

# SHERWOOD PARK MINOR HOCKEY ASSOCIATION

## Team Manager's Manual

The **Team Manager** is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Sherwood Park Minor Hockey Association (SPMHA), Division Directors, other teams, referees, etc.

Ultimately, the Manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the Manager must do it all; he or she needs to make sure that it gets done via delegation. Also, it should be noted that some coaches will take on some of the activities that the Manager is normally responsible for overseeing.

By taking on the operational aspects of the team, the Manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid Team Managers in the smooth operation of the team by discussing the need to delegate and by identifying key topics that the Team Manager will need to address. Numerous appendices including samples, templates and valuable links are included to assist the Team Manager in pre-planning and organization.



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# 1. Initial Parent/Coach Meeting

## 1.1. 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, the Team Manager should be in place before the initial team meeting, and should work with the Head Coach 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. An initial **Team Budget** discussion should take place and the selection of a **Treasurer** should be carried out. Be sure that minutes from the initial meeting are recorded and distributed to parents. These minutes may be useful when dealing with disputes or concerns later in the season.

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

## 1.2. Team Budgets

A preliminary team budget should be prepared prior to the first team meeting. A discussion should be had with your parent group to determine which optional items you should eventually include or omit.

When creating your team budget make sure to have considered:

- The specific SPMHA Team Budget/Cash Call Policy amounts for your division (see Appendix 13)
- The SPMHA Team Bond Policy amount (see Appendix 16)
- Coach input (desire for extra ice; power skating; other)
- Team apparel; tournaments; social event expenses
- Additional coaches on Official Team Roster (after 5 there is a \$48 insurance charge per coach)

[See Appendix 2: Sample Budget Template](#)

[See Appendix 13: Team Budget Policy for detailed budget requirements](#)

*\*Once a Budget is agreed upon all parents should receive a copy. A copy will also need to be sent to the **Manager Director**, as well as the associated **Division Director***



### 1.3. Assigning a Treasurer

The next most important team volunteer besides the Head Coach and Team Manager is the Team Treasurer. This volunteer is responsible for tracking all team expenditures, as well as managing the team budget and bank account. As manager, it is your responsibility to provide oversight over the team finances, help guide financial decisions, and serve as a second signing authority on all transactions. It is helpful to choose a Treasurer who has a financial or accounting background and/or is familiar with spreadsheets.

You and your Treasurer will be responsible for opening a team bank account, which will require two signatures on all transactions (Manager and Treasurer).

You will require a letter from the Head Coach authorizing the Manager and Treasurer to open an account on behalf of the team and designating them as the two signing authorities.

Note:

- Most banks will require a team roster.
- Be sure to inquire about NO FEES
- For suggested Banks contact Manager Director.

[See Appendix 3: Sample Bank Letter/Roster](#)

### 1.4. Conduct Policy

Make parents aware of SPMHA Conduct Policy location and how to submit an incident report. This can be found on the [SPMHA website](#) under “Administration”. All participants in SPMHA agree to be subject to the Conduct policy as part of their registration in the program.

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

### 1.5. Medical Forms

Parents are asked to complete Medical forms for each player as part of registration. These medical forms should be available to you through viewing players on your TeamSnap roster. Managers should ensure that medical forms have been submitted for each player and have any that are missing completed and submitted to you. These forms are to be kept confidential and held by the team Safety Person/Head Coach in case of emergency. As the Team Manager you need to be familiar with the information on these forms.

[See Appendix 5: Player Medical Forms](#)

### 1.6. 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 15<sup>th</sup>. We ask that our managers make sure that all team coaches and parents are aware of the requirements and ensure that all certifications are obtained ahead of the deadline.** 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](#)



## 1.7. Team Snap

All teams are provided with a free TeamSnap account for team management. Let team members know that TeamSnap will be the preferred method for team communications and schedule information.

All player and parent contact information should already be listed in the TeamSnap roster profiles based on what was entered during registration, but make sure to let your parents know to update or add any additional email addresses or family members they want to receive team schedules and communications.

Some managers prefer to assign a team volunteer to manage the TeamSnap account, but ensure as the Team Manager that you retain manager access so you can modify any activities, access manager specific information from the association and communicate with your team.

*For detailed TeamSnap usage information, see section 3 - TeamSnap*



## 2. Volunteers and Delegations

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The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help. A strong parent base will make for a strong team. Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role.

### 2.1. Parent Volunteer Positions

Parent volunteer positions may include, but are not limited to:

- Head Coach/Assistant Coaches
- Manager
- Treasurer
- Team Safety Person
- Parent Liaison
- Fundraising Committee/Coordinator
- Jersey Parents
- Timekeeping Coordinator
- Tournament Coordinator
- Social Committee/Coordinator
- Team Snap Coordinator
- Minor Hockey Week Team Coordinator
- Half Ice Board Set Up & Take Down crews (U9 Only)

Once committees and areas of responsibility have been determined, the Team Manager should circulate a volunteer position list to all parents. This could help resolve disputes later in the season and helps direct information and ideas to the proper person.



## 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 a separate invite which provides you with Manager 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 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 TeamSnap.

*\*Ensure that any games or practices that are uploaded to TeamSnap 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 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 for coaches 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 turned in medical releases, who has paid cash calls, or any other yes/no type of item.

### 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.

### 3.8. “Messages” Tab

You can communicate with your team through this tab. TeamSnap gives you a number of different communication 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 can add your team moniker to your ID# so the rest of the association knows what to call you. **Don’t be the team known as SP### [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

Maintaining the team schedule is one of the primary tasks of the Team Manager. Game & practice schedules will be made available to you, but it is your responsibility to add it to your TeamSnap schedule so that your team knows when and where to be.

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 team managers have an understanding of the process in order to manage their 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 the number of teams in each division based on tiering and number of games required.
- Leagues request game ice offers 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 schedules 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 round 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](https://spmha.oneclickice.com)

At the beginning of the season, your Division Director will provide you with login access details. **For information on how to access and use your OCI Team Portal [CLICK HERE](#)**

Make sure that any games imported from TeamSnap are double-checked against the league website and report any conflicts to the SPMHA Ice Allocator.

To make/receive trade requests, you will need to provide an email address for both your coach and team manager. Note that the OCI system will no longer accept legacy emails with the following addresses:



- @hotmail.com
- @live.com
- @msn.com
- @passport.com
- @passport.net

Please refer to this article on instructions on how to deal with this situation:

<https://www.msoutlook.info/question/switch-to-outlookcom-address>

## 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 intrasquad 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 give notice of any errors or conflicts asap.

## 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 the weather turns suddenly, the safety of the families in our community is the 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 that a change was made and that you are expected at a different rink or different time, or that 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 (100 km away)
  - iii. Provincial or playoff games
  - iv. SPKAC scheduled league games & SPMHA/Edmonton interlock games (priority is given to distance traveled by the 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 canceled ice slots and communicate to directors and teams affected.
- d. Facilities shared between multiple user groups (i.e. Arena, Millennium Place, Ardrossan, or SOC) incurring 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. Parent & 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 15<sup>th</sup>. As a manager, you will be asked to track and ensure that all team certifications are completed. The SPMHA registrar will contact you if any qualifications are missing.

## 5.1. Parent Certifications

One parent per registered participant is required to complete [Respect in Sport - Parent](#). While most parents will have completed this in previous years or before the start of the season, each year we have a number of parents whose certification has expired or was not completed. Teams cannot be finalized until every team member has completed Respect in Sport, so if a person refuses to complete the program, their child will be removed from the team roster. There is a \$30 fee associated with this course, and it is not covered through SPMHA.

## 5.2. 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. The SPMHA registrar will inform you if your team is missing qualifications. Please ensure your coaches have completed the certifications before the November 15<sup>th</sup> deadline. Note that SPMHA covers the cost of all **required** coach certifications. **Clinic information can be found [HERE](#)**

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 <sup>th</sup>	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 <sup>th</sup> of current season, by following seasons November 15 <sup>th</sup> must be “certified” to remain eligible. Example – Coach takes HP1 in 2022 they have until Nov 15 <sup>th</sup> 2023 to complete Certification. <b>Trained</b> = attended classroom session <b>Certified</b> = passed all post task evaluations

		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						All Team Officials	One Team Official
	U15*			Head Coach		Head Coach		
	U16*							
	U18*							
AAA	U15						All Team Officials	One Team Official
	U17				Head Coach	Head Coach		
	U18 Female							
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. Criminal and Intervention Record Checks

All team Coaches, Managers & Treasurers 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. Please consult with your Manager Directors on the status of your most current CRC. In addition to this, all Coaches & Managers 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.**

As Team Manager, we ask that you help ensure that your team's staff have submitted all required record checks and certifications. **In the case of IRCs, it may be more efficient to collect the forms and required information from your coaches and submit them on their behalf.** This ensures that all record checks are done and submitted ahead of the deadlines.

### 6.1. Criminal Record Checks

**Must be completed every 3 years.** At the Manager's meeting, you will be provided letters from SPMHA requesting a CRC. Please provide these to each coach/volunteer that requires it, then they must present this letter to the local RCMP Detachment. With the SPMHA letter, there is no cost involved in obtaining your CRC.

### 6.2. 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 volunteers do not have a criminal record; however, SPMHA realizes that there are possibly 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 volunteer's eligibility to perform their duties, and the volunteer must wait for the committee's decision process to be completed prior to stepping into their role.





# 7. Dressing Rooms and Arenas

## 7.1. Coach Supervision

Make sure your coaches are aware that Head coaches and/or carded designates must be onsite to supervise teams from arrival to departure. Users should appear no 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 coaches request players arrive earlier, they **MUST** be supervised by adult team staff members. Players should be supervised at all times. This goes a long way in minimizing dressing room bullying, horseplay, substance use or other inappropriate behavior. **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 be present together.**

## 7.2. 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 an SPMHA member is the responsibility of the team. Should a facility contact SPMHA that a dressing room/facility has been damaged, SPMHA will deduct the amount required for cleaning and/or repair directly from the team's bond.

## 7.3. Electronic & Recording Devices

- Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing 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.

## 7.4. 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 then 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 – with the exception of helmets, gloves, and skates – 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 be present in all female change rooms.



## 8. Team Equipment

### 8.1. 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 that all players have a jersey that fits appropriately.*

### 8.2. Name Bars

Name bars on jerseys from Discovery to U18 are optional. If a 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)**  
The 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*.

### 8.3. 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 an approved SPMHA Seamstress. **See Appendix 12 - Approved SPMHA Seamstress(es)**

### 8.4. 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](#).

### 8.5. Goalie Equipment

SPMHA recognizes that the 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 the position 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 at 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](mailto:equipment.director@spmha.ab.ca)

### 8.6. First Aid Kit

Note each team must have a first aid kit on the bench. This will be supplied through SPMHA.





## 9. Record Keeping

The Team Manager is the keeper of the Team's personal information. Because one never knows when a specific piece of information is needed, it is a good idea for the Team Manager to create a binder of forms and handouts that can be taken to meetings, games, etc. to keep data easily accessible.

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

Documentation will have to be completed following all games as well, and it is a good idea to have extra forms/game sheets/team labels on hand. The team manager will want to become familiar with hockey terminology and acronyms to aid in reading and filling out forms properly.

Suggested documents to include in a binder:

- Roster
- Contact Lists
- Forms (game sheets, injury reports)
- Schedules (practices, games, parent volunteers)
- Notices
- Hard Card
- Current financial information (updated team budget)

### 9.1. 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 Division 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.*

*Additionally, 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 Coach for proofreading and verification. **Managers will need all players' and coaches' complete date of birth to verify.**

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



## 9.2. Player Affiliation

Players may be affiliated with other teams as per Hockey Alberta Bylaws and Regulations. 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.

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.

For specifics on process and usage of affiliates, please reference the current [SPMHA Affiliation Policy](#)

**Tracking of Affiliated Players** – The manager MUST keep a record of all games that the player is affiliated to. If they are nearing the (10) ten games threshold, they need to be cautious to not go over that number.

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

## 9.3. Contact Lists

Having the parent contact list and team volunteer list can aid the Team Manager during disputes by acting as an outline for where responsibilities lie. Distribution of the list at the beginning of the season allows it to be used by other team members to contact the proper party with questions or ideas, without first having to direct everything through the Team Manager. The team contact list can be distributed at the beginning of the season, or teams may decide to just use TeamSnap. If using TeamSnap, clearly identify each volunteer’s position on the team.

For an SPMHA Association contact list, visit the [SPMHA Website](#)

## 9.4. Medical Information

Each player/parent should have filled out a medical information sheet at time of registration. It is important for the designated Safety Person to be aware of player medication, conditions, injuries, and to keep coaches regularly updated. Having the medical sheets close 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. Only the team managers have access to the player’s medical information form. Managers will need to print this form out for each player and make available to the designated Safety Person so that they can add it to the team safety binder.

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

Player’s Medical Information Forms should be accessible via their TeamSnap roster profile (requires manager access). For those who have not submitted one, please have them complete and submit to you.

[See Appendix 5: Player Medical Form](#)



## 9.5. 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](#).** This will be the responsibility of the designated Team Safety Person. They will have more information on this process included in the team safety binder.

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

## 9.6. Referees

**League Games** - booking of referees for regularly scheduled games (including playoffs) is handled by the SPMHA Ice Allocator. If you have swapped or rescheduled a game, you **must** contact the SPMHA Ice Allocator to make sure that that game change is accurately reflected in OCI and that the referee assignor for your division has been informed. Teams will be responsible for paying any uncanceled refs if teams do not properly inform the Ice Allocator.

**No Show Referees** – in the case that referees fail to show up for a game, a carded team official will be expected to referee. **Ensure that 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 phone your Division Director to alert them so that substitutes can be arranged by the assigner if possible.  
*\*This applies to all levels that compete in the Edmonton Federation Hockey League.*

**Payment of Referees** – Each team pays half of 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 provide the envelope to the referees on the ice.

**Referee 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 you 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.

**Exhibition Games** - It is the home team's responsibility to book and pay for exhibition game referees. To book referees in Sherwood Park, contact the SPMHA Referee-in-Chief. See the [Executive Contacts](#) section of the SPMHA website for up-to-date contact information. He/she can direct you to the appropriate assignor. For other zones within Edmonton and Surrounding areas, contact the [North Region Officials Committee](#).

## 9.7. Game Sheets

- **Discovery/U7** – There are NO game sheets required
- **U9 through U18** – All teams in these divisions will use electronic game sheets through the EFHL. For detailed information on how to utilize e-gamesheets reference **Section 10.3 - Scorekeeping & Game Sheet Management**

*\*Note that U9 teams only need to record player and coach attendance, as well as any major penalties if applicable. No score information is recorded*

## 9.8. Game Organization

### Pre-Game

- Ensure Time/Score Keepers are arranged for – home team must provide 1 Time Keeper and 1 Score Keeper



- Ensure Time Keepers are aware of [EFHL Guidelines of Play](#) (period lengths).
- Ensure Score Keepers have downloaded the Ramp Game Sheet App (free) on their smart device, and that they have the gamesheet codes.
- Make sure that any AFFILIATES have been added to your game roster through the Ramp Game Sheet App.
- Make sure that any injured; suspended; affiliated or missing players or coaches are marked appropriately.
- Jersey parents must always have both sets of jerseys at each game.
- Home Jerseys – Black; Away Jerseys – White
- Ensure Coaches have referee money.

#### Post-Game

- If you are the AWAY team, ensure you verify the electronic game sheet. You will need to verify that the HOME team entered the game information correctly.
- If you are the HOME team, ensure that the game details have been synced to the RAMP server by the scorekeeper.
- If a player is ejected from the game, you must ensure that you receive the referee Incident Game Report and notify your Divisional Director immediately. You will be notified by the league discipline coordinator of any game suspensions.

## 9.9. Suspensions

All suspendable infractions must be reported to the SPMHA Divisional Director and your EFHL Tiering Director. Copies of the game sheet and/or referee report must be forwarded via email to the Directors within 24 hours of the suspension.

**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 the EFHL’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, they will be notified of the number of games that 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. Copies of the game sheets must be forwarded to the Divisional Director and the proper Hockey Alberta Minor Discipline Coordinator.

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](#).

#### 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.



## 9.10. 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](#).



# 10. Edmonton Federation Hockey League (EFHL)

All SPMHA teams, U9 through U18, participate in the Edmonton Federation Hockey League (EFHL). Reference the [EFHL Managers Manual](#) resources for more league specific information not included here.

## 10.1. EFHL “Mini-site” Setup

All EFHL game schedules, standings, player rosters and statistics are available through the [EFHL Website](#). All participating teams are provided access to a team “mini-site”. All teams must enter their player roster, team contacts, and all completed game information into this site. Your divisional director will give you a login USERNAME and PASSWORD at the beginning of the season to login and set up your site.

1. Visit [efhlhockey.com](http://efhlhockey.com)
2. Click on ADMIN LOGIN (at top of main page)
3. Enter your USERNAME and PASSWORD
4. Select STAFF MEMBERS and then select ADD MEMBER – ensure that your contact information (EMAIL and PHONE NUMBER) and at least one Head Coach is entered. This information is crucial so that opponents may contact you to reschedule games etc.
5. Select PLAYERS and enter your team roster, including jersey numbers

## 10.2. League Games

Your team’s EFHL league game schedules (including all the other teams in the league), will be posted to the [EFHL Website](#). Always be sure that your game schedule matches the schedule you received through OneClickIce. Contact the SPMHA Ice Allocator immediately if any conflicts are noted.

## 10.3. Scorekeeping & Game Sheet Management

Correctly entering the E-Gamesheet while in the time-keepers box is essential to effective operation and tracking of league games. Please ensure that you are knowledgeable about scorekeeping and e-gamesheet entry so that you can assist the parents on your team who will be tasked with that position.

It is the managers responsibility to ensure that scorekeepers have the proper instructions and access codes required to accurately complete game sheets for each league game. Managers are also responsible for verifying that the entered data is correct. If you are the AWAY TEAM, you are responsible for **verifying** the game as entered by the HOME TEAM, and that all information entered is correct. If there is a mistake, you can note it on the web page. **Do not verify** until the HOME team corrects the information or you are directed by your Divisional Director to do so.

[See Appendix 7: Electronic Game Sheet Management](#)  
[See Appendix 7.1: Electronic Game Sheet Management - U9](#)

Please note that parents should not engage with the referees unless it is related to game scorekeeping. Timekeepers and scorekeepers are encouraged to speak to referees to ensure their intent of a call/penalty is correct. They should not “GUESS” the penalty being called but seek clarification.

*Example: Is the penalty a 2-minute minor or a 5 minute major plus a game misconduct?*

## 10.4. EFHL Blackout Dates

The EFHL may establish blackout periods, during which no travel permits will be allowed. It is important to refer to these prior to organizing exhibition games/tournaments. Team requests for travel or exhibition permits will not be entertained during established blackout periods. See [EFHL website](#) for additional info and up-to-date EFHL league calendar.



## 10.5. Requesting Team Blackout Dates for EFHL Games

Teams may apply for Blackout Dates through the [EFHL Website](#) during the regular season in order to facilitate tournament play or special events. Teams requesting blackout dates via the online form must pay a fee of \$100 once the blackout is approved. This will allow the team to ensure they will not be scheduled for league play on the specific dates/weekend. EFHL does have a Blackout Date deadline for submission each season, see the EFHL website for details.

## 10.6. Requesting to Reschedule a League Game

The Edmonton Federation Hockey League has moved to an automated integrated system where teams may apply for League Game Changes or Game Swaps during the tiering round and regular season in order to facilitate tournament play or special events.

### LEAGUE GAME CHANGE REQUESTS - NEW ICE SLOT

- EFHL utilizes a user pay system where teams requesting League Game Changes where a new ice slot is required for league play during the tiering round or regular season may do so via completing an online request form and submitting the \$50 fee once approved.
- ONLY the team that is requesting the game change needs to submit a Request Form.
- The original ice slot will be returned to the home association.
- Both teams will need to approve on the form prior to going to the league for approval and ice must be confirmed.

#### Steps to take BEFORE applying:

- Contact the opposing team to inform them you would like to reschedule the game.
- Team rescheduling must provide ice for the make-up game and must be suitable to the opposing team.

#### Suggestions for Buying Ice if Unavailable through SPMHA:

- Call Strathcona County; New Sarepta Arena; Bruderheim Arena; Mundare Arena, Leduc Rec Centre or the County of Leduc.
- Ask at the time of ice booking who they recommend contacting for scheduling referees.

### GAME SWAPS BETWEEN TEAMS - NO NEW ICE SLOT

- EFHL utilizes a complimentary system for situations where teams can swap ice times and dates, providing they are in the same division (age) of play.
- ONLY the team that is requesting the game swap needs to submit a Request Form.
- The requesting team will submit team information for all teams involved to approve prior to obtaining league approval.
- Once league approval is in place, the game switch will occur and all teams will be notified electronically.

*\*Forfeiting a game is strictly prohibited. You must swap/reschedule games that conflict with tournaments.*

## 10.7. Game Reschedule or Game Swap Request Form

On the [EFHL Website](#):

1. Click on the "[League Game Reschedule](#)" Tab under "Coach and Managers"
2. Enter all required information.
3. Click "Submit"

Note, a league Game Change where the schedule (date, time or arena) is being changed there is a \$50.00 fee. Game SWAP where no change to schedule is being made only change of teams there is NO CHARGE

If you require any assistance with permits or game swaps, please email [manager.director@spmha.ab.ca](mailto:manager.director@spmha.ab.ca)





## 10.8. Quickcard Edmonton “Minor Hockey Week”

Members of the EFHL have the option of opting in or opting out of Minor Hockey Week in January of each season. This is offered at the Association level. SPMHA’s Board of Directors will make the decisions as to whether to opt-in as an Association when prompted by the organizing committee (late-September to early-October). The Association will communicate this decision, via the Manager Director, to all team managers for the purposes of preparing. If SPMHA opts in, this will include all U9-U18 teams. This is considered a blackout week, so no permits will be approved. Parent volunteers are required from each team.





# 11. Tournaments

## 11.1. Finding Tournaments

All tournaments in the province must be sanctioned by Hockey Alberta and will be listed on the Hockey Alberta Website. Visit [hockeyalberta.ca/tournaments](http://hockeyalberta.ca/tournaments) for a complete listing.

Teams typically don't need to leave Alberta to find competitive tournaments, but for out-of-province tournament options, visit the corresponding [Hockey Canada Branch Member](#)

## 11.2. Applying for Applicable Permits

*See Section 12 – Permits*

## 11.3. Tournament Accommodations

If the team is traveling to a destination that will require an overnight stay, or meals, the Team Manager will need to make a “block booking” in advance so that hotels and restaurants will be prepared to accommodate a large group.

- Check with the SPMHA General Manager, as we sometimes have special pricing available for teams based on partnerships with certain hotel chains.
- Try and arrange hotel options that are good for families but are also cost effective. Pools and waterslides are always a hit!
- Try not to book into overly expensive hotels. It may be cost prohibitive for your team, and their clientele may not be appreciative of the noise involved with a hockey team booking.
- Always book with the hotel manager or group-booking agent if possible. Skip the front desk.
- If you can, arrange for an additional conference room or group space. This is great for team meals and parent socials.
- As the team manager, you *may* be able to negotiate a complimentary room as a thank-you for bringing them your business. Managing is hard work, take advantage of the perks if you can get them. If your team is chartering a bus, the comp room can be used for the bus driver, which will lower your overall team travel expenses.

## 11.4. Tournament Meals

It is often more time and cost effective to arrange for team meals instead of leaving everyone to fend for themselves. Local restaurants will often have difficulty accommodating large groups without a few days' notice, especially if there is a big tournament in town.

- Hotels often have in-house catering and have pre-set or customizable team meal menus and pricing. This is a great option if you have a group space available. It's quick, easy, and the kids can get back to their team bonding activities way quicker than if a team went to a restaurant.
- Consider pre-booking your meals at restaurants. The team can arrive at a specified time with the food already ordered & prepared. The team can be in and out quickly to get to that next game.
- Teams should try and avoid fast-food options wherever possible, but franchises like Subway offer quick and easy group platters that can feed your team quickly and inexpensively. You can even have it delivered to the rink between games.
- When in doubt, talk to your hotel manager or tournament organizer, they are likely to be able to recommend great local food options.
- Be sure to consider any allergies or diet restrictions your team members may have.



# 12. Permits

Permits are for team events or functions that fall outside of those 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**

## 12.1. SPMHA & Hockey Alberta Permit Procedures

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

- 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 tournament permits, host exhibition games and out of province exhibition games require approval by the Division Director, SPMHA, and Hockey Alberta. All other on-ice event permits are approved by your Division Director and SPMHA.

To apply for an SPMHA permit, please submit the Permit Request Form found on our SPMHA website [permit section](#) 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 5 business days prior for an event. 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 tournaments. A team that is under disciplinary action from SPMHA will have their application denied.

## 12.2. Host Team 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](#)

## 12.3. Special Event Permits

Special Event Permits are intended to cover team functions for which hockey insurance coverage is required or highly recommended.



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 , SPKAC or SPS FUZION player) participating in a regularly scheduled ice time
- Team social (pizza, bowling, wind-up party)
- Team attending an Oilers, Oil Kings, or other game

To apply for an SPMHA permit, please submit the Permit Request Form found on our SPMHA website [permit section](#). This form must be submitted a minimum of 5 business days prior for an event.

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 whether 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 DOWNLOADABLE WAIVER](#) and email to both the [SPMHA Admin Coordinator](#) and your Divisional Director.

[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.*

## 12.4. 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, SPKAC or SPS FUZION team. SPMHA guest players must be in full equipment (including helmet with face mask) while participating on the ice with teams that are 1 division below theirs. This means that a U18 player requires full equipment to assist a U15 team but U13 & below they are permitted to wear at minimum a helmet, gloves, skates & track suit. 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 Approved Exceptions](#)



# 13. Fundraising & Sponsorship

Fundraising and Sponsorship are essential components of operating a successful hockey program at both the team and Association levels.

For teams, fundraising helps cover the extra costs associated with team apparel, social events, extra ice, as well as tournament and travel expenses, allowing teams to provide great team experiences without massive cash calls.

For SPMHA, fundraising initiatives help keep registration costs in check, while providing extra sources of funding for enhanced development initiatives, extra programs & special events that help us provide positive hockey experiences for all of our participants and the resources to deliver one of the best hockey programs in Alberta.

## 13.1. SPMHA Raffle

As part of season registration, all SPMHA registrants are required to commit \$100 for the SPMHA Raffle Fee. This fee is recoverable through raffle ticket sales during the season. Once the details of the raffle and prize amounts are finalized by SPMHA Administration, all participants will be provided raffle tickets that they can choose to sell to others, or enter for themselves. Ticket packages and tracking forms will be provided to all team managers at that point, and managers will be responsible to gather and return completed raffle ticket stubs prior to a set deadline.

The SPMHA Raffle is a mandatory fundraising initiative for all Discovery to U18 teams, and was reinstated in place of the Skate-a-Thon. It is recommended that each team have a designated raffle coordinator to help organize and collect ticket stubs.

## 13.2. Team Raffles

Teams may choose to conduct a separate raffle as part of their fundraising strategy. Any raffles or gaming events (50/50, sport pools, loser pools, square boards) must be conducted according to SPMHA and [AGLC requirements and guidelines](#). It is expected that team officials are aware of all [AGLC guidelines](#) and any teams operating gaming events contrary to these guidelines may be disciplined.

## 13.3. SPMHA Fundraising Policy

Fundraising is essential to support your team's financial needs. To ensure transparency and accountability, it is important to follow the guidelines outlined below. For more detailed information, please refer to the [SPMHA Team Budget & Fundraising Policy](#).

### General Regulations Regarding Fundraising:

- **Parent Contributions:** Contributions made by parents are not considered as fundraising. However, all fundraising activities should aim to cover actual or anticipated team expenses as outlined in the approved budget. Violations of this policy may result in suspension or other sanctions imposed by the Association.
- **Compliance with Guidelines:** Teams must adhere to the fundraising guidelines established by SPMHA Hockey Alberta or Hockey Canada. These guidelines ensure ethical and proper fundraising practices.
- **Approval of Fundraising Activities:** Teams must obtain approval from the Association for any fundraising event by submitting details in advance for review and authorization.
- **Authorization and Permits:** No fundraising activity is permitted without written authorization from the Association. To ensure your permit is approved in time, you must complete a Fundraising Permit Request Form through the SPMHA website at least five (5) days in advance of your fundraising event. *The permit request form can be found [HERE](#). All completed forms will automatically be sent to SPMHA administration for approval.*
- **Regulatory Requirements:** Teams must comply with all requirements, licenses, and approvals set by the Alberta Gaming Commission and Strathcona County. Teams must apply for their own license and must not use the Association's Alberta Gaming Commission license number for fundraising activities.



Follow these guidelines to ensure effective team fundraising. Proper management of funds, compliance with regulations, and successful fundraising activities will contribute to the team's financial stability.

### **13.4. Sponsorship Opportunities Through SPMHA**

If members of your team own a business and would like to advertise or sponsor through SPMHA, additional sponsorship options are available. View the [SPMHA sponsorship package](#) for more information



# 14. Miscellaneous

## 14.1. Team Pictures

SPMHA covers the cost of team photos for all teams. A shoot date will be scheduled with a photographer selected by the SPMHA Executive each season. On the date that team pictures are set, every effort should be made to attend the appointment. If a team is not available for their scheduled time, then it is the responsibility of the team officials to arrange for an alternative time.

## 14.2. 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 the items below, 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 Stores are where teams can order all their apparel items. You can access the stores through the [SPMHA website](#). When ready to order, Managers can contact Sin Bin or 6Thread to pick up sizing kits. SinBin Sports is the official apparel provider for SPMHA and is a preferred vendor, supporter and sponsor of SPMHA. 6Threads may also be used as an approved vendor for non-outerwear items. Any apparel purchased outside of SinBin Sports & 6Thread requires approval from the SPMHA General Manager.

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 always use the official Sherwood Park Minor Hockey logo. A vector version of the logo (suitable for print) is available by clicking [HERE](#).

Kelly Green	Black	White
		
R=0   G=152   B=75 C=86   M=58   Y=98   K=2 HEX #00984b	R=0   G=0   B=0 C=75   M=68   Y=67   K=90 HEX #000000	R=255   G=255   B=255 C=0   M=0   Y=0   K=0 HEX #ffffff



## 15. Appendix List and Additional Resources

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

Appendix 2 - [Sample Budget Template](#)

Appendix 3 - [Sample Bank Letter](#)

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

Appendix 5 - [Player Medical Form](#)

Appendix 7 - [Electronic Game Sheet Management](#)

Appendix 7.1 - [Electronic Game Sheet Management - U9](#)

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 13 - [SPMHA Team Budget Policy](#)

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

Appendix 16 - [SPMHA Team Bond Policy](#)

