

SHERWOOD PARK MINOR HOCKEY ASSOCIATION

Coaching Manual

The **Head Coach** is the most integral component of a successful team experience – both on the ice and off. You serve not only as an Instructor, but also as a Mentor, Role Model and Leader during all team activities.

Ultimately, the Head Coach is responsible for not only the on-ice instruction, but also for providing the oversight over all team operations. This does not mean that the Head Coach must do everything. A good coach will delegate and put trust in their Assistant Coaches, Team Manager and team level volunteers.

Your goal should be to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid SPMHA Coaches in the smooth operation of the team, by identifying key topics that the head Coach may need to address over the course of the season. Numerous appendices including samples, templates and valuable links are included to assist you in pre-planning and organization.



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1. Guidelines

1.1. General Guidelines

Coaches (including head coaches and assistant coaches) and team managers shall:

- a) be 18 years of age and older unless prior approval is provided by the Division Director;
- b) be responsive to directives of the Executive Committee and operate the team within established policy and guidelines, and pursuant to the Coaches' and Manager's manuals;
- c) ensure proper supervision of the team before, during and after all games and practices, and accept reasonable responsibility for the conduct, safety and well-being of their players;
- d) develop a set of rules for the team which are clearly communicated and enforced equally on all players;
- e) comply with normal administrative directives by:
 - i. complying with established Association policies and procedures including player selection, cuts, tryout procedures;
 - ii. holding a parent meeting at beginning of season;
 - iii. ensure that regulation protective gear is worn by players at all times as required by Canadian Hockey Association regulations;
 - iv. ensuring all Association equipment, including jerseys and goalie equipment, is properly maintained and returned;
 - v. submitting a budget to parents and selecting a treasurer who shall be responsible for submitting financial statements;
 - vi. within reasonable limits, providing fair ice time for all players.
- f) Obtain and maintain all certificates and qualifications as required by Hockey Alberta and Sherwood Park Minor Hockey Association.

1.2. Drug & Alcohol Usage

As an organization dedicated to excellence, the Association strongly discourages the use and/or consumption of alcohol, controlled substances and/or illegal drugs by any and all team officials and players during all hockey related activities where minors are present. Alcohol, controlled substances and/or illegal drugs are destructive to the minds and bodies of athletes and are destructive to our objective towards a safe and fun environment. Failure to abide by this policy may result in disciplinary action pursuant to policy 4.6.3 of the SPMHA Policies & Procedures.



2. Initial Parent/Coach Meeting

2.1. Team meetings

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members.

An initial meeting should be set up shortly following the formation of the team – for many this will be the first time they meet other players, parents, and coaching staff. Ideally, you should put your Team Manager in place before the initial team meeting, and should work with them to develop a meeting agenda which should include the following items:

- *seasonal plans*
- *parent volunteer expectations and designations*
- *coaches/player/parent conduct*
- *conflict resolution process*
- *safety procedures*
- *tournaments*
- *preliminary budget*

This helps to ensure that all parents understand the time and financial commitment up-front before the season commences. We recommend having an initial **Team Budget** discussion with your selected Team Manager. This will help guide your initial meeting and ensures that all components of your seasonal plan are considered in the budget discussions.

[See Appendix 1: Team Meeting Agenda](#)

2.2. Selecting Assistant Coaches

Your Division Director should have provided you a list of parents on your team who have identified as willing to help on the ice as Assistant Coaches. As the team's Head Coach, you are entrusted to fill out the rest of your coaching staff. You are not obligated to take on an Assistant Coach simply because they have volunteered. Choose the staff that you feel will provide the most positive experiences for your players. Keep in mind that SPMHA only covers insurance cost on up to 5 coaches. You may take on more than this, but the team will need to cover any additional insurance costs.

2.3. Coach Meeting

Once your Assistant Coaches have been identified, we recommend you hold a separate meeting strictly for Coaches. This is your opportunity to share your coaching philosophy, discuss your season plan and assign roles.

2.4. Conduct Policy

All participants in SPMHA agree to be subject to the Conduct policy as part of their registration in the program. As Coach, you should review all the Conduct Codes. You'll need to be aware not only of the Coach conduct expectations, but also that of your players and team parents.

[See Appendix 4 – SPMHA Conduct Policy & Forms](#)

2.5. Medical Forms



Parents are asked to complete Medical forms for each player as part of registration. The Team Manager has access to these through TeamSnap. These forms are to be kept confidential and held by the team Safety Person/Head Coach in case of emergency. As the Head Coach, you need to be familiar with the information on these forms.

2.6. Parent & Coach Certifications

Hockey Alberta requires that each team holds proper certifications to best ensure a positive experience for each athlete. Teams will not be approved by Hockey Alberta until all certification requirements are met. **The deadline each year for these certifications to be completed is November 15th.** It is often a mad scramble near the deadline to make sure all teams are compliant and can result in your team not being cleared for play. It is best to get on this as early as possible. For details on the specific certification requirements, [see Section 5 - Parent & Coach Certification Requirements](#)

2.7. Team Snap

All teams are provided with a free TeamSnap account for team management. TeamSnap is the preferred method for team communications and schedule information. [For detailed TeamSnap usage information, see section 3 - TeamSnap](#)



3. TeamSnap

TeamSnap is the backbone of SPMHA. Our website, registration and team management system all operate through our TeamSnap Organization Account. As part of this, all teams are provided a **free** TeamSnap Account through SPMHA. **Each team is required to utilize their SPMHA supplied TeamSnap account, as this is how we communicate with teams and deliver schedules.**

Once team selections are announced, your player will already be assigned to your TeamSnap roster. Your Division Director will send you or Team Manager a separate invite which provides Manager level permissions and access. Manager access provides you the ability to add events to the schedule, as well as add coaches and other team officials to the roster.

All player and parent contact information should already be there already based on the information provided through registration, but let your parents know to add to their profiles any additional email addresses or family members they want to have access to the team schedules and communications.

All team members should be encouraged to do the following so that they have access to the most up to date team information:

3.1. Download the App

Make sure you and all your team members download the TeamSnap App if they haven't already. It is available for iOS on the App Store and Android devices through Google Play. You can also download them [HERE](#).

3.2. Subscribe to Your TeamSnap Schedule

Easily add your TeamSnap schedule to your phone or desktop calendar application to ensure that no games or practices are missed. For information on how to subscribe to your TeamSnap schedule [CLICK HERE](#)

All games, practices, and team events need to be uploaded into TeamSnap so your team has access to the information. Some managers prefer to assign a team volunteer to manage your team account, but ensure as the Team Manager that you retain manager access so you can modify any activities within Team Snap.

**Ensure that any games or practices that are uploaded to Team Snap are double checked by at least two individuals. Cross reference these with the schedules posted on Hockey Edmonton and OneClickIce. This will ensure no double bookings or missed ice slots, which could result in NO SHOW ice charges for the team.*

Once you have gained manager access to your account, you will have access to the following tabs:

3.3. "Roster" Tab

The *Roster* tab lists all team members and parent contact information. If you notice that any contact information is missing, reach out to that family and ask them to enter it through their own individual TeamSnap account.

By clicking on each individual player, you will see more detailed information including their medical information form. Please ensure that there is a medical form present for each player.

Add any team officials and be sure to designate their position. Also be sure to designate them as a "non-playing member of the team". If you want to assign another team volunteer to manage TeamSnap, you can add them and provide them manager access to the team here as well.



3.4. “Schedule” Tab

The *Schedule* tab is where you or your Team Manager will add any practices, games or events to the schedule. For information on how to do this click [HERE](#). You will need to manually enter some team events, but game and practice schedules can be easily imported from OneClickIce. (*See Section 4 for more details.*)

3.5. “Availability” Tab

Be sure to recommend your team members update their availability before each game & practice. This is very helpful to you as a coach for practice and game planning.

3.6. “Tracking” Tab

Sometimes you just need to track who has completed tasks or provided required forms. This tab lets you keep track of things like who has completed an assigned task, or any other yes/no style question.

3.7. “Media” Tab

TeamSnap makes it easy to share video links, photos and files with the entire team via a simple interface for uploading, organizing, and writing custom titles and captions. Want your team to review game film or break down a concept on video from home? This is where you can add it.

3.8. “Messages” Tab

You can communicate with your team through this tab. TeamSnap gives you a number of different communicating options including email, team chat, text alerts & message board posts. It is the easiest way to get messages to your team quickly and efficiently.

3.9. “Manager” Tab

Once your team has selected a team name, this tab is where you or your manager can add your team name to your ID# so the rest of the association knows what to call you. **Don’t be the team known as SP### [Edit Team Name]**

The more organized your TeamSnap account is, the better your communication will be with your team. Better communication leads to a better overall team experience.



4. Scheduling, Ice Allocation and OneClickIce

Game schedules are set by the leagues, and practice ice is allocated directly to your team by the SPMHA Ice Allocator. The Ice Allocator is responsible for allocating ice for over 100 teams, including all SPMHA, Kings, Fuzion and Junior teams. Timelines for delivering practice ice is dependent on the delivery of game schedules by the leagues we participate in, which is outside of SPMHA control.

Teams often get impatient waiting for their ice schedule to be released. It is important that you have an understanding of the process in order to manage your team's expectations. Based on the timelines the leagues operate under, it regularly occurs where game and/or practice ice schedules are released with only a few days' notice. This is normal and should be expected. Our Allocators work hard to deliver the schedules as soon as possible. Making inquiries does not make it come any faster.

To briefly explain the ice allocation process:

- Leagues determine number of teams in each division based on tiering and number of games required.
- Leagues request game ice offer from all member associations. This includes a 30% overage to facilitate schedule making.
- Association Allocators identify and provide appropriate ice slots to each requesting league.
- League schedulers build game schedules
- Draft schedules are provided to Association Allocators to check for errors or required changes
- Changes are made, and finalized game schedule are posted to the league websites.
- League schedulers release unused ice slots back to allocators.
- Allocators load game schedules into their allocation system, then proceed to allocate practice ice.
- Allocators must balance and consider a number of different factors when allocating ice including availability, blackouts, session count, time between sessions, balance of desirable and undesirable ice and divisional requirements.
- Draft practice schedules are sent to Facility Operators and Divisional Directors to check for conflicts and double bookings
- Practice schedules are released to Team Managers through OneClickIce

At the beginning of a new rounds of play, during provincial playdowns, and during league playoffs, this ice distribution is not available well in advance. Teams should be aware that all efforts are made to have schedules ready promptly. Your cooperation and patience is essential in the smooth and timely delivery of the ice schedule.

4.1. OneClickIce

OneClickIce (OCI) is the allocation system used by SPMHA to distribute ice. Each team can independently access, swap, trade and return ice through their OCI Team Portal, which is located at spmha.oneclickice.com

At the beginning of the season, your Division Director will provide you login access details. **For information on how access and use your OCI Team Portal** [CLICK HERE](#). Make sure that both you and your Team Manager have entered your email addresses into the "Contact Info" portion of your OCI Team Portal. You must do this to ensure you are notified when extra ice is available, or if a team is offering you a swap.

4.2. Shared Ice

Teams of all ages will receive shared practice times, especially in the younger age divisions and during prime-time hours. This is advised in Long Term Player Development to give players the appropriate number of practice times in a week. Efforts should be made to work cooperatively to best utilize the ice time, and in some divisions a protocol is established for sharing ice. Teams should not use shared practice times for inter-squad scrimmages.

**Note that Setting up half-ice boards is not necessary for U9 practices.*

4.3. No Show and Return Ice Policy



If an ice slot allocated to SPMHA by the County of Strathcona is not used, it is considered “No Show”. SPMHA pays for all allocated ice, regardless of whether it is used or not. No-Show ice results in an additional penalty fee that must be paid to the County. **Note that the County of Strathcona defines a No-Show as any ice session that has less than 8 skaters (including coaches)**

Should a team not show for a scheduled practice or game and the ice is not used, the TEAM BOND will be charged. Ice must be returned at least 5 days in advance to avoid a no-show penalty. If permits are applied for in a timely manner then many conflicts can be avoided; however, if a mistake is made in scheduling, the team must notify the Ice Allocator as soon as possible. Every effort must be made to avoid unused ice, so please let the Ice Allocator know ASAP if your team is not going to be able to use an allocated ice time. Remember that you can always try to make a trade with another team so that you don't lose out on ice.

4.4. Inclement Weather Policy

Strathcona County will not charge fines if a team is unable to make their assigned ice time due to inclement weather. The County utilizes AMA road reports and if they feel necessary, will send a bulletin if the no-show policy is lifted. This notice will be communicated to teams as quickly as possible. If weather turns suddenly, the safety of the families in our community is first priority so please do not require your players to be on the road if conditions are truly unsafe.

4.5. Double Booking Process

First and foremost, the rink staff and user groups should be treated with the utmost respect. SPMHA will not tolerate any abuse to Strathcona County staff and user group volunteers involved with any dispute arising from a double booking of ice.

The following procedures should be followed by teams in the event two different users show up to use the same ice at the same venue:

1. Double check your teams' ice allocation on OneClickIce.
2. Talk to the facility operator to determine which minor ice user group (hockey, figure skating, ringette) is renter of the ice time. If the slot is contracted by SPMHA, contact the SPMHA Ice Allocator to inform them of the error. If it is not SPMHA ice, there may be no recourse other than to go home. Talk to the ice allocator first– it could be a change was made and you are expected at a different rink or different time, or the flood schedule changes were not received in a timely manner. The rink staff can only operate based on the information we provide and the contracts that SPMHA holds.
3. If the ice is, in fact, contracted to SPMHA, have a team official contact the allocator immediately for clarification and resolution.
4. In the event the SPMHA Ice Allocator is unreachable before a timely decision can be made, the facility will apply following priority list in this order:
 - i. Elite level games (Jr. A, Jr. B, Jr. C, Jr. A Female, Midget AAA, Bantam AAA)
 - ii. Games involving out of town teams (100km away)
 - iii. Provincial or playoff games
 - iv. SPKAC scheduled league games & SPMHA/Edmonton interlock games (priority is given to distance traveled by opposing team and length of ice time available).
 - v. Tournament games
 - vi. Scheduled house league games
 - vii. Exhibition house league games
 - viii. Practice. Practice times can almost always be shared in the event of a true double booking.



4.6. Ice Interruption Procedure

Issues that do not directly and immediately affect safety can be managed in the following manner:

- a. Facility staff first ensure safety for participants and themselves.
- b. Facility staff contact the SPMHA Ice Allocator and explain the situation as quickly, reasonably, and safely as possible.
- c. SPMHA Ice Allocator, in consultation with facility staff, will determine the plan of action with regards to delayed or cancelled ice slots and communicate to directors and teams affected.
- d. Facilities shared between multiple user groups, such as Arena, Millennium Place, Ardrossan, or SOC, issues occurring on one rink or for one group do not automatically affect the other rink, and SPMHA Ice Allocator will determine game movement, if necessary, for SPMHA/SPKAC bookings.



5. Coach Certification Requirements

Hockey Alberta requires that each team holds proper certifications to best ensure a positive experience for each athlete. Teams will not be approved by Hockey Alberta until all certification requirements are met. The deadline each year for these certifications to be completed is November 15th. As a Head Coach, it is extremely important that you complete all certifications as early as possible. It often happens where a coach does not address their missing qualifications early enough, and finds that no more clinic availability, or finds that the only one available is a significant distance away. **It's best to take care of this as early in the season as possible**

5.1. Coach Certifications

Coaches in Alberta have access to a wide variety of clinics and training opportunities to help develop their skills as teachers and instructors of players of all ages across the province. Below are the minimum required certifications required for team approval. Use the chart below to determine what additional certifications your team will need. A reminder that some certifications expire after a certain number of years. Be sure to check your current qualifications under your [Hockey Canada Spordle Account](#). Note that SPMHA covers the cost of all **required** coach certifications.

- RIS Activity Leader is required for ALL coaches prior to going on the ice.
- To view your current coaching qualifications, login to your [Hockey Canada Spordle Account](#).
- **All coach certifications must be completed by November 15th, or coach will not be eligible.**

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15 th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level.
Development 1 & High Performance 1	Coaches must be “trained” by November 15 th of current season, by following seasons November 15 th must be “certified” to remain eligible. Example – Coach takes HP1 in 2022 they have until Nov 15 th 2023 to complete Certification. <div> <div>Trained = attended classroom session</div> <div>Certified = passed all post task evaluations</div> </div>

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
ALL	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
TIERS 1 - 6 (incl. female)	U11	Head Coach				Head Coach	All Team Officials	One Team Official
	U13							
	U15							
	U18							
ELITE FEMALE	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*							
AA	U13			Head Coach		Head Coach	All Team Officials	One Team Official
	U15*							
	U16*							
	U18*							
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official
	U17							
	U18 Female							
	U18							
ACCREDITED SCHOOLS	All							
JUNIOR	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
SENIOR	Female						All Team Officials**	One Team Official
	Male							

*For U15 & U18 AA and Elite Female, where D1 is required, any Head Coach that posses HP1 will also be eligible. Coaches to be either CERTIFIED or be within their one-year TRAINING period.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.



6. Coach Development Clinics & Supplied Resources

6.1. Clinics

Coaches in Alberta have access to a wide variety of clinics and training opportunities to help develop their skills as teachers and instructors of players of all ages across the province. Required coaching courses are hosted across the province, beginning in September, and ending November 15.

For a complete listing of available coaching clinics, [CLICK HERE](#)

6.2. PEP Certification Sessions

SPMHA has an exclusive partnership with Power Edge Pro to train our coaches and players to utilize the PEP Reactive Countering Training System. In order to use the provided PEP equipment, coaches must have at least one coach who has obtained their PEP Level 2 certification. At least once a year, SPMHA will host a free PEP certification clinic for all coaches who are looking to obtain their PEP certification. Our SPMHA teams who have made regular use of the PEP training program have seen significant individual skill progressions in their players. All SPMHA coaches are encouraged to attend the certification sessions and make use of the equipment available to them.

6.3. Hockey Alberta Coaching Resources

Hockey Alberta hosts a large number of coaching resources on their website and updates it regularly. To access these resources, [CLICK HERE](#).

6.4. Hockey Canada Network App

SPMHA supplies all interested Head Coaches an access code for the Hockey Canada Network App. This app, available for iOS or Android gives coaches the tools to succeed with drills, skills, videos, practice plans and articles on your tablet or phone.

Available through contacting [SPMHA Vice President – Hockey Operations](#)

6.5. Ice Hockey Systems (IHS)

Interested SPMHA Head Coaches are also be provided a membership to [Ice Hockey Systems](#). Your IHS subscription provides access to over 800 animated hockey drills, systems, practices, and player development videos. You can organize your favorite drills, systems, and exercises for easy reference, and create practice plans that you can share with other coaches and your players.

Available through contacting [SPMHA Vice President – Hockey Operations](#)

6.6. Hockey Canada Drill Hub

All SPMHA Coaches should sign up for the [Hockey Canada Drill Hub](#). Drill Hub is a free resource for downloading drills and easily constructing practice plans that can be shared with your team over email or through social media. It has a growing library of drill videos, diagrams and descriptions categorized by skills, age group and other criteria.

Sign-up [HERE](#).

6.7. The Coaches Site

All SPMHA Head Coaches are provided subscription access to “The Coaches Site”, a platform for the game’s top coaches, leaders and performance experts to share their experience and insights with the global hockey community.

Available through contacting [SPMHA Vice President – Hockey Operations](#)



7. SPMHA Coaching Resources & Equipment

Sherwood Park Minor Hockey seeks to provide our coaches with the tools and resources to design fun, engaging and effective practices for their players. The resources below are available to all SPMHA coaches at our designated practice facilities and/or through our SPMHA Development Directors.

7.1. Power Edge Pro

SPMHA has partnered with [Power Edge Pro \(PEP\)](#) to provide the world famous PEP training program to all Sherwood Park Minor Hockey athletes. Power Edge Pro utilizes Reactive Countering Training™ (R.C.T.) to engage multiple motor skills simultaneously and develop a player's small area game performance. PEP is endorsed by a huge number of NHL stars, including Connor McDavid, John Tavares & Taylor Hall. All drill patterns are completed while maintaining puck control and are designed to provide 5x as many repetitions as standard drill-based practices, leading to faster development of elite skills.

PEP equipment is available to certified coaches only. At least once a year, SPMHA will offer free PEP Coach certification training to all interested coaches. Upon receiving their certification, coaches will be given access the Power Edge Pro training equipment for use during any SPMHA sanctioned practice. Coaches will also be provided exclusive access to the PEP Drill Database platform on Hudl.

[View video explaining what makes PEP unique](#)

[View a PEP practice in action](#)

Available at:

- Shell Arena (SPMHA Storage Room)
- Millennium Place (South Arena Storage Cage)
- Glen Allan Recreation Complex (North Storage Area)
- Ardrrossan Recreation Centre (West Storage Cage)
- Moyer Recreation Centre (North Storage Area)
- Strathcona Olympiette Centre

7.2. BungeeSkate™ System

BungeeSkate™ simulates real ice hockey scenarios and assists in the development of a skater's off-the-start explosiveness, quick feet movements, balance, and stamina. In addition, BungeeSkate™ offers a new and creative dimension to traditional on-ice skating drills. BungeeSkate's ease of use allows for quick transition from drill station to drill station – maximizing precious ice time.

[View video on how coaches have incorporated BungeeSkate™ into their training regimen.](#)

Available at Shell Arena Storage Room

7.3. Speedster Speed Chutes

The Speedster Speed Chute is a great tool that can be utilized on or off the ice for developing strong and powerful skating strides. Helps players with speed, mobility, agility and endurance.

[View example video of speed chutes being used in practice](#)

Available at Shell Arena Storage Room



7.4. **Speedster Rocket Bungee System**

Using the Speedster Bungee system for resistance & overspeed training develops a player that can skate with a tremendous amount of power and speed.

POWER AND SPEED TRAINING:

Both athletes wear a Speedster Waist Belt with a Lightning Cord Bungee between them. The lead athlete has the bungee attached to the backside of his belt while the trailing athlete has the bungee attached to the front of his belt. The trailing athlete also has the option of attaching the Holding Strap to the backside of his belt for a third athlete to create resistance. As the lead athlete skates ahead, the bungee provides resistance between them. When the lead athlete has started slowing down, the third athlete releases the trailing athlete, immediately creating a tremendous amount of speed (overspeed). With proper technique, this system will not only lengthen stride but will also create a faster leg repetition between each stride.

SUPER POWER TOWING:

Using the Speedster Waist Belt and Holding Strap, have partners create resistance by either snow plowing or sitting on the ice while holding the Holding Strap as the skater skates around the rink.

CROSSOVERS:

Place the D-Ring, located on the Speedster Waist Belt, over the hips and attach the Holding Strap to the belt. Have a partner hold the other end of the leash. With resistance, lean away from your partner, getting on your skate edge. Continue to do this across the ice, changing sides for the return trip.

[View video of Rocket Bungees being used in practice](#)

Available at Shell Arena Storage Room

7.5. **Tornado's Edge**

Tornado's Edge® is a skate training system that rapidly accelerates an individual's ability to learn new skills through continuous repetition and upright success. It was developed to be an on-ice support trainer that is easy for coaches to incorporate into a training plan and provides players support and confidence to push their edgework.

Learn more about the Tornado's Edge system [HERE](#).

[View video of the Tornado's Edge "3 Minute Transformation"](#)

Available for use at Ardrossan West (in SPMHA equipment storage cage)

7.6. **HockeyShot Puck Speed Radar**

Available to teams for use during practices or skill challenge events, the HockeyShot Radar accurately measures speeds up to 150mph and stores the last 10 readings so players can monitor progress while they train.

[View review video of Hockey Shot Radar Gun](#)

Available for sign-out through the SPMHA Office



8. Curriculum & Structure

8.1. Hockey Canada Long-Term Player Development (LPTD)

The Long-Term Player Development model sets out a vision for hockey in Canada that puts the player first. The LTPD model provides age-appropriate opportunities for kids to participate in the game. Focusing on development and enjoyment will lay the foundation for local, national, and international success long into the future.

The LTPD model for hockey has been developed based on the following principles:

- doing the right thing for the player at the right stage in their development
- adopting a player-centered approach and not treating the development of all players the same way
- the broader the foundation of players the more successful the game of hockey will be in Canada
- viewing player development as a long-term process
- aligning player development resources (skills manuals, mobile apps, online tools) with coach development and education resources so that coaches are doing the right things at the right time
- a need to better educate parents on the hockey development of their child – it is okay for parents to want their kids to get to the highest levels, but they need to know the best way to go about it
- Coaches are encouraged to utilize the LTPD document to develop the best program possible for the players involved.

[VIEW THE FULL HOCKEY CANADA LONG-TERM-PLAYER DEVELOPMENT PLAN HERE](#)

8.2. U7 Age Division

The first years of hockey need to be a positive experience. A fun and exciting start gives young players the opportunity to enjoy hockey for life!

If a beginner has fun, develops basic skills and builds confidence, there is a better chance they will enjoy themselves. But if the early experience is unrewarding, they may never discover all Canada's game has to offer.

Timbits U7 hockey should be delivered through a progressive, learn-to-play teaching curriculum for 5-6-year-olds. Children learn best through practice drills and skill sessions, as well as informal games like shinny, freeze tag and obstacle courses.

The skills of skating, puck control, passing and shooting are introduced and refined one step at a time. The focus should always be on fun and skill development, but the early years of hockey should also allow youngsters to experience fitness, fair play and cooperation.

To ensure a positive experience, a coaching clinic has been designed for the on-ice coaches that focuses on communication, teaching skills, leadership, skill analysis, lesson organization, and safety and risk management.

- [Coaching requirements and resources for Timbits U7 hockey](#)
- [Fundamental skill development for Timbits U7 hockey](#)
- [U7 Hockey Practice Plans](#)
- [U7 Core Skills](#)

8.3. Introduction to U9 Hockey

U9 hockey should be delivered through a progressive, learn-to-play teaching curriculum for 7-8-year-olds. Children learn best through practice drills and skill sessions, as well as informal games like shinny, freeze tag and obstacle courses.

The skills of skating, puck control, passing and shooting are introduced and refined one step at a time. The focus should always be on fun and skill development, but the early years of hockey should also allow youngsters to



experience fitness, fair-play and cooperation.

SPMHA wants every participant to have the opportunity to partake in and benefit from a program designed to meet their specific needs, one that ensures progressive skill development through well-delivered practice sessions and age-appropriate game play in an environment suited to their skill level.

U9 hockey serves as the foundation upon which the entire hockey experience is built. It is a crucial piece in building the skills of players at every level – players benefit from getting the ‘right start’ in the game.

- [Coaching requirements and resources for U9 hockey](#)
- [Fundamental skill development for U9 hockey](#)
- [U9 Hockey Practice Plans](#)
- [U9 Core Skills](#)

8.4. U11 Player Pathway

The U11 Player Pathway is supported by the [Hockey Canada Long-Term Player Development Model](#). This framework provides the guiding principles for age appropriate and skill specific programming for all players in Hockey Canada’s youth hockey system.

The U11 Player Pathway provides an environment that helps all players at the U11 age level (9 and 10 years old) to realize their full potential. Hockey Canada strongly believes that the needs of the player should be at the forefront of the programming. The U11 Player Pathway delivers numerous benefits to participants and their families. The benefits include:

- creating a positive experience during evaluations with planned pre-evaluation ice sessions;
- avoiding evaluations, the first week of school; and
- allowing all U11 players to play actively for 100% of the season.

FAIR AND EQUAL ICE TIME is a key principle of the U11 Player Pathway. Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability.

- A coach’s responsibility is to develop all players to contribute.
- Shortening of the bench is not permitted.
- All players should receive as close to equal ice time as possible, including opportunities on special teams (power play and penalty killing).
- All skaters should rotate through all positions to ensure each player can try each position. (LW/C/RW/LD/RD)
- Full-time goaltenders are allowed. If a team has two goalies, they should rotate for equal playing time and the goalie not playing should be allowed to play out as a skater.

PROVINCIAL CHAMPIONSHIPS

As part of the implementation of the U11 Pathway, Hockey Alberta has decided to remove Provincials from all streams (Minor and Minor Female) at the U11 division. This change will allow for less disruption to the end of the season’s league play, will provide more time for teams to celebrate the season with year-end tournaments, and will remove the unnecessary pressures of a ‘Provincial Championship’ from 9 and 10-year old players.

- [Coaching requirements and resources for U11 hockey](#)
- [Skill Development and Progression for U11 Hockey](#)
- [U11 Core Skills](#)

8.5. U13 Age Division



The U13 division is supported by the [Hockey Canada Long-Term Player Development Model](#). This framework provides the guiding principles for age appropriate and skill specific programming for all players in Hockey Canada's youth hockey system. Goals for the U13 age division are **fun, refining of individual tactics & introduction to team play**

The U13 program recommends the following practice time allotment:

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

- [U13 Core Skills](#)
- [U13 Sample Practice Plan](#)

8.6. U15 Age Division

The U15 division is supported by the [Hockey Canada Long-Term Player Development Model](#). This framework provides the guiding principles for age appropriate and skill specific programming for all players in Hockey Canada's youth hockey system. Goals for the U15 age division are **fun, refining of team play & introduction to team strategy**

The U15 program recommends the following practice time allotment:

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

- [U15 Core Skills](#)
- [U15 Sample Practice Plan](#)

8.7. U18 Age Division

The U18 division is supported by the [Hockey Canada Long-Term Player Development Model](#). This framework provides the guiding principles for age appropriate and skill specific programming for all players in Hockey Canada's youth hockey system. Goals for the U18 age division are **fun, refining of team play & team strategy**.

The U18 program recommends the following practice time allotment:

35% technical skills | 15% individual tactics | 20% team tactics | 15% team play | 15% strategy

- [U18 Core Skills](#)
- [U18 Sample Practice Plan](#)



9. SPMHA Coach Mentorship Program

9.1. Overview

In 2020, SPMHA introduced a new Coach Mentorship Program. The program's goal is to provide coaches with enhanced resources to help augment and validate their coaching abilities, provide supplemental educational opportunities, plus deliver one-on-one mentoring and support in areas that have been identified as critical athletic development. The program provides a structure and culture of learning and growth for all SPMHA coaches. The program provides coaches with the required skills, knowledge and support to promote and sustain higher levels of coaching performance, for the purpose of increasing overall coaching competency.

9.2. Benefits & Expectations

While the benefits of mentoring are often thought of and reported for the coaches only, they are not the only ones who learn and grow through mentorship; in fact, the benefits of mentoring are significant for everyone involved.

For the Coach: increased learning, motivation, self-efficacy, productivity, decreased feeling of isolation, and an overall increase in self-satisfaction.

For the Mentor: renewed sense of commitment to the development of coaching, stimulation of new ideas, continuous learning and professional development, enhanced leadership skills, and satisfaction of giving back to the coaching community.

The expectation upon conclusion of the mentorship experience is to increase the confidence and competence of all coaches. Confident and competent coaches will help enhance positive experiences for everyone involved in the minor hockey experience. The program will also help increase coach appreciation, loyalty, enthusiasm, motivation and retention.

9.3. Mentor Applications

Mentor Coach applications are collected by SPMHA at the beginning of each season, and selections are made by the Hockey Operations group.

Mentor coaches should be confident in their abilities to act as a trusted teacher, advisor, counsellor, instructor, tutor and trainer, that can help coaches reach their potential by guiding/encouraging them to grow and excel.

9.4. Mentee Applications

Potential Mentees may apply for mentorship through this program at the beginning of the season. SPMHA Division Directors will also identify new and/or emerging coaches that would benefit from participation in this program.

9.5. Detailed Program Information

For detailed information on the Coach Mentorship Program, visit the **COACHES** tab on the [SPMHA website](#), or [CLICK HERE](#).



10. Criminal and Intervention Record Checks

All team Coaches, Managers, Treasurers & Trainers are required to submit a current *RCMP Criminal Record Check* (CRC) when they are selected for their position. SPMHA requires updating of CRC's on a regular basis. If you are not sure if your CRC is still valid, check with your Team Manager. They will be provided a list of Team Officials who require CRC's. In addition to this all Coaches are required to complete a *Children's Services Intervention Records Check* (IRC). **All volunteers requiring CRCs & IRCs must have them completed and submitted to the SPMHA Office no later than November 15th of each season.**

10.1. Criminal Record Checks

Must be completed every 3 years. At the Manager's meeting, your Team Manager will be provided letters from SPMHA requesting a CRC. You will need to obtain this from them, then present this letter to the local RCMP Detachment. With the provided SPMHA letter, there is no cost involved in obtaining your CRC.

10.2. Intervention Record Checks

Must be completed every 2 years. Forms will be distributed at the SPMHA Manager Meetings, or can be obtained directly from the [Sherwood Park Children's Services office](#). IRCs can take up to a month to be completed after submission. Children's Services will provide a receipt stating that an IRC request has been submitted. Search results need to be delivered to the SPMHA Office. Please provide the submission receipt(s) if the IRC search results will not be received before the November 15th deadline.

It is expected that all SPMHA coaches do not have a criminal record. SPMHA realizes however, that there are sometimes extenuating circumstances surrounding all situations. If a volunteer's CRC reports that there may be files in the RCMP system, the process will continue with a review by the SPMHA CRC committee. The committee will determine the coach's eligibility to perform their duties, and the coach must wait for the committee's decision process to be completed prior to stepping back into their role.



11. Dressing Rooms and Arenas

11.1. Coach Supervision

Head coaches and/or carded designates must be onsite to supervise teams from arrival to departure. Users should appear not more than 1 hour before the scheduled ice time and will vacate the dressing room within 30 minutes after the ice time is over or when directed to do so by the arena operator. If you request players arrive earlier, they **MUST** be supervised by adult team staff members at all times. This goes a long way in minimizing dressing room bullying, horseplay, substance use or other inappropriate behavior. **Always use the two-deep rule. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should always be present together.**

11.2. Damage to Dressing Rooms

SPMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage proven to be caused to dressing rooms or arena facilities caused by a SPMHA member is the responsibility of the team. Should a facility contact SPMHA that a dressing room/facility has been damaged, SPMHA will forward an invoice for cleaning and/or repair directly to the liable team for payment.

11.3. Electronic & Recording Devices

- Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing of inappropriate images or videos is not permitted.
- Use of electronic devices for the purpose of capturing game film for personal or team use shall comply with the policy of the venue. (County of Strathcona, City of Edmonton etc.)
- The EFHL Discipline and Appeal Committees will not entertain receipt of, nor use of video of any nature or source in their review and decision of matters before them.

11.4. Co-Ed Dressing Room Policy

Female players participating with SPMHA U9, U11, U13, U15, and U18 Co-Ed teams have the option of requesting a separate change room. If the facility is unable to provide a separate large dressing room for a female player than an alternative room (ie. referees' room, ladies washroom, coaches room, etc.) will be provided as determined by the building operator and in consultation with league or team officials, the player and her parents.

At the U13 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, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

The Head Coach is responsible for ensuring that this policy is adhered to by all and for ensuring that the lesser represented gender participates fully in all pre and post-game and practice talks. A BENCH MOM must present in all female changerooms.



12. Team Equipment

12.1. Team Jerseys

Discovery/U7 teams will be provided with sponsor supplied jerseys and socks. U9 and higher divisions will be supplied with a set of home and away jerseys at the start of the season. The provided jerseys are an official uniform of SPMHA and **must** be worn for all sanctioned games. No individual designs are allowed. It is suggested that each team provide a dedicated jersey parent(s) volunteer. Please ensure that they understand the steps for proper care and washing of the jerseys. Jerseys are NOT to go home with players. Team jersey deposits are included in your *SPMHA Team Bond*.

The SPMHA Equipment Director will contact Team Managers/Head Coach via your Divisional Director when jerseys are ready to be picked up or dropped off at the beginning or end of the season.

**When assigning jersey numbers assist your coaches by familiarizing yourself with the jersey numbers and the size of the jerseys ahead of time, as each jersey set has several different sizes. Do your best to make sure all players have a jersey that fits appropriately.*

12.2. Name Bars

Name bars for Discovery to U11 levels are optional. Name bars for jerseys in the U13 and older divisions are NOT allowed. If a U11 or younger team chooses to have name bars applied, SPMHA will provide the names of seamstresses to apply and remove the name bars for the season. Teams must use the seamstresses that are on the list provided. **See Appendix 12 - Approved SPMHA Seamstress(es)** Cost for name bars, their application, and their removal, is a team expense and is not covered by the Association. Remember to include this cost in your *TEAM BUDGET*.

12.3. Jersey Repairs

Often at times during the season, a jersey may become cut or damaged. Any damage to a team jersey that happens during the course of gameplay will be covered by SPMHA. Teams must inform the Equipment Director of the damage, and with his/her approval, take the jersey to be repaired by the an approved SPMHA Seamstress. **See Appendix 12 - Approved SPMHA Seamstress(es)**

12.4. Team Socks

Discovery will utilize SOLID black, green, or white hockey socks. U7 socks are sponsor provided and will coordinate with the team jersey colours. **For U9 levels and up, all teams must wear the official SPMHA Approved Game Socks.** These are made available for purchase exclusively through [Sin Bin Sports](#).

12.5. Goalie Equipment

SPMHA recognizes that cost of purchasing equipment can be a significant barrier to the development of young goalies. We would like to see every child get the opportunity to play in net without undue stress on parents trying to source equipment. To achieve this goal SPMHA provides each U7 and U9 team with 2 sets of pads, chest/arm protectors, gloves and sticks to share among the team. Parents and coaches can also access goalie equipment for individual players at any level (for a low rental fee).

Goalie equipment will be made available to U7 & U9 teams around the same time as jersey pickup. The Equipment director will communicate these times through your Division Director. To arrange individual equipment rental, have you goalie parents contact equipment.director@spmha.ab.ca

12.6. First Aid Kit

Note each team must have a first aid kit on the bench. This is not currently supplied by SPMHA.



13. Information Management

The Team Manager should be the keeper of most team information. As Head Coach, it is still important that you are aware of and keeping track of required information so that you can use that information to make team decisions.

**Reminder that some of the information (especially on medical forms) may be of a sensitive nature so these forms need to be kept confidential.*

13.1. Team Hard Cards (Official Team Roster)

Team hard cards represent the official record of players and team officials for the purposes of registration with Hockey Alberta. Only players and team officials that are “carded” can go on the bench or ice during games, and on the ice during practices. Any other children or officials on the ice must be approved by the Divisional Director and require a Special Events Permit.

Only players and coaches listed on the hard card can be on the bench or ice during a game/practice. There is a limit of five (5) team officials allowed on the bench during a game. Note that no uncarded individuals may be in the dressing room without the presence of a carded official.

The SPMHA Registrar will prepare the team hard cards for each team with information from the Divisional Director. The hard cards will be sent to the Manager and Head Coach for proof reading and verification.

Once information on the team hard card has been fully verified, it will be sent to Hockey Alberta for approval and will then be considered “locked.” If a team hard card has been locked, no further changes can be made. Because of this, it is important to thoroughly review all information on the sheet. **This is a shared and serious responsibility, as any children not properly carded could possibly be deemed ineligible, and any coaches or assistants not properly carded could be suspended.**

Depending on your team situation, managers may also be added to the hard card. To do so, the manager will be required to complete [Respect in Sport – Activity Leader](#).

Managers or coaches should always have a copy of the official team hard card with barcode at all games, exhibition games, and tournaments.

13.2. Player Affiliation

Players may be affiliated with other teams as per Hockey Alberta Bylaws and Regulations and the [SPMHA Affiliation Policy](#). The goal of affiliation is to provide players an opportunity to compete and develop at a higher-level while providing the higher-level team a player to fill their roster for practices and games. Coaches of the affiliating team must obtain approval from the coach of the player’s regular team before extending an invitation to the player or the player’s parents directly to attend a practice, game or tournament. Coaches on the player’s regular team can only decline participation if the player is under suspension (of any kind) or if the player has a regular season, playoff or tournament game commitment. Coaches must allow the player to compete with the higher-level team if there is a practice or exhibition game conflict. Coaches should consider relevant factors such as whether both games are of equal importance, or whether one team is significantly short of players. If there are extenuating circumstances that would weigh on the decision, the Divisional Director may be consulted for guidance; however, the choice to decline to participate with the higher team continues to rest with the player.

Initial selection of affiliates is completed by the Divisional Directors. The list is then submitted to the appropriate Vice President (Jr or Sr) for review. Once the VP approves the list, it is forwarded to the Association President for final approval.



Special consideration must be given to allowing a goalie affiliate to play on the higher-level team where the lower team has 2 goalies. In circumstances where the higher-level team has no available goalie, then the lower-level team will permit the affiliate to play with the higher-level team, unless there is no other alternative.

Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an “Ineligible Player”. However, 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.

The appearance of a registered Player’s name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.

Tracking of Affiliated Players – note most directors do not want to be notified if an affiliate is being used unless there is an issue. The manager **MUST** keep a record of all games that a player has been affiliated to. If they are nearing the (10) ten games, they need to be cautious to not go over that number. There is no limit on the number of practices that an affiliate can attend.

***Affiliation may occur between divisions, provided approval by Division Vice President. Players affiliating from U13 to U15 or U15 to U18 will only be to non-checking teams.**

***NO player affiliation is permitted during MINOR HOCKEY WEEK**

13.3. Medical Information

Each player should have a medical information sheet on record when you start the season. It is important for the Coach and/or designated Safety Person to be aware of player medication, conditions, and injuries. Having the medical sheets close at hand can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable.

At the very least, the medical information form should include:

- Player’s Health Care Number
- Doctor’s name and contact information
- Emergency contact information
- Important medical conditions / allergies

A reminder that the player’s health information must be kept confidential. Only required team personnel should have access to the Medical Information sheets.

13.4. Accident and Insurance Reports

In the case of an incident/injury a report must be submitted immediately following the incident/injury to the Divisional Director as well as Hockey Alberta. (must be received within 90 days of the date of the accident). **If a volunteer is injured (coach/manager etc.) during hockey activities, the incident must also be reported to [Alberta Occupational Health & Safety](#).**

[See Appendix 8: Injury Report - Hockey AB](#)



13.5. Referees

Payment of Referees – Each team pays half the cost of the referees in cash prior to the start of the game. It is recommended to have pre-made envelopes for each game. Coaches must hand the envelope to the referees on the ice. Have your Manager or Team Treasurer prepare these envelopes ahead of time for you.

No Show Referees – in the case that referees fail to show up for a game, a carded team official will be expected to referee. **Make sure you or one of your coaches always bring their helmet and skates to games just in case.** A good rule of thumb is to check the referee room 20 minutes prior to game start at all home games. If no referees are present, then you should contact your Division Director to alert them so that substitutes can be arranged by the assigner if possible. If you have no referees by game time...lace em' up!

**This applies to all levels that compete in Hockey Edmonton.*

Refing Rates – [See Hockey Alberta Referees Council North Zone Rate Sheet](#)

Reimbursement - Teams will be reimbursed by SPMHA for **regular season and playoff games**. Your divisional Director will inform your manager when these cheques are available. Typically, SPMHA will provide a set amount at the beginning of the season that covers all regular season games and two (2) playoff games. If your team plays more than two playoff games, please keep all referee receipts, and submit for reimbursement.

13.6. Game Sheets

- **Discovery/U7** – There are NO game sheets required
- **U9** – A U9 Game Report will need to be completed. These are available through your Division Director
- **U11 through U18** – Contact your division director for game sheets.

A carded team official will need to fill in and sign off on the player roster information for each game. Be sure to include any affiliate players and note any suspended players. If a player's suspension is not noted on the game sheet, it will be treated as not being served. Always note (ie. **Susp. 1 of 2, 2 of 2**).

Note that utilizing a player that is not on your official hard-card could result in indefinite suspension of the Head Coach.

13.7. Suspensions

Regulations Regarding Suspensions – The Hockey Alberta Regional Minor Discipline Coordinator for the North Central Zone determines suspensions for all pre-season, exhibition, provincial, and tournament games. SPMHA Division Directors enforce suspensions for any internal SPMHA league play, and Hockey Edmonton's Discipline Coordinator issues suspensions for teams participating in the EFHL. Hockey Alberta has [minimum mandatory suspensions](#) for certain penalties. **Contact information for all Hockey Alberta Discipline Coordinators can be found on the [Hockey Alberta Volunteer Contacts page](#), under the "Minor Discipline Committee" tab.**

Sitting Out Suspensions – when a player or coach has been given a suspension, the team manager or coach will be notified the number of games they must sit out. They will also be notified what type of game qualifies for serving the suspension. In most cases, exhibition games do not count towards serving a suspension; however, the player may not participate in ANY game, exhibition or otherwise, until the suspension is served. The player or coach must be listed on the game sheet of any game played until the suspension is served and must have "Suspended" listed beside his or her name to prove that the game was sat out.



Depending on the severity and nature of an infraction, a player or coach may be subject to further discipline by SPMHA. Details and guidelines for additional action may be found in [SPMHA's Conduct Policy](#). Coaches may also internally suspend a player for up to one game (with support from your Division Director) for a team-level infraction. Any more serious offences should be handled through the SPMHA Conduct Policy utilizing the SPMHA Discipline Liaison Member.

NOTE:

- No suspended Player or Team Official is allowed on the bench, in the timekeepers/penalty box, dressing room or within 50 feet of the players' bench during a game. (Hockey Alberta Regulation)
- If you have not received notification of the suspension and you have a game, DO NOT ALLOW THE PLAYER TO PARTICIPATE UNTIL THEIR SUSPENSION HAS BEEN CONFIRMED. If they participate in a game when they are suspended, the Head Coach may face indefinite suspension!
- An affiliate player CANNOT be used in place of a suspended player.

13.8. Provincials

Teams who win their division title within the top four tiers of the Edmonton Federation Hockey League *may* be eligible to participate in the Hockey Alberta Provincial Championship tournament for their division. If your team is deemed eligible to participate in provincials, you will be contacted directly by your respective SPMHA – Division VP. More information on Provincials can be found [HERE](#).



14. Permits

In most cases, the Team Manager will apply for permits on behalf of the team, but it is important for the coach to understand the restrictions and limitations.

Travel and Special Event Permits are for team events or functions that fall outside of the games and practices assigned directly by SPMHA. Each age division has a limit to the number of events and permits that a team is allowed per season. This is to ensure that Long Term Player Development guidelines are adhered to, and that unreasonable expectations are not placed upon participants or their families. The Division Director will discuss these limits with coaches at the coach meeting, and exceptions to these limits will only be allowed at the discretion of the Division Director.

To submit a permit request:

- go to the [SPMHA Website](#)
- Click on **Managers** tab
- Select **Permits > Submit A Permit Request**

14.1. SPMHA & Hockey Alberta Travel Permit Procedures

Teams require travel permits for all ice sessions that are not assigned by SPMHA. Examples of ice sessions that require a travel permit include exhibition games, extra practice times (including outdoor ice slots) and tournaments. The following ice times do NOT require teams to apply for travel permits:

- League games (regular season and playoff)
- SPMHA assigned practice times
- Games in SPMHA tournaments
- Games in Hockey Edmonton Minor Hockey Week
- Any other ice times assigned to a team by SPMHA

All Travel Permits within Zone 7 (SPMHA's zone) are approved by your Division Director and SPMHA. Travel Permits outside of Zone 7 require a travel permit approved by the Division Director, SPMHA, and Hockey Alberta.

To apply for an SPMHA Travel Permit, please submit the Travel Permit Request Form found online spmha.ab.ca and notify your Division Director and Ice Allocator. The form must be completely filled out including applicable tournament sanction numbers, contact name, and email address. This form must be submitted a minimum of 7 days prior for an event within Zone 7, and at least 2 weeks prior for travel outside of Zone 7. Once the request has been approved, the team will receive a confirmation email including a permit number. This number must be listed on any game sheets for exhibitions or tournaments. A team that is under disciplinary action from SPMHA will have their application denied.

Teams that participate in the Edmonton Federation Hockey League must in addition apply for travel permits from Hockey Edmonton. These requests are not governed by SPMHA, but are required as a condition of participating in this league. *See Section 10 - EFHL for more information.*

*NOTE: NEW THIS SEASON - visiting team for an EXHIBITION GAMES must have sanction# from home team before applying for permit from SPMHA; then EFHL permit request for U9 – U18.

14.2. Exhibition Permits – Electronic Game Sheet Submission

Electronic Games Sheets are required for all Exhibition Games and Tournaments sanctioned by Hockey Alberta. Home / host teams are required to upload the electronic game sheet(s) within 24 hours from the completion of the exhibition game or tournament.



For permits and sanctions provided through the Intro to Hockey Sanctioning Platform, electronic game sheets will not be required; however, should a suspendable infraction occur, the game report and referee report must be forwarded to the appropriate Zone Minor Discipline Coordinator within 24 hours of completion.

[See Appendix 15 – Hockey Alberta Electronic Gamesheets](#)

14.3. Special Event Permits

Special Event Permits are intended to cover team functions for which hockey insurance coverage is required or highly recommended, but that do not fall under the category of allocated ice times or extra ice times that are covered by Travel Permits.

Examples of events requiring a Special Event Permit:

- A guest coach (power skating coach, Crusaders, Oil Kings, or others) participating in a regularly scheduled ice time
- A guest player (sibling who is a registered SPMHA or SPKAC player) participating in a regularly scheduled ice time
- Team fundraising (bottle drive, etc.)
- Team social (pizza, bowling, wind-up party)
- Team attending an Oilers, Oil Kings, or other game

The form to request a Special Event Permit is found on the SPMHA website and must be completed according to the instructions listed. These permits must be approved by Hockey Alberta, and thus should be submitted a minimum of one week prior to the event (preferably two).

There are many events that will NOT be approved under a Special Event Permit, as Hockey Alberta will NOT “sanction” or assume the risk for these activities. A list of activities that will not be sanctioned can be found on the Hockey Alberta [Sanctioning Guidelines](#) document. If a request for a Special Event Permit is not approved, it does not necessarily mean that the team cannot hold the event. If a Special event permit is denied it is important that the team management understands that team players and officials are not covered by minor hockey insurance. SPMHA strongly recommends that teams submit a permit request for all activities, regardless of they will be approved, so that Division Directors and the league can be aware of team events. In the case of a denied Special Event Permit, please print out and have all members of your team sign [THIS WAIVER](#) and email to the [SPMHA Administrator](#).

[See Appendix 9 – Special Event Sanctioning Guidelines](#)

[See Appendix 10 – SPMHA Special Event Waiver Template](#)

[See Appendix 11 – Special Event Permit Approved Exceptions](#)

** Make sure to notify Ice Allocator of all “blackout” dates for your team Special Events to avoid conflict with practice ice allocation.*

14.4. Guest Coaches and/or Guest Players

It should be noted that guest coaches, players, teachers, and mentors are encouraged to enhance and improve the program delivery and goals of SPMHA. At times, guests can be beneficial in passing on their knowledge and experience to younger or less experienced coaches. Guest players must be registered to an SPMHA or SPKAC team. SPMHA guest players must appear in full equipment when helping on the ice and all guests must be on an approved Special Event Permit. Coaches not adhering to these guidelines will risk immediate suspension.

[\(See Appendix 11 - Special Event Permit Exceptions Document\)](#)



15. SPMHA Logo & Apparel Policy

The Association's policy provides for a standard logo for all Association teams to provide cost benefits for equipment purchases and for recognition of the Association teams. Supplementary clothing is optional, however, it shall comply with the Association's logo, colors and designs. All teams within the Association shall ensure that all of the following items if ordered in any given year, regardless of who is paying for the cost of such items, shall be in the Association's approved colors and designs and shall only display the Association's approved logo, the player name and number. For clarity, none of the following items shall have any other logos, team names or sponsor names in either logo format or written format. These restrictions apply to all team and player personal wear that is worn to show membership in the team, including:

- Team jackets (all types)
- Track pants/sweats
- Team Hockey bags (if used)
- Pant shells (if used)

With any of below items, the Association's approved logo must be in the primary location on the item. Where applicable, teams that wish to display a player name, player number, team name or customized team logo are able to do so on the condition that these add-ons are completed in Association colors, placed in secondary positions on the item and are not of larger size than the Association logo.

- Team hoodies (all types)
- Pre-game warm up gear (shirts, short, sweats)

The following items shall still be in the Association's colors and designs but may be used for additional logos (logo or written) if a different team crest is desired or a sponsor is used:

- Toques
- Ball caps
- Practice jerseys
- Helmet Decals

SPMHA's Online Apparel Store is where teams can order all their apparel items. You can access the store through the [SPMHA website](#), or simply click [HERE](#). When ready to order, Managers can contact Sin Bin to pick up sizing kits. **SinBin Sports** is the official apparel provider for SPMHA and is a preferred vendor, supporter and sponsor of SPMHA. Any apparel purchased outside of SinBin Sports requires approval from the SPMHA General Manager.

Official SPMHA Colours are "Kelly" Green, Black & White. Ensure that all apparel designs are utilizing the approved colors and logo designs. You can supply the below colour values to any vendor to ensure colour accuracy. You should be always using the Sherwood Park Minor Hockey logo. A vector version of the logo is available by clicking the logo below.



Kelly Green



R=0 | G=152 | B=75
C=86 | M=58 | Y=98 | K=2
HEX #00984b

Black



R=0 | G=0 | B=0
C=75 | M=68 | Y=67 | K=90
HEX #000000

White



R=255 | G=255 | B=255
C=0 | M=0 | Y=0 | K=0
HEX #ffffff



16. Half-Ice Board Usage Procedures (U9 Only)

The game play format used in U9 half-ice hockey is the Two-Team Game Play Model. This model is built on two teams playing one another in two halves. Each U9 team is divided into two units. To accommodate this, SPMHA purchased the Athletica Sport Systems Optimizer Rink Divider system for Shell and Millennium Place Arenas. These board systems require assembly and disassembly by SPMHA coaches/volunteers before and after each U9 game session. **Below are the instructions for assembly and disassembly. It is important that all coaches understand the setup and take-down procedures so that the process is safe, efficient, and protects the equipment from unnecessary damage.**

The Athletica Sport Systems Optimizer Rink Divider consists of the following parts:

- (9) 90" standard straight panels
- (1) 61" gate
- (2) Y-panels
- (4) Radius panels

Each panel has a male and female end to connect



16.1. Assembly

- Connect the 4 radius panels (radius panels have extra white poly that slides along the existing arena dashers to create the radius) to the Y panels. When doing so, you will see that there is a turnbuckle on each end of the radius (see above photo). Ensure that you connect one male and one female radius panel to each Y panel. Connect the turnbuckle and tighten..
- Next add your gate to one of the Y panels. This will become the section that is located closest to the player benches.
- ***Next add in your straight panels. The suggestion is to create two halves. Add 5 straight panels to one Y panel, and 4 straight panels to the section with the gate.***
- When moving the rink divider halves, be sure to have a volunteer on both ends of the half, applying pressure to keep the ***structure together. Have one or two more volunteers man the middle of the piece to guide it to its appropriate location. Place both halves and connect.***

16.2. During Ice Resurfacing

1. Split the rink divider back into halves and position so that the Zamboni can make a pass along the boards.
2. Once the Zamboni passes, move the rink divider half along the boards. To decrease width, detach one of the radial ends and push towards the boards.



3. Assist with the nets at the same time. Position the nets away from the boards, then push up against the boards after the Zamboni passes. To prevent the meshing at the bottom of the net from freezing to the ice, you can tip the net forward to minimize contact with the ice to the posts.
4. Once both rink divider halves are against the boards, leave the ice surface by either standing on the bench or exiting a gate. Do not return to the ice until the Zamboni has completed resurfacing the ice. Then reconnect the halves.

16.3. Disassembly & Storage

1. Split the rink divider back into halves and move them to the gate nearest the storage area for disassembly.
2. Have 2-4 volunteers prepared to receive panels and place in correct order on the cart. Note that the rink dividers should be stored on the cart as in the picture above.
3. Remove straight panels first and place on cart, followed by radial panels and the gate. The Y panels can be placed on the cart between the radial panels and the straight panels.
4. Always take caution when moving rink panels and be aware of pinch points, sharp edges and hazards of dropping panels on feet. Children under the age of 18 should not assist with disassembly.



Head coaches are ultimately responsible for ensuring that their team properly assembles, disassembles & stores the half-ice board system after each use. Failure to follow proper procedures could result in a deduction from your Team Bond.



17. Team-Building

17.1. Importance of Team Building

A team's ability to move as one and work for each other is not always a given. Building team chemistry is often a critical step in creating positive experiences for your players. We encourage all SPMHA teams to utilize team building activities when possible to help build team cohesiveness and identity.

Find opportunities for teammates to see each other with different strengths. Give responsibilities to those who are quiet. Give an organizing role to someone who seems unorganized. Leadership can grow from all different types.

17.2. Team Building Activities

Hockey Alberta has put together an excellent resource filled with Team-Building games and activities. You can access it [HERE](#)



18. Relevant Policies

18.1. Affiliation Policy

Players may be affiliated with other teams as per Hockey Alberta Bylaws and Regulations. The needs of the Kings Club and the Association's Hockey Program must both be taken into consideration. In consultation with the coaches, the Division Directors, and the appropriate Vice President will complete and submit affiliation forms to the President for approval and registration with Hockey Alberta. With the approval of the Division Director and the appropriate Vice President and the President an "affiliating team" may affiliate from the team one or two levels below the affiliating team, within the same Division (Category).

Use of Affiliates

The goal of affiliation is to provide players an opportunity to compete and develop at a higher-level while providing the higher-level team a player to fill their roster for practices and games. Coaches of the affiliating team must obtain approval from the coach of the player's regular team before extending an invitation to the player or the player's parents directly to attend a practice, game or tournament. Coaches on the player's regular team can only decline participation if the player is under suspension (of any kind) or if the player has a regular season, playoff or tournament game commitment. Coaches must allow the player to compete with the higher-level team if there is a practice or exhibition game conflict.

Disagreements in participation in the affiliation process shall be escalated to the Division Director for a final decision.

Special consideration must be given to allowing a goalie affiliate to play on the higher-level team where the lower team has 2 goalies. In circumstances where the higher-level team has no available goalie, then the lower-level team will permit the affiliate to play with the higher level team, unless there is no other alternative.

18.2. Coach Selection Policy

The purpose of the Coach Selection Policy is to provide for fair, transparent and consistent selection of coaches from a set coach candidates to identify coaches that best exemplify the goals of the association.

The SPMHA Coach Selection Process is based upon the standardized scoring of training, knowledge, and experience, against an established set of coach qualification criteria. Coach candidates are evaluated relative to the qualification criteria and the best candidate selected for the job taking into consideration the tier and division requiring a coach.

The SPMHA Coach Selection Committee may commence interviews and the coach selection process, including coach selection, prior to evaluations commencing. Coach selection is for one season only. All coach candidates must reapply each season for selection.

If all applicants for a team are deemed unsuitable, SPMHA is not obliged to appoint any coach. The position will remain vacant until a suitable candidate is found.

(See complete SPMHA Coach Selection Policy [HERE](#))

18.3. Conduct Policy

SPMHA ascribes to the principles of integrity, conduct, diversity and ethics in hockey. We believe that the primary purpose of the enjoyment of the game by its participants, in a safe, healthy environment. It is apparent that participating in the game, whether as a player, coach, official or spectator, is more enjoyable when participants act in the spirit of cooperation and with the best interest of the players at the forefront.



Appropriate attitudes and acceptable behaviors must be consistently demonstrated by adult and youth participants and those who deliver the program, keeping in mind that the foundation of hockey is based on teamwork and respect.

SPMHA holds the welfare of participants paramount. By providing a conduct management program, which aims for compliance with the applicable codes of conduct, SPMHA aims ensure the development of a young person's values, morals, social maturity, physical fitness and mental health. The off-ice hockey policy's aim is to promote acceptable actions, specifically providing a framework as endorsed by SPMHA, which guides the conduct and behavior of volunteers, players, coaches, officials, and spectators including:

- Respect for all
- Protection from harm
- Development of ethical conduct towards others
- Notions of justice, fairness, equity
- Caring attitudes
- Freedom to enjoy, to flourish
- Respect for the game

It is a must that every participant abides by these principles not only while on the ice, but in the dressing room, in the arenas, and when in any way representing SPMHA. A participant is defined as a player, coach, on-ice official, off-ice volunteer, or spectator. The Policy is **not** intended to address complaints about officiating or general hockey rules. It is **not** intended to circumvent Hockey Alberta or Hockey Canada recommendations or standards, nor does it take precedence over disciplinary actions enforced by any league that SPMHA participates in. SPMHA will require participants at every level to uphold these values. In addition, if at any point, any of the Board Members or the Discipline Liaison Member (the "DLM") has reason to believe a crime has been committed, they will refer the matter to the RCMP.

It is essential that all SPMHA coaches are aware of the conduct requirements of coaches, athletes and parents.

- [REVIEW COACH CODE OF CONDUCT](#)
- [REVIEW ATHLETE CODE OF CONDUCT](#)
- [REVIEW PARENT/SPECTATOR CODE OF CONDUCT](#)
- [REVIEW SOCIAL MEDIA POLICY](#)

See complete SPMHA Conduct Policy [HERE](#)



19. Appendix List and Additional Resources

Appendix 1 - [Sample Team Meeting Agenda](#)

Appendix 4 - [SPMHA Code of Conduct Policy & Forms](#)

Appendix 8 - [Injury Report Hockey Alberta](#)

Appendix 9 – [Special Event Sanctioning Guidelines](#)

Appendix 10 - [Special Events Waiver Template](#)

Appendix 11 - [SPMHA Special Event Permit Approved Exceptions](#)

Appendix 12 - SPMHA Approved Seamstresses

Appendix 15 - [HOCKEY ALBERTA Electronic Game Sheets](#)

Appendix 17 - [SPMHA Team Bond Policy](#)

