



# **Brooks Minor Hockey Association**

## Coach/Manager Manual

[www.brooksminorhockey.com](http://www.brooksminorhockey.com)

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## **Welcome to Brooks Minor Hockey Association**

The Brooks Minor Hockey Association (BMHA) would like to welcome you to your role as a Coach / Manager. You are a critical member of your hockey team and we want to thank you and the other countless volunteers who generously give their time, resources, energy, and talents to our players and programs. Brooks Minor Hockey is proud of the exceptional volunteers who dedicate their valuable time and energy to promote, encourage, and facilitate the sport of hockey.

This manual is to serve as an information guide that should make your jobs easier.

The objectives of Brooks Minor Hockey are to promote, encourage and facilitate the sport of hockey within the City of Brooks and the surrounding area with an emphasis on sportsmanship, discipline, and SAFETY while developing the proper fundamentals of the sport of hockey. Brooks Minor Hockey strives to create a positive minor hockey experience for all those involved.

### **BMHA CONSTITUTION**

The Brooks Minor Hockey Association upholds a constitution that has been submitted and accepted by the Government of Alberta under the Societies Act. This constitution is the backbone of Brooks Minor Hockey and contains valuable information and a copy of the constitution should be forwarded to all parents on your team. The constitution can be downloaded from the Brooks Minor Hockey website.

### **BROOKS MINOR HOCKEY TEAMS**

The Brooks Minor Hockey Association has teams from initiation to midget. Initiation and pre-novice teams are made up of equally balanced teams while novice to midget teams are either tiered or are Rep AA teams and play within established leagues in Southern Alberta. The Tiered teams play with the Central Alberta Hockey League (CAHL) and the Rep AA teams play within the South Central Alberta Hockey League (SCAHL).

Team Personnel should familiarize themselves with the procedures of their respective leagues. Some of this information, such as the CAHL Regulations, are contained within your team binder.



**BROOKS MINOR HOCKEY BOARD**

The Brooks Minor Hockey Board of Directors is represented by the following people:

<b>POSITION</b>	<b>NAME</b>	<b>Home</b>	<b>Cell</b>	<b>E-mail</b>
President	Bill Turner	362-9078	793-1840	president@brooksmminorhockey.com
Vice President	Terry Schroeder	377-2646	633-0077	vicepresident@brooksmminorhockey.com
Secretary	Karen Peters		793-5035	secretary@brooksmminorhockey.com
Treasurer	Devona Moore	362-5890	633-0976	treasurer@brooksmminorhockey.com
Equipment Director	Jeff Dingwall		363-3800	Equipmentdirector@brooksmminorhockey.com
Ice Director	Lisa Dyck	362-4026	793-3968	icedirector@brooksmminorhockey.com
Referee Director	Barret Bain	378-3506		btbain@telus.net
Rep Director	Bob Chrumka	377-2255	793-0897	scahldirector@brooksmminorhockey.com
CAHL Director	Kevin Ulry	793-8386	793-4227	cahldirector@brooksmminorhockey.com
Female Director	Paulette Bartusek	362-4963	793-3305	femaledirector@brooksmminorhockey.com
Midget Director	Darcy Dyck	362-4026	793-3937	midgetdirector@brooksmminorhockey.com
Bantam Director	Brent Bjorndal	362--7178	793-7442	bantamdirector@brooksmminorhockey.com
Peewee Director	Roland Tancowny	501-3808	363-3862	peeweedirector@brooksmminorhockey.com
Atom Director	Shawn Gleisner	362-4074	376-4074	atomdirector@brooksmminorhockey.com
Novice Director	Alison Patton	501-5774	363-5774	novicedirector@brooksmminorhockey.com
Pre Novice Director	Jim Aleman	377-2781	793-1186	prenovicedirector@brooksmminorhockey.com
WEB SITE	Joyce Sagert	362-3099	363-4877	website@brooksmminorhockey.com
<b>Player / Coach Development</b>	Scott Good	362-5812	501-4324	coachandplayerdevelopment@brooksmminorhockey.com
Funraising Chair	Cindy Young	362-0257	793-0209	fundraising@brooksmminorhockey.com
Office Admin	Cathy Prins	362-9078	793-1840	bmhadmin@telus.net

Brooks Minor Hockey Office

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## **CODE OF CONDUCT**

The Brooks Minor Hockey Association takes its code of conduct very seriously. Brooks Minor Hockey expects that players, officials, and parents conduct themselves in an ethical, appropriate manner at all times. As Team Personnel, you are not only responsible for upholding the Code of Conduct personally, but for being vigilant that the code is not being abused by your players, parents, or other team personnel.

The Brooks Minor Hockey Association has a zero tolerance policy with respect to the Code of Conduct. Please review the Code of Conduct-Zero Tolerance Policy and ensure parents are aware of this policy.

The Code of Conduct form must be signed by every player and that player's parents each year following a discussion regarding the content between the player and parent. It is the Team Manager's responsibility to ensure that this is completed by October 31. The Code of Conduct forms are to be returned to your Division Director when completed.

Harassment and bullying in all its forms will not be tolerated during the course of any Brooks Minor Hockey activity or program. Accordingly, all those involved with Brooks Minor Hockey, including its volunteers, players, and parents/guardians of players are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

## **TEAM MANAGER**

The team manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the minor hockey association, division manager, league managers, other teams, referees and officials. This does not mean that the manager has to do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the manager is normally responsible for overseeing. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

The Team Manager is the main point of contact with League Governors and should generally be the only team personnel that deals with the governor.

Please see the Appendice – Team Manager's Roles and Responsibilities issued by the Central Alberta Hockey League.

## **COMPLAINT PROCESS**

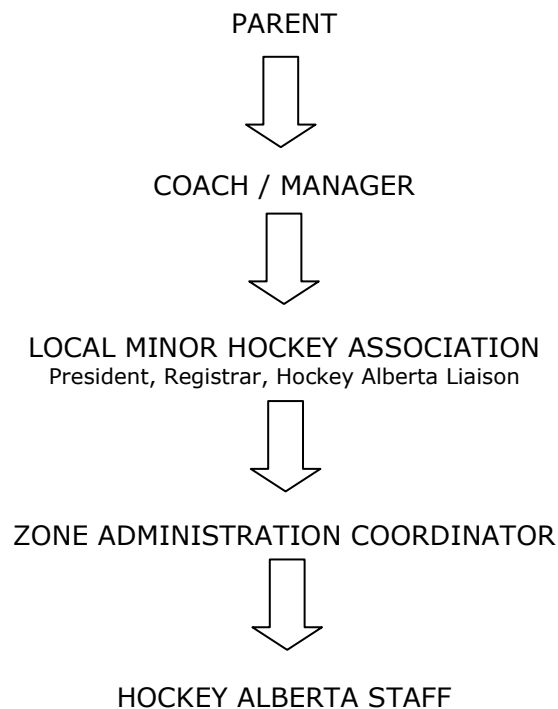
Over the course of the season, it's possible that you will run into a situation that requires some form of resolution. This may be behavioural issues with a player, a parent, or even another official on your bench. When there is a disagreement or a conflict, expressing feelings and opinions in a respectful manner is vital.

There may come a time where a Team Manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the Team Manager for any reason - equal playing time, coaching tactics, harassment, etc. The Team Manager should work with the coach and parents to first try to resolve disputes at the team level. Open communication, consistency, and mediation by the Team Manager are key. If a dispute cannot be resolved at the team level, the Team Manager should contact their Association for the appropriate next step.

The Brooks Minor Hockey Incident Form should be used to record any complaint or conflict. A coach may use it to document a disciplinary process with a player, or coach and manager may need to document problems with a parent. Any conflict with a player must be brought to the attention of the parents.

Please stress to your team officials and parents that all conflicts require quick resolution! It is not in anyone's interest to let problems fester. It is our goal to resolve all issues quickly and efficiently. Please help us by being diligent and not allowing things to get out of hand.

Below is a diagram explaining proper communications lines to be used for your hockey season:



## **FEEDBACK**

Positive/Constructive feedback is essential in properly assessing the impact which we have on the Brooks Minor Hockey Association Program. To acknowledge our own contributions and we realize the opportunities for improvement, please provide as much feedback as possible. Your input is very valuable to BMHA and to the development in each player's growth. Please utilize the BMH Feedback form that can be found on the BMHA website.

## **POLICE INFORMATION CHECK (Criminal Record Check)**

Brooks Minor Hockey holds the safety and welfare of its hockey players as paramount. It is mandatory that all Team Personnel listed on the team roster obtain a Police Information Check. This Police Information Check can be completed for free providing that you take a letter from the Brooks Minor Hockey Association stating that you are a volunteer. To apply for the Police Information Check, take the BMHA letter to the Brooks RCMP detachment along with two pieces of ID (one must have a picture). The Police Information Check can take up to three weeks to be processed. You are required to submit a Police Information Check to Brooks Minor Hockey every two years. This must be completed prior to November 15.

## **MEDICAL INFORMATION FORMS**

Medical information forms must be completed for each player. This information could be critical in the event of an injury or medical emergency. The Team Manager is responsible for ensuring that these forms are returned prior to the first game being played. Emergency contact numbers are very important. It is very important that the Medical Information Form is updated throughout the year by parents if circumstances/medical information changes.

## **TEAM REGISTRATION AND ROSTERS**

BMHA's registrar is responsible for team registration however the Manager plays a critical role in this process. Teams must be registered with the South Central Alberta Hockey League, Central Alberta Hockey League, and Hockey Canada Registry and deadlines are absolute. Following evaluations, Division Directors will give Managers a roster template that must be completed. It is imperative that Managers submit completed team rosters to the registrar **ASAP (BEFORE OCTOBER 18)** in order for entries to be made into the various systems.

## **DRESSING ROOM ETIQUETTE**

The use of cameras, cell phones, or any type of recording device be strictly prohibited in dressing rooms, including coaches, parents, players, and visitors. Disciplinary action, including possible suspension will follow any breach of this rule. Coaches are to be responsible for enforcing this rule and shall bring any issues to the attention of their director.

## **JERSEYS AND EQUIPMENT**

Each team will be given two sets of jerseys for use throughout the season. It is the policy of BMH that each team use the bags provided to carry their jerseys. It is requested that plastic coat hangers be used whenever possible. This will help maintain the sweaters' quality for many years. **Jerseys are NOT to be taken home by each individual player.** It is our suggestion that the team assign one person to be responsible for maintaining, washing, and caring for the jerseys throughout the year. Jerseys should be hung to dry after washing to prevent shrinkage. Name bars, "C"s and "A"s should be gently stitched on and NOT ironed on. No other badges may be added to BMH jerseys.

BMH will also provide teams with pucks, BMH approved socks (as necessary), pylons, a team binder, as well as First Aid Kits.

BMH also loans out goalie equipment for initiation, pre-novice, and novice age categories. Please ensure this equipment is treated like it is your own.

Players should provide their own water bottle that is clearly marked with his/her name and is brought to each practice and game.

It is mandatory that all jerseys and equipment is returned following the end of the season (with the exception of socks which may be kept by the players).

Your team will be assigned lockers and combinations to store your various equipment in.

Any jersey and equipment requirements, questions, or concerns can be directed to the Equipment Manager.

PLEASE NOTE: Hockey Alberta requires all coaches, trainers, assistant coaches, guest coaches or volunteers who are on the ice at a practice or a similar function **MUST** wear a C.S.A. approved helmet with the chin strap securely fastened while on the ice. Failure to comply with this policy will result in discipline for all divisions of hockey.

## **TEAM INFORMATION**

The Team Manager is responsible for keeping the team's personal information. This information can be kept in the team binder that is distributed at the beginning of each year. The following information should be kept in the binder and must be present at EVERY game (some of this information will already be included in the BMH team binder):

- Roster
- Medical Information Forms (confidential)
- CAHL Rules/Regulations
- Injury Report Forms
- Game sheet labels
- Arena information
- Schedules incl. Parent volunteers

Game sheet labels are extremely handy to have so that you do not have to hand write your roster on each game sheet. Please ensure all information is correct and laid out properly (for CAHL, goalies should be listed first followed by the players in ALPHABETICAL ORDER (last name first). Also ensure that any absent or suspended players are noted on the game sheet. A template for the game sheet labels can be found on the Brooks Minor Hockey website.

## **TEAM COMMUNICATION**

It is imperative that a good line of communication is established with players and parents. With good communication, many issues can be avoided. Please ensure that each parent understands the method that you will be communicating to avoid any problems (didn't read email).

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. Brooks Minor Hockey recommends that at the beginning of the season, the Team Personnel should hold a parent meeting to address expectations for the team and parents and so that parents can provide input regarding their expectations. This meeting may be the first time they meet other players, parents and coaching staff. This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. Also, the importance of a qualified Treasurer should be noted and team rules and safety should be introduced for discussion. Be sure that minutes from the initial meeting are taken and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season. Some other discussion items may include:

- Guidelines and expectations
- Ice Time
- Philosophies
- Discipline
- Communication
- Pre-game, Post-game (when do coaches expect players to be at the rink, will there be a post-game meeting with players)
- Number of tournaments they want to enter
- Dress code
- Fundraising
- Scorekeeping, Volunteers

## **BMH WEBSITE / TEAM MICROSITE**

Your team microsite on the Brooks Minor Hockey website is an excellent communication tool and can be used for calendar updates, email communication, upcoming events, pictures, etc. We are mandating that 100% of our teams utilize this system as it will be our main means of communication within our Association.

The microsite can be a fun, unique, informative space for your team. You are able to post practice, game schedules, and any special events that can be accessed by your parents and downloaded. Photos can be uploaded to the site to create a dynamic place for your team to celebrate its season. One of the most important aspects of your team's microsite is the accurate maintenance of your contact list. It is from this list that you can email your team and families can link players through RAMPBook.

By registering for RAMPbook you will be able to:

- Capture Your Child's Sport Life Season by Season for All Sports (Schedules, Statistics, News, Events, Images).
- Create Player Profiles for All of Your Children.
- Receive an Automated Family Calendar.
- Sync Your Calendar to Iphone & Blackberry.
- Communicate Upcoming Events to Family and Fans.
- Share Pictures and Videos with Teammates.
- This is also going to be the main way for you to RSVP To Your Coach for Upcoming Games and Practises!!!

If you already have a RAMP Family account - You may login using that account information! If you don't have a RAMP Family account, you can register for a RAMPBook account by clicking on RAMPBook account on the BMH Website.

Please contact the website coordinator with any questions you may have regarding your team microsite.

## **PARENT VOLUNTEERS**

The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help. Not only will the Team Manager's stress levels decrease, but having parents take a hand's on approach with their child's team will increase communication among the parents. A strong parent base will make for a strong team.

Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role. There are a number of roles that need to be filled throughout the minor hockey season and most parents are more than willing to help. Some of these tasks include scorekeeping, selling 50/50, penalty box (if required, depending on location) etc. It is our suggestion that these tasks be assigned well ahead of time and parents are notified as to when they will be required to assist. Further, for game volunteers or shift-work roles, a course of action should be discussed or distributed regarding whom the parent is to contact should they no longer be able to work one of their shifts – e.g. the parent may be responsible for swapping shifts or finding their own replacement.

Other tasks may be fundraising, tournament committee/tournament finder, jersey care, social events, etc.

## **SCOREKEEPING**

Parents will be required to volunteer their time in the scorekeepers' box and should be aware of how to run the time clock as well as what their duties as off-ice officials will be. The duties of off-ice officials as well as instructions appear in the Canadian Hockey Rule Book.

Hockey Canada has developed an "Off-Ice Officials Guide" that may prove to be very useful to many of your parent volunteers. A link to this guide is on the Brooks Minor Hockey website.

Off-ice officials should know their duties for each game, but should also become familiar with the actual playing rules and regulations. This knowledge will prove very beneficial in the performance of their roles.

The responsibilities and functions performed by the off-ice officials are not minor but rather very important. Each individual is an integral member of the team. Remember, you are an official and you must act accordingly, remaining neutral just as the officials on the ice.

## **TEAM FUNDRAISING**

Teams may use a variety of means for fundraising, most typically 50/50 draws. Fundraising should be determined on need and parents' commitment. As a team, it is important to discuss what set costs and what extra costs the team will face throughout the year (from tournaments to a yearend celebration). The Team Manager needs to ensure the team's goals are reasonable and that the team has the ability and dedication to perform the chosen fundraising initiative. A fundraising committee will often be formed to coordinate efforts. The team should determine up front whether the fundraiser is a team event or on a per player basis and whether minimum participation levels are required/expected, etc.

50/50 draws are each team's responsibility if they wish to use them. All fundraising activity outside of the 50/50 draws MUST be approved by the Brooks Minor Hockey board before they can proceed. To request approval for fundraising, please contact the BMH president prior to implementing.

**Funds raised from 50/50 draws MUST be recorded on Gaming Sheets provided and MUST be handed in at the end of the year.**

## **TEAM FINANCES**

Teams should assign a treasurer to be responsible for team finances. The person responsible for this job collects, banks, and distributes team funds. The Treasurer must also keep record of the team's financial transactions and a **balance sheet must be distributed to parents monthly.**

Typically, to start an account, each family contributes \$75 - \$100 upon team formation (this amount may be higher for rep teams). This money may be returned following successful fundraising, dependent on what the team has decided with regard to purchasing track suits/team jackets or how many tournaments they have agreed to enter.

When working with a team account it is especially important to implement numerous checks and balances to ensure that the funds are managed based on the team's agreed upon budget, and to ensure that funds are in no way misappropriated. As stated above, the treasurer must send a copy of the account's statement monthly to each parent. Another check/balance includes ensuring that the account requires two signatures and to ensure receipts are obtained for any transactions.

Parents should be consulted prior to any major financial decisions are made such as track suits, jackets, and tournament entry.

## **TEAM APPAREL**

The Brooks Minor Hockey Association has mandated that if teams are purchasing track suits and/or jackets, they must use the apparel that has been approved by Brooks Minor Hockey (you are not obligated to purchase any apparel). Approved tracksuits/jackets can be viewed on the Brooks Minor Hockey website. The benefits of this are:

- Continuity through-out the Association.
- Research and legwork done for you
- Team sizing at your convenience
- Competitive Pricing

Any teams wishing to purchase team apparel outside already selected Brooks Minor Hockey Apparel must get approval from the President or Vice-President of the Association to ensure that the apparel adheres to Brooks Minor Hockey approved colors and logo.

If a team is asking sponsors to pay for team apparel, the main team sponsor should be approached first.

## **TEAM SPONSORS**

Brooks Minor Hockey has received tremendous support from many different sponsors. It is important that these sponsors are recognized through various outlets such as:

- Mention on Brooks Minor Hockey Website
- Mention in news articles e.g. Kudu Kanucks defeat Okotoks in season opener
- Framing team picture and delivering to sponsor (you will be provided with a team picture to give to your sponsor)
- Inviting the sponsor company to games and letting them know your schedule

## **PRACTICE AND GAME SCHEDULES**

The Team Manager will receive a practice schedule from their Division Director. Games will be published on either the CAHL or SCAHL websites once they are finalized. This information should be posted on the team microsite as soon as possible and parents should be notified. Parents should be notified of changes immediately.

Initiation and Pre-Novice teams do not play in a league and all games for the teams in these divisions are scheduled by the Team Manager.

**CANCELLATIONS** - The Team Manager is responsible to notify the Ice Scheduler of any practice or game cancellations and must give at least **TWO WEEKS NOTICE** prior to cancellations. The Team Manager must also contact the Referee Director so that refs can be cancelled.

**GAME RESCHEDULING** - The Team Manager is responsible for following league guidelines for game changes. Prior to initiating any game changes, the Manager must also contact the Ice Scheduler and Referee Director to ensure that all resources are available.

**CROSS-OVER GAMES (CAHL)** - At the beginning of each season, each CAHL team plays in a tiering round. At that point, any obvious team movement will be done promptly following careful consideration between Managers and Governors. If you are lying on the "bubble", you will be asked to play a few games against teams from the next lower division. **This is mandatory and any team refusing to cooperate in this regard is subject to a fine or suspensions as set out by the CAHL Executive.**

**Any teams not showing up for games without following proper cancellation or game change procedures (including home and away games) will be personally responsible for paying any associated costs with missing the game which include but are not limited to ice and referee fees. There may also be fines levied by the League.**

## **DROP CLOCK CENTRES**

Many centres within the Central Alberta Hockey League are drop clock centres. It is imperative that you understand what a drop clock centre is and which centres employ drop clocks. Coaches must note the game start time with the referees. For more information, please contact your CAHL governor. Drop clock centre listing can be found on the CAHL website.

## **REFEREE / LINESMEN**

The BMHA Referee Director will arrange for referees/linesman for all LEAGUE home games (this does not include exhibition games - you must contact the Ref Director to arrange for exhibition games). You **MUST** contact the Ref Director with any game cancellation or game changes (this includes venue changes). At least one week's notice should be given whenever possible.

If you have an issue regarding referees at away games, please contact your League Governor. Ensure that you document your concerns with as much detail as possible.

Positive feedback is always appreciated by home/away refs. Please pass any comments on to the BMHA Ref Director.

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## **GAME MANAGEMENT**

Part of the Team Manager's role is to ensure games run as smoothly as possible. The Manager will be involved in pre-game prep, at-the-game organization, as well as post-game wrap-up.

Some duties may include:

### Pre-Game

- Secure affiliates if necessary (you must follow Hockey Alberta Affiliation Rules)
- Ensure you have volunteers for game clocks and game sheet
- Ensure game sheet is filled out including noting absent, affiliated or suspended players
- It is the responsibility of the home team to supply the gamesheet

### At the Game

- Ensure jersey colors do not conflict (SCAHL and CAHL have jersey color policies)
- Ensure your game sheet matches the players who have been dressed (critical in the case of suspensions and affiliates)

### Post Game

- Obtain your copy of the game sheet as well as any game write-ups, ref reports, etc. Do not leave the arena without your copy of the gamesheet!
- Fax/Email game sheet to League governor and mail original
- Enter game info into team microsite on Brooks Minor Hockey website

## **AFFILIATIONS**

Affiliate players are Brooks Minor Hockey Association registered players who temporarily play with teams in a higher tier. There are specific rules and conditions under which affiliates can be used. For non-rep AA teams, familiarize yourself with the rules in the Section A – Minor, Subsection 8.0 Affiliation in the Hockey Alberta Bylaws and Regulations. These rules are extremely important and must be followed. Be aware of the number of times you can use an affiliate before they must remain a member of your team. Any questions can be directed to the CAHL director.

To put affiliate players on your roster, contact the Brooks Minor Hockey Office Administrator. Also contact the affiliated player's coach to keep an open line of communication. Affiliating players is very important to ensure you have a working roster in case of injury, sickness, or other commitments. Prior to using affiliated players, please consult the BMH Affiliation Guidelines (can be found on Brooks Minor Hockey website) and follow the guidelines set.

## **SUSPENSIONS**

The Brooks Minor Hockey Association tracks all suspensions. Please forward any suspensions and gamesheets involving suspensions to the CAHL Director as well as the gamesheets for games served. This applies to ALL teams within BMHA.

If your team experiences a suspension, contact CAHL Director as soon as possible for any required guidance or assistance with procedures and next steps. It is a serious infraction to play a suspended player. If you are in doubt or have any questions, contact the CAHL Director.

## **TRAVEL PERMITS**

The Brooks Minor Hockey League falls within Zone 6 for Hockey Alberta. The Team Manager must obtain a travel permit for any exhibition games (non-league, non-crossover games) or tournaments that are taking place outside of Hockey Alberta Zone 6 (please reference zone map in Appendix B). This also applies to all exhibition games played against members of your league that reside outside of our zone.

Travel permits can be requested from the BMH Office Administrator. One week's notice must be given for all travel permit requests. For all out of province play, your team must carry the actual permit.

## **TOURNAMENT GUIDELINES**

Each division of Brooks Minor Hockey hosts a tournament. This tournament not only gives players a great opportunity to play a tournament on their home ice but is also an essential fundraising tool for Brooks Minor Hockey. In order to keep registration fees low for all participants, Brooks Minor Hockey budgets in a certain percentage of tournament revenue. Some of the things that tournaments help pay for are:

- Coach Clinics (Coaches registered with BMH are not charged fees)
- Power Skating – subsidized
- Goalie Clinics – subsidized
- Equipment, pucks, first aid kits

The Division Director (or an assigned Tournament Director) is responsible for organizing this tournament and ensuring that is successful. To assist with this, a Tournament Guideline checklist has been created and is available on the Brooks Minor Hockey website. Each player's family will be required to volunteer time to ensure a successful tournament.

Ice will be limited during tournament weekends. Please note, ice cancellation for tournaments is four weeks.

The tournament dates for the current year are on the Brooks Minor Hockey website.

## **PROVINCIAL DECLARATIONS**

The philosophy of Minor Hockey Provincials in Alberta is that it is a competition for associations with like sized Divisions competing against one another. Hockey Alberta automatically assumes that teams will be participating in provincials. If your team does NOT want to participate in provincials, you must let the BMH Administrator know your intentions by DECEMBER 15. If you do not opt out, your team will be expected to fulfill your commitment; failure to do so means Brooks Minor Hockey may be subject to discipline.

## **MUSIC AT HOME GAMES**

Teams may utilize the sound system (if available) when playing home games. Please ensure that you follow any instructions given by arena staff and that only appropriate music is played. Volume levels must also be monitored as referees may not be able to have appropriate discussions with off-ice officials or team personnel if the music is too loud.

## **MEDIA**

The local newspapers and radio are very receptive to reporting game results and news regarding your teams. This is a great way to get your team sponsor's name out to the general public and the players enjoy seeing and hearing the reports.

You can write and submit your own article and pictures to the Brooks Bulletin. Providing that the stories are submitted in a news format, they will print your article for free. Email your article and pictures to the sports editor, Bruce Parker ([bruce@brooksbulletin.com](mailto:bruce@brooksbulletin.com)).

You can also contact the Brooks and County Chronicle to find out their requirements for submissions (403-793-2252).

For radio, you can contact the Fox 101.1 at 403-362-3418 or at [foxnews@newcap.ca](mailto:foxnews@newcap.ca).

You can also contact Dennis Seibel at Q13 Country, phone number is 403-362-3418 or via email [dseibel@newcap.ca](mailto:dseibel@newcap.ca).

When submitting your article, some things to remember are:

- Use word-processed documents – hand written information is more likely to be misinterpreted
- Be concise, clear and put main points of interest at the beginning
- Answer the 5 W's – who, what, where, when and why
- Give names in full (or use last names) and do not use slang
- Provide contact information to the media outlet for follow-up or questions

## **PICTURE DAY**

The Brooks Minor Hockey Association organizes annual pictures for all the teams. All players will receive an individual picture and 5x7 team picture at no cost. Additional packages are available for purchase through the photographer.

Your Division Director will advise you as to when your team's picture day will be happening.

## **PRACTICES AND PREPARATION**

During a game, players will have the puck on their stick for an average of 8 seconds and will take an average of 1-2 shots per game. Players are more active, handle the puck more often, take more shots, and give more passes during a practice than during a game. Therefore, it is extremely important that coaches develop practice plans with player development in mind. You can find practice drills and links to websites that contain valuable information to assist coaches with their practice plans. Drill builders are available and will be distributed to coaches on request.

Please contact the Coach/Player Development Director with any questions or requests for additional resources.

## **GUEST COACHES / MENTORSHIP**

Guest coaches and mentors are encouraged within the Brooks Minor Hockey Association. Sharing of knowledge, practice drills, and ice time management is an excellent way for senior coaches to pass some of their knowledge and experience to newer coaches. If coaches need assistance or would like to brainstorm, a coach mentor can be extremely beneficial.

If you are a coach that has questions, would like to be put in touch with a senior coach for feedback and/or brainstorming or would like to participate in this program, please contact the Player/Coach Development Director.

## **COACH CERTIFICATIONS**

Hockey Alberta mandates that Coaches and/or Team Personnel following certain regulation requirements based on the team's categorization. For the 2010-2011 season, the Hockey Alberta requirements are as follows. These requirements must be met by December 31 of the current playing year. Failing to adhere to these regulations may jeopardise the team's chances for eligibility for regional, provincial, and national playoffs.

Brooks Minor Hockey does offer various coaching certification courses in Brooks however some may not be offered every year. Some travel may be necessary to attend the courses. Please contact the Player/Coach Development Director with any questions.

### **ALL DIVISIONS**

#### **Hockey Canada Safety Program (HCSP)**

- All Hockey Alberta teams must have one (1) person registered to their team that has completed this program **AND BE AT ALL GAMES**
- This certification is valid for three hockey seasons
- BMH suggests that multiple people from your team attend the Safety Program course

#### **Respect In Sport (previously Speak Out)**

- All Hockey Alberta teams must have one (1) person registered to their team that has completed this program **AND BE ON THE BENCH AT ALL GAMES**
- BMH suggests that all Coaching staff take the Respect in Sport Program
- This course is completed online

### **INITIATION & PRE-NOVICE**

- All on ice instructors must complete the NCCP Intro to Coach Program.

### **NOVICE**

- All Head Coaches must be qualified at the NCCP Coach Level
- Highly recommended that all Assistant Coaches are qualified NCCP Coach Level

### **ATOM**

- All Head Coaches must be qualified at the NCCP Coach Level
- Highly recommended that all Assistant Coaches are qualified NCCP Coach Level
- Checking Skills Program – Highly recommended

**PEEWEE (TIERED, NOT REP-AA)**

- All Head Coaches must be qualified at the NCCP Coach Level
- All Head Coaches must complete the Checking Skills Program
- Assistant Coaches – highly recommended that they are qualified in NCCP Coach Level and have completed the Checking Skills Program

**PEEWEE (REP-AA)**

- All Head Coaches must be qualified at the NCCP Developmental I Level
- All Head Coaches must complete the Checking Skills Program
- Assistant Coaches – highly recommended that they are qualified in NCCP Development I Level and have completed the Checking Skills Program

**BANTAM (TIERED, NOT REP-AA)**

- All Head Coaches must be qualified at the NCCP Coach Level
- All Head Coaches must complete the Checking Skills Program
- Assistant Coaches – highly recommended that they are qualified in NCCP Coach Level and have completed the Checking Skills Program

**BANTAM (REP-AA)**

- All Head Coaches must be qualified at the NCCP Developmental I Level
- All Head Coaches must complete the Checking Skills Program
- Assistant Coaches – highly recommended that they are qualified in NCCP Development I Level and have completed the Checking Skills Program

**MIDGET (TIERED, NOT REP-AA)**

- All Head Coaches must be qualified at the NCCP Coach Level
- All Head Coaches must complete the Checking Skills Program
- Assistant Coaches – highly recommended that they are qualified in NCCP Coach Level and have completed the Checking Skills Program

**MIDGET (REP-AA)**

- All Head Coaches must be qualified at the NCCP Developmental I Level
- All Head Coaches must complete the Checking Skills Program
- Assistant Coaches – highly recommended that they are qualified in NCCP Development I Level and have completed the Checking Skills Program

### **PLAYER DEVELOPMENT**

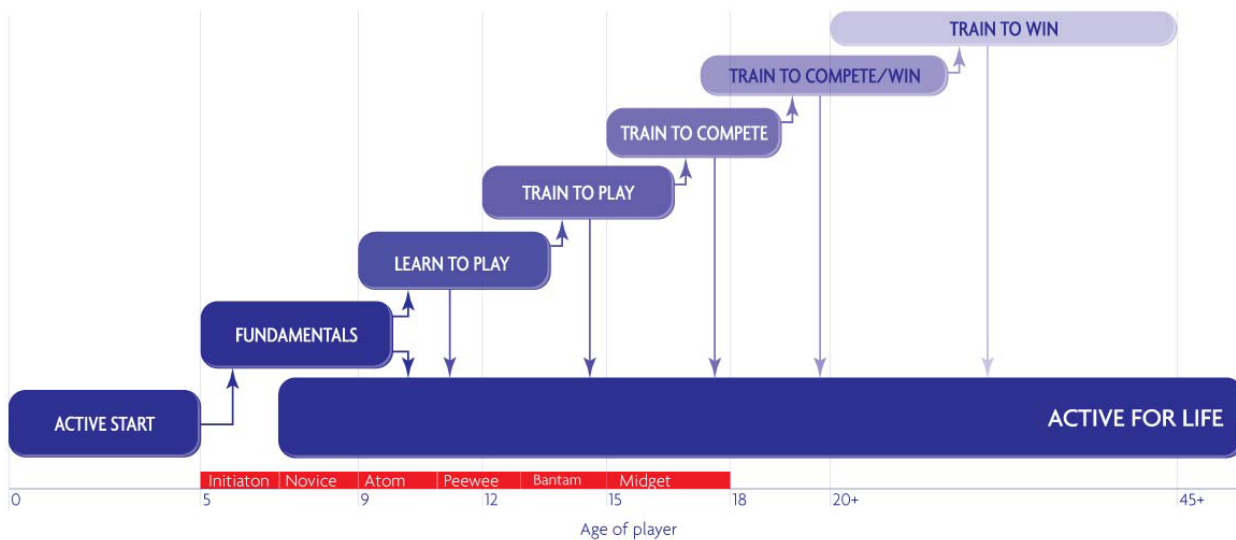
The Brooks Minor Hockey Association supports the Hockey Canada model for player development. Philosophically, Hockey Canada's goals are not to put players in the NHL. While Hockey Canada naturally wants Canadian players to achieve the highest levels possible, this will be achieved sooner by focusing on the quality of the overall experience.

The age and skill level of players defines the seasonal plan. The Hockey Canada skills development programs are based on progressive steps and follow the appropriate allocation of time illustrated in the skill development pyramid.

Research has conclude that it takes a minimum of 10 years and 10,000 hours of deliberate training for a talented athlete to reach elite levels (Starkes and Ericsson,2003). This means that a player must have developed the fundamental skills, be physically literate, before the 10 year or 10,000 hour rule comes into play. For a player and coach this translates into slightly more than 3 hours of training or competition daily for 10 years. But where do youngsters develop the skills of the game. Evidence would suggest that the number of games played by youngsters in Canada slows the development of players. In a study done by current NHL Coach George Kingston in 1976 he found that the average player in the Canadian system spent 17.6 minutes on the ice during a typical game and was in possession of the puck for an astonishingly low 41 seconds. Kingston concluded that in order to get one hour of quality work in the practising of the basic skills of puck control, (that is, stickhandling, passing pass receiving and shooting) approximately 180 games would have to be played.

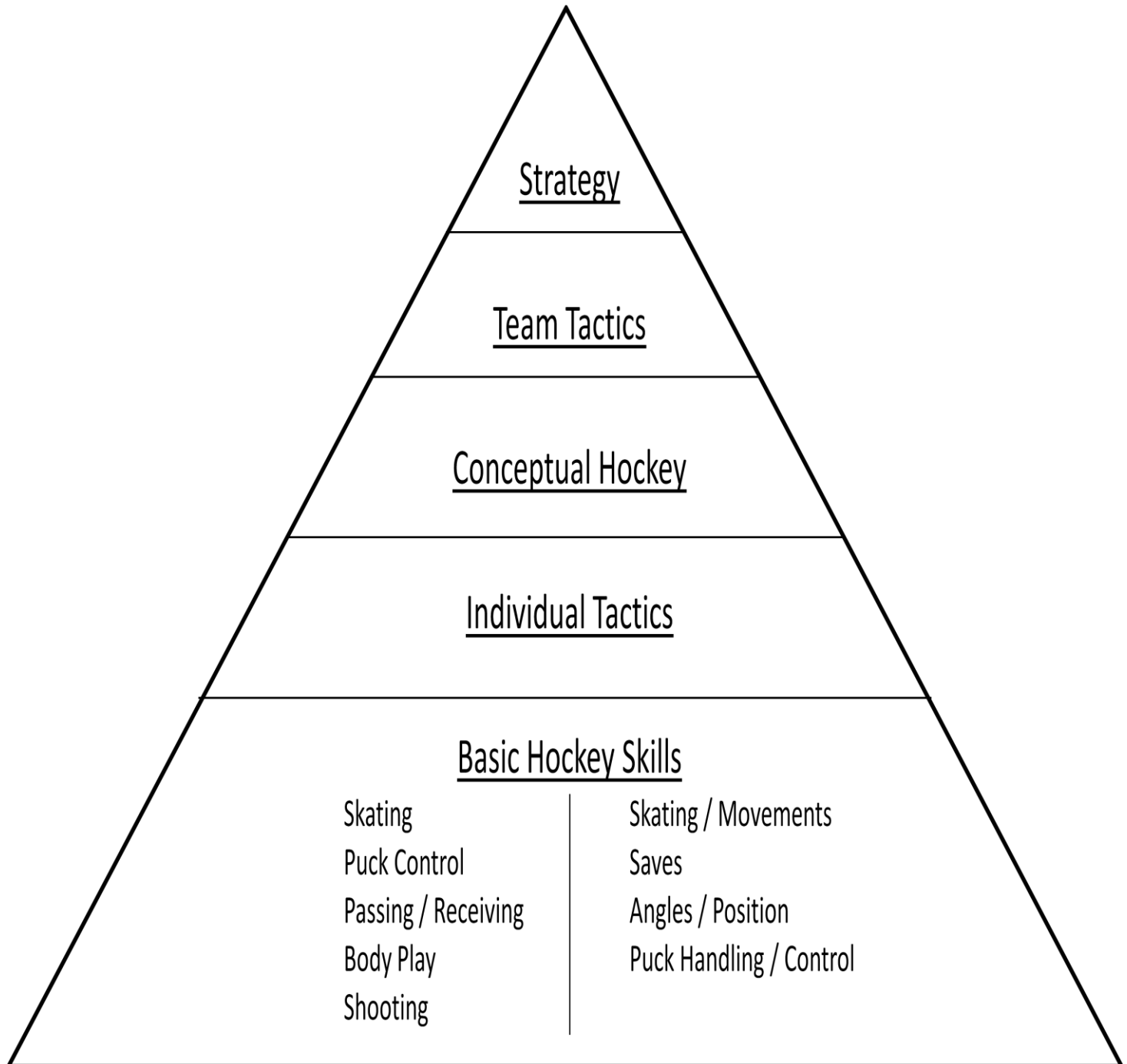
In developing the skills of young players there are three stages of training objectives. These three stages correspond with a player's "readiness" to acquire and develop the skill to a higher level. These stages are introduction, development and consolidation or refinement.

Hockey Canada's Long Term Player Development model has 7 stages.



Darker blue indicates more active participants.

# PYRAMID TO SUCCESS



### FUNDamental Hockey Skills – Initiation and Novice Program

Objectives – Learn all fundamental movement skills and build overall motor skills

Skill development in the FUNDamentals stage should be well-structured, positive, and FUN!

- The skill of skating speed can be developed quickly with players this age.
- Coaching should focus on developing skating speed in repetitions of less than 5 seconds
- The ABC's of agility, balance and coordination should be emphasized through the teaching of skills and small games to emphasize the ABC's
- Ensure that the skills the player acquires during the FUNDamentals stage will benefit them when they engage in recreational activities, enhancing their quality of life and health

Hockey Canada recommends in the early stages of FUNDamentals that players spend 85% of their time on the introduction and development of technical skills.

The initiation program emphasizes the basic hockey skills: skating, puck handling, passing and shooting.

Each skill is introduced and refined in a progressive one step at a time manner. Children learn and develop through participating in practice drills and informal and modified games (such as shinny, freeze-tag and obstacle courses). Although the emphasis is on fun and progressive skill development, the Initiation Program also allows youngsters to experience fitness, fair play, and cooperation.

#### Goals for the Initiation age category are:

- fun
- introduction of basic skills
- reviewing of basic skills
- refining of basic skills

#### The Initiation program recommends the following practice time allotment:

- 85% technical skills
- 15% individual tactics
- 0% team tactics
- 0% team play
- 0% strategy



#### Goals for the Novice age category are:

- fun
- reviewing of basic skills
- refining of basic skills

#### The Novice Program recommends the following practice time allotment:

- 75% technical skills
- 15% individual tactics
- 10% team tactics
- 0% team play
- 0% strategy



### Learning to Train – Atom and PeeWee Programs

Objective: Learn overall sports skills.

- One of the most important periods of motor development for children is between the ages of 9 and 12.
- This is a window of accelerated adaptation to motor co-ordination.
- Early specialization in late specialization sports can be detrimental to later stages of skill development and to refinement of the fundamental sport skills (hockey is a late specialization sport)
- At this stage, children are developmentally ready to acquire the general sports skills that are the cornerstones of all athletic development.

Hockey Canada recommends that players in the Learning to Train stage continue to focus on the development and refinement of individual skills and individual tactics.

Upwards of 70% of training should be dedicated to individual skills and tactics in this stage.

#### Goals for the Atom age category are:

- fun
- refining of basic skills
- intro to team tactics

#### The Atom program recommends the following practice time allotment:

- 50% technical skills
- 20% individual tactics
- 15% team tactics
- 10% team play
- 5% strategy



#### Goals for the PeeWee age category are:

- fun
- refining of individual tactics
- intro to team play

#### The PeeWee program recommends the following practice time allotment:

- 45% technical skills
- 25% individual tactics
- 10% team tactics
- 10% team play
- 10% strategy



## Train to Train - Bantam

- Begin to consolidate the basic technical Skills of the Game
- Increased focus on hockey with a reduction in the number of other sports played to 1-2
- Introduction and development of Advanced Group Tactics and Team Tactics
- Depending on player introduce other activities into physical preparation and being to develop a solid base for general physical preparation
- Develop basic psychological attributes: concentration, activation, visualization, relaxation, positive internal dialogue
- Develop training routines to complement the main part of the ice session: warm-up, hydration, cool down, nutrition, etc.

### Goals for the Bantam age category are:

- fun
- refining team play
- intro to team strategy

### The Bantam Program recommends the following practice time allotment:

- 40% technical skills
- 15% individual tactics
- 20% team tactics
- 15% team play
- 10% strategy



**MIDGET**

**Goals for the Midget age category are:**

- fun
- refining team play and strategy

**The Midget program recommends the following practice time allotment:**

- 35% technical skills
- 15% individual tactics
- 20% team tactics
- 15% team play
- 10% strategy

**GOALTENDERS**

To be a good goaltender you must be an efficient skater. Your goaltender does not necessarily have to be the fastest skater on the team, but the best in terms of control and mobility. Pushes from post to post and ability to get quickly to plays laterally are essential for goalies to be able to perform at a high level.

Goaltenders must learn to push with strength and stop hard when needed. So when doing t-push or shuffle drills it is suggested that everything is done in sequence. Example: a coach should be calling out for the goalie to PUSH---STOP---PUSH---STOP---PUSH---STOP etc. giving one second in between pushes. This will give the goaltender time to recover and will keep him from developing bad habits by doing the drill too fast.

The ability for a goaltender to change directions quickly is also an absolute must as today’s game is a lot about trying to create a situation to get a goaltender moving in the wrong direction. In order to do this, and be effective, skating drills are a natural part of goaltender development.

<b>BEGINNER</b>	<b>INTERMEDIATE</b>	<b>ADVANCED</b>
<ul style="list-style-type: none"> <li>• 75% movement and positional skills</li> <li>• 20% save movement</li> <li>• 5% tactics</li> </ul> <p>Beginner development should be built on practicing individual technical skills 75% of total practice time</p>	<ul style="list-style-type: none"> <li>• 50% movement and positional skills</li> <li>• 20% save movement</li> <li>• 30% tactics and transition</li> </ul> <p>Intermediate development should be built on practicing individual technical skills 50% of total practice time</p>	<ul style="list-style-type: none"> <li>• 35% movement and positional skills</li> <li>• 10% post-save consequences</li> <li>• 40% tactics and transition</li> <li>• 15% advanced positioning</li> </ul> <p>Advanced development should be built on practicing individual technical skills 35% of total practice time</p>

Please see the Long-Term Athlete Development PDF on the Brooks Minor Hockey website for more detailed information.

## **PLAYER DEVELOPMENT DOWNLOADS FOR ALL LEVELS**

The Hockey Canada Player Development model has developed downloads for coaches for each level. They include Core Skills, Skills Evaluations, and practice Plans. To obtain these, please contact your Player/Coach Development Director or go to [hockeycanada.ca](http://hockeycanada.ca).

## **HOCKEY CANADA FREQUENCY**

Hockey Canada and The FAN 960 in Calgary have created Hockey Canada Frequency, a weekly radio show taking a look at hockey in Canada, from the international game to the grassroots. Guests will range from Hockey Canada staff to players and grassroots leaders, sharing their knowledge of the game. Some of the exciting topics have included:

- Coaching
- Evaluation
- Mentorship
- Female Hockey

You can listen to these broadcasts at this website:

[http://www.hockeycanada.ca/index.php/ci\\_id/58611/la\\_id/1.htm](http://www.hockeycanada.ca/index.php/ci_id/58611/la_id/1.htm)

## **HOCKEY CANADA SAFETY PROGRAM**

Hockey Alberta requires that there is a Safety person on every team and is at every game. The Safety person/people (HSCP) must take the Hockey Canada Safety Program. Team Personnel should work closely with their HCSP to ensure they have proper procedures in place in the event of an injury. It is highly recommended that multiple people on your team have taken the Hockey Canada Safety Program.

It is imperative that your team is prepared in the event of an injury/accident and therefore, each team should develop a game plan.

The game plan recommended by Hockey Canada identifies three persons in specific roles as follows (for further information visit [HockeyCanada.ca](http://HockeyCanada.ca))

### 1. Charge Person

- Most qualified person available with training in first aid and emergency response
- Familiarize yourself with arena emergency equipment
- Take control of an emergency situation until medical personnel arrive
- Assess injury status of player

### 2. Call Person

- Location of emergency telephone
- List of emergency telephone numbers
- Directions to arena
- Best route in and out of arena for ambulance crew
- Communicate with Charge Person and Control Person

### 3. Control Person

- Ensure proper room for Charge Person and ambulance crew
- Discuss emergency action plan with:
  - Arena staff
  - Officials
  - Opponents
- Ensure that the route for the ambulance crew is clear and available
- Seek highly trained medical personnel (i.e., MD, nurse) to assist injured player if requested
- Discuss player's injury and status with parents

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## **HOCKEY CANADA / HOCKEY ALBERTA INSURANCE PROGRAM**

Hockey Canada has constructed a national insurance program to provide financial resources to help deal with the cost of risks which organized hockey can be confronted with. Hockey Canada prides itself on its focus on both safety and risk management, offering top development programs in this area and continually working with our branches to ensure that we continue to create a safe environment for our members.

The insurance program is in place to protect every player, coach, assistant coach, manager, official and volunteer and all Hockey Canada Safety program personnel involved in a Hockey Canada-sanctioned event or activity. The insurance program eliminates or minimizes the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs. The insurance does not cover a person who drives hockey players. Hockey Canada insurance is a secondary coverage program (it only applies once all other forms of coverage have been exhausted such as Alberta Health Care, Blue Cross, or insurance from work or private insurance).

Please acquaint yourself with the program. An understanding of its parameters is critical for knowing the restrictions you face in booking off-ice activities, special events, and tournaments.

### **When are you covered?**

1. Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing member teams only!
2. Transportation directly to and from the arena or venue.
3. Accommodations while billeted or at a hotel during a Hockey Canada/ Branch sanctioned hockey activity.

\*Note: it is very important to know when the team is dealing with a non-sanctioned event. Check with Branch for further information.

### **1. What is the purpose of the Hockey Alberta Insurance program?**

The Insurance Program must ensure that adequate financial resources are in place to compensate those who are injured or who have suffered a financial loss as the result of their involvement in hockey. It involves good financial management, so that funds are in place to meet claims obligations when they fall due. It also includes establishing control mechanisms so that only genuine claims are reimbursed.

Insurance is one important method of handling claims, but only when it is practical, possible and cost-effective. Ironically, insurance is not available to cover many hockey-related risk exposures, as many times the desired coverage is simply unaffordable.

Hockey Canada has constructed a National Insurance Program to provide financial resources to help deal with the cost of risks which confront organized hockey.

Hockey Canada and each of the Branches of which Hockey Canada is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a Committee while acting within the scope of his or her duties. It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams provided all are registered with or affiliated with Hockey Canada.

## **2. What type of Coverage do we have and what are the limits?**

This information is detailed in the "Safety Requires Teamwork" booklet. This booklet is distributed to the membership each year via zone meetings and development clinics. To download your own copy, please visit the Hockey Alberta website.

Basic coverage includes:

- Comprehensive General Liability
- Accidental Death and Dismemberment
- Major Medical/Dental Coverage

## **3. Where are the forms to be submitted?**

The Hockey Canada injury report must be sent directly to the Hockey Alberta Office within 90 days of the incident. The form will then be forwarded to Hockey Canada by our branch administrator.

## **4. How long does it take to process the claim?**

The time required to process the claim will vary due to the type of claim made. This process could take 6-8 weeks from the date that we receive it in our office as it is based on the volume of claims that Hockey Canada receives. It is based on a first come, first served basis and certainly the time of year also impacts on the speed of the process.

## **5. Why do I have to submit to my own insurance company first when it is a hockey injury?**

That is why we pay insurance. The National Insurance Program is designed to be a secondary insurer for our participants. The policy is structured in a way that the participants' insurance pays first and the National Insurance Program pays second.

The insurance premium is very well priced considering the number of players and volunteers covered under the plan. This insurance coverage provides protection up to 20 million dollars for injuries occurred while playing hockey. For comparison most homeowners' policies do not provide coverage to this extent and would cost significantly more to obtain this type and amount of coverage.

## **6. Why can't I get my salary replaced if I can't work because of a hockey injury?**

Currently the National Insurance Program does not have a provision under the policy for Income Replacement. This type of insurance is costly and applies to a small percentage of players in Hockey Canada/Hockey Alberta.

## **7. Do I have to wait until my treatment is complete before I send in my report?**

It is imperative that the injury report be filled out completely, immediately following the hockey accident, no later than 90 days after the accident date. Claims are accepted up to one year from the injury date. Do not wait to send in your injury report while you wait on treatment, other forms, etc.

## **8. Who is responsible for filing my injury report?**

There is no policy that states who is responsible for doing this, but if you have entrusted this with your team, please follow up with them to make sure they have filed it with us. It is best to keep copies for your records.

## **9. The doctor/hospital has charged me a fee for filling out the injury report. Who will pay me back?**

If approved, Hockey Canada will reimburse this fee 100%, and you do not have to submit this through your Primary insurer. Please be sure to send us the original receipt.

For more information regarding the Hockey Canada Insurance Program download the 'Safety Requires Teamwork Booklet' from Insurance Program section of the Hockey Canada website (located under minor hockey) at [www.hockeycanada.ca](http://www.hockeycanada.ca).

## **WHAT TO DO AFTER AN INJURY OCCURS**

When an injury occurs, the Manager gives the parents an Injury Report Form to fill out (the Team Manager must carry more than one with you to all games and practices). The Injury Report Form is available on the Brooks Minor Hockey website. Give a form to parents even if an injury is only suspected as these must be filled out by the attending doctor. Any injury must be reported within 30 days of the accident. The completed forms should be forwarded by your coach to the Brooks Minor Hockey Office Administrator as soon as possible.

Parents should also make note (date, time, and place) of seemingly minor injuries as complications may arise later.

## **SPECIAL EVENT PERMITS**

Special event permits are intended to cover team "special events" for which minor hockey insurance coverage is required or highly recommended, but that do not fall under the category of regularly allocated ice times or extra ice times covered by travel permits. This can be team events on or off the ice. Examples of activities for which a permit should be obtained include:

- A guest coach coming on the ice for a team practice
- Parents vs. Players game during a team ice time
- Team social events
- Dryland Training

To request a Special Event Permit, please contact the Brooks Minor Hockey Office Administrator. These permits should be requested two weeks in advance.

## **REFERENCE SITES**

Brooks Minor Hockey [www.brooksminorhockey.com](http://www.brooksminorhockey.com)

Hockey Alberta [www.hockeyalberta.ca](http://www.hockeyalberta.ca)

- *Lists tournaments*
- *Coaches clinics*
- *Hockey Alberta bylaws and regulations*

Hockey Canada [www.hockeycanada.ca](http://www.hockeycanada.ca)

- *Great resource for coaches and player development*

Central Alberta Hockey League [www.cahlhockey.com](http://www.cahlhockey.com)

- *League information and game schedules for tiered teams*

South Central Alberta Hockey League [www.scahl.com](http://www.scahl.com)

- *League information and game schedules for AA Rep teams*

Hockey Canada Coaches Club [www.coachesclub.ca](http://www.coachesclub.ca)

- *Number one on-line resource for hockey coaches*

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## **APPENDIX A - MANAGER ROLES & RESPONSIBILITIES FOR CAHL**

### **Game Sheet Requirements**

1. The manager of the Home Team must fax all game sheets and Official Game Reports to the Governor within 48 hours.
2. All original game sheets and Official Game Reports must be mailed to the Governor within 4 business days.
3. All players must be listed on the Game Sheet. The goalies should be listed first followed by the players in ALPHABETICAL ORDER (last name first).
4. Always mark your Captain and Assistants ("C" or "A").
5. Ensure all suspended players of Coaches are marked "SUSP" clearly in the Game Sheet.
6. All affiliated players must meet Hockey Alberta (HA) and CAHL regulations. (SEE AFFILIATION SECTION BELOW) They must be marked "AP" on the Game Sheet.
7. All players must have the correct Jersey # on the Game Sheet.
8. If a player is absent, the name is to be crossed out with a single line and "ABS" written beside.
9. If a player is injured, the name is to be crossed out with a single line and "INJ" written beside.
10. For more than one goalie, mark "START" beside your starting goalie and "ALT" for the backup.
11. If you have an approved overage player they must be marked "OA" on the Game Sheet.
12. Please ensure all information on the Game Sheet is legible.
13. All Game Sheets must have a START and END time and you must ensure that the time the clock was dropped is noted (for Drop Clock Communities).
14. Ensure that the on ice Officials clearly print their name and # on Game Sheet.
15. Shorthanded and power play goals should be noted as "SH" or "PP" beside goal information.

*The Governor will give one warning to any teams failing to properly fill out a Game Sheet. After such warning the Governor in Chief will be advised and shall deal with the team in question.*

Managers, please ensure that the Timekeeper and Scorekeeper are fully aware of their responsibilities. Pursuant to HA regulations anyone in the Timekeepers box understands that they are considered Off Ice Officials. They are to remain unbiased while performing their duties. They should not converse with players in the penalty box except to get information (jersey # for example). They should never make contact with opposing team players on the ice or coaches on the benches.

### **Game Rescheduling Procedure**

The Manager shall contact opposing team Manager. The appropriate Game Change Request form shall be filled out and submitted to the Governor. These forms can be printed off the CAHL Website. The Governor will either approve or not approve the change and notify the team Managers within 24 hours.

### Complaints procedure

In the event of a complaint the governor shall inform the manager to follow the proper flow of communication: *Parent / Player to Coach / Manager to CAHL Governor or Local Association Director to CAHL President or CAHL Executive Member*

***Reminder: Please use the 24-hour "cool down" period before submitting and/or responding to a complaint. The Governor will not accept a complaint unless it is in writing processed through your designated association representative of the CAHL.***

### Suspended Players or Coaches

1. Should one of your players or coaches receive a major penalty and you are unable to contact a CAHL representative to receive a ruling on the infraction, **DON'T LET THE PLAYER OR COACH PLAY OR BE INVOLVED IN ANY FURTHER GAMES!** It is the team's responsibility to ensure ineligible players are not playing. Playing an ineligible player could lead to forfeiting games and indefinite suspensions for Coaches, Managers and Players.
2. Should one of your players or coaches receive a major penalty resulting in a suspension, that player or coach shall not be permitted to be involved in any game activity until the suspension, as handed down, has been served in its entirety. *Ensure "SUSP" is noted on the Game Sheet, this provides documentation that the suspension was served.*
3. Any suspended Player or Coach is not permitted to go into the dressing room or go within 50 feet of the player's bench.

### Affiliation Procedure

Ensure that you have the proper affiliation documentation completed within your LMHA. As well, be sure that you have your critical dates and number of games tallied correctly. Hockey Alberta Rules state:

- 8.8 Providing affiliation has been properly filed, prior to January 10th in any Hockey Season, an affiliated Player may play with the Hockey Team to which the Player is affiliated without limit. After January 10th in any Hockey Season, an affiliated Player may only play 5 games (excluding Exhibition and NON-PROVINCIAL TOURNAMENT games) with the Hockey Team to which the Player is affiliated. Should an affiliated Hockey Player play more than five games after January 10th with the Hockey Team to which the Player is affiliated, he shall not be allowed to compete any further in the Division, or if applicable, Category for which he is registered for the remainder of the playing season.

In addition, the CAHL Regulations state:

- (g) All affiliated teams and players must be participating in the CAHL. No affiliation is allowed with teams or players who are not playing in the CAHL without special permission of the CAHL executive. Any exceptions would be for a single season only.
- (h) CAHL adopts and will use the affiliation forms as supplied by Hockey Alberta for player-to-player and team-to-team affiliations. Affiliation would be as per Hockey Alberta Rules and Regulations.

In reference to regulation #1(g) of CAHL Regulations, non-league registered players will not be allowed to participate in league games as affiliated players. Any non-league players would have to be appropriately identified as such.

- (j) For league and league playoff games affiliation players from a lower division eg – Novice to Atom, Atom to PeeWee, PeeWee to Bantam, Bantam to Midget - may only be used to bring the number of skaters (not including goalies) to a maximum of thirteen (13) for the Novice, Atom and Pee Wee age categories and to a maximum of fifteen (15) for the Bantam and Midget age categories. Any affiliation within a division will follow Hockey Alberta Regulations. If a team fails to comply with this regulation the game may be declared invalid and rescheduled, the offending, team officials may be suspended for a minimum one (1) game suspension and fined Twenty-Five (\$25.00) Dollars and the offending Member Association subject to possible penalties at the discretion of the Executive and/or Board.

All Female divisions follow Hockey Alberta affiliation guidelines

**APPENDIX B: HOCKEY ALBERTA ZONE MAP**

