

TABER MINOR HOCKEY ASSOCIATION



ASSOCIATION HANDBOOK

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1. IMPORTANT EXPECTATIONS OF COACHES IN TMHA

General Expectations

All coaches will be expected to ensure the following areas are consistently in place. Specific areas and skills by level will also be identified and expected to be a focus of coaches at all levels.

- That all will have a fun and enjoyable experience.
- Skill development for all athletes.
- That all participants will learn Team Work and learn how to play as a team.
- That all will learn and demonstrate respect towards coaches, parents and other players and referees
- That coaches will demonstrate Fair Play and ensure that players learn and demonstrate Fair Play.
- That all learn to work hard to do their best at all levels.
- To develop life & social skills including respect for others.
- To create positive and lasting good memories.
- That the game is fun and a great way to exercise.

U7/U9

- Utilize the Hockey Alberta guidelines for the **Intro to Hockey** program
- Ensure awareness & understanding of respect to other players and officials.
- Have fun & enjoy their participation.
- Players and parents to appreciate their responsibility in ensuring a fun environment.
- Teach and reinforce that giving 100% effort can be linked to fun.
- Stress skating skills as a priority.
- Fun skating drills.
- Learning the fundamentals of the game
- Equitable Play.
- Appropriate discipline.
- No power plays or penalty killing plays or units.

U11

- Utilize the Hockey Alberta guidelines for the **U11 Player Pathway** Program
- Have fun and enjoy their participation.
- Team Work – reinforce that team contribution equals team success.
- Respect to other players and officials
- Develop good passing skills.
- Improve skating.
- No special teams or lines.
- No power play or penalty killing units.
- Simple breakout and defensive zone play.
- Basic game and team concepts.
- On ice safety, positioning

U13

- Have fun.
- Respect for the game, others including opponents & officials.
- Team Work – Learn to work with others.
- Prepare for body contact.
- Improve skating and passing skills and shooting.
- Learn basic game concepts and an awareness of the game.
- Defensive & Offensive play.

U15

- All from U13 level.
- Have fun.
- Discipline and respect will be reinforced by coaches and expected of players and coaches.
- Team Work – learn to work with others.
- Improve on skills learned previous year.
- Player commitment to team games and practices is expected.
- Respect other players and officials

U18

- All from U15 level.
- Have fun while ensuring discipline & respect for teammates, coaches, officials and the game.
- Team Work – learn to work with others.
- Improve on skills learned from previous year.
- Being fair to every player; not playing favourites.
- Not changing the rules and having written rules.
- Player commitment to team games and practices is expected.
- Respect other players and officials

1a COACH CERTIFICATION REQUIREMENTS

The certification requirements set out in this document are based upon those rules and regulations of Hockey Alberta and the Canadian Hockey Association. All courses must be completed by Nov 1.

Speak out is no longer recognized, coaches must take Respect in Sport Coach to be qualified

Link to coach requirements below

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

2. CRIMINAL RECORD CHECK

For everyone's protection as well as the players, Hockey Alberta has made it mandatory all coaches complete a Criminal Record Check. A motion was passed by TMHA to make it mandatory for all our coaches to have a Criminal Record Check completed and to be good for 3 years.

Procedure: The criminal record check form will be handed out with the coaching application. This form will need to be completed and submitted with the application or the application will be considered ineligible. The check will only identify if you do or do not have a criminal record. Details of your record are confidential to Taber Police and are not shared with TMHA.

3. ICE ALLOCATION PER TEAM

Please note how much home ice your team is budgeted for the hockey season. Any extra ice used over what is needed for league games, league playoffs and provincial playoffs must be approved by the board prior to being booked with the ice co-ordinator:

Team	Practice Ice Hours	# of Games	Total Hours
U7	36 small ice	10 small ice (10)	46
U9	44 small ice	10 small ice (10)	54
U11	22 small/22 large ice	15 large ice (30)	74
U13	44 large ice	16 large ice (32)	76
U15	44 large ice	16 large ice (36)	80
U18	44 large ice	18 large ice (36)	80

U9-U18 will be allotted practice ice 1 week after their CAHL season has ended, unless participating in Provincials.

Extra ice cost per hour is the Town of Taber's youth ice rental rate. See Town's website for current rate. Once you have received board approval you can inquire about booking any open ice, large or small, with the Ice Director. The Ice Director will then be responsible to contact the Referee Director to book refs. If you are booking ice out of town for your home games, please go through the Ice Director to book ice.

Please Note:

If a team is unable to use any ice bookings the coach or manager must contact the Ice Coordinator 14 days in advance so another TMHA team can make use of the ice. Failure to do so will result in the booking being charged to the team. The only exception is when a visiting team has cancelled a game.

Teams shall be limited to the total number of games as follows:

Team	Games	Tournament
U7	20	+3
U9	25	+3
U11	30	+3
U13	40	+3
U15	40	+3
U18	40	+3

The number shown above does not include Provincial and league play-off games. Taber's tournament is included in this count. Requests to participate in more tournaments or games than stated must be submitted in writing and presented at a Board meeting. In the request you must state the following.

- a) How many games have you played to date?
- b) Is the league commitment fulfilled?
- c) How will you pay for tournament entry fees which exceed the maximum amount provided to teams by TMHA.

4. PARENT MEETINGS

Each coach is responsible at the beginning of the season to host a parent meeting. We ask that during the meeting you discuss and explain the expectations of yourself, parents and players. Your category director or another board member must be present.

Items to be discussed at parent meetings:

- Objectives
- Method of communicating
- # of tournaments, where and when
- Finances if you will be getting extra ice or extra tournaments not paid for by TMHA, how will you pay for it
- 24-hour rule
- Team positions needed – manager, tournament chair, Data entry (CAHL teams)
- Medical Sheets
- TMHA code of conduct

5. ASSOCIATION APPAREL

Apparel can be purchased by members at the apparel night in late September or early October. This is the only approved apparel for purchase, any other apparel purchased must first have the approval by the board. Apparel using the TMHA logo, purchased without board approval will be subject to confiscation.

6. DRESSING ROOMS

There shall be 2 adults in the dressing room at all times for safety reasons, do not leave players unattended. Make sure you lock your room, you are responsible for the dressing room, any damage done to the dressing room will be charged to the parents of the team. Door to #8 should remain closed all the time. Absolutely no alcohol, no cameras or cell phones in the dressing rooms.

7. CANADIAN HOCKEY INJURY REPORT FORM

Link for injury report below

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

8. TRAVEL & TOURNAMENT PERMITS

Email the Permits Coordinator the following information for the following permits as soon as possible, but no later than four (4) days in advance:

- If you are hosting a tournament.
 - Exhibition Game permit is required if you are hosting an exhibition game
 - Travel permit is required if you are traveling for an exhibition game
 - Exhibition Game
- Contact Person:
Contact Email:
Contact Phone:
Visiting Team Contact Email:
Home Team:
Home Team ID#:
Visiting Team:
Visiting Team ID#:
Game Date:
Location:

9. U7 and U9 Models

Hockey Alberta information about the model in the link below

www.hockeyalberta.ca/players/intro-hockey/

10. CAHL LEAGUE COMMITMENTS

We are not a drop clock association therefore you must play your entire game. Please try to ensure that your warm-ups and your games start on time

Here is the link to CAHL's regulations and policies

http://cahlhockey.net/page.php?page_id=67765

11. KIDS SUPER SPORT and DODGE CARAVAN

Kids super sport is for U7 and U9 groups. Dodge Caravan for kids is for the U9 teams.

12. SCORE SHEETS (All Home Score Sheets)

For U11 – U18, during any home game, when a match or game misconduct occurs to any player, we require the following to be completed:

- a) Obtain the original score sheet. Email the front and back (if written on) as well as any write up sheets (if applicable) to: If your team is in CAHL to both your South Zone Disciplinary Coordinator (Gord Lane – zone5discipline@gmail.com) and your CAHL Tier Governor within 12 hours of the end of the match as well as TMH Vice President. If your team is not CAHL then it must go to the South Zone Disciplinary Coordinator (Gord Lane – zone5discipline@gmail.com) and TMH Vice President within 12 hours of the end of the game
- b) If it was an exhibition game email the score sheet and write up sheets (if applicable) to the Zone 5 Disciplinary Coordinator immediately and to your Tier Governor (if your team is in CAHL).
- c) If you have a game before you have a decision from either the Zone 5 Disciplinary Coordinator or your Tier governor, the player in question must not be dressed for that game.
- d) All major penalties that are assessed in any games including league, exhibition, tournament, and provincial games where there is a possibility of suspension the above guidelines **MUST** be followed.

13. TEAM ACCOUNTS/BUDGETS

All teams are required to submit to the Board of Directors a team budget that reflects accurately their plans for the season. Things such as tournaments, apparel and year end parties must be reflected in the budget. This budget must be provided to the TMHA treasurer by October 31st of the season. The budget should be as accurate as can be. Team budgets will not be revised without approval from the Board of Directors. Please have the team treasurer only contact the treasurer regarding anything financial. Requests received on Monday will be ready on Tuesday

The TMHA board would like to make the guidelines of:

- a) U7/U9 - up to a maximum of \$1400.00 for hockey tournament fees,
U11-U18 - up to a maximum of \$1800.00 for hockey tournament fees.
(Teams may ask for parent contribution of fundraise according to section 14 of the Coach/Manager Handbook to supplement addition tournament fees).
- b) Teams traveling to Provincials will receive a maximum of \$1500.00 to be used for the tournament entry fees or pre-paid player/parent tournament entry fee (for one player and up to 2 parents) and team meals.
- c) Up to \$30.00 per player for a year end party to be used for venue rental/food. This applies to U5, U7 and U9 only.
- d) 50/50 tickets (of teams choosing), roster labels and in some cases Team Snap fee of \$100.00 (if required to purchase due to oversized team) will be reimbursed to manager from TMHA if a receipt is submitted.
Any spending requests beyond this must be approved by the board.

Money for team gifts and team parties will not be considered necessities and the board will not reimburse for expenses beyond what is in the team account.

(Players in U11, U13, U15 and U18 have the opportunity to win trophies and awards at the year-end banquet, therefore the board doesn't think it's necessary for these teams to use team funds for a year end party.)

14. TEAM FUNDRAISING

No team shall fundraise independently of TMHA for the benefit of their own team without the approval from the TMHA board. If a team fundraises without board approval or solicits donations for their team, the money collected will either be given back to the donor or deposited into the general TMHA account if the donor approves.

Any team found accepting donations without board approval will face coach suspensions.

15. 50/50 / TIME CLOCK

All deposits of 50/50 money need to be made within the week of collecting it. (at the discretion of the Treasurer)

On a weekly basis, team treasurers will email the winning 50/50 ticket number, the amount from each ticket, the winner's name and the winner's phone number to the TMHA treasurer. Teams that don't comply with making weekly 50/50 deposits and emailing the 50/50 information may face coach suspensions.

Each team is responsible for providing its own 50/50 container, decks of card and 50/50 tickets will be supplied by TMHA. (# page is also acceptable to use for 50/50). Team manager can submit receipt for costs of these.

The team is responsible to obtain a person(s) to run the time clock, penalty box and scoresheet at every home game.

It is suggested for the above that a schedule be made and one person off the team be responsible to remind the people of their duties.

Ensure that all parents understand that when working in the penalty box you are off ice officials and need to remain neutral.

16. WEBSITE

Each team will have access to the website, we encourage each team to upload their schedules onto the website. Contact Website Director for password and instructions

17. HOSTING A TOURNAMENT

U7, U9 and U11 will be hosting a tournament. Check on your dates of your home tournament. Set up a schedule for the tournament and give your schedule to the Ice Co-Ordinator. The Ice Co-ordinator will contact our Referee Director to book for refs.

Please refer to the tournament manual.

Please note any business on the arena boards should not be solicited in any way.

All funds must be deposited to the TMHA account and a financial statement should be submitted.

18. PLAYER AFFILIATIONS

Any coach wishing to name Player Affiliates must fill out the TMHA affiliation form and email this to the TMHA registrar on or before December 5th to be rostered and approved by Hockey Alberta properly. Do Not play an affiliate until the TMHA Registrar has sent you an updated roster and tells you this step is complete. All TMHA affiliations are by per player basis unless otherwise approved by the Board of Directors, you can affiliate up to 17 skaters and 2 goalies. Keep in mind an affiliated player can only be affiliated to 1 team and once affiliated can not be removed.

Affiliates can play a max number of 10 games excluding exhibition or tournament games or will become ineligible to play on both teams. Once an affiliates team has finished their season an affiliate can play any amount of games.

To use an affiliated player in CAHL, the team manager or head coach must send an email request to the appropriate CAHL DIVISION VP if the Affiliate Player is coming from a different age division. The CAHL VP are listed on their website. Clearly create an email with the subject line like this example: BT3 TABER-AP REQUEST, the body of the email containing who is requesting this (your position with the association), what team the player is coming from, reason for request and contact number. This needs to be requested prior to each game the affiliated player plays in.

Proper protocol for asking an affiliate player to play with the team **MUST** be followed.

i.e. Coach of team A asks coach of affiliated team B if a player can play for him. Coach of team B either declines or says yes and then allows contact with the players parent, who may either decline or say yes and then the parent may inform player. **PROPER PROTOCOL: Coach to Coach to Parent to Player**

ANYONE not following this procedure will be subject to suspension

19. U9 AFFILIATIONS

All rules above will apply as well as:

20. PROVINCIAL PARTICIPATION

All teams within the U11, U13, U15 and U18 divisions have the option to enter Provincial Zone Playdowns and possibly advance to the Provincial Tournament.

Refer to Hockey Alberta Bylaws and Regulations: Section 9 - Minor Hockey Provincials for detailed information and guidelines regarding Provincial Zone Playdowns and Provincial Tournament.

If you are interested in hosting provincials, your bid must be into Hockey Alberta by November 15th

21. MINOR HOCKEY EQUIPMENT

At the end of the hockey season you are responsible to hand in all equipment that was provided for your team. Please note any equipment not handed in will be charged either to the parent or to the coach.

Important: Team jerseys are not to be handed out and kept by the players during the hockey season at any level. Each jersey should be collected after each game and maintained in a manner that will allow the jersey to remain in good condition. The jerseys should be washed on a regular basis. At the beginning of each season the TMHA will identify a commercial cleaner where jerseys can be cleaned and maintained.

Absolutely no sports drinks allowed on the bench

Goal equipment will be provided at U11 and below. The equipment loaned includes only:

- Pads
- Chest protector
- Glove and blocker
- One goal stick

Players must supply their own CSA helmet and throat protector as well as skates, pants and cup protectors. All teams will receive an adequate number of pucks to start the season.

22. GOALIE CLINIC/POWERSKATING

Goalie clinic runs every Wednesday for all TMHA goalies, please encourage your goalies to attend. TMHA has extra goalie equipment for any players in U7, U9 or U11 that would like to attend

Power skating is Wednesday evenings for those teams wanting to participate. Our director of goalie clinic/power skating will make up the schedule

23. TEAM PICTURES

Team pictures are scheduled for some time in October. A specific date will be provided each year. Information packages and your schedule on when your team needs to attend will be provided. Please ensure that your team is ready to go for the time they are scheduled for. Only 15 minutes are allotted for each team.

24. FAIR PLAY CONCERNS

In the event a player is not provided with fair play time, according to the Fair Play Code for Coaches outlined by Hockey Alberta (i.e. Shortening the bench) to the extent where it is brought to a board member either by a person(s) or by letter, substantiated by facts and the Grievance Committee determines appropriate action will be taken, the following must occur:

- a) The Coach Director will immediately contact the coach involved and provide direction to this coach. A repost by the Coach Director is required for the next meeting.
- b) If unresolved, the coach will receive a letter from the board asking him to attend the next available board meeting.
- c) In the event where a coach chooses to ignore the board's request, he/she faces suspension by the board.

25. PLAYER MEDICAL INFORMATION SHEET

It is required that each parent/guardian complete a Player Medical Information Sheet. It is recommended that a copy of these sheets be placed in the first aid kit and the originals be kept with one of the coaching members. See attached Sheet

Please refer to the Taber Minor Hockey website for a list of all board members contact information.