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## Section 1 – Coaching Guidelines

### 1.1 Head Coach Responsibilities:

Comply with the Guidelines and Expectations set out in the [Policies and Procedures Manual](#) (Section 5.1 Duties of Coaches).

The Head Coach is expected to be responsive, adhere to and promote the directives of the SMHA executive committee and administer the team within established policies and guidelines.

The Head Coach, as chief team official, is fully responsible for all activities of his or her team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the head coach.

The Head Coach must adhere to SMHA priorities, which include player enjoyment and player development. All players will be given equitable or fair ice time during games and practices to ensure that everyone has an opportunity to develop and learn skills as well as have fun and enjoy the sport.

The Head Coach will review Hockey Canada's code of conduct with the parents and players on his or her team <https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/code-of-conduct-policy-e.pdf> and ensuring all players and parents understand, sign and return SMHA's fair play forms.

The Head Coach will develop a set of rules and philosophies for the team, which are clearly communicated and which will be enforced fairly in relation to all players.

The Head Coach must ensure:

- proper supervision of the team **before, during and after** all games and practices and accept responsibility for the conduct, safety and well-being of players;
- that at least one carded official is present in the dressing room at **least 30 minutes prior** to game time and that a carded official is in the dressing room at all times until all players have vacated; and
- that no coach is ever alone with a player in the dressing room.

Coaches are responsible for players and any abuse that may occur in the dressing room before or after game.

### 1.2 Coach's Code of Conduct

Winning is a consideration, but not the only one, nor the most important one. Care more about the child than the winning of the game. Remember players are involved in hockey for fun and enjoyment.

Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players.

Be generous with your praise when it is deserved; be consistent and honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach, do not yell at players.

Adjust to personal needs and problems of players, be a good listener, never verbally or physically abuse a player, parent, other coach or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach the players basic hockey skills.

Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.

Maintain an open line of communication with your players' parents. Explain the goals and objectives of SMHA and your rules and philosophies for the team.

Be concerned with the overall development of your players. Stress good health habits and clean living.

To play the game is great, to love the game is greater.

## 1.3 Coaching Qualifications

### Hockey Alberta Coach Education Requirements:

All coaches will ensure they and their coaching staff, by November 15<sup>th</sup> of the applicable season, abide to the requirements as outlined in the Hockey Alberta coaching requirements.

FOR MORE INFORMATION REGARDING COACH EDUCATION REQUIREMENTS, GO TO

<https://www.hockeyalberta.ca/coaches/clinic-information/>

## 1.4 SMHA Player Development

SMHA expects coaches to follow the Hockey Canada Player Development Guideline.

The Guideline was created to help coaches create a season plan to develop the athlete in a structured effective manner. The guideline outlines player development with natural progression using the “Skill Development Pyramid Model.” The Skill Development Pyramid emphasizes the importance of the base of the pyramid and the development of fundamental skills starting at the base of triangle.

Fundamentals skills are the foundation of each player’s success. From time to time SMHA may provide development sessions to players. These sessions may be level specific, position specific or skill specific and will be led by qualified instructors as determined by the SMHA Technical Director, VP Development and/or the VP Programs.

## 1.5 Mentorship

SMHA strongly encourages coaches to develop their coaching skills through mentorship. A mentor is a guide, an advisor and can be a critical friend who, through his/her own experience, supports learning of the mentee.

SMHA periodically provides opportunities for coaches to observe, interact, and participate in coaching related activities. This includes Specialty Skills Clinics, Goaltender Coach Clinics, attending/observing University or NHL practices. All coaches are strongly encouraged to attend these events.

Mentors will be provided to coaches upon request by contacting the SMHA VP Development or Technical Director.

**Please Note:** Prior to having any guests out to a team activity, teams should confirm any permit or other requirements with the VP of Operations.

## Section 2 – Team Guidelines

### 2.1 Team Manager Responsibilities:

The team manager is expected to be responsive, adhere to and promote the directives of the SMHA executive committee and administer the team within established polices and guidelines.

The team manager is responsible to oversee all administrative duties for the team, such as:

#### Priority 1 Responsibilities:

- Attend the SMHA and EFHL/NAHL (if applicable) mandatory pre-season meeting.
- Ensure all families have at least one (1) parent who has completed the RIS – Respect in Sport Program. (Speak Out is not an equivalent for RIS Parent).
- Ensure that all bench staff (coaches) have completed the RIS-Coach (Respect in Sport-Coach). (Speak Out is an equivalent for RIS Coach).
- Prepare Team Roster (Players, Number, and Coaching Staff) and submit to the General Manager so you can receive your Hockey Alberta Player Team Carding (OTR) document (retain photocopies and verify accuracy). CC your level director. (**See Section 5.1**)
- Pickup, proper care and return of SMHA jerseys.
- Submit Player Affiliation requests via the online submission form under the Admin tab at <https://www.smhahockey.com/affiliation-request/>
- Hand out and require all players, parents and coaches complete Fair Play Pledge forms found on the SMHA Website under the Admin tab. <https://www.smhahockey.com/wp-content/uploads/sites/1743/2020/09/SMHA-FOR-THE-GOOD-OF-THE-GAME-PARENT-PLEDGE.pdf>

<https://www.smhahockey.com/wp-content/uploads/sites/1743/2020/09/SMHA-FOR-THE-GOOD-OF-THE-GAME-PLAYER-PLEDGE.pdf>

- Hand out and require all player parents to fill in Player [Medical forms](#).
- Submit all RCMP criminal record checks to the General Manager.
- For Discovery and U-7 teams collect **both** an RCMP Criminal Record check and an Intervention Record check and submit to the General Manager.
- Submit “No Show” ice security team cheque of **\$250** to the General Manager in accordance with the timeline set by SMHA.
- SMHA covers the cost of 5 Team Officials, in excess of 5 officials the team will be responsible to pay the extra carding costs set out by Hockey Alberta. The General Manager will let the teams know the extra carding costs.

### Priority 2 Responsibilities:

- Organize parent meeting at the beginning of the season and as otherwise required throughout the season.
- Organize and help to find parent volunteers to be responsible for the following duties:
  - Team Treasurer
  - Parent Liaison to mediate any concerns between a Manager or Parent.
  - Timekeepers/Scorekeepers/Penalty Box Workers
  - Fundraising Coordinator
  - Tournament Coordinator
  - Social Committee
- Request the Treasurer to prepare and present a team budget at the beginning of the hockey season for approval by the parents **prior to collecting a cash call**.
- Ensure team fundraising initiatives are organized and comply with the team budget and the guidelines and policies of SMHA and all applicable AGLC rules and licensing requirements.
- The team manager, with assistance from the team treasurer, must retain all receipts of team revenues and expenditures and provide financial updates to the team parents throughout the year as well as preparing financial statements accounting for all funds at the end of the hockey season
- The team manager or treasurer is responsible to open a team bank account. The bank account must have dual signing authority. The two signing authorities for the team must be the team manager and team treasurer.
- Assist in any team / player conflict resolution processes.
- Arrange for team transportation, accommodation and meals for out of town team travel.
- Obtain required team travel, exhibition and/or parent waiver forms.
- Input team information (players, team staff etc.) into league team microsite if applicable.
- Ensure all permits are with the team during the event(s) to which they relate.
- Ensure all major penalties and suspensions are properly reported and served.
- Distribute team schedules to parents and keep Team Snap updated accordingly.
- Communicate any league schedule changes, both home and away, to the General Manager as well as any scheduled team events that impact the teams availability for practice allocation.
- Arrange for referees for all exhibition games.
- Ensure electronic game sheets are completed in accordance with Hockey Alberta and League guidelines; and are submitted to appropriate league governors if required by League guidelines
- Ensure proper tracking of affiliate use.
- Any trading of ice must be completed on the ice management software.
- Participate in the formulation of team objectives and rules.
- Any other administrative duty that may arise from time to time.

## 2.2 Important Date Submissions:

### Immediate upon team selection

- Roster (incl. jersey numbers) and Team Official List to General Manager and Level Director;
- No-Show cheques and extra carded official payments to General Manager;

### November 15<sup>th</sup> of current Hockey Season

- All affiliate requests must be entered;
- All Coaching Certifications must be complete.

## 2.3 Team Head Coach & Manager Guidelines and Expectations

- Maintain a professional, positive attitude in all matters related to hockey. Both on and off the ice. SMHA Representatives are expected to be examples of professionalism in our communities in the off season as well. Failures to do so will be factored in when selecting team staff.
- Follow and, where applicable, respond to, directives of the SMHA and operate the team within established policy, guidelines and regulations.
- Attend the Coaches/Managers meeting at the onset of the season and all other meetings as required by SMHA.
- Ensure that all appropriate Coaching Certification courses are taken, in accordance with the level being coached.
- Ensure team sheets or cards are completed and sent to the Level Director via email who will then send to the Registrar or the Vice-President of Hockey Operations a minimum of 72 hours prior to the first league game.
- Be sensitive to parent concerns, and prepared to respond when warranted.
- Establish regular communication with parents regarding games, practices, schedules, fundraising, etc.
- Recognize that while hockey may be the major winter activity of the player, it is not the only priority of the player. In priority, it comes after family and educational responsibilities and reasonable accommodation to these factors is expected.
- If requested or directed by the Level Director, aid in selection of players to teams, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future development potential and perceived dedication to the program.
- Deal fairly with players at all times. Rewards or considerations to players or parents do not promote team play and will not be allowed. Managers should not accept gifts, favors or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
- Ensure proper supervision of the team, before, during and after games and practices and accept reasonable responsibility for the conduct, safety and well-being of their players.
- Assist the coach as requested in developing a set of rules for the team.
- Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or SMHA.
- Comply with normal administrative directives by: holding a beginning of the season parent meeting, attending all team and SMHA manager meetings as required, submitting a team directory, ensuring that the team has adequate support personnel, reviewing current Hockey Alberta rules, the current SMHA Policy & Procedures Manual, and the current Coach's Manual.

## Section 3 - Pre-Season Requirements

### 3.1. Parent Survey

At the beginning of the season, parents can be surveyed for their thoughts on a number of items including tournaments, apparel, team sponsors, fundraising, etc. This should be done prior to the team meeting to gather information to help the coaches plan their season.

A sample is included below (as well as available for download on the website)

#### Sample Survey

Please complete this survey tonight or submit it at the next scheduled practice.

1) How many tournaments would you like to do this year? \_\_\_\_\_

How many overnight tournaments would you like to do where the team and parents (families) would spend a night in a hotel? \_\_\_\_\_

Would you like to do a tournament over Christmas? \_\_\_\_\_

(Tournament Entry Fees are anywhere from \$600 - \$1500.)

2) Are you interested in purchasing Team Apparel? \_\_\_\_ If so what? \_\_\_\_\_  
Examples are Jackets, Sweatshirts, Vests, Hats, Tracksuits, T-Shirts, etc.

3) How would you like to acquire team funds? \_\_\_\_\_ Parents pay all  
\_\_\_\_\_ Fundraisers  
\_\_\_\_\_ Get Team Sponsors

\_\_\_\_\_All of the above

- 4) Would you/your place of employment be interested in being a sponsor for our team? \_\_\_\_\_
- 5) Do you require a set of team socks? \_\_\_\_\_ (**circle:** Home and/or Away)  
Name: \_\_\_\_\_ Size: \_\_\_\_\_
- 6) Do you require a set of name bars? \_\_\_\_\_ \$10.00/set plus GST  
Name: \_\_\_\_\_
- 7) Would you be interested in purchasing extra ice with the team funds? \_\_\_\_\_

To have a successful team we will be looking for volunteers for the following positions on this team:

Manager –  
Treasurer –  
Parent Liaison -  
Tournament coordinator -  
Fundraiser coordinator -  
Time Clock and Penalty Box workers –  
Social Committee –

Please let us know if you would be interested in helping in any of these areas. Thanks for your help; we are all looking forward to a great hockey year!!

### 3.2 Parent Meeting

Teams are required to have a parent meeting as soon as the teams are selected. The meeting agenda should cover but are not limited to the following:

- The team budget
- The time commitment required by players
- The team fund raising initiatives
- The coach's philosophy on player enjoyment and development
- The team's goals – short and long term
- The team's communication protocol and conflict resolution process
- Assign team volunteer positions (Jerseys, Treasurer, Tournaments, Fundraising, Social, Timekeepers, Stats, etc.)
- Discuss Emergency Action Plan (EAP) and assign responsibility for creation of an EAP

Following the meeting, the minutes of the meeting should be forwarded to all of the parents.

#### **Sample Parent Meeting Agenda:**

##### 1. Introductions

- Coach –
- Asst Coach –
- Asst Coach –
- Asst Coach –

##### 2. Coaching Philosophy/Coach Expectations

##### 3. Survey results – Based on the information submitted from the survey.

##### 4. Team Website – Each team has a microsite that is accessible through [www.smhahockey.org](http://www.smhahockey.org).

##### 5. Team Positions

- Manager -
- Treasurer –
- Parent Liaison -
- Fundraising -
- Tournament Coordinator –
- Social Committee –
- Home Game Timekeepers/Penalty Box –

- Safety Representative
- Micro site manager (for the website)

## 6. Upcoming Commitments

## 7. Parent Expectations of coaches

### 3.3 Team Budget

The team budget should be presented to the parents for review and discussion. Parents should have an opportunity to discuss and propose amendments to the budget.

Parents should receive regular financial statements from the team manager and/or treasurer.

**NOTE:** Rep teams will be charged additional fees based on how much a rep team costs SMHA over and above a house team of the same division.

These fees cover the following costs, as applicable:

- extra games in the Rep team schedules,
- extra time in each game,
- extra officials as required and additional league fees.

The range of rep fees will be \$50-\$350 per player. All teams will know their rep fees by November 15<sup>th</sup>. Affiliates to Rep teams are not charged the Rep team fee for the affiliating team.

Rep team fees must be submitted to the General Manager by December 1<sup>st</sup> of the current hockey season.

### 3.4 Criminal Record Checks, Vulnerable Sector Checks & Intervention Record Checks

Criminal Record Check / Vulnerable Sector Check (CRC/VSC) – All Teams

- Unless a CRC/VSC was provided to SMHA within the last 3 hockey seasons, all team officials (Coaches, Assistant Coaches, Managers, and Trainers) are required to submit a current RCMP CRC/VRC as soon as they are selected for their position by November 15<sup>th</sup> of the current hockey season.
- In other words, returning volunteers need to do this every 3 years.
- Forms from SMHA are available for the volunteer to take to the RCMP which makes the CRC/VSC no cost to the volunteer. Contact the SMHA General Manager or Secretary to receive this form.
- If the CRC/VSC reports that fingerprints are required to confirm a clean record, then the volunteer must provide the CRC/VSC to the General Manager and proceed with the fingerprinting. SMHA may request a copy of the RCMP's "Consent to Search Information" form as proof that the volunteer has proceeded with fingerprinting and is awaiting results.
- Any results indicating a match or adverse information will be forwarded by the General Manager to the SMHA VP Operations. The VP Operations will consult with at least 2 other SMHA Executive members before making a decision as to whether the volunteer is accepted.
- Criminal records relating to illegal circumstances involving drugs, alcohol or violence are of particular interest.

Intervention Record Check – Discovery & U-7

- In addition to CRC/VSC's all team officials (Coaches, Assistant Coaches, Managers, and Trainers) on Discovery & U-7 teams are required to submit a current Intervention Record Check which will be valid for 3 seasons.
- Intervention Record Checks are provided by the local Child and Family Services office. See <https://www.smhahockey.com/wp-content/uploads/sites/1743/2020/09/SMHA-CRC-IRC-PDF.pdf> for additional information.

### 3.5 Coach, Player and Parent Fair Play Pledge

Team Manager must hand out and require all players, parents and coaches to complete Fair Play Pledge forms found on the SMHA Website under the Admin tab.

It is expected that all coaches, players and parents will behave in accordance with the conditions set out in the Fair Play Pledge throughout the entire season.

The SMHA executive takes these conduct conditions very seriously and will take swift and decisive disciplinary actions against any coach, player, or parent that contravenes these conditions.



### 3.6 Player Medical Forms

Team Manager must hand out and require all player parents to complete and return to the Manager Player Medical forms. Player Medical forms can be found on the SMHA Website under the Admin tab. Completed forms will be held in sealed envelopes and used only as set out in Section 16.2 Medical Forms.

### 3.7 Contact Numbers

Appropriate contact information is located on the SMHA website at smhahockey.com.

## Section 4 - SMHA Fundraising

### 4.1 Sponsorship Program

Please see program details on our SMHA website, under the Admin tab.

### 4.2 Raffles

All team raffles, 50/50 or loser pools must comply with AB Gaming regulations. Licenses can be purchased from any registry or by submitting an application to AGLC directly.

**Teams who do not comply with obtaining a gaming license put our association at risk with AGLC. This can result in disqualification for casino dates and losing future Edmonton Oilers 50/50 opportunities.**

For more information, contact AGLC at (780)447-8600 or go online <https://aglc.ca/>

### 4.3 Association Fundraising

SMHA will apply for approval for any association fundraisers. Should the association be successful in our applications, volunteers will be required for the events.

## Section 5 - Hockey Alberta Carding Procedure

### 5.1 Procedure for Team Carding of Players and Team Officials

Team carding will be done as soon as the final selection of the team is complete by the General Manager and VP of Operations and ratified by the Executive Committee.

The team manager will **email the General Manager and level director the Team Roster and Bench Staff**, including jersey numbers, immediately after team ratification so that the level director can submit the lists for carding.

All of the teams must be Team Sheeted (OTR) as per Hockey Alberta requirements. The SMHA General Manager will complete the sheets with information provided by the Level Director and Team Manager. The SMHA General Manager will submit the lists to Hockey Alberta.

All team carding must be processed prior to your first league game.

All team officials (bench staff) must be listed on the sheet and coach/manager must verify it's accuracy.

**Only** team officials (bench staff) are allowed to go on the bench during games and on the ice during practices (unless a special permit is obtained).

**Please note SMHA carded coaches are allowed on the bench and/or in the dressing room only in relation to the team(s) for which they are carded.**

*If you are carded to another SMHA team, you are able to participate on ice for practices with another team within SMHA. **If you are carded for one SMHA team, you do not have approval to be on the bench for any other SMHA team for a sanctioned or league game unless you are also carded to that team.** Children of team officials **CANNOT** be on the bench during games or on the ice during practices.*

Copies of the team sheets (OTR) should always accompany the manager to games. If there are changes to player information the Level director must be notified and the registrar will amend the team sheet (OTR) with Hockey Alberta.

Affiliates **MUST** also be carded (OTR) before attending any team event (on or off ice).

SMHA will pay for 5 Team Officials to be carded per team (4 Coaches and 1 Manager), 6 for co-ed teams. If teams wish to have additional Team Officials carded, the team will be responsible to pay the extra carding costs set out by Hockey Alberta.

## Section 6 - Team Equipment

### 6.1 Team Jerseys

All teams in U-9 and above are given a complete set of home and away jerseys c/w jersey bags.

All teams Discovery and U-7 are given one complete set of jerseys.

Jerseys are to be picked up by the team manager at SOC from the equipment director on the dates that he or she sends out for pick up.

The team coach and manager are ultimately responsible for the care of the jerseys ensuring proper washing instructions are followed. Please ensure each player/family understands the responsibility associated with caring for the jerseys. SMHA jerseys are not to be worn to practices. Jerseys should be taken to and from the rink in a jersey bag. Jerseys should NEVER be in a player's hockey bag. Managers and coaches should encourage each player to keep jerseys in a proper jersey bag.

The team coach and manager are responsible for the return of the jerseys at the completion of the season, at SOC on the dates in which the equipment director specifies. Jerseys MUST be returned **IN FULL SETS** washed with all name bars removed.

### 6.2 Name Bars

It is the coach's decision whether teams will utilize name bars. Name bars must be sewn on by SMHA approved seamstresses and comply with the colour/font specifications.

### 6.3 Team Socks

Team socks, both home and away, are provided by SMHA. Please contact the equipment director to coordinate pick up.

### 6.4 Team Pucks and First Aid Kit

All teams will be provided with 30 pucks, a puck bag and a first aid kit at the beginning of the year. Additional pucks must be purchased from outside suppliers with team funds.

All teams must return 30 pucks and the puck bag at the end of the season.

### 6.5 Team Goal Equipment

The following levels will be provided with goal equipment

U-7 – goal pads

U-9 & U-11 – Goal Pads, Chest Protector, Catcher, Blocker, Goal Stick and Equipment Bag

The goal equipment will be assigned to the team coach, who is ultimately responsible. A parent can be assigned to care for the equipment.

Care of goal equipment includes airing equipment after every use.

Goal equipment is not to be used outside of an SMHA sanctioned practice or game.

Coach and Manager are responsible for return of the goal equipment.

## Section 7 Permit Requests

## 7.1 Hockey Alberta Permits

Hockey Alberta permits are related to insurance coverage. Details for when teams need permits are outlined below. Filling out the online form is a request for a permit – you do not have a permit until you have been given a permit. Hockey Alberta will email you the permit once they approve it.

To request Hockey Alberta permits use the online forms on the SMHA website found [HERE](#).

### Hockey Alberta Travel Permits

- Hockey Alberta Travel Permits are required for participation in a tournament (other than the Provincial Tournament) for U-11 to U-18 teams and for any Intro to Hockey Festivals for U-7 and U-9 teams.
- A travel permit is not needed for team practices, league games, exhibition games, provincial playdown games or the provincial tournament.
- You must obtain the tournament or festival sanction number from the host team prior to applying for a travel permit.
- Teams that are under disciplinary action from SMHA will be denied travel permits.

### Hockey Alberta Exhibition Game Sanction Permits

- Hockey Alberta Exhibition Game Sanction Permits (U-11 to U-18) and One-Time Event Permits (U-7 & U-9) are required by the host team.
- Teams that are under disciplinary action from SMHA will be denied permits.

### Hockey Alberta Tournament Sanction Permits

- Hockey Alberta Tournament Sanction Permits are required by the host team of a tournament.
- Provide the Hockey Alberta Tournament Sanction Permit # to the visiting teams.
- The visiting teams will need the # in order to apply for their travel permit so be sure to apply for your Hockey Alberta Tournament Sanction Permit well in advance!
- Teams that are under disciplinary action from SMHA will be denied permits.

### Post Permit Duties

- When any Hockey Alberta permit is approved, an email confirmation is sent by Hockey Alberta to the team that requested the permit. The email states how and when completed game sheets are to be sent to Hockey Alberta.
- Follow all instructions from Hockey Alberta described on the permit!
- Ensure that the Hockey Alberta sanction # is clearly written on all game sheets.
- Electronic Game Sheets
  - Hockey Alberta will be utilizing electronic game sheets for all sanctioned exhibition and tournament games going forward.
  - Using the Centre Ice Portal, home / host teams will be required to upload the game sheet within 24 hours from the completion of the exhibition game or tournament. A picture of the original game sheet along with all penalties will be required when entering the game sheet. Once entered, any infractions requiring supplemental discipline will automatically be forwarded to the appropriate Zone Minor Discipline Coordinator or Division of Hockey Chair.
  - With electronic game sheets in use, email submission of game sheets will now only be accepted by the Zone Minor Discipline Coordinator or Division of Hockey Chair for games taking place outside of Alberta.

## Section 8 Affiliations

Affiliates are to be used to further develop SMHA players by having them attend practices of the teams to which they have been affiliated. An affiliate may also be asked to play in a game if the affiliating team is short players for that game. (Please reference Section 8.4 Affiliation Eligibility)

A coach may select affiliates from lower teams in accordance with the Affiliation Matrix below. All affiliations must be done in accordance with applicable league rules (i.e. NAHL, EFHL, etc.) as well as those set out by Hockey Alberta.

A player can only be affiliated to one (1) team within a specific division of hockey.

The SMHA Affiliation Matrix (Appendix A of this document) is to be used when coaches of a higher tier are making

decisions on who shall be chosen to affiliate with their team. All affiliations must be approved by the VP Programs and signed Affiliation agreements must be received by the VP Programs prior to any affiliations being final.

Female players playing on co-ed teams are eligible to affiliate to Female teams of a higher categorization i.e. female player on an U-11 team could potentially affiliate to a U-13 Female team.

(Reference 8.4 Affiliation Eligibility Requirements of this document)

## Section 8.1 Online Affiliation Requests

Affiliation Requests are to be submitted online via the SMHA Affiliation Request Form website link under ADMIN, for all levels from U-9 and up. <https://www.smhahockey.com/affiliation-request/>

**The Head Coach and/or Manager of the Team requesting affiliates may only submit an Affiliation Request online.**

Once an affiliation request has been submitted online, the requesting Team Head Coach or Manager must **send the "Affiliation Agreement" document** (see Section 8.5 Affiliation Agreement) to the VP Programs (This Document can be found [here](#))

The VP of Programs must approve the request prior to it being sent to Hockey Alberta for approval. The General Manager will not send any affiliation requests to Hockey Alberta until the VP of Programs has approved the request **and** the signed Affiliation Agreements have been received.

Once Hockey Alberta approves the affiliation request, is the player OFFICIALLY affiliated to the requesting team. Until then NO REQUESTED PLAYER shall attend any team event of requesting team.

This process could take up to 10 days from the time of online submission and receipt of signed Affiliation Agreement to the requesting team receiving the new Hockey Canada Roster (OTR) team sheets with the affiliated player included. Only then will the affiliated player be allowed to go on the ice with the requesting team.

## Section 8.2 Affiliation Deadline Dates

Player movement must meet the following criteria:

**U-9 and Up (all levels):** By November 15<sup>th</sup>, the team manager and/or coach of these teams must have submitted the players online to be affiliated to his/her team.

These requests must be finalized by the VP of Programs and submitted to Hockey Alberta on or before December 15<sup>th</sup>.

## Section 8.3 Affiliation Priorities

The coach of the team from which the player is called up **must** be consulted at all times. The coach may deny the player movement if his team has a game that conflicts with the higher team's game – on a priority basis. Priority will be considered in the following order:

1. Provincial games
2. League playoff games
3. League games
4. Tournament games
5. Exhibition games
6. Practices

In other words, the team participating in a league playoff game will have priority over a team participating in a practice, an exhibition game, a tournament game or a league game.

If a team would like to use an affiliated player, the head coach or team manager is required to call the affiliated player's head coach to ensure that there is no conflict as per Hockey Alberta guidelines.

Once it is confirmed that there is no conflict, the head coach or team manager of the requesting team calls the parent/guardian and invites the player to attend.

If the requesting team and the affiliated player's team both have an ice team at the same time, the team with the game will be deemed to have priority as per Hockey Alberta guidelines – refer to above.

If both teams have a game, then the two coaches need to discuss and decide if there are other options, such as:

- Are there other affiliated players from other teams that the higher team can use?
- Can the lower team call up one of their affiliates to use?
- Are both games of equal importance? i.e.: League game vs. Ex. Game?
- Are there other considerations that make either team in more need than the other such as one team being extremely short of players?

It is recommended that coaches work together on these issues and consider what's best for the player and the teams. If the two head coaches cannot reach an agreement, then the level director will determine which game the player should play.

The team manager must track affiliated player use and should provide monthly updates to the level director and the Registrar regarding affiliated player use. A Hockey Alberta violation will disqualify both teams from Provincials and/or league play or play offs.

Affiliated players must have AP in brackets beside their name on game sheets.

## 8.4 Affiliation Eligibility Requirements

The Alberta Development Model determines Affiliation regulations for players involved in participation of Teams within the Elite Hockey stream.

The AA Hockey Model determines Affiliation Regulations for Teams involved in participation within the AA Hockey stream.

[Hockey Alberta Affiliation Document](#)

See Section 7 of the [Hockey Alberta Bylaws & Regulations](#) for additional information.

For specific Intro to Hockey (U7, U9) affiliation rules, please see Hockey Alberta guidelines.

## 8.5 Affiliation Agreement

Head Coaches or Team Managers MUST submit the affiliation agreement to the players' parents for agreement. The signed Affiliation Agreements should then be submitted to the VP of Programs. This is to be done immediately upon completion and submission of the Online Affiliation Request.

<https://www.smhahockey.com/wp-content/uploads/sites/1743/2020/09/SMHA-AFFILIATION-AGREEMENT-2020.pdf>

All parties, including both coaches, parents and the player, must agree to the affiliation.

## Section 9 – Suspensions

Suspensions are determined and imposed by league governors, Hockey Alberta or LMHA's during all league, playoff games and SMHA tiering games.

The Hockey Alberta Discipline Coordinator imposes suspensions for all pre-season, exhibition, provincial, tournament games and SMHA tiering games.

When a player has been assessed a suspension, the player/team will be notified of the number of games for which the player is suspended for by VP Operations or President and will also be notified as to what type of game qualifies for satisfying the suspension requirements. Exhibition games do not count towards a suspension, however the player cannot play in any exhibition game during the duration of the suspension.

### 9.1. Suspension Reporting

All suspensions must be reported to the level director and VP of Operations. Copies of game sheets and game reports must be emailed/scanned to the level director and VP of Operations within 24 hours of the suspension. Refer to your league specific policies on further requirements.

Any game missed pending notification of the suspension duration will count toward the suspension period, provided that if the suspension specifies which type of games can be counted only those types of games will contribute to suspension period. (Player may attend other non-game events, i.e. Practice)

### 9.2. Hockey Alberta Minimum Suspensions

Hockey Alberta Minimum Suspensions will be utilized for all levels, leagues may add or have additional suspensions. Hockey Alberta has minimum mandatory suspensions for certain penalties.

For a complete listing of all suspensions refer to:

<https://www.hockeyalberta.ca/uploads/source/2023BylawsRegulationsandPolicies/16AppendixVIIMinimumSuspensions.pdf>

***If there is a write up on your game sheet, ensure the game sheet is faxed to your league governor. Call or email your league governor to determine length of suspension. Don't assume player will receive minimum mandatory suspensions. Many leagues have longer suspensions than Hockey Alberta minimums. If in doubt, do not play player – there can be serious repercussions for a coach who plays a suspended player.***

### 9.3 Process for Sitting Out Suspensions

When a player is serving a suspension:

- The player's name must still appear on the game sheet with "Suspended" written beside the player's name (this is proof the player has served the suspension); IE Suspended (1of3); and
- The player is not allowed on the bench, within 50 feet of the bench, in the dressing room, or in the timekeeper's/penalty box prior to or during the game.

All game sheets with suspensions must be sent to league governor and VP of Operations.

If the suspension was given out by Hockey Alberta, then a copy of that game sheet that the player sat out must be faxed or emailed to the applicable Zone Discipline Coordinator by the manager of the team. Please notify the VP of Operations of the fax or cc the VP of Operations on the email in which the game sheet is sent to Hockey Alberta.

Depending on the severity and nature of an infraction a player or coach may be subject to further suspension by the SMHA executive committee. Should a potential suspension occur during a SMHA tiering/leveling game, please notify the VP of Operations immediately following the game and the SMHA executive committee will determine appropriate consequences.

### 9.4 SMHA Team Official (Bench Staff) Suspensions

Any coaching staff suspended in a game must adhere to the sanctions imposed.

Also, refer to section 6.4 of the SMHA Policies and Procedures Document located on the SMHA Website under Policies for information about suspensions that may be imposed by SMHA.

## **Section 10 – Practice Ice**

### **10.1 Distribution of Practice Ice**

Practice ice is distributed as per the Strathcona County Standards of Play. All teams should end up with a minimum of one game and one practice per week over the year.

The ice will be distributed so as not to conflict with league games, therefore if teams reschedule an away game they need to let the ice allocator know or they cannot schedule around it.

SMHA always receives practice ice that is considered “non-desirable ice”. 6:00 am on Weekends, 4:30 pm starts on Weeknights and 11:00 pm finish on Weeknights. How often teams receive any of the above is determined by how many teams are available each season and available each week to fill the slots.

### **10.2 No Show and Return Ice Policy**

All teams must submit an ice security deposit to prevent misuse of unwanted ice. The deposit, in the form of a cheque payable to SMHA, shall be in the amount of \$250 and shall be payable prior to the first scheduled league game. The minimum numbers of skaters required on the ice to avoid a team no show penalty is 7 (including the coach(es)).

Any team that misses a scheduled ice time will forfeit its security deposit and shall be required to provide a replacement deposit within 48 hours of being requested to do so. Failure to provide a replacement deposit within the time limit shall result in the offending team forfeiting any scheduled practice ice until the deposit is replaced to the satisfaction of the General Manager.

Teams unable to use scheduled ice are responsible for finding an alternate team to use the ice. Any trading of ice must be completed on the ice management software, or the original team will still be responsible for the ice to be used. For example, if an ice slot is assigned to team “A”, then team “A” is responsible for the ice slot. Team “A” may trade the ice slot to team “B”, but team “A” is still responsible to ensure the ice is used. If Team “B” does not use the ice, Team “A” will forfeit its security deposit.

Notice for cancellation of ice must be submitted via e-mail and returned on the ice management software no less than 96 hours (4 days) prior to the ice slot. Weekend ice may not be cancelled any later than Tuesday of that week.

## **Section 11 – League Games**

### **11.1 Rescheduling League Games and Blackout Requests**

*Refer to Individual League Requirements.*

*Only Team Managers and Team Head Coaches are to consult with the General Manager regarding rescheduling options.*

### **11.2 Provincials**

All U-13 to U-18 AA and Tier 1 - Tier 4 EFHL league champions automatically qualify for the HA provincial championship tournament. Participation is mandatory and associated expenses are the team’s responsibility.

## **Section 12 - Team Pictures and Apparel**

### **12.1 Team Pictures**

SMHA provides a memory mate or equivalent team picture for all registered players. SMHA photographer will contact teams to coordinate.

SMHA recommends that if the team pictures are being taken on the ice, waivers be obtained from the participants as they will not be wearing their helmets.

## 12.2 Apparel

Individual teams make apparel decisions unless otherwise indicated.

## Section 13 – Referees

### 13.1 League/Playoff Games.

SMHA arranges referees for all home league and playoff games played in SMHA home arenas. All referee costs for these games are paid by SMHA via an advance cheque to head coaches.

For regular season play; teams will pay the cost of the referees at each home game in cash and are reimbursed in advance for referee costs by SMHA. Reimbursement cheques will be issued to each team prior to the beginning of league play or at the Coaches/Managers meeting. Your Division Director will notify you when these cheques are available. Receipts should be collected from the referees for each game paid for by SMHA and also documented on the [SMHA Referee Payment Form](#). Each team is responsible to update the Referee Payment form at least twice per season (December 31st and at season end). For any league games or playoff games that are not covered by the SMHA advance, teams should submit a request to their Division Director and the SMHA VP Finance for a second advance or collect receipts from the referee and submit them to the SMHA VP Finance for reimbursement. Any portion of the SMHA advance that does not get used toward referees must be reimbursed to SMHA at the completion of the season.

### 13.2 Exhibition Games

Teams are responsible to arrange for and pay for referees for all exhibition games.

Referee assignor requires at least 48 hours' notice for all exhibition games.

If less than 48 hours' notice a late fee will be added to game fees.

### 13.3 Referee Contacts

Please refer to our website for the Referee contact information, <https://www.smhahockey.com/referees/>

Team managers should confirm with the ref assignors that they are aware of all exhibition games.

## Section 14 – Evaluations

### 14.1 Coach Evaluations

The SMHA Coach Evaluation Process is based upon the collection of evaluation data which can then be processed into constructive feedback for the coaches. The objective is to improve the quality of SMHA coaches by identifying areas of strength and areas for improvement, in conjunction with the SMHA Coach Development initiative. Data is collected using (primarily) surveys and interviews. Data is processed by SMHA Vice-President Development, shared with the respective level director and constructive feedback will be available for each coach.

Coach evaluation feedback will also be reviewed as part of the SMHA Coach Selection Process.

Coaches' evaluations will be held in a secure database accessible only by the Vice-President Development and the President. Coaches will NOT see the actual evaluations but rather a summarized report prepared as a compilation of all of the evaluations. Anonymity of the individuals who have completed the evaluations will be maintained. Upon request, the Coaches Selection Committee will be provided access to the summarized reports in the database in relation to a coach applying for a coaching position.

### 14.2 Player Evaluations (Post Season)

At the end of the season, coaches may be required to evaluate their players. A guideline will be provided for coaches to use as a template.



This postseason evaluation will not be used to grade players for the following season. It will be used to verify results from the conventional pre-season evaluation process.

## Section 15 – Communication Protocol

Refer also to Section 6.4 Discipline in the Policies and Procedures Manual

### 15.1 Conflict Resolution

SMHA adheres to a strict conflict resolution protocol.

24-hour rule is always in effect.

If there are issues or perceived problems on a team then the parents, players, coach and manager should deal with the problem on a one on one basis and find a fair and equitable solution.

If required the level director and / or SMHA VP will become involved in mediating a solution.



### 15.2 Discipline Committee

The discipline committee will be convened to review any issue where a player, parent, coach, manager or any other SMHA member has broken SMHA code of conducts, guidelines, bylaws or policies and procedures.

Any allegations against any member must be submitted in writing and signed by the accusing member using the SMHA Incident Report available on the SMHA Website under the heading FORMS.

The SMHA Incident Report should be used to report disciplinary incidents, other forms of protest, or for cases where officiating is deemed to be less than satisfactory.

People that submit a complaint must make themselves available to the discipline committee for questions and review of the complaint.

The SMHA discipline committee will not act on the basis of “third hand” information, innuendo or rumor.

## Section 16 – Safety

### 16.1 Insurance

The Hockey Canada insurance program is a “supplementary insurer”.

Alberta Health Care, Blue Cross or any other employer health benefits etc. must be the first source for all claims.

If a parent does not have any health insurance coverage then Hockey Canada insurance may cover the expenses.

Hockey Canada expects the parent to pay for all expenses first, and the insurance provider will reimburse allowable charges. Example – an ambulance is called for a player who has been injured and the player is transported to the hospital. The parent is expected to pay for the ambulance bill and submit it to the Hockey Canada insurance program for reimbursement.

## 16.2 Medical Forms

Each player must submit a completed SMHA Medical Form to the Team Official (Manager or Coach). The form may be downloaded from the SMHA Website here:

[https://cloud.rampinteractive.com/smhahockey/files/Old%20Site%20Files/player\\_medical\\_information.pdf](https://cloud.rampinteractive.com/smhahockey/files/Old%20Site%20Files/player_medical_information.pdf)

Completed forms are to be reviewed by team staff and then kept in a sealed envelope with the team first aid kit at all team functions and this envelope will only be opened in the case of an emergency where the legal guardian is not present. All medical forms will be destroyed at the end of the season.

## 16.3 Injury Reporting

The Hockey Canada Injury Report form must be completed for injuries that required medical attention. These forms can be found [HERE](#).

Managers should carry these forms with them at all team events.

Team officials will complete the team section and a doctor / dentist will complete their section of the form. Please note, the doctor / dentist must sign the form.

The form **must** be filled out in its entirety and submitted to Hockey Alberta within 90 days of the injury. A copy of the form must be submitted to the level director and the VP of Operations. The level director will also submit a copy of the form to Hockey Alberta.

Only original receipts and / or invoices will be accepted.

Parents can mail their claims directly to Hockey Alberta. The address is on the Hockey Canada Injury Report form.

## Section 17 – Other Items

### 17.1 Shared ice Practices

Teams will be allotted shared ice practices from time to time throughout the year.

During these shared ice practices both coaches are encouraged to combine drills and integrate the players on the ice or teams can split the ice to work on team systems.

Shared ice practices are handed out to ensure all teams are given the appropriate number of practice times in a week.

### 17.2 Dressing Rooms / Arenas

Teams are expected to leave dressing rooms tidy. Teams are expected to respect the arenas where they play. Any damage caused to dressing rooms, arenas or arena facilities is the responsibility of the team. Teams may be charged their no-show ice cost if the rink attendants have to clean up dressing rooms.

Our team jerseys are **NOT** to be left on the floor at any time. They must be treated with respect and hung up when not in use.

### 17.3 Co-Ed Dressing Room Policy

From U-11 and down, mixed genders may change in the same room at the same time with the presence of two (2) adults.

2. Players from U-13 and higher may not change in the same room at the same time.
3. It is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.

4. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
5. If the facility does not have separate change areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the privacy and safety of individual players when they are dressing, undressing and showering.
6. An individual team must keep a written record of any relaxation of or deviation from this policy.

## **Section 18 – Social**

### **18.1 Concession Use for Team Breakfasts**

Please contact the concession operator to book a team breakfast at ARC or SOC, [strathconaeatz@gmail.com](mailto:strathconaeatz@gmail.com)

Teams are not allowed to bring their own food or cooking items in to the lobby of our rinks. Strathcona County has identified this as a fire hazard. Please do not bring your own toasters, coffee pots or grills into the lobby.

## **Section 19 – Team Microsite**

Each team will have an SMHA provided micro site on the Team Snap platform and a league microsite if applicable.

Teams will be responsible for:

Assigning a team schedule manager who will be responsible for maintaining their own site; and providing required information to SMHA Director of Communications.

SMHA Director of Communications will have access to all team micro sites and will monitor team sites for appropriate content/formatting.

## **Section 20 - Forms**

All forms listed in the index can be found on the SMHA website. <https://www.smhahockey.com>

## Appendix A – Affiliation Matrix

Please see website, <https://www.smhahockey.com> under the Admin Tab.