



Springbank Minor Hockey Association

MANAGERS MANUAL

October 2009



MANAGERS MANUAL

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1. Preface

This manager's manual was prepared for the first time for the 2007-08 hockey season. As it is still a work-in-progress, we would appreciate any feedback to make this document more useable for all managers. Please feel free to give constructive criticism for future editions.

The manual is intended for all levels of hockey in Springbank and has therefore been written to be general in nature. There may be sections or points mentioned that seem obvious or unnecessary to experienced managers, but which might be very useful to first time managers. 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 that you consult the applicable governing Hockey Canada or Hockey Calgary rulebooks.

A great deal of the information in this manual is identical to what also appears in the coaches' manual.

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 games scheduled from Jan 2 to the end of February



2. Important Dates List

| | |
|----------------------|--|
| September 28 | Deadline for teams to request Seeding Round Scheduling window |
| September 30 | Team Profile sheets to be submitted to Hockey Calgary for Novice and above |
| October 10 | Seeding round schedules posted by HC |
| October 16 | All teams must be registered, except Timbits |
| October 24 | Seeding round play starts |
| November 6 | Deadline to get referees for Christmas Tournament sanctioning must be complete |
| November 30 | Deadline to request Regular Season Scheduling window |
| December 1 | Reseeding Meetings Novice & Atom |
| December 2 | Reseeding Meetings Peewee, Bantam & Midget |
| December 4 | Community Reseeding Finalized. Scheduling begins. |
| December 6 | Community Seeding round ends |
| December 10 | Deadline to file affiliations. Until this is filed, no team may use affiliates |
| December 10 | Deadline for player movement – Timbits through Bantam |
| December 21 | Regular season schedules posted by HC |
| December 21 | Esso Minor Hockey week schedules posted by HC |
| December 31 | Deadline for NCCP, CHSP, and CHAH Certification |
| January 2 | Regular season begins |
| January 10 | Deadline for player movement – Midget and Junior |
| January 10 | Affiliate game count starts towards 5 game limit – Atom through Midget |
| January 21-30 | Esso Minor Hockey Week |
| January 29 | Deadline to request referees for Spring Tournament. sanctioning must be complete |
| February 21 | Regular season ends |
| February 23 – Mar 21 | Playoffs for Atom and older |

3. Responsibilities of a Team Manager

Aside from the coaching staff, the person most in touch with the players and the parents is the team manager. While the coach has overall responsibility for the running of the team, the team manager plays a vital role in ensuring that the “back room” or “off-ice” work of the team is handled. The team coach and manager must work very closely together, and ensure that the duties and responsibilities outlined in this and the Coach’s Manual are appropriately divided between them. They should also decide which of the two will be primarily responsible for “managing” the other volunteer parents.

It should also be noted that while the Team Manager will assume many of the administrative responsibilities for the team, Hockey Calgary holds the coach responsible for ensuring that the team follows all of the directives of HC. Any failure to follow these directives could result in a suspension of the coach, even though the manager was acting on his behalf. Both individuals, therefore, must ensure that they are intimately familiar with the Hockey Calgary rules and regulations, outlined in what is informally known as the “White Book”.

Generally, the manager is:

- responsible for ensuring that the team is aware of all practices and games.
- responsible for all game sheets. The home team supplies the game sheet for each game. After the game the winning team manager (or in the case of a tie, the home team manager) is responsible for submitting the sheet and emailing game results to the HC league chairman. See Section below for more details.
- primary liaison with the League Chairperson at HC
- responsible for the relaying of information from the League Chairperson to the coach/players.

Depending on the demands on a manager’s time, s/he will either carry out or delegate to volunteers several tasks, including but not limited to:

- developing a team budget
- creating and distributing a team list to all parents with phone numbers, addresses, etc
- creating wallet cards with players’ names, jersey numbers, parents’ names, contact info, etc, to be distributed to parents, if desired
- arranging team photos
- publishing team schedules, including game and practice times
- securing tournaments, both home and away
- scheduling team meetings when necessary
- managing affiliate lists and the use of affiliates
- securing travel permits for the team
- securing scheduling windows for the team (see Section below)
- assisting as a certified first aid person for the team
- maintaining a list of medical conditions about players



4. Volunteer Positions on the Team

The team manager liaises with all the other volunteer positions to ensure that the team is running smoothly. For instance, the manager may not have the primary responsibility for organizing the home tournament, but would be involved in ensuring that the tasks are done.

Depending upon the experience level of the parents on the team and those who are assuming other positions it may be necessary for the team manager to coach the other positions and provide ongoing support.

It is recommended that several parents from the team volunteer for the different positions – the manager's job is busy and spreading the work around involves everyone more with the team, as well as easing the burden on one person.

Jersey parents

- one for home jerseys, one for away. Players are not to keep their jerseys, but to turn them in after every game.
- responsible for drying of jerseys after each game and washing the jerseys as necessary (note – do not dry jerseys in the dryer, do not hang on metal hangers, do not sew or glue name bars on jerseys)
- responsible to ensure the jerseys are brought to and from all games

Tournament coordinator(s)

- responsible for all activities relating to home and away tournaments. There is a handbook for coordinators available. See the section below on tournaments.

Timekeeper

- responsible for keeping time at all home games. This task ideally should be rotated among all parents, and the manager must ensure that they are familiar with the operation of the time clock. It is NOT intuitive! Take the time during a practice to instruct potential timekeepers on the use of the clock, especially entering and canceling penalties.

Scorekeepers

- responsible for score keeping at all away games. Again, this position should be rotated whenever possible so as to involve all parents at ice level.

Penalty box attendants

- responsible to help with penalty box doors. This parent should be prepared to “calm” upset players, especially at the older age levels.



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.

It is advisable to get the “full time” positions filled immediately, usually at your first parents’ meeting. There are simply too many things to do very early in the season not to have these positions filled as soon as possible. The coach still maintains overall responsibility for these items, but does not have the day-to-day responsibility for them. Remember, even though authority may be delegated to volunteer parents, SMHA and HC still hold the coach **responsible** for the appropriate execution of the necessary duties.

Finally, the manager should consider creating a schedule for filling the “game time” roles, including the time- and scorekeepers, and penalty box attendants. Please note that it is very highly recommended to have a team parent in your penalty box at both home and away games to manage any of your player’s “emotions” after receiving a penalty. Having a schedule helps get all parents “involved” and prevents burn-out of the usual suspects who often are called upon at the last minute.

5. Dressing Room Supervision

Hockey Canada and HC require at least one and preferably two responsible adults in the dressing room before and after each ice time. They may be any adult selected by the coach or manager. The role of these individuals is to prevent disorderly conduct, bullying or vandalism in any form. For higher age groups, the coaches often wish to meet before a game outside the dressing room to discuss strategy, line make-ups, and so forth. The manager should ensure that the dressing room supervision is carried out in these instances by finding other adults to fill in. Failure to do so could result in the coach’s suspension.

For PeeWee and older, separate dressing rooms must be used for players of different genders until all have completely changed into or out of playing gear.



6. 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 HC has now begun to enforce larger team sizes in all associations.

For the 2009-2010 season, SMHA has pursued ice rental alternatives outside of Springbank and have been successful in acquiring extra weekday and weekend ice blocks at the EDGE school and Cochrane arenas. Each team will be allocated their share of 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. The manager should liaise early with the coach and parents about attendance at practices at these arenas. Situations have unfortunately arisen in the past where very few players turn out, and the ice could have been better utilized by another team.

The manager must ensure that the parents are aware of the various locations that may be utilized for practices and games. Further help (i.e. a list of arenas) is on the HC website.

7. Team Rosters

Once the teams have been registered with HC, Hockey Canada Team Rosters will be issued. These rosters must be complete in all details, and copies must be available at all sanctioned games. It is recommended that photocopies be made for the coaches to ensure that at least one card is available should a referee or HC official request it at a game.

8. Manager's "Book"

The manager should create a binder to carry to games and practices containing information such as upcoming ice times, team phone numbers, SMHA official contact details, Hockey Canada rule book, supplemental HC White Book, etc. It is amazing how many requests for information will be received from players and parents alike, no matter how often it has already been provided.



9. Game Times

- 1 hour permit 12, 15, and 15 minute periods stop time
- 1 ¼ hour permit 15, 15, and 15 minute periods stop time
- 1 ½ hour permit 15, 15 and 20 minutes

If there are 5 minutes or less left for the ice permit but more than 5 minutes on the game clock, the on-ice officials should be made aware of this by the timekeeper after the first stoppage in play. The game clock will be reduced to 2 minutes. Time for penalties stay the same. Record the time shown on the clock for both goals and penalties.

Warm up is usually at the discretion of the on ice officials. Generally 3 to 5 minutes is given from the beginning of the ice permit.

10. Penalties

Penalty minutes should be put on the score clock whenever possible. Coincidental penalties should NOT be put on the clock. Five minute major penalties may not be served by the player causing the infraction – someone else who was on the ice at the time of the penalty must serve it in his stead. That player gets an automatic suspension. Similarly, if the goalie receives a penalty, it is served by another player. Whenever in doubt about how to manage penalties when in the box, simply ask the referee for direction.

It should be noted that all “hit from behind” and major penalties will result in automatic suspensions and must be reviewed with the League Chairperson (after the game) to be sure that all parties are aware of the length of suspension. Coaches and managers must familiarize themselves with the appropriate section in the HC White Book with respect to the automatic suspensions for various penalties. Note that you cannot appeal any automatic suspension, so do not get yourself on the wrong side of the League Chairman by attempting to argue the point. A coach may face up to a 3 year suspension for playing an ineligible player.

The manager plays a vital role in liaison with the League Chairperson about suspensions and the resultant communication back to the coach and to the player (and parents of players). It is important that the coach also advise the Age Coordinator of all major suspensions and injuries. The manager must also ensure via the game sheet and email report that the League Chairperson is advised when the suspension has been served.



11. Online Schedules

Both HC 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. HC 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 HC. Coaches do not have the authority to decide to reschedule a sanctioned game.

SMHA posts all games and practices on the Springbank website <http://www.springbankhockey.com>. 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.

Seeding round schedules are normally posted on the HC website <http://www.hockeycalgary.com/schedules.php> by October 10 and may be viewed by clicking on the seeding link. Second round schedules will be available by December 21 and may be viewed by clicking on the "Second" link. Esso Minor Hockey Week schedules will be available by December 21 and may be viewed by clicking on the "EMHW" link. For the Esso Minor Hockey Week schedules please scroll down until you see the division you are looking for.

Esso Minor Hockey Week is January 21st - January 30th, 2010

Second round games start January 2, 2010. 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.



12. List of contacts

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

Hockey Calgary website:

- <http://www.hockeycalgary.com/>

Springbank Minor Hockey Association website

- <http://www.springbankhockey.com/>

Springbank Park for all Seasons

- <http://www.springbank.ab.ca>
- General Manager – John Rop – 403-242-2223 ext 21 Email: manager@springbank.ab.ca
- Facility Technician at arena – 403 618-9152

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.

All SMHA Contacts: Refer to the [website](#)

13. Tournaments

Each team in SMHA is given the opportunity to host a tournament during the year. Tournaments are hosted at 4 different times – October, 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 its choosing. For 2009/10 the tournament schedule is being set at the beginning of the year and will be advised by the SMHA Tournament Coordinator.

December tournaments run before Christmas as well as between Christmas and New Year's. March tournaments will start after playoffs finish, while Novice tournaments will be run in March during the time that other divisions have playoffs. The remainder of the tournaments will run into April 2010.

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 2009/10 Tournament Fees will be advised by the Tournament Coordinator.

Should a team wish to participate in an away tournament, it is the financial responsibility of the team to pay their entry fees. This applies whether or not the team chooses to host a home tournament as 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 will be provided by the Tournament Coordinator.

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 HC website for tournaments. <http://www.hockeycalgary.com/tournaments.php>



14. 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
- First aid kit

In addition, it should be noted that the use of neck protectors is mandatory for all minor hockey players.

Mouth guards are also required for all players (including goalies) in all categories except TimBits.

Goalie equipment is provided for the Novice age group only.



15. Coaching clinics and Certifications

While there is no clinic that managers must attend, they assist the coaches in ensuring that the coaching certifications for the team are being met at all times. Therefore the following information is provided to assist the manager.

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.hockeycalgary.com/coachingdev.php>.

SMHA will pay all clinic fees for coaches to attain the relevant certifications.

Basic certifications are:

- TimBits and Novice coaches – must have completed the Timbits Flames program regardless of any other certification they have
- Atom and above – at least one member of the coaching staff must have their coach level or higher. This person **MUST** be on the bench during games and on the ice during practices.
- Coaches must achieve their designation by December 31 of the playing year

For all level of hockey, it is also 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.hockeycalgary.com/coachingdev.php>

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>. This is a 4 hour program.

SMHA recommends as many as possible (or all) of your coaches, assistant coaches and/or team managers achieve their designations in order to ensure proper coverage during the year. SMHA will pay the course fees to ensure all teams have the necessary certifications

Further information can also be gathered from the Minor Hockey Association of Calgary Constitution, By-laws and Playing Rules – page 22.



16. Criminal Record Checks

It is the responsibility of each coach, assistant coach, and manager to have a criminal record check done to comply with SMHA rules.

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 return in one week to pick up the completed check. The address is 359 - 1 St E, Cochrane. They are open Monday to Friday from 8 - 4. Once you get your clearance Elaine Montgomery, Administrator SMHA will need to have a copy of it for the SMHA files.

Anyone living within the City of Calgary needs to visit Elaine, 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).

Some people who live in Springbank may wish to avail themselves of the opportunity to have their checks done by Elaine as well. This is permissible – please contact her to make arrangements.

17. Coach and Player Development

In the 2007-08 season, SMHA launched an important initiative to enhance coach, player, and goalie development. To facilitate these programs, Development Coordinators were appointed.

For player development, additional ice is made available to run specialty clinics. The clinics will also be supplemented with classroom instruction and dry land training. Goalie clinics will be scheduled in a similar manner throughout the season.

For coach development, SMHA has arranged 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



18. 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, 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 dressing room 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 should be called if necessary. 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 HC and the Divisional coordinator at SMHA are immediately informed as well as the executive at SMHA. This may involve rescheduling of games by HC.

Follow the guidelines from your safety program.



19. How to book a referee

SMHA Policy on Booking a Referee

September 26, 2008

You **DO NOT** have to book referees for League or Tournament Games.

You **DO** need to book referees for ALL Exhibition games.

The table below describes who you need to contact for referees as there are 2 streams of assignors depending on the age level of the team. If you attempt to book referees with less than the required notice, there is a good chance that you will not get referees for your game, especially when booking with Central Zone.

| Age Level | Contact | Phone Number | E-mail Address | Notice Required |
|-----------------|--------------|--------------|--|-----------------|
| Novice | Janet Dickey | 403-202-2842 | janet.dickey@springbankhockey.com | 3 days |
| Atom | Janet Dickey | 403-202-2842 | janet.dickey@springbankhockey.com | 4 days |
| PeeWee5 thru 10 | Janet Dickey | 403-202-2842 | janet.dickey@springbankhockey.com | 5 days |
| | | | | |
| PeeWee1 thru 4 | Central Zone | | assignors@czrc.ab.ca | 1 week |
| Bantam | Central Zone | | assignors@czrc.ab.ca | 1 week |
| Midget | Central Zone | | assignors@czrc.ab.ca | 7-10 days |
| Junior-C | Central Zone | | assignors@czrc.ab.ca | 7-10 days |

When you ask for referees, please provide the following information:

1. Your Name & Phone number; please have a Team Official make the request.
2. Your Team & Division, i.e. Atom3/Div4.
3. Start and End time of your game.
4. Arena; please be specific, i.e. Springbank-JP, Springbank-RD, Shouldice, etc.

Paying for Referees

Referees booked through the Community Referee Coordinator, will be paid through the Community Referee program, to the limit specified by the Policy document on Referees for Exhibition games which can be found by going [here](#). You do not need to pay cash to the referees unless you have gone over the limit of exhibition games allowed for each team.



Referees booked through Central Zone will have to be paid cash before the game; whoever books the referees will be told by the Central Zone assignor how much they need to pay the officials. The officials must be paid cash, and you must get a receipt from the referees. SMHA will reimburse the cost of the referees for the number of games specified by the Policy document on Referees for Exhibition games which can be found by going [here](#).

Treatment of Community Officials

Referees for Novice, Atom and PeeWee5-10 are community officials and are relatively young; every year we introduce new kids to officiating. Remember that they are for the most part “just kids”; kids from our community, kids just like yours, so do not berate them if you feel they are inadequate. Please feel free to provide feedback to them through the Referee Coordinator, or if you do speak to them please keep your comments controlled and positive.

Janet Dickey
SMHA Referee Coordinator
Home : 202-2842, Cell: 619-2842
E-mail: janet.dickey@springbankhockey.com

20. Code of Conduct

All coaches, players, and parents should be reminded that by registering with SMHA, they have agreed to adhere to the Fair Play Code of Conduct. It is recommended that these Codes of Conduct for parents and players be passed out early in the season to be discussed within the families. Have them signed and returned which emphasizes the importance to be placed on them.

Should anyone wish to review this Code of Conduct, the proformas for this can be found at <http://www.hockeycalgary.com/fairplaycodes.php>

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 and managers that they need to stress to all members of the team the importance of maintaining proper verbal and physical behavior 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, etc.

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 frowned upon. Coaches play an important role in modeling the correct behavior and dealing with players who exhibit undesirable behavior. Managers should help in the stands by reminding parents and other spectators of the behaviour expected.



21. Affiliates

Affiliate players are those players who regularly play in a division below where your team is placed and who are eligible to play for your team when you are short players. The ability of any team to “pull up” players is governed by HC rules. Players can only be affiliated to one team. Your age group coordinator should liaise with you and the coach very shortly after the team is formed to determine who on your team will be affiliated with a higher team. In some instances, the whole team is named and therefore all players are eligible to be called up. Affiliations are filed with HC by SMHA 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 and you are notified by the HC League Chairman.

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 34-35.

After January 10th, the maximum number of games that an affiliate may play for another team is 5. Prior to that date, use of affiliates does not count towards the 5 games allowed. Only regular season games, playoff games, and the first game of EMHW count, and not exhibition or tournament games or the second and subsequent games of Esso Minor Hockey Week.

You must ask your League Chairperson prior to the use of any affiliated player. The coach/manager asking for an affiliate must call the coach of the affiliate’s team to arrange calling a player up. Generally, the affiliated player’s coach is expected to allow the player to go up, even if the player will miss a game or practice. The affiliate’s team will also have the ability to use one of their affiliated players if the team becomes short of players. Nevertheless, the requesting coach should consider the importance of the player to the lower team, especially during playoff season or when facing an otherwise important game. Common sense should prevail.



22. League Chairpersons with HC

Calgary Minor Hockey assigns a League Chairperson for every Division of hockey who “reports” to the HC age group coordinator. The Chairpersons are volunteers from each Association and can be very busy individuals. 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 (e.g Bantam 2 or PeeWee 3). Therefore it is imperative that the team manager knows who their League Chairperson is and maintains regular contact with him/her. The manager should become familiar with the responsibilities and powers of the League Chairperson, as outlined in the HC White Book.

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

- 1) handling the tabulation and recording of scores. The white game sheets must be sent in to the League Chairperson and scores and any penalties which may result in suspensions must be forwarded in as soon as possible but no later than 24 hours of the game finishing. This is the responsibility of the manager of the winning team, or in case of a tie, of the home team. The League Chairperson will outline his/ her reporting requirements and may set tighter deadlines than required by HC.
- 2) deciding the 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 according to the guidelines in the White Book 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 or 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 HC. 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.



23. 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/travelPermit.php>

These on-line 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.

Travel permits are turned around very quickly by HC, but the more advance notice the better. The on-line form is automatically forwarded to the appropriate League Chairman from the HC website, and then returned to the requestor. A copy is also forwarded to the HC office manager and the Association President.

If you were to take your team out of town without a travel permit, the coach could be suspended. Remember that the team's first priority is to play any game scheduled by HC, and failure to do so will also result in the coach's suspension.

24. 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. Furthermore, in Springbank many families leave town during school breaks, and often teams are very short players. Managers should liaise with parents regarding any potential vacation plans to see if any such situations may arise which might prompt seeking a scheduled window with no league games.

Applying for a schedule window is also done on the website

<http://www.hockeycalgary.com/scheduleWindow.php>

Timelines exist for the submission of scheduling windows. For the seeding round the scheduling window deadline is September 28. For the second round, the deadline is November 30. 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. HC will also not reschedule any games, regardless of the circumstances, so managers must be prepared for situations where icing a team could become problematic, or for tournament games during the regularly scheduled season. Plan ahead!

Provisions covering scheduling windows can be found in the HC booklet page 27.



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

25. Team Meetings

The team coach and manager should schedule a “Parents’ Meeting” as early as possible once the team roster has been finalized. They should work together to set the agenda outlining their respective expectations of both parents and players for the upcoming season. These 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, parents’ position on extra practice times, team expectations, out of town tournaments, financial commitment, etc. As email has become the normal method of communication, the manager should outline his/her expectation for turnaround times in responding to email. Parents and players should be encouraged to monitor their email on a regular basis as this saves a lot of effort in having to reach individuals by phone in the case of short notice for a variety of events.

Coaches have expectations of their team that need to be relayed in a positive manner. These expectations will 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 such as frequency of 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 should 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 in implementing reasonable rules for attendance at games and practices where schedule conflicts occur with other (non SMHA) hockey programs.

The coach and manager should also agree on a “conflict resolution” protocol for the team. The manager, or another parent on the team if desired, should act as the initial point of contact for any parent who has “issues” with coaching or other decisions by team officials. While it is hoped that such a protocol will be unnecessary, having one in place is essential. This protocol should be communicated at the parents’ meeting.

Normally included within the protocol would be:

- the “24 hour” cooling off period. This means that before any discussion, a day should be given to allow the person with the issue to gain perspective, and not succumb to the “heat of the moment”.
- having a person other than the coach as the contact. This could be the manager, but as the manager often is seen too aligned with the coach, a respected parent might be considered for the role of communicating issues to the team officials. This will allow any anonymity concerns to be addressed, as some may feel that raising a concern may create a prejudice



against the player. On the other hand, completely anonymous complaints should not be allowed (i.e. the person with the concern must discuss it with the contact).

- face to face discussion, rather than email. While email is a great tool, tone and wording may convey a different attitude than intended.
- an escalation process. Should the complainant not be satisfied with the team response communicated either directly or through the “messenger”, s/he should be directed to the appropriate SMHA official (age group coordinator) to further address the concerns.

26. 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 Program” which covers appropriate behavior for coaches, parents, and players.

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

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

27. 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, and the time and scorekeeping is done. The referees sign and enter their comments on the sheet at the end of the game. As the sheet is the primary means of communication with HC, it is important that it be filled out correctly and properly handled.

The team manager of the home team provides the score sheet – which is a three part document. The home team manager should fill in all of the pertinent details, including date, venue, division, etc, leaving only the visiting team information blank. 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 which game of the suspension is being served. 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 include the players name and number and noted as “AP” or “a/p”. A team may ice only as many players as those registered on the team with HC, and may only use affiliates to bring the team up to roster strength, less any suspensions.

The signatures of a team official must appear on the game sheet certifying the correctness of the form before it is turned over to the scorekeeper at the beginning of the game. While other team officials may sign the form, remember the coach is ultimately responsible for its correctness.

Hockey Canada rules state that the visiting team must complete its roster on the sheet first. While this may be important in extremely competitive leagues, the practice generally is that the home team completes the form, then passes it to the away team who add their labels and sign.

It is then given to the scorekeeper to use during the game. The referees will 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) and yellow copies. The losing team keeps the pink copy.



The winning team (or home team in the event of a tie) is required to communicate the score, any penalties which would result in an automatic suspension, and any comments written by the referees to the League Chairperson as soon as possible after the end of the game. League Chairpersons typically have an email report format they request be used. The white copy of the game sheet must also be mailed in to the League Chairperson within 24 hours. Be aware that the League Chairperson is empowered to enforce stricter standards. Ensure that you comply with his or her reporting requirements. Advances in technology mean that League Chairpersons may require a scanned copy be emailed as soon as possible, or a fax, depending on the circumstances. This is especially true in the case of penalties requiring suspension. Be sure to look for referee comments on the back of the white sheet in these cases as their comments might not fit on the front.

The team manager should 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 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 or be in the vicinity of the team 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 26.

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 HC. It makes their job a lot easier if you use labels.



28. 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 the game report and score sheet from the team manager after the game in which the penalty was assessed. The referee does not decide on the number of games the player is being suspended. The HC White Book outlines the automatic suspensions for specific infractions, which include the *minimum* number of games to be served. The League Chairperson may increase the number of games based upon previous suspensions garnered by the individual, or by behavior exhibited by the player or team official 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 or team officials may not participate in 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.

Team managers should ensure they are familiar with all of the rules relating to suspensions for both players and team officials outlined in the HC White Book. Note that if a team official is suspended, that suspension applies to all teams with which he or she is affiliated. This situation may arise when a parent has an official capacity with more than one team, or is asked to step in to help another team.

29. SMHA authority chain

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

- a. try and deal with it within the team
- b. escalate to the Age Level Coordinator at SMHA
- c. escalate to the V.P. coaching (Kevin Taillefer)
- d. escalate to the President of SMHA (Kim Beloglowka)
- e. escalate to HC

Hopefully there will not be any issues requiring such escalation.

30. 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 elicit 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.

31. Injury Report for HC

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/hcinjuryReport.php>

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.

32. 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 Hockey Canada and 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.

33. 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. Normally the photographer comes in early 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. The manager should keep track of all families that order photos to ensure their order is correct when it arrives. The families will always ask the manager if their order is missing/incorrect.

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.