



Springbank Minor Hockey Association

Manager Information Manual

Contents

Introduction	3
Team Volunteer Roles	3
Volunteer Screening - SMHA Police Information Checks	5
Team Manager	6
Coach Information	12
Parent Meeting	15
Hosting a Tournament	17
Treasurer Information	17
Fundraising	18
League Chairs	18
Team Registration	19
Respect in Sport - Parent	19
Equipment	19
Apparel Policy	21
Fair Play Code	23
Internal team issues	23
Important Dates	23
Affiliates	23
Game Day Officials (Referees)	25
Playoffs	26
Contact Information	26
Questions	26
APPENDIX 1 – TIMBITS	28
APPENDIX 2 – NOVICE DEVELOPMENT LEAGUE (NDL)	31
APPENDIX 3 - ATOM	33
APPENDIX 4 – HOCKEY CALGARY TEAM MANAGER USER ACCOUNTS	37

Introduction

The purpose of the Manager Manual is to provide teams with an overview of some of the more important information required for team function. However, this Manager Manual is not intended to contain all the information that teams need to know. There are additional details and information available on the Springbank Minor Hockey Association (“SMHA” or the “Association”) website (www.Springbankhockey.com) as well as the Hockey Calgary (“HC”) website (www.hockeycalgary.ca). SMHA recommends all teams visit these websites and become familiar with the information available on them. The Association has Bylaws and Policies and Procedures which are authoritative. This manual is a resource for teams, and in the event of a difference, the Bylaws are followed, then the Policies and Procedures.

Team Volunteer Roles

There are a number of volunteers required for each team. These usually include:

- **Coaches** – the maximum number of coaches allowed on the bench is 5. Please note that all coaches must be on the roster in order to be eligible to be on the bench and to be covered under the third party insurance entered into by Hockey Canada. These will be the only people allowed on the bench during games, even if someone is absent. You may want to discuss work, travel, other children’s team commitments, etc. with your assistant coaches before making your final choices to ensure you have full participation & coverage for your team throughout the year. On-ice volunteers must have a valid Police Check on file with SMHA. In addition, all of these coaches must go through the Springbank volunteer screening process. Please also see the ‘Coach Information’ section below.

***Exceptions:

- a) Coaches that are on the roster with another SMHA team will be eligible to be on the bench with your team for games if required.
- b) Hockey Calgary places the safety of its members as top priority. If a team finds that it does not have enough rostered coaches available to be on the bench for a particular game, the team may request a parent(s) from that team to assist on the bench **for that game only**. You must indicate on the game sheet that your bench has a non-rostered assistant. I.e. “Joe Smith was on the bench for Springbank Atom 2 as they were short coaches”. The number of coaches you require on the bench will be dependent upon the age of the players – Novice would probably need a minimum of 3 coaches to operate the gates, control line changes, attend to injured/sick players, etc. Bantam and Midget may only need 1-2 coaches.

- **Manager** - the manager is the main point of organization for the team and the contact for the Coordinator to provide team information. For more information please refer to the 'Manager Information' section below
- **Treasurer** - Team funds are to be controlled by a "committee" of at least one team official and one responsible team parent. Generally, this is the team manager and the team treasurer. The two individuals cannot be related. These individuals are required to submit a written financial statement to the SMHA Executive following the end of the season. For more information please refer to the 'Treasurer' section below. The Treasurer should provide full transparency to the parents on the budget and incurred charges by publishing/sending to the team regularly.
- **Jersey Parent(s)** – SMHA owned Game Jerseys are not to be taken home by the players. Timbit and Novice jerseys may be taken home by players. Game Jerseys are not to be used in practice.
- **Tournament Organizer**- SMHA may hold Association tournaments within the year. Teams will be informed at the beginning of the year if an Association tournament will be held for their age group. There may not be spots available for all teams. Any profit earned at an Association tournament will be retained by the team and used for team related costs. The tournament organizer may also be responsible for finding tournaments hosted by other teams/associations and entering the team in those tournaments. Two key sources for tournaments are: <http://www.hockeyalberta.ca/tournaments/> and <https://www.hockeycalgary.ca/tournament/listings>
- **Fundraising Coordinator** - This does not have to be the Treasurer. A team may choose to have a separate person(s) undertake the fundraising initiatives. For additional details on fundraising, please refer to the 'Fundraising' section below.
- **Social Coordinator(s)** - responsible for organizing "non-hockey" team and parent social events.
- **Speak out Parent** - Hockey Canada developed the Speak Out program in 1997 in order to educate and prevent bullying, harassment and abuse in hockey across Canada. Hockey Canada expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment. The Speak Out Parent is asked to stay aware while in the stands to ensure that appropriate behavior on behalf of all the parents is in play.
- **Apparel Coordinator** - responsible for getting samples, sizing, ordering & delivery of team apparel; works with Treasurer for payments.
- **Scoresheet & Timekeeping** - responsible for completing the scoresheets and running the game scoreboard/clock during games. 3 Volunteers recommended, let them coordinate between themselves who can make which games, and to let you know if coverage is an issue. Does not include scoresheet entry into the Hockey Calgary website. As these scoresheets contain sensitive statistical information which is not to be public knowledge, this role is to be kept with the team Manager or Coach in Atom and higher.

- **Review of Team Management Tool Schedule** - great to have a 2nd person to confirm the schedule has been entered correctly.

Volunteer Screening - SMHA Police Information Checks

SMHA requires **ALL** coaches, assistant coaches, on - ice helpers, and managers to complete a Police Information Check every 3 years.

In order to obtain a Police Information Check:

1. Click on the link below to begin the Police Information Check process on line at your own convenience. There are 15 steps you will complete, exiting and saving information any time you wish for up to 14 days.
2. Once you have completed the 15 steps online and submitted your Police Check you will receive notification via email in 2-4 weeks letting you know your check is ready to view.
3. You will need to log back into the ePIC site and share your Police Check with SMHA or print off a copy and email it to yakrt@telus.net.
4. **SMHA does not automatically receive your completed check.**

PLEASE NOTE:

It is your responsibility to **complete the ePIC by Oct 31st.**

You will need to scan **2 pieces of ID** when you complete your check.

You will need to **use the attached volunteer letter** when you complete your check.

If you reside in **Bragg Creek or Redwood Meadows**, please let me know as it is a different process.

All On Ice Helpers are listed as Assistant Coaches on the Volunteer letter.

MANAGERS:

- New this year- our VSPN (Volunteer Screening Program Number) only waives the fee for Coaches and Assistant Coaches.
- Managers will have to pay for the on line Police Check and will be reimbursed once SMHA receives the completed Check.
- Only one manager per team will be reimbursed
- **Managers still require a Volunteer letter for the reduced fee.**
- **Please send your receipt and completed check to yakrt@telus.net.**

Click on the link below to begin.

The home page of ePIC <https://policeinformationcheck.calgarypolice.ca/>

For any trouble shooting while completing your PIC please click on the following link for information.

<http://www.calgary.ca/cps/Documents/police-information-checks/Applicant%20Instruction%20Manual.pdf>

Team Manager

SMHA requires a team manager for every team. This is a significant position and requires the person filling the role be familiar with numerous SMHA and Hockey Calgary procedures. While this manual will try to cover pertinent information, additional information may be found on the Hockey Calgary website (www.hockeycalgary.ca/resources/team-managers) and on the SMHA website (www.Springbankhockey.com). A team manager meeting is held at the beginning of each season. All managers are requested to attend this meeting as changes and updates from prior years will be addressed at the meeting.

The role of the team manager is a coordinator role for the team to ensure that the administrative duties are completed and to ensure that there is a primary point of contact for communication to the association, other teams, parents and the coaches. The expectation of the role is NOT to perform all the duties yourself. Please make sure all parents have ample opportunity to help with their child's team. This will not only spread out the workload from a few to many people, but will also increase the "investment" in the team by all the parents sharing the workload so that all parents can participate.

Team Communication

It is the Manager's responsibility to ensure your families are updated with your team events, practices, games & tournaments. You will want to collect additional emails from your team in addition to the email list that you were given with your team assignment to ensure easy access to parents on short notice when required. Ask families for ALL contact information they would like correspondence sent to, including anything that might come with short notice (Mom, Dad, work, home, nanny, etc.) If you are going to use a schedule manager for your team such as TeamSnap or Goalline, let your families know via email and invite them right away so that everyone is connected quickly.

Team Communication Tool Setup

Many teams use TeamSnap or similar for their team management tool. Taking the time to set it up with child and parent names and phone numbers from the official roster up front will save you time collecting that information later. Make sure to turn off the view for public setting and let

parents enable their contact information to be shared themselves. Build the cost of TeamSnap into your team budget.

Record Keeping / Distribution

The Team Manager is the keeper of the Team’s personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible. Documentation will have to be completed following all games as well, and it is a good idea to have extra forms on hand.

Documents to include in the Manager’s binder:

- Roster
- Contact lists
- Player medical forms (in a confidential folder within the binder)
 You will need to collect and keep a copy of the Hockey Calgary Medical Form for each player. Ensure that all families on your team know of any allergies to peanuts, etc. for team parties/snacks. Once you have your entire set of team medicals, make a photocopy and seal one copy in a large Ziploc bag envelope and leave one set with your head coach to be kept in the team coach bag in case you aren’t present at a practice or game. Keep the second set of forms with you at all times.
- Forms (game reports, injury reports)
 - [Hockey Canada Injury Report](#)
- Notices
- Arena information
- Committee updates
- Current financial information
- Game & Tournament Sanctions
- Current copy of Team Budget
- Extra couple game sheets and roster stickers

Standard Manager Templates & Tools (in addition to Manager Binder):

● Pocket Roster List	● Game Stickers and Game Sheets
● Apparel Supplier(s) Information	● Bag of Pens/Felt Markers for Scorekeeping
● Logos	● Scissors
● Helmet Repair Kit	● Tape

Game Sheets

It is the manager's responsibility to handle the game sheets - bring to games, have information filled in, etc. The manager may delegate this to a parent volunteer. However, the manager or head coach should collect the game sheets after the game and submit to Hockey Calgary and the League Chair as these contain sensitive information and should not be delegated to a parent volunteer.

Game sheets are provided by SMHA for HOME games. It is the head coach's responsibility to ensure there is a game sheet available for home games, however they will usually delegate this responsibility to the manager.

Hockey Calgary has an online system for scoresheet entry. The Home Team is required to enter game sheet details into the online system. You must also enter your team roster at the beginning of the year as soon as possible. The manager or head coach, will receive login information directly from SMHA. It is imperative that game details are entered on a timely basis, particularly if there are suspensions.

NOTE:

- Check scoresheet for game suspensions and advise the head coach. It is the coach's responsibility to be aware of suspensions from a game. There is NO other record of suspensions given to the coaches.
- Any penalty which results in a suspension will be "written up" on the game sheet. You MUST NOT play that player until you have confirmation of the suspension from your league chair, and the player has served that suspension.
- When suspended players or coaches are sitting out their games, the coach is responsible for putting the player/coach on the game sheet and indicate "suspension game 1 of 2" or some other obvious indicator.

In the older age groups (atom and higher), player statistics are kept by Hockey Calgary. As this is sensitive information, either the head coach or the manager must input this information into the Hockey Calgary system. It is not recommended that a parent be assigned this role.

Game sheets must be entered into the Hockey Calgary system within 24 hours of game (exhibition/seeding/regular/EMHW/city championship/etc.) or tournament completion. At the end of your game sheet entry, you will be required to upload a pdf of the game sheet. If you do not have access to a scanner, there are some apps you can get on your phone or tablet that will let you take a picture of the game sheet and will convert it to a pdf. You can then email it to your computer and can upload from there.

*****New 2016-17*****

When entering the score sheets, we will now be required to indicate the registered coaching staff that were on the bench during the game. All coaches and team officials that are registered in the Hockey Canada Registry (HCR) will appear in this area and will automatically be checked. Any team official **not on the bench** should be unchecked. Should there be a team official listed on the official game report for either team that doesn't appear online,

1. Add the name(s) to the coaching list on the game sheet;
2. If you are the home team - indicate in the "Game Notes" section of the online entry the substitute's name and team assisting with (e.g. John Smith was on the bench for Springbank Rockies);
3. If you are the visiting team - advise the home team that you have non-rostered coaches on your bench;
4. Email your League Chairperson with this information regardless if you are the home team (both teams' fill-ins) or away team (your team's fill-ins) to ensure your league chair gets the information.

Points to note:

- It is the responsibility of the manager/coach (whomever is signing off on the game sheet for each game) to verify the coaches and ensure their bench staff is included on their roster just as their players are. If a coach is missing, they are to cross off their name(s). If a coach is serving a suspension, this should be indicated on the game sheet as you will be required to input this information when entering (indicating a 'yes' or 'no').
- In order for a bench official to be on the bench during a sanctioned Hockey Calgary game, the coach **MUST** appear on that team's official roster with Hockey Canada.
- In emergency situations, Hockey Calgary does allow other adults to assist on the bench for a game. This adult does not have to be registered on another roster.
- At no time may there be more than 5 bench staff on the bench for sanctioned games.
- There are strict penalties for defaulting a game. Failure to play a Hockey Calgary scheduled seeding, league, Esso, playoff game, as per rule 17 b – will result in a loss of two points to the offending team. In addition, the coach(s) will face further disciplinary action(s) including a **MINIMUM** six game suspension or a possible suspension up to **ONE** year.
- This is an online tracking mechanism that was brought into the system to help track coach suspensions. The rules and regulations in relation to rosters, official game reports and bench staff have not changed. Hockey Calgary is just being more diligent on how they are reporting it.
- The deadline for official team rosters for coaches differs from players. Coaches may be added or subtracted from rosters at any time during the season. They are not set in stone.

In summary - if a team finds itself short that they feel they do not have sufficient rostered coaches on their bench for a particular game, they may enlist another parent to assist on the bench for that game. This must be indicated on your online game sheet report and your league chair must be notified.

Score Sheets/ Time Clock

Generally the rule of thumb is the home team operates the time clock and the Visiting teams fills in the scoresheet. This allows for both teams to have representation in the scorekeeper's box to avoid any discrepancies. A good way to remember is that if you were to invite guests over for dinner, you would not expect them to operate your oven, so don't assume the visiting team knows how to operate your time clock, whereas scoresheets are standard across the league.

Please see Hockey Calgary's Off-Ice Official's Manual.

Travel Permits and Exhibition Games

Travel permits are required when traveling with your team outside of Zone 9. Zone 9 includes the City of Calgary and Springbank for all Divisions except Junior (Junior includes Zone 9, Springbank, Okotoks, Airdrie and Chestermere). Game sheets must be returned to Hockey Calgary within 24 hours following the exhibition/tournament game outside Zone 9.

A minimum of 1 weeks' notice should be allowed to ensure that the permit is in place. It is an online request to Hockey Calgary through the Hockey Calgary team website. Generally, the hosting team will apply for the sanction. If you do not receive approval of either the sanction or travel permit (if required) you cannot play the game. All exhibition games require referees. HC will assign referees to your game (when it is hosted in the city) when they approve your exhibition game sanction - you do not have to book the referees separately. If you are hosting an exhibition game outside of Calgary, you are responsible for booking referees in that town/city. It is the team's responsibility to pay the referees at the rink on game day. The approval for the exhibition game will provide payment information and instructions. It is good form that, if the hosting team is paying for the ice, the visiting team pays the referees or if practice ice is being used, the referee fees are split between the two teams. Discuss payment options with the other team prior to the game.

These rules are in place to ensure that players are covered by insurance. Failure to comply can result in significant suspensions to head coaches.

League Games and Tournaments

Different Age groups have different number of games allowed to play each season:

Timbits - see Appendix 1 - Timbits

Novice - see Appendix 2 - Novice Development League (NDL)

Atom - Maximum 55 games, see Appendix 3

The game total begins with the first Hockey Calgary scheduled game in the seeding round and includes all seeding and second round, exhibition, tournament, Minor Hockey Week and Playoff games.

The Head Coach/manager is responsible to manage & maintain a record of this. Failure to do so will result in suspension of the coach.

All non-Hockey Calgary scheduled games need a sanction from Hockey Calgary.

Special Event Sanctions

Sanctions are required for ALL tournaments your team will be HOSTING (This is different from attending - see how to "Attend a Tournament", Scheduling Window and Travel Permit, etc.)

Sanction Applications are subject to deadlines outlined in the annual "Hockey Calgary Important Dates" and are dependent upon your age group and division of play within Zone 9.

Hosting in Zone 9 (Calgary)

The sanction number is provided by Hockey Calgary to the HOST team granting approval to host the tournament. All Attendees of the tournament have to include this sanction number when applying for a scheduling window if within the seeding or regular season round or for requesting permission to attend a tournament outside of the seeding or regular season scheduled games. When agreeing to attend a tournament, the host will provide this number to the invited team so that the request to attend a tournament can be submitted.

Hosting outside of Zone 9 (e.g. Banff, Canmore, Canal Flats)

"Out of town tournaments" are not subject to the blackout periods of hosting in Zone 9.

Hockey Calgary requires you meet the Sanction application deadline stated above in the "Special Dates" and your team will also require a scheduling window as well as any other Zone 9 teams attending. Please note that Hockey Calgary will not approve more the two Zone 9 teams to attend the same "out of town tournament".

Hockey Calgary requires that teams obtain sanctions for team events other than regularly scheduled games and practices. The process for exhibition games and travel permits is described separately in this document. For all other events, a special event sanction is required. Sanctions can be applied for on the Hockey Calgary website. Special Events are ALL non- ice events e.g. bottle drive, laser tag, bowling etc. HC requires notification for insurance purposes. Your request is auto replied to "denied" when you submit the request - "Hockey Calgary does not

require approval for this special event and you are on your own if any injuries occur", but you still must submit the request to inform HC.

Scheduling Windows

If you wish to play in a tournament during the seeding round or regular season, you must complete a scheduling window request form so that you will not be scheduled a Hockey Calgary game during that time. The form and deadlines for completion can be found on the Hockey Calgary website. If a tournament or exhibition game is scheduled during the seeding round or regular season without prior approval from Hockey Calgary, and are then scheduled to play in a Hockey Calgary game, the team MUST play in the Hockey Calgary game. Failure to do so will result in immediate disciplinary action. The team is responsible for any costs incurred for the improperly scheduled tournament or exhibition game.

Once you have received approval from Hockey Calgary, please forward your approval to the SMHA ice scheduler at ice@springbankhockey.com so that you are not scheduled any practices for that time frame. If you do not give proper notice to SMHA, it will be your responsibility to release any ice times through the Goalline system that have been allotted to your team during that period and these practices will not be rescheduled.

Team Pictures

A date and time for pictures will be set each year. Information will be communicated to teams once the dates are determined. Parents are responsible for ordering and paying for pictures directly from the photographer if desired. Order forms will be emailed to managers to be distributed before the picture day.

Coach Information

The following is some general information of interest to coaches. Please note that additional information may be found on the SMHA website (www.Springbankhockey.com). There is an annual coach meeting at the beginning of each season where new items are discussed. It is recommended that all coaches attend this meeting. However, due to scheduling challenges some teams will have ice times when the meeting is scheduled. At least one coach from all teams is required to attend the meeting. It is also recommended that coaches read this entire manual to be aware of requirements of other team officials.

Coach Certification

Each team is required to have the appropriate number of coaches at each game that meet the coaching certification requirements. Hockey Calgary allows teams up to November 15 of the current year to meet the requirements. It is the head coach's responsibility to ensure that the team's coaching staff have the appropriate certifications before this deadline. In Calgary, coaching

certification is a mandatory requirement for coaches of teams registered and playing within Hockey Calgary. Official HC rules and regulations state each team is required to have at least one certified coach on the bench at every league, exhibition and HC sanctioned tournament game and every team practice. It is highly recommended at least one alternate coach on each team is certified at the required levels as during the hockey season, in case the designated certified coach may not be able to perform his/her duties for any reason.

SMHA will host Coach Level 1, Coach Level 2 and Checking Skills courses in house. Information will be sent out to the coaches once selected. Information regarding registration for the any other courses is available on the Hockey Calgary website (www.hockeycalgary.ca).

http://www.eshootsescores.com/mandatory_nccp_hockey.php

SMHA will reimburse coaches for courses taken as long as they are part of the official team roster. Please submit proof of completion and receipt for payment to your Age Group Communications Coordinator along with your address (so that a cheque can be mailed).

Insurance

Only coaches that are included on the official team roster are covered by the Hockey Canada insurance. On-ice help that is not included on the roster is not covered by the Hockey Canada insurance nor is there any Springbank insurance for such on-ice help. There is an insurance charge to Springbank for everyone on the official team roster.

Please be advised that only individuals on the official team roster should be on the ice for practices and on the bench during games. We do not recommend the use of anyone not on the roster as they will not be covered by any insurance other than any policies they may hold personally.

Any individuals not on the official team roster that do go on the ice during practices do so at their own risk.

Similarly, only players on the official roster and approved affiliates are covered by insurance. It is critical that ineligible players do not play.

Hockey Calgary Rule Book

All coaches must be familiar with the Hockey Calgary Rule Book. The current version of the rule book can be found on the Hockey Calgary website [Hockey Calgary Rules & Regulations](#)

Here are some key things to be aware of:

- **RULE CHANGES** - Be aware of any rule changes for the upcoming season.
- **HELMETS** - Helmets are mandatory for all on-ice personnel.
- **SUPERVISION** - Dressing room supervision – the Head Coach is responsible to ensure there are at least one and preferably two responsible adults in the team dressing room

before and after each ice time. Players, at any age, are not to be left unsupervised. The Supervisor should be the last person to leave the dressing room at each ice time and should ensure that the room is neat and tidy. Teams are responsible for any damage caused to a dressing room. Failure to comply with this supervision may result in the suspension of the Head Coach for a period of at least one game.

- FEMALE PLAYERS - From the age category of Pee Wee and older, separate change facilities must be utilized by all female players before and after all ice times. They may join their teammates in the dressing room after all players have completely changed. Failure to comply with this rule may result in suspension of the head coach for a period of at least one game.
 - Hockey Calgary firmly believes in accommodating both genders in our great game. They further believe in balancing this goal with the safety, privacy, modesty and wishes of all its members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. Their policy attempts to meet all these goals while providing a safe and respectful environment for its participants.
 - Hockey Calgary stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.
 - Hockey Calgary recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
 - Springbank Park for All Seasons provides a female dressing room on the second floor on the other side of the Pre-School. Our floors are rubber throughout the entire Park and a player with skates on can travel easily.
 - Hockey Calgary allows co-ed dressing room situations to exist at the Timbits, Novice and Atom levels provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
 - At the Pee Wee level and above, the following conditions will apply in all co-ed team environments:
 - Females and males will change in separate rooms
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
 - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

- When necessary, due to facility limitations, showering shall be done in shifts with the gender in the majority showering first. Once the room with shower facilities have been fully vacated the lesser represented gender may use the shower facilities.
- **SUSPENSION GUIDELINES** - All coaches should be aware of the minimum player suspension guidelines. Hockey Calgary will impose significant suspensions on any head coach not adhering to the guidelines.
- **SUSPENSION** - League Chairs, Hockey Calgary Governors, as well as the Presidents and Vice-Presidents of SMHA have the authority to suspend both players and coaches. Suspended players are not permitted in the dressing room for 1 hour before or after the game for which they are suspended.
- **AFFILIATION LIST** - See the **AFFILIATION** section below.
- **OVERTIME** - There is no overtime in league play (playoffs only).
- **MISSING A GAME** - A minimum of 6 eligible players in uniform (not necessarily a goaltender) on each team is necessary to start a game. **DO NOT** cancel or miss a game unless by an unavoidable accident or unforeseen contingency – this will be subject to immediate disciplinary action.
- **MAXIMUM GAMES** - Maximum number of games apply to Timbits, Novice and Atom. Please refer to the current HC rules for number applicable.

Coach Resources

In addition to the coach certification process, there are a number of resources available to coaches:

- The Coordinator, Coach/Player Development – can provide assistance to any coach. The Coordinator, Coach/Player Development can be contacted via email at tdeano@shaw.ca
- Hockey Calgary website (www.hockeycalgary.ca)
- Hockey Canada website (www.hockeycanada.ca)

Parent Meeting

All head coaches should conduct a parent meeting at the beginning of 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 the meeting at the beginning of the year is to fill the roles identified above in the section “Team Organization”.
- Springbank recommends that the parents be provided with written documentation to take home especially with respect to any team rules established. It is up to the head coach to ensure consistent application of the team rules across the entire team.

- Parents should be advised that Springbank has a zero tolerance policy for unacceptable behaviour. “An individual is considered to be displaying unacceptable behaviour if they are verbally or physically harassing and/or abusing a game participant (player, coach, official or spectator)”
- Coaches should be aware that SMHA will not tolerate 'conduct unbecoming' such as verbal abuse of anyone, altercations, etc.

It is recommended that the following agenda be used for the first team parent meeting of the season. It should be held as soon as possible once the team is formed. There will be a lot of questions the parents want answered and there will be a lot of work required to get the team organization up and running. Being organized is critical to the level of success and enjoyment you and your players will have during the season. It is recommended that minutes of the initial parent meeting are distributed to all parents as a record of what was discussed, and agreed upon, at that meeting.

AGENDA

- Introductions and the purpose of the meeting
- Welcome the parents
- Discuss coach’s experience and qualifications in hockey
- The coach outlines the team's yearly plan/strategies
- The coach describes his philosophy on ice time for players during
 - regular games
 - overtime games
 - tournaments
 - close games
- Develop and present your written team rules and expectations of players
- Ask for volunteers to fill the various positions as outlined in this document
- Fill the coaching staff positions as you see fit – **the head coach is responsible for selecting assistant coaches**. All Coaches must submit a coaching application to the Age Group Coordinator and the Coordinator, Coach/Player Development for approval.
- Define the dressing room rules on clean up, throwing things, 10-minute pre-game speech to team, etc.
- Discuss resolution of any team issues.
 - Parents and coaches should follow the 24 hour rule at all times – no issue should be discussed until the parties have had 24 hours to consider their thoughts. Immediate safety issues are an exception to this consideration.
- Discuss tournaments and fundraising. These are two key items that are important to have parent agreement on. As part of this, parents should agree on the amount of “cash call” to be provided to the team and whether they want to raise sufficient funds so that this could be returned to parents at the end of the season.

Hosting a Tournament

Springbank endeavours to provide every team in SMHA an opportunity to hosting a Home tournament at every age group, because of the strain on the ice some teams will be required to co-host with a division above or below and some team will simply not be able to host due to shortages of ice. The Tournament Coordinator will contact you directly with your tournament Sanction, Ice times and any possible teams interested in attending. The Coordinator will provide you with medals, scoresheets and Referees at no cost to your team. You will also receive a tournament manual to help you plan and run your home tournament. If you require any assistance please contact tournaments@springbankhockey.com

Teams wishing to hold their own tournament are permitted to do so. Teams are responsible for obtaining and paying for ice and officials. For officials, please follow the guidance above for refs for exhibition games. A formal tournament sanction must be obtained from Hockey Alberta. Please check the Hockey Calgary website for information on obtaining tournament sanctions – there are certain timing limitations on when sanctions will be issued.

For more information on Tournaments, please see the Tournament Manual on the SMHA website.

Treasurer Information

TEAM BUDGET:

At the end of the season, each team is required to submit their actual financials. This ensures all families are financially protected. Recommend posting the latest budget updates on your team management system (TeamSnap, Goalline) for full transparency.

The following is some general information of interest to treasurers.

- A team manager and treasurer meeting is held at the beginning of each season. All managers are requested to attend this meeting as changes and updates from prior years will be addressed at the meeting.
- Open the bank account in the designated team name; e.g. Springbank Atom Rockies 1, Springbank Pee Wee Rockies 2 etc.. Some Financial institutions have community accounts that do not charge any fees.
- Deposit and pay all team funds through the bank account and maintain a record of all transactions. You should issue receipts to parents for any funds paid to the team, and keep receipts for all payments made.
- Develop a budget/set fundraising targets. This requires agreement of the parents and coaches as to what the team would like to do in the year (i.e. number of tournaments) to attend. Use this to guide fundraising activities and ensure excess funds are not raised.

- Please note that SMHA is **not** a registered charity and is unable to provide a charitable donation receipt.
- If funds left at year end are not significant, suggest to team to donate to an organization like KidsSport or to SMHA.

The team Treasurers should not:

- Pay out cash if you can pay by team cheque. If you do pay out cash ensure you get a receipt from the party paid. It is important for your records and protection.
- Conduct raffles (this includes 50/50 sales) or fundraisers as a team without first ensuring you have the Hockey Calgary Special Event Sanction Form and, if necessary, an Alberta Gaming License. **All raffles or pull-tickets (i.e. grey cup ticket pools) require an Alberta Gaming Licence. You can apply for an account and obtain a licence online at www.aglc.ca.** “Illegal” or unlicensed fundraising could jeopardize the gaming licenses sought by other teams and SMHA, itself, each year. If in doubt, the matter should be referred to the SMHA Treasurer. **It is imperative that teams apply for their own account.**
- Accept cash/cheques without giving a receipt so that you are always clear on who gave you what and what for.
- Involve coaches in the financial management of the team.

Fundraising

Teams should be aware that many fundraising events will require them to complete the Hockey Calgary Special Event Sanction which is available on the Hockey Calgary website (www.hockeycalgary.ca) .

Depending on the type of fundraising, the team may need to obtain an Alberta Gaming Licence. All raffles or pull-tickets (i.e. grey cup ticket pools) require an Alberta Gaming Licence. You can apply for an account and obtain a licence online at www.aglc.ca. “Illegal” or unlicensed fundraising could jeopardize the gaming licenses sought by other teams and SMHA, itself, each year.

League Chairs

It is the duty of the League Chair/Coordinator to supervise and direct the conduct of the teams, managers, coaches, players and spectators coming under his/her jurisdiction. He/she has the authority to rule on any team, team official, or spectator who contravenes or breaks any of the rules and regulations established by Hockey Calgary.

You must inform your league chair/coordinator of any

- suspensions of player, team official or spectator

- Use of affiliate(s)
- Game scores
- Any incidents as noted on the official game report as noted by the referee
- For more information, see Appendix 5

Team Registration

At the beginning of the season, when teams have been selected, it is a requirement of Hockey Calgary that all teams be registered with them. A team roster will be provided to each team by the SMHA/Age Group Registrar. An approved roster must be in possession at all games.

Respect in Sport - Parent

We would like to bring an important Hockey Alberta and Hockey Calgary initiative to your attention. The Respect in Sport program is mandatory for all families registered with an Association (including SMHA) that is within Hockey Calgary's boundaries (Zone 9). The one hour online tutorial must be completed by at least one parent per family, but need only be completed once. Compliance is monitored by both Hockey Calgary and SMHA. The link to the program may be found on the Hockey Calgary website (www.hockeycalgary.com). There is a fee for parents to complete this course. The fee is NOT reimbursed by the Association. Players are unable to register with SMHA unless they have completed the Respect in Sport requirement. The SMHA Registrar ensures that all families are in compliance, however, it is a good idea for the manager to review to ensure all players have a Respect in Sport Number. This can be found on the official roster provided by the Age Group Communications Coordinator.

Equipment

- Each SMHA team will receive two sets of jerseys (home/away), and pucks. Novice teams will also receive one set of goalie equipment. This equipment will be distributed at the beginning of the season once teams are formed.
- SMHA jerseys are only to be worn for games. They are not to be worn in practices.
- The SMHA game jerseys are collected and kept by the team's jersey parent(s) following each league/tournament game.
- Exception: TIMBITS – Because of the Timbits program and the fact that Tim Horton's provides the sweaters, the players are allowed to wear their sweaters on game and practice days. The equipment manager is not required to collect these jerseys each ice time.
- The team officials are responsible for all team equipment such as team jerseys, pucks, SMHA owned practice jerseys or pinnies.
- All teams will be notified at the end of the season as to the equipment return dates. The equipment is stored in the Springbank equipment room at the SPFAS.

- All jerseys must be washed prior to being returned. Jerseys should be placed in the jersey back in numerical order prior to returning the equipment.

As a coach/manager, you will want to arrange pick up your equipment from the SMHA Equipment Coordinator. Equipment pickup dates will be emailed once the teams are formed. The Equipment Coordinator can be contacted via email at equipment@springbankhockey.com. You may also elect to have this task completed by the team manager or equipment manager.

Apparel Policy

The Board of Directors are committed to building a strong SMHA brand to enhance the reputation of SMHA on behalf of all of its members. SMHA has adopted the following policy governing the use of its logo, jerseys and team apparel.

SMHA utilizes a competitive RFP process to identify a qualified and capable company to supply the association with our apparel needs.

For the 2017-18 hockey season, **Adrenalin Source for Sports** has been awarded sole supplier status. Teams wishing to purchase SMHA apparel for their players, parents and fans are encouraged to communicate directly with **Adrenalin**.

The benefits to SMHA of having an exclusive supplier include:

- Enables SMHA to control distribution and use of its brand and approved logos
- Creates a consistent and uniform look for all players, fostering pride in SMHA
- Opportunity for improved purchasing power for teams and families

Only the exclusive supplier has authorization to use the SMHA logos and to supply official product to SMHA teams and fans.

The Board of Directors are confident that all teams will work with SMHA to ensure these policies are adhered to. In the unlikely event that SMHA becomes aware of a breach of the Apparel Policy, the team manager and head coach will be required to appear before the SMHA Discipline Committee for disciplinary action.

1) Jerseys

- a) For all games, including regular season, exhibition and tournaments, all teams shall wear only jerseys distributed by SMHA. No other jerseys may be worn without the approval of the executive.
- b) Team jerseys are not to be worn for practices.
- c) **3rd Jersey**
 - i) Wearing a third jersey during any sanctioned SMHA game or tournament is strictly prohibited.
 - ii) 3rd Jerseys can be worn by **Midget teams only** with prior written approval from the Board. Teams may add name bars and sponsorship logos to the 3rd jersey. All sponsorship logos have to be approved by the Board. To request approval, contact marketing@springbankhockey.com. Sponsorship logos may be placed on the right and/or left shoulders and/or the back bottom portion of the jersey.

2) Use of SMHA Logo

- a) If a team wishes to use one of the authorized SMHA logos for any purpose other than on apparel purchased from the authorized supplier(s), permission must be obtained from the Association. To request approval, contact marketing@springbankhockey.com.
- b) SMHA logos may be used, after approval has been received, as provided by SMHA in black and white or in colour but may not otherwise be modified.

- c) There cannot be any other cresting, wording or other objects blocking or overlaying the SMHA logo.
- d) If you require the SMHA Logo for tournament brochures, trophies or letterhead contact marketing@springbankhockey.com.

3) Name Bars / Advertising

- a) Name bars or advertising crests cannot be affixed to jerseys other than the Midget team 3rd jersey. Jerseys are a major expense of any hockey organization. The SMHA cost per jersey is approximately \$100. We estimate that on average we get 5 years of use out of a set of jerseys if they are properly cared for. SMHA has decided that we will not permit name bars to be placed on SMHA jerseys, nor will we allow any team level advertising on SMHA jerseys for the purpose of fundraising for that individual team. The sewing of crests on to jerseys is destructive and can reduce the life of a jersey by 2 to 3 years. This is an expense to all SMHA members, and the benefit of damaging these jerseys is only received by an individual team.
- b) Teams are, from time to time, able to secure corporate sponsors for the purchase of team apparel. SMHA encourages and welcomes this sponsorship. Any advertising on any equipment other than jerseys (i.e. helmets, gloves, pants, pant shells, socks or skates) or any other apparel must be approved by the SMHA Board. Please contact marketing@springbankhockey.com.
- c) Any form of advertising or logo cannot interfere with or be more prominent than the SMHA logo. For additional guidance in regards to advertising and logo sizing and placement contact marketing@springbankhockey.com.

4) Ordering Apparel

- a) Teams and individuals are entirely responsible for approving and paying for their Rockies order. SMHA is not responsible for the ordering, receiving, or payment of Rockies items made by individuals or teams.
- b) The purchasing of SMHA branded apparel from any supplier other than Adrenalin Source for Sports is strictly prohibited without prior written approval from the SMHA Board of Directors. Please contact marketing@springbankhockey.com.

5) Consent and Privacy

- a) SMHA recognizes that the decision to purchase Team Apparel is one which is made by each team, as a team. Teams wishing to acquire apparel as a team must ensure that consent of the team is obtained prior to committing to ordering. The use of players' names and numbers on apparel can be a safety and security issue. In order to protect the privacy of individual players and their families, when apparel is being obtained on a team basis, where a player's name is included on the apparel, consent and approval must be given by each player's parent or legal guardian for the name that is to appear.

6) The Team Manager and Head Coach are responsible for ensuring that the SMHA Apparel policy is followed.

Fair Play Code

Hockey Calgary, has developed and approved a Fair Play Code for Parents, Coaches and Players in our Association. All Parents, Coaches and Players should adhere to this pledge. Coaches are encouraged to discuss the Code with Players and use it as a reference to encourage appropriate behavior.

Internal team issues

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 management of complaints, concerns and issues within your own team are to be handled through the team's Manager or Head Coach. Please see the Communication section below for the appropriate protocol to be followed in the event of disputes.

It is recommended that an open and honest communication channel be maintained with the coach.

It is also recommended that the “24-hour rule” be applied in all significant situations. That is, the complainant should be requested to bring their complaint back to you in 24 hours to discuss it fully, allowing a cooling off period and to discuss the issue when emotions are not at their peak.

In a worst case scenario a report can be submitted to the Age Group Coordinator.

Important Dates

Hockey Calgary publishes a list of “important dates” which are deadlines to which teams must adhere. This list of dates can be found on either the SMHA or the Hockey Calgary website. Dates include, but are not limited to, scheduling window deadlines, seeding round dates, regular season dates, Esso Minor Hockey Week, etc.

Affiliates

The coach may ask for your assistance in arranging affiliates.

Each team may have affiliated with it only one team or up to 19 named players (with Hockey Calgary's approval) in a lower division or age category from within the Community. Players can only be affiliated to one team. In the cases where a lower division team is split to provide affiliates to more than one higher division or category teams the players on the lower team must be named.

All affiliations must be filed with your League Chair and approved prior to the affiliated player being allowed to participate, in any game, with the team to which he/she is affiliated.

Affiliated players may be used in place of players registered on a team, subject to the maximum number limitations described below. Affiliated players may be used to replace injured players or players that will be absent for any reason, but not to replace players suspended by Hockey Calgary.

For games within Hockey Calgary, the maximum number of players, including affiliate players, which will be allowed to be shown on any official game report must not exceed the total number of players registered on the team except in Pee Wee, Bantam and Midget where teams have only one (1) designated goaltender.

Teams can replace injured players and/or absent players with affiliated players to bring the team up to their roster size. The team roster size will be reduced by one for each player that is under a suspension.

Coaches should pay special attention to the affiliation rules as the suspensions for the improper use of affiliates is harsh. Use of an ineligible player can result in a 3 year suspension. One of the key reasons that affiliation rules need to be complied with is to ensure that all players are covered by insurance. Playing an ineligible player may mean that player is not covered by insurance.

Procedure for use of Affiliated Players

- The Head Coach and ONLY the head coaches are to contact each other with the request for players. They are to engage in an open dialog as to the be fit and most deserving of players to move up. "Friend requests" are not permitted nor are they to contact parents directly no matter the position they might hold on the affiliate team. This is a Head Coach to Head Coach only communication.
- The Head Coach is also required to notify their League Chair prior to the game when using affiliates
- The Head Coach is responsible for indicating affiliates on the game sheet with an "AF" or some other obvious indicator.
- The Affiliation List will be posted on the Springbank website or delivered to coaches via email. Affiliates CANNOT be used until the list is approved by the SMHA President and Hockey Calgary. You will be notified when the affiliate list has been approved.
- A player of a team of lower division or category may play a maximum of ten (10) games. If the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.
- Exhibition and Tournament games do not count in the total for the use of affiliates.

- When a higher division club uses an affiliated player they must signify same in writing (a\p or AP) after the player's name on the official game report.
- When using an affiliate player, the higher team must obtain the permission of the lower team and have the sanction of the League Chair. Failure to obtain permission to use the affiliate player or to obtain the sanction of the League Chair may result in the loss of 2 game points and the coach of the higher team receiving a one game suspension.

Timbits Affiliation - There will be no affiliations allowed within the division of Timbits/Initiation. There will be no affiliations allowed from Timbits/Initiation up to Novice.

Novice Affiliation - See Appendix 3

Game Day Officials (Referees)

Referees are assigned for, seeding round, Esso Minor Hockey Week, regular season and tournament games and exhibition games, they do not explicitly need to be requested. Exhibition games are the only ones where cash needs to be paid to the referees on game day.

Community Referee Assignments and payment

- Timbits - no referees are assigned
- Novice - all levels (minimum 2 man system)
- Atom - all levels (minimum 2 man system)
- Pee wee for teams seeded in Pee wee 4 and lower (2 Linesman) Central zone to provide lead referee.
- Community referees are paid directly by SMHA for seeding round, Esso Minor Hockey Week and regular season games. Teams must make arrangements to pay exhibition game and tournament game (when acting as the tournament host) referees directly.

Central (CZ) Zone Referee Assignments and payment

- Pee wee - for teams seeded in division 4 and lower (referee only)
- Pee wee - for teams seeded in division 1 through 3 (all on ice officials)
- Bantam all levels (all on ice officials)
- Midget all levels (all on ice officials)

For Community hockey, each team must supply two off ice officials for all games. Home Team will be responsible for the Timekeeper and Home Penalty box; the Visiting team will be responsible for the Scorekeeper and Visitor Penalty box.

The teams do not pay for the Central Zone assigned officials in Seeding or League play.

Teams do not pay referees in Esso Minor Hockey Week or the playoffs.

Exhibition Games:

- Referees are obtained for exhibition games based on the arrangements made between the two teams. For example the home team provides all refs, or each team brings one ref. Please consult the list above to determine whether you need Community officials, CZ officials or a combination. Teams are to contact the SMHA referee assignor for community officials and CZ for CZ officials. This needs to be done at least one week in advance of the exhibition game to ensure that refs can be arranged. Note that this ONLY applies to exhibition games – seeding round and league games will have on ice officials assigned by SMHA or CZ as appropriate.
- Officials arranged through CZ or SMHA for exhibition games must be paid by the teams. Generally, the refs will expect to be paid in cash prior to the start of the game. Payment is based on the arrangement between the participating teams but the teams are responsible to pay these officials and are NOT reimbursed by SMHA for these exhibition games.

Community official fees for exhibition games

Please see [Calgary Officiating Rates 2016-17](#)

Teams must pay the referees with CASH only! There is no reimbursement of fees paid to refs for exhibition games.

Any complaints about referees or other major officials by coaches, managers, players or spectators must be sent to the SMHA President for endorsement and onward delivery to Hockey Calgary for possible action. Any complaint should include details of the incident(s), official's name, teams involved, location, time and date of the game. Where possible a written statement confirming the incident(s) should also be obtained from the opposing team.

Playoffs

All teams from Atom age category and older will play in the playoffs. TimBits and Novice do not have playoffs.

Contact Information

A complete list of Springbank Minor Hockey Association's executive and contact information is available on the SMHA website (www.Springbankhockey.com)

Questions

Please follow the Communications chart below that SMHA would like all teams to follow. DO NOT contact Hockey Calgary directly.



APPENDIX 1 – TIMBITS

Thanks to its sponsor Tim Hortons, Hockey Calgary is able to run the Timbits Program which is a developmental league for kids aged 5 and 6. With the sponsorship dollars received from Tim Hortons, Hockey Calgary is able to purchase jerseys, host the Timbits Jamboree, purchase pucks, provide each player with a Timbits Medal, supply water bottles to various tournaments, host educational sessions for coaches and operate a learn to play hockey program for first year Timbits players.

The Timbits program is a mandated program in Calgary for the Initiation division for 5 and 6 year olds. The program focuses on skill development and the FUNdamentals of the game for the players, coaches and parents. On average there are over 100 teams that make up the Timbits Age Category in Zone 9– Hockey Calgary. The Timbits Program and its rules and regulations are all outlined within the [Timbits Manual](#) and the [Timbits Parent Power Point Presentation](#).

Timbits Exhibition/ Tournament Sanction Application

Anytime a team plays an exhibition or tournament game, the team must request permission by submitting the "Play an Exhibition Game or "Play in a Tournament" form using their Hockey Calgary Team user account. No games and or tournaments are permitted before November 15th for Sr teams and November 30th for Jr teams. Each Timbits team is permitted to play a maximum of 16 games if they are in the Junior Division and 20 games if they are in the Senior division.

Junior Game Limit

- 4 Games in December
- 12 Games in January - March (no more than 6 games per month)

** games not used do not carry over to another month

Senior Game Limit

- 6 Games in November - December
- 14 Games in January - March (no more than 6 games per month)

** games not used do not carry over to another month

Timbits Jerseys

Thanks to Tim Hortons, each player in Timbits receives a Timbits jersey that they get to wear for the season. The jerseys must be worn during each practice, game and tournament that the team takes part in. No name bars and or sponsor bars are permitted on the jerseys.

Timbits Learn To Play Hockey Program

Player, coach and parent development are at the forefront of Hockey Calgary's mandates relating to hockey development in Calgary. As a result, Hockey Calgary has developed a Timbits Learn to Play Hockey Program. The purpose of this program is to educate parents and coaches on the importance of skill development, while introducing first time players to the game of hockey. This new initiative is a partnership between Tim Horton's, Hockey Calgary and the 16 community associations within Calgary.

Thanks to Tim Horton's 320 first time hockey players and parents will have the opportunity to experience Hockey Calgary and its initiatives first hand. There is no cost to parents, participants and/or coaches to take part in this event. Thanks to Tim Hortons sponsorship with Hockey Calgary, we are fortunate to be able to host events such as the Timbits Learn to Play Hockey Program.

Affiliations

There will be no affiliations allowed within the division of Timbits/Initiation. There will be no affiliations allowed from Timbits/Initiation up to Novice.

Extra Ice Time, Exhibition Games and Tournaments

- Teams can play **maximum of 16 games (Junior) and 20 games (Senior)** this season (excluding the Timbits Jamboree @ end of season, date TBA). Those games can be accomplished via exhibition games and tournaments.
- **Junior Teams cannot play any games prior to December 1, 2015 as per Hockey Calgary guidelines. Senior Teams cannot play any games before Nov 15.**
- Exhibition games – invite other assoc. teams or SMHA teams. Try to reciprocate ice times so that you invite them to an exhibition game and they invite you, this way you don't have to acquire as much ice time.
- Tournament games – typically 3-4 games per tournament and can cost anywhere from **\$750-\$1100/team**. Budget your finances and schedule accordingly.

Timbits Jamboree

Each year Hockey Calgary puts on a Timbits Jamboree. This event is a celebration of Timbits hockey and its attributes. The Timbits Jamboree is a family orientated day where families can enjoy the success of the season. Each player who attends the Jamboree receives their Timbits Medal, honouring each player for a job well done as well as a gift from Tim Hortons. These games do not count towards your total game count for the season.

SMHA Timbits Young Guns Tournament

- Held in January
- Run as a cooperative event.
- Expecting 24 teams which includes our 12 Timbits Teams (Junior and Senior)
- Each team will be required to provide one Team Tournament Representative and 3-4 volunteers for the tournament operations. Further details will come out in the next few weeks.
- Every single Timbit family will be expected to volunteer during the tournament in some capacity
- Arrange for a Tournament Chairperson to coordinate this event ASAP. Please make special mention of this at your first team meeting.

APPENDIX 2 – NOVICE DEVELOPMENT LEAGUE (NDL)

The Novice Development League (NDL) is a partnership between Hockey Calgary and its community member associations in which they operate the Novice age category as a skills based age category. The NDL focuses on skill development and the fundamentals of hockey for kids aged 7 and 8. The purpose of this league is to address the need for more skill development in the novice age category. Our goal is to provide a positive environment for learning the fundamentals of hockey and to stimulate interest and desire to continue playing the game of hockey.

The NDL is a league in which the associations promote coach, parent, official and player education during the season. Each player will be evaluated fairly within each association and placed on a team where they are best suited. Teams are limited to when and how many games they can play. As a result, players will practice more and play fewer games to increase their skills before playing full ice games compared to that of other

[Hockey Calgary Website - NDL](#)

[Novice Development League \(NDL\) Guide](#)

Special Points to Note

Goaltenders

Hockey Calgary has strict rules about goaltending. Each player must have the opportunity to play goal before any player can play a 2nd time. Players can choose to skip their turn in goal, but they must have a parent sign off that they don't want to play in goal for that round. In other words, no child can play twice until each child's rotation box on the chart is filled in with either the date they played or a parent signature declining to play. You will be given a goalie rotation sheet by your Age Group Communications Coordinator that you must have on you at all times and will need to have filled in & up to date. This goalie rotation will be spot checked by your League Chair to ensure your team is following the NDL rules.

Affiliations

- The principle of affiliation at the Novice category is to provide replacement players when regular team players are ill, injured or otherwise unavailable.
- Affiliated players will only be allowed in situations where registered team players are unavailable to the team because of

- (i) illness
- (ii) injuries
- (iii) inadequate numbers of registered team players to play a game

- Affiliated players must be approved by Hockey Calgary before they are used as an affiliate.
- Only team-to-team method of affiliation is allowed. Affiliation must be from a lower division with the association except:
 - (i) that if an individual player on a team is affiliated to an Atom or higher team in accordance with Hockey Alberta regulations the team with which that player is registered may not enter into a team-to-team affiliation agreement with any team;
 - (ii) only one team can affiliate with and be affiliated with each team
- An affiliated Novice player may not play more than five (5) games with the affiliated team in the current hockey season, excluding exhibition and tournament games.

NOTE: There will be no affiliations allowed from Timbits/Initiation up to Novice.

Playoffs

There are no Playoffs in the Novice age category.

APPENDIX 3 - ATOM

Atom League Structure

Regions

North Region

Crowfoot
NW Warriors
McKnight
Simons Valley
Saints

West Region

Glenlake
Springbank
Trails West
Bow River

South Region

Blackfoot
Bow Valley
Lake Bonavista
Midnapore
Southwest

Registration Costs

As in the past Associations will still control the cost of their program. We ask that all associations offer the same cost for city wide and regional leagues. The HC game schedules will be developed so that the # of games in both the 'City Wide' and 'Regional' divisions are the same, with the only difference being the structure and layout of the leagues.

Evaluations

As in past years each association will continue to manage their own evaluation process. The difference will be that instead of ranking teams 1 – 10 (example), you will now be required to create some 'equally skilled teams' in the 4, 5 & 6 divisions. For example if you need to have 2 teams in the 4th division you would take the 35ish players that ranked in this range and place them evenly on 1 of the 2 teams.

Once you are at this point the ideal scenario would be as follows:

- Select your 2 best coaches among parents of the 35ish kids, and assign them to coach these 2 teams
- Assign the 'Head Coaches' child to their respective teams
- Allocate remainder of kids to the 2 teams, alternating 'Snake Draft' based on their evaluation ranking is likely the simplest and fair way
- Note: HC suggests that the Associations stay away from a 'Coach Draft' of the teams this has potential for issues, and if we are confident in the evaluation rankings then the 'Snake Draft'

will work best

HC strongly suggests that once your initial evaluations are done, and you have those 35ish players identified that will make up the 2 'Balanced Teams', that you play a minigame to ensure parity. During this game you may choose to move players around to find the proper balance across the teams.

'Stacking 1 Team' – Not setting the teams 'Equally'

Firstly, as administrators of these programs we have to trust that our member associations will act in a responsible manner and not allow 'stacking of one team' to happen. We would hope that the associations are above corruption at this level of hockey.

Secondly, in most divisions an association will have 2, if not 3 teams in the same division, therefore if you 'Stack' one team you are in fact setting up the other team(s) for failure. If this happens it would be the Association's responsibility on how they would explain this to their membership (and HC) as to how this situation arose. There will be an expectation that Associations be able to provide evaluation data if such a situation plays out. Teams will never end up identical, but there is an expectation that they will be competitive with each other.

Thirdly, Hockey Canada rules do state that players can move teams up until January 10th, this would be a last resort and only in case of gross injustice, but there could be an option to force an association to move a player or two.

In the end we must all realize that there will always be winners and losers in the game, and that these young players develop at different levels. Very often teams that are created equal in September are not equal at the end of the year. Much like our present system where we see lower division teams beat higher division teams during the year, when they have improved at a faster rate.

Coach Selection

As Associations we are always striving to get the best coaches in place across all of our teams, no different from any other year the Association will have full responsibility as to who they assign to coach the teams. The new regional structure now enables Associations to select the best coaches of players within a 30-50 player range and assign them to coach different teams. For example where associations have 3 teams in 1 division, they will now be able to assign their 3 best coaches to each of those teams where as in past if those same 3 coaches sons/daughters all ranked in the same pool, they would all end up coaching together with the possibility of the next team not having a quality coach.

As per above HC recommends that you assign your best coaches to different teams to avoid 1 team having very qualified coaches and the other not so much. These coaches can then work with the less experienced coaches to help them along the process to becoming a head coach in future years.

of Games

There is no difference in the amount of league game times provided to each division. HC will schedule 8 Seeding Round & 10 League Games for both 'City Wide' and 'Regional' leagues. As in the past each team schedules and plays exhibition games and tournaments as per the decision of that team.

Due to the balancing of teams within Associations, there will be 'No Seeding' within the Regional Divisions in year 1 of this pilot. The first half of the season is still called 'Seeding' for alignment with all other age categories in the city, but there will be no movement. For year end standings and playoff matchups only the 10 games post Christmas will be utilized.

of Practices

The # of practices provided to each team and age category is determined by the individual association based on the amount of ice that they have access to. Associations should provide equal ice time to all levels of atom no matter what division you play. If a specific team chooses to source more ice time on their own that is up to the individual team.

EMHW Plan

HC will schedule the tournament as we always have to ensure the event has the same excitement that it has had in previous years. For the 2016-17 EMHW will be scheduled within the existing divisions. Therefore we will have divisions and champions for the following:

- Atom 1
- Atom 2
- Atom 3
- Atom 4 West, Atom 4 North, Atom 4 South
- Atom 5 West, Atom 5 North, Atom 5 South
- Atom 6 West, Atom 6 North, Atom 6 South

This will allow us to have 12 champions of EMHW as we have had in the past (no reduction in champions). This format is the same as what exists in the Novice division at the present time, there is no crossover to play the champion of similar division.

City Championship Plan

Championships will run in the regional divisions as well as the city wide divisions.

Regional Division Plan

In divisions 4-6, the 3 regional winners, will playoff to determine a 'true' city champion.

Due to time factors in completing these championships prior to spring break the format will need to be simplified and run as follows:

- 3 regional division playoff winners determined, as per the standard Hockey Calgary format, (true double knock out event)
- once those teams are decided, they would advance to a single elimination tournament as follows:
 - team with the best league record (10 games post Christmas), gets a bye
 - teams ranked 2nd and 3rd play 1 sudden death playoff game
 - winner advances to play 1 sudden death playoff game vs. 1st ranked team
 - winner is crowned 'City Champion'

APPENDIX 4 – HOCKEY CALGARY TEAM MANAGER USER ACCOUNTS

New This Year

- **Game Scoresheets**
 - After the digital game sheet has been entered it is mandatory that Team Managers upload a PDF version of the game sheet for review by their League Chair/League Governor.

Team User Accounts

A Team Manager user account has been computer generated for you to handle a number of league responsibilities for your team.

Go to www.hockeycalgary.com and click LOGIN in the upper right hand corner:



Once at the Login screen enter the Team Manager Login and password that has been provided to you by your association.

TIMBITS NOVICE ATOM PEE WEE BANTAM MIDGET JUNIOR ATB REC COMMUNITY ELITE FEMALE ASSOCIATIONS

Login

HOME > LOGIN

Username:

Password:

Login

If you have forgotten your username or password, [click here](#).

UPCOMING EVENTS

- SEP 28** 2015-09-28
 DEADLINE: Midget players released by elite to community
- SEP 30** 2015-09-30
 DEADLINE: Schedule change requests

[View More Events >>](#)

HOCKEY CALGARY THANKS OUR SPONSOR

NOTE: If you forget your username or password, [click here](#) at the bottom of the login screen. Your username and password reset information will be emailed to the email address associated with your user account. The first time you log on you will have to supply some additional information and also have the opportunity to change both the username and password to something more personal:

Signed in as: *(Team Manager)* LOGOUT

Administration

My Profile

Welcome to the team administration for Northwest Warriors 1.

Some features within this administration software will send confirmation and notification emails which will require your attention.

Please review the following information and ensure all contact information is complete and accurate.

First Name

Last Name

Email

Phone

Mobile

Username

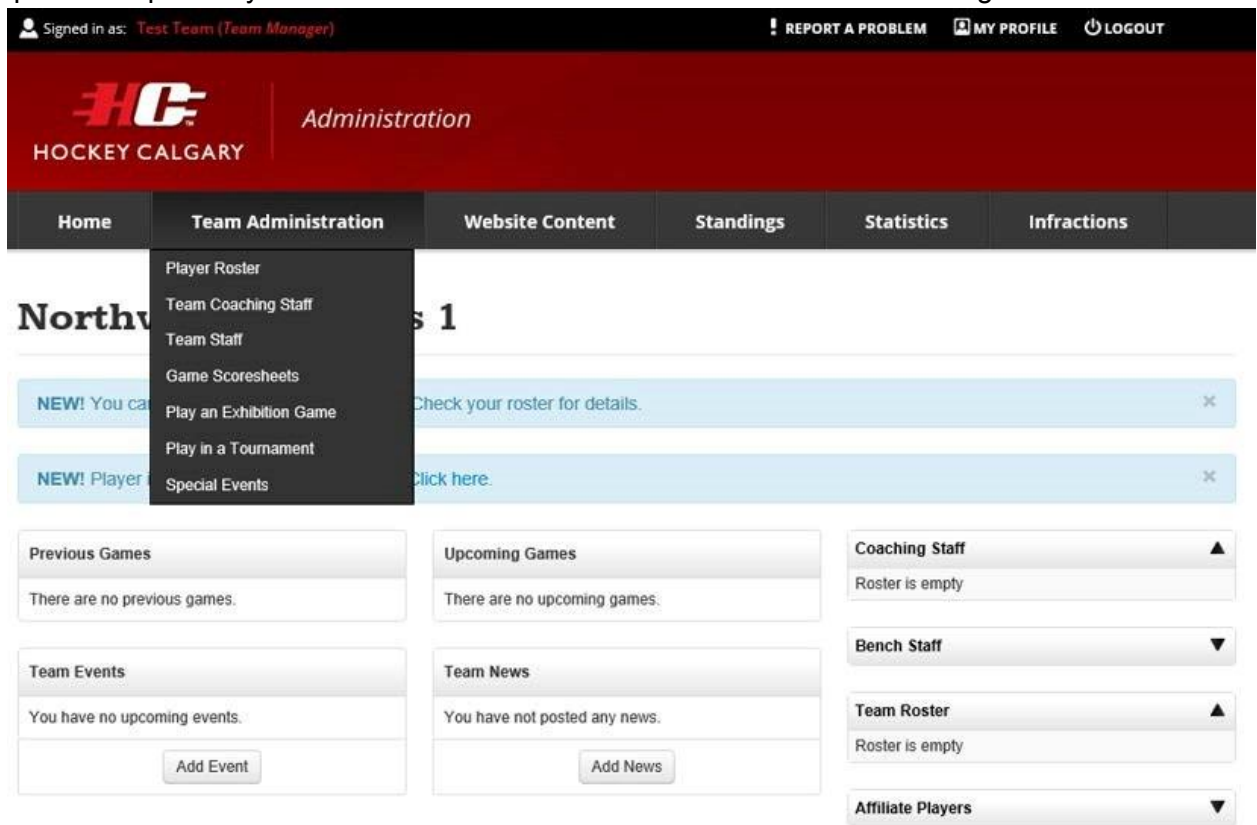
Password

Confirm Password

Save

Team Manager Dashboard

Once your profile is updated you will be taken to the home screen of the “Team Manager” dashboard.



Player Roster

This this tab will list all registered players and approved affiliate players from the Hockey Canada Registry (HCR). Additions or deletions to the player roster must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display jersey number, name and position.

EDIT ROSTER

Clicking the edit roster button will allow for changes to jersey number and position, the rest is downloaded directly from the HCR database.

Team Coaching Staff

This tab will list all registered team officials from the Hockey Canada Registry (HCR). Additions or deletions to the coaching staff must be made by the Association Registrar in HCR, once made the Hockey Calgary website roster will reflect those changes within 24 hours. This list will display name, role, HCR ID and the primary email and telephone number.

Edit


Clicking the edit button will allow for changes to the position, the rest is downloaded directly from the HCR database. If the team official has an email listed, the Team Manager can [Grant Access](#) to this team official who will then receive an automatic email with their username and password.


Team Staff


This tab will list all individuals that have been issued a Hockey Calgary user account. Requests for additional user accounts must be made to Hockey Calgary by an existing user or an association representative.

Game Scoresheets

This tab will list all games for your team and is where you will go to enter the Scoresheet.

If this icon  appears beside the game it indicates the game is in the future. You can click the icon to save the game to an electronic calendar. The same feature is available from the public website as well.

After the game has been played, this icon  **Scoresheet** will appear indicating the game has been played and is waiting for the scoresheet to be entered. Enter all information carefully as once you “publish” the scoresheet you can not go back and edit any of the details. If you have made an error contact your League Chairperson for assistance.

After the scoresheet has been entered, this icon  **View Scoresheet** **PDFs** appears and will allow you to view what has been entered.

New this year – after the digital game sheet has been entered it is mandatory that Team Managers upload a PDF version of the game sheet for review by their League Chair/League Governor.

Signed in as: **Test Account (Team Manager)** **REPORT A PROBLEM** **MY PROFILE** **LOGOUT**

HC
HOCKEY CALGARY Administration

Home **Team Administration** **Website Content** **Standings** **Statistics** **Infractions**

Scoresheet: Published

Thank you. The scoresheet has been published to the Hockey Calgary website.

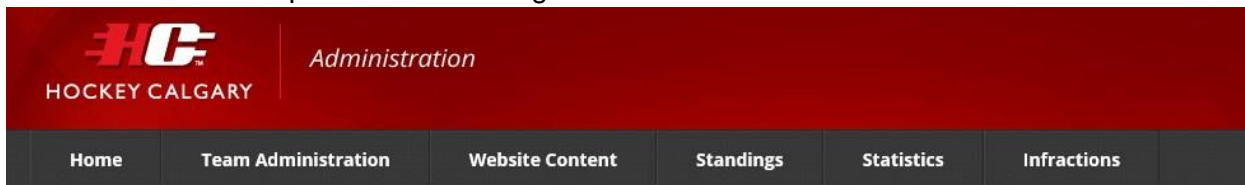
[Upload a Scoresheet PDF](#) [Return to Home](#)

© 2014 Hockey Calgary. All rights reserved.

The icon beside the game will change to this  [View Scoresheet](#) PDFs and all PDF's uploaded will be viewable by clicking the grey PDF's button.

Play an Exhibition Game

This tab is used to request an exhibition game.



Play an Exhibition Game

[Previous Requests](#)

Upcoming Exhibition Games

You currently do not have any upcoming exhibition games scheduled.

[Game Details](#) [Review](#)

Date of Game?

Game Time?

Game Length?

Hockey Calgary Opponent?

Yes No

Are you hosting?

Yes No

Hockey Calgary Arena?

Yes No

I agree that Northwest Warriors 1 will honour all Hockey Calgary/Zone 9 commitments.

[Previous](#)

[Next](#)

If "Hockey Calgary Arena" is yes, the request will be automatically sent to the Community Referee Coordinator of the home team if the game involves Novice or Atom teams and to the appropriate CZRC Assignor if the game is Pee Wee, Bantam, Midget or Junior for their review. Once the Referee Assignor has approved or denied the game, all team officials/staff associated with Calgary teams involved in the game will receive an email indicating the status of the game. Games must be requested within 48 hours of the start time of the game.

If "Hockey Calgary Arena" is no, the request will be automatically sent to the Hockey Calgary League Chairperson or Age Category Governor for their review. Once they have approved or denied the game, all team officials/staff association with Calgary teams involved in the game will receive an email indicating the status of the game. **If the game has been approved a Travel Permit will automatically be issued.**

Play in a Tournament

This tab is used when a team wants to participate in a tournament.

Hockey Calgary Administration

Home | Team Administration | Website Content | Standings | Statistics | Infractions

Play in a Tournament

Upcoming Tournaments
You currently do not have any upcoming tournaments scheduled.

Tournament Details | Review

Tournament Type
 Provincials Hockey Calgary Sanctioned Other

Sanction Number?

Next

If “Hockey Calgary Sanctioned” is selected, the Hockey Calgary Tournament Sanction Number for the tournament they are attending must be entered. Once a valid Sanction Number is entered, it will advise that this form does not need to be submitted:

Play in a Tournament

Upcoming Tournaments
You currently do not have any upcoming tournaments scheduled.

Tournament Details | Review

You do not need to complete this form to participate in the tournament. Please contact the tournament organizer to inquire about participating.

Tournament Type
 Provincials Hockey Calgary Sanctioned Other

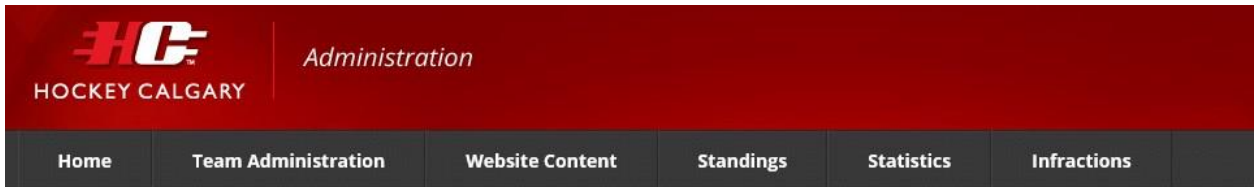
Sanction Number?

Next

For all Hockey Calgary sanctioned tournaments the Tournament Organizer is responsible for adding the games and also entering the digital game sheet.

If the “Hockey Calgary Sanctioned” tournament is being held outside Calgary, a Travel Permit will automatically be issued.

If "Other" is selected the Team Manager will have to enter information about the tournament:



Play in a Tournament

Upcoming Tournaments

You currently do not have any upcoming tournaments scheduled.

Tournament Details [Review](#)

Tournament Type

Provincials Hockey Calgary Sanctioned Other

Sanction Number?

Date Leaving?

Date Returning?

Tournament Name?

Tournament Host?

City

Country

Province/State

[Next](#)

If the form is submitted before the Schedule Window deadline and the dates of the tournament are during the Seeding Round or the Regular Season will following will appear:

Schedule Window

Do you wish to use your Schedule Window for this tournament.

Yes No

If “Yes” is selected the Schedule Window will automatically be created for the team. Teams will still be allowed to request one Schedule Window for each of the Seeding Round and Regular Season.

If “No” is selected the following conditions must be accepted:

Tournament Request Terms

I agree that Northwest Warriors 1 will honour all our Hockey Calgary / Zone 9 Commitments.

Yes

[Previous](#)

[Submit](#)

If the Seeding Round or Regular Season schedule has not be posted yet, the team must still honor any games that are scheduled in conflict to the dates they wish to travel.

Once the “Date Returning” has passed, the Team Manager will receive a notification on their dashboard that a Travel Permit needs to be finalized:

Notice: The following Travel Permit needs to be finalized: ×

- [Sep 5 to Sep 8](#)

Once they click the link they will indicate the number of games they played under the Travel permit and fill in the details for each game.

Finalize Travel Permit

How Many Games Did You Play?

Game #1

Date:

Arena:

Start Time:

Arena Address:

Duration:

Opponent:

My team played as the home team.

[Save](#)

Special Events

This tab will display all Special Events and allow Team Managers to request Special Events.

**HOCKEY CALGARY**
Administration

[Home](#) | [Team Administration](#) | [Website Content](#) | [Standings](#) | [Statistics](#) | [Infractions](#)

Special Events

[Request an Event](#)

[Hide Filters](#)

Event: Status: Start Date:

End Date: Search:

Submitted	Event	Starts	Ends	Status
There are no special event requests in the database.				

[Start](#) | [< Previous](#) | [Next >](#) | [End](#)

If a request is denied, it doesn't mean the team can't participate in the event, they just need to be aware that they are participating without coverage through Hockey Canada Insurance.

APPENDIX 5 – When to contact your League Chair