

Tigers Hockey

Manager's Handbook



2024 - 2025

VERMILION STADIUM – 5510 College Drive

VERMILION MINOR HOCKEY ASSOCIATION



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CONTACT INFORMATION 2024/2025 Season

EXECUTIVE (Voting)

Executive	Name	Email	Phone
President	Sean Tennant	vmha.pres1@gmail.com	780-581-4953
Past President	Blair Molsberry	vmha.pastpresident@gmail.com	780-787-9487
VP Development	Mitch Visser	mvisser360@gmail.com	780-205-3347
VP Business	Travis Woywitka	woywitka10@gmail.com	780-853-0302
Treasurer	Tori McMillan	vmha.treasurer1@gmail.com	306-715-3389
Secretary	Carmen Unland	cm_wilson1@yahoo.ca	780-581-7711
Registrar	Rob McCulley	registrar.vmha@gmail.com	780-581-4288
Discipline	Brad Wight	bradwight@hotmail.com	780-853-7867

DIRECTORS (Voting)

Directors	Name	Email	Phone
Director U7	Melissa/Justin Guenthner	baroverbar@gmail.com	780-853-0078
Director U11	Chris Parchewsky	onparhockey@outlook.com	780-853-0991
Director U15	Joel Boutillier	Joelboutillier@gmail.com	780-871-2700
Director U18	Brooke Fadden	brooke.ahlgren@hotmail.com	780-581-4072
Director U18F	Kelsey Rose	Kldodsworth10@gmail.com	306-821-3402
Director U9	Jenna Betz	gibetz@hotmail.com	780-787-0543
Director U11F	Amanda Kotun	amkotun@gmail.com	780-872-6910
Director U13F	Amy Eyben	amyeyben@yahoo.ca	780-259-0016
Director U13	Chase Zaharko	zaharkoc@gmail.com	639-840-2993
Director U9F	Terri Herzog	terriherzog1@gmail.com	780-974-8732
Tournament Director/Team Accounts	Bailey Snelgrove	bsnelgrove@hotmail.com	780-581-4282
Coach Liaison	Braden Stolz	bstolz5@hotmail.com	780-207-7125
Ice Scheduler	Shannon Stetson-Tennant	vmhaicescheduler@gmail.com	780-581-0949
Ref Coordinator	Dawson Allen	d4.allen@yahoo.ca	780-581-5193

ADDRESS: VERMILION STADIUM – 5510 College Drive

NON-VOTING (No Meeting Unless Needed)

Non-Voting-no meetings unless needed

Volunteer	Name	Email	Phone
Fundraiser	Hillary Richer	hilaryricher@gmail.com	
Website	Candice Young	c_holowaychuk@hotmail.com	780-808-5080
Equipment Manager	Dave Miller	David.miller@lakelandcollege.ca	780-581-7148
VP Development-Asst	Sarah Kastendieck	sarahkastendieck@gmail.com	780-549-9112
Assistant Registrar	Jessie Danderfer	jessie.kent@hotmail.com	780-853-0811
Bond Coordinator	Cheryl Westman	cheryl.westman@yahoo.ca	780-581-3856
Clothing Coordinator	Jenna Waltz	jenna.williams79@gmail.com	
Picture Day 1	Corrine Klutz	cdklutz@gmail.com	780-787-0448
Picture Day 2	Lisa Mewis	mewisdl@gmail.com	780-581-7457
Parade 1	Kim Meewus	kim.meeuws@albertahealthservices.ca	639-536-0772
Parade 2			
Social Media			
Gala Coordinator	Ashton Stuparyk	Celina Savic	
Minor Hockey Week 1	Kim Zacharias	kimzach@telus.net	
Minor Hockey Week 2	Keilly Stetson	keily.stetson@ahs.ca	
NEAHL-			
ECAFHL	Trevor Hill	trevhill1977@gmail.com	780-853-7765
AGLC	Sharla Bauer	sfarkash853@hotmail.com	780-581-4327
Good Deeds Committee	Janae Higet		
	Jody Gamracy		

ADDRESS: VERMILION STADIUM – 5510 College Drive



GENERAL INFORMATION

Thank 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 provide our players with the best hockey experience.

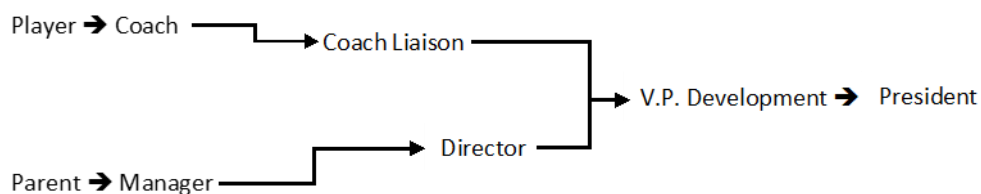
Welcome to Vermilion Minor Hockey Association or VMHA and thank you for taking on the Team Manager role, the Board wishes you and your teams' much success and fun throughout the hockey season.

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 Box Coordinator
 - 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.

- 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.
 - 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.
- 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 & U9 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. [Coaching Requirements](#)

2024 Hockey Alberta Coach Qualification Matrix

IMPORTANT INFORMATION	
Respect in Sport (RIS) – 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	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 Coach	Highly recommended to obtain training of what is required for Head Coach at the applicable level.
Checking Skills	Highly recommended training for U9 coaches.
Development 1 & High Performance 1	Coaches must be Trained by November 15 of the current season; and then Certified by November 15 of the following season to remain eligible. Example: Coach takes HP1 in 2023 (Trained). They have until November 15, 2024 to become Certified .
	Trained = attended classroom session Certified = passed all post-task evaluations

Minor Leagues Qualifications by Age & Category Level (Including Female)

	Who requires qualification	Required Online Clinics	Required In-Person Clinics	Safety Clinic	RIS Activity Leader	Other Notes/ Recommendations
U11 All Tiers including U11 AA	Head Coach	1) Hockey Canada Coach 2 & U11 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	
U13 All Tiers	Head Coach	1) Hockey Canada Coach 2 & U13 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	Development 1 if the following criteria have been met 1) Coaching at the U13 Tier 1 level 2) All required clinics have been completed
U15 All Tiers	Head Coach	1) Hockey Canada Coach 2 & U15/18 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	Development 1 if the following criteria have been met 1) Coaching at the U15 Tier 1 level 2) All required clinics have been completed
U18 All Tiers	Head Coach	1) Hockey Canada Coach 2 & U15/18 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	

Intro to Hockey Qualifications by Age Level

	Who requires qualification	Required Online Clinics	Required In-Person Clinics	Safety Clinic	RIS Activity Leader	Other Notes/ Recommendations
U7	1 Coach per 10 Players	Hockey Canada Coach 1 & U7 Player Pathway	Hockey Alberta – Coach 1 – Intro to Hockey	1 Coach per 10 Players	All Team Officials	
U9	1 Coach per 10 Players	Hockey Canada Coach 1 & U9 Player Pathway	Hockey Alberta – Coach 1 – Intro to Hockey	1 Coach per 10 Players	All Team Officials	Hockey Canada Skills – Checking Hockey Alberta – Intro to Principles of Checking

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 outside the association.

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 Jamboree/Festivals (Tournaments), not games****

****Travel Permits for U11 – U18 – Hockey Alberta has eliminated the need for the visiting team to obtain a travel permit for any scheduled exhibition game taking place in the province of Alberta. The host team will still be responsible to obtain the Exhibition Game Sanction.****

****Any event outside Alberta will require a Travel Permit.****

To log into the Centre Ice Portal, go to: [Account Login | Hockey Alberta](#).

If you are having troubles with the Permits and Sanctioning System contact: disciplineNE@hockeyalberta.ca

Hockey Sanctions & Permit Procedure 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 ECAFHL 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 minimum 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.

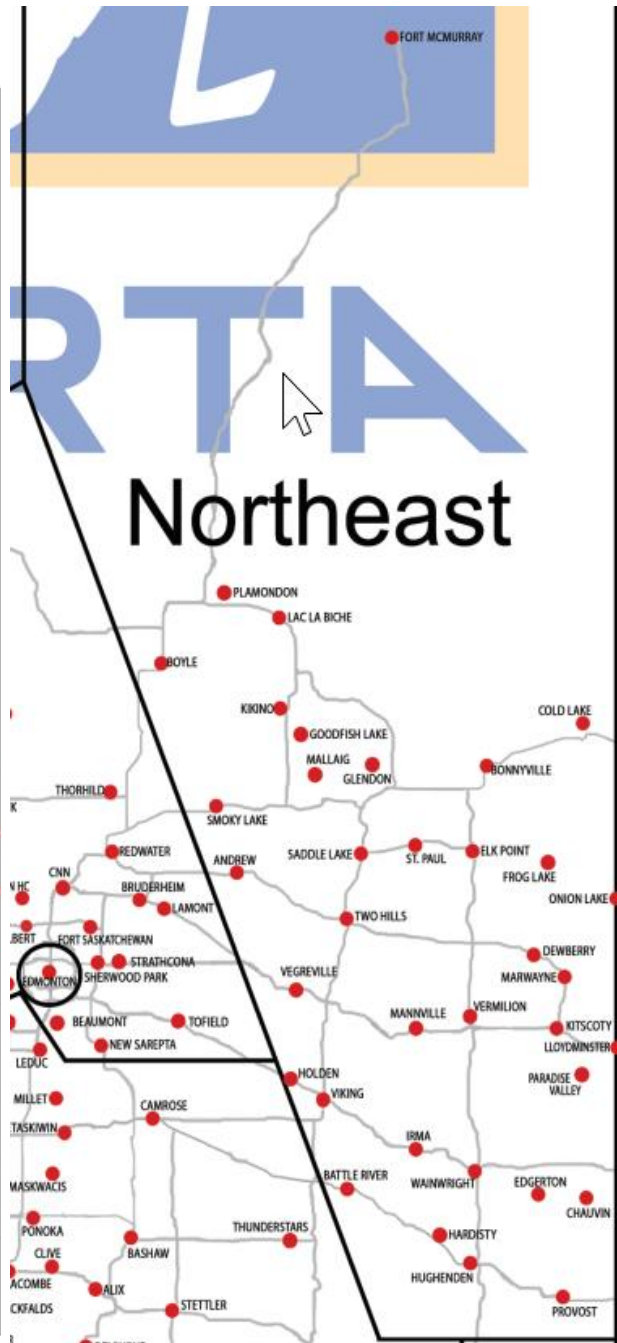


Communication chain:



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





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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 GUIDEK](#)

[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).

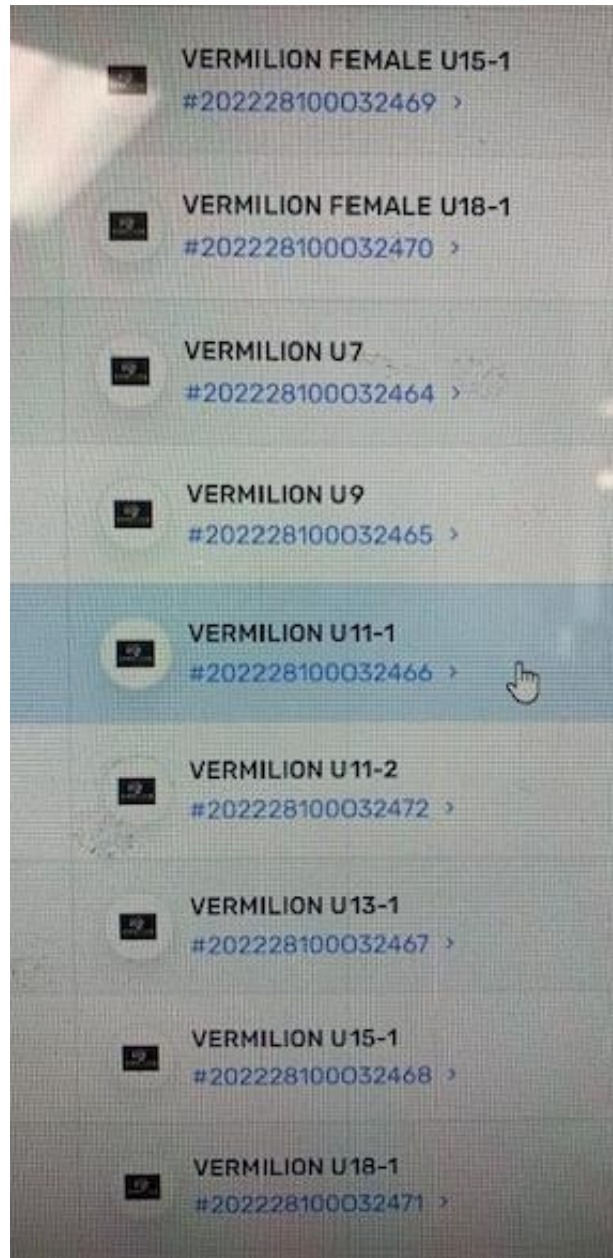
If a mistake is made on an E Game Sheet submission just email the discipline contact (disciplineNE@hockeyalberta.ca) at Hockey Alberta with the sanction # to reset it so you can submit the corrected game sheet.

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.

U9 – End of Season Transition Phase Full-Ice – February 1 to March 30, Maximum 10 one-time events, 5-on-5 full ice, no score kept, coaches control scrimmage, certified officials for one-time events, and after goal scored puck starts from behind the net, opposing team backs off to top of circles or blue line.

INTRO TO HOCKEY MODEL

[PLAYERS]

A players guide for the introduction and implementation of the Intro to Hockey Model for U7 and U9 Hockey in Alberta.

Updated September 2024



WELCOME

How a player gets his/her initial taste of hockey is crucial. Their first four 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.

As a result, it becomes imperative to design hockey programming that is suitable to the age, size, and skill level of the participant, based on the following key principles:



CHILDREN ARE NOT MINIATURE ADULTS



CHILD DEVELOPMENT IS A MARATHON NOT A SPRINT



CHILDREN SHOULD BE BUILT INTO:

People 1st; Athletes 2nd; Hockey players last.

A Minor Hockey Association's programming for its youngest players serves as an important building block upon which the entire MHA is built. Youngsters at every level of play benefit from getting the "right start" in the game.

Hockey Canada made it mandatory that all games are played on cross ice/half ice starting in the 2016-17 season for the U7 age category, and in the 2019-20 season for the U9 age category. Starting February 1, 2024, Hockey Alberta is implementing a U9 Full-Ice Transition to help with the transition from Intro to Hockey to U11. These policies and pilots are designed to address ongoing challenges to player development, including:

OVER-COMPETING AND UNDER-TRAINING.

FUNDAMENTAL MOVEMENT SKILLS AND SPORT SKILLS NOT BEING TAUGHT PROPERLY.

PREPARATION GEARED TO SHORT-TERM OUTCOMES.

A COMPETITION SYSTEM THAT INTERFERES WITH ATHLETE DEVELOPMENT.

EARLY SPECIALIZATION IS DEMANDED.



IT IS OKAY FOR PARENTS TO WANT THEIR KIDS TO GET TO THE HIGHEST LEVELS, BUT WE ALL NEED TO WORK TOGETHER TO IMPLEMENT AND ACHIEVE THE BEST WAY FOR THAT

Hockey Canada mandates that all hockey for players aged eight years and younger (U7 and U9) is to be played according to age-appropriate development guidelines. Minor Hockey Associations not operating according to these standards will be considered in violation of the Hockey Canada policy.

In Alberta, U7 and U9 hockey is now run under the title **Intro to Hockey**.



The goals and objectives of Intro to Hockey programming are to:

01

Teach the basic skills of hockey so players can enjoy the game.

02

Assist in the development and enhancement of physical literacy and basic motor patterns.

03

Deliver a program that is age appropriate for the size, skill and age of the players.

04

Encourage the aspects of fitness, fair play and co-operation while having fun playing the game.

Hockey Alberta's goal through Intro to Hockey is to create a "new normal" which will encourage a cultural change for how players experience the game at Initiation and Novice.

INTRO TO HOCKEY

THE NEW NORMAL

PURPOSE

Give the game back to the kids

OUTCOME

Reach your potential

LOOKS LIKE

Action and activity

FEELS LIKE

Energy and excitement

GAME PLAY RULES

All Minor Hockey Associations are required to operate in compliance with the Hockey Canada Policy on U7 and U9 hockey. The following non-negotiables exist in Hockey Alberta's Intro to Hockey model:

NON-NEGOTIABLES

PLAYING SURFACE FOR GAMES:

- Maximum 8,500 sq./ft (100' x 85')
- U7: for the full season
- U9: through Jan. 31 of current season

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 (U7 and U9)
- 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 U7 game play

GAME ADMINISTRATION RULES:

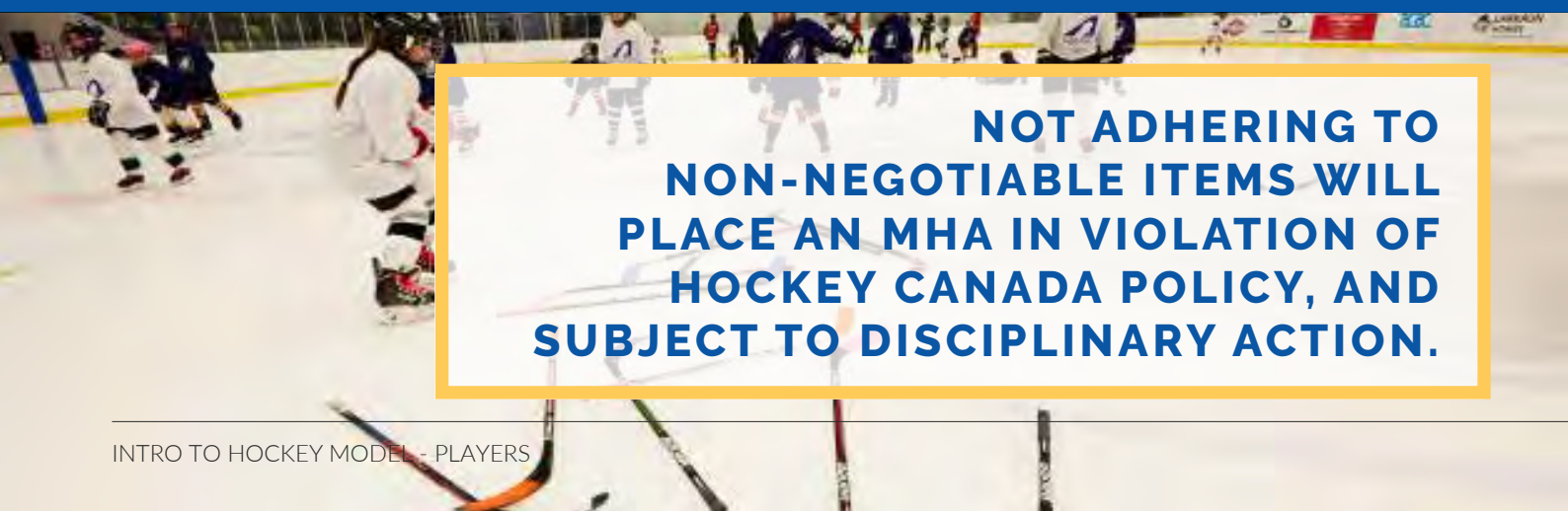
- No score is kept
- No standings or stats kept
- Game summary or game sheet is required for U9

ON-ICE OFFICIALS:

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

GENERAL ADMINISTRATION RULES:

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



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



SOME AREAS ARE NEGOTIABLE, WHERE AN MHA CAN UTILIZE THESE GUIDELINES TO ADOPT ITS STANDARD:

GAME PLAY AND GENERAL GUIDELINES - U7

- **Shift Length:** recommend 3 minutes or less
- **Blue puck for game play**
- **Game Length:** recommend no longer than an hour with two halves
- **Net size:** recommend 3' x 4'
- **Age groups:** one- or two-year age groups
- **Seasonal Structure:** recommend 2:1 practice to game ratio, ideal season outlined
- **Practice Format:** recommend station work
- **Player Acceleration:** as per MHA policy
- **Player Movement:** determined by the MHA

END OF SEASON TRANSITION PHASE FULL-ICE OPTION GUIDELINES- U9

February 1 to March 30

Maximum of 10 one-time events for MHAs with Major (8 year old) teams

- Games within associations can be controlled scrimmages
- Games played against other MHAs must be considered one-time events, with the appropriate sanction approved by Hockey Alberta

Maximum of 10 one-time events allowed for combined teams (7-8 year olds) and Minor teams (7 year olds)

- Games within associations can be controlled scrimmages
- Games played against other MHAs must be considered one-time events, with the appropriate sanction approved by Hockey Alberta

GENERAL GUIDELINES

- **Shifts:** recommend 1.5 minutes or less
- **Blue or black puck**
- **Game Length:** recommend no longer than an hour with two halves
- **Net size:** 3' x 4' or regulation size (4' x 6')

END OF SEASON TRANSITION PHASE

- **Full ice - 5 vs 5; No score kept.**
- **Penalties:** Instant with no PP. Player goes to player's bench.
- **Officiating:** Coaches for controlled scrimmages; certified officials for one-time events.
- **Goalies:** Rotated, with preference for 8-year-olds
- **After a goal is scored, puck starts from behind the net. Teams back off to top of circles or blue line.**

NEGOTIABLES

NOTES - END OF SEASON TRANSITION PHASE

PENALTIES

- The referee is to make the call and signal the penalty, the offending player goes to their player bench and sits out until their next rotation.
- A player from the next shift joins the play to keep the number of players playing 5 vs 5 (there are no special teams after a penalty call)
- There is no “delayed” penalty call, once the infraction occurs the referee will make the call.
- The play clock does not stop during a penalty call and there is no “penalty time” added to score board.

GOALIES

- Goalies may be switched at the halfway break
- Teams ARE NOT to dress two goalies for the game. There are no “back up” goaltenders allowed.

FACEOFFS

- Faceoffs only occur at the start of each period, NOT after goals, penalties, icings or offsides
- On an icing or offside the referee blows the whistle, makes the appropriate call and gives puck possession to the non-offending team
- The offending team is to back away from the non-offending team and allow them space to start the play again
- This is to maximize playing time for the players and introduce the rules of icing and offside

FESTIVALS

- Festival permits are not permitted during the End of Season Transition Phase.
- If multiple teams gather for an event, each game sanction must be requested as a one-time event, and counts towards the 10-game limit on full-ice one-time events permitted per team during the End of Season Transition Phase.

LEAGUE PLAY

- Games scheduled through a League will take priority of any one-time event scheduled during the End of Season Transition Phase.
- Failure to fulfil your obligation to your League will result in possible discipline, fines and removal of one-time event and festival sanctioning privileges for the remainder of the season.



TEAM STRUCTURE

HOCKEY CANADA GAME PLAY FORMAT

01

Each team consists of up to a maximum of 18 players divided in to two units of 9. Each team unit of 9 players will have 1 goaltender and 8 skaters. Smaller numbers allow for players to double shift to ensure there are always 4 players on the ice. Coaches must make sure all players take turns double shifting.

02

In the large team game model, each team is required to have two goaltenders, one for each half of the ice. This is referred to as the Two or Four Team Game Play Model (see Figure 1), allowing up to four teams playing one another or two larger teams playing one another in two halves. For larger teams divided in two units, each team is required to have two goaltenders, one for each half-ice game.

03

In communities where team composition is smaller, the ice is still divided in halves, but only one half will be used for game play. The other half can be used as a practice surface (see Figure 2).

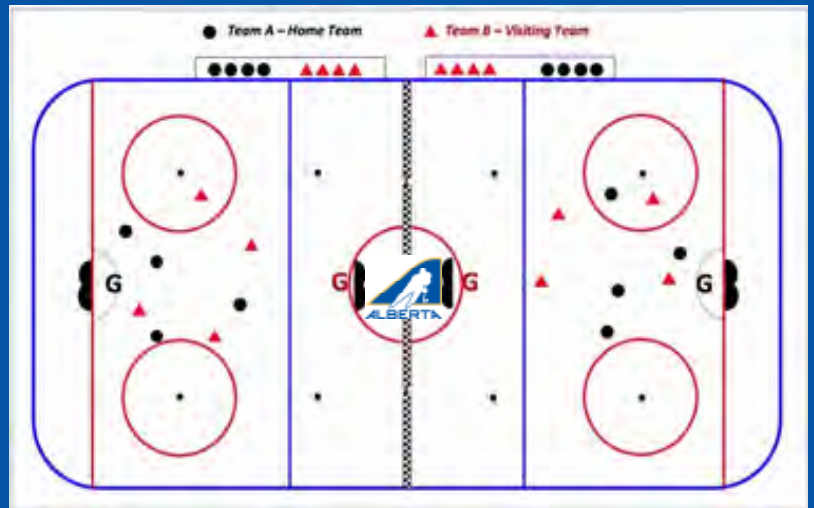


FIGURE 1: LARGE TEAM- TWO HALF ICE GAME MODEL

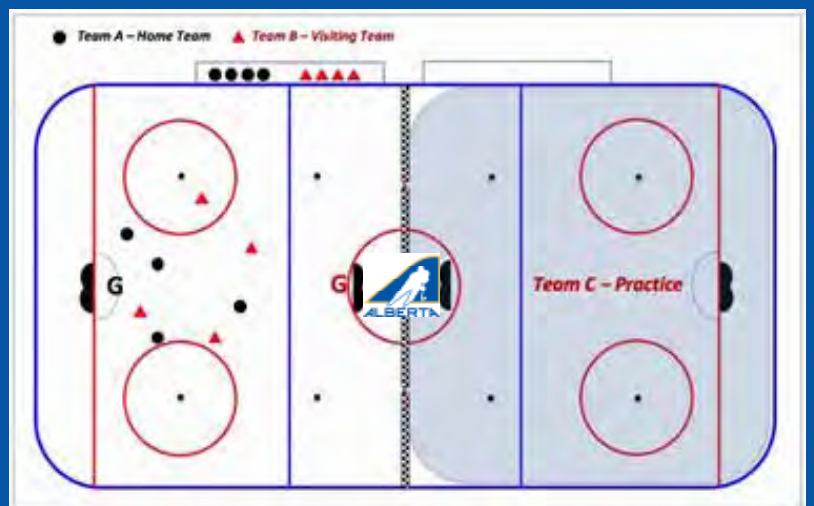


FIGURE 2: SMALL TEAM - ONE HALF ICE GAME MODEL - WITH PRACTICE SHEET OR TWO GAMES

GAME FORMAT

01

Teams will share the respective player benches with each team using the gate closest to the net they are defending.

02

The warm up – 3 minutes.

03

The rink set-up: One (1) set of barriers. It is recommended that in each half of the ice, the centre spot should be marked to indicate where the face off will take place. This mark is to be established at the midpoint between both nets.

04

Game length: 60 minutes total recommended; two (2) 24-27-minute halves recommended.

05

There will be two (2) face-offs during the game: to start the game, and to start the second half. When the buzzer sounds to end the first half, the visiting team will switch ends and switch benches, so players can play against the other half of the opposing team.

06

No score is kept. Game summary or game sheet is required for U9.





SHIFTS

1. Shift length – recommended to be 3 minutes for U7 and 1.5 minutes for U9 with an automatic buzzer or whistle sounding to indicate players change. The clock is run time.
2. Officials or coaches work together to keep the games synchronized. The main score clock can be used as the time keeping device for both games
3. A buzzer or whistle will sound to signal line changes.
4. Players change on the fly.
 - I. If there are fewer than four (4) players on the bench, the active player designated to stay out for the following shift must tag up at the bench prior to playing the loose puck.
 - II. For U7 the first player to enter the ice on a line change is the new goalie.

FROZEN PUCKS, STOPPAGES, GAME FLOW, CHANGE OF POSSESSION

1. The line change procedure does not require a stoppage of play. Associations have the choice of shift length with running time and players changing on the fly.
2. The referee blows the whistle to indicate a change of possession when:
 - a. Goaltender freezes the puck: Attacking players back off at least 3 metres or to a designated marking on the ice. Once the attackers have moved back, the players may resume play as soon as the possession team has the puck.
 - b. Puck shot out of play (over divider or glass): The offending team backs off three metres and the official or coach gives the non-offending team a new puck.
3. When the buzzer/whistle sounds, players must relinquish control of the puck immediately and skate over to their bench gate waiting along the boards until the new players enter onto the ice surface and then they can exit the ice.
4. Failure to immediately relinquish control of the puck at the buzzer or new players entering the ice surface prematurely will result in a change of possession.

When the puck enters the goal, the official will blow the whistle and signal a goal, retrieve the puck from the net and allow the team that was scored on to take possession of the puck. The team that scored backs off 3 metres and gives the player with the puck room to start the play.

GOALS



FACEOFFS

There is one (1) face-off location, located approximately half way between the goals (see Figure 3). Coaches may mark the centre face-off location with a temporary marking for game play purposes but is not necessary.

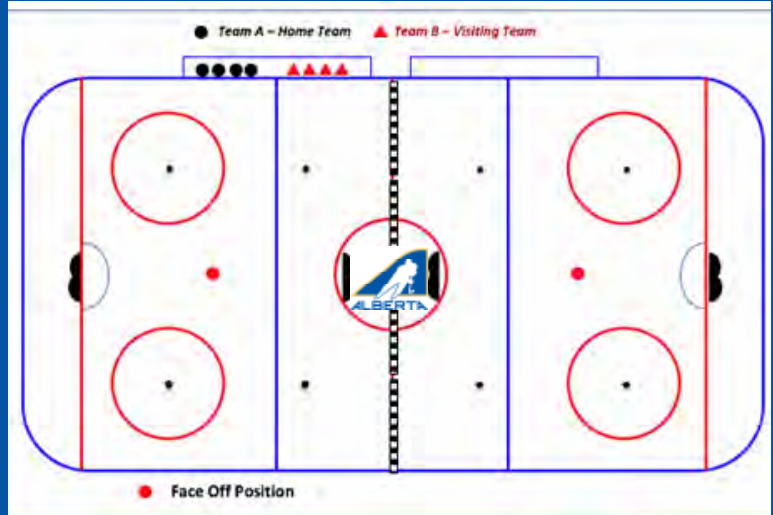


FIGURE 3: LOCATION OF FACEOFF DOT

PENALTIES (U9 ONLY)

PENALTIES SHALL BE CALLED IN ACCORDANCE WITH THE HOCKEY CANADA OFFICIATING PROGRAM (HCOP) STANDARD OF PLAY, WITHIN AN ENVIRONMENT WHERE NEW OFFICIALS ARE LEARNING THE APPLICATION OF THE RULES.

Please note:

- Incidental contact may happen, but body checking is not permitted.
- There is no centre ice (red) line, and therefore no icing.
- There are no blue lines in play, therefore no offsides.

Minor penalties are noted by the official raising their arm to indicate a penalty will be assessed and making the penalty signal. At the end of the shift, the official notifies the coach about the infraction and the number of the offending player.

- If the offending team controls the puck after the infraction, the official blows the whistle and calls for a change of possession and the non-offending team is given room to play the puck (3-metre cushion).
- If the non-offending team has the puck, the penalty is placed on delay with the official raising their arm and when the offending team touches the puck the official will blow the whistle and make the penalty signal.
- The offending player who received the penalty is required to sit out their next shift, but the team will play even strength (4 on 4).

Should an infraction occur that would normally require a player to be ejected from the game (e.g. Game Misconduct, Match Penalty or Gross Misconduct), then the player will be removed from the remainder of that game and the official will be required to fill out an official's report documenting the incident.

FAQ - INTRO TO HOCKEY HALF-ICE HOCKEY

01

ARE TEAMS PERMITTED TO IDENTIFY A FULL-TIME GOALTENDER?

All players should have an opportunity to play goal and all players should rotate through the goalie position throughout the season. The Hockey Canada Long Term Player Development philosophy encourages a wide range of skill development at a young age and focusing on a single position will limit a child's opportunity to practice skills in all areas.

02

IS THERE A NEED TO DRAW A CREASE IN FOR THE NET SITUATED IN THE NEUTRAL ZONE?

No. Each net should be placed just inside the centre circle which will provide a small marking to aid the goaltender with positioning in front of the net. The centre circle line will be used as the goal line for the neutral zone net.

03

WHAT ARE THE DIMENSIONS OF A HALF-ICE HOCKEY GAME?

The average dimensions of a regular ice surface in Canada are 200 feet by 85 feet. The half-ice playing surface can be a maximum of 100' by 85' if the dividers are placed at the centre red line. In a study conducted by Hockey Alberta, the half-ice playing surface illustrated the same stride distance for a child as relative to the full sheet of ice for an adult.

04

IS IT A REQUIREMENT TO USE A BLUE PUCK AND WHAT ARE THE ADVANTAGES?

It is a recommendation to use a Blue Puck for all Intro to Hockey programming. The regulation Black Puck weighs 6 ounces. The Blue Puck weighs 4 ounces. Scaling down all aspects of practice and game play for players 8 and under is very beneficial. The blue puck is an appropriate weight in relation to the height and weight of these young players. Use of the Blue puck will promote proper mechanics in shooting, passing, and carrying the puck.

05

HOW DOES THE OFFICIAL OR COACH KEEP THE GAME GOING WHEN A PUCK GOES OUT OF PLAY?

Officials and Coaches are encouraged to keep additional pucks in their pockets for when a puck is shot out of play. The official will provide a new puck to the non-offending team and play will resume.

FAQ - INTRO TO HOCKEY

U9 FULL-ICE HOCKEY

01

IF A TEAM SCORES A GOAL, DO THEY FACE-OFF FROM CENTRE ICE?

No, the team that scored will back off to the blue line and the referee will place the puck behind the net and the other team will start from there. The defending team must wait until the puck gets to the top of the circles before they can go after the puck.

02

DOES THE PLAYER THAT RECEIVES A PENALTY HAVE TO OFF IMMEDIATELY OR AT THE COMPLETION OF THEIR SHIFT?

The player that receives a penalty will be sent off immediately after the call is made by the referee and must miss the next shift.

03

IF A TEAM ICES THE PUCK, DOES THE FACE-OFF COME BACK TO THEIR END?

There will be NO face-off. The team that iced the puck must remain outside the opposing blue line and the other team will bring the puck out. The defending team will have to wait until the offensive team brings the puck above the top of the circles before they can go after the puck.

04

HOW DO I OBTAIN A SANCTION TO HOST A ONE-TIME EVENT UNDER THE U9 PROJECT?

Please contact your local association, provide them the details of the game (date, location, opponent, etc... and your association will make the appropriate sanction request to Hockey Alberta through the Centre Ice Portal. The request will be reviewed by a Minor Discipline Coordinator and, if approved, an email generated with the sanction number.

05

IF MY TEAM PARTICIPATES IN A LEAGUE, WILL LEAGUE GAMES BE ELIGIBLE UNDER THE U9 PROJECT?

No, Leagues will continue to host all scheduled games following the Intro to Hockey Model with half-ice games.

06

WHAT IF I HAVE A SCHEDULED LEAGUE GAME, BUT I WANT TO PLAY A ONE-TIME EVENT UNDER THE U9, WILL I BE ALLOWED?

No, all scheduled League games will take priority over any one-time event/exhibition games played under the U9 Project. Failure to fulfill your League obligations will result in possible discipline, fines and loss of sanctioning privileges with Hockey Alberta to host one-time event/exhibition games under the U9 Project.



HOCKEY ALBERTA

U9 HALF ICE GAME REPORT

PLEASE PRINT

GAME DETAILS		OFFICIALS
Date:	Time:	Official:
Rink:		Official:
Type of Game: (Please check one)		Official:
<input type="checkbox"/> Exhibition <input type="checkbox"/> League <input type="checkbox"/> Festival/Jamboree		Official:

HOME TEAM		VISITING TEAM	
Number	Name	Number	Name
Coach		Coach	
Coach		Coach	
Coach		Coach	
Coach		Coach	
Coach		Coach	
Coach		Coach	

Verified By: (Please Print) _____

Home Team Penalties			Visiting Team Penalties		
Please Record Majors, Game Misconducts, Gross Misconducts and Match Penalties					
Number	Time	Offence	Number	Time	Offence

* ONLY TO BE USED FOR NEAHL LEAGUE GAMES *

NORTH EASTERN ALBERTA HOCKEY LEAGUE

HOME TEAM BIGTOWN STARS
PRINT

NO.	NAME
G 1	GOALIE NAME PLAYER
SIG	PLAYER PLAYER

Labels
used at
Print names
* Put in
order
Jersey #

Signature: Coach or Manager
ABOVE: Players Verified. Team Official

* LEGIBLE PRINT * GAME # 1234 (number per schedule)
DATE December 2, 2017

LEAGUE GAME
 PLAY-OFF GAME
 EXHIBITION GAME
 TOURNAMENT

PLAYED AT BIGTOWN ARENA
DIVISION ATOM CATEGORY TIER 2

GAME OFFICIALS MUST SIGN BEFORE FORWARDING

REFEREE (print) PRINT NAME	(3-man)
Signature	<u>Joe</u> leave blank if 2-man
OFFICIAL SCORER (print) NAME	
Signature	<u>Joe</u>
LINESMAN (print) NAME	
Signature	<u>Joe</u>
LINESMAN (print) NAME	
Signature	<u>Joe</u>

Put notes here
@ Time-out
Overtime

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

Scoring

No.	P	Time	Sc	Assist.
1	1	12:01	5	11
2	1	6:21	27	46, 7
3	2	19:40	9	5
4	2	11:10	6	48
5	3	15:11	49	2, 16

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	43	14
9	3	0:50	64	42

VISITING TEAM LITTLE TOWN STARS
PRINT

NO.	NAME
G	GOALIE 2nd GOALIE PLAYER PLAYER
SIG	PLAYER PLAYER

Can be used at
Print names
* Put in
order
Jersey #

Signature: Coach or Manager
ABOVE: Players Verified. Team Official

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECT FOR ABOVE TEAM ONLY

PER	NO	SERV	INFRACTION	MIN	OFF	START	ON
1	4	4	HOLD	2	14:11	14:11	12:11
2	27	27	SL	2	6:02	6:02	4:02
3	48	48	US	2	3:08	3:08	3:05
3	48	48	MISC	10	3:08	3:08	-

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECT FOR ABOVE TEAM ONLY

PER	NO	SERV	INFRACTION	MIN	OFF	START	ON
1	14	14	TMM	2	18:11	18:11	16:11
1	12	12	TR	2	14:06	14:06	12:06
1	36	36	OC	2	7:42	7:42	5:42
2	68	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	GMEMISC	2:01	-	-	-

EXPECT A REF REPORT FOR ALL 5min MAJOR Penalties

REPORT



VERMILION MINOR HOCKEY ASSOCIATION

Tournament Date: _____

Tournament Division: _____

Your team information:

Team name: _____

Association name: _____

Team contact information:

Name: _____

Phone: _____

Email: _____

2024 - 2025 Tournament Schedule			
Date	Division	Tier	Fee
Nov. 16	U9F	-	\$800
Nov. 22-24	U13M	4	\$1,400
Nov 29-Dec 01	U15M	3	\$1,700
Dec. 06-08	U18M #1	1	\$1,800
Dec. 13-15	U18F	B	\$1,800
Jan. 03-05	U18M #2	3	\$1,800
Jan. 11	U7	-	\$600
Jan. 18	U9	-	\$800
Jan. 24-26	U11/U13F	B	\$1,400
Jan. 31 - Feb. 01	U11M #1	1	\$1,300
Feb. 07-09	U11M #2	3	\$1,300
Feb. 07-09	U11M #3	5	\$1,300
<i>*All tiering is subject to NEAHL & ECAFHL check with team coordinator</i>			

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-Transfers to be sent to vmha.tournaments1@gmail.com with division & team name in the memo.

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.



Team Roster Information

Division: _____ Tier: _____

Team Name: _____

Jersey Colors Home: _____ Away: _____

Jersey Number		Player Name		Position
Home	Away	Last	First	

Coach: _____

Assistant Coach: _____

Assistant Coach: _____

Assistant Coach: _____

Manager: _____

Phone: _____

Email: _____

Tournament fee: _____ E-transfer#: _____ Password: _____ (Attach screenshot)



POSITION DESCRIPTION

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TOURNAMENT COORDINATOR

Overview:

Each Vermilion Minor Hockey team can have two to three Tournament Coordinators (one per 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 Tournament Director (*they are your go-to for questions)
- Work with Tournament Director 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
- Spend \$1,000.00 from VMH, locally on raffle table items
- Ensure no one from your team/tournament solicits donations for the tournament
- 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
- Post current practice and game schedule on the team RAMP
- Create a team or update existing 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.

SAFETY COORDINATOR

Overview:

Each Vermilion Minor Hockey team will have 1 Safety Coordinator. This person plays a significant role in assuring that participants are kept safe during all hockey activities by identifying and managing risks, leading injury management, and championing a safe environment within the team and organization.

The ideal candidate for a team safety coordinator would have experience in athletic therapy, health care, safety, or a similar profession however the minimum qualifications include:

- Must take the Hockey Canada Safety Program
- Must take the Respect in Sport Activity Leader Program
- Must have strong communication skills
- Must be well organized

Responsibilities:

- Risk Management
 - Implement an effective risk management program striving to prevent injuries during all team activities
 - Identify risks
 - Identify a strategy to manage the risk
 - Coordinates plans in conjunction with team officials
- Injury Management
 - Develops and Practices the team's Emergency Action Plan (EAP) with support from other team officials
 - Collects and maintains accurate medical information files on all players and team officials, ensuring they are available at all team activities
 - Implements the team's Emergency Action Plan (EAP) when necessary
 - Manage minor injuries according to basic injury management principals and refer to medical professionals when necessary
 - Recognize significant and life-threatening injuries and be prepared to deal with serious injuries
 - Recognize injuries that require a player to be removed from an activity and refer to medical professionals
 - Completing the Hockey Canada Injury Report form on behalf of the team for all injuries and ensuring it is submitted to the local association and Hockey Alberta
 - Coordinate and ensure proper return to play protocol is followed before a participant returns to team activities in conjunction with medical professionals
 - Ensure all return to play steps are documented and submitted to the local association
 - Maintain a player injury log and submit it to the local association
 - Ensures and maintains a fully stocked first aid kit is present at all team activities

Hockey Alberta has compiled resources to help the Team Safety Person carry out his or her responsibilities effectively. They include Medical Info Forms, Hockey Canada Injury Report Form, Return to play guide, Concussion recognition tool, Concussion follow up checklist, Injury log, etc.. They are all located at the Hockey Alberta website below:

<https://www.hockeyalberta.ca/members/safety-management/team-safety-person/>

BOX COORDINATOR

Overview:

Each VMHA team (U11-U18) will require a Box Coordinator who is responsible for score clock, score keeping, and penalty box. This also includes training, scheduling and game sheets for both home and away games.

Responsibilities:

Training

The Box Coordinator is to train parents to:

- Run the score clock ([Blitz App](#))
- Fill out paper game sheets ([scratchpads – NEAHL](#))
- Fill out home & away electronic game sheet ([Ramp Gamesheet App – NEAHL](#))

Scheduling

Schedule Parents to operate:

- Score Clock – inputting and keeping track of time, score, penalties and shots on the score board for home ice (*this may vary for away games depending on teams being played*)
- Score Keeper – fill out paper or digital game sheet
- Penalty box – run home and away penalty box

Game Sheet

Before game, the Box Coordinator must:

- Verify home and away roster information with teams' Manager or Coach
- Fill out paper games (scratch pad)
- Verify and sign-off electronic game sheet to initiate electronic game sheet

After game, the Box Coordinator must:

- Verify and collect scratchpad game sheet or white copy of paper game sheet
- Update, verify games sheet and check with Team Manager before signing off on electronic game sheet.

RAMP Game Codes

Box Coordinator will obtain NEAHL RAMP App codes from Team Manager that are required to access the electronic game sheets for both home and away games.

REFERENCES

- NEAHL Gamesheet App information [North Eastern Alberta Hockey League: Website by RAMP InterActive \(neahl.ca\)](#)