



Springbank Minor Hockey Association

COACHES MANUAL

October 2008

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COACH/MANAGER MANUAL

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1. Introduction

This coach's manual was initially prepared in September 2006 and has been updated for the 2008-09 hockey season. As it is still a work-in-progress, we would appreciate any feedback to make this document more useable for all coaches. Please feel free to give constructive criticism for future editions.

The manual is intended for all levels of hockey coaching in Springbank and has therefore been written general in nature. There may be sections or points mentioned that seem obvious or unnecessary to experienced coaches, but which might be very useful to first time coaches or first time Springbank residents. Please take this into account when viewing the document. The document is also intended as a reference for frequently asked questions and issues only; for information and interpretation of specific rules and regulations, we recommend you to consult the applicable governing Hockey Canada or Hockey Calgary rulebooks.

A few of the acronyms used are as follows:

SMHA – Springbank Minor Hockey Association

HC –Hockey Calgary

EMHW – Esso Minor Hockey Week

SPFAS –Springbank Park For All Seasons

Terminology used:

Seeding round – the first round of games scheduled from end of October to the beginning of December

Second round – the second round of league games scheduled from early January to the end of February

1.1 *HC Important Dates*

Please refer to the website for the [important dates](#).

1.2 *Responsibilities of a coach*

The Coach is the most important person that the players will come into contact with during the hockey season. The coach is the person they see regularly; get feedback from both on and off the ice and look up to for guidance and leadership. Therefore, it is important that the coaches understand this role when they are deciding on how to run their team, how to assign positions, how to reward players, how to deal with parental issues, how to deal with players issues, etc.



The coach is also responsible to ensure that the “back-room” work is also done properly. This includes ensuring proper equipment is used, proper communication happens to ensure players know when and where to be, game sheets are handled correctly. It also includes modeling appropriate behavior for both players and parents to see, both on and off the ice. Coaches should familiarize themselves with the Fair Play Code for Coaches. By virtue of accepting a coaching volunteer role in Springbank, you also agree to abide by the Code. SMHA will take a zero tolerance approach to the inappropriate conduct of coaches, other team officials, parents, and spectators.

It is the coach’s responsibility to ensure all players have all required equipment or property prior to stepping onto the ice. This includes neck guards, mouth guards, helmets and face masks properly done up, etc. This is required for all ice activities, practices, games, shinny, etc. No player is allowed on the player’s bench area without full proper equipment. Therefore injured players must either step away from the player’s bench or wear full equipment if they choose to stay on the bench.

The most common complaint from parents is fair ice time for all players. Coaches must ensure that all players play the same amount of time throughout the year, with obvious exceptions being players absent from games for any reason. This is a fundamental philosophy of our community hockey program and is to be strictly adhered to.

1.3 Ice Allocation

The shortage of ice time for our players and teams has become and will continue to be a challenge in the foreseeable future as our association membership grows and no new ice arenas to draw upon. This is a problem that extends across the entire City of Calgary. Evidence of this is that MHAC has now begun to enforce larger team sizes in all associations.

For the 2008-09 season, SMHA has acquired additional non-prime time ice at the SPFAS. As well, we have aggressively pursued ice rental alternatives outside of Springbank and have been successful in acquiring extra weekday and weekend ice blocks at the Morley and Sarcee arenas. Each team will be allocated their share of the non-prime time and out-of-Springbank ice times. While some additional burden on parents will occur in getting their children to these ice times, we ask all coaches to recognize their importance in supplementing the SPFAS ice allocations and to ensure the ice bookings are effectively utilized.

1.4 Schedules

Both MHAC and SMHA have gone to an on-line ice scheduling system. This means that the sanctioned games and practices will all be posted on the websites for review by players and parents. MHAC has set dates when they will post game schedules. It is the responsibility of



the coach to ensure that their team attends all sanctioned games. Failure to attend a sanctioned game will mean disciplinary action by MHAC. Coaches do not have the authority to decide to reschedule a sanctioned game. SMHA posts all games and practices on the Springbank [website](#). This website is updated regularly and should be checked at least weekly.

Teams have the option of setting up their own website to give out information specific to their team.

Second round games start January 2, 2008. This is just after the busy Christmas season and before school commences, and players may be absent for vacations. It is important that each team manager and coach canvas their players/parents to see who is available, so that alternate arrangements (i.e. affiliates) can be made ahead of time.

1.5 Contacts

There are a number of useful contacts, both by phone and by internet, for coaches to use.

Calgary Minor Hockey Association website:

- www.hockeycalgary.com

Springbank Minor Hockey Association website

- www.springbankhockey.com

Springbank Park for all Seasons

- <http://www.springbank.ab.ca/Facilities/index.html>
- General Manager – John Rop – 242-2223 springbankpark@telus.net
- Facility Technician at arena - 803-3342 (cell number) for emergencies

Springbank Minor Hockey Association is a user (albeit the largest user) of the Park for all Seasons – we do not own the facility. Therefore we must rent ice from the Park and abide by their rules. There are other users and renters of the facility and we must remember this when we are at the arena.

For SMHA contacts please refer to the contacts page of the SMHA [website](#).

1.6 Tournaments

Each team in SMHA is given the opportunity to host a tournament during the year. Tournaments are hosted at 4 different times – October, Christmas, December, March and April.

Given the huge increase in the number of players and consequently teams, it is not possible for every team to be given a home tournament at a time of their choosing. Instead, the board has decided to allocate tournaments to teams at the same time every year, thereby



eliminating the need for teams to wonder when their tournament will be and to better prepare them for future years. This schedule is finalized as follows: For 2007/08 the tournament schedule is not yet finalized, but during

October - Atom 1, 2, 3, and 4 teams will have their home tournaments. All other teams will be scheduled for their home tournaments during December or March/April. We anticipate having the tournament schedule finalized in October.

December - Atom 5, 6, 7, 8, PeeWee 2, 3, 4, 7, Bantam 1, 3, 4, 5, 6, Midget 2, 3, 4.
March – all Novice teams (during Playoffs for other teams)
March/April – Atom 9, 10, PeeWee 1, 5, 6, 8, 9 Bantam 2, Midget 1, Junior C

Depending on how many teams there are in each age group, we may need to add some teams into the March/April schedule. For instance, in 2006 we had 10 Atom teams. If we have more than 10 this year, the 11th team will get a March/April tournament time slot.

December tournaments run before Christmas as well as between Christmas and New Years. March tournament will start after playoffs finish. Novice tournaments will be run in March during the time that other divisions have playoffs. There is sometimes an open weekend (no playoffs) during March so that tournaments can be scheduled. We are not sure at this time which weekend that will be. These tournaments will run into April 2008.

The fees that each player pays at the beginning of the season cover the cost to host a home tournament. Each team that is invited to play must pay a tournament entry fee, which goes to SMHA, not to the hosting team. The 2007-08 Tournament Fees are \$780 per team, regardless of age level.

Should a team wish to participate in an away tournament, it is the financial responsibility of the team to pay their entry fees. This is consistent whether or not the team chooses to host a home tournament. No fee refund is given if a team chooses not to host a home tournament. It should also be noted out of town tournaments will require a Travel Permit.

There is a complete package of information given to a team to facilitate their duties as a host in a home tournament. This information can be found at http://www.springbankhockey.com/page.php?page_id=11866

If a team wishes to find an away tournament to attend, they are advised to pursue two courses of action:

1. contact those teams in your division to inquire about their home tournaments and perhaps work out a reciprocal arrangement
2. Check the MHAC website for tournaments.
<http://www.hockeycalgary.com/index.php?src=gendocs&link=Tournament%20Main&category=Operations>



1.7 Equipment

Each team is issued certain equipment at the beginning of the year. This equipment includes:

- Team jerseys – two sets – home and away (Each team is responsible for maintaining the jerseys and are liable for any damage resulting from improper care and handling)
- Pucks and puck bags
- Goalie equipment for Novice teams
- Game sheets
- Rule book
- HC bylaws

It is recommended that each coach also purchase certain items to assist them. This could include:

- White boards
- Individual water bottles and holder
- Pylons are available for coach's use and are located at the rink. Many coaches prefer to purchase their own.
- New for the 2007-08 season, all coaches and helpers on the ice are required to wear helmets. As an added incentive, Tuxedo Sports is offering helmets to coaches at a 20% discount.

It is important to note that all players under the age of 18 years are required to have full hockey gear on when participating in any practice or game. This includes the use of helmets, mouth guards, neck protectors, etc. This also applies when players are sitting on the bench and also to youth assisting coaches in running practices. Therefore please do not allow your players to leave the dressing room before practices or games and "watch" from the player's bench when they are not fully dressed in hockey gear. Players not participating in games but wanting to be on the players bench can only do so if they are wearing their helmet with facemask.

1.8 Coach Clinics and Certifications

It is the responsibility of each coach and assistant coach to obtain the necessary certifications to allow him to coach. Information on this can be gathered from <http://www.eshootscores.com/coach.htm>

Mandatory certification requirements are:

- Ages 6 and under (Timbits)
 1. At least one coach on the bench during games and at least one coach on the ice during practices who has completed the **INTRO TO HOCKEY** regardless of any other certification they may have.

2. At least one member of the registered team officials present at all games and practices who has completed the [HOCKEY CANADA SAFETY PROGRAM](#).
 3. At least one member of the registered team officials on the bench at all games and present at all practices who has completed the [SPEAK OUT ABUSE & HARASSMENT PROGRAM](#).
- Novice, Atom, Peewee Div 3 & below, Community Bantam, Midget, Junior C
 1. At least one member of the registered coaching staff with each team on the ice during practices and on the bench during games who has completed the [COACH LEVEL](#).
 2. At least one member of the registered team officials present at all games and practices who has completed the [HOCKEY CANADA SAFETY PROGRAM](#).
 3. At least one member of the registered team officials on the bench at all games and present at all practices who has completed the [SPEAK OUT ABUSE AND HARASSMENT PROGRAM](#).
 4. *PEE-WEE - MIDGET BB COACHES:*
At least one member of the registered team officials on the bench at all games who has completed the [CHECKING SKILLS PROGRAM](#).
 - Peewee Div 1 & 2, Bantam AA & AAA, Midget A & AA, Junior B
 1. At least one member of the registered coaching staff with each team on the ice during practices and on the bench during games who has completed the [DEVELOPMENT I LEVEL](#) or higher.
 2. At least one member of the registered team officials present at all games and practices who has completed the [HOCKEY CANADA SAFETY PROGRAM](#).
 3. At least one member of the registered team officials on the bench at all games and present at all practices who has completed the [SPEAK OUT ABUSE AND HARASSMENT PROGRAM](#).
 4. *PEE-WEE - MIDGET BB COACHES:*
At least one member of the registered team officials on the bench at all games who has completed the [CHECKING SKILLS PROGRAM](#).
 - For all level of hockey, it is a requirement that one of the registered team officials (could be the team manager) must have a valid Hockey Canada Safety program certification by December 31 and must be present at all games. This certification is good for 3 years. This course is one day and information on it can be gathered from <http://www.eshootscores.com/coach.htm#safety>
 - In addition, one of the team officials must have completed the Hockey Canada “Speak Out” abuse and harassment program by December 31. Further information is also available at <http://www.eshootscores.com/coach.htm#speakout>. This is a 4 hour program.
 - Coaches must achieve their designation by December 31 of the playing year

SMHA will pay coach certification clinic fees for coaches to attain the relevant certifications needed for all teams to have the minimum certification requirements. The NCCP certification courses are offered in October and November of each season. Courses fill up



quickly once posted so coaches are reminded to register early.

1.9 Volunteer Criminal Record Checks

It is the responsibility of each coach, assistant coach, and manager to have a criminal record check done in compliance with SMHA's policies. Once conducted, the criminal record check is valid for 3 years.

For those living in Springbank, you need to personally attend the RCMP offices in Cochrane with a piece of picture ID (driver's license is good) to have the check done. There is no charge - you need to fill out two forms and wait about 10 minutes and they will give you the clearance right then. The address is 359 - 1 St E, Cochrane. They are open Monday to Friday from 8 - 4.

Anyone living within the City of Calgary needs to visit Elaine Montgomery, Administrator for SMHA, to fill out the necessary paperwork and have your ID photocopied. Acceptable ID is one piece of picture ID (passport or driver's license) and one piece of other government approved ID (birth certificate, AHC card, social insurance card). Because it is necessary for Elaine to personally witness your signature you need to make arrangements directly with her to perform this. Her email is rmait@telusplanet.net. Her phone numbers are 288-9524 (Home) and 852-6079 (Cell).

Once you get your clearance Elaine will need to have a copy of it for the SMHA files.

1.10 Resources

There are many resources open to coaches that will allow them to become better acquainted with their position. HC lists many such resources on their website. <http://www.hockeycalgary.com/?p=content&pid=86>.

The opportunity to liaise with other coaches is also invaluable. Experience has taught many of our coaches tons of great information and insights.

The SMHA website also lists coach's resources.

1.11 Coach and Player Development

New for the 2007-08 season, SMHA launched an important initiative focused on improving coach, player, and goalie development. This program is being expanded on for the 2008-09 season. To facilitate these programs, Development Coordinators and Coach Mentors have been appointed.

For player development, additional (non-prime time) ice will be made available to run



specialty clinics. Since the ice times will generally be non-prime time, SMHA will allocate these to part of an age group instead of individual teams and will also coordinate/arrange for the instruction. The clinics will also be supplemented with classroom instruction and dry land training/conditioning. Goalie clinics will be scheduled in a similar manner throughout the season.

For coach development, SMHA has arranged for professional instructors to run coach training sessions in October, both on the ice and in the classroom. In addition, other coach development resources, such as Hockey Alberta, will be drawn upon to provide further development on practice design and execution. Finally, coach mentors will also be assigned for each age group to provide technical support to coaches

1.12 Emergency Procedures

Should an emergency arise during a game, it is important to know how to proceed. Should there be an incident on the ice that requires medical help, then the coaches must ensure that proper medical attention is sought immediately for the injured player. If the incident occurs at one of the SPFAS arenas, there is medical equipment (including first aid kit, stretcher, and defibrillator) down the hallway by the Zamboni room. The official on your roster who has their safety certifications should be utilized. Any parents having medical background should also be utilized and/or emergency personnel such as ambulances are should be called. Referees should ensure that the game is stopped and not started again until such time as the injured player has been seen to. This may mean that the game does not commence again.

Should a situation occur with the equipment at the arena, such as a gas smell, fire, etc. then the good common sense that you possess should ensure that appropriate technical or emergency personnel are called. If it is necessary to vacate the premises then the coach should ensure that their League Chairperson at MHAC and the Divisional coordinator at SMHA are immediately informed as well as the executive at SMHA. This may involve rescheduling of games by MHAC.

The emergency contact at the SPFAS is 803-3342 (cell number). This is manned at all time by the ice personnel on duty and should be called immediately. After that, follow the guidelines from your safety program.

1.13 Team Volunteers

The most indispensable part of the team – your parent volunteers! Each team normally has the following volunteer positions:

Team Manager

- Responsible for ensuring the team is aware of all practices and games
- Responsible for all game sheets – before and after the game
- Liaison with the League Chairperson at MHAC



- Relaying of information from the League Chairperson to the coach/players

Jersey parents

- One for home jerseys, one for away
- Responsible for drying of jerseys after each game and washing the jerseys as necessary – note – do Not dry jerseys in the dryer
- Responsible to ensure the jerseys are brought to and from all games

Tournament coordinator

- Responsible for all activities relating to home and away tournaments

Timekeeper

- Responsible for keeping time at all home games

Scorekeepers

- Responsible for score keeping at all away games

Penalty box attendants

- Responsible to help with penalty box doors

Treasurer

- Responsible for the finances of the team

Fund raiser

- Responsible to raise funds for team operation – such as jackets, away tournaments, etc.

Web-site manager, phone-out personnel

- Responsible for maintenance of a website for team information or phone out personnel to call when there are changes to the schedules, information required.

Usually it is advisable to get these positions filled immediately. There are simply too many things to do for the coach on a team to do not to have these positions filled as soon as possible. The coach still maintains responsibility for these items, but does not have the day-to-day responsibility for them.

These volunteers should be selected at your parents meeting.

1.14 Book a Referee

For all regularly scheduled games and home tournaments it is not necessary for the coach to book a referee. This will be handled, either by the local Referee Coordinator, or by the HC Central Zone Referees.

However, should you wish to play any exhibition games it is necessary to book referees. Please contact Janet Dickey, Referee Coordinator at 202-2842 or



<mailto:janet.dickey@springbankhockey.com> at least 48 hours in advance of your game to arrange for referees. You can also refer to the [website](#) for more information. This is usually done by the team manager. Note, SMHA will pay the cost of referees for a limited number of exhibition games in advance of MHAC seeding round league play.

Please remember the referees are usually also players and are not always available. The greater your lead time to book a referee, the better luck you will have getting one!

You do not need to pay your referees – this is handled for you either by SMHA or Central Zone.

1.15 Code of Conduct

All coaches, players, and parents are reminded that by registering with SMHA, they have agreed to adhere to the applicable Fair Play Codes of Conduct.

Should anyone wish to review this Code of Conduct, the document for this can be found at <http://www.springbank.ab.ca/Sports/hwebsite/Documents/pledges.htm>

Given the increased media scrutiny of both on-ice and off-ice behavior of our players, coaches, officials and parents, it is timely to remind coaches that they need to stress to all members of the team the importance of maintaining proper verbal and physical behaviors while at the rink. SMHA will not tolerate the abuse of officials, players, and other coaches or team officials and any inappropriate actions could result in ejection from the team, disciplinary action by HC, penalties for the team, ejection from the arena, and suspension.

It is great when our coaches, players and parents have strong feelings and bring them to the arena in a positive manner. Positive encouragement and cheering is encouraged. Negative comments, swearing, physical or verbal abuse is will not be tolerated by SMHA. Coaches play an important role in modeling the correct behavior and dealing with players who exhibit undesirable behavior.

1.16 Affiliates

Affiliate players are those players who regularly play in a division below where your team is placed and whom are eligible to play for your team when short players. The ability of any team to “pull up” players is governed by HC rules. Players can only be affiliated to one team. Affiliations are filed with HC by early November and cannot be changed thereafter. No team can call up an affiliate until after all SMHA teams are registered with approved affiliates.

Affiliates may be used in place of players registered on a team who are injured or not available to play. They may not be used to replace suspended players.

Complete rules about affiliates can be found in the HC Constitution, By-laws and Playing rule booklet pages 25-28.



The maximum number of games an affiliate may play for another team is 5. This count starts after January 10th. Prior to that date, use of affiliates does not count towards the 5 allowed.

Exhibition and tournament games do not count towards this number. The first game of Esso Minor Hockey week does count.

You must ask your League Chairperson prior to the use of any affiliated player playing. The coach/manager asking for an affiliate must call the coach of the team the affiliate is assigned to and ask if it is OK to call the player up. It is in the best interest of the player for the coach to allow the player to go up, even if the player will miss a game or practice, as that team will also have the ability to use an affiliate player if short players.

1.17 League Chairpersons with MHAC

Hockey Calgary assigns a League Chairperson for every Division of hockey. The Chairpersons consist of volunteers from each Association. Springbank each year must nominate a Chairperson from each age group, who will be assigned to a specific division(s). They have the responsibility of supervising and directing the conduct of the teams within their division. Therefore it is imperative that your team manager know who their League Chairperson is and maintain regular contact with them.

The two most important duties that the League Chairperson has are:

1. Handle the tabulation and recording of scores. Game sheets must be sent in to the League Chairperson and scores must be phoned in within 24 hours of the game finishing.
2. Deciding of appropriate suspensions for infractions noted by the referees on the game sheet. The League Chairperson (not the Referee) decides how many games a player will be suspended and they do look at past performance of a player.

The League Chairperson also attempts to attend a number of games for the teams within their divisions and are usually evident during Esso Minor Hockey Week and Playoffs, in particular.

The League Chairperson can also suspend, fine any team, team official, player of spectator if they feel it is justified based upon the behavior being exhibited.

Most of the League Chairpersons are very approachable and available to team managers. They are a great resource when you have a situation or question you don't know how to deal with.

Teams must obtain verbal permission of the League Chairperson if they wish to play an exhibition game against ANY team, even those within MHAC. They must also obtain verbal permission to use an affiliate for any game.

Teams must also obtain permission from the League Chairperson to attend any out of town tournaments.



1.18 Travel Permits

If any team wishes to travel outside the boundaries of the HC, they require a travel permit. This form is on-line and can be accessed at <http://www.hockeycalgary.com/?p=content&pid=89>

These forms must be used if you want to practice or play a game in a location outside of Calgary or Springbank. This includes travel to Cochrane or Morley or Banff or Canmore – you need a travel permit. For Morley scheduled practices, SMHA will seek the necessary Travel Permits.

The Travel permitting process is now automated and may be submitted on-line through HC's website. A copy of the travel permit must be forwarded to the SMHA President or 1st V.P.

If you were to take your team out of town without a travel permit, the coach could be suspended.

1.19 Scheduling Windows

If you wish your team not to play any league games during a specified period, you can apply to HC to have a scheduling window which will alert HC not to schedule any league games during a specified time. For instance, your team may wish to travel out of town to attend a tournament and therefore wish not to have any league games in Calgary during a certain period of time.

Applying for a schedule window is also done on the website <http://www.hockeycalgary.com/index.php?src=gendocs&link=Schedule%20Window&category=Forms>

Timelines exist for the submission of scheduling windows and are noted on the HC Important Dates List. Each team is allowed one scheduling window in the seeding round and one scheduling window in the second round. No scheduling windows are allowed during Esso Minor Hockey Week or during playoffs.

Provisions covering scheduling windows can be found in the HC booklet page 29.

Should you be requesting a scheduling window in order to attend an out of town tournament, you must also request a travel permit.

1.20 Team Meetings

Team Meetings are a great time at the beginning of the season, in particular, to connect with the parents of your players and agree upon a few details of team management such as volunteer positions, parent's position on extra practice times, team expectations, out of town tournaments, financial commitment, etc.

Often coaches have expectations of their team that need to be relayed in a positive manner. These expectations might include number of minutes before a game or practice the coach expects them to arrive, attendance at practices, how to advise of non-attendance by players at practices or games, behavior rules and consequences for non-compliance, social activities for the team, team jackets or other items, dry-land training. The team/parent meeting at the beginning of the season is an excellent place to relay this information to parents, but the team members also need to hear it and sometimes hear it repeated.

At the team meeting team rules may be established with respect to discipline and attendance of practices. The rules should be fair and reasonable, and should not change throughout the year in order to avoid complaints and issues later.

Please note, Hockey Canada does not support extracurricular hockey outside of the quadrant and community hockey programs; hence, SMHA's position is for our community hockey program to take priority over other programs. We will support our coaches to implement reasonable rules for attendance of games and practices where schedule conflicts occur with other (non SMHA) hockey programs.

1.21 *Speak-Out Program*

HC has a program aimed at highlighting areas of concern for both HC and the various communities that participate. The thrust of this program has been the "Speak Out or Turning Point Program" which covers appropriate behavior for coaches, parents, and players.

<http://www.eshootscores.com/coach.htm#speakout>.

It is the responsibility of all coaches to abide by and to ensure all team parents abide by the Speak-Out Program principles.

1.22 *Game Sheets*

Game Sheets are an important document that needs to be handled appropriately. The game sheet is the document upon which the player rosters are put, the time and scorekeeping is done, which the referees sign and enter their comments. Therefore it is important that it be filled out correctly and correctly handled.

The team manager of the home team provides the score sheet – which is a three part document. The team rosters are entered in by the home team and signed by the home team coach, timekeeper, scorekeeper and referees. It is easiest if the team manager fills in the home team using either a hand-written method or by using preprinted labels. Labels provide the team with an easy, quick way to prepare team sheets. The easiest ones to use are 4" x 2" labels – 10 to a sheet. A template can be used to enter the information and then they are easily printed on a computer. If anyone requires help with a template, please contact Elaine Montgomery at 288-9524 or rmait@telusplanet.net and she will be glad to send you a template.



Before each game, those players not on the bench must be marked out. For players serving a suspension, the sheet must be marked to indicate the appropriate # of the suspension. For example, if the player is serving the first of a three game suspension, you would note "Susp. 1/3" on the form next to the players name. This allows the League Chairperson to track the completion of the appropriate suspensions.

If affiliates are being used in the game, the game sheet must be amended to include the players name and number and noted as "Aff."

The signatures of the coach must appear on the game sheet certifying the correctness of the form.

Once the home team has completed the form, it is passed to the away team who add their labels and sign.

It is then given to the scorekeeper to use during the game. The referees may choose to look at the form prior to the game starting.

Once the game is finished, the timekeeper and scorekeeper sign the form. The referees will also append their signatures and may take the form to write any comments relative to any calls that they have made.

The form is then separated into 3 parts. The winning team keeps the top (white) copy. The losing team keeps the pink copy and the winning team keeps the yellow copy.

The winning team (or home team in the event of a tie) is required to call in the score and relay any comments written by the referees to the League Chairperson within 24 hours of the end of the game. The white copy of the game sheet must also be mailed in to the League Chairperson within 24 hours by mail.

It is useful for the team manager to also keep a copy of the game sheet in the event of future questions from the League Chairperson. Therefore if the coach wishes a copy, a separate photocopy for the team manager should be made.

Depending upon the comments on the game sheet, the team manager may need to relay information back to the coach and/or player in regards to suspensions levied. This is imperative as a suspended player may not go onto the ice while under suspension and often times between games can be tight (i.e. less than a day).

Any suspensions must also be reported promptly to the Divisional Coordinator at SMHA for your age group.

Further rules can be found in the HC booklet page 30.

League chairpersons are responsible once they receive the completed time sheets after a game for ensuring that each person listed on the team rosters is a valid member of the MHAC. It makes their job a lot easier if you use labels.



1.23 Suspensions

Any player who is suspended is not permitted to be on the ice during a game, in the dressing room, on the bench or within 25 feet of Referees change room or within 25 feet of where the Referees enter or exit the ice surface during the period of suspension. They may practice with the team.

Suspensions are decided upon by the HC League Chairperson upon receiving information from the team manager after the game as to the penalty being assessed. The referee does not decide on the number of games the player is being suspended. The suspension may be increased based upon previous suspensions garnered by the individual, or by behavior exhibited by the player at the time of the penalty being assessed.

Suspensions carry over from year to year. Therefore if any player was under suspension at the end of the playing season and this suspension had not been completed, they are required to serve the remainder of their suspension at the beginning of the following season.

Suspended players/coaches may not play/attend any league, Esso Minor Hockey Week, playoff, exhibition or tournament games during their time of suspension. While players may not play in any exhibition games, these games do not count towards the completion of their suspension. This is intended to discourage teams from booking exhibition games in order to “work off” a player’s suspension without it impacting the team’s standings.

SMHA requires all suspensions, whether player/coach/parent, to be reported to the age group coordinator, with details describing the incident and suspension levied.

1.24 SMHA Authority Chain

Should there be issues that need resolution, the normal chain of command is to:

1. try and deal with it within the team
2. escalate to the Age Level Coordinator at SMHA
3. escalate to the SMH 1st V.P. & Coaching Coordinator
4. escalate to the President of SMHA
5. escalate to HC

Hopefully there will not be any issues requiring such escalation.

1.25 Medical Information

It is the responsibility of each team to ensure that they have accurate information on any medical concerns for their players. To this end, the team manager should solicit such information at the beginning of the season and have the list of concerns on hand at every game. The coach should also be aware of any concerns and have a list on hand. SMHA



has a medical form on the website for your use.

1.26 Injury Report

Should an injury occur on the ice requiring medical intervention, it is important that this be relayed to the appropriate level within Hockey Canada in order for the insurance coverage to be applicable.

http://www.hockeycalgary.com/UserFiles/File/Forms/Hockey_Canada_Injury_Report_Form.pdf

SMHA also requires all injuries, regardless of severity, be reported to the age coordinator. This is for all injuries where the player misses the rest of the game or practice.

1.27 Insurance

All players and coaches are covered for limited medical coverage under the Hockey Canada registration process. It is therefore imperative that all players and coaches be appropriately registered with HC through the team registration process. It is also important to note that SPFAS and SMHA are required to abide by certain guidelines to ensure that the insurance is valid. One of these requirements is the necessity to obtain the approval of the League Chairperson for your division if you intend to participate in hockey practices or games outside the physical boundaries that HC covers. Failure to obtain such approvals may negate insurance coverage and lead to coach suspension.

It is also important to note that all players under the age of 18 years are required to have full hockey gear on when participating in any practice or game. This includes the use of helmets, mouth guards, neck protectors, etc. This also applies when players are sitting on the bench. Therefore please do not allow your players to leave the dressing room before practices or games and “watch” from the player’s bench when they are not fully dressed in hockey gear. Such actions are dangerous to the players. This also applies to players not playing in a game.

1.28 Team Photos

Every year SMHA engages the services of a photographer to provide individual and team pictures. The cost for these pictures is the responsibility of the individual. The choice about whether to purchase pictures is totally at the discretion of the individual. SMHA normally books a photographer in the latter part of October and the pictures are ready shortly thereafter. Once an individual has made their selection, it takes about 6-8 weeks for the pictures to arrive.

Should the team be successful in Esso Minor Hockey week, there is normally a



photographer that will take photos which are offered to the team for purchase. Again, this is an individual decision and financial responsibility.