

**ASSOCIATION**

## MANAGER MANUAL

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### Millwoods Hockey Association

Millwoods Hockey Association was formed in the early 1980’s. We are an Association run solely by volunteers. We wish to acknowledge the dedication and time commitment of many parents and other volunteers, without whom the Association would not be able to run smoothly and effectively.

MWHA has produced a few NHL stars and we are extremely proud to say that these players got their start with our Association, but more importantly we continue to provide a program structure and organization that has allowed thousands of kids in Millwoods to play hockey.

It costs money to run our Association and most of the funding needed to keep us operational is the result of our annual registration fees, supplemented by fundraising efforts by our volunteers. We are always looking for sponsors to assist us in funding our operations. If you or someone you know is interested in providing a sponsorship, please contact the MWHA Sponsorship Director, Terri Brown.

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

* Creates teams so that players can participate in a fun environment
* Provides structure and guidelines for teams to operate under fairly
* Professional development opportunities for both coaches and players
* Evaluates coaches, players and programs for ways to improve our programs
* Provides uniforms (home and away), pucks, first aid kits for individual teams
* Acquires and distributes ice from the city
* Does police security checks on all adults coaching your kids
* Represents MW players and coaches at the SEERA, EMHA, Hockey Canada Levels
* Runs a website for the organization and individual teams to use for communication

##### What can you do for Millwoods Hockey Association?

* Volunteer with the Association! Without the help of volunteers, this organization would not be operational. Here is how your team can help.
  + Casino
  + Minor Hockey Week
  + Player Evaluations
  + Millwoods Hockey Tournament (March)
  + Sit on the Millwoods Hockey Association Board
  + Sponsor the Millwoods Hockey Association
* Volunteer with a team! Here are some of the positions available with each team in the Association:
  + Head Coach
  + Assistant Coach
  + Manager or Assistant Manager
  + Treasurer
  + Parent Liaison
  + Jersey Parent (Home and Away)
  + Scorekeeper
  + Timekeeper
  + Fundraiser

### Purpose

The purpose of this Manual is to provide teams with a comprehensive resource for effective functioning of teams. This manual is intended to be a tool to offer guidelines, insight, expectations, and to answer some frequently asked questions. However, we could not possibly cover all information that teams need to know. Additional information is available on the Millwoods Hockey Association (MWHA) website as well as the Hockey Edmonton website. MWHA strongly recommends that all teams visit these websites and become familiar with the information that is available.

Millwoods Hockey Association has Bylaws and Policies. Because this manual is intended as a resource, in the event of discrepancy, information contained in the Bylaws, followed by Policies shall take precedence.

### Primary Contacts

##### Millwoods Hockey Association Executive Category Directors

For the complete executive listing including all category directors and assistant directors, please see **CONTACT US** tab on the MWHA website and choose **EXECUTIVE** from the dropdown menu or follow this link:

<http://millwoodshockey.ca/exec.php>

##### Millwoods Hockey Association – Mailing Address

* 1. Box 32199 RPO Millwoods

Edmonton AB T6K 4C2

##### Coaching Qualifications

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

* + - Coach 1 – U7 (one team official for every ten players) and U9 Head Coach
    - Coach 2 – Head Coach for U11 and U13 teams
    - Checking Skills – Head Coach for each U11 & U13 teams
    - Safety – One team official per team
    - Respect in Sport for Coaches – 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 a practical learning and sharing environment 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, please go to the MW Hockey website and click on the ‘COACH/TEAM MANAGER’ link and select ‘Coach Certification Requirements’ tab.

Any costs associated with these courses will be 100% reimbursed for those successful in completing the certification process. Submit your receipts to the Hockey Development Director.

Hockey Edmonton allows teams until November 15 to be compliant with these requirements. After this date, coaches who are not compliant will be removed from the roster and will not be permitted on the bench. There will be NO EXCEPTIONS.

We strongly recommend that ALL coaches take the required courses. This will help provide our players with better trained coaches on the bench and also sets up Assistant Coaches to become future Head Coaches.

##### Coach Resources

In addition to the certification courses, there are a number of other resources available to Coaches:

* MWHA Hockey Development Director is available to provide assistance to any coach. He can be reached via email at [coachgreg@millwoodshockey.ca](mailto:coachgreg@millwoodshockey.ca)
* Serdachny Power Skating and Skills System™ is offered to MWHA players at a significantly reduced price. [www.millwoodshockey.ca](http://www.millwoodshockey.ca/)
* Millwoods Hockey Association website: [www.millwoodshockey.ca](http://www.millwoodshockey.ca/)
* Hockey Edmonton website: [www.hockeyedmonton.ca](http://www.hockeyedmonton.ca/)
* Hockey Alberta website: [www.hockeyalberta.ca](http://www.hockeyalberta.ca/)
* Hockey Canada website: [www.hockeycanada.ca](http://www.hockeycanada.ca/)
* Hockey Edmonton Operating Directives: <http://fscs.rampinteractive.com/hockeyedmonton/files/association/Bylaws%20Regulatio> ns%20and%20Directives/hockey%20edmonton%20directives%20-

%20june%202%202015.pdf

##### Hockey Canada Rule Book

All coaches must be familiar with the Hockey Canada rules. The current version of the rule book can be found on the Hockey Edmonton website. For ease of reference, the direct link is [**http://www.hockeycanada.ca/en-ca/Hockey-Programs/Officiating/Essentials/Downloads.aspx**](http://www.hockeycanada.ca/en-ca/Hockey-Programs/Officiating/Essentials/Downloads.aspx) **.**

##### Hockey Edmonton Website

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. [www.hockeyedmonton.ca](http://www.hockeyedmonton.ca/) . The “Teams” tab at the top of the page will provide you with a drop-down menu for access to important information. Remember, ignorance is not an excuse. The information is available to you – it’s your responsibility to educate yourself.

Some 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** – the Head Coach must ensure there is at least one (preferably 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 Peewee, teams must use separate change facilities for female players.

**Suspension guidelines** – all 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.

##### 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. <http://www.hockeyedmonton.ca/default.aspx?p=emhaco-> eddressingroompolicy . A copy of the policy is also included as Appendix 8. If you are coaching the Peewee 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.
    - **MWHA strictly prohibits the use of cameras or any other video recording device in dressing rooms.** This creates its own set of challenges given that many players carry smart phones with cameras. It is difficult at best to prohibit phones, given that coaches may carry them as well. It is your responsibility as Head Coach to enforce this protocol and ensure that no players, parents or coaches take any photos in the dressing room and that any violations subject the person to disciplinary action. The bottom line is that we don’t want photos of our players, possibly in various states of undress, to end up being posted online for others to view.

##### Selecting Assistant Coaches

As the Head Coach, you are responsible to select your Assistant Coaches for the season. Be sure that you select assistants who share your philosophies and have the required qualifications, or are willing to obtain them. The maximum number of coaches allowed on the bench is 5. This is also the maximum number of coaches covered under your Team’s insurance. However, you are not limited to 4 assistant coaches. You are able to recruit more if you choose but keep in mind your Team will be responsible for the cost of additional insurance (approximately $40 for each coach over the 5) and you may have only 5 coaches physically on the bench during games.

##### Coach Screening / Police Checks

MWHA requires that ALL coaches (Head or Assistant) submit to a criminal record search. The Association does not accept screening conducted by other organizations. Our Registrar will arrange for police check nights when you can go to a specific location to fill out the required forms. There is no charge to you as a coach for this process. However, if you do not attend on your assigned night and you do not make alternate arrangements with the Registrar, the cost of obtaining your police check will be your responsibility. No coach will be permitted on the bench until the screening process has been completed. Failure to comply and undergo the security check will result in being removed from the Team roster. There are NO exceptions.

##### Equipment

Once you have been selected as a Head Coach and have received your team list, you will be required to pick up your team’s equipment. You will provide a $500 deposit cheque (dated for April 15, 2025) and MWHA will then provide you with team jerseys, socks, pucks and puck

bag and a first-aid kit. You must have the first aid kit with you on the bench at all times when your team is on the ice – whether it be for a game or practice. Other equipment suggestions (items which are not issued to individual teams) include the following:

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

Some of these optional items may be available for you to borrow. Please contact the Hockey Development Director to check on availability.

##### Parent Meeting

The first parent meeting is mandatory and is the most important meeting that you will run during the year. Additional parent meetings may be held as deemed necessary by the Team. Good communication is key to a well-run team.

One of the main purposes of this first meeting is to fill the team volunteer roles.

MWHA recommends that Head Coaches provide written documentation for parents to take home with respect to any team rules. This will help avoid confusion during the season. It is up to the Coach to ensure consistent application of Team rules.

Team parents should be made aware that MWHA has zero-tolerance for unacceptable behavior such as verbally or physically harassing and/or abusing a game participant (player, coach, official) or another spectator.

Parent Meeting - Category Director Notification

You are required to notify your Category Director with the date, time and location of your parent meeting. It is mandatory for either the director or assistant director to attend this first meeting to address any questions or concerns your team may have.

Meeting Preparation

It is very important that you are prepared for this first meeting with your Team parents. First impressions are important. This meeting is your opportunity to do the following:

* + - Communicate your plan on how the team will be run during the up-coming season. Make sure that your goals are **reasonable**.
    - Share some of your experiences in hockey that have brought you to this point. Discuss your qualifications.
    - Explain your coaching philosophy. Don’t forget to include your philosophy on ice time for players during regular league games, tournaments, overtime situations.
    - Explain what you hope the players will accomplish as a team and what you expect of players and parents to meet this goal.
    - Develop and present your WRITTEN team rules and discipline plan. Be **very clear** what consequences will result if a player is causing issues – on or off the ice. Ensure the parents understand that the purpose of discipline is to correct inappropriate or unwanted behaviours or actions such as excessive penalties, disrespecting coaches, not following the coach’s direction during games or practices. Make sure the parents understand and agree with your plan and it is recorded in the minutes. For more clarification see the “Good of the Game” agreement and “Fair Play Code”.
    - Obtain agreement with the parents/player on the level of commitment you expect from them. You need to establish:
      * When to be at the rink prior to a game
      * When to be at the rink prior to a practice
      * Who to contact if a player can’t attend a practice or game
      * How much notice is required if a player cannot attend a game
    - Put in place the **24 Hour Rule** and explain how it works:
      * If a parent has an issue, s/he is not to accost the Coach at the rink and have a 5-minute tirade in the lobby.
      * Take 24 hours to cool off and re-gain perspective. Often the problem will not seem as big as it did initially and, at the very least, can be dealt with in a mature and respectful manner.
    - Get input from the parents as to what they would like to see the Team accomplish this season.
    - Get volunteers for all positions required for the smooth operation of your team. (See Appendix 1, “Team Organization” for more details and volunteer position descriptions.)
    - Remember that in order for your season to be successful, it is best that you get as many people involved as possible in Team activities. Even though you are held accountable, delegating as much of the administrative aspect as possible to Team parents will allow you to focus on the most important part of coaching - the players.

\*\* It is strongly recommended that you choose your manager prior to the start of the meeting. This person is crucial to the success of your team!

Additional Meeting Topics

1. Budget

Set a reasonable budget based on number/cost of tournaments, amount of extra ice you want, team building activities, apparel purchases, etc. All parents must agree to this proposed budget. A copy must be submitted to the MWHA Treasurer and your Category Director.

Budgets exceeding $10,000 will require Millwoods Hockey Association board approval prior to any fundraising. Make sure you include in your expenses the required $50 donation to the MWHA Spring Tournament.

1. Volunteer Positions

There are enough positions available for most, if not all, parents to volunteer for something. Make sure you fill key positions during the meeting as it will become more difficult to get volunteers once the parents leave the room.

1. Sponsorship

An effective way to raise money is for parents to look for corporate (or private) sponsors. Ensure your sponsor’s name and logo (if applicable) is posted on the website and that you contact the Sponsorship Director to order recognition plaques and/or banners. Note that sponsorship funds must not be spent on Team apparel unless approved by sponsor.

1. Seed Money

Allows teams to have working capital to get started for the season. Ensure that parents agree on the amount of seed money that each family must contribute and discuss whether or not this money (or a portion thereof) will be returned if there are funds left at the end of the season. A rule of thumb might be $50 or $100 per player to start. Depending on the team’s fundraising goals, additional money may be requested during the season.

Fund Raising

Establish your fundraising team and discuss what options they will pursue to raise funds for the team. Examples might be a pub night, silent auction, bottle drive, raffle.

1. Spending of funds
   * Make sure your parent group agrees where Team funds are going to be spent. The parents have final say on this. Examples are:
   * Extra ice slots. You can buy extra ice from MWHA through the MWHA Ice Allocator.
   * Tournaments. How many, if any? In town or out of town? Note that Team funds MAY NOT be used to offset accommodation costs incurred. In addition, seed money may not be made payable to hotels.
   * Outdoor ice. Generally there is no cost to teams. Check with Community Associations for availability.
   * Team Building Functions
   * Year End Party
   * Oil Kings or Oilers Games
2. 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. <http://www.hockeyedmonton.ca/default.aspx?p=emhaco-> eddressingroompolicy .
   * MWHA strictly prohibits the use of cameras or any other video recording device in dressing rooms.
3. Equipment and Mouthguards

MWHA requires that all players wear proper protective equipment. This includes neck guards and mouth guards. Coaches who allow players on the ice without full protective equipment – including mouthguards – will be subject to disciplinary action including suspension.

Meeting Minutes

* + Select either your manager or a parent to record minutes at the meeting.
  + Ideally, you should pre-print a sheet with all parents’ names. You should also include a statement on this sheet for parents to read before they sign. The statement should note that by signing they are in agreement with your Team’s signing authorities for your bank account, the proposed budget, and any Team rules you have discussed. Have each parent sign before you adjourn your meeting.
* Final minutes must be submitted to your Category Director not later than one week after the meeting.

**Running Practices**

Preparation

First and foremost **Be Prepared!!!!** Nothing puts off players, parents and other coaches more than a head coach who is not prepared for practice. When running a practice you should consider the following:

* Focus on core skills. Expand depending on the skill level of players.
* Use your first ice time to assess where your Team’s level of skill lies.
* Concentrate on skating to better assess what you will be able to implement in your upcoming practice ice times.
* Continue to assess the growth of your team throughout the year and expand your practice plans accordingly. Sometimes this may mean you might have to simplify and review basics if players are not grasping concepts from previous plans.
* Do not hesitate to repeat a drill from practice to practice if it is helping your group with a skill.
* Ensure you put together a practice plan that utilizes the allotted time and ice effectively.
* Try to spend as little time as possible at the white board.
* Have players arrive at the rink early enough to be fully dressed and ready 15 minutes before the start of your practice ice time. This will give you time to go over what you will be doing during practice so you only have to refresh their memories while on the ice.

Get prepared by using ProSmart <http://hockeyedmonton.ca/content/prosmart-sports-learning-> system and the Hockey Canada skill development App <http://www.hockeycanada.ca/en-> ca/news/hockey-canada-network-launches

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

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

**On-Ice Objectives**

Set achievable goals for your players based on their age and ability. *For example, players do not need to learn 5 different breakout systems. At the Novice and Atom level, the BEST way to be successful in any zone is concentrating on improving passing skills. It is amazing how everything else works when players can move the puck quickly with effective passing.*

**SKILLS SKILLS SKILLS - these are what make great hockey players!**

**Drill Resources**

Get your hands on as many drills you can. If you are struggling, you can ask another coach to help you or you can contact the Hockey Development Director who can help find a mentor to assist you.

* Coach Assigned Software License
  + Each coach will be provided with a login to access an extensive catalog of practice plans, video of skills and drills to teach each age group.
* Library
  + There are many drill books available at the public libraries.
* Internet
  + Google “hockey drills” to see what is out there.
* Hockey Edmonton
  + ProSmart <http://hockeyedmonton.ca/content/prosmart-sports-learning-system>
* Hockey Canada’s App
  + Download the App from <http://www.hockeycanada.ca/en-ca/news/hockey-> canada-network-launches
* Other coaches
  + Watch other practices. Use their drills or change to suit your needs. Other Coaches can be a huge help when looking for drills to help improve your Team’s skills.

##### Goalies

**DO NOT IGNORE YOUR GOALIES.** It is easy to forget they are at practice. All goalies should do skating drills.

MW Hockey Association runs goalie clinics. It is mandatory that your goaltender attends. If you have a practice at the same time as the clinic, your goaltender will attend the clinic. The only time they are to miss a clinic session is due to a scheduled game. **The 2017-2018 Goalie training will be held every Thursday evening from 6:30 to 7:30 PM at Southside Arena.** EACH TEAM will be required to provide on–ice coaches for each week of goaltender instruction. A schedule of when your team is responsible to provide assistance will be sent to each head coach as well as being posted on the MW Hockey website.

Find a goalie coach if you are not comfortable in this role. Talk to your parents and see if there is a parent who would like to work with your goalies.

##### Game Preparation

Check all players’ equipment prior to the first event on ice. All equipment must be properly fitted and certified. Make a note of all concerns and follow up to make sure all repairs, adjustments, and replacements are made.

Once you arrive at the arena for your first on-ice event, obtain a room assignment, sign out the key and make not of any damage to the room. If the room is damaged, tell the rink attendant. It is a good idea to carry a lock and key of your own. Some arenas do not have locks or keys. Ensure that your room is left clean when you leave. If you have a Dressing Room Manager for your team, this can be delegated.

For games, you will need to make sure that you have your timekeepers ready on time and that you fill out a game sheet completely prior to your ice time. Ensure that any absent players are noted and make sure that you have the exact amount to pay your referees. They are not required to make change.

##### Game Sheets

A motion was passed February 2017 to suspend coaches who do not upload their games sheets in a timely manner.

If there is no permit in place (travel/tournament—in and out of province, reschedule game, exhibition game, out of town practice) and/or game sheets are not uploaded within time frame **(maximum 48 hours after completion of game), sanctions/suspensions will be levied.**

1. First offence--- 2 games
2. **Second offence--- 4 games**
3. **Third offence--- indefinite and removed from the hard card**

Many coaches will delegate to their managers the task of dealing with game sheets. However, it is ultimately the Coach’s responsibility to ensure that a game sheet is built and accurate for each game. Generally, the home team supplies the game sheet, properly completes the required information and provides it to the visiting team and game officials. Players on the Team Sheet must match the players on the game sheets. If a player is absent, sick, late or suspended, they must be noted on the game sheet beside his/her name. This will allow a late or suspected sick player to play if they show up to play. It will also indicate that a player is serving a suspension. The game sheets must be filled out completely including:

|  |  |  |
| --- | --- | --- |
| Date | Location | Category/Division |
| Start/End Times | Game # / Sanction # | Visiting / Home Teams |
| Scoring / Penalties | Final Score | All players Names |

* + Make up roster stickers. It is a lot easier to apply a sticker instead of writing all names for each game.
  + Make sure that the date, arena, and EMHA game number are written legibly on each game sheet.
  + Ensure that you or your coach sign the sheet to verify the players on your team.
  + Game sheets must be turned in (scan/email or fax are acceptable) to your Category Director **within 24 hours** of the game being played - NO EXCEPTIONS. Failure to do so can result in suspension. If major penalties or suspensions have occurred during the game, contact your Category Directory immediately by phone after the game and submit both the write up and the game sheet to him or her as soon as reasonably possible. S/he is required to report such matters to the Hockey Edmonton category director.
  + The time-keeper should follow the standard abbreviations for penalties. A list of standard abbreviations is included in the References section of this manual.

##### Team Contacts

It will be your responsibility to ensure the contact info is complete on the EMHA Ramp website at <http://hockeyedmonton.ca/>

Teams with no contact info will have their travel permits denied until such data is entered.

##### Exhibition Games and Referee Assignment

If your Team plans to play an exhibition game against a team from another Association and you are the host team, then it is your responsibility to have referees assigned for this game. To have referees assigned, please contact:

Ron Oscroft – SE Zone Referee in Chief Phone: (780) 718-9298

E-mail: [roscroft@telusplanet.net](mailto:roscroft@telusplanet.net)

When contacting the Referee-in-Chief, you must provide the following information:

* + - Day, Date and Time of game (Use military time: i.e. 21:00 hrs)
    - Location (Arena name)
    - Category (i.e. U9) and level/tier (i.e. 2)

In order to ensure successful assignment of your referee(s), you must do the following:

* + - You must phone the Referee-in-Chief with your request at least **72 hours** before the game. If you don’t there is no guarantee you will receive referees. Ideally, you should make your request at least one week prior to the game date.
    - If you need to cancel your referee request it must be done no later than **24 hours before game time. Failure to provide 24 hours notice of cancellation will result in your team being responsible to** pay for the referees.
    - Under **no circumstances** can you use referees from any other area or from outside Edmonton without permission. As the Head Coach, you will be suspended if the referees used on the ice were not obtained through the designated allocators.
    - You must use the referee assignor as your first contact no matter where the game is to be played.
    - If your game is longer than the standard league game playing time, please pay the referees accordingly. They will not officiate your 2-hour game for the same rate as a one-hour game. The referee will charge you accordingly, and you are required to pay the appropriate fees.
    - Remember, **referee costs for exhibition games are the responsibility of the team**, not Millwoods Hockey Association.

##### Re-Scheduling a Game

If your team needs to reschedule a game because of a tournament conflict, you need to find a team to switch with and notify the Category Director. In the event that you cannot do a straight switch (game for game), you can find additional ice time, then schedule the referees by contacting the Referee-in-Chief, and remember to involve the Category Director. You will also need to arrange with the Category Director to find teams to play the original ice time for the referees need to be paid for the original scheduled game.

FOR ALL GAME RESCHEDULE REQUESTS, PLEASE INCLUDE THE FOLLOWING DETAILS

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

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

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

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

Note: If your teams are rescheduling a game, it is their responsibility to reschedule the ice, find refs and pay them. It is not my job.

##### Referee Fees

Please refer to the References section of this manual for the 2017-2018 Referee rates.

MWHA will transfer the required referee funds for all regular season games (and two playoff games) directly into your team bank account. It is your responsibility to have the correct amount of cash to pay each referee prior to the start of each game. Remember - **Get receipts from every referee!!**

Receipts are to be kept with the Team’s financial records and submitted to the Millwoods Hockey Association Treasurer for review upon request and/or at the end of the season.

##### Travel Permits

Travel Permits are required for exhibition games, tournaments, and some extra practice ice for the Team. They are required for insurance purposes and to aid your Category Director as to the team’s activities. More information on requirements for and obtaining travel permits is available in the References section of this manual. To obtain a travel permit, go to the Teams section on the Hockey Edmonton website: [www.hockeyedmonton.ca](http://www.hockeyedmonton.ca/)

##### EFHL BLACKOUT DATES

Edmonton Federation Hockey League has established blackout dates where absolutely no changes in league scheduled games will be permitted as noted below and on the season calendar.

* + Traditional Season (3 Tiering Rounds)
  + 1 request per tiering round
  + Blackout applies to first week of each round
  + Seasonal Schedules (for those teams that typically participate in Provincial Championships)
  + 3 requests over the season
  + Blackout applies to initial week of schedule
  + Team requests for blackout dates will not be entertained.

Note Atom AA and Atom A are exempt from the blackout dates in November and January since they have a set schedule.

##### Ice Usage and Booking Extra Ice

If you have ice issued to you by the Ice Allocator and cannot use it, you must make arrangements with another team to trade ice slots, or you can sell it to another team. **It is strictly forbidden to sell your ice to any other Association or organization.** It is for use by Millwoods Hockey Association teams only. Any team that does not use their assigned ice slot will be charged for the ice time plus a penalty, equivalent to the cost of the ice, will be assessed on the team by the Millwoods Hockey Association.

Once your team has decided how much, if any, extra ice they would like to purchase, you can submit the request for extra ice request to the MWHA Ice Allocator. (This request document is found in the Forms section of this manual. The allocator will assign you extra ice, if it is available, based on your request.) Prices are set on a yearly basis and extra ice bills are sent out to teams at the end of each round.

Also, there will be times when extra ice becomes available on short notice. The Ice Allocator will send an email to coaches identifying this availability and will assign the ice slots on a first- come, first-served basis. Any extra ice obtained by this method will be charged to your team at the applicable MWHA rate. Ensure you have your team’s authorization to purchase extra ice in this manner. Also, ensure you advise your manager and have your team schedule updated once you have secured the ice time.

We request that you purchase all extra ice through the MWHA ice allocator given that it is better financially to get the MWHA rate rather than paying full price for securing the ice privately. If you see a vacant ice time on the City of Edmonton website that you wish to purchase, contact our Ice Allocator, Baljit Sandhu, with the details to see if she can secure the purchase for you at the reduced rate.

##### Contacting Players

ALL players are to be contacted within 1 day of team selection. This is important as players (and parents) are anxious to find out who they are playing with and wait to receive the call from “Coach”.

##### Coach/Manager Meeting

It is **mandatory** for all Head Coaches and Team Managers to attend the annual MWHA Coach/Manager meeting. The 2017-2018 meeting will be held at 7:00 PM on September 27, 2017 at the Woodvale Community Center (at the Millwoods Golf Course).

This year we have introduced a separate night for Managers and Treasurers on October 1, 2017 at the Woodvale Community Center (at the Millwoods Golf Course).

##### Good of the Game

The ‘Good of the Game’ form is due to your Category Director before your first league or exhibition game.

Prior to stepping onto the ice for your first exhibition or league game, all players, coaches and parents must read the fair play pledge and sign the Good of the Game form. Once all signatures have been obtained, return the completed form to your Category Director. Failure to provide this documentation to your Director before your first game will result in **suspension** of travel, special events and exhibition permits until such time as you make the submission. A copy is included in the Forms section of this manual.

##### EMHA Federation Coaches Meeting

Hockey Edmonton hosts this meeting annually to familiarize coaches with operating procedures. The meeting will be held in October. Your Category Director will advise you of the details when they are available.

##### Team Sheets

The MWHA Hockey Director will submit Team sheets to the Registrar within 1 day of the completion of category team selection. Your Category Director will provide you with your official team roster as soon as they are available. If you are planning any exhibition games, please let your Category Director know as a roster is required prior to playing any games.

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

##### Affiliation Agreement

You must have every player on your team complete a Player Affiliation Form. In some cases the player does not wish to be affiliated with any other team. In this case, you should still complete the form but include a note indicating that the player does not wish to be affiliated. You are required to submit the completed forms to your Category Director no later than October 15. Failure to have the complete documentation into your director by that date may result in **suspension** of travel, special events and exhibition permits. Players will affiliated to teams at our affiliation draft. An example of a properly completed Affiliation Form is included in the References section of this manual.

##### 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 your Category Director; 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. See Forms section of this manual.

##### Hockey Canada Injury Report

Many player and coach injuries go unreported, either because teams are not aware of the need to report or don’t take the time to fill out the injury report form. The reason we pay insurance premiums is to cover any costs associated with hockey-related injuries. Please ensure you or your manager have a copy of the form with you. In the event that a player or coach is injured in a hockey-related incident, you can provide the form for completion and advise the person to forward it to Hockey Alberta at the address included on the form.

##### Coach Evaluations

Coaches/Managers are expected to have every parent and player complete a mid-season and end-of-season evaluation or survey. These evaluations may be administered as a hard copy or in an online form. By analyzing player and parent feedback, the MWHA Hockey Director is able to give you feedback on your performance and progress throughout the year. Both sets of evaluations are to be completed and returned to your Category Director, or completed online through the MWHA website. They are due on December 15 and March 15, respectively.

##### Player Evaluations

All Head Coaches are to complete the on-line player evaluation for each player and goalie on their team no later than March 1. This provides MWHA with information on how players progressed throughout the year, identify any players that were misplaced and assist with the player selection at the following year’s team selection. Failure to complete this documentation may result in refusal as a coach for the following season.

##### Association Support

You are the Head Coach of this team and are ultimately responsible for the development and well-being of these players while they are with you, both on and off the ice.

If you have questions or just need a colleague to discuss an issue with you, feel free to contact either your Category Director or the MWHA Hockey Director. Please know that you

have the full backing of the Association and ~~of~~ we will endeavor to offer you as much help and support as you need throughout the season.

#### Coaches Calendar of Events

|  |  |  |
| --- | --- | --- |
| **MONTH** | **DESCRIPTION AND DETAILS** | **DUE DATE** |
| **September 2024** | Coach Selection | After evaluations |
|  | Team Selection (by category) | After evaluations |
|  | Equipment Pick Up (Requires $500 deposit cheque) | Immediately following team selection |
|  | Contact Players | Within 24 hours of team selection |
|  | Select assistant coaches | Following team selection |
|  | Review Team Sheet (add assistant coaches) | Immediately following receipt of team sheet from Registrar / Category Director |
|  | First Practice(s) | Date/location/time will vary by team |
|  | Select Team Manager | ASAP |
|  |  |  |
| **October 2024** | Coach / Manager Meeting | September |
|  | First Parent Meeting | Date/location to be determined by coach/manager |
|  | Minutes of parent meeting submitted to Category Director | Within one week of parent meeting |
|  | Budget submitted to MWHA Treasurer and Category Director | October 15, 2024 |
|  | Good of the Game signatures provided to Category Director | Prior to first league game |
|  | Hockey Edmonton Coaches’ Meeting | Date/location/time TBA |
|  | Team Photos | Date/time TBA Week of October 24‐28 – Studios Photography |
|  |  |  |
| **November 2017** | MWHA ‐ Oil Kings Game | November 24, 2017 |
|  |  |  |
| **December 2017** | Coach Evaluations | To be completed by December 15, 2017 |
|  |  |  |
| **January 2018** | Quikcard Minor Hockey Week | January 12 – 21, 2018 |
|  | Submit Team books to MWHA Treasurer for audit |  |
|  |  |  |
| **March 2018** | Playoffs | TBD |
|  | Coach Evaluations | To be completed by March 15, 2018 |
|  | MWHA Spring Tournament |  |
|  |  |  |
|  |  |  |
| **April 2018** | Equipment Return | Dates TBA |
|  | Wrap up team business and submit books to MWHA Treasurer | No later than April 15, 2018 |

**Team Manager**

Millwoods Hockey Association requires a manager for every team. The duties of a Team Manager are to ensure that the Team runs smoothly off-ice and that organizational and administrative functions are handled properly. This is a challenging position and a very important one. Because of the significance of the role, the person filling the position must take the time to become familiar with MWHA and Hockey Edmonton procedures. The Head Coach is ultimately responsible for all Team actions so, as the Manager, you will report to him/her. A Head Coach, his/her spouse, or any other member of the coaching staff cannot fill this position.

##### Operational Guidelines, Regulations and Policy Execution

A Team Manger must ensure that the Team operates under established policies, guidelines and regulations of the MWHA including all rules established by the Team for the season (i.e. arrival times before games and practices, expected behavior, Team dress, etc.).

##### Parents Meeting Preparation

Ideally, the Head Coach has selected his/her Team Manager prior to the first parents meeting. If this is the case, then it is your responsibility to assist him or her in running the meeting and ensuring proper documentation of the meeting events. This meeting is to be held shortly after team is formed, before your first ice time and prior to the Coach/Manager meeting in October. Before the team/parent meeting, meet with the Coaching Staff to set out the Team goals,

rules and expectations of the players and the parents. Work with your coach to achieve the following:

* Select a venue.
* Advise the Category Director of time and location of the Team’s parent meeting to ensure that s/he is able to attend.
* If possible, send out to team parents the list of positions found under Team Organization in the References section of this manual. This allows them to review the available positions beforehand to see what they may be interested in doing for the season.
* Set out in writing the meeting agenda and distribute it either before-hand via email or by hard copy at the meeting. It is also helpful to have a survey of questions for them to answer. This could include the number of ice times expected for practice times, exhibition games, and tournaments to enter (in and out of town). You can also include options for fundraising activities.
* Assist the coach if required in developing WRITTEN team rules and a discipline plan that you can distribute at the meeting. Be **very clear** what consequences will result if a player is causing issues – on or off the ice.
* Prepare a sheet for parents to sign indicating their agreement with the team signing authorities, coach’s discipline plan and proposed budget.
* See also the “Coaches” section of this manual for more information on running the first Parent Meeting.

Here is a sample agenda:

###### Introduction: 5-10 minutes

* Welcome and introductions. Introduce yourself (manager), Head Coach, Assistant Coaches, Category Director, etc.
* Give a brief explanation of the importance and purpose of the meeting.

###### Coaching Overview: 10 minutes

* The Head Coach will provide information on the goals and objectives for the season and his credentials and philosophy.

###### Details of Program / Expectations of Players: 10-20 minutes

* The Head Coach will present specific information on the operation of your hockey program
* Provide an overview of how (mid-season and end-of-season) coach and player evaluations will be implemented.
* Discuss expectations of the players (and parents) - **Fair Play Code**
  + Time commitment
  + Respect for themselves, all players (own team and opposition), referees, officials, parents, etc.
  + Expected conduct – games, practices, dressing rooms, events
  + Discipline and disciplinary penalties
  + Expected arrival time before games and practices
* Let parents participate in discussing rules of parent conduct at games, team functions, etc.

###### Team Apparel: 5 minutes

* Discuss dress code
* Water bottle policy

###### Expectations of the Parents/Volunteers: 20 minutes

* Identify roles and responsibilities – volunteers are essential and each family should participate in a role.
* Volunteer positions:
  + Treasurer
  + Equipment Manager (Jersey Parents)
  + Fundraising Manager/Coordinator(s)
  + Timekeepers/Scorekeepers /Penalty Box Workers
  + Parent Liaison
  + Minor Hockey Week Volunteer Coordinator
  + Minor Hockey Week Volunteers (button sellers, checkers, timekeeper, scorekeeper)
  + Communication/Website Manager
  + Assistant Manager

###### Team Budget: 15-20 Minutes

* Establish a Team Budget (*See Figure 1 below: Sample Team Budget*) at the first parent meeting and have it approved (signed) by the Manager, Coach and all parents attending the meeting. The Budget will be a proposal to determine the Team’s needs for the year. It will include extra ice requirements, tournaments, travel, clothing, and other team expenses.
* This budget **MUST** be forwarded to your MWHA Treasurer by October 15th for approval. No second round extra practice ice will be issued until a Team Budget has been submitted.
* Your Team financials will be reviewed as the year progresses (before Minor Hockey Week) by MWHA to ensure that the Team’s goals are being met. A report of team funds by the appointed **TEAM TREASURER** shall be issued to the parents and approved on a monthly meeting basis.
* Initiate fundraising discussions – will there be a fundraiser, or will each family make a contribution? Suggestions: bottle drives, dinners, auctions / raffles, sponsors, etc.
* Extra activities – social events, tournaments, team building activities, ~~e~~tc.

**Figure 1: Sample Team Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Expenses | | | |
|  | Extra ice | 8 @ $175 | $1330.00 |
|  | Tournaments | 3 @ $900 | $2700.00 |
|  | Team Apparel | 16 @ $100 | $1300.00 |
|  | Year End |  | $750.00 |
|  | Seed Money Return |  | $1600.00 |
|  | MWHA Tournament Donation |  | $50.00 |
| Total Expenses | | | $7730.00 |

|  |  |  |  |
| --- | --- | --- | --- |
| Revenue | | | |
|  | Seed Money | 16 @ $100 | $1600.00 |
|  | Major Sponsor | 1 @ $500 | $500.00 |
|  | Major Sponsor | 1 @ 250 | $250.00 |
|  | Pub Night |  | $4680.00 |
|  | Bottle Drive |  | 700.00 |
| Total Revenue | | | $7730.00 |

###### Questions: 5 minutes

* Allow additional questions, parent concerns, etc.
* Distribute materials and any forms that need parent’s attention and signatures i.e. Medical Information Sheet, Good of the Game, Affiliation Sheet

###### Meeting Conclusion

* Set up time for next meeting

##### Team Bank Account – (Treasurer’s responsibility)

Account Rules

* **All** team bank accounts have already been set up at with the Servus Credit Union at 2857 Millwoods Road. **Do not open an account elsewhere.** Servus Credit Union’s phone number is (780) 496-2200 and their hours of operation are listed below. In an effort to reduce the work load for each team, all the accounts have been opened under the team number (SE###).
* Team accounts will not incur any service or cheque printing charges. MWHA has a main branch contact which will be posted on the website. Please make sure that you book an appointment with this contact as s/he is very familiar with the MWHA account program.
* You will require a minimum of two (**we recommend three**) signing authorities, these should be the team manager and treasurer and excluding the head coach. **Remember to bring a signed copy of your team minutes to the bank indicating the chosen signing authorities.**
* All team accounts are expected to be wrapped up shortly after the end of the hockey season, as this has not occurred on a regular basis in the past, all team accounts will automatically be closed as of **MAY 31** to prepare for the following season. Should there be any funds remaining in the account, these funds will be transferred to Millwoods Hockey. Please ensure that all items have cleared your bank account prior to this date.
* **All** team expenses should be paid for through the use of cheques. Avoid cash transactions (except payment of referee fees).
* Get a receipt for everything. All cash must be deposited into the team account.
* Please make sure that monthly revenue and expense statements are provided to the parent group.
* Each Team’s books will be reviewed in January - exact dates will be provided.

##### Bank Information

Servus Credit Union Address: 2857 Millwoods Road

|  |  |  |
| --- | --- | --- |
| Hours of operation: | Monday - Wednesday | 09:30-17:00 |
|  | Thursday | 09:30-19:00 |
|  | Friday | 09:30-18:00 |
|  | Saturday | 09:30-15:00 |

Should you have any questions please contact the Millwoods Hockey Treasurer.

##### Fundraising

The Manager must be fully aware of the process for raising funds. The monies raised are not to exceed the Teams needs as identified in the Team budget. If your team parents have

provided seed money at the beginning of the year, they may receive that money back at the end of the season from the funds raised. **No other money shall be given to families on the Team.**

If your Team is engaging in any fundraising activities involving raffles, pools, etc., you are required to obtain licenses from Alberta Gaming. It is your responsibility to review the licensing requirements and determine if you require a licence. You must set up an account for your team, under your team # (eg SE001). **USE OF THE MWHA GAMING ACCOUNT IS STRICTLY PROHIBITED!**

##### Sponsorship

All teams should look for sponsors and any team sponsor must be recognized! The Sponsorship information sheet can be found in the References of this manual or in the “Sponsorship” tab on the MWHA Website.

##### Name Bars and Sponsor Bars

NO sponsor bars or badges of any sort are to be sewn on the Millwoods Hockey jerseys.

If your Team wishes to have player name bars on their jerseys, they must be purchased through Alberta Sportswear (9868 -41 Ave) . These name bars must be sewn on and subsequently removed at the end of the season by Alberta Sportswear. There are no exceptions.

##### Apparel

Millwoods Hockey will now be using Alberta Sportswear and Envision Ink. For all of our apparel needs.

Envision Ink will be supplying all of our CCM products and Alberta Sportswear will be doing all the name bars and non CCM apparel.

Orders can be placed at any time by calling Envision Ink and Alberta Sportswear. Simply identify yourself as a member of MWHA and place your order or arrange a time to come and try on items. Payments can be made by cash, debit, Visa or Mastercard. Team cheques are also accepted.

Teams may schedule a group visit to Envision Ink and Alberta Sportswear to try on samples and place team orders. There are also scheduled apparel nights. Check the MWHA Website

for the specific dates. Teams or individual players/parents can attend. Please discuss this with your team and inform them of these nights.

Available items include:

* Track Suit (coach/player)
* Toques and Ball caps
* Winter Jackets and softshell (youth/adult)
* Hoodies (youth/adult), golf shirts (mens), moisture wicking t-shirts (mens)
* Compression gear
* Dryland training gear
* Hockey bags
* Mittens and scarves
* Lots of other great items!

To view the 2017 – 2018 apparel items available to order, see the “Apparel” Tab on the MWHA website.

Please note the following:

* Prices are subject to change (due to suppliers or other variables) and are not guaranteed by MWHA. Please contact Envision Ink and Alberta Sportswear directly for the most current prices.
* Envision Ink and Alberta Sportswear are the only two official apparel suppliers. **Teams who purchase outside of that agreement will be penalized by a $100 fee payable to MWHA.**
* **MWHA Logo** is to be printed in from of track suit jacket.
* **Team logo is allowed** on the neck of the jacket as long as it is not bigger than the MWHA logo.
* **Team sponsor** can be placed on the bottom right corner of the jacket.

##### Referee Fees

MWHA will automatically transfer the referee fees for all regular season games and two playoff games into your team account at the beginning of the season. Referee receipts obtained by your Coach are to be kept and turned in with the books at the end of the season.

You are still required to fill out the Referee fee reimbursement claim forms for all playoff games and submit this form to the MWHA Treasurer for reimbursement. **Receipts must accompany the claim form.**

Referee fees for **exhibition games** are the responsibility of the teams. **Do not** submit these for reimbursement.

Managers are to provide the coaches with the appropriate fees to pay the referees at each game. This can be accomplished by providing the coach with the cash before each game or by providing a limited advance payment covering no more than one round. When supplying the coach with this cash make sure he/she signs a receipt and be sure to obtain the referee receipts from him/her after each game.

Please refer to the References section for this year’s referee rates.

##### Travel Permits

Travel Permits are required for exhibition games, tournaments, and some extra practice ice for the Team. They are required for insurance purposes and to aid your Category Director as to the team’s activities. More information on requirements for and obtaining travel permits is available in the References section of this manual. To obtain a travel permit, go to the Teams section (login into the Admin portion) on the Hockey Edmonton website [www.hockeyedmonton.ca](http://www.hockeyedmonton.ca/) .

##### Ice Usage and Booking Extra Ice

If you have ice issued to you by the Ice Allocator and cannot use it, you must make arrangements with another team to trade ice slots, or you can sell it to another team. **It is strictly forbidden to sell your ice to any other Association or organization.** It is for use by Millwoods Hockey Association teams only. Any team that does not use their assigned ice slot will be charged for the ice time plus a penalty, equivalent to the cost of the ice, will be assessed on the team by the Millwoods Hockey Association.

Higher tiers do not get assigned more ice time from MWHA. The Managers on these teams are usually aggressive in booking extra ice times – which are paid for out of team funds.

Once your team has decided how much, if any, extra ice they would like to purchase, you can submit a request for extra ice request to the MWHA Ice Allocator. Prices are set on a yearly basis and extra ice bills are sent out to teams at the end of each round.

Also, there will be times when extra ice becomes available on short notice. The Ice Allocator will send an email to coaches identifying this availability and will assign the ice slots on a first- come, first-served basis. Any extra ice obtained by this method will be charged to your team at the applicable MWHA rate. Ensure you have your team’s authorization to purchase extra ice in this manner. Also, ensure you advise your manager and have your team schedule updated once you have secured the ice time.

We request that you purchase all extra ice through the MWHA ice allocator given that it is better financially to get the MWHA rate rather than paying full price for securing the ice privately. If you see a vacant ice time on the City of Edmonton website that you wish to purchase, contact our Ice Allocator, Baljit Sandhu, with the details to see if she can secure the purchase for you at the reduced rate.

##### Team Sheets

As Team Manager it is your responsibility to always have a copy of the Team Sheet. (You may also hear this referred to as the Hard Card or roster.) This is required for verification of all players that can participate in a game, practice, Minor Hockey Week, playoffs or tournaments. You **MUST** have this with you at all times when you are on the ice.

##### Affiliation Agreement

You must have every player on your team complete a Player Affiliation Form. In some cases the player does not wish to be affiliated with any other team. In this case, you should still complete the form but include a note indicating that the player does not wish to be affiliated. You are required to submit the completed forms to your Category Director no later than October 15. Failure to have the complete documentation into your director by that date may result in **suspension** of travel, special events and exhibition permits. Players will be affiliated to teams at our affiliation draft. An example of a properly completed Affiliation Form is included as Appendix 7.

##### Good of the Game

The ‘Good of the Game’ form is due to your Category Director before your first league or exhibition game.

Prior to stepping onto the ice for your first exhibition or league game, all players, coaches and parents must read the fair play pledge and sign the Good of the Game form. Once all signatures have been obtained, return the completed form to your Category Director. Failure to provide this documentation to your Director before your first game will result in **suspension** of travel and exhibition permits until such time as you make the submission. A copy is included in the Forms section of this manual.

##### Off-Ice Conduct

Assist the Head Coach in monitoring the off-ice conduct of the Team members and their followers. Abusive behavior will not be tolerated by MWHA. This is to ensure that the Team’s role as both a Community and MWHA ambassador is maintained. Any blatant infractions should be reported via the “Good of the Game Incident Report” and supplied to your category director.

##### 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 your Category Director; however, you **MUST** have these forms with you at all team functions. This is required by Hockey Canada for insurance purposes. 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. The form can be found in the Forms section of this manual.

##### Hockey Canada Injury Report

Many player and coach injuries go unreported, either because teams are not aware of the need to report or don’t take the time to fill out the injury report form. The reason we pay insurance premiums is to cover costs associated with hockey-related injuries. Please ensure you or your manager have a copy of the form with you. In the event that a player or coach is injured in a hockey-related incident, you can provide the form for completion and advise the person to forward it to Hockey Alberta at the address noted on the form.

##### Coach Evaluations

Coaches /Managers are expected to have every parent and player complete a mid-season and end-of-season evaluation or survey. These evaluations may be administered as a hard copy or in an online form. By analyzing player and parent feedback, the MWHA Hockey Director is able to give you feedback on your performance and progress throughout the year. Both sets of evaluations are to be completed and returned to your Category Director, or completed online through the MWHA website. They are due on December 15 and March 15, respectively.

##### Player Evaluations

All Head Coaches are to complete the on-line player evaluation for each player and goalie on their team no later than March 1. This provides MWHA with information on how players progressed throughout the year, identify any players that were misplaced and assist with the player selection at the following year’s team selection. Failure to complete this documentation may result in refusal as a coach for the following season.

##### Tournaments

As a Manager, you are responsible to meet with the parents to discuss the opportunity to play in the tournaments that are offered in the immediate area, or out of town. Remember that tournaments must be agreed upon by the parent group prior to booking.

##### Millwoods Hockey Tournament

The Millwoods Hockey Association Tournament is held annually during Spring Break. As this tournament supports Millwoods Hockey and the Association, **ALL teams will donate $50.00 to the MWH tournament from team funds to support the tournament and Association.**

A handout will be provided at the coach/manager’s meeting and this information is also available on the website.

The Tournament Director would like to have all hosting teams in place by November 15th. Please register early as teams will be slotted on a first-come, first-paid basis. Please review the on-line information or contact the Tournament Director for further information.

##### Game Sheets

Many coaches will delegate to their managers the task of dealing with game sheets. However, it is ultimately the Coach’s responsibility to ensure that a game sheet is built and accurate for each game. Generally, the home team supplies the game sheet, properly completes the required information and provides it to the visiting team and game officials. Players on the Team Sheet must match the players on the game sheets. If a player is absent, sick, late or suspended, they must be noted on the game sheet beside his/her name. This will allow a late or suspected sick player to play if they show up to play. It will also indicate that a player is serving a suspension. The game sheets must be filled out completely including:

|  |  |  |
| --- | --- | --- |
| Date | Location | Category/Division |
| Start/End Times | Game # / Sanction # | Visiting / Home Teams |
| Scoring / Penalties | Final Score | All players Names |

* Make up roster stickers. It is a lot easier to apply a sticker instead of writing all names for each game.
* Make sure that the date, arena, and EMHA game number are written legibly on each game sheet.
* Ensure that you or your coach sign the sheet to verify the players on your team.
* Game sheets must be entered on EMHA’s website using the RAMP administration login

– each team gets a login - **within 24 hours** of the game being played - NO EXCEPTIONS. Failure to do so can result in suspension. If major penalties or suspensions have occurred during the game, contact your Category Directory immediately by phone after the game and submit both the write up and the game sheet to him or her as soon as reasonably possible. S/he is required to report such matters to the Hockey Edmonton category director.

* The time-keeper should follow the standard abbreviations for penalties. A list of standard abbreviations is included in the References section of this manual.

##### Facilities

The arenas that are used by Millwoods Hockey are to be left in the same shape or better than they were upon arrival. Damage to the dressing rooms is not tolerated. This includes puck or tape marks on the walls from dressing room scrimmages and pop or juice being spilled or sprayed. Garbage must be placed in the garbage containers, not left lying around. Parents do not allow this to happen in their own homes; we do not expect the rink attendants to have to pick up after our players. It is up to the manager to ensure that the dressing rooms and facility common area is respected and cleaned up by all team members and fans. Teams can and will be charged an extra cleanup fee if dressing rooms are left dirty. Please advise the

rink attendant if your dressing room is dirty when you arrive.

#### Managers’ Calendar of Events

|  |  |  |
| --- | --- | --- |
| **MONTH** | **DESCRIPTION AND DETAILS** | **DUE DATE** |
| **October 2017** | Coach / Manager Meeting | September 27, 2017 |
|  | Managers and Treasurers Meeting | October 1, 2017 |
|  | First Parent Meeting | Date/location to be determined by coach/manager |
|  | Minutes of parent meeting submitted to Category Director | Within one week of parent meeting |
|  | Budget submitted to MWHA Treasurer and Category Director | October 15, 2017 |
|  | Good of the Game signatures provided to Category Director | Prior to first league game |
|  | Player/Coach Medical Information Forms |  |
|  | Team Photos | Date/time TBA Week of October 24‐28 – Studios Photography |
|  | Set up Team Bank Account |  |
|  | Book Fundraising Activities | Asap |
|  | Search for and secure Tournaments | Asap as tournaments fill up quickly |
|  | Secure Team sponsors and submit information for recognition | Submit to Sponsorship Director asap |
|  | Contact Greg Crawford for website access |  |
|  | Update Team schedules on MWHA website | As soon as received from Ice Allocator and MWHA |
|  |  |  |
| **November 2017** | MWHA ‐ Oil Kings Game | November 24, 2017 |
|  | Submit volunteer names for Minor Hockey Week | Submit to Minor Hockey Week Director no later than November 16 |
|  | Update Website | Ongoing |
|  |  |  |
| **December 2017** | Coach Evaluations | To be completed by December 15, 2017 |
|  | Update Website | Ongoing |
|  |  |  |
| **January 2018** | Quikcard Minor Hockey Week | January 12 – 21, 2018 |
|  | Send reminder to Team Volunteer Coordinator to ensure volunteers are prepared for shifts | One week in advance of assigned volunteer game(s) |
|  | Submit Team books to MWHA Treasurer for audit | Dates TBA |
|  | Update Website | Ongoing |
|  |  |  |
| **March 2018** | Playoffs & Playoff Schedule |  |
|  | Coach Evaluations | To be completed by March 15, 2018 |
|  | MWHA Spring Tournament |  |
|  | Team year‐end event |  |
|  |  |  |
| **April 2018** | Equipment Return | Dates TBA |
|  | Wrap up team business and submit books to MWHA Treasurer | No later than April 15, 2018 |
|  | Close bank account |  |

**REFERENCES**

##### Travel Permit Requirements

Travel permits are required for team activities to be sanctioned by Hockey Edmonton for insurance purposes. Without the travel permit, the insurance policies carried through Hockey Canada will not provide coverage for the team and players. It is in your best interest to have a travel permit.

The travel permit is required for the following activities:

* Any travel for non-league games (exhibition) in or outside of the Edmonton Minor Hockey Association (EMHA) area. **This includes** St. Albert, Sherwood Park, Spruce Grove, Leduc, Beaumont, Argyll, Enoch, etc.
* Any tournaments you enter anywhere, including the EMHA area.
* Out of province tournaments require Hockey Alberta approval and **must be submitted at least 60 days before travel**. The request for out of province travel must go through the MWHA Board, EMHA executive and Hockey Alberta Approvals.

The travel permit may be applied for under “Travel Permits” on the Hockey Edmonton website. Once the permit request is submitted, print a copy for your records. Approval usually takes two to three days, at which time a sanction number will be supplied, record this number on your request form for future reference.

After a tournament is completed, a copy of all tournament game sheets must be turned in with a copy of the travel permit to your Category Directory.

The importance of getting a travel permit cannot be stressed enough as the insurance coverage is essential. Teams that do not get a travel permit when required will have their coaching staff suspended. When travelling to tournaments, ensure you have the sanction number that is provided by the applicable provincial association.

You do not require a travel permit for any outdoor ice that you may use for practices. You need only inform your Category Director of your intentions of using outdoor ice for practices.

##### For the Good of the Game

It is the intention of this pledge to promote fair play and respect for all participants within the Edmonton Minor Hockey Association. All coaches, players, and parents **MUST** sign this pledge before being allowed to participate in hockey in the Hockey Edmonton system and must

always observe the principles of Fair Play. (See Forms section for Pledge Form.)

COACHES FAIR PLAY CODE

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fair and to respect the rules, officials, opponents and teammates.
3. I will ensure *all* athletes receive equal instruction, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete’s ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

PLAYERS FAIR PLAY PLEDGE

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper – fighting or “mouthing off” can spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances – those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

PARENTS FAIR PLAY PLEDGE

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one’s best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child’s team and their opponents.
8. I will never question the official’s judgment or honesty in public.
9. I will support to remove verbal and physical abuse from children’s hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of **FAIR PLAY CODE** as set by the Canadian Hockey Association and supported by Hockey Edmonton.

I also agree to abide by the rules, regulations and decisions as set for Hockey Edmonton.

##### Suspension Guidelines – For the Good of the Game

These guidelines are for all persons in or on arena property who are there as a Spectator, Player, Coach, Manager, Referee, Parent, etc. who are not or cannot be written up on the game sheet. They are also for all persons who are travelling on team busses, staying in hotels, or as billets while participating in hockey tournaments.

An Incident Report Form is available in the Forms section of this manual and also through the following link(s): (<http://www.emha.ca/UserFiles/File/incident_report_form.pdf)> or (<http://www.emha.ca/UserFiles/File/incident_report_form.doc>

Complete the form by summarizing a clear description of the unacceptable behavior witnessed. Include as much information as possible. The completed form may be submitted to Hockey Edmonton. Incident reports may be submitted by any **GGR** (**G**ood of the **G**ame **R**epresentative) such as a spectator, parent, coach, manager, referee, rink attendant, or league official.

The following suspensions are to be assessed against anyone whose behavior is deemed to be unbecoming or detrimental to the game. A spectator may also be assessed more than one of the following offences based on their conduct.

|  |  |
| --- | --- |
| **Non-Player Offence** | **Minimum Suspension** |
| **Abuse of officials**   1. Verbal 2. Threaten or attempt to strike 3. Striking or intentional touches | **2 Games**  **4 Games Indefinite Suspension** |
| **Making inappropriate or unsuitable remarks** | **2 Games** |
| a. To a player (related) |
| b. To a player (non-related) | **2 Games** |
| c. To another spectator | **2 Games** |
| d. To coach or manager | **2 Games** |
| **Pre or post game altercations** | **2 Games** |
| a. Verbal |
| b. Intentional touches or holds | **4 Games** |
| c. Fighting | **Indefinite Suspension** |
| d. Threats | **3 Games** |
| **Spitting** | **8 Games** |
| **Throwing of objects** | **6 Games** |
| **Person who orders, implies or suggests to a player to deliberately attempt to injure another player** | **4 Games** |

|  |  |
| --- | --- |
| **Non-Player Offence** | **Minimum Suspension** |
| **Refusal to cooperate with a GGR** | **6 Games** |
| **Threatening a GGR** | **3 Months** |
| **Physical abuse or assault of a GGR** | **Indefinite Suspension** |
| **Striking a GGR** | **Life time Suspension** |
| **Unauthorized stepping onto the ice surface (by coach, assistant coach, any spectator)** | **4 Games** |
| **Second Offences** | **Double the minimum** |
| **Third Offences** | **Indefinite Suspension** |

Defiance of suspensions will result in first the doubling of any suspension minimum and, secondly, if need be, the player attached to the suspended spectator will be forced to serve the suspension until the spectator has agreed to do so themselves as per By-Law 52.

**Standard Penalty Abbreviations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meaning | Abbreviation |  | Meaning | Abbreviation |
| Abuse of Officials | AOO |  | Holding | HOLD |
| Aggressor | AGG |  | Holding the Stick | HOLD S |
| Attempt to Injure | ATI |  | Hooking | HKG |
| Bench Minor | BM |  | Instigator | INSTG |
| Boarding | BDG |  | Interference | INT |
| Body Checking | BC |  | Goaltender Interference | INT G |
| Broken Stick | BRS |  | Kneeing | KNEE |
| Butt – Ending | BE |  | Leaving the Penalty Bench | LPB |
| Charging | CHG |  | Match Penalty | MP |
| Checking from Behind | CFB |  | Misconduct | MISC |
| Checking to the Head | CHKH |  | Penalty Shot | PS. |
| Cross – Checking | CC |  | Physical Abuse of an Official | PAOO |
| Delay of Game | DG |  | Power Play Goal | PPG |
| Elbowing | ELB |  | Refusing to Start Play | RSP |
| Empty Net Goal | ENG |  | Roughing | RO |
| Failure to go to the Bench | FGB |  | Rough after the Whistle | RAW |
| Falling on the Puck | FOP |  | Short Handed Goal | SHG |
| Fighting | FI |  | Slashing | SL |
| Game Ejection | GE |  | Spearing | SPEAR |
| Game Misconduct | GM |  | Spitting | SPIT |
| Goalie Leaving the Crease | GLC |  | Throwing the Stick | TS |
| Gross Misconduct | GRM |  | Too Many Men | TMM |
| Handling the Puck | HP |  | Tripping | TR |
| High Stick | HS |  | Unsportsman Conduct | USC |

**Hockey Alberta Referees’ Council North Zone Rates**

**Edmonton Federation BB Program 2017-2018 Season**

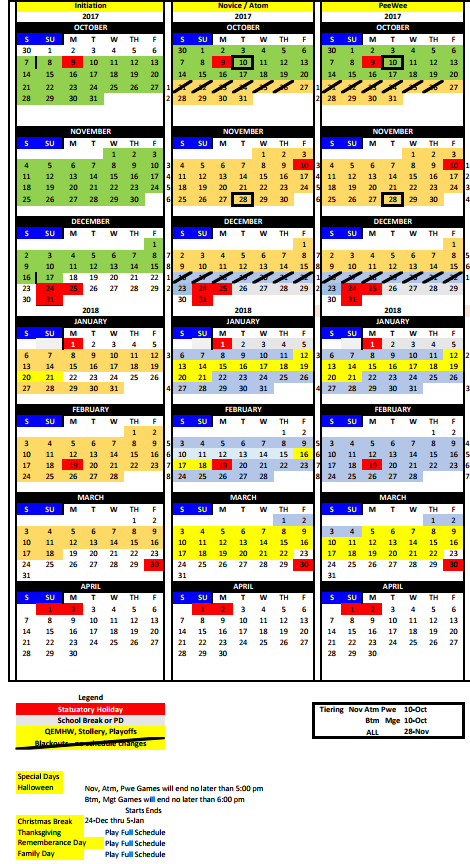
|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORY | LEAGUE AND PLAYOFF RATES | SYSTEM | TIERS |
| **Midget BB** | **$135 (52/39/39)** | **3-man** | **Main rate** |
|  | **$110 (52/52)** | **2-man** |  |
|  | **$ 85** | **1-man** |  |
|  |  |  |  |
| **Bantam BB** | **$100 (36/27/27)** | **3-man** | **Top 6 tiers** |
|  | **$80 (38/38)** | **2-man** | **Remaining tiers** |
|  | **$65** | **1-man** |  |
|  |  |  |  |
| **PeeWee BB** | **$100 (40/27/27)** | **3-man** | **Top 2 tiers** |
|  | **$80 (35/35)** | **2-man** | **Remaining tiers** |
|  | **$65** | **1-man** |  |
|  |  |  |  |
| **Atom** | **$64 (28/18/18)** | **3-man** | **Main rate** |
|  | **$50 (25/25)** | **2-man** |  |
|  | **$40** | **1-man** |  |
|  |  |  |  |
| **Novice** | **$40 (20/20)** | **2-man** | **Main rate** |
|  | **$30** | **1-man** |  |
|  |  |  |  |

**Notes:**

1. For other rates (ie. tournament and exhibition games) consult your assignor. Exhibition rates will be adjusted on length of ice slot in accordance with provincial rate maximums.
2. Rules as per Hockey Canada Rule Book.
3. **NO TIMEOUTS** in league or playoff games.
4. Game Formats (all stop time)

**Midget:** Ice Slot 135 minutes (20-20-20, 2 floods) **Bantam/Peewee:** Ice Slot 90 minutes (15-20-20, no floods) **Atom/Novice:** Ice slot 60 minutes (13-13-13, no floods)

1. Use 5 minute/2 minute procedure to end third period when time of ice slot is insufficient.



mber 21, 2017

Edmonton Minor Hockey Association Individual Player Affiliation Agreement



Player’s name: Bart Simpson Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Team Name: | **Millwoods Dinos** | Division: **Atom** | Category/Tier: | **4A** |
| Current Team Number: | SE001 | Current Association: | MWHA |  |

Affiliating Team: LEAVE BLANK Division: LEAVE BLANK Category/Tier: LEAVE

BLANK

**MWHA Hockey**

Form Completed by: Dave Bauer Title/Position:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | *Bart Simpson* |  | |
|  | *Johnny Cashless* | | |  |

**Director**

**A PLAYER MAY BE AFFILIATED TO ONE (1) TEAM ONLY**

Parent’s Signature: Parent’s Name:

Player’s Signature: Current Coach Signature:

**EMHA Use Only**

**EMHA Registrar**

Name:

Signature:

Phone:

Fax:

Email:

Teams need to complete only the first section and ensure that the parent, player and coach have signed in the third section.

Do not complete the second section of the form. It will be filled in by the Hockey Director.

**Hockey Edmonton Co-Ed Dressing Room Policy**

**CO-ED DRESSING ROOMS**

1. From Atom and down, mixed genders may change in the same dressing room at the same time with the presence of two (2) adults.
2. Players from Pee Wee and higher may not change in the same room at the same time.
3. It is the responsibility of the coach to ensure all are involved in both the pre-game and post game activities.
4. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
5. If the facility does not have separate change areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing and showering.
6. An individual team must keep a written record of any relaxation of or deviation from this policy.
7. It is recommended that every Minor Hockey Association adopt this policy.

**Remembering Why We Coach Youth Hockey**

Sunday afternoon: It’s -30 degrees, you’re 200 km from home and you’re walking into an ice rink to coach a youth hockey game. Some could call this insane – others would call it a dream. So why do coaches decide to sacrifice their free time to put in countless unpaid hours with a group of 10-20 kids for 6 months out of

the year?

We all hope coaches know why they’re there. In youth sports, it’s not about the coach – **it’s about the kids.**

But how many times have you walked into a rink to hear a coach (or coaches) screaming at a group of kids? Most likely you answer is “more than once”. Next time you come across that scenario, take a look around the rink at the reactions of the players and parents. Do you see parents nervously pacing? Are the players hanging their head? Shoulders slumped? This can be one of the saddest parts of the game. Far too often coaches put too much emphasis on winning. Teams go through win streaks and slumps. During the difficult time, it’s even more important to focus on the things that will help you get back on track. This begs the question, “**what** will get us back on track?”

Each group of kids is a unique puzzle for the coach to put together, but most kids get involved in hockey to play a game they enjoy. Key words – “game” and “enjoy”. Every coach wants to win, but if we don’t keep the great game of hockey fund for kids, we’re missing the point.

There are several indicators to help you gage how much fund your group of kids is having. Ask yourself these questions and answer them honestly:

When you walk into the rink, are your kids excited to see you – or are they intimidated?

Whether it’s a practice or a game, the kids should be excited you’re there. This one is usually pretty easy to tell. When you come through the rink doors, do the kids come up to you? If they’re truly enjoying themselves in hockey, they recognize the coach is a big part of that.

After practice, do your players have sweat on their heads and a smile on their face?

There are plenty of ways to work hard and have fun. Too often we see kids coming off the ice dripping in sweat and in a bad mood. WHY? Most likely they just spent the last 15 minutes doing “60 second drills”. Big surprise, this isn’t fun for any kid! Push the kids within reason based on their talent level, but be creative when it comes to ‘conditioning’ them. What you gain in conditioning by doing 60 second drills isn’t worth what you’ll lose in morale.

Do the kids feel comfortable enough with you to ask you questions?

Sometimes as a coach you’ll see a player make the same mistake over and over again. We as coaches have to ask ourselves why they’re repeatedly making that mistake. Do they know what they should be doing? If that player isn’t sure, they should be comfortable enough to ask you questions about what they need to do. If they’re not comfortable enough, they probably feel intimidated by you and don’t want to put themselves through the pain of asking and feeling dumb. We need to create an environment where the kids can learn and be comfortable with making mistakes and asking questions.

Do your players look forward to coming to the rink – or do they dread it?

If the feeling in the lock room is tense (especially on a practice day), then the chances your players are having fun are fairly minimal. Remember, it’s only a game. Win or lose, the sun will rise again the next day!

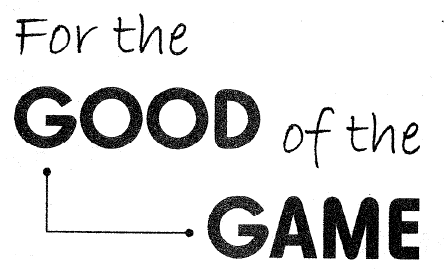
If you weren’t able to make it to a game, would your players be happy about it?

Is there a sense of excitement or happiness when you announce you won’t be able to coach at the next game? If there is, this goes back to the players being intimidated. This one should be a sure fire sign that things need to change.

Finally, remember that we’re not dealing with professional athletes here; we’re working with a group of kids whose parents are paying thousands of dollars for them to play a **GAME.** Let the kids have fun. There’s nothing wrong with being competitive, but remember – your game probably won’t be on the news – or even make the newspaper, so is it really that big of a deal that little Johnny at 8 years old missed an easy breakout pass? Certainly not - instead, let’s make sure Johnny knows how he can catch that pass next time and not turn it into an even more negative experience than it already was for him. As Coach Don Lucia says, *“let’s continue to give the game back to the kids.”* Let them have fun and learn in a safe, positive environment.

See you around the rinks . . .

# FORMS

### FAIR PLAY PLEDGES

It is the intention of this pledge to promote fair play and respect for all participants within the Edmonton Minor Hockey Association All coaches, players, and parents **MUST** sign this pledge before being allowed to participate in hockey in the Edmonton Minor Hockey system and must continue to observe the principles of Fair Play.

**COACHES FAIR PLAY CODE**

* 1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
  2. I will teach my athletes to play fair and to respect the rules, officials, opponents and teammates.
  3. I will ensure *all* athletes receive equal instruction, support and appropriate, fair playing time.
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  7. I will obtain proper training and continue to upgrade my coaching skills.

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7. I will acknowledge all good plays and performances – those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

**PARENTS FAIR PLAY PLEDGE**

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
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7. I will remember that children learn by example. I will applaud good plays and performances by both my child’s team and their opponents.
8. I will never question the official’s judgment or honesty in public.
9. I will support to remove verbal and physical abuse from children’s hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of **FAIR PLAY CODE** as set by the Canadian Hockey Association and supported by the Edmonton Minor Hockey Association.

I also agree to abide by the rules, regulations and decisions as set for the Edmonton Minor Hockey Association.

September 21, 2017

Page 53 of 66

Date: District:

Team Number: Team Name:

**SIGNATURES**

**TEAM STAFF** 1.

2.

3.

4.

5.

**PLAYERS PARENTS PARENTS**

**1. 1. 1.**

**2. 2. 2.**

**3. 3. 3.**

**4. 4. 4.**

**5. 5. 5.**

**6. 6. 6.**

**7. 7. 7.**

**8. 8. 8.**

**9. 9. 9.**

**10. 10. 10.**

**11. 11. 11.**

**12. 12. 12.**

**13. 13. 13.**

**14. 14. 14.**

**15. 15. 15.**

**16. 16. 16.**

**17. 17. 17.**

**18. 18. 18.**

**19. 19. 19.**

**20. 20. 20.**

**21. 21. 21.**

**22. 22. 22.**

**23. 23. 23.**

**24. 24. 24.**

**25. 25. 25.**

Form must be completed prior to first league game and submitted to the District Registrar along with the Team Registration Sheet.

#### Sample letter to parents

[Date]

Parents:

RE: NOTICE OF TEAM PARENTS’ MEETING

Our first team meeting for {Novice/Atom/Peewee} SE000 will be held on {Date} at {TIME} at {LOCATION}.

We will need many volunteers to fill positions on the team. A description of each position is attached. Please review this information and be prepared to volunteer for one of the following:

* Treasurer
* Timekeepers / Scorekeeper / Penalty Box Worker (4-6)
* Parent Liaison
* Fund Raising Committee (3 - 4)
* Jersey Parents (2)
* Communication / Website Manager
* Emergency Coordinator
* Minor Hockey Week (4 - 6)
* 50/50 Volunteers (Maybe).

In addition we will be establishing our team budget and team activities for the season. Please review the attached information on team costs and bring your ideas and suggestions to our parent meeting.

Thanks,

Johnny Cashless Mary Sunshine

Head Coach Team Manager

### Team Cost Information

Each Team is required to submit a proposed budget to MWHA. This budget details your team’s activities throughout the year. There are obvious costs involved such as extra practice ice, tournament fees and referee fees for any exhibition games. Extras such as team apparel, team building activities, year-end appreciation events and anything else in which the team decides to participate.

**Based on approximate cost:**

* + Practice ice: $165 per hour
  + Tournament fees: $550 - $1200 per tournament
  + Team building events: $200 - $300 depending on event

**Example of a basic team budget:**

|  |  |  |
| --- | --- | --- |
| Basics  Practice ice – 3 extra slots per round X 3 rounds 3 tournaments | 9 X $165  3 X $900 | = $1,485  = $2,700 |
| Extras  Team building, 2 events | 2 X $300 | = $600 |
| Year end appreciation activity |  | = $600 |
|  | **Total** | **$5,385** |
| **These costs are covered by a few avenues:** |  |  |

1. Sponsorship – This should be used for practice ice and tournament fees only- unless approval for other use is obtained from the sponsor.
2. Fundraising
3. Seed money – Usually $50 - $100 per player to start the team account. Generally, this amount, or a portion thereof, is returned to parents if the team has money left at the end of the year.

Parent participation and commitment determines how successful any fundraising activity will be. Common fundraisers are bottle drives, product sales and silent auctions/pub nights.

**Fundraising examples:**

* + A successful bottle drive can net $1,200
  + Product sales (ie. Sausage) $2,000
  + Silent Auction $4,000 +??(weather, crowd size and items dependent)

**Corporate Sponsorship Program**

Hockey - One of Canada’s National sports is in full swing for another year and the Millwoods Hockey Association has registered close to 700 children to make up *over* 40 teams for the coming year. Together with the hundreds of parents who donate their time to help as coaches, managers, timekeepers, scorekeepers, and many other positions, the Millwoods Hockey Association Executive coordinates fund raising, scheduling ice times, registration, coaching clinics, summer hockey and also ensures the smooth operation of a quality youth sports program. Despite all of this assistance from our volunteers and the revenue generated from our Player Registration fees, there is simply not enough funding to provide the program with all the required resources. The costs of our hockey program continue to rise and, without the generous assistance of our Sponsors, we simply could not run our programs.

Where does Sponsorship money go? The Millwoods Hockey Association supplies two sets of jerseys; one 'Home' and one 'Away', to all of our teams. We also supply Association- coloured socks, pucks, first-aid kits, equipment bags, etc. to our teams. Over the years, the equipment provided gets well used and eventually has to be replaced. There are also various administration costs to cover every year. (i.e. printing costs, administration forms mailings, etc.) Sponsorship funding subsidizes the cost of *all* of these required items.

You also may wish to sponsor an individual team within our Association. Team sponsorships assist the players by allowing them to have funds to obtain extra practice ice, enter tournaments, participate in team-building events, etc.

**There are three levels of sponsorship in our program for both the Association and individual teams.**

|  |  |  |
| --- | --- | --- |
| Platinum | Sponsorship: | Over $ 1,000.00 |
| Gold | Sponsorship: | Over $ 500.00 |
| Silver | Sponsorship: | Under $ 250.00 |

**The benefits of being a sponsor MAY include the following:**

1. Your corporate name/logo posted on our website. [www.Millwoodshockey.ca](http://www.Millwoodshockey.ca/)
2. You will receive a team plaque of thanks (with team picture) to be displayed by you or your company.
3. If requested, you will receive a team player list and game schedules so you can actually see and meet the players on the team that you or your company sponsored!
4. Your corporate name/logo printed on a team banner which will be displayed at all hockey games throughout the Edmonton and surrounding areas.

If you are interested in sponsoring our tournament in addition to, or as opposed to, sponsoring an individual team, we *can* accommodate this!

We look forward to your involvement in the support of our young players and teams in the Millwoods Hockey Association.

##### MWHA Sponsorship Information for Teams

Sponsorship funds can play a big part in a team's fund raising efforts, as an association we feel it is important to recognize the community partners that help teams with corporate funds. Teams can participate in one or all of the following programs to have their sponsors recognized in the community.

**Website Acknowledgement**

Sponsors name/logo will be acknowledged on the website at [www.MillwoodsHockey.ca](http://www.MillwoodsHockey.ca/) there will be no fee associated with this option.

Please fill out the form below in full and attach the sponsor logos in an email attachment. Email to MWHA Sponsorship Director.

**Plaque Acknowledgement**

Sponsors will receive a team plaque of thanks (with team picture) to be displayed by the individual or company. A fee is required from the team for each sponsor plaque:

* + $35.00 if ordered prior to January 31
  + $40.00 if ordered between February 1 – 15
  + $45.00 if ordered between February 16 – 28
  + The final cutoff for ordering plaques is February 28th. No orders will be accepted after this date. No exceptions.

The fee supplied to Millwoods Hockey will be used to help produce the appreciation plaques, which will be available to the teams towards the end of the hockey season. The Association will handle this aspect of the sponsorship program to provide consistency in the plaques given to sponsors. It is the team's responsibility to ensure the sponsors receive their plaques.

All plaque orders must be placed through the MWHA Sponsorship Director. The photographer will not accept orders placed by individuals or teams. Managers, Coaches and team parents must not contact the photographer directly and must direct all inquiries, orders, etc. to the Sponsorship Director.

Forms must be filled out in full (including Team contact information) and must be accompanied by full payment (reflecting the number of plaques and date of order as noted above) in the form of a team cheque made out to “Millwoods Hockey Association”. This information can be dropped in the MWHA mailbox at the Millwoods Recreation Center. Payment and forms must be received by December 31, 2017. Email forms will be accepted, provided the payment is dropped off in the MWHA mailbox. Your order will be placed without properly completed forms and payment. You will be contacted when the plaques are ready for pick up. It is your responsibility to ensure your sponsor receives the plaque.

**Banner Acknowledgement**

Millwoods Hockey does not allow the use of sponsor bars on player jerseys. If the sponsor wishes to have some type of recognition other than on the Millwoods website, the use of a sponsor banner is what we strongly recommend. Many teams and other associations have used a banner program as a way to promote their teams’ corporate sponsors. A **$150.00** fee is required from the team. This fee will be used to produce the banners, which will be supplied to the teams one month after submission of all logos, forms, and payment. The Sponsorship Director will handle this aspect of the sponsorship program to provide consistency in the banners given to teams. Banners can be set up to hold the names of a team and up to three (3) sponsor logos, should a team have more than one primary sponsor.

Forms must be filled out in full (including Team contact information) and must be accompanied by full payment in the form of a team cheque made out to “Millwoods Hockey Association”. This information can be dropped in the MWHA mailbox at the Millwoods Recreation Center. **Payment and forms must be received by January 15, 2017**. Email forms will be accepted, provided the payment is dropped off in the MWHA mailbox. Your order will be placed without properly completed forms and payment. You will be contacted when the banner is ready for pick up.

If you have any further questions regarding the team sponsorship program please contact

***The Sponsorship Director.***

**These forms are to be completed and submitted to the MHWA Sponsorship Director by the Coach or Manager of the Millwoods Hockey Association Team**

Please fill out the form below for each sponsor. All forms must be dropped into the MWHA mailbox at the recreation center with payment. For banners, please email a Hi Resolution logo to the Sponsorship Director after payment and forms are dropped off.

Sponsors are to make their cheque payable to the individual team and **not** to Millwoods Hockey.

**Team Name and Division:**

**Manager Name/Phone #:**

**Sponsor #1** Banner Plaque Website Program

**Company Name :**

**Company Address : Company Phone #**

**:**

**Sponsorship Amount:**

**$**

**Sponsor #2** Banner Plaque Website Program

**Company Name :**

**Company Address : Company Phone #**

**:**

**Sponsorship Amount:**

**$**

**Sponsor #3** Banner Plaque Website Program

**Company Name :**

**Company Address : Company Phone #**

**:**

**Sponsorship Amount:**

**$**

Sponsors are to make their cheque payable to the individual team and **not** to Millwoods Hockey.

**Team Name and Division:**

**Manager Name/Phone #:**

**Sponsor #4** Banner Plaque Website Program

**Company Name :**

**Company Address : Company Phone #**

**:**

**Sponsorship Amount:**

**$**

**Sponsor #5** Banner Plaque Website Program

**Company Name :**

**Company Address : Company Phone #**

**:**

**Sponsorship Amount:**

**$**

**Sponsor #6** Banner Plaque Website Program

**Company Name :**

**Company Address : Company Phone #**

**:**

**Sponsorship Amount:**

**$**

**Sponsor #7** Banner Plaque Website Program

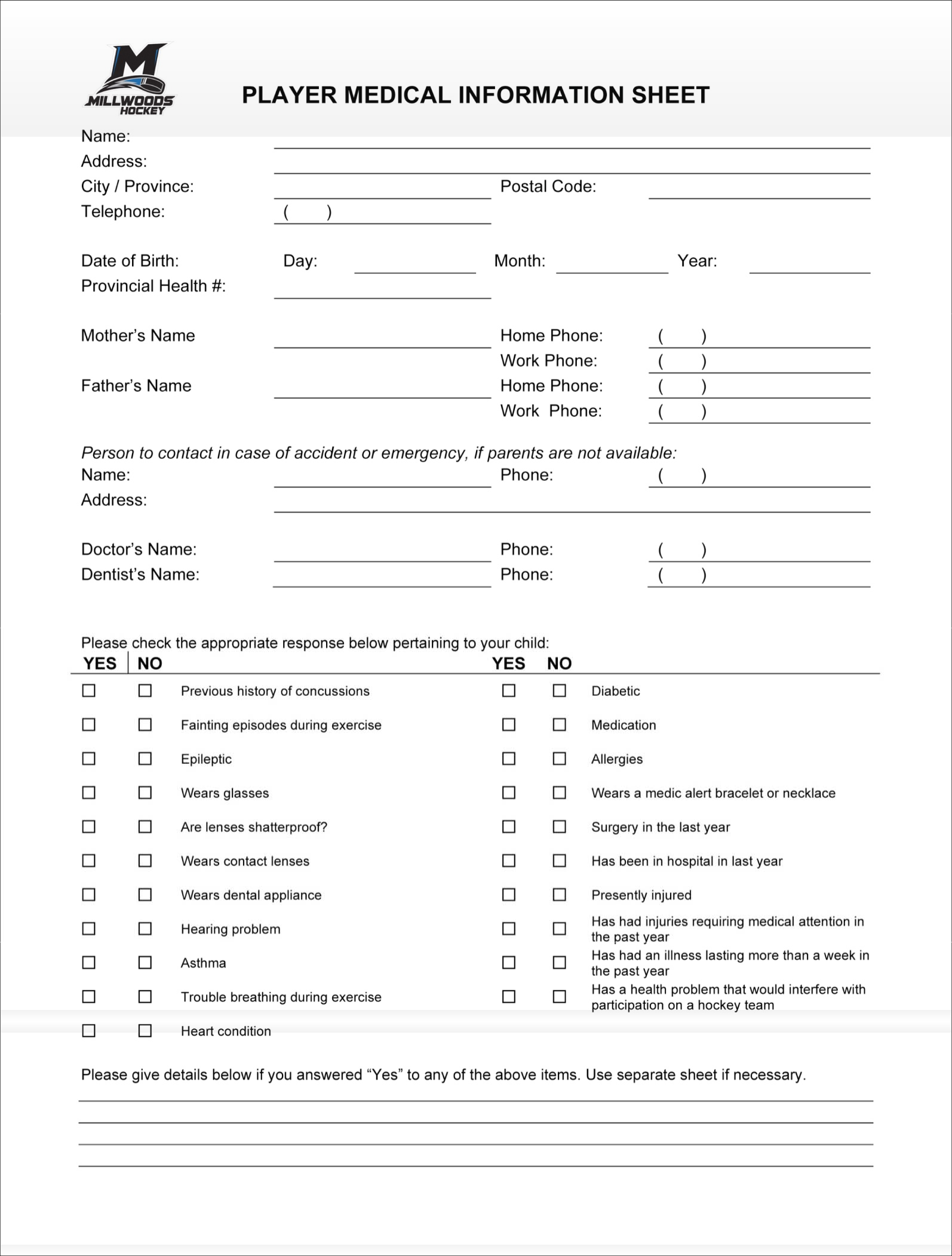
**Company Name :**

**Company Address : Company Phone #**

**:**

**Sponsorship Amount:**

**$**



##### PLAYER / COACH MEDICAL INFORMATION SHEET

Medications:

Allergies:

Medical Conditions:

Recent Injuries:

Last Tetanus Shot:

Date of last complete physical exam:

Any information not covered above:

Any medicalcondition or injury problem should be checked by your physician before participating in a hockey program.

Iunderstand that it is my responsibility to keep the team management advised of any change in the above information as soon as possible and that in the event no one can be contacted, team management will take my child to hospital/M.D. if deemed necessary.

Ihereby authorize the physician and nursing staff to undertake examination investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: Signature of Parent of Guardian:

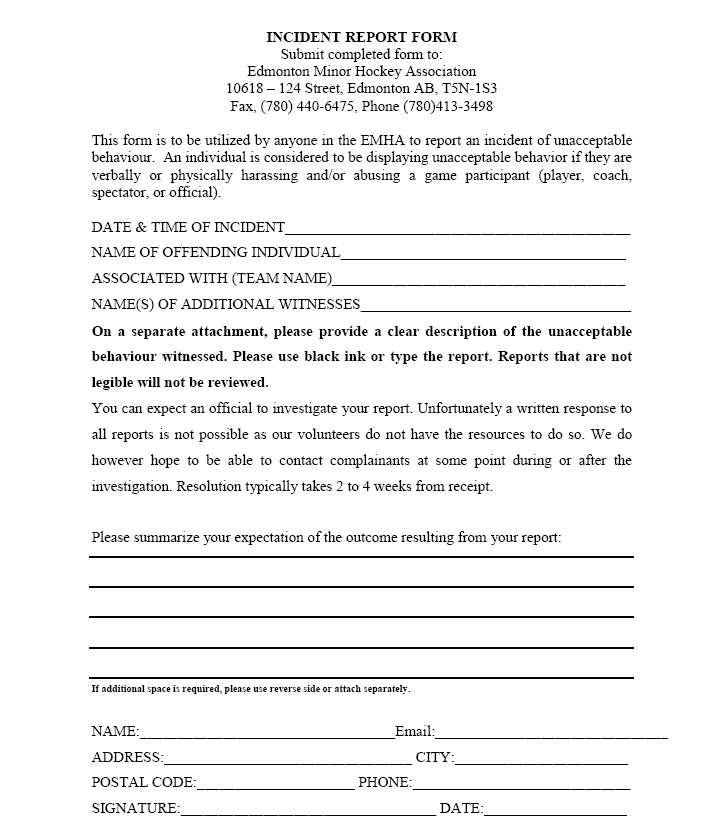
***.Ml&.&.WOOOS ***

**Al**

HOCJCU



**CA N A DA**



Player Injury Report Form is available at:

<http://fscs.rampinteractive.com/hockeyedmonton/files/association/HC%20Injury%20Report%20> Form-STD.pdf

Edmonton Minor Hockey Association

Individual Player Affiliation Agreement

Player’s name: Date:

Current Team Name: Division: Category/Tier: Current Team Number: Current Association: MWHA

Affiliating Team: Division: Category/Tier:

MWHA Hockey

Form Completed by: Dave Bauer Title/Position:

Director

**A PLAYER MAY BE AFFILIATED TO ONE (1) TEAM ONLY**

Parent’s Signature: Player’s Signature:

Parent’s Name: Current Coach Signature:

**EMHA Use Only**

**EMHA Registrar**

Name:

Signature:

Phone:

Fax:

Email: