

SURREY MINOR BALL HOCKEY ASSOCIATION



TEAM/COACHES INFORMATION MANUAL



2018 SMBHA BALL HOCKEY SEASON

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[Surrey Minor Ball Hockey
Association](#)

*Ball Hockey –
All it takes is all you've got!*



SURREY MINOR BALL HOCKEY ASSN.

Welcome to the 2018 Ball Hockey Season!

Your complete team contact information will be provided to you, via email, after the Draft. Please keep in mind that registration is open until March 31st and we may still have new players that need to be placed on teams.

We reserve the right, after placement, to remove this player from your roster and replace with a new player to help maintain balance within the league.

Listed below is additional information regarding the season.

Schedule:

- In our Minor, Major and Junior divisions, we have divided the divisions into the Mountain and Pacific Divisions.
- Arenas are available as of April 2nd. Practices will be assigned to teams shortly.
- Regular Season begins Saturday, April 7th and ends Friday, June 8th.
- League practices have been assigned to ALL teams for the season.
- A complete schedule for the season, including practices, will be provided along with your team information.
- Outdoor lacrosse boxes are available for practices at no cost.
- Photo night will occur on April 25 & 26 at the Cloverdale Curling Rink .

Please remember that you are expected to have a '**Team Manager**' to help during the season. This individual's duties would include updating your team website and entering game sheets.

As previously done, please choose a name for your team before the start of the season. Please email your team name to webmaster@smbha.org. Please keep in mind that the **Team Name** should be one word and that discretion should be used. This is a 'minor' league and we may reject names if we feel they are not acceptable.

Current Executive Committee:

President:

Darren Schneider

president@smbha.org

Vice President #1:

Tyler Ingram

vicepresident@smbha.org

Vice President #2:

Jorge Silvestre

webmaster@smbha.org

Technical Director of Coaching:

Rick Cavallari

coach@smbha.org

Referee in Chief:

Charn Johal

referee@smbha.org

Treasurer:

Shirley Gannon

treasurer@smbha.org

Secretary:

Krystal Boros

secretary@smbha.org

Registrar:

Selina Centanni

registrar@smbha.org

Director of Operations:

Odette Silvestre

directorofoperations@smbha.org

Directors at Large:

Quinn O'Donnell

Rob McIntosh



SMBHA 2018 SEASON REMINDERS

- Coaches are free to use the lacrosse boxes, or if extra practices are wanted, we will provide subsidized floor time that the team will need to pay for.
- The HOME jerseys will be **Dark**; and the AWAY jerseys will be **Light**.
- Coaches/Team Managers are to collect a \$100 jersey deposit cheque from each player. Jerseys should not remain with the player until a deposit has been received, unless the coach assumes responsibility for the jersey and any charges if it is not returned.
- Peanut & Junior Coaches will distribute jerseys. **NO 'jersey deposit' is required from Peanut OR Junior Players.**
- All cheques should be collected on or before Photo Day. **If no jersey deposit has been received following picture day the player is ineligible to play until one has been received by the league.** Please ensure they are post-dated to "July 1, 2018" and made payable to "Surrey Minor Ball Hockey Association". Please have your team manager or designated equipment manager volunteer manage the jersey deposit cheques and return them to the parents at the end of the season ONCE you have received back the player's jerseys. When returning the jerseys to the Association, submit the jersey deposit cheques for ALL missing jerseys.
- Deposits for goalie equipment follow the same format as for jerseys. Normal wear is expected on goalie equipment; however, deposits will be collected in the event equipment is damaged through use outside of regular practice and game play.
- The deposit required for 'Goalie Equipment' is \$300. Deposit cheques are to be provided when equipment is being picked up. Please ensure deposit cheques are post-dated to "July 1, 2018" and made payable to "Surrey Minor Ball Hockey Association".
- Goalie Equipment & Jersey Pickup Dates at **17149 - 103A Ave:**

Sunday, April 1	3:00 – 8:00 pm
Monday, April 2	1:00 - 6:00 pm
Wednesday, April 4	6:00 - 9:00 pm

*** If any GOALIE EQUIPMENT is picked up outside of the scheduled times, there will be a \$20 fee payable on pick-up. ***
- Divisional Managers have been put in place this year. Their job will be to communicate with the Executive any issues that arise within the division they are responsible for. Contacts and their information will be provided shortly.



SMBHA 2018 SEASON REMINDERS cont'd

- Games and Practices for the season in each division are as follows:

<u>PEANUT</u>	10 games & 6 practices (NO Exhibition games)
<u>PUP</u>	14 games & 4 practices (NO Exhibition games)
<u>PEEWEE</u>	16 games – 3 practices (NO Exhibition games)
<u>MINOR</u>	16 games – 3 practices (NO Exhibition games)
<u>MAJOR</u>	16 games – 3 practices (NO Exhibition games)
<u>JUNIOR</u>	16 games – 3 practices (NO Exhibition games)

PURCHASING ADDITIONAL FLOOR TIME

The process to purchase additional practices is as follows:

Step 1: Visit www.smbha.org and click on the 'Floor Availability' tab located on the left hand side on the main page.

Step 2: Decide on what practice time you'd like and click 'select'.

Step 3: Fill in your name, phone number, email address, division and team number. Click submit.

Step 4: Once I receive an email requesting the practice time, I will send you the link to pay for the floor time.

Step 5: Once payment has been made, I will receive a notification email. Your practice time will then be added to your team's schedule online.

Lastly, I wanted to remind everyone that we have implemented Divisional Managers this year. Divisional Managers are there to be a liaison between the Executive, team managers and coaches. Among many other tasks, they will also be responsible for handling complaints re: players, parents, team officials and referees within their division following a referral by the Team Manager. Contact information for Divisional Managers is as follows:

TBA	Peanut Division	peanutdivmgr@smbha.org
TBA	Pup Division	pupdivmgr@smbha.org
TBA	Peewee Division	peeweeditmgr@smbha.org
TBA	Minor Division	minordivmgr@smbha.org
TBA	Major Division	majordivmgr@smbha.org
TBA	Junior Division	juniordivmgr@smbha.org



AFFILIATE PLAYER RULE (AP PLAYERS)

Definitions:

An affiliated player refers to a player on a team that is asked/requested to play in a senior division to the one they regularly play in to complete a team who is short regular roster players due to injury, prior commitments, or other reason.

"Playing Up" or "Call Up" refers to an affiliate player that has been requested by a senior division team to play a league game for them, due to a player shortage.

As SMBHA has tiered and non-tiered divisions, the following shall apply:

- a) Minor division team AP any registered Peewee division player;
- b) For divisions senior to Minor, a Mountain Tier team is permitted to AP a player from the same division Pacific Tier teams, or the next lower division, either in Mountain Tier or Pacific Tier;

Example: Junior Mountain Tier team can AP from Junior Pacific Tier , Major Mountain Tier or Major Pacific Tier.

- c) Pacific Tier teams can AP a player from the lower division Pacific Tier team or with authorization from the Technical Director of Coaching from the lower division Mountain Tier team (the Technical Director of Coaching will use his discretion to determine if the Mountain Tier player is allowed to AP and has the ability to bar the player from being an AP for future senior Pacific Tier teams);

Example: Junior Pacific Tier can AP from Major Pacific Tier.

All players shall be eligible as an Affiliate Player for the purpose of this policy.



AFFILIATE PLAYER RULE (AP PLAYERS)

Affiliate Player Rules

If there is a conflict between the affiliate player's regular team and the team trying to AP, the player's regular team has priority.

- a) If a team expects to be down to twelve (12) active players or less, excluding the goaltender, prior to the commencement of a game, the team can arrange to AP enough players to ensure they have at least twelve (12) active players and at most (13) active players. Players that have notified coaching staff that they will be a late arrival for the game **shall be considered an active player**.

With the exception of the Peanut division, a goalie is not classified as a runner and therefore can be called up for any game providing the team's regular or designated backup goalie is not available for the game. At no time can the team's roster size exceed their league posted roster, excluding APs (typically 16, except for Junior that is 17 or 18).

- b) Teams may not affiliate runners during playoffs but a goalie may be called up providing they meet the following conditions:
 - a. A team may only call up an affiliate goalie during playoffs, due to the injury of the team's designated goalie, and there is no other player on the team's active roster that has played in goal in three or more games (whole or in part) during the regular season. Calling up a goalie renders the team's designated goalie ineligible for remaining playoff games, as a player.
 - b. In circumstances where the criteria can't be met but there is a legitimate reason to call up a goaltender, a request can be submitted in writing in advance to: Association President, Association Vice-President and Technical Director of Coaching. The request should outline the circumstances. Each request will be reviewed individually and a decision made, the Association's decision is final.



AFFILIATE PLAYER RULE (AP PLAYERS)

- c) General Rules for Affiliating a Player or Goalie:
- a. Teams are required to inform the following individuals (via email) prior to the commencement of the game the player / goalie is being called up for:
 - i. 2nd Vice President and Technical Director of Coaching;
 - ii. Head Coach (of the AP player); and,
 - iii. The Parents (of the AP player).
 - b. The following information (at a minimum) must be included in the email message:
 - i. Name of the individual that was called up; and,
 - ii. The game number, time of game and division the player will be participating in.
 - c. If the coaching staff do not have any contact information or knowledge of eligible players, they are to contact the Technical Director of Coaching (via email) and request his recommendations of eligible players.
 - d) A player (including goalies in applicable divisions only) may not be affiliated for more than three (3) games per team in a single season. Once a player has been affiliated for three (3) games for a particular team, he or she is ineligible to play for that team for the remainder of the season. Team coach, team manager and player parents are responsible for tracking the teams and number of games a player is called up for. If there is a circumstance where there is a legitimate reason to exceed the three (3) game maximum per team, a request can be submitted in writing in advance to: Association Vice-President and Technical Director of Coaching. The request should outline the circumstances. Each request will be reviewed individually and a decision made, the Association's decision is final. The association will track AP players via submitted score sheets.
 - e) The score sheet must reflect the AP by indicating "AP" to the left of the player's name on the team's roster. **Example:** (AP) John Doe.
 - f) Failure to comply: Where a team fails to fulfill these requirements, the game(s) shall be considered forfeited, and any points awarded shall be deducted from the team record. In addition, the association reserves the right to apply disciplinary actions against the team coach for violation of this policy.



How to print Roster Labels in RAMP:

1. Go to www.smbha.org.
2. At the bottom of the page, click on Admin Login.
3. Type in your team login and password.
4. Click on Print Labels on the left side menu.
5. Review the Label Text, edit as necessary.
6. Click Save & Download PDF.
7. Print the PDF.

**** Avery 08923 (2" x 4" size) are used to print from RAMP. These labels will print landscape.**

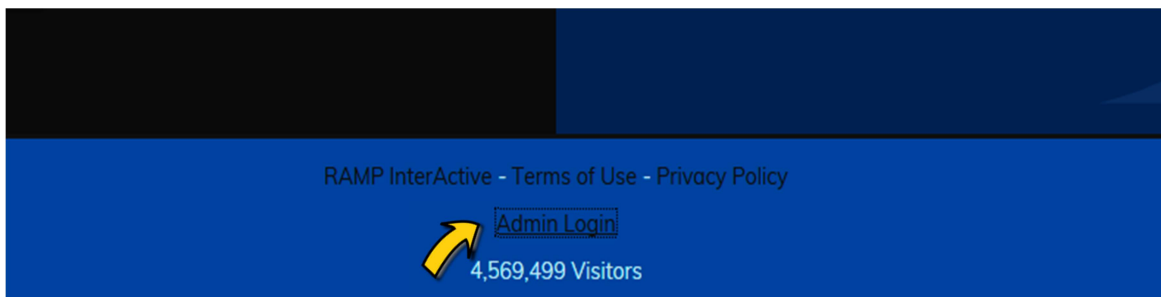
Please keep in mind that you will need three (3) sets of labels for each game as the game sheets have 3 copies. Therefore, in total you will need approximately 5 pages of labels for the season.



Surrey Minor Ball Hockey Game sheet entry instructions

To Enter a Game sheet:

1. Login into the RAMP admin MSA system using the login information provided, if you do not have this information email admin@smbha.org. This can either be achieved from the website by clicking the "Admin Login" found at the bottom of the webpage.



Alternatively, go directly to the RAMP admin MSA login webpage using this link:
<https://www.rampinteractive.com/msa/login>

In the webpage you are redirected to, enter your Login and Password information and press "Login":

RAMP InterActive Content Management System

2. Select "★ League Games" from the Side Menu (**NOTE DO NOT SELECT "☆ Games"**) to view the available games to update. **NOTE**, you will only have **48 hours** from the start of the game to enter the game sheet. *If the game is at a City of Surrey arena, it is the responsibility of the **Surrey HOME team** to enter the game sheet. On the other hand, if the game is outside of the City of Surrey, **then it is the responsibility of the SURREY team to enter the game sheet and UPLOAD a copy of the game sheet.***



Surrey Minor Ball Hockey Game sheet entry instructions

You can either use the “Game Type” to filter by game type (Exhibition, Regular or Playoff games from the drop down menu and click “View” to view the available games), just scroll to find the game or use the Quick Search by putting in the game number:

The screenshot shows the 'League Games' section of a web application. On the left is a sidebar with navigation links: Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, Players, Staff Members, Mail, and League Games (highlighted). The main content area has a 'League Games' header. Below it is a 'Game Type' filter set to 'Regular Season' with a 'View' button. A red box highlights this filter. Below the filter is a 'Quick Search' bar with a red arrow pointing to it. A table of games follows, with columns for #, Date, Home, Visitor, Completed, and Verified. Each row has 'Verify' and 'Gamesheet' buttons.

#	Date	Home	Visitor	Completed	Verified
12	04/04/2017	PW9	PW2	No	
36	04/08/2017	PW4	PW9	No	
76	04/11/2017	PW9	PW6	No	

3. Click the “Gamesheet” button beside the game you wish to enter information for.

(*NOTE* **Please DO NOT use the “Verify” icon for any purpose as this is for the sole use by our League Game Sheet Reviewers to verify games.**)

This screenshot is identical to the one above, but with a red arrow pointing down to the 'Gamesheet' button for game 12, illustrating the instruction to click this button to enter information.

#	Date	Home	Visitor	Completed	Verified
12	04/04/2017	PW9	PW2	No	
36	04/08/2017	PW4	PW9	No	
76	04/11/2017	PW9	PW6	No	



Surrey Minor Ball Hockey Game sheet entry instructions

4. **You MUST first enter the scores in the top section.** As you finish each section, scroll down to the next section. Your top section screen should look the following:

NOTE: In the PLAYOFFS, if a game ends in overtime, select the "Overtime". If it ends in a "Shootout", select the "Shootout".

5. **Click the "Game is Finished" checkbox – THIS MUST BE CLICKED IN ORDER FOR THE GAME TO SHOW IN THE STANDINGS.**
6. Ignore the "Game Clock" section as this is for LIVE SCORE purposes only, which we do not use.
7. In the "Shots on Goal" section, enter the number of shots on goal in each period by each team, click "Update Shots" when done:



Surrey Minor Ball Hockey Game sheet entry instructions

8. For the next section, "Power Plays", record the number of power play (on game sheet these would be shown with a mark in the "PP" box on the goal line) goals the team scored in the **Success** box and the total number of penalties the other team had in the **Chances** box. Click the "Update Power Plays" when done:

	Success	Chances
PW7 Knights	1	5
PW5 Warriors	0	5

Update Power Plays

9. Enter the Roster in the "Roster" section (**NOTE:** make sure to change jersey numbers of each player if necessary, **ONLY check off each player who played in the game**)

Roster

Add Player **Update Roster**

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

PW7 Knights

<input type="checkbox"/>	Jersey	Last	First	Suspended	AP	+/-
<input checked="" type="checkbox"/>	3			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	4			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	5			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	6			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	7			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	8			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	9			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	10			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	11			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	12			<input type="checkbox"/>	No	

PW5 Warriors

<input type="checkbox"/>	Jersey	Last	First	Suspended	AP	+/-
<input type="checkbox"/>				<input type="checkbox"/>	No	
<input type="checkbox"/>				<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	1			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	3			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	5			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	6			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	7			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	8			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	9			<input type="checkbox"/>	No	
<input checked="" type="checkbox"/>	10			<input type="checkbox"/>	No	

10. Click "Update Roster", Note: the rosters **MUST** be saved before continuing to enter the balance of the game sheet information. If you click away from this page before saving, all changes will be lost – please be sure to save!

NOTE: Inform the 2nd Vice President (2vicepresident@smbha.org) of players that are on the game sheet who are **not** on the team's roster. These should only be players designated with an "AP" in front of their name. Also suspended players should be noted on the game sheet and this should be reflected on this roster listing by checking the "Suspended" box beside the player.

For AP players, the Technical Director of Coaching (coach@smbha.org) must be contacted to determine if the player was an AP (Affiliate Player) authorized to be added to the team roster – once authorization is confirmed, the AP player will be added by the team or administrator. AP players must be identified on the game sheet with an "AP" in front of the player's name.

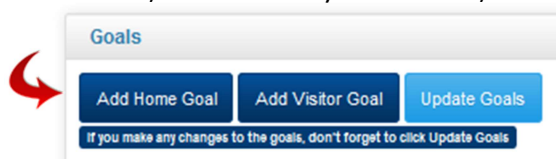


Surrey Minor Ball Hockey Game sheet entry instructions

11. Enter the Goal details in the "Goals" section. For the home team, click the "Add Home Goal". A popup window will appear, for each goal scored enter the goal type (see below for definition of goal types), period, minute and second the goal was scored, jersey number of player that scored the goal, and jerseys of up to two players that assisted on the goal. **You will be entering only the player's jersey number, therefore make sure the player's jersey numbers are correct in the Roster tab.** After each goal, click either "Add Goal" if you are done adding goals or "Add Goal & Add Another" if you have more goals to enter. For overtime, use a number to represent the "period", i.e. 4 for first overtime, 5 for second overtime. For shootouts, only enter the penalty shot that won the game; for period, again use a number to represent the shootout – for example, if the format is two overtime periods and then the shootout, the period would be 5.

Glossary is as follows:

Type of goal: EV – Even Strength Goal (majority would fall in to this type); PP – Power Play Goal; SH – Shorthanded Goal; PS – Penalty Shot Goal; EN – Empty Net Goal)



The following Popup window appears:

Result should look like the following:

PW7 Knights						
	P*	Min*	Sec*	Sc*	A	A
1	1	10	50	15	12	10
2	1	5	3	5	3	10
3	2	14	48	12	8	6

PW5 Warriors						
	P*	Min*	Sec*	Sc*	A	A
1	1	8	12	6	10	3
2	2	10	15	16	12	10
3	2	2	12	11	6	3
4	4	2	35	6	3	11

Column Definitions

- P - Period
- Min - Minute
- Sec - Second
- Sc - Scorer by Jersey #
- A - First and Second Assist by Jersey #

Goal Type Definitions

- EV - Even Strength Goal
- PP - Power Play Goal
- SH - Short Handed Goal
- PS - Penalty Shot Goal
- EN - Empty Net Goal

* denotes a required field in order for the row to be saved
To Delete a row, clear all the required fields.

NOTE: If you make a mistake when entering the Goal breakdown, you can change it and click "Update Goals".



Surrey Minor Ball Hockey Game sheet entry instructions

12. Enter any penalties in the "Penalties" section in the same fashion as entering goals.

The following Popup window appears:

Complete each penalty by putting in the period of the penalty, minute and second when the penalty was given, jersey number of the player who received the penalty ("#" box, leave this blank if the penalty is a bench penalty), jersey number of the player who served the penalty ("Serv. #" column) – this will usually be the same as the offending player but in certain cases will be a different player; such would be the case in a ****Bench**** penalty. Continue completing the penalties by clicking "Add Penalty & Add Another", click "Add Penalty" if done or click "Close" (all ball hockey penalties are provided, if the game sheet penalty is not listed, please email 2vicepresident@smbha.org). The penalty duration is automatic based on the "Offence" selected, therefore please be sure to select the correct penalty from the drop down list.

Result should look like the following:

NOTE: If you make a mistake when entering the Penalties, you can change it and click "Update Penalties".



Surrey Minor Ball Hockey Game sheet entry instructions

13. Enter the Goalie information in the "Goalies" section, similar to the "Goals" and "Penalties" section:

Goalies

Add Home Goalie Add Visitor Goalie Update Goalies

If you make any changes to the penalties, don't forget to click Update Goalies

The following Popup window appears:

Add Goalie

Team PW7 Knights

Jersey #

Goals Against

Shots Against

Fields below are not required for Live Scoring Gamesheet

Minutes Played 32

Seconds Played 25

Not required for Live Scoring Gamesheet

WLT Stat W

☐ ShutOut

Add Goalie Add Goalie & Add Another Close

Enter the Jersey # of the goalie(s) who played during the game, Goals Against (goals against, *this would exclude empty net goals*), Shots Against (total shots on net, if for some reason the game sheet does not show shots on net use 15 shots for Peanut, Pup and Peewee games and 25 shots for Minor, Major and Junior games), time played ("Minutes Played" and "Seconds Played" boxes, only put the actual time the goalie played, e.g. 30 min played, if the goalie was pulled with 2 min remaining in the game then enter 28 min), and WLT Stat (Win, Loss, Tie). If the goalie did not allow a goal, check off the "Shutout" box to identify it as a "shutout".

If there were multiple goalies during the game, enter the stats appropriate for each goalie that played.

Result should look like the following:

Goalies

Add Home Goalie Add Visitor Goalie Update Goalies

If you make any changes to the penalties, don't forget to click Update Goalies

PW7 Knights

#	Min	Sec	GA	Shots	WLT	SO	
1	16	32	25	4	25	L	<input type="checkbox"/>

PW5 Warriors

#	Min	Sec	GA	Shots	WLT	SO	
1	1	32	25	3	25	W	<input type="checkbox"/>

NOTE: If you make a mistake when entering the Goalie breakdown, you can change it by editing this screen and clicking save Update Goalies.



Surrey Minor Ball Hockey Game sheet entry instructions

14. Enter the game Officials information on the "Officials" section. If you are able to read who the officials were for the game, leave this section blank. Simply enter Name and Position in the appropriate fields and press "Update Officials".

The screenshot shows the "Officials" section of the game sheet entry interface. It features a table with two columns: "Name*" and "Position". There are three rows for entering officials. The first row has "Charn" in the Name field and "Referee" in the Position field. The second row has "Joyce" in the Name field and "Timekeeper" in the Position field. The third row is empty. Above the table, there is a blue "Update Officials" button and a note: "Once you have entered your Officials, don't forget to click on the Update Officials".

15. Scroll down past the Game Stars section if you are updating a game played outside of Surrey and need to upload game sheets on the "Game Files" section. For **AWAY games with other Associations** (such as Surrey versus Metro), this section provides the means to upload your game sheet into the game sheet file. Scan the game sheet (or take pictures), save it to your computer and use the "Browse" button to select the file to upload. Select the type – "Gamesheet" and click "Upload File" to upload the file.

PLEASE UPLOAD YOUR GAME SHEET HERE FOR ALL AWAY GAMES BETWEEN A SURREY TEAM AND OTHER ASSOCIATION (DELTA, METRO, RICHMOND, TRICITY, ETC.), THIS MUST BE ADDED IN ORDER TO VERIFY YOUR GAME.

The screenshot shows the "Game Files" section of the game sheet entry interface. It features an "Upload File" section with a "File" field and a "Browse..." button. A red arrow points to the "Browse..." button. Below the "File" field, there is a "File Type" dropdown menu set to "Gamesheet", an "Other Type" field, and a "Notes" field. A red arrow points to the "Gamesheet" option in the dropdown menu. Below these fields is a blue "Upload File" button. At the bottom, there is a "Current Files" section with the text "No Records Found".

16. When finished, scroll back to the top of the web page and click the "League Games" on the side menu to return to the overall schedule.

The screenshot shows the Surrey Minor Ball Hockey Association website. The top navigation bar is blue with the text "Surrey Minor Ball Hockey Association". Below the navigation bar, there is a sidebar menu on the left with various links: Dashboard, RAMP Team App, Settings, Logo, Content Pages, News Articles, Events, Ad Rotator, Players, Staff Members, Mail, and League Games. A red arrow points to the "League Games" link. The main content area shows the "Gamesheet" section for a game between PW7 Knights (Home) and PW5 Warriors (Visitor) on 3/7/2018. It includes a "Back to Games" button, game details (Season, Date, Home, Visitor, Location), and a list of instructions for entering the roster and scores. At the bottom, there are input fields for the "PW7 Knights (Home) Score" (3) and the "PW5 Warriors (Visitor) Score" (4).



Surrey Minor Ball Hockey Game sheet entry instructions

AGAIN PLEASE NOTE: Once back at the overall schedule, **do not use the "VERIFY" icon as this feature will be used by the League representative to signify the game sheet has been verified.**

Any questions regarding game sheet entry or issues with a game sheet please email:

2vicepresident@smbha.org or stats@smbha.org

How to post information onto your HOMEPAGE in RAMP

To Add News Articles:

1. Go to www.smbha.org.
2. At the bottom of the page, click on Admin Login.
3. Type in your team login and password.
4. Click on News Articles.
5. Click on Add News Articles.
6. Type in the 'Title', 'Date' fields.
7. If you would like to email entire team with this information as well, click the 'Send Email on Submit' box before typing your message.
8. Type your message and click 'Submit'.

To Add an Event:

1. Go to www.smbha.org.
2. At the bottom of the page, click on Admin Login.
3. Type in your team login and password.
4. Click on Events.
5. Click on Create New Event.
6. Fill in the appropriate fields.
7. If you would like to email entire team with this information as well, click the 'Send Email on Submit' box before typing your message.
8. Type your message and click 'Submit'.

**** News and Events that are posted will also show up on your Team's Web page and Calendar. ****

How to mass email your team using RAMP

1. Go to www.smbha.org.
2. At the bottom of the page, click on Admin Login.
3. Type in your team login and password.
4. Click on Mail.
5. Click on Compose Mail.
6. Put a Subject.
7. Type your message and click 'Submit'.

SURREY MINOR BALL HOCKEY

FAIR PLAY CODE FOR COACHES

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all players get equal instruction, support and playing time.
4. I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the players' ages and abilities.
6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will work in cooperation with officials for the benefit of the game.

SURREY MINOR BALL HOCKEY

FAIR PLAY CODE FOR PARENTS

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteer Coaches and administrators who give their time to coach and provide hockey for my child.

SURREY MINOR BALL HOCKEY

FAIR PLAY CODE FOR PLAYERS

1. I will play hockey because I want to, not just because others or coaches want me to.
2. I will play by the rules of hockey, and in the spirit of the game.
3. I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performance – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

SURREY MINOR BALL HOCKEY

FAIR PLAY CODE FOR SPECTATORS

1. I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.
4. I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass players, coaches, officials or other spectators.

FACILITY USE PERMIT

Please review conditions on the reverse side of this form carefully.
Park users must carry this permit and present it upon request.

Contract #: 518797

User: blk

Date: 15-Dec-17

City of Surrey (hereinafter called the "SPRC") hereby grants Surrey Minor Ball Hockey Association (hereinafter called the "Licensee") represented by Pooni, Joti, permission to use the Facility (as hereinafter defined) as outlined, subject to the Terms and Conditions of this agreement contained herein and attached hereto all of which form part of this agreement (hereinafter called "License").

i) Purpose of Use Ball Hockey-Parks

ii) Conditions of Use Ball Hockey Box 2018

Terms and Conditions listed on back of contract. Please sign contract and return as soon as possible.

iii) Date and Times of Use

See Attached

iv) Fees:

Rental Fees \$0.00

Damage Deposit \$0.00

Taxes \$1.63

Associate Fees

Rental Extra Fees - \$32.57

PK Permit Processing Fee - Sports	1	\$32.57	\$1.63	\$34.20
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Booking Extra Fees -

Less amount paid \$0.00

Total amount owing \$34.20

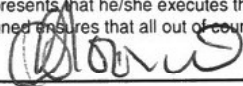
v) Payment Schedule

Balance of rental due and payable immediately.

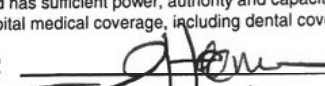
Credits and refunds for field rental costs will be issued only if time can be resold without any loss of revenue to the city or if adverse/hazardous weather conditions result in tournament cancellation.

The undersigned has read and on behalf of the Licensee agrees to be bound by this License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature. The undersigned ensures that all out of country participants have physician and hospital medical coverage, including dental coverage.

X:



X:



Joti Pooni

Surrey Minor Ball Hockey Association

19147 - 74 Avenue

Surrey BC V4N 6C3

Home:

Business #

Fax:

Name:

Jocki Hoffmann

Title:

CSA

City of Surrey

Date:

Jan 15/2018

Date:

Jan. 2 / 2018-

2018 LACROSSE BOX PERMIT

SEASON SCHEDULE

ON REVERSE

SURREY MINOR BALL HOCKEY ASSOCIATION - LACROSSE BOX AVAILABILITY



2018

Organization	Box	Day	Time	Dates
Surrey Minor Ball Hockey	Unwin #2	Wednesday	5:30 pm - 8 pm	Feb 21 - July 18
Surrey Minor Ball Hockey	Unwin #1	Wednesday	5:30pm - 9 pm	Feb 21 - July 18
Surrey Minor Ball Hockey	Holly	Friday	6 pm - 8 pm	Feb 23 - July 20
Surrey Minor Ball Hockey	Unwin #2	Saturday	11 am - 1 pm	Feb 24 - July 21
Surrey Minor Ball Hockey	Kwantlen	Saturday	2 pm - 4 pm	Feb 24 - July 21
Surrey Minor Ball Hockey	Cloverdale	Saturday	2 pm - 4 pm	Feb 24 - July 21
Surrey Minor Ball Hockey	Unwin #1	Sunday	2 pm - 4 pm	Feb 25 - July 22

Please email lacrossebox@smbha.org to book a lacrosse box day/time.



SMBHA TEAM LEADERSHIP LIST

Division _____ Number _____ Name _____

ROLE (please add to list)	NAME	EMAIL CONTACT	PHONE CONTACT
Coach			
Assistant Manager			
Team Manager			
Equipment Manager			

Please ensure you update this information on the Team's website under Staff.



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1 INTRODUCTION

The Surrey Minor Ball Hockey Association was established in 1990 and will be celebrating its 26th Anniversary this upcoming season. Our league has grown and during our last season we had 7 Division and over 60 teams for kids aged 4 to 18.

We play under the rules of the Canadian Ball Hockey Association (CBHA), and there is no body checking. Our league is co-ed, and kids of all skill levels who are willing to give (all they've got will enjoy playing here.

Players require a CSA approved hockey helmet with full facial protector (also CSA approved), hockey stick, plus hockey gloves. Lacrosse gloves are not allowed. Additional recommended equipment includes soccer style knee or shin pads, elbow pads and athletic support. Shoulder pads will only be allowed with a medical certificate signed by a doctor.

The object of the game quite simply is to strike the ball with the hockey stick and knock it into the opponent's hockey net (6 feet wide x 4 feet high, 1.83 m x 1.22 m). Typically a low-bounce type of ball is used. For added safety, hockey gloves and helmets are recommended, and in fact are mandatory for play in our member leagues.

Any size or type of non-slip flooring can be used as a playing field. In Canada, most of our leagues operate in hockey arenas or gymnasiums. All CBHA provincial, regional and national events are held in full sized hockey arenas (generally around 200 feet long x 85 feet wide, 60.96 m x 25.91 m). When played on the surface of a hockey rink, six players, including the goalie, compete against the opposing team's six players. Extra players are usually kept on each bench, outside the playing surface, and interchanged with the six on the floor either during play or at a stoppage of play.

When played on smaller surfaces, fewer players can be used during play. In its simplest form, the game can be played without floor markings and few rules. However, in organized competition regular ice hockey floor markings are used, including goal lines, goal creases, blue lines, center line, face-off circles and neutral zone face-off dots. Minor ball hockey is broken into 7 divisions for players' aged 4 to 19. Teams play 5 on 5 plus goaltenders. Minor ball hockey is non-contact with similar rules to ice hockey, the most obvious difference being a floating blue line. Players are penalized and suspended for fights or stick fouls. Games may vary in length, but are generally played with either two or three periods of equal time, example 10 or 15 minute periods. Where a time clock is available, there is a stoppage in play, after a goal, penalty, offside, icing, ball out of play, or goaltender holding the ball for more than a few seconds. If a clock is not available, or the time available to play is limited, running time periods may be used, for example three 15 minute periods.

Surrey Minor Ball Hockey uses two 15 minute periods for Peanut, Pup and Peewee divisions AND 20 minute periods for Minor, Major and Junior divisions.



A players division is determined by his or her age as of December 31 in a given year. Players may, subject to Executive approval, move up a division. The Provincial Championships are held annually at the end of June, with leagues entering teams in each division.

<u>Division</u>	<u>Ages</u>
Mini Tykes & Tykes	4 – 6
Peanut	7 – 8
Pup	9 – 10
Peewee	11 – 12
Minor	13 – 14
Major	15 – 16
Junior	17 – 19



2 COACHING

Coaching is for anyone who enjoys and cares about kids. It's for women, men, parents, grandparents, high school and university athletes.

What does it take to coach? It takes people who are sensitive, caring and organized. These are people who thrive on working with others, and who teach from the heart. It takes a time commitment for planning practices and games.

When you coach kids, the results are real and immediate. You share in the satisfaction as they learn, refine and master skills and strategies, and share in the victories and yes the disappointments and setbacks that are part of any season.

But the results of coaching are also subtle and long term. Through hockey, you will help players grow and develop as individuals. The athletic skills they learn from you may be used for only a few years, but the attitudes they develop towards themselves and others will last a lifetime.

You will be a Leader, Teacher and Organizer

Lead by example: Teach and demonstrate fairness, co-operation, self-discipline, and respect for officials and opponents. Set a good example by never using foul language, by showing up early for games and practices, etc. Lead by helping the team establish challenging but realistic goals, taking into account the ability and development of the players.

Teach skills, strategy and rules. Be ready, willing and able to help your players develop their full potential, while recognizing their differences. They come from different backgrounds, are born with different talents, and grow and develop at different rates.

Organize the team for games and practices. Emphasize FUN. Stress variety; encourage your players to try different positions and to participate in other sports and activities as well. Keep things in perspective. Be flexible and willing to learn as you develop your skills as a coach. Don't be afraid to make mistakes or to ask for help when you need it.

Coaches will draft their team (based on the draft rules that are provided at the Coaches' Meeting). After drafting your team, you are responsible for contacting each player, passing on a schedule of dates, times and locations of games and/or practices provided by the league. You are also responsible to email admin@smbha.org jersey numbers prior to the start of the season to ensure the RAMP system is updated for the start of the season.



Note: Once players have been assigned a jersey number they are to wear that same number for **every** game of the season subject to unforeseen circumstances.

The **Home Team** is responsible to enter game stats within 24 hours of the game. These stats will then be verified by the league and, once verified, will remain in the RAMP system as official stats.

You are responsible for collecting jersey deposit cheques as well as collecting and returning jerseys at the end of the season.

Player conduct is a major part of your responsibility before, during and after all games and /or practices. The Executive will not tolerate any post-game incidents. Players **and** coaches will be dealt with severely for any such incidents. This should be made very **clear** to your players at the first opportunity.

In past seasons, there have been instances where coaches', players, and parents conduct has been unacceptable. The Executive will immediately address these situations upon notification. Each coach is required to treat all members of our association as well as any other person with respect, anything otherwise will **not** be tolerated

Each coach is required to select a team manager. The team manager will act as an alternate contact for the team. Additionally, the team manager should be in charge of emailing/phoning the team members and advising of any schedule changes that may arise during the season. Please have your team manager send their contact information to the appropriate Divisional Manager.



3 PLAYER DRAFT

All coaches will receive the same information prior to the draft.

A player **draft** is the process used by SMBHA to allocate players to teams. In the draft, teams take turns selecting from the pool of registered (eligible) players. Once a team selects a player, that player is added to their team roster and is no longer available for selection by another team.

4 GENERAL INFORMATION

4.1 Winning

Believing that winning is not an important part of youth sports would be naive and unrealistic. Success is not synonymous with winning, however, nor is losing synonymous with failure.

Teamwork, ethics, self-respect and self-esteem are fundamental goals of amateur sports, and winning depends on a variety of factors, many of them being beyond control of the athlete. It's an important part of your responsibility to help set reasonable expectations based on team and player ability, and to teach that success relates to effort, not winning.

Keep winning in a healthy perspective. There is an over emphasis on winning when laughter or a display of comradeship with an opponent is judged to be a sign of weakness or lack of competitiveness, when a player is given drugs, encouraged to cheat, intimidated to excel or instructed to take unfair advantage of an opponent. If winning the game becomes more important than winning health, friends, and self-respect.

Set a good example by being honest and fair. Act with dignity and integrity. Encourage, re-enforce and reward effort. If athletes train hard and give maximum effort, winning will take care of itself within the limits of their ability.



4.2 Game Time

This is a minor recreational sport and should be treated as such. **All players registered are entitled to the same amount of floor time.** There are a number of reasons why it can be difficult to balance floor time during a game but it is your responsibility to maintain equality as closely as possible. If you are unable to balance the floor time during a game, discuss it with the player (and if necessary their parents) and make up the time in the next game.

NOTE: Coaches **may** be subject to suspension if players are not played fairly.

The home team for the Peanut, Pup, and Peewee divisions are responsible for supplying a scorekeeper and timekeeper. Please ensure that these volunteers are in place at least 5 minutes before game time. A delay of game penalty may be assessed if this is not done.

The Association will provide schedules for each game with game numbers assigned. These game numbers must be noted in the space provided for each game. Referees will not start games without the game number listed on the score sheet. If you wish to arrange an exhibition game, you must obtain a game number from an official. You then must provide this number to the assignor when arranging referees.

The score sheet is to be supplied by the home team and to be filled out as follows:

By coach or team official

Date (*home team*)

Team number and division (*both teams*)

Signed by team official (*both teams*)

Game number (*home team*)

Players' names and numbers (*both teams*)

By scorekeeper

Names of scorekeeper and timekeeper

Goals, assists, shots on net, and penalties
as reported by referees

Time game started and ended

This information is important for player and team stats so please print firmly and neatly. If any entries cannot be read they cannot be entered properly. Copies of the score sheet are distributed as noted on each copy.

Note: if you use labels for your team list, a label must be affixed to each copy of the game sheets



4.3 Game Duration

DIVISION	TIME SLOT DURATION	(2 PERIODS/GAME) PERIOD FORMAT
Junior	1.5 hours	2 x 20 minutes Stop Time
Major	1.5 hours	2 x 20 minutes Stop Time
Minor	1.25 hours	2 x 20 minutes Stop Time
PeeWee	1 hour	2 x 15 minutes Stop Time
Pup	1 hour	2 x 15 minutes Stop Time
Peanut	1 hour	2 x 15 minutes Stop Time

4.4 Playing it Safe

Minor ball hockey has an excellent safety record, and is played with little chance of serious injury by following a few simple measures:

- Check your game or practice facility each time you use it. (e.g. check for water on the floor which can cause dangerous slippery spots; check that all gates are closed and locked).
- Be aware of player's abilities, and encourage them to play within safe limitations. Watch them carefully after they have been injured or sick.
- Plan and organize practices with safety in mind.
- Have a proper warm-up and cool-down at each session.

4.5 When to Call for Help

- If there is a loss of consciousness
- If a head, neck or back injury is suspected
- A serious eye injury has been sustained
- A serious fracture or dislocation of a long bone is suspected
- The athlete cannot support his own body weight or will not move himself, or you feel further damage might occur if the athlete is moved without proper care.



4.6 Emergency Action Plan

Develop an emergency action plan with clear, pre-determined responsibilities. The person most qualified in first-aid should know what emergency equipment is available at your facility, be responsible for assessing and tending to an injured player and directing others in a controlled and calm manner until medical personnel arrive. A second person should be designated as a "call person", responsible for phoning help should it be required. Location of nearby public and private telephones the facility address, emergency phone numbers, and the location of the main and secondary entrances should be determined before-hand for quick action in the event of a serious injury.

4.6.1 First-Aid Treatment of an Ankle Sprain

- ✓ Gently remove shoe and sock
- ✓ Apply ICE - Wet a tensor wrap thoroughly and apply around ankle.
 - Apply crushed ice in a plastic bag directly over the area.
 - Continue wrapping the tensor around foot and ankle completely covering the area with even pressure. Tape to hold in place. Elevate limb and check circulation in toes periodically.
- ✓ Apply ice for a maximum 20 minutes with at least 20 minutes for recovery. Maintain compression at all times, even when not applying ice. Do not go to bed with tensor on.
- ✓ If warranted, have the athlete examined at the hospital (X-ray).
- ✓ Ice treatment should continue for 24 to 72 hours after the injury.

4.7 Parents

It's important to listen to parents whenever they want to talk to you about their child.

You can also influence their involvement in the sport by:

- Encouraging them to acquire a basic understanding of the rules, skills and strategies of the game
- Demanding the same respect for fair play from them that you do from your players
- Discourage parents who want to "coach" from the sidelines. Getting messages from others will only confuse the players.
- It may be a good idea to have a meeting with the parents at the beginning of the season, and go over these points, relevant points from the player's meeting, and others such as equipment and rides.



4.8 Teaching

Being skilled in hockey does not mean that you can teach the skills well, although it is beneficial to be able to perform the skills you will be teaching. You need to be knowledgeable in the rules, skills, and strategies of the game to be able to teach them. Teaching is also a skill that needs to be learned, and which can always be improved. Effective communication is an important part of being a good teacher.

4.9 Communicating

Coaches communicate many messages to players by their actions, facial expressions, posture, body position, use of arms and hands, and touching behavior as well as voice characteristics. What you communicate non-verbally can be as important as what you communicate verbally. Acting in a way consistent with what you are saying will help you communicate effectively with your players.

4.10 Confidence & Self-Esteem

As a coach, you can help your players develop confidence, and self- esteem by respecting all players as individuals, regardless of their athletic performance. Get to know each player. Greet each player by name and ask about them, their interests and families. Speak to each player at every session. Be enthusiastic and emphasize the positive, praising good effort, good behavior, and good performance. Keep criticism positive! You should demonstrate confidence in each player's ability. Players should be encouraged to be supportive of each other's contributions to the team.



5 PREPARATION

5.1 Before the Game

- Arrive at the game early. Players and coaches should try to be there at least 1/2 hour early. Make sure you have any first-aid supplies and other equipment you may need.
- Fill out the game (score) sheet.
- Make sure the players have their proper equipment in good condition and worn properly.
- Fill water bottles & lock dressing room door.
- Remember to allow the players from the previous game to clear their bench and exit the surface before you leave your dressing room. An assistant can watch and inform the team when the surface is clear.
- Check the playing surface for safety hazards.
- Games in all divisions are 2 periods only.
- Ensure the timekeeper and scorekeeper are prepared for their duties if you are the home team.
- Be sure that all players go through a proper warm-up.
- Have a short meeting with the players. Make sure they know who their line mates are and when their line will be on. Be positive and stress just a few key points of instruction.
- Encourage a team cheer!
- Have your lines formed and write down the sequence in which they will play. Think about possible alternate combinations in case the lines need a shake-up.



5.2 During the Game

- Be enthusiastic! Help create an upbeat and positive mood on the bench.
- Set a good example in dealing with the officials and the other team.
- Try all players in all situations, i.e. Power play, penalty killing, etc.
- This is a minor sport and should be treated as such. All registered players are entitled to equal floor time though line formations and penalties can make this difficult at times. Finding floor time may require some creative coaching, for example, during a lopsided game, make up time for players that may have had less in a previous period or game. Playing time doesn't have to be balanced every period or even within the same game but you are responsible for making sure that their time is balanced over the course of the season – whatever your strategy is, **make sure that it's communicated to the players and to their parents.**
- Do you match lines? It's up to you as a coach to decide.
- Keep lines together if possible.
- Change lines quickly, and encourage players to discipline themselves.
- Make sure the players know which line or defensive pair is out next.
- Keep your cool, don't yell. Losing your composure quickly translates to the players as acceptable behavior and will likely be adopted by some or even all of your players – you are a role model and as such you need to manage your behavior in their presence.
- Applaud if a line scores. Point out good moves by the line or player on the floor.
- If the line that scored or was scored against is fresh, try leaving them on so they can get the goal back or get a 2nd quick one.
- Win, lose or draw, go into the dressing room at the end of the game with a positive message.
- Should the goal differential between teams be of seven (7) goals or more in the second period in any game the remainder of that game shall be played as "straight time." Play will not return to "stop time" should the score differential again become six (6) goals or less. It is the coaches' responsibility to ensure proper etiquette in a situation like this. Please refrain from running your top players. Encourage your team to complete more passing and less shots. Move your top scorers back to defense and do whatever is necessary as to 'not' run up the score any more throughout the game.



5.3 After the Game

- Encourage players to shake hands with the other team and the referees.
- If you are the home team, allow the visitors to exit the playing surface first.
- Have a member of your coaching staff lead your team to the dressing room, to separate the teams and to eliminate delays in the hall ways.
- Try to say something positive to each player before they leave. Don't berate the team after a tough game or loss.
- In the hallway (more so in older ages groups) coaches must monitor players until they are in the dressing room.
- Remind players about the next game or practice.
- Ensure all players get a ride home.
- If you are the home team, send the game sheet on to the appropriate people.
- Ask yourself, "Did the players have fun? Did everyone get a fair opportunity to play? Was it a positive experience for everyone?"

5.4 Practices

a) Explain

- Name the skill and describe it.
- Tell why it's important and when it's used.
- Highlight key points.

b) Demonstrate

- Show how it's done.
- Restate key points.

c) Practice / Feedback

- Get the players to practice the skill right away.
- Get everyone involved.
- Get assistants to help.



5.5 Training Tips

- Players should finish their meal at least 2 hours before a game or practice to prevent cramps.
- Drink plenty of water.
- A proper warm-up will help prevent injuries and improve performance.
- Be systematic (e.g. start at head and work down to toes). Stretches should be slow, gentle and pain free.
- Improving the fitness level of your players is important, and should be part of every practice. This can be achieved naturally by keeping a few simple principles in mind while planning drills and practices:
 - Different bending and stretching activities, both serious and silly in your warm-up and drills will improve FLEXIBILITY.
 - Strive for continuous activity throughout each session. Keep them moving for aerobic endurance. Keep your instructions, and their standing around, to a minimum.
 - Alternating short bursts of intense activity with periods of rest will improve SPEED.
 - Use various games, races and stunts to develop agility, balance, quickness and coordination.
- Athletes under 12 should not train with weights heavier than their body. Heavy weights should not be used by athletes until reaching their late teens. Weight train every other day, resting the muscle group(s) & allowing them time for recovery on 'Off' days.
- Push-ups, especially 'claps', closely duplicate the slap shot motion and work the same muscles.
- A 5:1 rest to work ratio is required to allow muscle to recover from an anaerobic intervals. Less rest than this will result in an accumulation of muscle waste & byproducts and will hasten the onset of fatigue.



5.6 Gaining Attention

- Have a regular place or spot where you usually begin. Face players away from distractions.
- The whistle should normally be used only to signal for all players to stop what they are doing and to look to you for instruction. Try using a signal such as a raised hand to indicate attention is needed.
- To avoid being "tuned out", don't yell, use a voice only slightly louder than usual. Use language that the players understand and keep explanations brief.
- Move your eyes around the group and establish eye contact with all the players.
- Ensure your expectations are reasonable and realistic.
- A smile, nod, wink or pat on the back can help keep things upbeat and positive.
- Change your tone of voice and watch for signs of boredom, information overload, or indications that the players can't hear or don't understand. Ask them questions to spark interest and encourage feedback. LISTEN to what they say and how they say it.
- When correcting errors, keep feedback positive. If more than one player is making the same mistake, stop the drill and confirm to everyone what you want.
- Pep talks are good only if used occasionally; so don't make them a regular habit. If disappointment must be expressed, take care not to insult.
- Communicate with your child in the same manner as with the other players. Make your expectations fair and realistic.

In spite of your efforts some players may still not respond. If any of them are uninterested, difficult, or unhappy, talk to them about it. Remember, it's important that your words and actions are as consistent as possible. The correct combination of verbal and non-verbal communication is the most effective method of getting your point across.

Move around to each player, giving individual feedback. If more than one player is making the same mistake, quickly stop the drill and explain what you want, emphasizing how it is done correctly, not what was being done wrong!



5.7 During the Season

- From time to time during the season, ask yourself how good of a job you're doing, and how your performance could be improved:
- Do I set a good example by showing up early, by promoting respect for rules, referees and opponents, and by keeping criticism positive and constructive? By refraining from foul language?
- Am I well prepared for our sessions?
- Do I require players to wear their helmets and facial protectors during games and practices?
- Do I involve players in making decisions whenever possible?
- Do I yell habitually during games and practices, or do I calmly give instructions on the bench and deliberately speak quietly in practice so players will "listen up"?
- Have I been turning in the master copy of the score sheet from our home games promptly, phoning in game scores, or living up to other team responsibilities to the league or association?

5.8 After the Season

- Ensure a team picture has been taken.
- Gather all uniforms and equipment.
- Organize a team party. Make any team awards or presentations.
- Evaluate your performance as coach. Survey players about this?
- Attend the Annual General Meeting
- Complete and submit Player Ratings
- All Coaches are responsible to complete Player Ratings and submit them before the start of "Playoffs"



6 BASIC RULES

The basic rules are the same as ice hockey with a few exceptions.

- There is no body checking in any division of minor ball hockey.
- There is a floating blue line. The ball must precede the player into the attacking zone. Once this is done the blue line moves back to the red center line, and the ball must come out over center before the play is offside.
- There are only two periods.
- A player who contacts or attempts to contact the ball with a stick above the shoulders shall be penalized, see Rule 62 (d).
- No player may precede the ball into the goal crease to score. i.e.; the player cannot stand in the crease to wait for a rebound and attempt to score. The official crease is a 6 ft. radius semi-circle.
- The goaltender may have a water bottle, but it must be kept on the floor, inside the corner of the net and must have a stopper so it will not leak if knocked over.
- If a player receives a 10 minute misconduct during the last 10 minutes of a game, that player is automatically suspended for the next league game.
- The blade of a player's stick must not be less than 2 inches in width within a 1/2 inch from the end and not more than 3 inches. There are no restrictions on the curve or style of taping the stick.
- Players may wear a combination of shorts and long pants. Knee pads and shin guards may be worn outside the uniform, except for hard-shelled shin pads unless they are covered by socks.
- It is the referee's discretion whether to call a minor, major or match penalty for a hit from behind.
- A goal scored from a high stick will not be allowed.

ALL PLAYERS (INCLUDING GOALTENDERS) MUST WEAR C.S.A. APPROVED HELMETS AND FULL FACIAL PROTECTOR AT ALL TIMES WHILE ON THE PLAYING SURFACE OR BENCHES DURING GAMES AND PRACTICES.

- Players must be registered and be paid in full before being eligible to play.
- Each player should wear a proper team jersey, and should use the same number for all games.
- A player having played more than five (5) regular season games during a season in a division higher than their age may be ineligible to play in any further regular season, playoff or provincial championship game(s) in their former division. Pick-ups should be denoted with an "AP" on the score sheet.
- Players serving a suspension must be noted on the score sheet.
- The coach must sign the score sheet. Teams using an illegal player will forfeit that game and the coach will be suspended.
- Team fundraisers should have prior approval from the league/Association.



6.1 Major Penalties

Any player receiving a major penalty shall also receive an automatic game ejection. It is necessary to place a substitute in the penalty box immediately. This does not automatically incur a suspension for the following game.

The rule book calls for a 3 game suspension for fighting.

6.2 Match Penalties

A player identified as the aggressor or instigator of a fight or causing injury as a result of a fight shall be assessed a match penalty. Other infractions calling for a match penalty are:

- Grabbing an opponent's facial protector and using it to gain an advantage or cause injury
- Head butt,
- Pulling hair,
- Material on hands in a fight,
- Attempt to injure,
- Kick,
- Butt end,
- Spear, or

Other serious stick fouls.

6.4 Appeals

ONLY SUSPENSIONS LONGER THAN ONE GAME CAN BE APPEALED.

Notice of appeal must be submitted to your league executive within 48 hours.

6.5 Referees

TREAT REFEREES WITH RESPECT

You are an example for your players, and riding a struggling official will only worsen the situation. Referee training is an on-going process of evaluation, modification, training and experience.

You can assist by bringing to the attention of the Referee-in-Chief officiating that impresses or concerns you.



6.6 Tie Games

SMBHA TIE BREAKING RULES

If two (2) or more teams are tied within a group or division, then the tie is broken in the following order:

- i. the team with the most wins in the regular season
- ii. record between tied teams in regular season
- iii. best goal difference between tied teams
- iv. highest total of goals scored in games involving only the tied teams
- v. highest total of goals scored in all regular season games
- vi. if a tie still exists then the teams seating order will be determined by a flip of the coin

6.7 Playoff Rules

ALL RULES AND PLAYOFF FORMAT WILL BE POSTED ON THE WEBSITE PRIOR TO PLAYOFFS



7 AFFILIATE PLAYERS

Criteria for requesting an Affiliate Players (AP)

- 1) Confirm your team will be down to 10 runners or less, and a goalie. For example: If you have 11 runners and a goalie, then you are not eligible to request an AP player.
- 2) Contact the affiliate player from the AP list provided by the Divisional Manager that is one division below yours. (Make sure that the AP player does not have his/her own game).
- 3) Once you confirm the AP player, notify the Divisional Manager below your division. Please make sure to cc/notify your divisional manager and the AP player's coach (use the format below).
- 4) The Divisional Manager below your division will send you approval via email.
- 5) On the game sheet, please mark "AP" beside the player's name.

Affiliate Player (AP) Notification

TEAM NAME: <enter the name of the team requesting affiliate players from. (i.e. PW2 Giants)>

COACH: <enter the name of the head coach>

CONTACT INFORMATION: <email address and phone number>

NUMBER OF PLAYERS ON ROSTER: <enter the number of players on your roster>

NUMBER OF PLAYERS CONFIRMED ABSENT: <enter the number of players confirmed that will miss the game>

AP PLAYERS: <enter the name of the AP Player>

AP PLAYER'S TEAM: <enter the team name>

GAME INFORMATION: <date / time / location>



8 BOARD OF DIRECTORS FOR THE 2018 SEASON

Visit the [SMBHA Website](#) for information on the Board of Directors. Contact information can be found on the [Executive Contacts](#) page.