



Millwoods Hockey Association Coach Manual

Updated July 2025



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Millwoods Hockey Association

- The Millwoods Hockey Association was established in the early 1980s and formally registered in 1986 as a volunteer-run, not-for-profit organization.
- MWHHA operates under the Southeast Edmonton Recreation Association (SEERA) and coordinates minor hockey programs for youth aged 4 to 13 in Edmonton's southeast zone.
- The Association is managed entirely by volunteers, and its success depends on the dedication and time commitment of parents, coaches, and community members.

Legacy and Impact

- MWHHA has proudly supported the development of several players who advanced to the National Hockey League (NHL).
- More importantly, the Association has provided thousands of children in Millwoods with the opportunity to participate in organized hockey through a structured and inclusive program.

Funding and Sustainability

- Operating a community hockey program requires significant financial resources.
- MWHHA is primarily funded through:
 - Annual player registration fees
 - Seasonal camps and clinics
 - Volunteer-led fundraising initiatives

Sponsorship Opportunities

- MWHHA actively seeks sponsorship support to help offset operational costs and enhance programming.
- Sponsorship contributions assist with:
 - Equipment and jersey replacement
 - First-aid supplies and team resources
 - Administrative expenses and facility rentals



If you or someone you know is interested in supporting MWHHA through sponsorship, please contact:

Kerri Bishop, Operation's Manager

Email: seeraadmin@shaw.ca | Phone: (780) 461-6673

Purpose

This manual is designed to serve as a comprehensive resource for Millwoods Hockey Association (MWHHA) teams, providing guidance on effective team operations throughout the season. It outlines key expectations, procedures, and frequently referenced policies to support coaches, managers, and volunteers in fulfilling their roles.

While this manual offers detailed insight into MWHHA operations, it does not encompass all information teams may require. Additional resources and updates are available on the following websites:

- Millwoods Hockey Association Website
- Hockey Edmonton Website
- EFHL Website
- Hockey Alberta

All teams are strongly encouraged to review these sites regularly and familiarize themselves with the information provided.

Governance and Precedence

MWHHA operates under a formal set of Bylaws and Policies. This manual is intended as a practical reference tool. In the event of any discrepancy between this manual and MWHHA's governing documents:

1. Bylaws shall take precedence.
2. Policies shall be followed by authority.

For access to the current [MWHHA Bylaws](#)

Millwoods Hockey Executive Contact Information

For a complete listing of all Millwoods Hockey Association executive members, including category directors and assistant directors, please visit the **CONTACT US** tab on the MWHHA website. From the dropdown menu, select **EXECUTIVE**, or simply follow this link:



[MWHA Executive Listing](#)

Millwoods Hockey Association – Mailing Address

Box 32199 RPO Millwoods

Edmonton, AB T6K 4C2

Millwoods Hockey Association – Office Address - by Appointment Only

2256 Warry Loop SW

Edmonton, AB T6W 0N7

U7 Category

Instructional Design

The U7 curriculum incorporates a variety of activities that balance structured learning with creative play:

- Station-based drills focusing on skill repetition and movement
- Small-area games such as shinny, freeze tag, and obstacle courses
- Progressive lesson plans tailored to young learners

Sessions should prioritize age-appropriate instruction that allows players to learn at their own pace.

Skill Development Areas

Coaches will introduce and reinforce the following core skills:

- Skating fundamentals (starting, stopping, turning, edge control)
- Puck control (stickhandling, movement with control)
- Passing (basic forehand/backhand techniques)
- Shooting (accuracy, technique)

Skills are presented step-by-step to build competence through consistent reinforcement.



Coaching Requirements and Support

Coach Certification

All Timbits U7 on-ice instructors must complete the designated coaching clinic, which includes:

- Instructional leadership techniques
- Effective communication with young players
- Practice planning and age-specific skill progression
- Safety procedures and risk management guidelines

Available Resources [Coach Resources](#)

U9 Category

The U9 program ensures that fundamental skills are taught sequentially, allowing players to develop confidence and mastery at their own pace.

The U9 curriculum encourages active learning through a balance of structured drills and informal gameplay. Core elements include:

- Station-based practice modules
- Skill sessions focusing on repetition and progression
- Creative activities (e.g., obstacle courses, freeze tag, shinny-style games)

Core Skill Development

These skills are refined incrementally, with practice environments tailored to individual and group readiness levels. Players will advance through key hockey skills such as:

- Skating (speed, agility, edge control)
- Puck handling (control during movement, maneuvering)
- Passing (accurate delivery and reception)
- Shooting (technique, power, accuracy)

Development Goals/Program Values

The U9 division is designed not only to develop technical abilities but also to foster broader personal and social growth. Creating a positive, inclusive experience ensures



that players build a strong connection with the sport and with their teammates. Focus areas include:

- Physical fitness and motor skill development
- Sportsmanship and ethical play
- Collaboration and team communication

Inclusive Development Environment

MWHA is committed to delivering a program that:

- Addresses individual developmental needs
- Supports progressive skill acquisition
- Offers age-appropriate game play formats
- Provides meaningful learning regardless of ability level

All sessions are designed to promote participation, growth, and enjoyment for every athlete.

U11 Category

Overview

The U11 program is guided by Hockey Canada's Long-Term Player Development (LTPD) Model, which establishes a framework for delivering age-appropriate, skill-focused instruction to youth athletes. Designed for players aged 9–10, the U11 Player Pathway places the individual needs of the athlete at the center of its structure, ensuring that each participant can reach their full potential in a positive and supportive environment.

Key Objectives and Benefits

The U11 Player Pathway is designed to maximize player enjoyment and development throughout the season. Core program benefits include:

- Pre-season ice sessions to create a positive experience and reduce anxiety during evaluations
- Postponing evaluations until after the first week of school to support personal and academic stability
- Ensuring full-season participation, allowing every player to be actively involved from start to finish



Fair and Equal Ice Time Principles

A foundational element of the U11 pathway is commitment to fair and equal ice time, regardless of a player's current skill level or perceived role. This approach promotes inclusivity, development, and team cohesion.

Coaching guidelines include:

- Coaches must work toward the development of all players so that everyone can contribute effectively
- Bench shortening is strictly prohibited during gameplay
- All players should receive comparable ice time, including opportunities to participate in special teams (e.g., power play, penalty kill)
- Players should rotate through all five positions (Left Wing, Center, Right Wing, Left Defense, Right Defense) during the season to develop a broad skill set and understanding of the game
- Teams may designate full-time goaltenders; if a team has two goalies, equal rotation is required. The non-starting goaltender should have the opportunity to participate as a skater when applicable
- This structured pathway ensures that U11 hockey remains a meaningful and engaging experience for all players while supporting the broader goals of development, inclusiveness, and long-term participation in Canada's game.

U13 Category

The U13 division is structured around the [Hockey Canada Long-Term Development Model](#), ensuring that training is appropriate for players' age and skill levels.

Key objectives for U13 players include:

- Enjoying the game and having fun
- Enhancing individual skills and tactics
- Introducing fundamental team play concepts

Recommended practice focus:

- 45% technical skill development
- 25% individual tactics
- 10% team tactics
- 10% team play
- 10% strategic understanding



Resources available for this division include a core skills curriculum and sample practice plans to guide coaches in delivering effective sessions.

[Hockey Canada Skills](#)

[Hockey Canada - Sample Practice Plan](#)

1. What does Millwoods Hockey Association do for you and your team?

1.1 Program Structure and Oversight

- Organizes and forms teams to ensure players participate in a structured, inclusive, and enjoyable hockey environment.
- Establishes fair operational guidelines and policies for all teams.
- Conducts evaluations of coaches, players, and programming to support continuous improvement.

1.2 Development and Training

- Offers professional development opportunities for coaches and players through clinics, camps, and mentorship.
- Coordinates goalie clinics and skill development sessions throughout the season.

1.3 Equipment and Resources

- Supplies each team with:
 - Home and away uniforms
 - Pucks and first aid kits
- Manages the acquisition and distribution of ice time from the City of Edmonton.

1.4 Safety and Compliance

- Ensures all adults involved in coaching undergo mandatory police security checks.
- Maintains compliance with governing bodies including:
 - Southeast Edmonton Recreation Association (SEERA)
 - Edmonton Federation of Hockey Leagues (EFHL)
 - Hockey Alberta and Hockey Canada

1.5 Communication and Administration

- Operates a centralized website for league-wide and team-specific communication.
- Provides administrative support and resources to team staff and volunteers.



2. What can you do for Millwoods Hockey Association?

Millwoods Hockey Association is a volunteer-driven organization. The success of our programs depends on the time, energy, and commitment of our community members. Every team and family play a vital role in helping MWHHA deliver a high-quality hockey experience.

2.1 Association-Level Volunteer Opportunities

Your team can contribute to the broader success of MWHHA by participating in the following initiatives:

- **Fundraising Events** Assist with staffing and operations during scheduled fundraising nights that help fund MWHHA programs.
- **Minor Hockey Week** Support tournament logistics through roles such as timekeeping, scorekeeping, and event coordination.
- **Player Evaluations** Volunteer during preseason evaluations to help assess player skills and assist with check-in and on-ice support.
- **Millwoods Hockey Tournament (March)** Participate in organizing and running the annual tournament, including setup, teardown, raffle sales, and rink management.
- **MWHHA Board and Committees** Join the Association's leadership team or serve on a committee to help shape policy and programming.
- **Sponsorship Outreach** Help identify and connect with potential sponsors to support MWHHA operations and player development.

2.2 Team-Level Volunteer Roles

Each team requires dedicated volunteers to ensure smooth day-to-day operations. Common roles include:

- Head Coach and Assistant Coaches
- Team Manager
- Parent Liaison
- Team Treasurer
- Jersey Coordinator
- Timekeeper / Scorekeeper
- Social Coordinator



For a complete list of volunteer roles and responsibilities, please refer to the **Appendix** section of this manual.

3. Substance Use Policy

Millwoods Hockey Association is committed to fostering a safe, respectful, and development-focused environment for all participants. As part of this commitment, the Association strictly discourages the use or consumption of alcohol, controlled substances, and illegal drugs by players, coaches, and team officials during any hockey-related activity where minors are present.

These substances pose serious risks to the physical and mental well-being of athletes and undermine the Association's mission to promote a positive and inclusive hockey experience.

Expectations

- All team personnel and players are expected to refrain from substance use during practices, games, tournaments, team events, and travel where youth are involved.
- Coaches and team officials are held to a high standard of conduct and are expected to always model responsible behavior.

Consequences

- Any violation of this policy may result in disciplinary action in accordance with the [Member Handbook](#).
- Disciplinary measures may include suspension, removal from team duties, or further review by the MWAHA Board.

For more information, please refer to the [MWAHA Policies & Bylaws](#)



4. Coaching Qualifications

Coach Requirements - Millwoods Hockey

It is mandatory for **ALL COACHES** to complete specific coaching certification requirements for each age category to work with athletes either on or off the ice.

	U7	U9	U11	U13
Coach 1	1 coach / 10 kids	Head Coach		
Coach 2			Head Coach	Head Coach
Checking Skills			Head Coach	Head Coach
Safety	One official	One official	One official	One Official
Respect in Sport for Coach's	All officials on Team Sheet	All officials on Team Sheet	All officials on Team Sheet	All officials on Team Sheet

4.1 Respect in Sport for Coaches

All coaching staff are required to take the Online Course. - [RIS Coach Course](#)

4.2 Coach 1 and 2 and Checking

All team officials on team sheet: Coach certification is a two-step process:

Step 1: Register for Online Course. Hockey University – ONLINE - COACH 1/2 is the first step to being a “Trained” coach in the Coach Stream. It is a 12-module course that is completed as a 4-hour online session and covers the theory components of the program. The Online component is not recognized as fully completed until the survey at the end is complete.

Once registration has been completed in the *HU-ONLINE COACH 1/2, coaches are able to enroll in an in-person clinic in their region. Please check with the administrator as we usually host in-house clinics.

Step 2: Register for the In-Person Coach Stream. The in-person clinic will combine both classroom (4 hrs.) and on-ice components (1.5 hrs.). Coaches will learn the importance of skill development, skill progressions, practice delivery and resource utilization. The on-ice session will offer practical learning and sharing environments for all coaches.



Once you have registered for the *HU-ONLINE-COACH 1/2 coaches are to enroll in an in-person Coach Stream course.

If you require any of the listed qualifications, a link is provided.

[Coach Certification Requirements – Millwoods Hockey](#)

4.3 Reimbursement Policy

MWHA will reimburse **100% of the costs** associated with required coaching certification courses.

Reimbursement is issued upon **successful completion** of the certification process.

Coaches must submit **proof of payment** and **course completion** to the MWHA Registrar for verification.

4.4 Compliance Deadline

- Hockey Edmonton mandates that all coaching certifications be completed **no later than November 15** of the current season.

The MWHA Registrar will provide follow-up communication and guidance to teams regarding certification status.

Coaches who are **not compliant by the deadline** will be **removed from the team roster** and **prohibited from participating on the bench**.

No exceptions will be granted beyond the deadline.

4.5 Coaching Development

- MWHA strongly encourages **all coaches**, including assistant coaches, to complete the required certification courses.
- This ensures:
- A higher standard of coaching for all players.
- A clear pathway for assistant coaches to advance into future head coaching roles.



5. Coach Resources

In addition to the certification courses, there are several other resources available to Coaches:

MWHA Hockey Development Director is available to aid any coach.

Millwoods Hockey Association: www.millwoodshockey.ca

Hockey Edmonton website: <https://www.playhockeyedmonton.ca/> and <https://efhlhockey.com/>

Hockey Alberta website: www.hockeyalberta.ca

Hockey Canada website: www.hockeycanada.ca

5.1 Hockey Canada

All coaches must be familiar with the Hockey Canada rules - [Rules](#)

5.2 Hockey Edmonton

You are strongly encouraged to access the Hockey Edmonton website on a regular basis to ensure you are familiar with any protocols, policies, rule changes, etc. that may affect you or your Team. <https://www.playhockeyedmonton.ca/> and <https://efhlhockey.com/>. Remember, ignorance is not an excuse. The information is available to you – it's your responsibility to educate yourself.

Key points:

- **Rule changes** – Ensure you are aware of any changes implemented for the upcoming season.
- **Helmets** – Mandatory for all on-ice personnel.
- **Dressing room supervision** – Head Coach must ensure there are at least two responsible adults in the dressing room with the players. Players, at any age, are not to be left unsupervised. The Coach should be the last person to leave the dressing room after each ice time.
- **Female players** – Beginning at the age of U13, teams must use separate change facilities for female players.
- **Suspension guidelines** – Coaches should be aware of the minimum player suspension guidelines. Suspended players are not permitted in the dressing room before or after the game(s) for which they have been suspended. Coaches who disregard these guidelines will subject themselves to significant suspensions by Hockey Edmonton.
- **Overtime** – there is no overtime in regular league play – only playoffs.



6. Dressing Room Protocol

Hockey Edmonton has a policy regarding the sharing of dressing rooms for male and female players. As the Coach, it is your responsibility to be familiar with this policy and to share it with your Team. [Hockey Canada Dressing Room Policy](#) If you are coaching the U13 age group or older, you must enforce

this policy and ensure you have an inclusive dressing room, so any female players can be part of pre-game/practice dressing room activities.

6.1 MWA Prohibited Devices

Cameras and video recording devices are strictly prohibited in all dressing rooms.

This includes:

- Standalone cameras
- Smartphones with camera capabilities
- Tablets or other devices capable of capturing images or video

6.2 Enforcement Responsibility

- The Head Coach is responsible for enforcing this policy.
- No players, parents, or coaching staff can take photos or videos in the dressing room under any circumstances.
- Any violation will result in disciplinary action as determined by MWA.
- Many players carry smartphones, and coaches may also have devices on hand.
- While banning phones entirely is impractical, photo and video use must be strictly controlled.
- The primary concern is protecting player privacy and preventing images of players potentially in various stages of undress — from being shared online.

6.3 Best Practices

- Consider implementing a team phone bag or designated phone-free zone within the dressing room.
- Remind players and parents regularly of the policy and its importance.
- Report any violations immediately to your Category Director or the MWA Registrar.



7. Assistant Coaches

The Head Coach is responsible for selecting Assistant Coaches for the season.

- Selected individuals should:
 - Align with the Head Coach's coaching philosophy and team values.
 - Hold the required certifications or be committed to obtaining them within the designated timeframe.

7.1 Bench Capacity and Insurance Coverage

- A maximum of **five coaches** is permitted on the bench during games.
- This includes the Head Coach and up to four Assistant Coaches.
- These five individuals are covered under the team's insurance policy.

7.1A Additional Coaching Staff

- Teams may recruit more than four Assistant Coaches if desired.
- Coaches beyond the five covered by insurance must be registered and insured separately.
- The cost of additional insurance is approximately **\$60 per coach**.
- While only five coaches may be present on the bench during games, additional coaches may contribute to practices, planning, and off-ice activities.



8. Coach Screening / Police Information Checks

8.1 Mandatory Screening Requirement

- All **Head Coaches** and **Assistant Coaches** must complete a **Police Information Check (PIC)**, including the **Vulnerable Sector Check**, prior to participating in any team activities.
- MWWHA does **not accept screening results** from other organizations or previous volunteer roles.
- Coaches must be **18 years or older** to apply.

8.2 Application Process

- The MWWHA Registrar will coordinate the PIC process directly with each coach.
- Applications must be submitted through the **Millwoods Hockey Program** only.
- There is **no cost** to coaches for completing the PIC.

8.2.A Validity and Recordkeeping

- Police Information Checks are valid for **two years** from the date of issue.
- MWWHA does **not retain copies** of PIC results; coaches are advised to save a copy of their records.
- Results must be submitted to the Registrar for approval and roster updates.

For full details and to begin the application process, visit the Police Information Check page on the Millwoods Hockey website - Link: [Police Check – Millwoods Hockey](#)

8.3 Compliance and Enforcement

- Coaches **will not be permitted on the bench** or involved in team activities until the screening process is fully completed and verified.
- Failure to comply will result in **removal from the team roster**.
- **No exceptions** will be granted under any circumstances.



9. Team Equipment

Equipment Issuance

Once selected as Head Coach and provided with your team roster, you will be required to pick up your team's equipment package.

- A **deposit cheque of \$500.00 dated March 31** of the current season must be submitted at the time of pickup.
- MWWHA will issue the following standard items:
 - Home and away team jerseys/jersey bag
 - Socks for each player
 - Pucks and puck bag
 - First-aid kit (must be present on the bench for all games and practices)

9.1 Jersey's

- Each team will have volunteer jersey parents who are responsible for keeping home and away sets organized and clean.
- Players are not permitted to take their jerseys home.
- Players should not use the jerseys for off-ice activities unless previously approved. If jerseys are worn for approved off-ice activities (e.g. bottle drives, Oil Kings games, etc.) the black set should be used. Damages sustained from all off-ice activities are the responsibility of the players' parent/guardian and will be subject to replacement cost.
- Parents agree not to allow a player to use colored drinks (e.g. Orange Gatorade) when wearing their jersey. Damages caused by staining are the responsibility of the players' parent/guardian and will be subject to replacement cost.
- Jerseys will be kept clean by the designated volunteer jersey parent(s).

9.1A Washing Instructions:

- Please wash jerseys separately or with like colors.
- Do not wash the white jerseys with any colored clothing as they will turn out grey / bluish tone.
- Wash inside out.
- Wash in cold water.
- Do not use bleach or fabric softener or scented boosters to sanitize.
- Hang to dry.



9.1B Jersey Damage and Replacement Policy

Responsibility and Waiver

- Millwoods Hockey Association does **not collect a jersey deposit** at the start of the season.
- Parents/guardians are responsible for damage to their player's jersey beyond normal wear and tear.
- During **online registration**, parents must **acknowledge and agree to the MWA jersey waiver**, confirming their responsibility for jersey care and potential replacement costs.

9.1C Damage Assessment

- The **Equipment Manager** will inspect all returned jerseys at the end of the season.
- If a jersey is deemed damaged beyond acceptable use, the parent/guardian will be:
- **Invoiced \$125.00** for a replacement jersey, or the **cost of mending**, if repair is possible.

9.1D Payment and Compliance

- Payment for jersey damage must be submitted **no later than April 30** of the current season.
- Failure to pay will result in a **violation** with MWA.
- Players with outstanding jersey damage fees will be **ineligible to register** for future seasons with:
- Millwoods Hockey Association

9.2 Name Bars U9-U13

Millwoods Hockey Association is pleased to announce the reinstatement of **name bars** for U9–U13 home and away jerseys. While optional, teams may choose to add name bars provided the following criteria are met:

9.2A Authorized Providers

- Only the following companies are approved to create, attach, and remove name bars:
 - **Alice Embroidery**



- **Elite Promotional Marketing**

Name Bar Requirements

Category	Home	Away
U9	Black bar/White letters	White bar/Blue letters
U11	Black bar/White letters	Grey bar/Black letters
U13	Blue bar/White letters	Grey bar/Black letters

Please note: U11 Atomic Jerseys can have heat pressed names on the jersey that they are keeping. Please refer to the U11 director for confirmation on which color of jersey will be kept after the season is completed.

9.2B Parent/Guardian Restrictions

- Parents and guardians are not permitted to add or remove name bars independently.
- Unauthorized alterations will result in liability for:
- Repair costs and Replacement fees for damaged jerseys

9.2C Financial Responsibility

- All costs associated with purchasing, applying, and removing name bars are the responsibility of the individual team.
- MWA does **not** cover or reimburse these expenses.

9.2D Compliance and Care

- Teams must ensure name bar installation does not interfere with jersey integrity or violate MWA equipment policies.
- Jerseys must be returned at the end of the season in acceptable condition, with name bars professionally removed.

9.3 Socks

9.3A Issuance and Replacement

- Each player will be provided with one pair of game socks at the start of the season.



- If a player requires a second pair, they may be purchased by contacting the Equipment Director.
- The current cost is \$27.00 per pair.
- Pricing may be adjusted annually based on actual supply costs.

9.3B Usage Restrictions

- MWHHA-issued socks are intended exclusively for game use.
- Socks should not be worn for off-ice activities such as street hockey or ball hockey.
- Use of game socks during practices is strongly discouraged to preserve condition and longevity.

9.3C Warranty and Responsibility

MWHHA does not warranty socks for damage sustained outside of sanctioned game play.

9.4 First-Aid Kit

9.4A Bench Requirement

A fully stocked first-aid kit must always be present on the bench during games and practices.

This is a mandatory safety requirement under MWHHA and Hockey Alberta guidelines.

9.4B Maintenance and Inspection

- Coaches are responsible for regularly inspecting the kit to ensure:
- All items are present and in usable condition.
- Expiry dates on medical supplies are monitored and respected.
- Used or expired items must be replaced promptly to maintain readiness.

9.4C Replenishment and Support

Requests for replacement supplies or kit restocking should be directed to the MWHHA Equipment Director.

9.4D Optional Equipment (Not Issued)

The following items are recommended for team practices and game preparation, but are not provided as standard issue by Millwoods Hockey Association:



- White boards (large and small)
- Whistle
- Pylons or cones
- Stopwatch

These items may be available for temporary loans depending on inventory and availability. Coaches or team managers should contact the MWAHA Equipment Director to inquire about access or to request short-term use.

9.5 Goalie Equipment Sign-Out Program (U7–U13)

Millwoods Hockey is committed to developing players in all positions and is proud to continue offering a goalie equipment sign-out program for our U7–U13 age categories at no upfront cost to families. We recognize that goaltending equipment can be a financial barrier, particularly for players who are new to the position and interested in giving it a try.

This program allows prospective goalies to explore the position using association-supplied equipment during Millwoods Hockey-sanctioned on-ice activities. A goalie equipment sign-out event will be held prior to evaluations for registered players. Please monitor the Millwoods Hockey website and your email inbox for details.

Equipment is available on a first-come, first-served basis, and includes a variety of brands and sizes. A limited supply of full right-handed players (for left-handed players) is available.

9.5A U7 Program Details

U7 teams can access goalie equipment on an as needed basis. Equipment is intended to fit U7 players. Please contact the Goalie Equipment Director to plan. The following equipment is available.

- Leg Pads
- Chest Protectors
- Catching Gloves
- Blockers
- Knee Pads
- Goalie Sticks



Players with personal gear may use it, provided it conforms to Hockey Canada rules and is CSA-approved. Use is limited to team-sanctioned activities only.

A deposit is required when coaches pick up gear. This ensures equipment is returned in acceptable condition at season's end. Normal wear and tear are expected—please encourage all participants to care for equipment responsibly.

In U7, players may use a player helmet with a cage instead of a goalie mask.

9.5B U9 Program Details

Each U9 team will be provided with two sets of gear and one equipment bag, which includes: Equipment is intended to fit most U9 players. If alternate sizes or full right-handed gear are needed, please contact the Goalie Equipment Director to plan.

- Leg Pads (22" & 24") – 2 sets
- Chest Protectors (L/XL & S/M) – 2
- Catching Gloves – 2
- Blockers – 2
- Knee Pads – 2 sets
- Goalie Sticks – 2
- Equipment Bag – 1

Players with personal gear may use it, provided it conforms to Hockey Canada rules and is CSA-approved. Use is limited to team-sanctioned activities only.

A deposit of **\$500.00** is required when coaches pick up team gear. This ensures equipment is returned in acceptable condition at season's end. Normal wear and tear are expected—please encourage all participants to care for equipment responsibly.

In U9, players may use a player helmet with a cage instead of a goalie mask.

9.5C U11–U13 Program Details

The U11 - U13 program is designed to provide essential goaltender equipment for players interested in exploring the position before making a full commitment. Please contact the Goalie Equipment Director to plan. Millwoods Hockey will provide:

- Leg Pads
- Chest Protector
- Catching Glove / Trapper



- Blocker

A **\$350.00** deposit is required at the time of equipment pick-up. This ensures that gear is returned in good order at the end of the season. If problems arise, please contact the Goalie Equipment Director as soon as possible.

9.5D Goalie Equipment Not Provided

Millwoods Hockey does not supply the following goaltender gear. These items must be provided by families:

- Goalie masks and throat protectors (danglers)
- Goalie sticks
- Knee Pads (worn under leg pads)
- Goalie apron-style neck guards
- Goalie pants
- Goalie skates
- Equipment bags

It is encouraged that goalies be outfitted with gear that provides comfort and appropriate protection for their level of play.

10.MWHA Coach/Manager/Treasurer Meeting

Millwoods Hockey Association Coach/Manager/Treasurer Meeting attendance is mandatory for the following:

- Head Coaches
- Team Managers
- Team Treasurers

This meeting provides essential information regarding team operations, policies, expectations, and seasonal updates. It also serves as a forum for questions, resource distribution, and clarification of responsibilities.

2025–2026 Meeting Details

- **Date:** September 25, 2025
- **Time:** 7:00 PM – 9:00 PM



- **Location:** Woodvale Community League (Millwoods Golf Course) 4540 50 Street NW, Edmonton, AB

Failure to attend may result in delayed team activation or administrative follow-up. Please ensure at least one representative from each team is present.

11. Hockey Edmonton Coaches Meeting

Hockey Edmonton hosts an annual Coaches Meeting at the start of each season to review operating procedures, policy updates, and coaching expectations across all divisions.

Purpose:

- To ensure coaches are informed of current league directives, safety protocols, and administrative requirements.
- To provide guidance on game management, roster input, affiliation rules, and dressing room policies.
- To support consistent coaching standards across all Hockey Edmonton–sanctioned teams.

Attendance and Notification:

- Attendance is strongly recommended for all Head Coaches.
- The MWHHA Registrar will notify coaches of the meeting date, time, and format (in-person or virtual) once details are confirmed.
- Coaches should monitor communication from MWHHA and Hockey Edmonton for updates and registration instructions.

12. Team Sheets

12.1 Submission and Distribution

- The MWHHA Hockey Director will submit finalized team sheets to the Registrar within one day of completing category team selection.
- The Registrar will issue the official team roster to each Head Coach and Team Manager once available.



12.2 Exhibition Game Requirements

- If your team is planning to participate in exhibition games, you must notify your Category Director and Registrar in advance.
- A valid team roster is required prior to playing any games, including exhibitions.

12.3 On-Ice Compliance

- You and/or your Team Manager must always have a copy of your official team roster with you when your team is on the ice.
- This applies to all practices, games, and sanctioned events.
- Failure to comply with roster requirements may result in administrative delays or eligibility issues.

***You and/or your Team Manager are required to have your team roster with you whenever your team is on the ice. ***

13. Affiliation Agreement

13.1 Purpose of Affiliation

- Provide players with opportunities to compete and develop at a higher level when regular team members are unavailable due to illness, injury, or other conflicts.
- Support higher-tier teams in maintaining a full roster for practices and games.

13.2 Coach Authority and Tiering Compliance

- The Head Coach determines which players to contact for affiliation.
- All affiliations must follow the tiering grid established by Hockey Edmonton and Hockey Alberta.

The list is submitted to the Registrar and forwarded to Hockey Edmonton for approval.

13.3 Approval Process

- Coaches must obtain approval from the player's regular team coach before contacting the player or their parents.
- A regular team coach may only deny the request if:
- The player is under suspension.
- The player has a conflicting regular season, playoff, or tournament game.



- Players must be permitted to affiliate if the conflict is only with a practice or exhibition game.

13.3A Division and Category Guidelines

- Affiliation between divisions requires Category Director approval.
- Affiliations from U13 to U15 and U15 to U18 are restricted to non-checking teams.
- No player affiliation is permitted during Minor Hockey Week.

13.4 Conflict Considerations

- When both teams have games on the same date, coaches should assess:
 - The importance of each game.
 - Whether one team is significantly short of players.
- Extenuating circumstances may be brought to the Category Director, but the final decision rests with the player.

13.5 Goalie-Specific Guidelines

- Due to the limited number of goaltenders, special consideration is required.
- Priority use of affiliated goalies is warranted if:
 - A team has only one registered goaltender.
 - There is an urgent need due to absence, illness, or injury.
- Emergency goalie requests may be submitted to the Registrar.

13.6 Game Participation Limits

- Players may affiliate unlimited times for practices.
- Players may participate in up to 10 games with the affiliated team (excluding exhibition and tournament games).
- If a player exceeds 10 games, they are ineligible unless their home team's season has concluded.
- A player's name on the official game report counts as participation, except for alternate goalies, where actual ice time must be recorded.

13.6A Tracking and Reporting

- Team Managers must maintain a record of all affiliate game participation.
- Directors do not require notification unless an issue arises.



- Affiliates must be listed as “AP” on the official game sheet and entered on the EFHL website under the appropriate designation.

13.7 Practice Participation

There is **no limit** on the number of practices an affiliate may attend.

13.7A Roster Management

- Teams may affiliate up to the number of players originally rostered.
- Example: If MW502 has 15 rostered players and 2 are unavailable, 2 affiliates may be added to restore the roster to 15.
- Affiliates may not be used to replace suspended players.



14. Team Contacts

14.1 Contacting Players

All players must be contacted by the **Head Coach within 1 day** of team selection.

Prompt communication is essential to:

- Welcome players and families to the team
- Confirm roster placement
- Provide initial team expectations and scheduling details

Once all players and parents have been contacted, the Head Coach must notify the MWAHA Registrar to confirm completion of outreach.

14.2 EFHL RAMP Website Contact Information

- It is the responsibility of the Head Coach and Team Manager to ensure that all team contact information is accurately entered into the EMHA RAMP Interactive Content Management System.
- Login credentials will be provided by the MWAHA Registrar following team selection.
- This information must include:
 - Coach and Manager names
 - Email addresses and phone numbers
 - Team staff roles and emergency contacts
 - Login: [Ramp Login](#)

Important: Teams that do not have complete contact information entered will have their travel permits denied until the data is submitted and verified.



15. TeamSnap Communication

MWHA provides each team with a FREE TeamSnap account to streamline communication and scheduling throughout the season.

15.1 Account Setup and Access

- Once teams are formed, the Registrar will upload team rosters to TeamSnap.
- Coaches and Managers will receive TeamSnap invitations with administrative permissions.
- Do not modify the player/ staff list in TeamSnap. Roster changes must be submitted to Registrar.

15.2 TeamSnap Usage Guidelines

- TeamSnap must be used for all team communications, including:
 - Games
 - Practices
 - Team events
 - Reminders and updates
- It is recommended to **cross-reference TeamSnap** with Hockey Edmonton and OneClickIcse to ensure schedule accuracy.

TeamSnap Features and Tabs

Tab	Functionality
Schedule	View and manage games, practices, and events. Subscribe to sync with the phone calendar.
Availability	Track player attendance for each scheduled activity.
Messages	Send updates to the entire team or individual contacts.
Media	Upload and share team photos and videos.
Tracking	Monitor attendance, performance, or other team metrics.
Roster	Displays player and staff profiles. Do not edit this tab; contact the Registrar for changes.



15.3 Parent and Player Expectations

- Encourage parents
 - Update their TeamSnap profiles.
 - Add additional email addresses for communication.
 - Enable calendar sync for automatic updates.

16. Parent Meeting

The initial parent meeting is mandatory and considered the most important meeting of the season. Additional meetings may be held if needed to support team communication and operations. Good communication is essential to successful team experience.

- The Head Coach or Team Manager must notify their Category Director of the meetings:
 - Date
 - Time
 - Location
- A Category Director or Assistant Director is required to attend the first meeting to answer questions and provide support.

16.1 Meeting Objectives

- Introduce the Head Coach and outline their coaching philosophy, experience, and expectations.
- Share the team's seasonal goals and operational plan.
- Present written team rules and a discipline policy to ensure clarity and consistency.
- Discuss ice time philosophy for league games, tournaments, and overtime situations.
- Establish expectations for player and parent commitment, including:
 - Arrival times for games and practices
 - Notification procedures for absences
 - Required notice for missed games

16.1A Meeting Preparation Tips

- Arrive prepared with printed materials for parents to take home.



- Choose your Team Manager prior to the meeting to help facilitate logistics and communication.
- Record meeting minutes and document parent agreement on team rules and discipline plans.
- Solicit parents input on team goals and expectations to foster collaboration and shared ownership.

16.1B Volunteer Recruitment

- One of the primary goals of the first meeting is to fill all team volunteer roles.
- Refer to Team Organization for position descriptions and responsibilities.
- Encourage broad parent involvement to support team success and reduce administrative burden on coaching staff.

16.1C Behavior Expectations

- MWhA enforces a zero-tolerance policy for unacceptable behavior, including:
- Verbal or physical harassment of players, coaches, officials, or spectators
- Coaches must communicate this policy clearly and reinforce respectful conduct throughout the season.

16.1D 24-Hour Rule

- Introduce the **24-Hour Rule** to manage conflict respectfully:
- Parents must wait 24 hours before addressing concerns with coaching staff.
- This cooling-off period promotes mature, constructive dialogue and reduces emotional confrontations.

16.2 Additional Meeting Topics

16.2A Team Budget

- Establish a reasonable budget based on:
 - Tournament participation and travel
 - Extra ice purchases
 - Team-building activities
 - Apparel and development programs
- All parents must approve the proposed budget.
 - Submit a copy to the MWhA Registrar and Category Director.
- U9 All Tiers - budget \$10,000.00



- U11-U13 Tier 4-5-6 budget \$15,000.00
- Unlimited budgets are permitted for:
 - U11 Tier 1–3
 - U13 Tier 2–3
- If a team requires a higher budget amount the team is required to submit a request to the Registrar for MWH Board approval prior to fundraising.
- Include the mandatory \$50 donation to the MWH Spring Tournament in your expense plan.

16.2B Volunteer Positions

- Aim to fill in key volunteer roles during the first meeting.
- Refer to Appendix 1: Team Organization for role descriptions.
- Early recruitment ensures smoother team operations and shared responsibilities.

16.2C Sponsorship

- Encourage families to seek corporate or private sponsors.
- Sponsor recognition includes:
 - Posting logos on the team website
 - Ordering plaques or banners via the Registrar
- Sponsorship funds must not be used for team apparel unless explicitly approved by the sponsor.
- MWH recommends using a template sponsorship letter (available on the Resources page).

16.2D Seed Money

- Teams may collect seed money from families to establish working capital.
- Suggested starting amount: \$100+ per player
- Discuss whether unused funds will be refunded at season's end.
- Additional contributions may be requested based on fundraising outcomes.

16.2E Fundraising

- Create a fundraising committee and explore options such as:
 - Pub nights
 - Silent auctions
 - Bottle drives



- Raffles
- All fundraising must align with MWWHA policies and budget approvals.

16.2F Spending of Funds

- Parents must approve all spending decisions.
- Acceptable expenses include:
 - Extra ice (available through MWWHA Ice Allocator)
 - Tournament fees (excluding accommodation costs)
 - Outdoor ice (typically free via community associations)
 - Team-building events (e.g., Oil Kings/Oilers games, year-end party)
 - Apparel, development programs, and dryland training

16.2G Dressing Room Protocol

- Refer to section 6 of this manual.

16.2H Equipment and Mouthguards

- All players must wear full protective equipment, including neck guards.
- Coaches allowing non-compliant players on the ice may face disciplinary action.
- Mouthguards are recommended but not mandatory.

16.2I Parent Meeting Minutes/ Signing Protocol/Minute-Taking Requirements

- Select a Team Manager or designated parent to record minutes during the first parent meeting.
- The Head Coach and their spouse may not serve as signing authorities for the team bank account.

16.2J Parent Signature Sheet

- Prepare a pre-printed sheet listing all parent/guardian names.
- Include a statement confirming that by signing, parents:
 - Agree to the designated signing authorities for the team bank account.
 - Approve the proposed team budget.
 - Acknowledge and accept the team rules and discipline plan discussed during the meeting.

All parents must sign the sheet before the meeting is adjourned.



16.2K Signing Authorities

- The team must designate two signing authorities for the team bank account.
 - This is typically the Team Manager and Team Treasurer.
- These individuals must be clearly identified in the meeting minutes.

16.2L Submission Deadline

- Final meeting minutes must be submitted to:
 - Your Category Director
 - Registrar: Kerri Bishop (seeraadmin@shaw.ca)
- Deadline: No later than one week following the parent meeting.

16.3 Supporting Templates

- Refer to the Appendix for:
 - A sample Parent Meeting Agenda
 - A template for Parent Signature Sheet
 - A sample Meeting Minutes Form

For downloadable templates and forms, visit the MWHHA Resources page [Forms](#)

16.4 Good of the Game and Fair Play

Requirement and Deadline

- The Good of the Game form must be completed and submitted to your Category Director and Registrar before your team's first league or exhibition game.
- This form affirms that all participants understand and commit to the principles of fair play, respect, and sportsmanship.

16.4A Signatures Required

- Prior to stepping onto the ice for any sanctioned game, the following individuals must:
 - Read the Fair Play Pledge
 - Sign the Good of the Game form
- Players
- Coaches
- Parents/Guardians

16.4B Submission and Compliance



- Once all required signatures are collected, the completed form must be submitted to:
 - Your Category Director
 - Registrar: Kerri Bishop (seeraadmin@shaw.ca)
- Failure to submit the form will result in:
 - Suspension of travel permits
 - Suspension of special event and exhibition game approvals
 - Restrictions will remain in place until the form is received and verified

16.4C Accessing the Form

- Appendix #5

16.5 Player/Coach Medical Form

All players AND coaches are required to complete this form.

- Once completed, the forms are confidential so should be handled accordingly.
- You do not need to send the completed forms to the registrar; however, you or your manager should have them with you whenever your team is on the ice.
- In the event of a medical emergency, the information contained on this form can be passed on to first responders or hospital personnel. It could save a life.

16.5A Accessing the Form

- Appendix #1

16.6 Hockey Canada Injury Report Protocol

Injuries to players and coaches often go unreported due to lack of awareness or failure to complete the required injury report form. Timely and accurate reporting supports proper insurance processing and protection for all participants.

- Insurance premiums are paid to cover costs associated with hockey-related injuries; reporting is essential to ensure coverage.

Each team manager or coach must always have access to the Hockey Alberta Injury Report Form.

In the event of a hockey-related injury:

- Personal insurance coverage must be used first.



- The injury report form should be provided to the injured individual for completion.
- The completed form must be forwarded to Hockey Alberta at the address indicated on the document.

16.6A Accessing the Form

- Appendix #2

17.MWHA Logo and Apparel Policy

Objective

The Mill Woods Hockey Association (MWHA) maintains a standardized logo, color scheme, and design format across all teams to promote organizational identity and enable consistent cost-efficiencies in equipment and apparel purchases. Compliance with these standards is required for all clothing and gear representing MWHA teams.

17.1 Mandatory Branding Guidelines

All MWHA teams must ensure the following apparel items meet approved specifications regardless of who funds the purchase. These items must reflect:

- MWHA approved colors and designs.
- The official MWHA logo displayed in the primary position.
- Optional player name and number only, no additional branding permitted.

17.1A Secondary Customizations

Such as team name, player name, number, or alternate team logo — provided that:

- The MWHA logo remains the dominant branding element
- Any added graphics are completed in MWHA colors
- Additional logos are appropriately scaled and placed in non-primary positions - Max 2 additional logos per garment.

17.1B Flexible Items

The following gear may feature sponsor logos (written or graphic format) if they remain in MWHA-approved colors and designs:

- Toques



- Ball caps
- Practice jerseys
- Sweaters
- Jackets
- Helmet decals

17.2 Approved Vendor & Ordering Process

United Cycle is the official apparel provider for MWHHA and a recognized sponsor of the Association. All official team orders must be placed through United Cycle to ensure compliance with branding standards.

- Millwoods Hockey will host a team apparel event - where teams can try on and purchase apparel.
- Players who miss the apparel event will be able to order online - the MWHHA Online Store
- Managers can request sizing kits directly from United Cycle after apparel night.

To ensure accuracy, MWHHA-approved color values can be supplied to vendors upon request. All designs should incorporate the official MWHHA logo, with vector formats available from the Association as needed.

18. Practices

Preparation

- A well-prepared coach sets the tone for the entire team. Lack of preparation can negatively impact player development, team morale, and parent confidence.
- Arrive early, review your plan, and ensure all equipment is ready before players hit the ice.

First Ice Session

- Use your first practice to assess the team's overall skill level.
- Focus on skating fundamentals to evaluate balance, edge control, and agility.
- This initial assessment will guide your future practice planning and drill selection.

Core Skill Development

- Prioritize core hockey skills such as skating, passing, shooting, and puck control.



- Adjust drill complexity based on player ability and age group.
- Repetition is key — don't hesitate to repeat drills that reinforce important skills.

Ongoing Evaluation

- Continuously monitor player progress throughout the season.
- Be flexible: simplify drills if players struggle or introduce new challenges as they improve.
- Use feedback and observation to refine your weekly practice plans.

Practice Efficiency

- Create a structured practice plan that maximizes ice time and minimizes downtime.
- Limit time spent at the whiteboard — use pre-ice briefings to explain drills and expectations.
- Encourage players to arrive fully dressed and ready 15 minutes before ice time to allow for off-ice instruction and warm-up.

[Hockey Canada Player Development | Resources for developing hockey skills](#)

Remember: Ice time is precious and expensive. Use it wisely.

No teams are allowed on the bench until the Zamboni doors are closed!

18.1 On-Ice Objectives

18.1A Age-Appropriate Goal Setting

- Coaches should establish achievable goals based on the age and ability of their players.
- Emphasis should be placed on fundamental skill development rather than complex systems.
 - Example: At the U11 and U13 levels, mastering effective passing is far more impactful than learning multiple breakout systems.

18.1B Core Focus Areas

- Prioritize the following foundational skills:
 - Skating: Balance, edge control, acceleration, and agility
 - Passing: Accuracy, timing, and puck movement under pressure
 - Puck Handling: Control, protection, and confidence in traffic



- Shooting: Technique, release speed, and shot selection
- Positional Awareness: Understanding roles in offensive and defensive zones

SKILLS, SKILLS, SKILLS — these are the building blocks of great hockey players.

18.2 Practice Planning Tips

- Use early ice sessions to assess team skill levels.
- Design practices that:
 - Reinforce core skills
 - Minimize whiteboard time
 - Maximize puck touches and movement
- Repetition is encouraged — repeating effective drills helps players internalize techniques.

18.3 Drill Resources

18.3A Coaching Support

- If you're struggling to find effective drills or build practice plans, reach out to:
 - A fellow coach within MWWHA
 - The Hockey Development Director, who can help connect you with a mentor coach

18.3B Public Library Resources

- Many local libraries carry hockey drill books and coaching manuals.
- Recommended titles include:
 - The Hockey Drill Book by Dave Chambers²
 - Coaching Hockey for Dummies by Donald MacAdam
 - Hockey Drills for Scoring by Newell Brown

18.3C Online Drill Libraries

- Explore hundreds of free drills, videos, and practice plans through:
 - Hockey Canada Drill Hub — age-specific drills, videos, and pre-set practice plans
 - Ice Hockey Systems — over 800 searchable drills with diagrams and categories
 - HockeyShare — free printable drills organized by skill and age level
 - OMHA Coach Resources — curated tools and development guides for minor hockey



18.3D Hockey Canada Development Tools

- [Visit the Hockey Canada Player](#) essentials page for:
 - Skill development videos
 - Practice planning tools
 - Age-specific coaching resources

18.3E Peer Collaboration

- Attend other team practices to observe drills in action.
- Adapt drills to suit your team's age group and skill level.
- Collaborate with other coaches to share ideas and build a stronger development environment.

18.4 Goalies

DO NOT IGNORE YOUR GOALIES.

It is easy to forget they are at practice. All goalies should do skating drills.

- All goaltenders are expected to participate in skating drills during regular practices to support foundational skill development.
- Millwoods Hockey runs dedicated goalie clinics throughout the season. A schedule of clinic dates will be provided to teams and published on the Millwoods Hockey website.
- Attendance at scheduled goalie clinics is mandatory for all goaltenders. If a team practice conflicts with a clinic, the goaltender is required to attend the clinic instead.
- The only allowable absence from a clinic session is due to a scheduled game commitment.
- Each team is required to supply on-ice coaching during weekly goalie clinic sessions. A coaching assignment schedule will be distributed to head coaches and posted publicly.
- If a head coach is unable to fulfill this role or lacks experience in goalie instruction, teams are encouraged to identify a qualified parent volunteer or source a dedicated goalie coach to provide support.
- Engagement from team staff and families is essential in creating an environment that fosters goaltender growth.



19. Game Preparation

19.1 Equipment Check

- Prior to your team's first on-ice event, conduct a full equipment inspection for all players.
- Ensure all gear is:
 - Properly fitted
 - Certified for safety
 - Free of damage or wear
- Document any concerns and follow up to confirm that repairs, adjustments, or replacements are completed before participation.

19.2 Arena Arrival Procedures

- Upon arrival at the arena:
 - Obtain your dressing room assignment from the rink attendant.
 - Sign out the room key and inspect the room for any existing damage.
 - Report any issues immediately to avoid liability.
- MWWHA recommends bringing your own lock and key, as some facilities may not provide them.
- Ensure the dressing room is left clean and secure after use.
 - This task may be delegated to your Dressing Room Manager, if assigned.

19.3 Home Game Staffing

- For home games, confirm that the following volunteers are in place and ready at least 15 minutes before game time:
 - Timekeeper
 - Scorekeeper
 - Penalty box attendants
- These roles are essential for smooth game operations and must be filled prior to puck drop.



20. Exhibition Games and Referee Assignment

20.1 Hosting Responsibilities

When hosting an exhibition game against a team from another association, it is the Head Coach's responsibility to arrange for referees.

- Referees must be assigned through the SE Zone Referee-in-Chief:
 - **Contact:** Ron Oscroft – SE Zone Referee-in-Chief
 - Phone: (780) 718-9298 Email: roscroft@telusplanet.net

20.1A Required Information

- When contacting the Referee-in-Chief, provide:
 - **Day, Date, and Time** of the game (use military time, e.g., 21:00 hrs.)
 - **Arena name**
 - **Category** (e.g., U9) and **Tier level** (e.g., Tier 2)

20.1B Assignment Guidelines

- Contact must be made at least 72 hours before game time.
 - For best results, submit your request one week in advance.
- If cancellation is necessary, it must be done no later than 24 hours before game time.
 - Failure to cancel within this window will result in the team being responsible for referee fees.

20.1C Compliance and Restrictions

- Referees must be assigned through the designated allocator.
 - Do not use referees from outside Edmonton or other areas without prior approval.
 - Unauthorized referee use will result in coach suspension.
- The Referee Assignor must be your first point of contact, regardless of game location.

20.1D Game Duration and Fees

- If your exhibition game exceeds standard league game length, referees must be paid accordingly.
 - Referees will charge based on game duration.
 - Teams are responsible for covering all referee costs for exhibition games.

For permit requirements and referee fee guidelines, visit the MWAHA Permits page



21. Rescheduling a Game Policy

21.1 Team Responsibilities

21.1A Teams requesting to reschedule a game must follow these steps:

- Seek a direct swap with another team as the first option.
- Communicate all proposed changes to your Category Director for approval.
- If a direct swap is not possible:
 - Secure alternative ice time.
 - Contact the Referee-in-Chief to assign officials for the new game time.
 - Work with the Category Director to reassign the original ice slot to another team so referees already scheduled are compensated appropriately.

21.1B Team Obligations

- Reschedule your own ice time through the appropriate channels.
- Book and pay referees directly for the rescheduled game.
- Notify all affected parties, including:
 - Opposing team
 - Category Director
 - Assigned officials

Failure to follow these procedures may result in game forfeiture, scheduling delays, or disciplinary review.

For referee contact details and ice booking see below:

- Referees must be assigned through the SE Zone Referee-in-Chief
 - **Contact:** Ron Oscroft – SE Zone Referee-in-Chief
 - **Phone:** (780) 718-9298
 - **Email: Preferred Method:** roscroft@telusplanet.net
- Ice Bookings:
 - **Contact:** Kerri Bishop
 - **Phone:** (780) 461-6673 or (780) 850-6673
 - **Email:** Preferred Method: seeraadmin@shaw.ca

21.1C Required Details for Reschedule Requests

All requests must include comprehensive information in the comments section, preferably using the following format:



Original Games:

- Game #19999 – November 29 – SW999 vs. EG111 at RBA at 17:15
- Game #19998 – December 16 – SW999 vs. SE222 at MWB at 19:30

New Games:

- Game #19999 – November 29 – SW999 vs. SE222 at RBA at 17:15
- Game #19998 – December 16 – SW999 vs. EG111 at MWB at 19:30

Note: The game number remains tied to the original arena and start time. Only the competing teams may be exchanged.

21.1D Accountability

- The team initiating the reschedule request is responsible for managing all logistics.
- The Category Director serves in an oversight capacity and is not responsible for facilitating or executing the rescheduling process.
- Non-compliance with this procedure may result in denial of the reschedule request or other administrative action.

22. Ramp System Overview

22.1 RAMP - Games Portal

- The Head Coach and Team Manager are granted access to the RAMP Games Portal to:
 - View and manage the team's schedule
 - Approve league, exhibition, and tournament games
- Login credentials will be provided by the MWAHA Registrar.
- Only home games should be entered into the portal by the team.

22.2 RAMP - GameSheet App

Used to complete and submit electronic game sheets.

Access is provided to:

- Head Coach
- Team Manager



- Scorekeeper
- Referees

Each role receives a unique game code to input and verify game details.

The app supports:

- Player and staff selection
- Goal and penalty tracking
- Referee sign-off and incident reporting

Game data is stored locally and uploaded once a Wi-Fi or data connection is available.

22.3 RAMP - Team App

- MWHHA does not use the RAMP Team App for team communication or scheduling.
- All team communication must be conducted through TeamSnap, which is provided free of charge to each team by MWHHA.

22.4 Links to Team RAMP

- RAMP Games Portal - Team Login Tutorial
- RAMP GameSheet App Tutorial
- RAMP GameSheet App Instructions - For Home or Visiting Team
- RAMP GameSheet App Instructions - For Timekeepers
- GameSheet App FAQs

23. Referee Rates

Teams must refer to the current season's [EFHL Officials Rate Sheet](#) for applicable referee fees.

- Rates vary by division, game length, and tier. It is the team's responsibility to ensure they are familiar with the correct amounts.

23.1 Payment Process

- Millwoods Hockey Association (MWHHA) will transfer the required referee funds for all regular season and playoff games directly into each team's bank account.
- Teams are responsible for:
 - Bringing the correct amount of cash to each game.
 - Paying referees prior to the start of the game.



- Obtaining a receipt from each official at the time of payment.

23.2 Record Keeping

- All referee receipts must be retained with the team's financial records.
- Receipts must be submitted to the MWH Registrar:
 - Upon request during the season.

24. Travel Permit Guidelines

24.1 Purpose

Travel Permits are required for:

- Exhibition games
- Tournaments
- Extra practice ice (in certain cases)

These permits ensure:

- Proper insurance coverage
- Accurate tracking of team activities by your Category Director
- Compliance with Hockey Edmonton and Hockey Alberta regulations

24.2 Request Process

- All Travel Permits must be submitted through the RAMP Team Portal
- Requests should be made at least 72 hours in advance of the scheduled activity
- For tournaments, teams must provide a valid Tournament Sanction Number before a permit can be issued

24.3 Approval and Confirmation

- Once approved, the team will receive an email confirmation with the official permit number
- This number must be retained for reference and may be required for verification at the event

Note: Failure to obtain a Travel Permit may result in suspension of travel, exhibition, or special event privileges.

For full instructions and permit request forms, visit the [MWH Permits](#) page



25. EFHL Blackout Dates Policy

The Edmonton Federation Hockey League (EFHL) has designated specific blackout dates during the season when no changes to scheduled league games are permitted. These dates are strictly enforced to maintain scheduling integrity and ensure fair competition.

25.1 Purpose

- To prevent game rescheduling conflicts during key weekends
- To support tournament participation and special team events
- To ensure referee assignments and league operations remain stable

25.2 Key Guidelines

- Blackout requests must be submitted through the EFHL portal and are subject to a \$100 non-refundable fee
- Follow the tutorial linked on the EFHL site for step-by-step guidance
- Requests must be made prior to the EFHL deadline for your division:
 - U9
 - U11-U13
 - Once approved, teams may not reschedule games during their designated blackout period
- Teams that do not submit blackout requests on time will be expected to play all scheduled games, regardless of tournament or travel plans. may result in missed tournament opportunities or scheduling conflicts

For full EFHL scheduling policies and blackout request forms, refer to the [EFHL Coach and Manager Meeting Guide](#).

26. OneClickIce - Ice Allocation System

Millwoods Hockey Association utilizes the OneClickIce (OCI) Portal to manage team ice allocations, trades, and returns throughout the season.

26.1 Portal Access and Setup

- Each team will receive login credentials at the beginning of the season.
- The Head Coach and Team Manager must enter their email addresses under Contact Information on the portal.
 - This ensures timely notifications for available ice and trade requests from other teams.



26.2 Ice Management Tools

Teams can use the OCI Portal too:

- **Swap** ice times with other teams
- **Trade** practice slots
- **Return** unused ice to the association
- **Request blackout dates** based on EFHL guidelines

For a full walkthrough of the portal's features, refer to the **OneClickIce Manual**.

26.3 Extra Ice Purchases

- MWHHA recommends purchasing extra ice **through the MWHHA Ice Allocator** to benefit from preferred rates.
- If you identify a vacant ice slot on the **City of Edmonton website**, contact:
 - iceallocator@millwoodshockey.ca
 - Include: **Date, time, and arena location**
- The Ice Allocator will confirm availability and secure the ice if possible.

Note: Teams must pay for all extra ice before additional allocations (e.g., Round 2) are released.

26.4 Financial Considerations

- Purchasing ice privately may result in **higher costs** than MWHHA-negotiated rates.
- All ice transactions and trades must be finalized through the OCI Portal to ensure proper tracking and scheduling.

26.5 Ice Allocation

- MWHHA teams will receive **shared practice ice slots** throughout the season.
- Shared ice may involve two teams practicing simultaneously on one sheet of ice.

26.5A U9 Practice Ice

- **U9 game boards are not required** for practices.
 - These boards are reserved for games and evaluations.
 - Coaches should use cones, lines, or natural boundaries to structure drills.

26.6 Collaboration and Planning

- Coaches must **collaborate with their shared ice partner** too:



- Divide the ice surface equitably
 - Coordinate drill types and space usage
 - Minimize overlap and maximize player development
- Communication prior to each shared session is strongly encouraged to ensure smooth execution.
- Ice Optimization Tips
 - Consider alternating full-ice drills with station-based formats.
 - Share warm-up routines or goalie-specific drills when appropriate.
 - Respect each other's coaching space and maintain a positive working relationship.

26.7 Scheduled Ice Time

- All ice allocated to MWHHA teams is prepaid by the association, regardless of team usage.
- Teams are expected to attend all scheduled ice times as assigned by MWHHA.

26.7A Restrictions on Ice Use

- Ice allocated by MWHHA is strictly for MWHHA team use only.
- It is prohibited to:
 - Sell
 - Trade
 - Transfer ice time to any external association, organization, or third party



26.7B Non-Use Penalty

- Any team that fails to use its assigned ice slot will be:
 - Charged the full cost of the unused ice time
 - Assessed an additional penalty equal to the cost of the ice

These penalties are enforced to ensure responsible use of MWHHA resources and to maintain equitable access for all teams.

26.8 Double Booked Ice Process

Immediate Steps for Teams:

- Respect all parties: Staff and volunteers must be treated respectfully — no exceptions.
- Check your allocation: Use OneClickIce to confirm your scheduled ice time.
- Speak with rink staff: Determine the group that officially holds the ice slot (e.g., hockey, ringette, figure skating).
- Contact MWHHA Registrar immediately.

Can Be Reached - seeraadmin@shaw.ca Cell: (780) 850-6673

Facility staff will resolve the conflict based on this priority order:

This layered approach helps reduce chaos and ensures the most critical events get priority while keeping things fair. If you're involved in planning or managing ice usage, having this protocol handy can save you from headaches.

27. Discipline and Suspension Policy

Governing Oversight

Suspensions are administered in accordance with regulations set by Hockey Alberta and relevant league authorities:

- Hockey Edmonton or EFHL - Coordinator – determining suspensions resulting from infractions during pre-season, exhibition, provincial, and tournament play.
- MWHHA Division Directors Oversee suspensions related to internal MWHHA league games.
- Hockey Edmonton Discipline Coordinator Handles discipline procedures for teams participating in the EFHL (Edmonton Federation Hockey League).



Hockey Alberta has established minimum mandatory suspension standards for specific infractions. For contact details related to discipline matters.

27.1 Suspension Enforcement Procedures

27.1A Sitting Out Suspensions

Once a suspension is issued to a player or team official:

- The Head coach will receive formal notification, including:
 - The number of games to be served
 - The qualifying game types applicable for fulfilling the suspension

In most instances, exhibition games do not qualify toward serving a suspension. Suspended individuals must not participate in any game, including exhibition, until the full suspension is completed.

- During the suspension period:
 - The individual's name must still appear on the official game sheet with the notation "Suspended" beside their name to verify that the game was served appropriately.

27.1B Additional Disciplinary Actions

- Further discipline may be imposed by MWHHA depending on the nature or severity of the offense. Refer to the MWHHA Conduct Policy for guidance on extended disciplinary procedures. - TBD
- Escalated Incidents: More serious disciplinary matters must be directed through the MWHHA Conduct Policy in coordination with the MWHHA Discipline Liaison Member.

27.1C Regulatory Notes and Enforcement Conditions

- Suspended players and team officials are prohibited from entering the bench area, dressing rooms, penalty/timekeeper boxes, or being within 50 feet of the players' bench during any game. *(As per Hockey Alberta Regulations)*
- If suspension confirmation has not been received prior to an upcoming game, do not allow the individual to participate until confirmation is issued. Unauthorized participation may result in indefinite suspension for the Head Coach.



- Affiliate players may not be used to replace suspended players under any circumstances.

28. Association Support

As the Head Coach of your Millwoods Hockey Association (MWHHA) team, you hold a leadership role that carries both on-ice and off-ice responsibilities. You are entrusted with the overall development and well-being of your players during all team activities.

Leadership Commitment

- You are accountable for fostering a safe, respectful, and constructive environment.
- You are expected to promote positive development—athletic, personal, and team-based—for every player under your guidance.
- Your influence extends beyond instruction; your presence helps shape each player’s experience in minor hockey.

Association Support

- If you have questions, face challenges, or wish to discuss coaching matters, you are encouraged to contact:
 - Your **Category Director**
 - The **MWHHA Hockey Director**
- MWHHA is committed to supporting you throughout the season. You have the full backing of the Association, and we will make every effort to ensure you receive the assistance and guidance you need in your role.



29. Team Volunteer List and Expectations

Position	Expectations	# of Volunteers needed	Commitment
Head Coach		1	Full Season
Assistant Coach		1-4	Full Season
Team Manager		1	Full Season
Assistant Team Manager		1	Full Season
Treasurer	Keeps track of all monies Brings referee fees to every game. Reports back to Millwoods hockey	1	Full Season
Parent Liaison - female	Liaison between parents and the coaches when issues arise.	1 parent	Full Season
Parent Liaison - male	Liaison between parents and the coaches when issues arise.	1 parent	Full Season
Time Keeper	Using the timekeeping box to keep time for games.	2 parents	Full Season
Score Keeper	Using the app from your phone completes score keeping for games.	2 parents	Full Season
Fundraising Lead	Support the fundraising team and book events to	1 parent	Full Season



	create funds for the team.		
Fundraising	Support fundraising lead.	2-3 parents	Full Season
Tournament Coordinator	Research tournaments. Complete applications. Research hotels.	1-2 parents	Full Season
Jersey Parents (home and away)	Carries jersey's to and from games. Wash and hang dry jerseys after each game the players wear them.	2 parents	Full Season
First Aid	Parent who is at the game to ensure safety is maintained.	2-3 parents	
Social Media	Maintain team social media.	1 parent	



30. Parent Meeting Agenda Template

Team Name:

Date and Time:

Location:

1. Introduction (3 minutes)

Coaches/Assistant Coaches/Manager

2. Coaching overview/Expectations (10 minutes)

Goals for the season and philosophy

Team rules/Guidelines document

Dressing room protocol

Equipment

3. Development Practices (3 minutes)

4. Administration (5 minutes)

Schedule

Communication

Team snap

Email

Medical forms, Good for the Game, Affiliation form

5. Hockey events (3 minutes)

MWHA Events

Minor Hockey Week.

Team Photos

6. Tournaments (5 minutes)

How many?

In the city? Outside of the city?



7. Volunteers (3 Minutes)

Assign volunteers.

7. Jersey's (3 minutes)

8. Swag (3 minutes)

9. Budget (3 minutes)

Seed Money

10. Sponsorship (2 minutes)

11. Questions (5 minutes)



31. Parent Meeting Signature Template

Team Name:

Date:

Approval of Team Meeting Minutes

The following two people have agreed to signing authority:

1. Manager -	2. Treasurer -
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By signing below, you agree with your team's signing authorities for the team bank account, proposed budget and team rules. All the above-mentioned have been discussed and agreed on.

Have all the parents sign and indicate volunteer roles:

Name	Signature	Position



32. Appendix List and Additional Resources

Appendix 1 – **Hockey Canada Medical:** [Medical Information Sheet](#)

Appendix 2 – **Injury Report:** [Hockey Alberta Injury Report Form](#)

Appendix 3 – **Hockey Canada Return to the play:** [Return to Play](#)

Appendix 4 – **Good for the Game:** [Fair Play Pledge](#)

Appendix 5 - **Good for the Game Incident Report:** [Respect the Game - Incident Form](#)