

**PARENT HANDBOOK**

updated August 2024



Dickson Arena hosts Spruce View Stars teams – U7 to U9



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

*West Country*



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

## **Information included**

General (Fees and Volunteer)

Teams

West Country Teams

Board members contacts & concerns

Attached

- \* Fair Play Code for Spectators
- \* Fair Play Code for parents
- \* Fair Play Code for players

Social Media

Team Funds, Fundraising, Donations

Home Tournaments

Power Skating (Spruce View and Caroline)

Goalie Clinic (Spruce View and Caroline)

Checking Clinic

Code of Conduct & Discipline

# PARENT HANDBOOK

Volunteer Hours	Caroline Minor Hockey contact your minor hockey board for more information  SpruceView Minor Hockey contact your minor hockey board for more information
Registration Fees	Fees are set by each association in relation to their individual expenses
CODE OF CONDUCT	Must be filled out prior to setting foot on the ice. Read and remember what you are signing.
TEAMS	
Coach Responsibilities	Complete certification, set up practice plans, run practices. Head Coach is ultimately responsible for the whole team. The team behaviour reflects on you. Coaching staff will establish rules on and off the ice and oversee supervision. They are responsible for team development and instruction. The staff will be required to participate in clinics, etc. Only carded personnel are allowed on the bench. Sign Code of Conduct
Manager Responsibilities	The Team Manager is responsible for all league games and tournaments. This includes rescheduling, contact with ice allocator, referee coordinator, and arena attendant. This person will also be the contact and coordinator for the teams home tournament. You will be required to do the scheduling for the 50/50, time box, and/or meeting representatives (SVMHA, CMHA, and Ag). Sign Code of Conduct
Parent Responsibilities	Encourage your player, teammates, coaches, manager. Leave the Coaching to the coaches. Help the team with helping the operations of the off ice schedules (ie. tournaments, sign ups, etc.) Sign Code of Conduct
Player Responsibilities	Be a teammate, be coachable, be open to learning, listen, develop and remember to have fun. Sign Code of Conduct

Missed Games/Practices	Please make sure that if your child is going to not be present at practices and games that you let both your head coach and manager know.
Equipment	It is strongly recommended that all players wear mouth guards.
Team Pictures	Each player and coach is expected to attend team picture night (Generally held in October). Order forms will be available closer to the date. Payment is required in full on the picture night.
Team Apparel	We will have an apparel night (generally in October) for all teams. There is specific apparel available to order for the different teams we host. Order forms will be available closer to the date. Payment is required in full on the apparel night.
Information about our League:	U9 to U18 teams play out of the CAHL Central Alberta Hockey League. U7 teams do not have a league but schedule exhibition games with other local 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.
Referee Clinic	This is held annually in the fall. It is to re-certify our referees and encourage any individual that will be 12 by December 31 to learn the referee role. Check Hockey Alberta for available clinics.
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 Injury Report	If your child gets injured during a game or practice, please make sure that you get a medical form from your coach or manager (this has to be obtained at the time of injury). 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	<p>All on ice staff must adhere to Hockey Alberta's rules that govern certification. You can get this information from each Board or through <a href="http://hockeyalberta.ca">hockeyalberta.ca</a></p> <p>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). Criminal records checks must also be completed and are valid for 3 years.</p>
Affiliated Players	<p>SVMHA and CMHA use the player affiliation process for all levels of play (U11-U18).</p> <p>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</p>
Social Media	<p>There will be no tolerance to miss use of the social media to discriminate or harass members within our association. If there is notification of the happening the individual that is involved will be brought into a Minor Board Meeting and dealt with an appropriate manner. If this is not dealt with in a civil manner this could involved suspension of the parent from the arena, player from the team which ever the Board deems necessary.</p>
Team Funds	<p>Each team will manage their own team funds. All Teams are required to submit an account update/budget report by the end of the minor hockey season. Each Teams funds will be opened at the start of the season and will be closed on &amp;/or by the AGM in April AGM.</p>
Fundraising	<p>All fundraising requests (other than 50/50 or host tournament) must be presented to the minor hockey board for approval. The associations provide a 50/50 license but each team is responsible for any other gaming licenses needed (ie.raffle table).</p>
Donations	<p>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.</p>
Home Tournaments	<p>Home Tournament</p> <p>Each home tournament has a maximum of 8 teams (including yours).</p> <p>Please keep in mind that tournaments are your fundraiser with raffle proceeds. This could be used towards another tournament or whatever your team would like. You are required to donate \$50.00 cash or basket for the raffle table, plus work your required shifts for that weekend. Each team may require specific sponsor donations for their tournament. Your</p>

manager will have donation letters to pass out to potential sponsors. There should be a poster recognizing the sponsor located at the tournament. Make sure that the arena attendant, kitchen, referee coordinator, and ice allocator have a schedule of the tournament. You will be required to submit a budget for board approval prior to the tournament.

**Tournament Sliding Scale format**

Amount of Net Profit (\$) % kept by team	
1-2000	20%
2001-4000	25%
4001-6000	30%
6001-10000	35%

All revenues including: entry fee, donations, 50/50, puck toss, raffle table, etc.  
 MINUS  
 Expenses including: ice fees, refs, trophies, prizes, advertising, etc.  
 EQUALS your NET PROFIT

Tournament Dates      Set before every season during the joint board meeting between CMH & SVMH.

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 ???

West Country Teams: U11 to U18

These teams are joined through amalgamation with Caroline Minor Hockey. These teams deal together with SVMHA and CMHA. They play out of the Dickson Arena and Caroline Arena. Team managers are required to deal with all staff and board within SVMHA, SV Ag, and CMHA. It will be required that the team manager and coach attend a coach/manager meeting with SVMHA/CMHA and within the CAHL.

WCC Coach/ Manager Meeting

This will be held the last week in September to update our team staff on any new information for the season.

**Scorekeeper/Time Clock** For all home games and tournament games your team will have to supply a parent to run the time clock and the scoresheet. Your team manager will arrange how this role is filled. Please remember that when you are in the time box you are considered an official of the game, it is in the best interest to remain a neutral participant for the game. It would be beneficial for your manager to host an information date to familiar your parents on how this all works. Coaches from each team must sign the scorebook before each game, this verifies the roster, (this must be a person carded to the team). The safety person must also be stated on the scoresheet if it is not one of the coaches. The referees will also verify the game sheet before the game, and sign following the game. Scorekeepers and time clock personnel are required to sign following the game.

**Tryouts** Held mid September throughout the week (guarantee 3 - 5 skates)  
Players are evaluated on skating, puck handling, shooting, attitude, and work ethic. They will be rated in 1-5 on ability.  
Evaluators will be either hired &/or assigned by CMHA (2people) and SVMHA (2people) to rank all players trying out.  
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 defence positions). Priority will be placed on Goalie interest and years of experience as well as best skill and fit per team.  
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.  
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.

**Late TryOut -** When we have enough players to have two (2) teams in one category and a player registers after the tryouts have been completed. The teams have been selected, said player will be provided with a suitable tryout to determine his/her placement, taking into consideration team numbers.

**CAHL league team placement**  
CMHA and SVMHA will be in consultation to find the best tier fit for each team to start tiering. This isn't always accurate and teams may be moved prior to or during tiering rounds.

CAHL

Important information to this league.  
 They are strict on following the lines of communication.  
 Each team is only allowed 2 game changes throughout the regular season  
 You are only allowed 2 weekends for tournaments (1 includes your own).  
 They encourage tournaments to be on the weekends off.  
 No affiliate players are allowed to play in tiering games, unless under direct consultation with the board and league president.  
 Tiering rounds are to be completed prior to November first weekend.  
 League games are to be completed prior to February Family day weekend.  
 If you should encounter any issues with the league, you are to contact our association league representative and they will help you with your issues. FOLLOW the lines of communication.

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 at their numbers below.

\*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 you 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

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President:	Trenton Rowell	403-846-8879
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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 spectators

- 1) I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- 2) I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- 3) I will respect the officials' decisions and I will encourage participants to do the same.
- 4) I will never ridicule a player for making a mistake during a game.
- 5) I will give positive comments that motivate and encourage continued effort.
- 6) I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- 7) I will show respect for my team's opponents, because without them there would be no game.
- 8) I will not use bad language, nor will I harass players, coaches, officials or other spectators.

**FAIR PLAY IS EVERYONE'S CALL**



## Parents 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 Parents

- 1) I will not force my child to participate in hockey.
- 2) I will remember that my child plays hockey for his or her enjoyment, not mine.
- 3) I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- 4) I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the GAME.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- 6) I will never ridicule or yell at my child for making a mistake or losing a game.
- 7) I will remember that the children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- 8) I will never question the official's judgement or honesty in public. I recognize officials are being developed in the same manner as players.
- 9) I will support all efforts to remove verbal and physical abuse from children hockey games.
- 10) I will respect and show appreciation for the volunteers who give their time to hockey for my child.
- 11) I will respect the 24 hour rule and not approach team facilitators without abiding.
- 12) I will honour the Hockey Alberta liquor policy within their bylaws and will face consequences if I am intoxicated at minor hockey functions.
- 13) I will respect the team and associations rules regarding social media

I agree to abide by the principles of this CODE as set and supported by this Association.  
I also agree and abide by the rules, regulations and decisions as set for this Association.

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
SIGNATURES: PARENT \_\_\_\_\_



PARENT \_\_\_\_\_



### Players 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 Player

- 1) I will play hockey because I want to, not because others or coaches want me to.
- 2) I will play by the rules of hockey and in the spirit of the Game.
- 3) I will control my temper - fighting or "mouthing-off" can spoil the activity for everyone.
- 4) I will respect my opponents.
- 5) I will do my best to be a team player.
- 6) I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good plays and performances - those of my team and my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- 9) I will respect the team and associations rules regarding social media
- 10) I will not take my phone into the dressing room it will remain in a vehicle until I leave the arena.

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 Associations and Hockey Alberta.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature Player \_\_\_\_\_ Team \_\_\_\_\_