The **Team Manager** is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Sherwood Park Minor Hockey Association (SPMHA), Division Directors, other teams, referees, etc.

Ultimately, the Manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the Manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the Manager is normally responsible for overseeing.

By taking on the operational aspects of the team, the Manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid Team Managers in the smooth operation of the team by discussing the need to delegate and by identifying key topics that the Team Manager will need to address. Numerous appendices including samples, templates and valuable links are included to assist the Team Manager in pre-planning and organization.
# Table of Contents

**Section 1 - Initial Parent/Coach Meeting** ................................................................. 4  
  Meeting Agenda ................................................................. 4  
  Budget/ NEW Team Bond Policy ............................................... 4  
  Code of Conduct .................................................................. 5  
  Player Medical Information ...................................................... 5  
  Team Snap ........................................................................ 5

**Section 2 - Volunteers and Delegation** ................................................................. 6  
  Volunteer Positions ............................................................ 6

**Section 3 - Criminal Record Checks/Intervention Record Checks/Other** ............ 7

**Section 4 - Dressing Rooms and Arenas** ............................................................. 8  
  Damage ........................................................................... 8  
  Co-Ed Policy ................................................................. 8

**Section 5 - Team Equipment** ............................................................................. 9  
  Team Jerseys ..................................................................... 9  
  Name Bars ........................................................................ 9  
  Approved Seamstresses ......................................................... 9  
  Socks ............................................................................... 9  
  Goalie Equipment ............................................................ 9

**Section 6 - Record Keeping** .............................................................................. 10  
  Team Hard Cards .............................................................. 10  
  Player Affiliation .............................................................. 11-12  
  Contact Lists .................................................................... 13  
  Medical Information .......................................................... 13  
  Accident and Insurance Reports ............................................ 13  
  Practice Ice ..................................................................... 13-14  
  Double Bookings .................................................................. 15  
  Referees .......................................................................... 16  
  Game Sheets ...................................................................... 16  
  Game Organization ............................................................ 17  
  Suspensions ...................................................................... 18  
  Provincials ....................................................................... 18

**Section 7 - EFHL Interlock** ............................................................................. 19  
  Website Login ................................................................. 19  
  League Games ................................................................. 19  
  Game Sheets .................................................................. 19  
  EFHL Blackout Dates .......................................................... 20  
  Exhibition Games .............................................................. 20-21  
  Tournament Permits ........................................................... 21-22  
  Reschedule League Games Permit ......................................... 22-23  
  Format Game Reschedule Request ......................................... 24  
  Quickcard Minor Hockey Week ............................................ 24

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*SPMHA*  
Manager’s Manual 2019-20 - Revised
Section 8 - Tournaments ................................................................. 25
  Finding Tournaments ................................................................. 25
  Permits ......................................................................................... 25

Section 9 - Permits ................................................................. 26
  Travel ......................................................................................... 26-27
  Special Events ........................................................................... 27
  Guest Coaches/Players ............................................................. 28

Section 10 - Fundraising ............................................................. 29
  Skate-A-Thon ............................................................................ 29
  Team Raffles ............................................................................. 29
  SPMHA Fundraising Policies .................................................... 29
  Novice Dodge Caravan Sponsorship Program ....................... 29
  SPMHA Sponsorship Opportunities ....................................... 29

Section 11 - Other ................................................................. 30
  Team Pictures ........................................................................... 30
  Apparel ......................................................................................... 30
  Coach Evaluations .................................................................. 30

Appendix List ............................................................................... 31
Section 1 – Initial Parent/Coach Meeting

1A - Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. An initial meeting should be set up shortly following the formation of the team – for many this will be the first time they meet other players, parents and coaching staff. Ideally, the Team Manager should be in place before the initial team meeting, which should include agenda items: seasonal plans, parent volunteer expectations, coaches/player/parent conduct, safety, and preliminary budget. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. A conflict resolution process should also be established at this time. (Appendix 1: Team Meeting Agenda)

Initial Team Budget discussion should take place and the selection of a Treasurer should be carried out.

1B - Team Budget - when creating your team budget make sure to have:
• referred to SPMHA Team Budget/Cash Call Policy (Appendix 13) for your division
• *Please note NEW 2019/2020 SPMHA Team Bond of $1000 (Appendix 17: SPMHA Team Bond Policy)
• coach input (extra ice; power skating; other)
• team apparel; tournaments; social events
• extra coaches on Hard Card (after 5 there is a $36 insurance charge per coach) (Appendix 2: Sample Budget)

*Once a Budget is agreed upon all parents should receive a copy. Your Divisional Director should also receive a copy

You must open a team BANK ACCOUNT requiring two signatures on all transactions (Manager and Treasurer).
You will need a letter from the Head Coach stating that this is a Community Account for a hockey team (please include your SP##) and he/she authorizes the Manager and Treasurer to open the account and be the two signing authorities. Most banks also require a TEAM ROSTER. Be sure to inquire about NO FEES - for suggested Banks contact Manager Director. (Appendix 3: Sample Letter/Roster)

Collect up to date EMAIL ADDRESSES from all parents at this meeting so you can quickly set up Team Snap for team communication. Be sure that minutes from the initial meeting are recorded and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season.
**1C - Conduct Forms** - have extra copies of any handouts or forms that need to be circulated to parents and players. All coaches, parents and players are required to sign “conduct forms”. **All forms should have been completed at registration online and can be found on Team Snap under ROSTER.** *(Appendix 4.1-4.4: Conduct Forms)*

**1D - Medical Forms** - medical forms should be completed for each player. These forms are confidential and kept by the team Safety Person/Head Coach. As the Team Manager you need to be familiar with the information on these forms. *(Appendix 5: Player Medical Forms)* *Forms completed at time registration.*

**Respect in Sports** - ALL PARENTS, even those coaching that are not volunteering in a coaching role are required to complete the Respect in Sports - Parent (online course). One parent per registered child is required to complete this and it is valid for four seasons. PLEASE NOTE: Volunteer coaches are required to complete their Respect in Sport - Leaders. [https://hockeyalbertaparent.respectgroupinc.com/](https://hockeyalbertaparent.respectgroupinc.com/)

Every Team Manager must delegate, it would be virtually impossible to perform all tasks alone. However, the Team Manager should be aware of or involved in the operations of these sub-committees and should pass along updates to the rest of the team. Should a volunteer not carry through with their tasks, this supervision and monitoring will ensure the problem is caught early on and dealt with based on team goals determined at initial start up meeting.

Many of the duties covered in this manual will actually be carried out by the parent volunteers and directed by the Team Manager. See Section 2 Volunteers and Delegations.

**1E - Team Snap**

Team Snap is provided to all SPMHA teams for **FREE and is mandatory to use.** Your Director will send you an invitation to your team on Team Snap, authorizing you to have Manager Permissions and access. You must accept the invite, then the Team Manager/Team Snap Volunteer will need to “invite” all parents/players to join the team on Team Snap - this will require email addresses. All games, practices, player contact information needs to be uploaded into this application for easy team organization.

*Ensure that any games or practices that are uploaded to Team Snap are double checked by at least 2 individuals. Cross reference these with the game schedules and ice allocation. This will ensure no missed ice slots, which could result in NO SHOW ice charges for the team.*

Find a volunteer to manage team snap. Ensure as the Team Manager that you retain the ability to modify any activities within Team Snap.
Section 2: Volunteers and Delegations

The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help.

A strong parent base will make for a strong team. Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role.

2A - Parent Volunteer positions may include:
- Head Coach/Assistant Coaches
- Manager
- Treasurer
- Team Safety Person (*Note each team must have a first aid kit on bench)
- Fundraising Committee/Skate-A-Thon Team Coordinator
- Jersey Parents
- Time Keeper Coordinator
- Tournament Coordinator
- Social Committee
- Team Snap Coordinator
- Minor Hockey Week Team Coordinator
- New for Novice Minor - Half Ice Board Set Up & Take Down crews

Once committees and areas of responsibility have been determined, the Team Manager should circulate a volunteer position list to all parents. This could help resolve disputes later in the season, and helps direct information and ideas to the proper party.
Section 3: Criminal and Intervention Record Checks

All team coaches, assistant coaches, managers, and trainers are required to submit a current RCMP criminal record check (CRC) and a Family Services Intervention Records Check (IRC) when they are selected for their position. SPMHA requires updating of CRC’s on a regular basis, please consult with your Manager Directors on the status of your most current CRC. All volunteers requiring CRC must have them completed and submitted to the Minor Hockey Office at Millennium Place no later than November 15th of the season.

*NEW* Team Treasurer is also required to submit a current CRC.

- **CRC’s** must be done every 3 years. Letters from SPMHA, requesting a CRC can be obtained by contacting your Divisional Director and confirming which volunteers on your team require an updated CRC from the RCMP.
- **IRC’s** must be done every year, this is a FREE service these forms will be distributed at Manager Meetings and/or can be obtained from Child and Family Services located at:

  121 Crimson Drive
  2nd Floor, Trillium Centre - Sherwood Park
  780-467-5195

It is expected that all SPMHA volunteers do not have a criminal record; however, SPMHA realizes that there are possibly extenuating circumstances surrounding all situations. If a volunteer’s CRC reports that there may be files in the RCMP system, the process will continue with a review by the SPMHA CRC committee. The committee will determine the volunteer’s eligibility to perform their duties, and the volunteer must wait for the committee’s decision process to be completed prior to stepping into their role.

- **Respect in Sports - Leader** online course  
  http://ha.respectgroupinc.com
- **Hockey Canada Safety Program (HCSP)** online course  
  *Initiation* - one team official per ten players is required to complete the HCSP  
  *Novice and higher* - one team official per team
- **Coaching Requirements** can be found at  
  https://www.hockeyalberta.ca/coaches/coaching-requirements/

It is the the Manager’s responsibility to ensure that all coaches fulfill these requirements. The SPMHA Registrar will notify managers/coaches with regards to missing records check, coach clinics, etc. but it is recommended that you keep a record/file of completed courses and documents to give to the SPMHA Registrar when requested. **Deadline of November 1 for most requirements.**
Section 4: Dressing Rooms and Arenas

*TWO CARDED COACHES MUST BE IN THE DRESSING ROOM WITH PLAYERS AT ALL TIMES.

4A - Damage

SPMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage proven to be caused to dressing rooms or arena facilities caused by a SPMHA member is the responsibility of the team. Should a facility contact SPMHA that a dressing room/facility has been damaged, SPMHA will forward an invoice for cleaning and/or repair directly to the liable team for payment. There should be NO photographs taken in dressing rooms. All teams participating in EFHL Interlock need to follow EFHL dressing room guidelines, which states that NO electronic items are allowed to be in dressing rooms. Changerooms are available a minimum of 30 minutes prior to scheduled ice. If coaches request players be there earlier, they MUST be supervised by a team staff member. There should always be two carded coaches in a dressing room with players.

4B - Co-Ed Dressing Room Policy

Female players participating with SPMHA Novice, Atom, Peewee, Bantam, and Midget Co-Ed teams will have the option of requesting a separate change room. If the facility is unable to provide a separate large dressing room for a female player than an alternative room (ie. referees room, ladies washroom, coaches room, etc.) will be provided as determined by the building operator and in consultation with league or team officials, the player and her parents.

At the Peewee (11 years old) level and above, the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms
- Both genders shall congregate in one dressing room, fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated to be there earlier by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated to stay longer by the coaching staff.
- The gender in the majority shall not begin changing – helmets, gloves, and skates excepted – prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

The Head Coach is responsible for ensuring that this policy is adhered to by all and for ensuring that the lesser represented gender participates fully in all pre and post game and practice talks. A BENCH MOM must present in all female changerooms.
Section 5: Team Equipment

5A - Team Jerseys - Discovery/Initiation teams will be provided with sponsor supplied jerseys and socks. Novice and higher divisions will be supplied with a set of home and away jerseys at the start of the season. The jersey’s provided represent SPMHA and all teams must wear the jerseys for all games. No individual designs are allowed. It is suggested that each team provide a dedicated jersey parent(s) volunteer. Please ensure that they understand the steps for proper care and washing of the jerseys. Jerseys are NOT to go home with players. **Team jersey deposits are now part of the new SPMHA TEAM BOND.**

SPMHA Jersey Director will contact Team Managers/Head Coach via your Divisional Director when jerseys are ready to be picked up.

*When assigning jersey numbers assist your coaches by familiarizing yourself with the jersey numbers and the size of the jerseys ahead of time.

5B - Name Bars - name bars for Discovery to Atom levels are optional. Name bars for jerseys in the peewee and older divisions are **NOT** allowed. If an atom or younger team chooses to have name bars applied, SPMHA will provide the names of seamstresses to apply and remove the name bars for the season. Teams must use the seamstresses that are on the list provided. Cost for name bars, their application, and their removal, is a team expense and is not covered by the Association.

*Remember to include this cost in TEAM BUDGET.

5C - Approved Seamstress(es) (*only these seamstresses may be used*)
See Appendix 12 - Approved SPMHA Seamstress(es)

5D - Team Socks – Discovery will usetilize SOLID black, green, or white socks. Initiation socks provided by the sponsor and coordinate with the jersey colours. For Novice levels and up it’s mandated that only SPMHA APPROVED GAME SOCKS MAY BE WORN. These are available at Sin Bin Sports.

5E - Goalie Equipment - the SPMHA TEAM BOND includes the goalie equipment deposits. Contact **equipmentdirector@spmha.ab.ca**
Section 6: Record Keeping

The Team Manager is the keeper of the Team’s personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible.

*Reminder that some of the information (especially on medical forms) may be of a sensitive nature so these forms need to be kept confidential.

Documentation will have to be completed following all games as well, and it is a good idea to have extra forms/game sheets/team labels on hand. The team manager will want to become familiar with hockey terminology and acronyms to aid in reading and filling out forms properly.

Suggested documents to include in a binder:

- Roster
- Contact lists
- Player medical forms (familiarize yourself with any player allergies/other and inform Head Coach and Safety Person)
- Forms (game sheets, injury reports)
- Schedules (practices, games and parent volunteers)
- Notices
- Arena information and Emergenct Access (Appendix 6 – Arena Abbreviations)
- Hard Card
- Current financial information (updated team budget)

6A - Team Hard Cards – team hard cards represent the official record of players and team officials for the purposes of registration with Hockey Alberta. Only players and team officials that are “carded” are allowed to go on the bench during games, and be on the ice during practices. Any other children or officials on the ice must be approved by the Division Director and require a Special Events Permit.

IF YOU ARE NOT ON THE HARD CARD YOU CANNOT GO ON THE BENCH OR ICE DURING A GAME OR PRACTICE OR BE IN THE DRESSING ROOM WITHOUT A CARDED OFFICIAL

*NOTE ONLY 5 TEAM STAFF ALLOWED ON BENCH FOR A GAME.

The SPMHA Registrar will prepare the team hard cards for each team with information from the Divisional Director. The hard cards will be sent to the Manager and Coach for proofreading and verification.

Manager will NEED all player and coaches’ complete birthdates to verify this.
Once information on the team hard card has been fully verified it will be sent to Hockey Alberta for approval and considered “locked.” If a team hard card has been “locked” no further changes can be made, so it is important to go through all information on the sheet completely. This is a shared and serious responsibility, as any children not properly carded could possibly be deemed ineligible, and any coaches or assistants not properly carded could be suspended.

**Depending on your team situation the manager may be required to be added to the hard card, which requires the manager to complete the Respect In Sport - Leader online course.**

Managers should always have a copy of the official team hard card with barcode at all games, exhibition games, and tournaments.

**6B - Player Affiliation**

- Affiliation can occur between all divisions if approved by VP. With that said though, affiliation from PeeWee to Bantam AND Bantam to Midget will be onto non body checking teams.
- Initial selection of affiliates is completed by divisional director then the list is submitted to the appropriate VP (Jr or Sr) for review. Once the VP approves the list, it is forwarded to the President for final approval.
- NO player affiliation is allowed during MINOR HOCKEY WEEK

As per Hockey Alberta Bylaws (pg 42): Current Rules for Affiliation Atom and Higher

- 7.8 Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an “Ineligible Player”. However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team, the player may thereafter affiliate an unlimited number of times.
- 7.9 Appearance of a registered Player’s name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.
- **Tracking of affiliated players** – note most directors do not want to be notified if an affiliate is being used unless there is an issue. The manager MUST keep a record of all games that the player is affiliated to. If they are nearing the **(10) ten games**, they need to be cautious to not go over that number.
• A Player must obtain a “Named Player Affiliation Agreement” form when selected as a specially affiliated player to a team within the “AA” Hockey Model or Elite Hockey Stream (ADM). Affiliates to kings club is coordinated between the kings affiliation director and the Sr. VP. The first step is the kings submit their requested affiliates list to the Sr. VP. The Sr. VP will in turn email a letter of interest to all available affiliates. If they choose to affiliate to the kings then further details will be emailed to them. If they do not wish to affiliate, they need to notify the Sr. VP.

• Players affiliated from a non-body checking team to a body checking team require an SPMHA Affiliation Waiver filled out BEFORE they are permitted to participate with the affiliate team. Individuals affected by this will be contacted by the Sr. VP to complete paperwork.

• **Player Eligibility Requirements** – Teams cannot dress more players than have been carded. This means that affiliated players cannot be used when all of your team is eligible to play. Affiliate players can only be used due to injuries, sickness, or any other reason deemed acceptable by the Division Director or Executive. An exception to this rule is provincial playdowns and championships where a team can dress 17 skaters and 2 goalies.

**Procedure for Using an Affiliated Player** – The following procedure should be followed when a team wishes to use an affiliated player for a practice or game:

• The head coach or team manager is required to call/email the affiliated player’s head coach to ensure there is not a conflict and to ask permission to contact the player. The affiliated player is not expected to miss a scheduled game with their team, however missing a practice is acceptable.

• If there is no conflict, the requesting team may contact the player and invite him or her to attend the ice time.

• The decision to attend the ice time must be left to the player without coercion.

Coaches should consider relevant factors such as whether both games are of equal importance, or whether one team is significantly short of players. If there are extenuating circumstances that would weigh on the decision, the Divisional Director may be consulted for guidance; however, the choice to decline to participate with the higher team continues to rest with the player.
6C - Contact Lists

Parents’ Contact / Volunteer List - having the parent contact list and team volunteer list can aid the Team Manager during disputes by acting as an outline for where responsibilities lie. Distribution of the list at the beginning of the season allows it to be used by other team members to contact the proper party with questions or ideas, without first having to direct everything through the Team Manager.

Team Contact List - the team contact list can be distributed at the beginning of the season or teams may decide to just use Team Snap.

Association Contact List - see SPMHA website

6D - Medical Information

Each player/parent should have filled out a medical information sheet at time of registration. It is important for the designated Safety Person to be aware of player medication, conditions, injuries, and to keep coaches regularly updated. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable.

At the very least, the medical information form should include:
• Player’s Health Care Number
• Doctor’s name and contact information
• Emergency contact information
• Important medical conditions / allergies

(Appendix 5: Medical Form - ALSO FOUND ON TEAM SNAP UNDER ROSTER)

6E - Accident and Insurance Reports - in the case of an incident/injury a report must be submitted immediately following the incident/injury to the Divisional Director as well as Hockey Alberta (must be received within 90 days of the date of the accident).

(Appendix 8: Injury Report - Hockey AB)

6F - Practice Ice

• Make sure practice ice is uploaded to Team Snap and that it has been double checked by another person
• No show ice costs are included in the NEW SPMHA TEAM BOND
• Make sure you keep copies of ice allocation in case of a double booking issue
**Distribution of Practice Ice** – SPMHA Ice Allocator will distribute practice ice to the Division Directors and their schedulers as far in advance as possible. In turn, the Division Directors will distribute this ice to the teams. At the beginning of a new round of play, during provincial playdowns, and during league playoffs, this ice distribution is not available well in advance. Teams should be aware that all efforts are made to have schedules ready promptly. SPMHA receives ice slots from the County that are considered “undesirable.” Divisions will be assigned these times based on the appropriateness of their age group. Division Directors and their schedulers will monitor usage to ensure that their teams will evenly share these non-prime time ice.

Teams of all ages will receive shared practice times, especially in the younger age divisions and during prime time hours. This is advised in Long Term Player Development to give players the appropriate number of practice times in a week. Efforts should be made to work cooperatively to best utilize the ice time, and in some divisions a protocol is established for sharing ice. Teams should not use shared practice times for inter-squad scrimmages. *Half ice boards will not be used during Novice Minor practices.*

**No Show and Return Ice Policy** – If an ice slot allocated to SPMHA by the County is not used, it is considered “No Show”. SPMHA pays for all allocated ice, whether it is used or not, but No Show ice results in an additional fine the league must pay.

Should a team not show for a scheduled practice or game and the ice is not used, the TEAM BOND will be charged. If permits are applied for in a timely manner then many conflicts can be avoided; however, if a mistake is made in scheduling the team must notify the Director as soon as possible. Every effort must be made to avoid unused ice. SPMHA is required to give 5 days’ notice to Strathcona County of unused ice in order to avoid fines, so please give notice of errors or conflicts quickly.

**TO AVOID PENALTY FOR NO SHOW ICE YOU MUST HAVE 8 SKATERS (*THIS CAN INCLUDE COACHES).*

***INCLEMENT WEATHER POLICY*** - Strathcona County will not charge fines if a team is unable to make their assigned ice time due to inclement weather. The County utilizes AMA road reports and if they feel necessary, will send a bulletin if the no-show policy is lifted. This notice will be tweeted and emailed as quickly as possible. If weather turns suddenly, the safety of the families in our community is first priority so please do not require your players to be on the road if conditions are truly unsafe.
6G - Double Booking Process

MISTAKES HAPPEN! It is terribly inconvenient to show up to the rink for a 4PM practice only to find that another team is scheduled. PLEASE ensure that communication is respectful and that the focus is on finding a solution.

SPMHA double booking policy is as follows:

1. Double check your team’s ice allocation.

2. The head coach or manager should talk to the Facility Attendant to see which group/team is scheduled for the ice slot. The attendant will have the schedule from SPMHA and may be able to re-direct the incorrect team(s) or adjust the schedule. The Facility Attendant has the authority to cancel or move an ice slot in order to accommodate conflict, and will normally call the SPMHA allocator if a problem arises.

3. Contact your division ice scheduler and/or your divisional director. If they cannot find a resolution they will call the SPMHA allocator.

If it is possible for teams to share the ice, such as for a practice, then all efforts should be made to do so regardless of fault.

One Click Ice - SPMHA is now using One-Click Ice to allocate, swap, and return practice ice. Each manager will be given a login from their Divisional Director. spmha.oneclickice.com
6H - Referees

League Games - booking of referees for regularly scheduled games (including playoffs) is handled by the division director.

If you have swapped or rescheduled a game you must remind your director to inform the referee assignor for your division.

No Show Referees - if there are no show referees coaches are expected to referee (so bring your helmet and skates to ALL games). *A good rule of thumb is to check the referee room 20 minutes prior to game start at all home games. If no referees are present, then you should phone your director to alert them so that substitutes can be arranged by the assigner if possible.

*This is for all levels that compete in Hockey Edmonton.

Payment of Referees - teams pay half the cost of the referees at each game in cash. It is recommended to have pre-made envelopes for each game. Coaches must hand the envelope to the referees on the ice.
Hockey Alberta Referees Council North Zone Rate Sheet
http://www.hockeyedmonton.ca/content/referee-rates

Reimbursement - teams will be reimbursed by SPMHA for regular season and playoff games. Your divisional Director will inform you when these cheques are available.

Playoffs – please keep all referee receipts to ensure reimbursement.

Exhibition Games - it is the team’s responsibility to book and pay for the referees. To book referees in Sherwood Park contact SPMHA Referee in Charge. For other zones within Edmonton and Surrounding areas see
http://www.hockeyedmonton.ca/content/referee-rates

6I - Game Sheets

Discovery/Initiation - NO gamesheets
Novice - Director has game sheets. Upload as per instructions on EFHL website.
Atom through Midget - Gamesheets required please see Section 7 Hockey Edmonton Game Sheets

Sample Completed Game Sheet (Appendix 7)
6J - Game Organization

Pre Game

• Time keepers organized – each team must provide 1 time keeper
  Please see [http://www.hockeyedmonton.ca/content/referee-rates](http://www.hockeyedmonton.ca/content/referee-rates) for Game Formats (i.e. how long each period is)
• Game sheet provided and filled out by home team.
  *Only carded team officials are allowed on game sheet or permitted to sign game sheet
• Make sure that any injured; suspended; missing players or coaches are crossed off or marked appropriately (AP - affiliate player; INJ - injured; SUS - suspended)
• Make sure that any AFFILIATES are indicated
• Jersey parents must always have both sets of jerseys at each game
• Home Jerseys – white; Away Jerseys – black
• Ensure Coaches have referee money

Post Game

• If you are the Away team ensure you get a copy of the finalized game sheet
• If you are the HOME team upload your game sheet information as per your divisional directive
• If a player is ejected from the game you must ensure that you receive the referee Incident Game Report and notify your Divisional Director immediately. You will be notified of any game suspensions.
6K - Suspensions

All suspendable infractions must be reported to the SPMHA Divisional Director and your Hockey Edmonton Tiering Director. Copies of the game sheet and/or referee report must be forwarded via fax or email to the directors within 24 hours of the suspension.

Regulations Regarding Suspensions – Hockey Alberta Zone 7 Discipline Coordinator hands out suspensions for all pre-season, exhibition, provincial, and tournament games. SPMHA Division Directors enforce suspensions for SPMHA league play, and Hockey Edmonton Division directors enforce suspensions for teams participating in the interlock league. Hockey Alberta has minimum mandatory suspensions for certain penalties.

Sitting Out Suspensions – when a player or coach has been given a suspension, they will be notified the number of games they must sit out. They will also be notified what type of game qualifies for serving the suspension. In most cases, exhibition games do not count towards serving a suspension; however, the player may not participate in ANY game, exhibition or otherwise, until the suspension is served. The player or coach must be listed on the game sheet of any game played until the suspension is served, and must have “Suspended” listed beside his or her name to prove that the game was sat out. Copies of the game sheets must be forwarded to the Divisional Director and Zone 7 Discipline Coordinator.

Depending on the severity and nature of an infraction, a player or coach may be subject to further discipline by SPMHA. Details and guidelines for additional action may be found in SPMHA’s Integrity, Conduct, and Ethics (I.C.E.) information.

http://www.spmha.ab.ca/i-c-e-program-information-forms/

NOTE:

• No suspended Player or Team Official is allowed on the bench, in the timekeepers/penalty box, dressing room or within 50 feet of the players’ bench during a game. (Hockey Alberta Regulation)
• If you have not received notification of the suspension and you have a game, DO NOT ALLOW THE PLAYER TO PARTICIPATE UNTIL THEIR SUSPENSION HAS BEEN CONFIRMED. If they participate in a game when they are suspended, the Head Coach may face indefinite suspension!
• Suspended players CANNOT be replaced with an affiliate player

6L Provincials - if your team is eligible to participate in provincials, you will be contacted directly by the SPMHA - VP SR.
**Section 7: Hockey Edmonton Interlock**

If you are playing in **NOVICE LEVEL and HIGHER** you are part of EFHL (Edmonton Federation Hockey League)

*MAKE SURE YOU REVIEW THE INFORMATION ON THE EFHL WEBSITE RE: PERMITS*  [http://www.hockeyedmonton.ca/content/permits1](http://www.hockeyedmonton.ca/content/permits1)

**7A - Website Login**

Your divisional director will give you a login **USERNAME** and **PASSWORD** to login to this website:

1. www.hockeyedmonton.ca or EFHL

2. Click on ADMIN LOGIN (at bottom of main page), enter your **USERNAME** and **PASSWORD**

3. Select STAFF MEMBERS and then select ADD MEMBER – ensure that your contact information (EMAIL and PHONE NUMBER) and at least one Head Coach is entered.

4. Select PLAYERS and enter your roster including JERSEY NUMBERS

**7B - League Games** - all of your league game schedules (including all the other teams in the league), will be posted on this website.

**7C - Gamesheets** - the HOME TEAM is responsible for entering final game sheet information for each home game within 48 hours.

1. LOGIN to Hockey Edmonton Website
2. Click on LEAGUE GAMES and then click on GAME SHEET (ie: green box) for the game you are entering.
3. Add your final score and check off “Game is Finished”. Hit SUBMIT.
4. Click “Roster” tab. Check off players for BOTH TEAMS that played that game. ADD affiliate players if required. Hit SUBMIT.
5. Click “Penalties” tab. Add “Home Penalties” and “Visitor Penalties”. Click update # of rows and enter each penalty. Click “save penalties”.
6. Gamesheet upload MUST BE IN PDF

If you are the AWAY TEAM you are responsible for VERIFYING the game as entered by the home team and that all information entered is correct. If there is a mistake, you can note it on the web page and do not verify until corrected or directed by your Divisional Director to do so.

*KEEP ALL GAMESHEETS FOR FUTURE REFERENCE AND MONITORING PLAYER PENALTY MINUTES.*
7D - **EFHL BLACKOUT DATES** – it is important to refer to these prior to organizing exhibition games/tournaments.

Edmonton Federation Hockey League has established blackout dates. See EFHL website for the Blackout Calendar. [http://www.hockeyedmonton.ca/](http://www.hockeyedmonton.ca/) click on calendar and view Printable PDF.

Team requests for blackout dates will not be entertained. See EFHL website for more information.

7E - **Exhibition Games** - in order to play an exhibition game you must have a permit from both EFHL and SPMHA ([see SPMHA permit requests pg.24](#)). However, EFHL has the final word on these permits. Before you apply for permit, ensure that you have the contact person information including phone number for the opposing team.

**Remember it is your responsibility to arrange for ice and referees.**

Both teams MUST apply for a permit from EFHL.

You will receive an email confirming permit submission marked PENDING, once your permit is approved you will receive another email marked APPROVED. You can also check on the EFHL website on your login under PERMITS – MY PERMITS.

*NOTE: NEW THIS SEASON - HOCKEY ALBERTA - Electronic Game Sheets (see Appendix 15 - E-GAMESHEET USER GUIDE (2018-19)*
Sample Exhibition Game Permit Request:

7F - Tournament Permits - in order to participate in a Tournament permits MUST be obtained from both EFHL and SPMHA (see SPMHA permits pg.24). However, EFHL has the final word on these permits. *Receive SPMHA permit # prior to submitting requesting EFHL permit. Include SP-TP# in your “additional comments” section of EFHL.

Complete the following Tournament Permit Request as long as you have NO scheduled games during the requested dates.

You will receive an email confirming permit submission marked PENDING, once your permit is approved you will receive another email marked APPROVED. You can also check on the EFHL website on your login under PERMITS – MY PERMITS or http://hockeyedmonton.msa4.rampinteractive.com/he-permits
Note: If you have a scheduled league game during the tournament dates you are requesting, you MUST reschedule your games prior to your tournament request being approved. **PLEASE NOTE IF YOUR TOURNAMENT IS LESS THAN 100KM AWAY, EFHL WILL NOT APPROVE YOUR GAME RESCHEDULE REQUEST.**

If you do not complete a LEAGUE GAME RESCHEDULE request, your permit could sit idle and not be approved.

**7G - REQUEST TO RESCHEDULE A LEAGUE GAME** - here are EFHL’s instructions for completing this process – follow them **exactly** as they are particular about how this is submitted.

FOR GAMES SCHEDULED ON ICE PROVIDED BY HOCKEY EDMONTON

- LEAGUE PLAY IS THE PRIORITY AND MUST COME FIRST
- League games must be rescheduled prior to permit approval and attending tournament.
- Swapping games within the same category is the MOST PREFERRED option and should be attempted before rescheduling of a game to a different time/location
- **ONLY** the team that is requesting the game swap/reschedule needs to apply for a permit.
  - Only one permit submission per swap/reschedule is required.
- **Steps to take BEFORE applying:**
  - Contact the opposing team to inform them you would like to reschedule the game. They must agree before you proceed.
  - Team rescheduling must provide ice for the make-up game and must be suitable to the opposing team.
  - Opposing team **MUST** play an exhibition game and pay the referees on the original ice slot as Referees are already assigned and **CANNOT** be cancelled

*The final decision on the date of the rescheduled game is that of the League Governor so both teams are accommodated.*

*Suggestions for buying ice: call Strathcona County; New Serepta Arena; Bruderheim Arena; Mundare Arena, Leduc Rec Centre or the County of Leduc. Ask at time of ice booking who they recommend contacting for scheduling referees.*

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FOR GAMES SCHEDULED ON ICE PROVIDED BY INTERLOCK ASSOCIATIONS (BEAUMONT, ENOCH, FT. SASKATCHEWAN, ONOWAY, SHERWOOD PARK, SPRUCE GROVE, STRATHCONA AND ST. ALBERT)

- LEAGUE PLAY IS THE PRIORITY AND MUST COME FIRST
- League games must be rescheduled prior to permit approval and attending the tournament
  - Referee director must be notified by the League Governor
- Swapping games within the same category is the MOST PREFERRED option and should be attempted before rescheduling of a game to a different time/location
- ONLY the team that is requesting the game swap/reschedule needs to apply for the permit
  - Only one permit submission per swap/reschedule is required

**Steps to take BEFORE applying:**
- Contact opposing team to inform them you would like to reschedule the game
- Team rescheduling the game must provide ice for makeup game and must be suitable to the opposing team
- Opposing team has three options listed below which are to be INCLUDED in the Game Reschedule Request or provide notice to the Interlock Ice Allocator:
  - Opposing team must play an exhibition game on the original ice if Opposition can be found-Teams using the ice pay for referees
  - If Opposition cannot be found, opposing team is to use the ice slot for a practice and referees are to be paid by that team
  - If Opposing team cannot use the ice, it is to be returned to the Interlock Organization’s Ice Pool and referees cancelled by the interlock association

*If Opposing team is a no show for a confirmed practice or exhibition game, they will be responsible for ice and referee costs.

*Forfeiting a game is strictly prohibited. You must swap/reschedule games that conflict with tournaments.

*continued on next page...
7H - Game Rescheduling Request/Format

FOR ALL GAME RESCHEDULE REQUESTS, PLEASE INCLUDE THE FOLLOWING DETAILS

In the comments section of the request provide as many details as possible preferably in this format:

Original Games:
Game #19999 - November 29 - SW999 @ EG111 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ SE222 @ MWB @ 19:30

New Games:
Game #19999 - November 29 - SW999 @ SE222 @ RBA @ 17:15
Game #19998 - December 16 - SW999 @ EG111 @ MWB @ 19:30

*Note game #s stay with the arena and time. Only the teams move

*If you require any assistance with permits or game swaps please email managersdirector@spmha.ab.ca

7I - Quickcard MINOR HOCKEY WEEK
As part of interlock with EFHL your team will participate in Minor Hockey week in January. This is a BLACKOUT week - NO permits will be approved.

Your Divisional Director will contact you with more information, but be prepared that parent volunteers are required from each team for this mandatory event.
Section 8: Tournaments

8A - Finding Tournaments

All tournaments in the province must be sanctioned by Hockey Alberta and will be listed on the Hockey Alberta Website

www.hockeyalberta.ca

8B - Apply for applicable PERMITS

Please see SPMHA PERMITS SECTION

8C - Accomodations/Meals

If the team is traveling to a destination that will require an overnight stay, or meals, the Team Manager will need to book space in advance so that hotels and restaurants will be prepared to accommodate a large group.
Section 9: Permits

Travel and Special Event Permits are for team events or functions that fall outside of those assigned directly by SPMHA. Each age division has a limit to the number of events and permits that a team is allowed per season. This is to ensure that Long Term Player Development guidelines are adhered to, and that unreasonable expectations are not placed upon participants or their families. The Division Director will discuss these limits with coaches at the coach meeting, and exceptions to these limits will only be allowed at the discretion of the Division Director.

SPMHA – go to SPMHA website www.spmha.ab.ca
Click on MANAGERS – PERMITS – select your permit type

9A - SPMHA and Hockey Alberta Travel Permit Procedures

Teams require travel permits for all ice sessions that are not assigned by SPMHA. Examples of ice sessions that require a travel permit include exhibition games, extra practice times (including outdoor ice slots) and tournaments. The following ice times do NOT require teams to apply for travel permits:

- League games (regular season and playoff)
- SPMHA assigned practice times
- Games in SPMHA tournaments
- Games in Hockey Edmonton Minor Hockey Week
- Any other ice times assigned to a team by SPMHA

All Travel Permits within Zone 7 (SPMHA’s zone) are approved by your Division Director and SPMHA. Travel Permits outside of Zone 7 require a travel permit approved by the Division Director, SPMHA, and Hockey Alberta.

To apply for an SPMHA Travel Permit, please submit the Travel Permit Request Form found online at www.spmha.ab.ca and notify your Division Director and Ice Allocator. The form must be completely filled out including applicable tournament sanction numbers, contact name, and email address. This form must be submitted a minimum of 7 days prior for an event within Zone 7, and at least 2 weeks prior for travel outside of Zone 7. Once the request has been approved, the team will receive a confirmation email including a permit number. This number must be listed on any game sheets for exhibitions or tournaments. A team that is under disciplinary action from SPMHA will have their application denied.

Teams that participate in the Edmonton Federation Hockey League must in addition apply for travel permits from Hockey Edmonton. These requests are not governed by SPMHA, but are required as a condition of participating in this league. Please see EFHL section for more information.
9B - Special Event Permits

Special Event Permits are intended to cover team functions for which hockey insurance coverage is required or highly recommended, but that do not fall under the category of allocated ice times or extra ice times that are covered by Travel Permits. Examples of events requiring a Special Event Permit:

- A guest coach (power skating coach, Crusaders, Oil Kings, or others) participating in a regularly scheduled ice time
- A guest player (sibling who is a registered SPMHA or SPKAC player) participating in a regularly scheduled ice time
- Team fundraising (bottle drive, etc.)
- Team social (pizza, bowling, wind-up party)
- Team attending an Oilers, Oil Kings, or other game

The form to request a Special Event Permit is found on the SPMHA website and must be completed according to the instructions listed. These permits must be approved by Hockey Alberta, and thus should be submitted a minimum of one week prior to the event (preferably two).

There are many events that will NOT be approved under a Special Event Permit, as Hockey Alberta will NOT “sanction” or assume the risk for these activities. A list of activities that will not be sanctioned can be found on the Hockey Alberta website www.hockeyalberta.ca (Appendix 9). If a request for a Special Event Permit is not approved, it does not necessarily mean that the team cannot hold the event. In the event that a Special event permit is denied it is important that the team management understands that team players and officials are not covered by minor hockey insurance. SPMHA strongly recommends that teams submit a permit request for all activities, whether or not they will be approved, so that Division Directors and the league can be aware of team events. (Appendix 10: Waiver)

* Make sure to notify Ice Allocator of all “blackout” dates for your team Special Events to avoid conflict with practice ice allocation.
9C - Guest Coaches/Guest Players

Refer to SEP exeptions document (Appendix 11)

It should be noted that guest coaches, players, teachers, and mentors are encouraged to enhance and improve the program delivery and goals of SPMHA. At times, guests can be beneficial in passing on their knowledge and experience to younger or less experienced coaches. Guest players must be registered to an SPMHA or SPKAC team. SPMHA guest players must appear in full equipment when helping on the ice and all guests must be on an approved Special Event Permit. Coaches not adhering to these guidelines will risk immediate suspension.
Section 10: Fundraising/Sponsorship

SPMHA and Team Fundraising

10A - Skate-a-Thon – this is a mandatory event for Discovery to Atom teams. It is recommended that each team have a Volunteer - Skate-a-Thon coordinator for this event. NO travel permits will be approved during this fundraiser.

10B - Team Raffles – teams may choose to conduct a separate raffle as part of their fundraising strategy. Any raffles or gaming events must be conducted according to SPMHA and AGLC requirements and guidelines. It is expected that team officials are aware of all AGLC guidelines and any teams operating gaming events contrary to these guidelines may be disciplined.

10C - SPMHA Fundraising Policies - be sure to familiarize yourself with the policies regarding Team Fundraising

*PLEASE NOTE A PERMIT IS NOW REQUIRED FOR ALL FUNDRAISING ACTIVITIES

Appendix 16 - SPMHA Fundraising Policies

10D - Novice Dodge Kids Caravan Sponsorship Program
All teams in the Novice Division are required to submit a team photo of the players wearing their team jerseys showing only their backs with the Dodge Sponsor Crest. Parents are also required to sign a FOIP form. This form comes electronically directly from Dodge (please check your “junk” mail).

Team photos can be submitted directly to the Sponsorship Director
sponsorship@spmha.ab.ca

10E - Sponsorship Opportunities with SPMHA

http://www.spmha.ab.ca/grow-your-business-with-spmha/
Section 11: Other

11A - Team Pictures

Teams in Discovery through Atom divisions will be scheduled for photos at the studio selected by the Executive for the season. On the date that team pictures are set, every effort should be made to attend the appointment. If a team is not available for their scheduled time, then it is the responsibility of the team officials to arrange for an alternative time. Although not coordinated through SPMHA, ALL teams are encouraged to have a team photo done. It may be required by tournaments and it is nice to have a memento.

11B - Apparel

ALL apparel should be purchased through SIN BIN SPORTS - Sherwood Park, a preferred vendor, supporter and sponsor of Sherwood Park Minor Hockey.
*Any apparel purchased outside of Sin Bin Sports will need to be approved for colour and logo schemes by the SPMHA General Manager.

Managers can contact Sin Bin to pick up sizing kits. Sin Bin will provide access to their NEW online ordering system.

A complete apparel guide and order form can be found on the SPMHA website.

11C - Coach Evaluations

SPMHA uses the coach evaluation process for selecting and training coaches for future seasons. Typically, SPMHA will design a coach evaluation form for each division and that Division Director will forward the forms and process to team officials for parents and possibly players to complete.

Constructive and positive feedback will help to ensure that coaches are given valuable information to improve their coaching skills and continue to have successful, productive seasons. The goal is to improve coaching, and further to improve the program overall by supporting volunteers. Evaluation forms are not an appropriate venue for resolving conflict.
Appendix List

Appendix 1   - Sample Team Meeting Agenda
Appendix 2   - Sample Budget
Appendix 3   - Sample Bank Letter
Appendix 4.1 - Coach Conduct Form
Appendix 4.2 - Player Conduct Form
Appendix 4.3 - Parent Conduct Form
Appendix 4.4 - SPMHA Ice Hockey Program Incident Report
Appendix 5   - Player Medical Form
Appendix 6   - Arena Abbreviations/Locations
Appendix 7   - Sample Game Sheet
Appendix 8   - Injury Report Hockey Alberta
Appendix 9   - Sanctioning Guidelines Special Events
Appendix 10  - Special Events Waiver
Appendix 11  - SPMHA Special Event Permit Approved
Exceptions
Appendix 12  - SPMHA Approved Seamstresses
Appendix 13  - SPMHA Team Budget Policy
Appendix 14  - LINKS
Appendix 15  - HOCKEY ALBERTA - Electronic Game Sheets
Appendix 16  - SPMHA Fundraising Policy
Appendix 17  - SPMHA Team Bond Policy