed any permit or other requirements with the VP of Operations and has complied with such requirements.

Children of team officials **CANNOT** be on the bench during games or on the ice during practices.

Injured players are not allowed on the bench during games unless they are dressed in full equipment and are shown on the gamesheet.

Copies of the team sheets (OTR) should always accompany the manager to games. If there are changes to player information the Division Director must be notified and the registrar will amend the team sheet (OTR) with Hockey Alberta.

Affiliates **MUST** be team sheeted (OTR) before attending any team event (on or off ice).

SPS FUZION will pay for 6 Team Officials to be carded per team (4 Coaches, 1 Manager, 1 Bench Mom). If teams wish to have additional Team Officials carded, the team must submit payment for each additional carded member to the SPS FUZION Treasurer. The estimated cost for the 2017-2018 season is \$40 per additional carded official.

Section 6 - Team Equipment

6.1 Team jerseys

All teams in Novice and above are given a complete set of home and away jerseys c/w jersey bags. Jerseys are to be picked up by the team manager from the Equipment Director on the dates that the Equipment Director sends out to the teams for pick up.

The team coach and manager are ultimately responsible for the care of the jerseys ensuring proper washing instructions are followed. Please ensure each player/family understands the responsibility associated with caring for the jerseys. SPS FUZION jerseys are not to be worn to practices. Jerseys should be taken to and from the rink in a jersey bag. Jerseys should **NEVER** be in a player's hockey bag. Managers and coaches should encourage each player to keep jerseys in a proper jersey bag.

The team coach and manager are responsible for the return of the jerseys at the completion of the season, on the dates in which the Equipment Director specifies. Jerseys **MUST** be returned **IN FULL SETS** washed.

Managers are responsible for collecting and submitting to the Association Treasurer a \$250 jersey deposit from each parent before jerseys are given out. In the event that a player's jerseys (or either of them) are damaged or not returned the Club will cash the jersey deposit cheque. Once the Club has signed off on the return of the player's jerseys, the player's jersey deposit cheque will be destroyed.

6.2 Name bars

In order to extend the useful life of jerseys, name bars are not to be put on jerseys.

6.3 Team Socks

SPS Fuzion will purchase Fuzion socks for all teams. Teams are to purchase their socks from SPS Fuzion at the start of the year. Please contact the equipment director to arrange pickup and payment of socks. Socks are intended to only be used for games and not practices.



COACH AND MANAGERS MANUAL

6.4 Team Pucks and First Aid Kit

All teams will be provided with 25 pucks, a puck bag and a first aid kit at the beginning of the year. Additional pucks must be purchased from outside suppliers with team funds.

All teams must return 25 pucks and the puck bag at the end of the season.

6.5 Team Goal Equipment

The following levels will be provided with goal equipment

Novice & Atom – Goal Pads, Chest Protector, Catcher, Blocker, Goal Stick and Equipment Bag

The goal equipment will be assigned to the team coach, who is ultimately responsible. A parent can be assigned to care for the equipment.

Care of goal equipment includes airing equipment after every use.

Goal equipment is not to be used outside of an SPS FUZION sanctioned practice or game.

Coach and Manager are responsible for return of the goal equipment.



COACH AND MANAGERS MANUAL

Section 7- Permits

Travel, Exhibition Game Permits (if you are hosting) are for team games that fall outside of those assigned directly by SPS Fuzion.

All permits are submitted via the Fuzion Website.

<http://spsfuzion.com/content/permits-requests>

7.1 – Travel ,Exhibition Game Permit Procedures and Hosting Tournaments

Teams require travel permits for all ice sessions that are not assigned by SPS Fuzion. Examples of ice sessions that require a travel permit include exhibition games, extra practice times (including outdoor ice slots) and tournaments. The following ice times do NOT require teams to apply for travel permits:

- League games (regular season and playoff)
- SPS Fuzion assigned practice times
- Games in Hockey Edmonton Minor Hockey Week
- Any other ice times assigned to a team by SPS Fuzion

Travel Permits

A travel permit is not needed for league games, provincial playdown games or the provincial tournament even if you are going outside of Zone 7.

Travel permits will be required for all exhibition games and tournament games taking place outside of SPMHA. For example, if you are playing an exhibition game against a SPMHA Co-ed team you would not need a permit. However, if you are playing against a Strathcona MHA co-ed team you would need one.

Tournament sanction numbers can be found on the Hockey Alberta Website and must be on all travel permit requests when attending a tournament outside of Zone 7.

Exhibition sanction numbers are obtained by contacting the host team and must be on all travel permit requests when attending an exhibition game.

Teams that are under disciplinary action from SMHA will be denied travel permits

[Click Here to apply for a Travel Permit](#)

Teams that participate in the **Hockey Edmonton interlock** must also apply for travel permits from Hockey Edmonton. These requests are not governed by SPMHA, but are required as a condition of participating in this league. **Please see EMHA section for more information.**



COACH AND MANAGERS MANUAL

Exhibition Game Sanction Permit

Exhibition sanctions are requested by the host team, no matter what zone the exhibition game is in. Exhibition sanction numbers are obtained by contacting the host team and must be on all travel permit requests.

Exhibition Game Sanction Permits are required for any games that are not either league games or provincials.

If you are the host team, provide the sanction number to the other team. This shows them that the game is sanctioned. As the host team you must also complete the Hockey Alberta e-game sheet. When an Exhibition Game or Tournament sanction is approved, the requester receives an email with the permit number. Included in that email is a weblink that connects directly to the e-gamesheet platform. Complete instructions can be found under the manger section of the SPS Fuzion website.

If you are hosting the exhibition game you do not need a travel permit in addition to your exhibition game sanction permit.

[Click Here to apply for an Exhibition Sanction permit](#)

Tournament Sanction Permits

Tournament sanctions are requested by the host team, no matter what zone the tournament is in.

The tournament sanction number will be automatically posted on the Hockey Alberta website once the tournament is approved. If the other teams need to leave their zone to attend the tournament, they will need the sanction number on their travel permit.

If you are hosting the tournament outside of Zone 7 you do not need a travel permit in addition to your tournament sanction permit.

[Click Here to apply for a Tournament Sanction Request](#)

7.2 - Special Events/ Hockey Alberta Sanctioning Guidelines

Special Events permits are no longer issued by Hockey Alberta (HA). The following link outlines which activities are covered by HA insurance.

https://www.hockeyalberta.ca/uploads/source/Forms/Sanctioning_Guidlines.pdf

If the team event is not covered by the HA sanctioning guidelines, It is important that team management understands that team players and officials are not covered by minor hockey insurance. SPS Fuzion strongly recommends that teams contact their level directors and/or the VP Administration if they are unsure if a particular event is covered by HA. If the event is not covered by HA, a waiver must be signed by a parent/guardian of the player. The form of waiver can be found at the SPS Fuzion website FORMS section. All waivers must be kept for the season by the manager and should be handed in to the VP Administration at the end of the season.

* Make sure to notify Ice Allocator of all "blackout" dates for your team Special Events to avoid conflict with practice ice allocation.



7.3 Permit Request Frequently Asked Questions

If we are going to a tournament in Calgary, how many and what permits do I need?

- You will only need a travel permit. Permits are no longer required for team meals or activities while you are at the tournament as long as such activities are within reason and have appropriate supervision.

How many permits do I need to have for an exhibition game in Hinton?

- You will need 1 travel permit whether or not you are having any other team events (such as a meal). A parent waiver form should be signed prior to any special team events.

I am hosting an exhibition game with another team, be it SPS FUZION or NON SPS FUZION do I need a permit?

- Your team does not require a permit if hosting an exhibition game with another SPS FUZION/SPMHA team. However, an exhibition permit is required if hosting a Non-SPS FUZION/SPMHA team.

Do I need a permit to have a GUEST come out (paid trainer, paid power skating session, etc.)

- Waivers are to be used for the guest and players.

7.4 Post Permit Duties

When an Exhibition Game or Tournament sanction is approved, the requester receives an email with the permit number. Included in that email is a weblink that connects directly to the e-gamesheet platform. This must be completed. Instructions can be found under the manger section of the SPS Fuzion website.

Section 8 Affiliations

Please refer to the SPS Fuzion Affiliation policy.

Section 9 – Suspensions

Suspensions are determined and imposed by league governors, Hockey Alberta or LMHA's during all league and playoff games.

The Hockey Alberta Zone 7 Discipline Coordinator imposes suspensions for all pre-season, exhibition, provincial and tournament games.

When a player has been assessed a suspension, the player/team will be notified of the number of games for which the player is suspended for by VP Operations or President and will also be notified as to what type of game qualifies for satisfying the suspension requirements. Exhibition games do not count towards fulfilling a suspension, however the player cannot play in any exhibition game during the duration of the suspension.



9.1. Suspension Reporting

All suspensions must be reported to the Division Director and VP of Operations. Copies of game sheets and game reports must be emailed/scanned to the Division Director and VP of Operations within 24 hours of the suspension.

Any game missed pending notification of the suspension duration will count toward the suspension period, provided that if the suspension specifies which type of games can be counted only those types of games will contribute to suspension period. (Player may attend other non-game events, i.e. Practice)

SPS FUZION (All Levels)	<ul style="list-style-type: none">• Notification of ALL suspensions must be sent to the Division Director via email (Within 24Hrs).• Suspended player MAY NOT play any games be it League, Tournament and/or Exhibition until notification of suspension duration from the VP of Operations. At which time, any games be it League, Tournament and/or Exhibition may contribute to suspension period. A player may not play any League, Tournament or Exhibition game while suspended. Exhibition and Tournament games will not count towards fulfilling a suspension unless specifically noted at the time of issuance of the suspension. (Player may attend other non-game events, i.e. Practice)• Game sheets during the suspension period MUST contain suspension information of player. i.e. First Last Name Suspended(1 of 3).
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9.2. Hockey Alberta Minimum Suspensions

Please refer to the Hockey Alberta Min suspensions page:

https://www.hockeyalberta.ca/uploads/source/Operations/2017_Bylaws_%26_Regs/Appendix_VII-Minimum_Suspensions.pdf

Leagues and tournaments may impose additional suspensions over and above the Hockey Alberta minimum suspensions.

9.3 Process for Sitting Out Suspensions

When a player is serving a suspension:

- The player's name must still appear on the game sheet with "Suspended" written beside the player's name (this is proof the player has served the suspension); i.e. Suspended (1of3); and
- The player must be present at the game for the game to count towards fulfilling the suspension, but the player is not allowed on the bench, within 50 feet of the bench, in the dressing room, or in the timekeeper's/penalty box prior to or during the game.

All game sheets with suspensions must be sent to league governor and VP of Operations.

If the suspension was given out by Hockey Alberta, then a copy of that game sheet that the player sat out must be faxed or emailed to the Zone 7 Discipline Coordinator by the Manager of the team. Please notify the VP of Operations of the fax or cc the VP of Operations on the email in which the game sheet is sent to Hockey Alberta.



COACH AND MANAGERS MANUAL

Depending on the severity and nature of an infraction a player or coach may be subject to further suspension by the SPS FUZION executive committee. Should a potential suspension occur during a SPS FUZION tiering/leveling game, please notify the VP of Operations immediately following the game and the SPS FUZION executive committee will determine appropriate consequences.

9.4 SPS FUZION Team Official (Bench Staff) Suspensions.

Any coaching staff suspended in a game must adhere to the sanctions imposed.

Section 10 – Practice Ice

10.1 Distribution of Practice Ice

Practice ice is distributed as per the Strathcona County Standards of Play.

The ice will be distributed so as not to conflict with league games, therefore if teams reschedule an away game they need to let the Ice Allocator know or they cannot schedule around it.

SPS FUZION always receives practice ice that is considered “non-desirable ice”. 6:00 am on weekends and 4:30 pm starts on Weeknights and 11:00 pm finish on Weeknights (Bantam/Midget). How often teams receive any of the above is determined by how many teams are available each season and available each week to fill the slots.

10.2 No Show and Return Ice Policy

Please refer the No Show Ice policy listed on the SPS Fuzion website.

Section 11 - Team Pictures and Apparel

11.1 Team Pictures

Each individual team may schedule team pictures, if desired. SPS FUZION provides no funding towards team pictures.

SPS FUZION recommends that if the team pictures are being taken on the ice, waivers be obtained from the participants as players and bench staff will not be wearing their helmets. The Waiver form is available on the SPS Fuzion website.

11.2 Apparel

Individual teams may make their own decisions as to whether or not to purchase team apparel. Any teams deciding to purchase team apparel must do so from an approved source. The approved sources for the 18/19 season are: Sin Bin, Tyleen, and Winners Way Fort Sask. Links to these companies are available on the SPS Fuzion Website. Please refer to section 3.7 of the SPS Fuzion Policy and Procedures.



Section 12 – Referees

12.1 League/Playoff Games.

League Games - booking of referees for regularly scheduled games (including playoffs) is handled by the Division Director.

If you have swapped or rescheduled a game you must also inform the referee assignor(cc: your Division Director) ASAP. <http://sherwoodpark.goalline.ca/exec.php>

****For Novice, Atom and PW the assignor is the level assignor. For Bantam and Midget please use the Female assignor**.**

No Show Referees - if there are no show referees coaches are expected to referee if agreed upon with the other Head Coach. (so bring your helmet and skates to ALL games).* **A good rule of thumb is to check the referee room 20 minutes prior to game start at all home games. If no referees are present, then you should phone your Division Director to alert them so that substitutes can be arranged by the assignor if possible**

*This is for all levels that compete in Hockey Edmonton.

Payment of Referees –

Teams pay half the cost of the referees at each game in cash. It is recommended to have pre-made envelopes for each game. Coaches must hand the envelope to the referees on the ice.

Hockey Alberta Referees Council North Zone Rate Sheet

<http://www.hockeyedmonton.ca/content/referee-rates>

Reimbursement - teams will be reimbursed by SPS Fuzion for regular season and playoff games. Your Division Director will inform you when these cheques are available.

Playoffs – please keep all referee receipts to ensure reimbursement

Exhibition Games - it is the team's responsibility to book and pay for the referees. To book referees in Sherwood Park contact SPMHA Referee allocator . <http://sherwoodpark.goalline.ca/exec.php>

For other zones within Edmonton and Surrounding areas see

<http://www.hockeyedmonton.ca/content/referee-rates>



12.2 Exhibition Games

Teams are responsible to arrange for and pay for referees for all exhibition games. <http://sherwoodpark.goalline.ca/exec.php>

Referee assignor requires at least 72 hours' notice for all exhibition games.

If less than 48 hours' notice a late fee may be added to game fees.

Exhibition games not played at Strathcona County Facility (excluding: Moyer/Josephburg) are subject to travel costs.

12.3 Referee Contacts

All Division Directors and team managers will be given a contact information for ref assignor. It can also be found at: <http://sherwoodpark.goalline.ca/exec.php>

Team managers should confirm with the ref assignors that they are aware of all non-league games.

Section 13 – Evaluations

13.1 Coach Evaluations

At the end of the hockey season formal coach evaluations will be provided to parents to receive feedback from parents and players.

Division Directors and the VP Development will utilize the information in the evaluations when selecting and training coaches in future years.

13.2 Player Evaluations (Post Season)

At the end of the season, coaches will be required to evaluate their players. A guideline will be provided for coaches to use as a template.

This postseason evaluation will not be used to grade players for the following season. It will be used to verify results from the conventional pre-season evaluation process.

Section 14 – Communication Protocol

14.1 Conflict Resolution

SPS FUZION adheres to a strict conflict resolution protocol.



COACH AND MANAGERS MANUAL

24-hour rule is always in effect.

If there are issues or perceived problems on a team then the parents, players, coach and manager should deal with the problem on a one on one basis or through the team's parent liaison to make every effort to find a fair and equitable solution.

If required the Division Director and / or SPS FUZION VP will become involved in mediating a solution.



Section 15 – Safety

15.1 Insurance

The CHA insurance program is a “supplementary insurer”.

Alberta Health Care, Blue Cross or any other employer health benefits etc. must be the first source for all claims.

If a parent does not have any health insurance coverage then the CHA may cover the expenses.

The CHA expects the parent to pay for all expenses first, and the CHA will reimburse allowable charges. Example – an ambulance is called for a player who has been injured and the player is transported to the hospital. The parent is expected to pay for the ambulance bill and submit it to the CHA for reimbursement.

15.2 Medical Forms

Each player must submit a completed SPS FUZION Medical Form to the Team Official (Manager or Coach). The form may be downloaded from the SPS FUZION Website under FORMS.

Completed forms are to be kept in a sealed envelope with the team first aid kit at all team functions and an envelope will only be opened in the case of an emergency where the legal guardian is not present. All medical forms will be destroyed at the end of the season.

15.3 Injury Reporting

The CHA Injury form must be completed for injuries that required medical attention. These forms are available on the SPS FUZION website.

Managers should carry these forms with them to all team events.



COACH AND MANAGERS MANUAL

Team officials will complete the team section and a doctor / dentist will complete their section of the form. Please note, the doctor / dentist must sign the form.

The form **must** be filled out in its entirety and submitted to Hockey Alberta within 90 days of the injury. A copy of the form must be submitted to the Division Director and the VP of Operations. The Division Director will also submit a copy of the form to Hockey Alberta.

Only original receipts and / or invoices will be accepted.

Parents can mail their claims directly to Hockey Alberta. The address is on the CHA Injury claim form.



COACH AND MANAGERS MANUAL

Section 16 – Dressing Rooms / Arenas

Teams are expected to leave dressing rooms tidy. Teams are expected to respect the arenas where they play. Any damage caused to dressing rooms, arenas or arena facilities by any one or more of the players on a team is the responsibility of the team. Teams may be charged their no show ice cost if the rink attendants have to clean up dressing rooms.

Our team jerseys are **NOT** to be left on the floor at any time. They must be treated with respect and hung up when not in use.

Section 17. – Team Microsite/Parent communication

Each team will have a micro site on the SPS FUZION website. The micro site is to be used for posting team news items and sending emails to parents via the website. It is mandatory to post team officials information on the SPS FUZION website.

The SPS FUZION Communications Director will provide website login information and passwords to all teams. At a minimum, teams must input the names of their Head Coach and Manager together with contact information for both.

The SPS FUZION Communications Director will have access to all team micro sites and will monitor team sites for appropriate content/formatting.

Team may choose to use team snap or RAMP for communication purposes. The cost of such apps shall be included in the team budget. Team websites can also be linked to the EMHA team website. If this is done the schedules, roster and team officials will automatically be populated.



COACH AND MANAGERS MANUAL

Section 18: EMHA - Hockey Edmonton Interlock

All SPS Fuzion teams participate in EMHA.

18.1 - Website Login

Your Division Director will give you a login USERNAME and PASSWORD to login to this website:

1. www.hockeyedmonton.ca or EMHA
2. Click on ADMIN LOGIN (at bottom of main page), enter your USERNAME and PASSWORD
3. Select STAFF MEMBERS and then select ADD MEMBER – ensure that your contact information (EMAIL and PHONE NUMBER) and at least one Head Coach is entered.
4. Select PLAYERS and enter your roster including JERSEY NUMBERS

18.2 - League Games - all of your league game schedules (including all the other teams in the league), will be posted on this website. Refer to EMHA Game Play Rules:

<http://cloud.rampinteractive.com/hockeyedmonton/files/Hockey%20Edmonton%20Directives%202016-17.pdf>

18.3 - Gamesheets - the HOME TEAM is responsible for entering final game sheet information for each home game within 24 hrs. Failure to do so may result in the Head Coach being suspended.

1. LOGIN to Hockey Edmonton Website
2. Click on LEAGUE GAMES and then click on GAME SHEET (i.e.: green box) for the game you are entering.
3. Add your final score and check off “Game is Finished”. Hit SUBMIT.
4. Click “Roster” tab. Check off players for BOTH TEAMS that played that game. ADD affiliate players if required. Hit SUBMIT.
5. Click “Penalties” tab. Add “Home Penalties” and “Visitor Penalties”. Click update # of rows and enter each penalty. Click “save penalties”.

If you are the AWAY TEAM you are responsible for VERIFYING the game as entered by the home team and that all information entered is correct. If there is a mistake, you can note it on the web page and do not verify until corrected or directed by your Division Director to do so.

Below is a Sample of the Verification Page:

#	Date	Home	Visitor	Completed	Verified		
10941	10/02/2016	SP795 - SHERWOOD PARK	SW519 - SW2.OIL KINGS	Yes			
10944	10/08/2016	SP795 - SHERWOOD PARK	BE895 - BEAUMONT BRAVES	Yes			
10949	10/15/2016	SA733 - ST ALBERT	SP795 - SHERWOOD PARK	Yes			
10960	11/03/2016	SE424 - MILLWOODS GRIFFINS	SP795 - SHERWOOD PARK	Yes			
10962	11/04/2016	SP795 - SHERWOOD PARK	NW542 - WHITEMUD WEST	Yes			
10975	11/20/2016	KC067 - CRUSADERS	SP795 - SHERWOOD PARK	Yes			
10977	11/26/2016	SP795 - SHERWOOD PARK	SA733 - ST ALBERT	Yes			



COACH AND MANAGERS MANUAL

18.4 - EMHA BLACKOUT DATES – it is important to refer to these prior to organizing exhibition games/tournaments.

Edmonton Federation Hockey League has established blackout dates. See EMHA website for the [Blackout Calendar](#).

Team requests for blackout dates will not be entertained. See EMHA website for more information.

18.5 - Exhibition Games - in order to play an exhibition game you must have a permit from both EMHA and SPMHA (**see SPMHA permit requests pg.24**). However, EMHA has the final word on these permits. Before you apply for permit, ensure that you have completed the contact person information including phone number for the opposing team.

Remember it is your responsibility to arrange for ice and referees.

Both teams MUST apply for a permit from EMHA.

You will receive an email confirming permit submission marked PENDING, once your permit is approved you will receive another email marked APPROVED. You can also check on the EMHA website on your login under PERMITS – MY PERMITS.

Sample Exhibition Game Permit Request:

The screenshot shows a web application interface for submitting an exhibition game permit request. On the left is a sidebar menu with options: Settings, Players, Staff Members, League Games, League Players, Permits (highlighted with a checkmark), Permit Settings, My Permits, Exhibition Game Request (highlighted in blue), Tournament Permit, League Game Reschedule, Out of Town Practice, HCR File, and Contact List. The main content area is titled 'Exhibition Game Permit Request'. It contains a checkbox for 'District/Club Director has been notified'. Below this are input fields for 'Date of Exhibition Game' and 'Time'. Further down are four fields for 'Opposition Association', 'Opposition Name', 'Opposition Contact', and 'Opposition Phone'. Below these are three fields for 'Arena', 'City', and 'Province'. At the bottom is a large text area for 'Additional Comments'. At the very bottom are 'Submit' and 'Reset' buttons.



COACH AND MANAGERS MANUAL

18.6 - Tournament Permits - in order to participate in a Tournament permits MUST be obtained from both EMHA and SPMHA (see SPMHA permits pg.24). However, EMHA has the final word on these permits.

Complete the following Tournament Permit Request as long as you have NO scheduled games during the requested dates.

You will receive an email confirming permit submission marked PENDING, once your permit is approved you will receive another email marked APPROVED. You can also check on the EMHA website on your login under PERMITS – MY PERMITS.

The screenshot shows a web application interface for a 'Tournament Permit Request'. On the left is a sidebar with a list of navigation items: Settings, Players, Staff Members, League Games, League Players, Permits (which is highlighted), Permit Settings, My Permits, Exhibition Game Request, Tournament Permit (which is highlighted in blue), League Game Reschedule, Out of Town Practice, HDR File, Contact List, Print Labels, and Sign Out. The main content area is titled 'Tournament Permit Request' and contains a form. At the top of the form, it says 'District/Club Director has been notified'. The form fields include: 'Start Date of Tournament' (a date picker), 'Tournament Name' (text input), 'Tournament Host Association' (text input), 'Tournament Contact' (text input), 'Tournament Phone' (text input), 'Sanction Number' (text input), '# Games to be Played' (text input), 'City' (text input), and 'Province' (text input). Below these is a large text area for 'Additional Comments'. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

Note: If you have a scheduled league game during the tournament dates you are requesting, you MUST reschedule your games prior to your tournament request being approved. **PLEASE NOTE IF YOUR TOURNAMENT IS LESS THAN 100KM AWAY, EMHA WILL NOT APPROVE YOUR GAME RESCHEDULE REQUEST.**

If you do not complete a LEAGUE GAME RESCHEDULE request, your permit will sit idle and not be approved.

18.7 - REQUEST TO RESCHEDULE A LEAGUE GAME - here are EMHA's instructions for completing this process – follow them **exactly** as they are particular about how this is submitted



COACH AND MANAGERS MANUAL

FOR GAMES SCHEDULED ON ICE PROVIDED BY HOCKEY EDMONTON (Edmonton Teams)

- LEAGUE PLAY IS THE PRIORITY AND MUST COME FIRST
- **League games must be rescheduled prior to permit approval and attending tournament.**
- 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. They must agree before you proceed.
 - 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 League Governor so both teams are accommodated.

FOR GAMES SCHEDULED ON ICE PROVIDED BY INTERLOCK ASSOCIATIONS (BEAUMONT, ENOCH, FT. SASKATCHEWAN, ONOWAY, SHERWOOD PARK, SPRUCE GROVE AND ST. ALBERT)

- LEAGUE PLAY IS THE PRIORITY AND MUST COME FIRST
- League games must be rescheduled prior to permit approval and attending the tournament
 - Referee director must be notified by the League Governor
- 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 the permit**
 - Only one permit submission per swap/reschedule is required
- **Steps to take BEFORE applying:**
 - Contact opposing team to inform them you would like to reschedule the game
 - Team rescheduling the game must provide ice for makeup game and must be suitable to the opposing team
 - Opposing team has three options listed below which are to be INCLUDED in the Game Reschedule Request or provide notice to the Interlock Ice Allocator:
 - Opposing team must play an exhibition game on the original ice if Opposition can be found-Teams using the ice pay for referees
 - If Opposition cannot be found, opposing team is to use the ice slot for a practice and referees are to be paid by that team
 - If Opposing team cannot use the ice, it is to be returned to the Interlock Organization's Ice Pool and referees cancelled by the interlock association

***If Opposing team is a no show for a confirmed practice or exhibition game, they will be responsible for ice and referee costs**



COACH AND MANAGERS MANUAL

18.8 - Game Rescheduling Request/Format

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

18

Reschedule League Game Permit Request

☐ District/Club Director has been notified

Date of Original Game Original Game #

Reschedule Date Time

Opposition Association Opposition Name Opposition Contact Opposition Phone

Arena City Province

Reason for Rescheduling

Additional Comments

*If you require any assistance with permits or game swaps please contact your Division Director.



COACH AND MANAGERS MANUAL

18.9 - Quickcard MINOR HOCKEY WEEK

As part of interlock with EMHA your team will participate in Minor Hockey week in January. **This is a BLACKOUT week - NO permits will be approved.**

Your Division Director will contact you with more information, but be prepared that parent volunteers are required from each team for this mandatory event.

Section 19-Tournaments

All tournaments in the province must be sanctioned by Hockey Alberta and will be listed on the Hockey Alberta Website : <https://www.hockeyalberta.ca/tournaments/>

Applying for tournaments early in the season is important, as there are a limited number of tournaments for female teams.

SPS Fuzion had applied for teams to enter Wickfest. As soon as we know what teams (division/tiers) are accepted we will advise the managers. Teams that are accepted to Wickfest will be required to pay the SPS Fuzion club immediately upon advising their intention as SPS Fuzion had pre-paid Wickfest entry fees on July/August.

Section 20. - Forms

All forms listed in the index can be found on the SPS FUZION website. www.spsfuzion.com

Fair Play Parent
Fair Play Player
Injury report form
Player Medical form
Sample Bank letter
General Waiver