

Tigers Hockey

Team Manager Handbook



VERMILION MINOR HOCKEY ASSOCIATION

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CONTACT INFORMATION

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Non-Voting-come to meeting

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Non-Voting-no meetings unless needed

Clothing Coordinator	Jennifer Croke	sjmcbm@gmail.com	780-581-7706
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STADIUM ADDRESS – 5510 College Drive

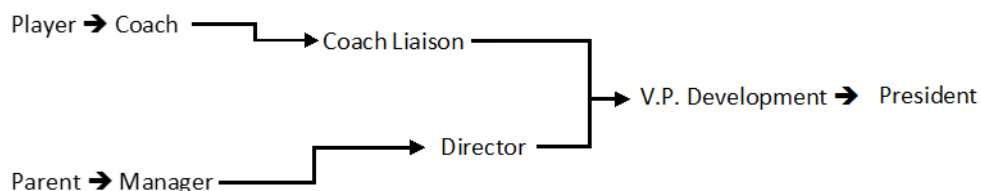
Welcome to Vermilion Minor Hockey Association or VMHA and thank you for taking on the Team Manager role, the Board wishes you and your teams' much success and fun throughout the hockey season.

The following is indented to be used as a reference to help you fulfill your role as manager and is to be used as a supplement to the VMHA handbook, policies and bylaws.

TEAM MANAGER ROLE

The Team Manager coordinates team activities and is responsible for the organization of games, team administrative tasks, and distributing information to parents, players, coaches and Director.

Chain of Communication:



Your first point of contact will likely be the Division Director. After establishment of below positions communication should flow as follows:

Vermilion Minor Hockey Association (VMHA) requires that every team have a Team Manager before participating in league play.

As a manager remember that the duties on the team are a group effort. You can choose to take care of all duties or delegate/recruit various team members for support. The biggest key in a team's success is COMMUNICATION. Technology is great and has made a manager's job much easier than in the days of only a telephone – but be sure to ask every team member what is the best way to communicate with them, and let the team know how you plan to communicate. The team responsibilities are as follows:

- Work with the Director to fill any vacant positions on the team.
 - o Head Coach – must have full certification
 - o Assistant Coaches – must have RIS and coaching certification (depending on Division)
 - o Safety Person – Must have HCSP certification
 - o Tournament Coordinator(s) – Home
 - o Jersey Carrier(s)
 - o Website/social media person(s)
 - o Organize the time box volunteers
 - o Good Deed Coordinator
- For those of you in U7 or U9 division – Welcome to Vermilion Minor Hockey, please see the **Intro to Hockey** sections below for additional information
- Make contact with the VMHA registrar for NEAHL website login/passwords to get team lists.
- Make contact with the VMHA website coordinator to notify of team(s) website/social media person to obtain login/passwords to get teams listed and post news/events.
- All team information to be entered on VMHA website (including players and team staff).
- Communicate first ice times and any information the coach or association requires the team to know.
- With the Head Coach, plan a team meeting to go over team goals, sign pledges, assign team responsibilities, and team decisions like exhibition games, provincials (if applicable), away tournaments, etc.
- Assign jersey numbers in order to prepare rosters for both the VMHA website and the NEAHL, and ECAFHL website – team photos are also at the beginning of the season, so players will need to have jerseys assigned before that date.
- Player should Dress with Clean dress pants and/or jeans. No baseball caps. Must be at the arena 30 minutes or as determined by coach and manager prior to puck drop.
- Contact your Director to see what tier you have been entered into in Hockey Alberta, and NEAHL or ECAFHL Hockey league(s). Contact the governor for that tier to get your login and password for that website. Your team roster and staff must be entered on that website as well as the VMHA one.
- Once the website / social media position has been filled, this person can assist in uploading team information to the VMHA website. The website position can also assist with (U11 and above) in uploading NEAHL or ECAFHL game sheets to the respective websites for tracking of statistical information for players, team, and tier for each division.
- **Check with VMHA [Website Coordinator](#):** *The websites can be linked by going into the VMHA team website – click on “Settings” – scroll to the third box down labeled “League Setting” – fill out the info using the drop box menus. Then enter your login and password for the NEAHL or ECAFHL website, and the sites are linked. All league scheduled games and game sheets are accessible and show up on both VMHA & NEAHL/ECAFHL sites now.*



Now that you are up and running:

- Upon establishing a home or away game(s) teams may require obtaining a sanction number or a travel permit. All exhibition games, tournaments and practices taking place outside of VMHA facilities or the teams' established league, require travel permits. The **Travel Permits, Sanction Numbers, Game Sheets, Time Clock** section below provides more information when a team should require one or both.
- The home team is responsible for filling out the game sheets before the game. It needs to be filled out completely and signed off by team officials, and referee(s).
- All exhibition/league/tournament game sheets must be submitted within 24 hours to Hockey Alberta, NEAHL or ECAHFL. (U7 does not required a game sheet and U9 only requires a Half Ice Game Report – [see Appendix](#))
- Game stickers for your team can be printed and must be added to each carbon page of the game sheet(s). Cross of any players that are not present, label all affiliated players by writing AP beside their name, label over all overage players by writing OA beside their name, and label any suspensions being served by writing "serving 1/3 games".
- You must confirm your game schedule with the Referee Coordinator, so that you have referees at your game. Contact the Referee Coordinator (as listed above) by Monday for a weekend game. Once the regular season has begun, they will operate off of your website's schedule to provide refs at your game(s). You must contact the Referee Coordinator and Ice Scheduler immediately upon a game change. *Remember communication is key to a smooth-running season.*
- Be sure to have volunteers lined up to work in the timekeeper's box (at least 2 for U7 & U 9 and at least 3 for U11 and above – one for the clock, game sheet, penalty box doors, announcer and music, extra person(s) to open penalty doors is often helpful).

Once the season has started:

- As the manager, you are responsible for the schedule. If you decide to schedule an exhibition game – you must contact the VMHA Ice Scheduler to find appropriate ice times. If your team will not be using their designated ice time, the Ice Scheduler MUST be notified.
- For those managers in U11 and above you will liaison with the League (NEAHL OR ECAHFL) to be sure that your game schedule has no conflicts. In the case of a conflict, check with your governor or deputy governor.
- Game sheets must be submitted by the home team and then verified by the visiting team. If you are home team, you must submit your game sheet by going to the game on the schedule and click "game sheet". Add all the information from your game sheet – including goalie stats (see appendix for example). Or check with NEAHL or ECAHFL for their website resource(s) on uploading game sheet(s) and necessary information.



INTRO TO HOCKEY – U7 & U9

Hockey Canada and Hockey Alberta have developed age-appropriate programming to encourage the growth of foundational skills for young players in hockey. This program provides opportunities for a wide range of people to get involved to improve the quality of the hockey experience through sound instruction and enjoyable play.

How a player gets his/her initial taste of hockey is crucial. Their first years of hockey must be a positive experience full of fun and excitement. If the beginner has fun and develops some basic skills and builds confidence, there is a good chance they will go on to enjoy hockey for life.

VMHA has provided the following link for [Intro to Hockey](#) as there is a number of downloadable information sections that are very helpful for managers, coaches and parents to help with providing a fun and exciting hockey season.

There are areas that are **Non-Negotiable** which fall under game play rules and can be found under the [Appendix](#) below. Hockey Canada playing rules must be followed, U7 does not have a goalie and can use a goalie stick, and U9 can use a fully dressed goalie that is not one dedicated person. Outside the net the play will be 4 on 4 with a goalie in net. U9 has one (1) game official. The **Negotiable** side of Intro to Hockey is that a buzzer for line changes is recommended to be set to 3 minutes or less for U7 and 1.5 minutes or less for U9 for continuous play action. Score clocks can be set to accommodate this interval or segment time by following the instructions placed beside each clock control station (please provide a reminder to remove this setting after each game). Net size for U7 is 3 ft. by 4 ft. and U9 has a choice of either 3 ft x 4 ft or regulation size 4 ft x 6 ft. Since Intro to Hockey uses a modified play area of a Maximum 8,500 sq. ft (100ft x 85ft) bringing VMHA ice surfaces to half to three quarters the current full ice surface ice dividers are to be used for each rink. Managers will need volunteers to help setup and take down this board system before and after each game.

Quick references have been provided below in the [Appendix](#).

COURSES AND BACKGROUND CHECKS

VMHA requires Criminal Record Checks (CRC) for all volunteers that are in close contact with the players. This includes all coaching staff and managers.

All team managers, coaches and safety persons must also complete the Respect in Sport prior to any player stepping on the ice and Activity Leader. U7 & U9 require one (1) coach per 10 players. A designated safety person for U11 and above must take the Alberta Hockey Safety course as shown below (*i.e. manager, other parent or other team volunteer who will be at each game*). See below table for coaching requirements, VMHA encourages each coach to take Coach 2 and additional coaching courses to learn and grow their coaching skills and abilities and provide more input to the Head Coach during practice and games.

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15 th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level.
Development 1 & High Performance 1	Coaches must be “trained” by November 15 th of current season, by following seasons November 15 th must be “certified” to remain eligible. Example – Coach takes HP1 in 2022 they have until Nov 15 th 2023 to complete Certification. Trained = attended classroom session Certified = passed all post task evaluations

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
ALL	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
TIERS 1 - 6 (incl. female)	U11		Head Coach			Head Coach	All Team Officials	One Team Official
	U13							
	U15							
	U18							
ELITE FEMALE	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*							
AA	U13			Head Coach		Head Coach	All Team Officials	One Team Official
	U15*							
	U16*							
	U18*							
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official
	U17							
	U18 Female							
	U18							
ACCREDITED SCHOOLS	All							
JUNIOR	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
SENIOR	Female						All Team Officials**	One Team Official
	Male							

*For U15 & U18 AA and Elite Female, where D1 is required, any Head Coach that possesses HP1 will also be eligible. Coaches to be either CERTIFIED or be within their one-year TRAINING period.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

Parent Meeting

Players, parents and coaching staff agree to abide by a Code of Conduct that promotes fair play and does not include any action, be it physical or verbal, that threatens either the physical or emotional well being of another. All parents will be required to submit their acknowledgement to the Fair Play Pledge. These forms are available on the VMHA website.

All Team Managers (in conjunction with the team coaches and health and safety person) should review the VMHA Handbook, including the Code of Conduct at the team’s parent meeting at the beginning of each season.

Privacy

All personal information should be regarded as private. Their contact information is to be used solely for VMHA and no other. We will be using the Hockey Canada medical Information Sheet, code of conduct form and other documentation, which can be obtained from your Director or through the VMHA website.

EQUIPMENT AND SUPPLIES

Equipment and supplies can be obtained by contacting the [Equipment Manager](#), these items are the manager’s responsibility to collect and return at the end of the season to the Equipment Manager.

- 50 pucks (Blue Puck color for U7 & negotiable for U9)
- First Aid Kit c/w Form
- 1 full set of Dark Jerseys c/w garment bag
- 1 full set of Light Jerseys c/w garment bag
- 1 water bottle carrier (optional)

All Jerseys **MUST BE CLEAN** before returning to the Equipment Manager. *Please make note of any repairs to be done or have been done to Jerseys.*

ICE INFORMATION

Ice time

1. The Schedule is posted on the homepage of VMHA website and will be updated regularly on Sunday evenings or as determined by the [Ice Scheduler](#).
2. Changes or cancellations must go through the Ice Scheduler.

Referees

1. Only the Referee Coordinator can book referees for VMHA scheduled games be it exhibition, league, provincial or tournament play.
2. Prior to a game you must notify the referee coordinator 7 days Prior to a game

Tournaments

1. See tournament policy on [Vermilion Minor Hockey Website](#)

Facilities

1. Any concerns regarding ice that may arise while you are at the facility should be sent to the Ice Scheduler.
2. Coaches and Managers are NOT to contact the Town of Vermilion directly regarding ice.

SANCTION NUMBERS, TRAVEL PERMITS, GAME SHEETS, TIME CLOCK

All individuals properly registered with Hockey Alberta are covered by the Hockey Canada Insurance Program. Insurance coverage is in place for sanctioned events. Sanctioned events take place within clearly defined parameters. Any team requesting to play an exhibition game must obtain an Exhibition Game Sanction number. This means any game that is not part of the regular season or play-off schedule and does not take place in a tournament requires to be sanctioned or authorized by Hockey Alberta. A Sanction number provides a team with approval to play under Hockey Alberta rules and regulations and teams (as defined by Hockey Canada) are insured under Hockey Canada.

For those in U7 & U9 all games are exhibition and require a sanction number to be obtained for home games and this number is to be provided to the visiting team.

All Sanction number requests must go through the [Travel Permit person](#) to be applied for home non-league or exhibition games. All VMHA tournaments will go through the [Travel Permit person](#) to have the division tournament registered with Hockey Alberta.

Sanction numbers are provided by the league for league play in age groups U11 to U18. As U7 & U9 do not participate in league play each game is considered an exhibition.

Travel permits are needed prior to any game with the exception of inter-squad games. Travel permits are obtained from the travel permit person as early as possible. Travel permits are required when travelling away from VMHA facilities to other association facilities as this provides insurance coverage for your team. You must request the opposing teams sanction number before applying for a travel permit.

The information for both Sanction number and Travel Permit can be found in the [appendix](#) section.

Early in the season usually before regular league games being played, you will attend a scheduling meeting with your league (NEAHL or ECAHHL for U11-U18), or at a meeting set up by one of the surrounding minor hockey associations for U7 and U9 (some associations have a later start than VMHA

and may take a phone call to prompt – everyone is learning, and patience is important). Your Director will notify you of the meeting date. Attached in the appendix is a sample scheduling sheet that can be used for these scheduling meetings. Prior to this meeting you will have received your allotted game ice times for home games from the ice scheduler. These game times are yours to fill with games, any game times not used after the scheduling meeting must be returned back to the Ice Scheduler. Do not keep ice times booked with no games. VMHA will be charged for these ice times even if a game doesn't take place. After each manager turns back their unused ice times there will be a surplus of game times that can be used to schedule additional or make up games as needed by any VMHA team.

Now you have your games scheduled for the season, time to get a bit more organized. As mentioned above the referee coordinator will ensure there are officials for all home games and the ice scheduler has ensured the ice times secured and correct with the Town of Vermilion. You will need to have a person to operate the time clock and another to fill in the game sheet. Typically, this task will exclude coaches and managers as those folks will have other game time tasks to take care of. It is important that parents are comfortable with running the time clock and should practice using it prior to their time in the box. Please see the **Now that you are up and running** above for min people to run time clock.

It is encouraged to give each family an opportunity to learn time clock and other tasks associated with penalty box as these systems are different from rink to rink. Starting at U7 & U9 will give parents the practice they need to be successful at the older age groups which are much busier with penalties and stop time on the clock. Instructions are in the time box which show how to operate the clocks.

Game sheets are located on the vending machine in the lobby of the Stadium. Please only take one game sheet (LEAVE THE BOOK) at a time so there are sheets available for others.

DISCIPLINE & DISPUTE RESOLUTION

Some incidents may warrant a cooling off period and some incidents may warrant disciplinary action. VMHA expects all team officials, players, and parents to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, games officials, and other spectators.

VMHA recognises that hockey can be an emotional sport and has encouraged parents, players, and other connected with Minor Hockey to abide by the “24 Hour Rule”, meaning that people are asked to wait 24 hours before addressing coaches, managers, other team staff, or VMHA executives and board members regarding a hockey-related concern. Of course, in situations where players safety or other more urgent type of concerns exist, people were asked to sue their best judgement. The “24 Hour Rule” is an important rule as it does two things. First, it moves any emotional and confrontational discussion away from the presence of the payers. Second, it allows all parties to “cool off”, compose themselves and put the provoking incident or situation that occurred in perspective before meeting to discuss.

Mobile technologies have changes people's ability to communicate, and many coaches have embraced email and text messages as a way to communicate with players, parents and other community members. An unfortunate side-effect of these quick and easy connections, is that sometimes, people have access to these same people at a time when the best course of action may be to take a step back, review and assess a situation, and then come back to it 24 hours or so later, when there has been sufficient time to de-escalate a situation, or for the situation to resolve itself.

Everyone involved in the sport does so for the love of the game, and while we know that sports can bring out the best in people, it can sometimes bring out the worst. By having everyone respect the “24-

Hour Rule”, their concerns are more likely to be fully addressed in a reasonable discussion. More importantly, the kid’s enjoyment of a game won’t be marred by an ill-timed confrontation.

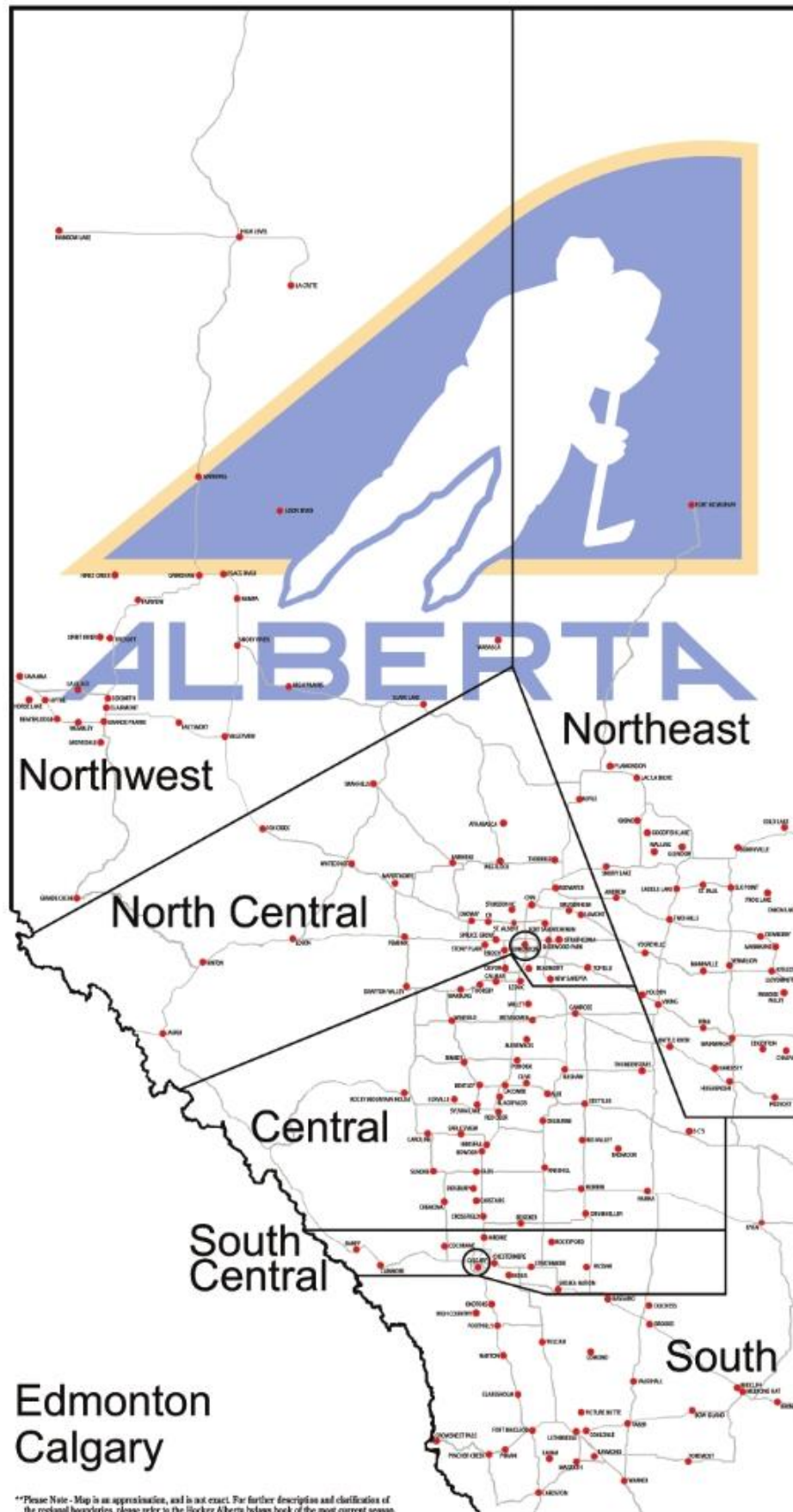
The Vermilion Minor Hockey Association Handbook does provide a process to ensures that each incident is dealt with consistently as outlined in the Handbook.

Communication chain:



VMHA requires that parents and player read and sign the Fair Play Pledge to acknowledge the importance of respect for all participants and what is good for the game. (see [Appendix](#) for form)

ALBERTA HOCKEY MAP



SAFETY

Fair Play/Media Release

Hockey Canada Medical information

Hockey Canada Injury report



VERMILION MINOR HOCKEY ASSOCIATION

Tigers Hockey



FOR THE GOOD OF THE GAME FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play and respect for all participants within the Vermilion Minor Hockey Association (VMHA). All parents and players must sign this pledge before being allowed to participate in hockey in the Vermilion Minor Hockey system and must continue to observe the principles of fair play.

Parent(s)

Player

1. Always promote behavior that reflects the values of VMHA.
2. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
3. 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 the game.
4. I will remember that my child plays hockey for his or her enjoyment, not for mine.
5. I will make my child feel like a winner every time by offering praise for competing fairly and 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 by example.
8. I will applaud good plays and performances by both my child's team and their opponents.
9. I will never question the official's judgement or honesty in public.
10. I will support all efforts to remove verbal and physical abuse from children's hockey games.
11. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

1. I will play Hockey because I want to, not 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 or "mouthing off" can spoil it for everyone.
4. I will respect my opponents.
5. I will do my best to become 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 plays and performances by those of my team and opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decision and show them respect.

Media Release statement: I understand that images, video (including audio), and name may be used in the following formats by team staff and/or Vermilion Minor Hockey Association. I also understand that no royalty, fee or other compensation shall become payable to me for such use: including but not limited to Online and Print Publications, Presentations, and Social Media **Initial here** _____

I agree to abide by the principles of the FAIR PLAY CODE as set by the Hockey Canada and supported by the Vermilion Minor Hockey Association. I also agree to abide by the rules, regulations and decisions as set for the Vermilion Minor Hockey Association. By not following FAIR PLAY PLEDGE may result in temporary or permanent suspension from Hockey games, event or activities.

Print Name of Parent(s)

Print Name of Player

Date

Signatures: _____

Signature: _____

MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____ Telephone: (____) _____

Provincial Health Number (optional): _____

Mother's Name: _____ Father's Name: _____

Business Telephone Numbers: Mother _____ Father _____

Alternate emergency contact (if parents are not available)

Name: _____ Telephone: _____

Address: _____

Doctor's Name: _____ Telephone: (____) _____

Dentist's Name: _____ Telephone: (____) _____

Date of last complete physical examination: _____

* Before a player participates in a hockey program, any medical condition or injury problem should be checked by that individual's family physician.

Please circle the appropriate response and provide details below if you answer "Yes" to any of the questions.

Yes	No	Previous history of concussions
Yes	No	Fainting episodes during exercise
Yes	No	Epileptic
Yes	No	Wears glasses
Yes	No	Are lenses shatterproof
Yes	No	Wears contact lenses
Yes	No	Wears dental appliance
Yes	No	Hearing problem
Yes	No	Asthma
Yes	No	Trouble breathing during exercise
Yes	No	Heart Condition
Yes	No	Diabetic – Type 1 _____ Type 2 _____
Yes	No	Medication
Yes	No	Allergies

Yes	No	Wears a medical information bracelet or necklace For what purpose? _____
Yes	No	Has any health problem that would interfere with participation on a hockey team
Yes	No	Has had an illness that lasted more than a week and required medical attention in the past year
Yes	No	Has had injuries requiring medical attention in the past year
Yes	No	Has been admitted to hospital in the last year
Yes	No	Surgery in the last year
Yes	No	Presently injured. Injured body part: _____
Yes	No	Vaccinations up to date Date of last Tetanus Shot: _____
Yes	No	Hepatitis B vaccination

Please give details if you answered "Yes" to any of the above. Use separate sheet if necessary

Medications: _____

Allergies: _____

Medical conditions: _____

Recent injuries: _____

Any information not covered above: _____

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary.

I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child.

I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____ Signature of Parent or Guardian: _____

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.



HOCKEY CANADA INJURY REPORT



See reverse for mailing address

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE. DATE OF INJURY: ____/____/____
Mo. Day Yr.

INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator

Name: _____ Birthdate: ____/____/____ Sex: ☐ M ☐ F
Mo. Day Yr.

Address: _____

City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____

Parent / Guardian: _____ Email Address: _____

DIVISION

☐ Initiation ☐ Novice ☐ Atom ☐ Pee wee
☐ Bantam ☐ Midget ☐ Juvenile ☐ Junior

CATEGORY

☐ AAA ☐ A ☐ BB ☐ CC ☐ DD ☐ House ☐ Minor Junior ☐ Adult Rec.
☐ AA ☐ B ☐ C ☐ D ☐ E ☐ Major Junior ☐ Senior ☐ Other _____

BODY PART INJURED

Head <input type="checkbox"/> Face <input type="checkbox"/> Skull <input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental	Back <input type="checkbox"/> Lower <input type="checkbox"/> Neck <input type="checkbox"/> Upper	Trunk <input type="checkbox"/> Abdomen <input type="checkbox"/> Ribs <input type="checkbox"/> Chest
Arm: <input type="checkbox"/> Left <input type="checkbox"/> Collarbone <input type="checkbox"/> Right <input type="checkbox"/> Elbow <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist	Leg: <input type="checkbox"/> Left <input type="checkbox"/> Knee <input type="checkbox"/> Right <input type="checkbox"/> Toe <input type="checkbox"/> Shin <input type="checkbox"/> Thigh <input type="checkbox"/> Other <input type="checkbox"/> Foot	Pelvis <input type="checkbox"/> Hip <input type="checkbox"/> Groin

NATURE OF CONDITION

☐ Concussion ☐ Laceration ☐ Fracture
☐ Sprain ☐ Strain ☐ Contusion
☐ Dislocation ☐ Separation ☐ Internal Organ Injury

ON-SITE CARE

☐ On-Site Care Only ☐ Refused Care
☐ Sent to Hospital by: ☐ Ambulance ☐ Car

INJURY CONDITIONS

Name of arena / location: _____

☐ Exhibition/Regular Season ☐ Period #2
☐ Playoffs/Tournament ☐ Period #3
☐ Practice ☐ Overtime: _____
☐ Try-outs ☐ Dry Land Training
☐ Other ☐ Gradual Onset
☐ Warm-up ☐ Other Sport
☐ Period #1 ☐ Other: _____

CAUSE OF INJURY

☐ Hit by Puck
☐ Collision with Boards
☐ Non-Contact Injury
☐ Hit by Stick
☐ Collision on Open Ice
☐ Collision with Opponent
☐ Fall on Ice
☐ Checked from Behind
☐ Collision with Net
☐ Fight
☐ Blindsiding

Was the injured player in the correct league and level for their age group?

☐ Yes ☐ No

Was this a sanctioned Hockey Canada activity?

☐ Yes ☐ No

LOCATION

☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone
☐ Behind the Net ☐ 3 ft. from Boards ☐ Spectator Area
☐ Parking Lot ☐ Dressing Room ☐ Bench
☐ Other: _____

WEARING WHEN INJURED

☐ Full Face Mask
☐ Intra-Oral Mouth Guard
☐ Half Face Shield/Visor
☐ Throat Protector
☐ Helmet/No Face Shield
☐ No Helmet/No Face Shield
☐ Short Gloves
☐ Long Gloves

ADDITIONAL INFORMATION

Has the player sustained this injury before? ☐ Yes ☐ No

If "Yes" how long ago _____

Was a penalty called as a result of the incident? ☐ Yes ☐ No

Estimated absence from hockey?

☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

DESCRIBE HOW ACCIDENT HAPPENED

(Attach page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____

(Parent/Guardian if under 18 years of age)

Date: _____

TEAM INFORMATION

(To be completed by a Team Official)

Association: _____

Team Name: _____

Team Official (Print): _____

Team Official Position: _____

Signature: _____

Date: _____

HEALTH INSURANCE INFORMATION

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

Occupation: ☐ Employed Full-time ☐ Employed Part-time
☐ Unemployed ☐ Full-Time Student

Employer (If minor, list parent's employer): _____

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: _____

2. Do you have other insurance? ☐ Yes ☐ No
(IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)

3. Has a claim been submitted? ☐ Yes ☐ No
(IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)

Make Claim Payable To: ☐ Injured Person ☐ Parent ☐ Team ☐ Other: _____

Member APPROVAL



HOCKEY CANADA INJURY REPORT



Participant's name: _____

PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic: _____ Address: _____

Nature of Injury: _____ Date of First Attendance: _____

_____ Claimant will be totally disabled:

_____ From: _____ To: _____

_____ Is the injury permanent and irrecoverable? ☐ No ☐ Yes

Give the details of injury (degree): _____

Prognosis for recovery: _____

Did any disease or previous injury contribute to the current injury? ☐ No ☐ Yes (describe): _____

Was the claimant hospitalized? ☐ No ☐ Yes (give hospital name, address and date admitted): _____

Names and addresses of other physicians or surgeons, if any, who attended claimant: _____

I certify that the above information is correct and to the best of my knowledge,

Signed: _____ Date: _____

DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$3,000 per accident. Treatment must be completed within 52 weeks of accident. (Effective September 1st, 2018)

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.

Patient

Last name _____ Given name _____

Address _____

City / Town _____ Province _____ Postal Code _____

Dentist

PHONE NO _____

I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM / HER

SIGNATURE OF SUBSCRIBER _____

FOR DENTIST USE ONLY - FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES OR SPECIAL CONSIDERATION.

DUPLICATE FORM ☐

I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT.

I ACKNOWLEDGE THAT THE TOTAL FEE OF \$ _____ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR THE SERVICES RENDERED.

I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR.

SIGNATURE OF (PATIENT/GUARDIAN) _____

OFFICE VERIFICATION _____

DATE OF SERVICE DAY / MO. / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE.
NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

TOTAL FEE SUBMITTED

Mail completed form to: **HOCKEY ALBERTA** 100 College Blvd. Tel : (403) 342-6777
Box 5005 amarriott@hockeyalberta.ca
Red Deer, AB T4N 5H5 www.hockeyalberta.ca

APPENDIX

Important Links

Game Schedule template

Game Travel Permit/Sanction form

Intro to Hockey

Alberta Hockey Game Play Rules

Game Report example (U9)

Game Sheet example (U11 and above)

Tournament Registration Form

Position Descriptions

Team Tournament Coordinator position description

Website / Social Media Team position description (TBD)

IMPORTANT LINKS

East Central Alberta Female Hockey League (ECAFHL)

[Home Page](#)

[Bylaws and Regulations](#)

[Operational Regulations](#)

North Eastern Alberta Hockey League (NEAHL)

[Home Page](#)

[Bylaws and Regulations](#)

Hockey Alberta

[Home Page](#)

[Intro to Hockey](#)

[Bylaws and Regulations](#)

[Coach/Manager Discipline Handbook](#) – webpage

[Handbook](#) – PDF

[Centre Ice Portal](#) – Log-in (*only for those requesting sanction numbers & travel permits*)

[E-Gamesheet Submission](#) - webpage

[E-Gamesheet user guide](#) - PDF

Hockey Canada

[Home Page](#)

VERMILION TIGERS

[Team Roster](#)[League Schedule](#)[League Team List](#)

DATE	HOME TEAM	AWAY TEAM	ICE TIME	LOCATION
Date	VERMILION TIGERS	Hawks	9:30 PM	
Date	Bears	Pontiacs	10:30 PM	
Date	Sweaters	Bison	11:30 PM	
Date	Hats	Clippers	12:30 AM	
Date	0	0	1:30 AM	
Date	0	0	2:30 AM	
Date	0	0	3:30 AM	
Date	0	0	4:30 AM	
Date	0	0	5:30 AM	
Date	0	0	6:30 AM	
Date	0	0	7:30 AM	
Date	0	0	8:30 AM	
Date	0	0	9:30 AM	
Date	0	0	10:30 AM	
Date	0	0	11:30 AM	
Date	0	0	12:30 PM	
Date	0	0	1:30 PM	
Date	0	0	2:30 PM	
Date	0	0	3:30 PM	
Date	0	0	4:30 PM	



Travel Permit/Game Sanction Request

Travel Permit:

If your team will be travelling from Vermilion and outside of League/Provincial play for Exhibition games a Travel Permit is required. Please complete or have the following information emailed to **Tammy Richardson** tamelrich@gmail.com no later than 7 days prior to game/tournament. *(It does take time to submit and get approved)*

VMHA Team: _____

Division: _____

Contact Info (Name/email/Phone): _____

Sanction Number of Game/Tournament(*circle one*): _____

Date of Tournament/Game(s): _____

Home Many Games will be Played: _____

Location of Tournament/Game: _____

Game Sanction:

All home games outside of League/Provincial play must be sanctioned. Please complete and email to **Tammy Richardson** tamelrich@gmail.com as soon as game is booked with the Visiting team. *(Provide visiting team approval number so they can obtain a travel permit) - HCR – Hockey Canada Registration number*

VMHA (Home) Team: _____

Division: _____

Contact Info (Name/email/Phone): _____

Date Game(s): _____

Location: _____

Visiting Team name and their HCR team number: _____

Visiting Team manager name and email: _____

Any other information: _____

INTRO TO HOCKEY

Quick help guide in addition to Hockey Alberta information:

U7 – ½ ice, no score, no game sheet, 4-on-4 with a rotating goalie – with goalie stick (no goalie equipment), 3-minute warm-up, (2) 27-minute periods, 3-minute shifts

U9 – ¾ ice, no score, game report required, 4-on-4 with a rotated dressed goalie (full equipment), 3-minute warm-up, (2) 27-minute periods, 1 ½ minute shifts.

2

SECTION

GAME PLAY RULES

Effective for the 2019-20 season, all Minor Hockey Associations are required to operate in compliance with the Hockey Canada Policy on U7 and U9 hockey. In Alberta, that means ensuring that programs utilize the following rules for Intro to Hockey.

NON-NEGOTIABLES

PLAYING SURFACE FOR GAMES:

- Maximum 8,500 sq./ft (100' x 85')
- For the full season (U7 and U9)

HOCKEY CANADA PLAYING RULES:

- Must be followed

GOALTENDERS:

- U7: no goalie equipment except for a goalie stick
- U9: full goalie equipment

GAME PLAY RULES:

- 4 on 4 with a goalie
- Continuous play (line changes and stoppages in play)
- Use buzzer for line changes
- Faceoff only to start halves
- No position specialization
- Blue puck is required for Initiation game play

GAME ADMINISTRATION RULES:


- No score is kept
- No standings or stats kept
- Game summary or game sheet is required for Novice

ON-ICE OFFICIALS:

- One (1) official per game for U9
- Official game fee \$20 per official
- Officials Report required for major penalties

GENERAL ADMINISTRATION RULES:

- Travel Permits are required
- No Jamborees or Festivals prior to November 1
- Coach requirements (see Pg 16-19) need to be adhered to
- Players and team officials can be registered as a program or a team
- No affiliation required



PLEASE NOTE: NOT ADHERING TO NON-NEGOTIABLE ITEMS WILL PLACE AN MHA IN VIOLATION OF HOCKEY CANADA POLICY, AND SUBJECT TO DISCIPLINARY ACTION.



THERE ARE ALSO AREAS THAT ARE NEGOTIABLE, WHERE AN MHA HAS FLEXIBILITY TO ADOPT CERTAIN STANDARDS OF PLAY OR NOT.

IN MAKING DECISIONS ON THESE ITEMS, MHAS ARE REMINDED TO KEEP THE CONCEPTS OF AGE APPROPRIATE AND MEANINGFUL COMPETITION AT THE FOREFRONT.

NEGOTIABLES

GAME PLAY GUIDELINES:

- **Shift Length:**
recommend 3 minutes or less for U7
recommend 1.5 minutes or less for U9
- **Blue Puck:** recommended for U9 game play
- **Game Length:** recommend no longer than an hour with two halves
- **Net size:**
recommend 3' x 4' for U7
recommend either 3' x 4' or regulation size (4' x 6') for U9

GENERAL ADMINISTRATION GUIDELINES:

- **Age groups:** one- or two-year age groups are acceptable
- **Grouping of players for games** (see Pg 28)
- **Seasonal Structure:** recommend 2:1 practice to game ratio, ideal season outlined
- **Practice Format:** recommend station work
- **Player Acceleration:** determined by MHA policy
- **Player Movement:** determined by the MHA

*ONLY TO BE USED FOR NEAHL LEAGUE GAMES

★ LEGIBLE PRINT **★** GAME # 1234 (number perschedak) **DATE** December 2 2017

<input type="checkbox"/> PLAY-OFF GAME <input type="checkbox"/> EXHIBITION GAME <input checked="" type="checkbox"/> TOURNAMENT	PLAYED AT <u>BIGTOWN ARENA</u> DIVISION <u>ATOM</u> CATEGORY <u>TIER 2</u>	
--	---	--

GAME OFFICIALS MUST SIGN BEFORE FORWARDING					
REFEREE (print)	PRINT NAME	(3-man)			
Signature	<u>[Signature]</u>				
OFFICIAL SCORER (print)	NAME _____				
Signature	<u>[Signature]</u>				
LINESMAN (print)	NAME _____				
Signature	<u>[Signature]</u>				
LINESMAN (print)	NAME _____				
Signature	<u>[Signature]</u>				
Put notes here					
@ Time-out Over-time					
GAME TIME: Start <u>9:00 AM</u> Ended <u>11:00 AM</u>					

SCORING			
No.	P	Time	Sc Assist.
1	1	12:01	5 11
2	1	16:31	27 46, F
3	2	19:40	9 5
4	2	11:10	6 48
5	3	15:11	49 2, 16
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

SCORING			
No.	P	Time	Sc Assist.
1	1	19:01	12 27
2	1	18:14	12 68
3	1	1:04	24 12, 14
4	2	16:40	68 —
5	2	12:01	27 64
6	2	2:21	36 68
7	3	4:11	13 —
8	3	10:41	48 14
9	3	0:50	64 42
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED									
PER	NO	SERV	INFRACTION	MIN	OFF	START	ON	PER	
1	BM 14		TMM	2	18:11	18:11	16:11		
1	12 12		TR	2	14:06	14:06	12:06		
1	36 36		BC	2	7:42	7:42	5:42		
2	68		US	5	10:11	10:11	5:11		
2	21 21		HTH	4	4:16	4:16	0:16		
3	16 16		ELB	3	17:04	17:04	15:04		
3	12 35		CFB	5	2:04	2:04	—		
3	12 12		GME MISC	10	2:04	—	—		

[illegible]



**VERMILION MINOR HOCKEY ASSOICATION
TOURNAMENT REGISTRATION FORM**

Tournament Date: _____

Tournament Division: _____

Your team information:

Team name: _____

Association name: _____

Team contact Information:

Name: _____

Phone: _____

Fax: _____

Email: _____

Travel permit obtained (if necessary)? _____

Please contact the appropriate Division Director for more information on this tournament.

Please make all cheques payable to **Vermilion Minor Hockey Association.**

Tournament Cancellation Policy

A place may be held for a maximum of 2 weeks before receiving an entry fee. 25% of the entry fee is non-refundable. If a team cancels out of a tournament after paying their fee, their fee (minus the 25%) will be refunded only if their position in the tournament can be filled. In special circumstances, teams may appeal to the Vermilion Minor Hockey Executive to have all or a portion of their fees returned.

TOURNAMENT REGISTRATION FORM

Email: _____

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Vermilion Minor Hockey Association

Position Description

Position Title: Tournament Coordinator

Reports to: Director of Scheduling

Description/Summary of Duties:

Position includes almost all aspects of running the tournament. Duties include but are not limited to the following:

- v Discuss with Director on tournament dates and registration deadlines
- v Create Tournament Registration form if not created already.
- v Liaison with VMHA Ice Scheduler for Ice Times or modifications
- v Purchase trophies and participant awards for tournaments (check with Director or Treasurer for payment options)
- v Coordinate the following:
 - o Referees (check with VMHA Referee Coordinator)
 - o Concessions
 - o Raffle baskets
 - Team Donations
 - Solicit Donations (from non-Association sponsors)
 - o Create and distribute tournament flyers to Webmaster and other associations
- v Work with and delegate to tournament assistants to be responsible for tournament theme, sponsors, t-shirts, posters, photographer, goody bags, raffle baskets, medals, trophies, as time and budget allow
- v Submit all purchase invoices to the treasurer
 - o Confirm with treasurer on Budget income
- v Tournament set-up, take down
- v Once the tournament participants have been established
 - o Request Team Roster from Team reps
 - o Contact information of the coach/manager
 - o Request high resolution team logo
 - o Send map to rink, suggest places to eat/visit
 - o Assure that teams have a hotel stay at or help find one
 - o Purchase or make gifts/goodie bags (i.e. Player of the game, heart & hustle, coach, players)
 - o Make game schedule and bracketing information
 - o Send out rules / schedule to teams



- v Create Tournament Program
 - o Include team roster (check player spelling), logos, and bracket
 - o Print at least one for each player plus an additional 30% more
- v For the rink
 - o Post a poster size version of the tournament bracket
 - o Post rules in key locations or provide in program
 - o Ice rules/Regulations to place in the score box
- v Create a Volunteer Schedule
 - o Suggested positions
 - Score clock, PA system, Penalty Box, Raffle, other fundraisers, registration, etc.
- v Day of Tournament
 - o Check in teams
 - o Distribute gifts/goodie bags
 - o Review / update locker room assignment
 - o Update score and teams on bracket
 - o Identify player of game and heart and hustle
 - o Hand out trophies/medals/pedants
- v Managing the tournament days
- v Provide report to director of outcome of tournament within 1 week of tournament being completed
- v Other duties as assigned

Tournament Guidelines:

Sponsorship: Letter of donation request- to be presented to Vermilion businesses annually. Maximum of one business per player may be solicited for a tournament donation. If a parent/guardian does not wish to approach a business for a donation a \$25.00 gift/cash donation per player may be accepted in lieu. All parents are expected to contribute to tournament fundraising either through soliciting a donation or a minimum personal cash donation of \$25.00. Individual teams may choose to donate more but this is a voluntary donation by each parent. Minor Hockey members and parents/guardians shall not solicit any business or person for a personal team gain such as team clothing, team busing or hockey equipment. However, any business or person may voluntarily donate to any team at any time if they wish. Unsolicited sponsorship of any kind may be accepted and does not need to be approved by the executive. The Executive must be informed in writing of any such donation. Vermilion Minor Hockey members and parents/guardians shall not solicit any business for a donation other than for regular home tournaments unless approved by the executive.



Draw Table and 50/50 Raffles: Cash box with \$150 float will be issued to the tournament coordinator 2 days before tournament. The cash box needs to come back with the appropriate allocated coins and bills. A key to VMH office, the coach's room, and the cash box will be given to the tournament coordinator and must be handed back in when cash box is handed in no later than two days after tournament ends. The tournament coordinator will need to get the raffle license # prior to the tournament from the team accounts coordinator. Alberta Gaming and Liquor Commission issue our raffle license for both 50/50 and the raffle table. In accordance to their requirements for issuance of the licenses, we need to provide them with: The number of tickets sold, the cash received, and the amount to be deposited into the team account. Name of the winner(s), winning ticket number(s), the amount won or for the raffle table the approximate \$\$ amount of the item After the tournament is held a completed income and expense sheet needs to be handed in to the tournament coordinator no more than 1 week after the tournament along with the deposit slip and expense receipts.