



Millwoods Hockey Association Manager Manual

Updated August 2025



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Millwoods Hockey Association

- The Millwoods Hockey Association (MWHHA) was established in the early 1980s and formally registered in 1986 as a volunteer-run, not-for-profit organization.
- MWHHA operates under the South East 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 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 follow in 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:

[MWHHA 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

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 plays a vital role in helping MWHHA deliver a high-quality hockey experience.

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.



Volunteer Requirements

Millwoods Hockey is a volunteer-based organization built on the energy and commitment of our hockey families. To ensure a successful season and shared responsibility, all families are required to participate in our program.

While many people commit many hours to their teams and the organization, there are times where finding enough volunteers is challenging. As such, a volunteer deposit program is implemented to encourage more people to volunteer their time.

Please refer to the MWHHA Website for current volunteer information.

[Volunteer Deposit - Millwoods Hockey](#)

- **1 Association Credit** (supporting the larger hockey community)
- **1 Team Credit** (supporting their child's team directly)

Each credit equals a **minimum of four (4) hours** of volunteer service. Volunteer credits must be earned during the current season and do not carry over.

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.



Team Manager Role & Responsibilities

Position Overview

Each MWA team must designate a Team Manager to oversee off-ice operations and administrative duties throughout the season. This role is essential in supporting team functionality by allowing the coaching staff to concentrate on player development and competitive performance.

Reporting Structure

The Team Manager reports directly to the Head Coach, who retains overarching responsibility for team operations and conduct.

Eligibility Criteria

To preserve clarity and accountability:

- The Head Coach, their spouse, and any member of the coaching staff are ineligible for the Team Manager role.
- The position must be held by a non-coaching volunteer.

Support

MWA provides support for Managers through their board.

Email: Managers@millwoodhockey.ca

1.1 Core Responsibilities

Policy & Guideline Enforcement

- The Team Manager is responsible for ensuring the team adheres to all operational standards and expectations, including:
 - Comply with MWA and Hockey Edmonton regulations.
 - Uphold any team-specific rules for the season.

Team Coordination

- Manage logistics and communications to support practices, games, apparel, volunteers, and events.
- Ensure timely player arrivals and monitor behavior aligned with the team's standards.

Appearance & Conduct

- Enforce dress code and presentation guidelines.
- Promote respectful and sportsmanlike behavior across all team activities.



1.2 Association Support

As the Team Manager 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.

Association Support

- If you have questions, face challenges, or wish to discuss coaching matters, you are encouraged to contact:
 - Team Manager Director(s):
 - 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.

1.3 Bench Capacity and Insurance Coverage

- A maximum of five coaches are 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.

1.4 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.



2. 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 model responsible behavior at all times.

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](#)

3. 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 have the opportunity to

be part of pre-game/practice dressing room activities.

3.1 MWAHA 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



3.2 Enforcement Responsibility

- The Head Coach is responsible for enforcing this policy.
- No players, parents, or coaching staff may take photos or videos in the dressing room under any circumstances.
- Any violation will result in disciplinary action as determined by MWAH.
- 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.

3.3 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 MWAH Registrar.

4. Team Equipment

Equipment Issuance

The Head Coach will be provided with your team roster. The Head Coach 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.
- MWAH 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)
 - **Dressing Room flag**

4.1 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 will be 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).

4.1A 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.

4.1B 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 MWHHA jersey waiver, confirming their responsibility for jersey care and potential replacement costs.

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
 - Charged the cost of mending, if repair is possible.

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 MWHHA.
- Players with outstanding jersey damage fees will be ineligible to register for future seasons with:
 - Millwoods Hockey Association



4.2 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:

Authorized Providers

- Only the following companies are approved to create, attach, and remove name bars:
 - Alice Embroidery**
 - Phone Number: 780-986-8566
 - Address: #1, 5907 45 Street, Leduc, Alberta
 - Elite Promotional Marketing**
 - Phone Number: 780-454-9775
 - Address: 14703 118 Ave, Edmonton, Alberta

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.

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

Financial Responsibility

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

Compliance and Care

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



4.3 Socks

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.

Usage Restrictions

- MWA-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.

Warranty and Responsibility

- MWA does **not warranty socks** for damage sustained outside of sanctioned game play.

4.4 First-Aid Kit

Bench Requirement

- A fully stocked first-aid kit must be present **on the bench at all times** during games and practices.
- This is a mandatory safety requirement under MWA and Hockey Alberta guidelines.

Maintenance and Inspection

- Coaches/Managers are responsible for **regularly inspecting** the kit.
 - 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.

Replenishment and Support

- Requests for replacement supplies or kit restocking should be directed to the **MWA Equipment Director**.

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 loan** depending on inventory and availability. Coaches or team managers should contact the **MWHA Equipment Director** to inquire about access or to request short-term use.

4.5 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 gear (for left-handed players) is available.

U7 Program Details

U7 teams have the opportunity to access goalie equipment on an as needed basis. Equipment is intended to fit U7 players. Please contact the Goalie Equipment Director to make arrangements. 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 is 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.



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 make arrangements.

- 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 is 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.

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 make arrangements. 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 issues arise, please contact the

Goalie Equipment Director as soon as possible.

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.

5. 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.

Meeting Details will be provided at the beginning of the Season.

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

6. Team Sheets

Submission and Distribution

- The MWA 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.

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.



On-Ice Compliance

- You and/or your Team Manager must have a copy of your official team roster with you at all times 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.

****Team Managers are required to have your team roster with you whenever your team is on the ice.****

7. Affiliation Player Agreement

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.

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.

7.1 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**.

7.2 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.

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**.



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.

7.3. 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.

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.

7.4 Practice Participation

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

7.5 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**.



8. Team Contacts

At the beginning of the season the Head Coach and Manager will receive an excel spread sheet from the Registrar. This will contain contact information, Ramp sign in; information amongst other important information for the team. It is in the best interest of the Manager to keep this document updated. As a Manager you can add sheets to the excel form for the team purposes. Items that you may want to add: Budget, expenses, contact information, volunteer hours etc.

Teams receive many emails throughout the year. It is suggested that the Manager create an email for the team that can be accessed by the Head Coach, Manager and Treasurer. It is recommended that a gmail account be used, as this is the domain that MWHHA uses.

It is important to keep your team updated. Update your team through regular emails or TeamSnap.

8.1 First Contacts with the 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 MWHHA Registrar** to confirm completion of outreach.

8.2 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 MWHHA 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.



8.3 TeamSnap Communication

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

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 the Registrar.

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.

Parent and Player Expectations

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



8.4 Parent Meeting

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

8.4A Meeting Objectives/Meeting Preparation Tips

- The Head Coach will introduce themselves and outline their coaching philosophy, experience, and expectations. They will 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
- The Head Coach and Manager are encouraged to be prepared with printed materials for parents to take home.
- **Team Manager or designated parent** should record minutes during the first parent meeting.
- Encourage parent input on team goals and expectations to foster collaboration and shared ownership.

8.4B Volunteer Recruitment

- One of the primary goals of the first meeting is to **fill all team volunteer roles**.
- Refer to **Appendix 1: Team Organization** for position descriptions and responsibilities.
- Encourage broad parent involvement to support team success and reduce administrative burden on coaching staff.
- Asking in person for volunteers is the KEY. It is harder to say NO when in person.

8.4C Behavior Expectations

- MWAHA 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.



8.4D 24-Hour Rule

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

8.4E Additional Meeting Topics

Team Budget

- Establish a reasonable budget before the meeting. Have a draft copy for parents to look at.
 - 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 MWAH 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 MWAH Board approval prior to fundraising.
- Include the mandatory \$50 donation to the MWAH Spring Tournament in your expense plan.

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.
- MWAH recommends using a template sponsorship letter (available on the Resources page).
- MWAH does not have a non-for-profit number.
 - Companies can write off Sponsorship under advertising on taxes.

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.

Fundraising

- Form a fundraising committee and explore options such as:
 - Pub nights
 - Silent auctions
 - Bottle drives
 - Raffles
 - Selling of products (Almonds, Beef Jerky, etc.)
- All fundraising must align with MWHHA policies and budget approvals.

Spending of Funds

- Parents must approve all spending decisions.
- Acceptable expenses include:
 - Extra ice (available through MWHHA 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

Dressing Room Protocol

- Refer to section 6 of this manual.

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.

8.4F 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.

8.4G 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.

8.4H Submission Deadline

Final meeting minutes must be submitted to: Your **Category Director** and **Registrar: Kerri Bishop** (seeraadmin@shaw.ca)

Deadline: **No later than one week** following the parent meeting.

8.4I 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 MWA Resources page [Forms](#)

8.5 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**.

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**

Submission and Compliance

- Once all required signatures are collected, the completed form must be submitted to:
 - **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
- Form located on MWA Website.

8.6 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.
- Form located on MWA Website.

8.7 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 have access to the Hockey Alberta Injury Report Form at all times.

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.
- Form located on MWA Website.

8.8 Assigning a Treasurer

Team Treasurer Role and Financial Management

Role Overview

The Team Treasurer is an essential volunteer, supporting the Head Coach and Team Manager by managing all team financial matters. This includes tracking expenditures, maintaining the budget, and administering the team's bank account.

Manager's Oversight

The Team Manager is responsible for oversight of the team's financial operations and serves as the second signing authority on all banking transactions. This collaborative role ensures transparency and financial accountability throughout the season.



Recommended Qualifications

It is advisable to select a Treasurer with experience in finance or accounting, or someone who is comfortable managing spreadsheets and budgeting tools.

Bank Account Setup

Opening a team bank account involves the following requirements:

- The account must be established jointly by the Team Manager and Treasurer.
- All transactions require dual signatures from both parties.
- Parent Meeting Minutes are required stating the volunteers who are the Manager and Treasurer.

Important Considerations

- It is the responsibility of the Treasurer to update the parents at the end of each month with the account statements.
- The Manager of the team is responsible for double checking the financials'.

9. MWHHA Logo and Apparel Policy

Objective

The Mill Woods Hockey Association 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 MWHHA teams.

9.1 Mandatory Branding Guidelines

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

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

Secondary Customizations

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

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



9.2 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.

10. Exhibition Games and Referee Assignment

10.1 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

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)

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**.

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.



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 MWA Permits page.

10.2 Rescheduling a Game Policy

Team Responsibilities

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.

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



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.

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.

11. Ramp System Overview

11.1 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 **MWWHA Registrar**.

Only **home games** should be entered into the portal by the team.

11.2 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.

11.3 RAMP - Team App

- MWAHA 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 MWAHA.
- The Manager is responsible for inputting Player and Coach information into the website.

11.4 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](#)



12. 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.

12.1 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.

12.2 Record Keeping

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



13. Travel Permit Guidelines

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.

13.1 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.

13.2 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 [MWAHA Permits](#) page.



14. 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.

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.

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](#).



15. Ice Allocation

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.

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.

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.

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.

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.



Collaboration and Planning

- Coaches must **collaborate with their shared ice partner** to:
 - 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.



16. OneClickIce - Ice Allocation System

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

16.1 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** in the portal.
 - This ensures timely notifications for available ice and trade requests from other teams.

16.2 Ice Management Tools

Teams can use the OCI Portal to:

- **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](#)

16.3 Extra Ice Purchases

- MWAH recommends purchasing extra ice **through the MWAH 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.

16.4 Financial Considerations

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



17. 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.
- MWA Division Directors Oversee suspensions related to internal MWA 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.

17.1 Suspension Enforcement Procedures

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.

Additional Disciplinary Actions

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

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.

18. Team Pictures

Team Pictures Director will reach out to the coach and manager once photo dates are finalized.

- 2025 - 2026 Photos
 - Will be taken on-ice and will take place during a team scheduled practice early in the season.
 - Attendance and punctuality is critical as flexibility for make-up sessions will be limited.
 - All players will be in full equipment.

19. Social Media Expectations

All Social Media posts are to be used for communication and promotion.

- MWAH utilizes current and emerging social media to promote, communicate and support players, parents, coaches and teams.
- Accounts are to be used when delivering messages for events.
- For example: Game updates, tournaments, fundraising, communication, etc.

Creating your Social Media Account

Each team is welcome to create their own Social Media account on Instagram/Facebook.

Please follow the following when creating a username.

Example: U9MW301_25/26 (Category/TeamNumber/Year)

Once your account is created, please email: socialmedia@millwoodshockey.ca

Posting Guidelines

- Be clear, cautious and correct when posting. Sarcasm can be misinterpreted
- Avoid any word or expression that could be interpreted as racist, sexist, or prejudicial.
- Avoid salty or dirty language.
- Be a positive role model.
- Proofread what you are writing for content and typos before publishing.
- Be careful with photos you post, and with people with whom you take photos.
- Be careful with who you Friend or Follow, or engage with regularly.
- Avoid people who engage in foul language, may be involved in controversial activities, or who post photos that feature extreme activities such as alcohol consumption.



- Quietly block or unfollow anyone who offends you. Do it, don't announce it.
- Answer legitimate questions when you can, without disclosing confidential information.
- Share and retweet relevant MWA posts to help promote hockey.

DO NOT:

- Publish pictures or personal information about teammates or team staff without their prior consent.
- Make announcements about your team unless you are given permission by your Head Coach.
- Criticize referees or event organizers.

Shares

- All MWA teams are required to tag MWA in their posts.
- MWA will share posts as required.

Unacceptable Conduct

- Unacceptable conduct on social media will not be tolerated.
- The following are examples of unacceptable conduct.
 - Bullying, harassment, intimidation or threats.
 - Negative or derogatory comments
 - Divulging confidential/sensitive information.
 - Posting photographs, videos or comments that are negative.

If teams do not follow through with the above, a meeting will occur. Sanctions/disciplines will occur and if need be, the Edmonton City Police will be advised.



20. Good things to keep in mind.

Game Days

On game days; Ramp Game sheet needs to be completed before the game. Remind your team the previous day to ensure that they are putting their availability on TeamSnap. Refer to the Ramp section on how to complete a Game Sheet. If the Manager is away, ensure that the Head Coach is aware of how to complete the GameSheet.

It is good practice to keep track of goals, assists and penalties. Within 24 hours return to the Ramp app and approve the Game Sheet. The Team only approves away games.

At the end of the game, ensure that there are at least 2 adults in the dressing room until the last player leaves. Ensure that the dressing room is clean upon leaving.

Ref Fees

The Treasurer is responsible for bringing the ref fees to the Head Coach. Remind the coach to get a receipt. After the game, ensure you get the receipt.

If the treasurer is away, have a back up plan. Manager tip: Always keep one extra Ref fee in your players bag for back up.

Player Water bottles

It is always encouraged for the players to get their water bottle filled before they get ready. However, there are always a few players who struggle with this. Before the coach's chat with the players, ask kids if they need their bottles filled.

Schedule

Create a schedule for your Time Keepers, Score Keepers, Board Set up, First Aid and Dressing room clean up. This will hold all parents accountable.

Team Building

Plan an event (Beginning, middle and end) of the season. Building a Team with the players and parents will ensure a successful season.



21. Appendix

21.1 Forms

All forms can be found on the MWA Website.

[Homepage - Millwoods Hockey](#)



Click on 'ABOUT'

Click on 'Forms & Policies'

Below are the forms located under the 'Form & Policies.'

Forms

- [🔗 Hockey Alberta Parent Declaration Online Form](#)
- [📄 Hockey Canada Medical Form](#)
- [🔗 Hockey Canada Injury Assessment Chart](#)
- [🔗 Hockey Canada Injury Report Form](#)
- [🔗 Hockey Canada Injury Log Form](#)
- [🔗 Hockey Canada Return to Play form](#)
- [🔗 Hockey Alberta Substitute Goaltender Request form](#)
- [📄 Millwoods Hockey Refund Request Form for Winter Hockey](#)
- [📄 Millwoods Hockey Refund Request Form for Camp Registration](#)
- [📄 Millwoods Head Coach Application](#)

Team Forms

- [📄 Sample Team Budget Template](#)
- [📄 Referee Reimbursement Form](#)

Corporate Sponsorship Forms

- [📄 Sponsorship Information](#)

Documents & Resources

- [🔗 Hockey Alberta Social Media Policy](#)

Bylaws & Policies

- [📄 Millwoods Hockey Bylaws](#)
- [📄 Millwoods Hockey Member Handbook](#)



21.2 Team Volunteer List and Expectations

Position	Expectations	# of Volunteers needed	Commitment
Head Coach	Is the head of the team.	1	Full Season
Assistant Coach	Supports the Head Coach	1-4	Full Season
Team Manager	Completes administration responsibilities. Supports the team with their needs.	1	Full Season
Assistant Team Manager	Supports the Manager. Duties to be discussed with the 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. Encourages 24 hour rule.	1 parent	Full Season
Parent Liaison - male	Liaison between parents and the coaches when issues arise. Encourages 24 hour rule.	1 parent	Full Season
Time Keeper	Using the time keeping 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 create funds for the team.	1 parent	Full Season
Fundraising	Support fundraising lead.	2-3 parents	Full Season
Tournament Coordinator	Research tournaments. Complete applications. Research hotels. *This needs to be completed early in the season. Secure tournaments asap. Once secured, secure your hotel and restaurant to have a team dinner.	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	Parents who are at the game to ensure safety is maintained.	2-3 parents	No credits
Social Media	Maintain team social media.	1 parent	Full Season



21.3 Parent Meeting Forms

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)

- MWWA 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.

8. Jersey's (3 minutes)

9. Swag (3 minutes)

10. Budget (3 minutes)

- Seed Money



11. Sponsorship (2 minutes)

12. Questions (5 minutes)

Parent Meeting Signature Template

Team Name:

Date:

Approval of Team Meeting Minutes

The following persons have agreed to signing authority:

1.	Manager	2.	Treasurer
----	---------	----	-----------

By signing below you are in agreement with your team's signing authorities for the team bank account, proposed budget and team rules. All of the above mentioned have been discussed and agreed on.

The following two persons have agreed to signing authority:

Name	Signature	Position