



Dickson Arena hosts Spruce View Stars teams – U7 to U9



Caroline Community HUB hosts the Caroline Colts teams – U7 to U9



Caroline Community HUB & Dickson Arena hosts West Country Chiefs teams through amalgamation – U11 to U18

Items contained in this handout
and open for discussion

Coach / Manager Roles & Responsibilities

Team Funds, Fundraising, Donations

Important Dates

Caroline Community HUB / Dickson Arena

Equipment & Lockers

Team Pictures & Apparel

Skills Clinics (ie power skating, goalie clinics, hitting clinic)

Affiliated Players

Travel Permits

Grievance Policy

Social Media

Meeting representation

Tryouts

These references can be obtained by request

Tournament Sliding Scale structure

Coaching Certification

Safety (HC medical information sheet, HC injury report, HC emergency action plan,

Concussion

Communication Lines

Bullying

Fair Play

Zone Map

CAHL * game change form

Referee Rates

Game sheet Penalty Abbreviations

References ** hockeycanada.ca , Respect in Sport - Parent & Coach, HU safety

Coach Responsibilities (you have assistants, use them)

Complete certification, set up practice plans, run practices. You as Head Coach are ultimately responsible for the whole team. How you run the team reflects on you. You will establish rules on and off the ice for your team and oversee supervision. SVMHA & CMHA executive will do their best to ensure that you have all tools available to you. You will be responsible for team development and instruction. You will also be required to participate in clinics, power skating, etc. Only Carded personnel are allowed on the bench. You are required to sign all game sheets (viewing that the information is accurate per game).

Manager Responsibilities (remember delegate, or assign positions)

The Team Manager is responsible to the head coach. Also for all league games and tournaments. This includes submitting game sheets (note: all games that involve a suspension must be accompanied with the referee report), rescheduling, contact with ice allocator, referee coordinator, arena attendant, and kitchen. You will also be the contact and coordinator for the team's home tournament. You will be required to do the scheduling for the time box and any team fundraising, ie 50/50 sales.

Referees are assigned by the referee assignor.

The refs are responsible for filling their game log assignments (with mailing addresses). Payments will be issued monthly. This applies to league and tournament games.

Please be supportive of the referees, they are all human and humans will make mistakes. If you see or hear of anyone abusing the referees you must notify the board. **Abuse of an official will not be tolerated.**

Team Funds

Each team will manage their own team funds. All Teams will be required to submit their Home Tournament Budget to their association treasurer. Each Team's funds will be opened at the start of the season and will be closed by the April AGM.

Fundraising

Along with a tournament fundraiser, teams are permitted to run 50/50 sales, but must submit a sales summary at the end of season to the AGLC representative for license reporting. All other fundraising requests need to be presented to the minor hockey board for approval.

Donations	All donations over \$1000 have to be brought to the attention and submitted for approval by the board on a team to team basis. This is generally discouraged for an individual team basis. All donations should be within the respect to the whole minor hockey. We are open for discussion on a team to team basis.
Important Dates	<p>Player Registration deadline – Follow website/facebook page for dates August (third week): Deadline for association coach/manager applications</p> <ul style="list-style-type: none"> - Coaching applications will be reviewed by SV & CMHA's Presidents & Vice Presidents. Best fit applicant will be chosen as Head Coach, all other staff will be selected from applications. <p>See CAHL's website for other important dates & season deadlines. http://cahlhockey.net/</p>
Equipment	It is strongly recommended that all players wear mouth guards. Jerseys and pucks are available through CMHA/SVMHA equipment manager. All players must have full equipment before they are allowed on the ice. If you have an injured player they must wear a helmet on the bench.
Team Pictures	The Manager will be responsible to notify the team and help organize this day. Each player, coach, and manager are expected to attend team picture night.
Team Apparel	The Manager will also be responsible to notify the team and help organize this day. We will have at least one apparel night for all teams. There is specific apparel available to order for the Spruce View Stars, Caroline Colts and for the West Country Chiefs teams.
Power Skating	SVMHA & CMHA aims to provide the option of a Power Skating clinic the 2nd week in September and once a month following from October to February each season.
Goalie Clinic	SVMHA and CMHA aims to provide a goalie the 3rd weekend in September and once a month following from October to February each season.
Hitting Clinic	Geared towards 2nd year U13 players and 1st year U15 players. The associations aim to provide this clinic the last week in September.

Tryouts	<p>Held when we an age group has enough participants for more than 1 team. Held mid September during the week (guarantee 3 - 5 skates).</p> <p>Players are evaluated on skating, puck handling, shooting, attitude, and work ethic. They will be rated in 1-5 on ability.</p> <p>Evaluators will be either hired &/or assigned by CMHA (2 people) and SVMHA (2 people) to rank all players trying out.</p> <p>You will receive no feedback on the tryout. Players are placed based on skill and best fit for the teams. Numbers per team will be split based on the skill at the tryout. Some discrepancy will occur for teams to have the best fit numbers of players per team (ie. goalie, forward, and defense positions). Priority will be placed on Goalie interest and years of experience as well as best skill and fit per team.</p> <p>Under no circumstance does a parent or coach have any contact with the evaluators. The evaluators will only be dealing with the on-ice instructors or the board. This is to facilitate the tryout or drills needed to evaluate the players.</p> <p>Upon completion of the tryouts the board or coach of the said team will contact each player directly to inform them of their team placement. The following week you will practice with your respective team. In some circumstances there may be player movement between the teams for the best interest for families or player development.</p>
Late TryOut -	<p>When we have enough players to have two (2) teams in one category and a player registers after the tryouts have been completed and the teams have been selected, said player will be provided with a suitable tryout to determine his/her placement, taking into consideration team numbers.</p>
CAHL league team placement	<p>CMHA and SVMHA will be in consultation to find the best tier fit for each team to start tiering.</p> <p>This isn't always accurate and teams may be moved prior or during tiering rounds.</p>
Information about our Association:	<p>U9 to U18 teams play in the Central Alberta Hockey League (CAHL). Managers will be required to attend a League meeting at the beginning of October.</p> <p>We are members of the West Central HUB:</p> <ul style="list-style-type: none"> - Female teams (West Central Wildcats) belong to Rocky Mountain Female Athletic Association - AA teams (West Central Tigers) belong to the South Central Alberta Hockey League (SCAHL)
Teams	<p>A U11-U18 team consists of a roster maximum of 19 (17 players, 2 goalies). 17 or less you don't have to designate a goalie, 18 or more you must designate. If a player is designated as a goalie they may ONLY be a goalie.</p> <p>U7-U9 teams follow the Intro to Hockey Model.</p>

Caroline Community HUB/ Dickson Arena

The arena staff is an integral part of providing opportunities to play hockey for our association. Abuse of staff will not be tolerated. CMHA/SVMHA members and visiting teams are expected to interact with arena staff in a respectful manner.

USER Policy

- * There is to be no one on the ice until staff closes the main gate
- * No chewing tobacco or smoking in the building
- * No alcohol
- * No food or drinks other than water in the player's boxes or on the ice.
- * Ice users are expected to be off the ice exactly when the ice rental concludes
- * Dressing rooms are to be cleared within reasonable time following ice rental, and left in the same relative condition it was found
- * Sticks/pucks are to be used only on the ice surfaces and in designated areas
- * Supervision required on ice and in dressing rooms for anyone under the age of 18 years.

Dressing Rooms All scheduled home games will ensure dressing rooms for you and your visitors. However, if you are hosting an exhibition game, a rescheduled league game, or tournament, please remember to notify the ice allocator/ arena attendant of whom your teams are and when they are scheduled to play. So that each team will have a dressing room when they are at the arena.

Medical Form/Injury Report (these are available on hockeycanada.ca)

If a player gets injured during a game or practice, please make sure that you get a medical form filled out immediately. This needs to be obtained at the time of injury, especially if required to go to the hospital.

There should be a first aid kit carried with each team (you will be provided with one at the start of the year from the equipment manager).

Courses All on ice staff must have RIS Coach and a valid Criminal Record check within the last 3 years to be added to the team
Manager - if listed on the game sheet must have RIS Coach
All on ice staff must adhere to Hockey Alberta's rules that govern certification.
*The deadline for certification is November 15th of the current season.
SVMHA and CMHA will cover the cost of certification (some restrictions may apply, please see each board for individual rules).

CMHA Equipment Manager - Holly Rowell

SVMHA Equipment Manager - Tyler Jarvis 403-373-7977

All team supplies will be given out at the beginning of the season and must be signed for. Same applies at the end of the season to be returned.

Each team has an assigned locker to keep goalie equipment, jerseys, pucks and first aid kits. Managers and Coaches should be the only people who know these combinations. Coach/Manager must be in contact with CMHA/SVMHA equipment manager regarding any supplies.

Affiliated Players SVMHA and CMHA use the player affiliation process for all levels of play (U11-U18). The Coach of the affiliating team will request your child to be affiliated. This is not the request of the parent for their player to be affiliated. This must be done with respect to both coaches (the home team and the affiliated team) and permission obtained. Priority is given to the players home team first. If your child is an affiliated player, this must be listed on the game sheet, (AP) beside their name. Each affiliate is only able to compete in a maximum of 10 games. Once the affiliate is done their season they can play unlimited games.

Travel & Game Permits

The Manager must request them from the registrar (Caroline and Spruce View alternate years). A game permit is required for any exhibition game. All travel outside of the Zone requires a travel permit. Do not wait until the day before leaving to submit your travel permit. *Remember if you are travelling outside of zone or have an exhibition game you will be required to send in your game sheets to our zone 4 sanctions representative*

Grievance Policy It is a good rule to remind your parents of the 24 hour rule. If they still have issues then they should contact one of the staff on your team. When issues can still not be resolved, please contact the board for aid in a dispute. For all issues with players, parents, league, they all have to go through the SVMHA and CMH board. Under no circumstances does anyone from your team contact the league directly.
See new policy on Code of Conduct for further information

Social Media There will be no tolerance of misuse of social media to discriminate or harass members within our association. If there is notification of that happening the individual that is involved will be brought into a Minor Board Meeting and dealt with in an appropriate manner. If this is not dealt with in a civil manner this could involve suspension of the parent from the arena and/or player from the team which ever the Board deems necessary.

Meetings SVMHA board meetings are generally the 3rd week of every month upstairs at the Dickson arena. Check previous minutes for exact dates and times.
CMHA board meetings are generally the 1st Monday of every month in the Kurt Room at the Caroline arena.

*A representative from each team must be present at every meeting. If you have something that needs to be addressed this can be done through your teams representative. If you would like to be added to the agenda please contact the president.

SV Ag Board meeting are the 2nd Thursday of every month at 7:00pm upstairs at the Dickson arena.

Caroline AG Board ???

League meetings are scheduled at the beginning of the season. As the coach & manager you must be present.

Concerns

If you have any concerns regarding coaching, dressing room, players, games, tournaments, executive, other parents, please contact your team manager. Your manager will be the first line of communication for your team throughout the year. If you have an issue with your manager please contact either the president or vice president.

If you need further assistance with any of the material contained within this handbook, please do not hesitate to contact one of the board members for clarification. If you come across other information that has been missed or anything that you feel needs to be added to the handbook please contact a board member. We are always looking for new ideas and information. Thank you for your help and have a fun and safe hockey season.

SVMHA Executive	President:	Shane Murray	403-396-8494
	Vice President:	Brent Ramsay	
	Registrar:	Mary van Benthem	403-896-5481
	Treasurer:	Coral Jarvis	403-896-6491
	Secretary:	Sarah Hetu	403-505-9095
	Ref in Chief:	Brady Brooks	403-877-0747
	Ice Coordinator		
	Equipment Manager:	Tyler Jarvis	403-373-7977
Ref Coordinator:			

CMHA Executive	President:	Trenton Rowell	403-846-8879
	Vice President:	Shawn Hunter	403-993-3557
	Registrar:	Joyelle Black	403-844-7875

Treasurer:	Laura Wade	403-994-1991
Secretary:	Tracy McNutt	
Fundraising Rep:	Morgan Haupt	
Ref in Chief:	Brad McNutt	403-304-6330
Equipment Manager:	Holly Rowell	

Fair Play Code

for coaches

- 1) I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- 2) I will teach my players to play fairly and to respect the rules, officials and opponents.
- 3) I will ensure that all players get equal instruction, support and playing time.
- 4) I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- 5) I will ensure that equipment and facilities are safe and match the players' ages and abilities.
- 6) I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- 7) I will obtain proper training and continue to upgrade my coaching skills.
- 8) I will work in cooperation with officials for the benefit of the game.

FAIR PLAY IS EVERYONE'S CALL

Coaches/Managers Pledge

The intention of this pledge to promote proper behaviour and respect within the Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play

Code of Conduct for Coaches/ Mangers / Team staff

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

I agree to abide by the principles of this CODE as set and supported by this Association.

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

Print Name _____ Date _____

Signature _____