

Tigers Hockey

Manager's Handbook



2023 - 2024

VERMILION STADIUM – 5510 College Drive

VERMILION MINOR HOCKEY ASSOCIATION

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CONTACT INFORMATION 2023/2024 Season

EXECUTIVE (Voting)

Executive	Name	Email	Phone
President	Blair Molsberry	bmolsberry@sasktel.net	780-787-9487
Past President	-	-	-
VP Development	Sarah Kastendieck	sarahkastendieck@gmail.com	780-549-9112
VP Business	Travis Woywitka	woywitka10@gmail.com	780-853-0302
Treasurer	Tori McMillan	vmha.treasurer1@gmail.com	306-715-3389
Secretary	Carrie Stark	cd1stark@hmsinet.ca	306-830-5879
Registrar	Rob McCulley	rob.mcculley@gmail.com	780-581-4288
Discipline	Sean Tennant	stennant@atb.com	780-581-4953

DIRECTORS (Voting)

Directors	Name	Email	Phone
U7	Melissa/Justin Guenthne	baroverbar@gmail.com	780-853-0078
U9	Carmen Unland	cm_wilson1@yahoo.ca	780-581-7711
U11	Brad Wight	bradwight@hotmail.com	780-853-7867
U11 F	Jenna Betz	gjbetz@hotmail.com	780-787-0543
U13	Chris Parchewsky	chrisp@pentaconenergy.ca	780-853-0991
U15	Dwayne Sheppard	dwaynesheppard1979@yahoo.ca	780-581-0629
U15 F	Amy Eyben	amyeyben@yahoo.ca	780-259-0016
U18	Brooke Fadden	brooke.ahlgren@hotmail.com	780-581-4072
U18 F	Kelsey Rose	Kldodsworth10@gmail.com	306-821-3402
Coach Liaison	Mitch Visser	mitchell.visser@gov.ab.ca	780-205-3347
Ice Scheduler	Richard Lavoie	richardlavoie63@gmail.com	780-646-3066
Ref Coordinator	Richard Lavoie	richardlavoie63@gmail.com	780-646-3066

NON-VOTING (Come To Meeting)

Volunteer	Name	Email	Phone
Fundraiser	Krista Miller	krista_rajotte@yahoo.ca	306-307-0450
Website Coordinator	Candice Young	c_holowaychuk@hotmail.com	780-808-5080
Equipment Manager	Chase Zaharko	zaharkoc@gmail.com	639-840-2993
Development Coordinator	Sheila Cadman	slcadman_80@hotmail.com	780-581-5413
Assistant Registrar	Jodi Selte	selte6590@gmail.com	780-853-7100

NON-VOTING (No Meeting Unless Needed)

Volunteer	Name	Email	Phone
Team Accounts	Bailey Snelgrove	bsnelgrove@hotmail.com	780-581-4282
Bond Coordinator	Cheryl Westman	cheryl.westman@yahoo.ca	780-581-3856
Clothing Coordinator	Jennifer Croke	sjmcbm@gmail.com	780-581-7706
Picture Day 1	Corrine Klutz		
Picture Day 2	Lisa Mewis		
Parade 1	Candice Maughan	c_ross@live.ca	
Parade 2	Joanna Baker		
Social Media	Katrina de Nevers	kdenevers@vermilioncu.com	780-581-7291
Gala Coordinator			
Minor Hockey Week 1	Kim Zacharias	kinzach@telus.net	
Minor Hockey Week 2	Keilly Stetson	keily.stetson@ahs.ca	
NEAHL-Deputy Governor	James Martin		
ECAFHL			
AGLC	Sharla Bauer		780-581-4327
Rec Board Liaison	Ryan Leahy		

ADDRESS: VERMILION STADIUM – 5510 College Drive

GENERAL INFORMATION

Thanks you for volunteering to play an important role in the organisation. You are a representative of the VMHA and more specifically of your team and division. The time you invest and relationships you build will pay off not only for you in the current season but in the season to follow!

The team manager is a central volunteer in the flow of communication – not only within the team (players, parents, and coaches) but between the team and all support systems such as division coordinators, other teams, referees, etc. By facilitating the operational aspects of the team off-ice, we enable the coaches to focus on player development and on-ice instruction to provided our players with the best hockey experience.

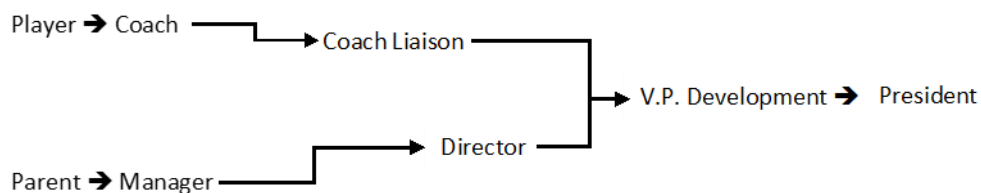
Welcome to Vermilion Minor Hockey Association or VMHA and thank you for taking on the Team Manager role, the Board wishes you and your teams' much success and fun throughout the hockey season.

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 the best way is 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 Activity Leader and coaching certification (depending on Division)
 - o Safety Person – Must have HCSP certification
 - o Tournament Coordinator(s) – Home
 - o Jersey Carrier(s)
 - o Website Reporter/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 Reporter/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.
- *Coach, Manager and Team meetings:*
 - o 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.
 - Some Discussion Points
 - Season plan including number of tournaments
 - Off-ice events including dry land
 - Long weekend(s) and Christmas schedule
 - 24-hour rule.
 - Try to take minutes of the meeting since many critical pieces of information are discussed and could be forgotten.
 - o Establish and understand chain of communication: *(also see above on pg.5)*

Parent → Manager → Coach → Director → V.P. Development → President

- o Establish the method of communication for the team (email, phone, TeamSnap, Etc.)
- o Ask parents for any expected vacation plans for the entire season, including potential playoffs. This information will help prepare you for booking tournaments, exhibition games and affiliating players.
 - Females can affiliate to more than one team. Cross Stream affiliation can be done. Any girls playing on co-ed (mix) teams can affiliate to a female team in the same age group, or older regardless of tiers.
 - If female player is being recruited by an affiliate team (female or co-ed) it must be to a “higher” level. More information can be obtained on [ECAFHL](#) website
- o Player and/or parent get-together may be a great way to break the ice and get to know the team.
- o Follow up the team meeting with a summary email to the team since so much information at once can be overwhelming.

- 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.
 - o Travel Permits are only used for U7 & U9 Festivals (Tournaments) not games.
 - o Travel Permits for U11 – U18 only need to be done for exhibition games and tournaments.
- 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 ECAFHL. (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 ECAFHL) 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 ECAFHL for their website resource(s) on uploading game sheet(s) and necessary information. See [IMPORTANT LINKS](#) below.



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](#).

U11 PLAYER PATHWAY

The U11 Player Pathway is supported by the Hockey Canada Long-Term Player Development Model. This framework has been in effect since 2020 and provides the guiding principles for age appropriate and skill specific programming for all players in Hockey Canada's youth hockey system.

More Information can be found on Hockey Alberta: [U11 Player Pathway](#)

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.

2023-24 Coaching Requirements - Must be completed by **November 15, 2023**.

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 15th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). The 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 at the applicable level.
Checking Skills	Highly recommended training for U9 coaches.
Development 1 & High Performance 1	Coaches must be " trained " by November 15 th of the current season, by the following seasons November 15 th must be " certified " to remain eligible. Example – Coach takes HP1 in 2023 they have until Nov 15 th 2024 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	U13*	Head Coach		Head Coach		Head Coach	All Team Officials	One Team Official
	U15*							
	U18*							
AA	U13*	Head Coach		Head Coach		Head Coach	All Team Officials	One Team Official
	U15*							
	U16*							
	U18*							
AAA	U15	Head Coach			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 all AA and Elite Female teams, where D1 is required, any Head Coach that possesses HP1 will also be eligible. Coaches are to be either CERTIFIED or be within their one-year TRAINING period. **Only required if a Minor-aged athlete is registered and/or affiliated with 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 [Team Website/Social Media Reporter](#) to be applied for home non-league or exhibition games. All VMHA tournaments will go through the [Team Website/Social Media Reporter](#) 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 only used for U7 & U9 Festivals (Tournaments), not games****

****Travel Permits for U11 – U18 only need to be done for exhibition games and Tournaments****

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.

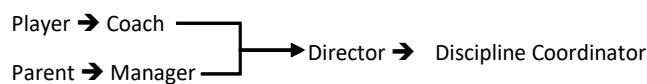
VMHA recognises that hockey can be an emotional sport and has encouraged parents, players, and other connected with Minor Hockey to abide by the “24 Hour Rule”, meaning that people are asked to wait 24 hours before addressing coaches, managers, other team staff, or VMHA executives and board members regarding 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.

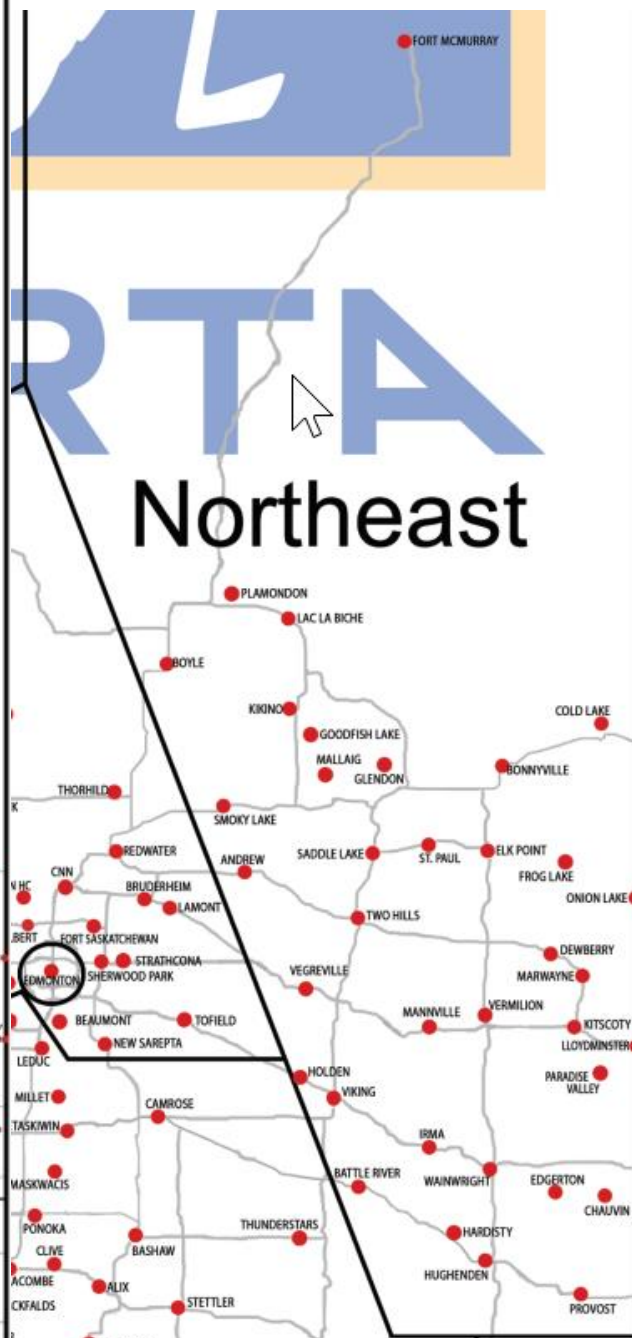
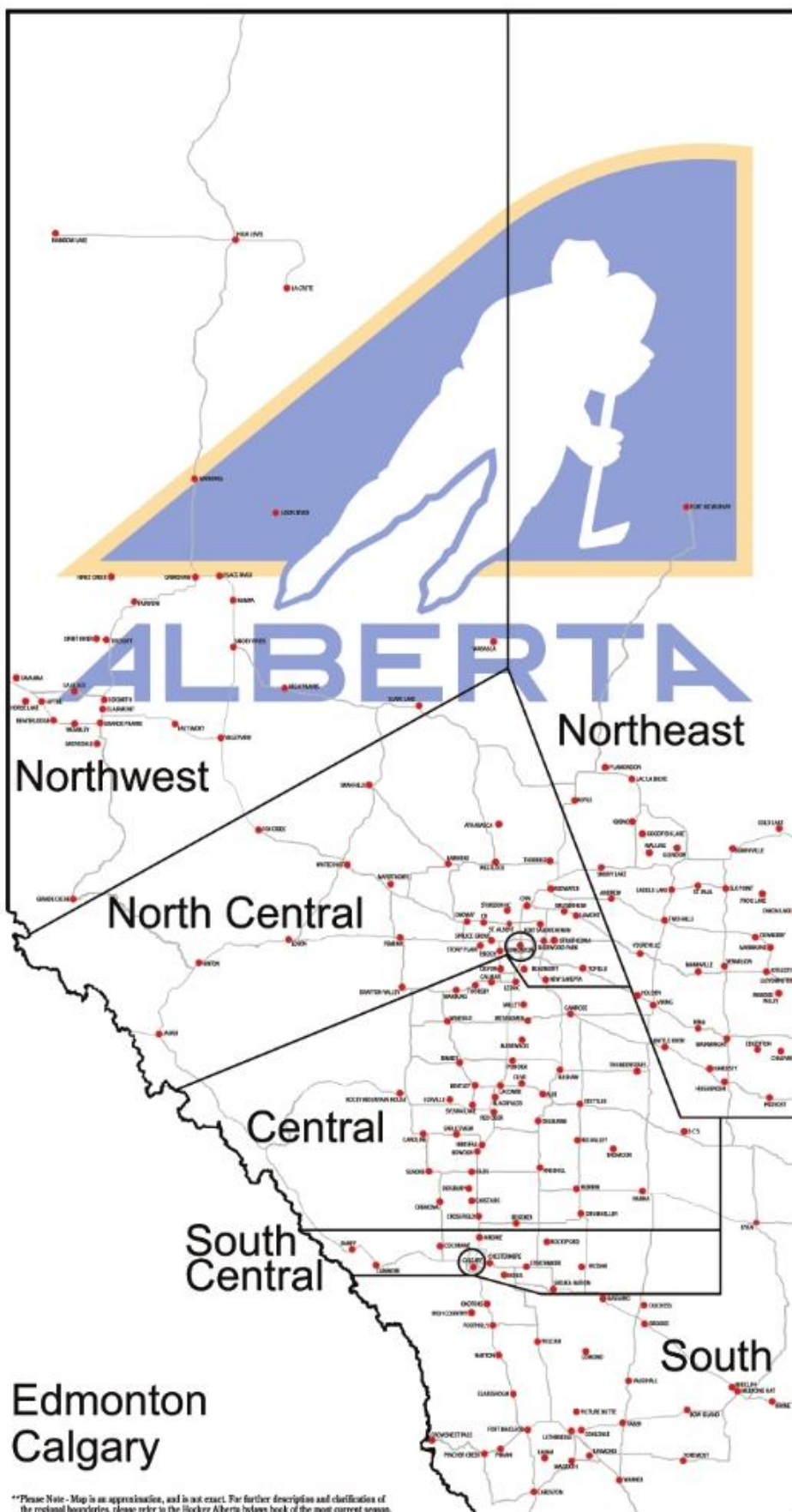
The Vermilion Minor Hockey Association Handbook does provide a process to ensures that each incident is dealt with consistently as outlined in the Handbook.

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



**Please Note - Map is an approximation, and is not exact. For further description and clarification of the regional boundaries, please refer to the Hockey Alberta bylaws book of the most current season.

SAFETY

Fair Play/Media Release

Hockey Canada Medical information

Hockey Canada Injury report

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. | 1. I will play Hockey because I want to, not because others or coaches want me to. |
| 2. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence. | 2. I will play by the rules of hockey and in the spirit of the game. |
| 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. | 3. I will control my temper-fighting or "mouthing off" can spoil it for everyone. |
| 4. I will remember that my child plays hockey for his or her enjoyment, not for mine. | 4. I will respect my opponents. |
| 5. I will make my child feel like a winner every time by offering praise for competing fairly and hard. | 5. I will do my best to become a true team player. |
| 6. I will never ridicule or yell at my child for making a mistake or losing a game. | 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 remember that children learn by example. | 7. I will acknowledge all plays and performances by those of my team and opponents. |
| 8. I will applaud good plays and performances by both my child's team and their opponents. | 8. I will remember that coaches and officials are there to help me. I will accept their decision and show them respect. |
| 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. | |

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 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: _____

Tigers Hockey

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

Travel Permit/Sanction Procedure and 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 Reporter / Social Media Team position description

Jersey Carrier

IMPORTANT LINKS

East Central Alberta Female Hockey League (ECAFHL)

[Home Page](#)

[COACHES & MANAGERS](#)

[Bylaws and Regulations](#)

[Operational Regulations](#)

North Eastern Alberta Hockey League (NEAHL)

[Home Page](#)

[NEAHL – MANAGERS HANDBOOK AND WEBSITE GUIDE](#)

[Bylaws and Regulations](#)

[RAMP Gamesheet App – Tutorial](#)

Hockey Alberta

[Home Page](#)

[Intro to Hockey](#)

[Respect in Sport & Activity Leader/Coach/Officials](#)

[Safety Management](#) – Team Safety Person

[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](#)

[Minor Hockey Team Manager's Manual](#)

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	

Hockey Sanctions & Permit Procedure

Get Team ID from Registrar or director. Get log in and password from President. The current login is **Vermilion**. The password is **Vermilion19**. Go to [Account Login | Hockey Alberta](#), then Centre ice portal log in. Scroll down to log in.

Once logged into the Portal (**on a PC**) the menu will be at the top PERMITS AND SANCTIONS, & INTRO TO HOCKEY, this is all you will use. On a smart device you'll have to click on the 3 lines at top right corner, then ACCOUNT in there is the menus for PERMITS AND SANCTIONS (U11-U18) & INTRO TO HOCKEY (U7 & U9)

U7 & U9:

Effective for the 2023-24 season, a Travel Permit is not required for One-Time Events hosted within Alberta. Travel Permits are still required for all Festivals, and for One-Time Events outside of the province.

There are no league games, all games are exhibitions. These groups will need sanctions for all games they host, unless they are playing each other. Some managers may give you the whole list for the year to get the sanction # completed early. Some may give the info to you in small bits.

Use Intro to hockey for drop down list:

One time Sanction: for home games

Info Req (follow the form): Team, Manager email & cell, (additional email put yours) Visiting team email and ID#, & date. Location is Vermilion Stadium/Arena, 5510 College Drive, Vermilion

Travel Permit: Required for all out-of-town tournaments.

Info Req: Date? Amt of games approx.? Location? HA#? (the HA# will be given by the other team)

Festival Sanction: for home tournaments (apply for a sanction # which is used for other teams needing a travel permit)

Info Req: Who? When?

U11 & Up: (nothing required for regular league games)

Effective for the 2023-24 season, a Travel Permit is not required for exhibition games hosted within Alberta. Travel Permits are still required for all tournaments, and for exhibition games outside of the province.

Go to Permits & Sanctions for drop down list:

Travel Permits: (For tournaments only)

Info Required: Date?, Travel to?, Amt of games? HA#? Exhibition or tournament?

*Out of province Sanction details will need to upload the file with the sanction info from other team.

Tournaments: require a sanction # for home tournament to give attendees for their travel permits

Exhibition Games: (req a sanction number)

Info req: Date? Visiting Team email and ID#?

Special Event Sanctions: used for our **Pond Hockey Event**. Have a write up of the event Description. Select Recruitment (Bring a Friend as there isn't currently an option for this type of event. Fill rest of form out. Keep a list of everyone who attended and then email that report back to Hockey Alberta (disciplineNE@hockeyalberta.ca) after.

Other info:

When you submit **request of the forms** through Hockey Alberta you will receive an email (that's why you put the additional email as yours) that it has been requested. This is not the approval. The approval email should come anywhere from an hour to 2 days. Usually quick turnaround time. Keep all the approval emails in a Folder in your email. There may be some managers that ask for another copy of it as they may lose the emails from time to time. For out of Province Tournaments have an uploaded picture of the sanction permit# to upload into form. # of Games is amt of games played and can be estimated (2-3).

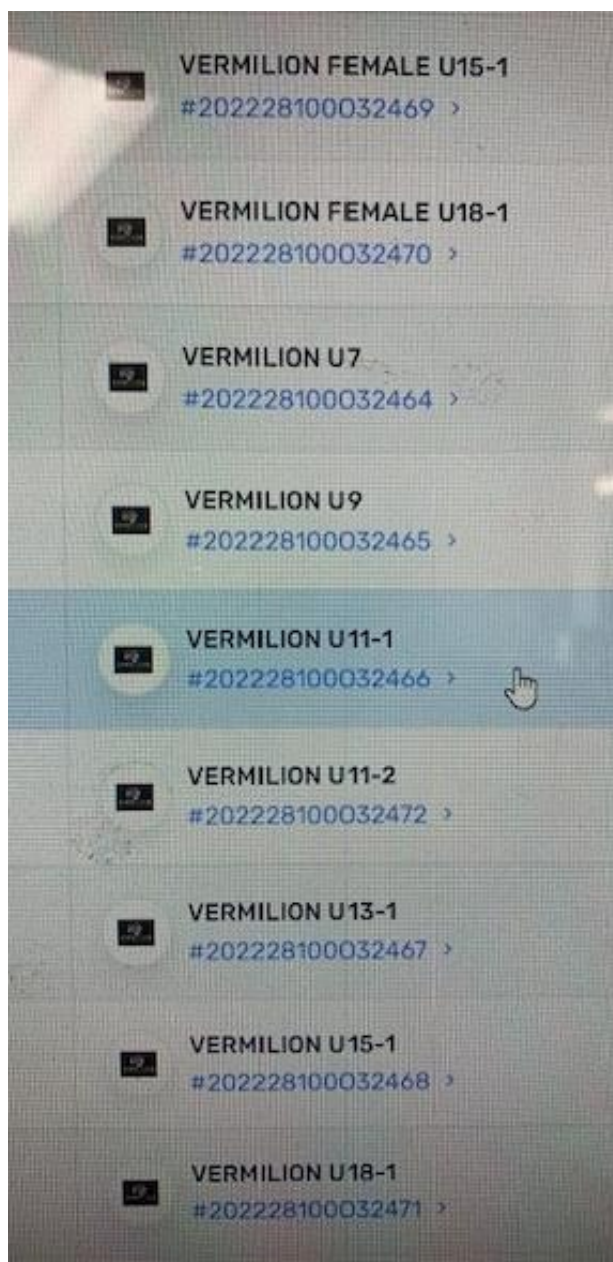
If a mistake is made on an E Game Sheet submission just email the discipline contact (disciplineNE@hockeyalberta.ca) at Hockey Alberta with the sanction # to reset it so you can submit the corrected game sheet.

Editing info if incorrect on an approved sanction or travel permit is easy to do. Just click the + sign on the approved permits area and you will see an edit box. Edit your info, then scroll to bottom and update Request

Cancelling sanctions & travel permits is also easy and straight forward on the website. Click on the edit area as per above and then scroll down to the bottom to cancel request.

If U7 or U9 Vermilion teams are playing each other than sanction # aren't necessary.

Example of Team ID # from 2022-2023 (received from Registrar) This will change every year.



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 **YOUR TEAM WEBSITE/SOCIAL MEDIA REPORTER** no later than 7 days prior to game/tournament. *(It may some 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 **YOUR TEAM WEBSITE/SOCIAL MEDIA REPORTER** 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.



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

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.

*ONLY TO BE USED FOR NEAHL LEAGUE GAMES

LEGIBLE PRINT GAME # 1234 (number perschedule)

☒ LEAGUE GAME
☐ PLAY-OFF GAME
☐ EXHIBITION GAME
☐ TOURNAMENT

DATE December 2, 2017

PLAYED AT BIGTOWN ARENA

DIVISION ATOM CATEGORY TIER 2

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

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

GAME OFFICIALS MUST SIGN BEFORE FORWARDING

REFEREE (print) PRINT NAME (3-man)
Signature leave blank if 2-man

OFFICIAL SCORER (print) NAME
Signature _____

LINESMAN (print) NAME
Signature _____

LINESMAN (print) NAME
Signature _____

Put notes here @ Time-out Over-time

GAME TIME: Start 9:00 AM Ended 11:00 AM

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECT FOR ABOVE TEAM ONLY															
PER	NO	SERV	INFRACTION	MIN	OFF	START	ON	PER	NO	SERV	OFFENSE	MIN	OFF	START	ON
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	C	68	US	5	10:11	10:11	5:11								
2	21	21	HTH	4	4:16	4:16	0:16								
3	16	16	ELB	2	17:04	17:04	15:04								
3	12	35	CFB	5	2:01	2:01	—								
3	12	12	GME MISC	10	2:04	—	—								

H.E.B. - HITTING FROM BEHIND
C.C. - CROSS CHECK
U.S. - UNSPORTSMANLIKE BEHAVIOUR
H.S. - HIGH STICK
INT. - INTERFERENCE
R.A.W. - ROUGHING AFTER THE WHISTLE
T.M.M. - TOO MANY MEN
GAME - GAME MISCONDUCT

VERMILION MINOR HOCKEY ASSOICATION

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.**

E-Transfer: _____

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 fee: _____ Etransfer: _____ Password: _____ (Attach Receipt)



POSITION DESCRIPTION

Team Tournament Coordinator position description Page 36
Website Reporter / Social Media Team position description..... Page 37
Jersey Carrier Page 38

TOURNAMENT COORDINATOR

Overview:

Each Vermilion Minor Hockey team can have two to three Tournament Coordinators (two/team for U7 & U9), the purpose of this position is to organize your team or division tournament.

Responsibilities:

- Attend Tournament Coordinator meeting in October
- Maintain communication with Division Director (*they are your go-to for questions)
- Work with Team Accounts Coordinator on budget and Tournament Financials
- Work with AGLC Coordinator for all Tournament Fundraising
- Work with other Tournament Coordinators to create a tournament planning guide
- Communicate with interested Team's Managers to fill the Tournament
- Work with Social Media/Website Coordinators to post & promote tournament information
- Arrange parent work bee for tournament preparation (cutting raffle tickets, prepping player bags, etc)
- Create parent work schedule for Tournament
- Plan and create any themes, decorations, Player of the Game, Heart and Hustle, MVP, etc
- Create fundraising opportunities for Tournament
- Spend \$1,000.00 from VMH, locally on raffle table items
- Organize 50/50 sales (tickets, boards, player boards, etc)
- Create Coach Packages for all teams with Tournament Rules, pre-filled game sheets, contact information

TEAM WEBSITE/SOCIAL MEDIA REPORTER

Overview:

Each Vermilion Minor Hockey team has one Website/Social Media Reporter. The purpose of this position is to provide up to date information on each Team's Ramp page in the VMH website, a team Facebook page, and other media as required.

Responsibilities:

- Enter roster on Team's Ramp page in the VMH website
- Upload Team's jersey sponsor logo on Team's Ramp page on VMH website
- Enter Team Staff with contact information on Team's page on VMH website
- Enter all game sheets to league websites (U11-U18) (this will then populate your RAMP page on the VMH website)
- Post current practice and game schedule on the team RAMP
- Create a team Facebook page
- Create and upload Facebook posts that promote your team, and jersey sponsor
- Create team updates, or year in review articles to submit to local media
- Request Travel Permits for Festivals, and Tournaments the team attends

JERSEY CARRIER

Overview:

Each Vermilion Minor Hockey team has one Jersey Carrier, the purpose of this position is to avoid lost or damaged jerseys.

Responsibilities:

- Obtain 2 sets of Team Jerseys (1 Home & 1 Away) from Team Manager or VMH Equipment Manager at beginning of season (U7 may have 1 set of jerseys)
- Bring jerseys to games or other team events as needed.
- Ensure all jerseys are returned after games or team events.
- Clean jerseys as needed ***if unclear about cleaning instruction, please contact Equipment Manager**
- Communicate jersey damage to VMH Equipment Manager
- Return all jerseys in clean condition to Team Manager or VMH Equipment Manager at end of season.