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). Bank accounts should be opened under your assigned team number (ie. SP406), as all cheques (referee money, end of season Bond returns, etc) from the association will be made out to the team number.

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.

At the end of the season, after all financials have been reconciled and the team bond cheque has been received from SPMHA, parents may be refunded to a maximum amount equivalent to the actual cash contributions provided by parents to the team over the course of the season, as per the SPMHA Team Bond Policy. **All bank accounts MUST be closed at the end of each season to ensure teams can open a new account in the same name the next season.**

Note:

- Most banks will require a team roster.
- Be sure to inquire about NO FEES
- For suggested Banks contact Manager Director.
- If teams would like to use E-Transfers to transfer funds out of the team account, the account must have a dual email verification feature. Please be sure the verify your bank can provide this feature, if not, cheques must be used (ATB currently provides this feature).

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 TeamLinkt 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/Guardian & Team Official Certifications

Hockey Alberta requires parents/guardians, coaches and registered Team Officials to maintain the education and certification requirements applicable to their role. Beginning with the 2026-27 season, Hockey Canada and Hockey Alberta **transitioned from Respect in Sport to The Shift Forward**. One parent or guardian for each registered player is required to complete The Shift Forward – Parent program. **All registered Team Officials are required to complete The Shift Forward – Coach program. Team Officials include coaches, Managers, Safety Persons and Equipment Managers**. During the transition to The Shift Forward, existing unexpired Respect in Sport certifications continue to be recognized until their expiry date. Once an existing Respect in Sport certification expires, the applicable The Shift Forward program must be completed. The Shift Forward requirement must be satisfied prior to registration to a team. Coaches must also complete all Hockey Alberta coaching qualifications required for their age division and category by the applicable Hockey Alberta deadline. Managers should address outstanding certification requirements as early as possible. The SPMHA Registrar will advise Managers when qualifications are outstanding.

The deadline each year for these certifications to be completed is November 15th. 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. TeamLinkt

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

All player and parent contact information should already be listed in the TeamLinkt 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 TeamLinkt 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 TeamLinkt usage information, see section 3 - TeamLinkt

2. Volunteers and Delegations

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:** Responsible for the on-ice operation of the team, including player development, practices, game preparation and bench management. Coaches work with the Manager on the overall season plan, tournaments, additional development opportunities and team expectations. Coaches must maintain all applicable Hockey Alberta/SPMHA certifications and follow SPMHA, EFHL, Hockey Alberta and Hockey Canada policies.

- **Manager:** Responsible for coordinating the off-ice operation of the team and serving as the primary communication link between coaches, parents, SPMHA and the league. The Manager oversees scheduling, team administration, game-day requirements, permits, team records and volunteer coordination, but should delegate individual tasks wherever possible.

- **Treasurer:** Responsible for maintaining accurate records of all team income and expenses, managing the approved team budget and team bank account, and providing regular financial updates to the Manager and parent group. The Treasurer works closely with the Manager, with both acting as signing authorities on the team account, and assists with end-of-season reconciliation and account closure.

- **Team Safety Person:** Responsible for helping the team prepare for and respond appropriately to injuries and medical emergencies. The Safety Person should be familiar with player medical information, the team's Emergency Action Plan, first-aid procedures, injury reporting and return-to-play requirements, and should ensure the team first-aid kit is available when required. This person must hold Hockey Canada Safety Program – Level 1. Questions regarding this role can be directed to the SPMHA Safety Director at safety.director@spmha.ab.ca

- **Parent Liaison:** Acts as an additional communication resource between the parent group, Manager and coaching staff. The Parent Liaison can help identify general parent questions or concerns, encourage respectful communication and assist the Manager in directing concerns through the appropriate SPMHA process. This role does not replace the Manager, Head Coach or SPMHA Conduct process and should not independently investigate or resolve disciplinary matters.

- **Fundraising Committee/Coordinator:** Coordinates any team fundraising activities approved by the parent group and ensures they are completed in accordance with SPMHA and applicable AGLC requirements. This person may organize fundraising ideas, volunteers, timelines and collection of funds, while working with the Manager and Treasurer to ensure fundraising is reflected accurately in the team budget. Required approvals or permits must be obtained before fundraising activities take place.

- **Jersey Parents:** Responsible for the care, transportation and organization of the team's SPMHA game jerseys throughout the season. Jersey Parents should ensure both sets of jerseys are available at every game, follow proper washing and care instructions, and report damage requiring repair to the Manager/Equipment Director.

SPMHA game jerseys should remain with the designated Jersey Parent rather than going home with individual players.

- **Timekeeping Coordinator:** Coordinates the parent volunteers required for home-game timekeeping and scorekeeping duties. This person should create and communicate a volunteer schedule, ensure volunteers know which role they are assigned, and help make sure scorekeepers/timekeepers have access to the current EFHL RAMP GameSheet instructions and required game codes before each game. The Manager Manual currently requires the home team to provide a Timekeeper and Scorekeeper.

- **Tournament Coordinator:** Assists the Manager and coaching staff with identifying appropriate tournaments and coordinating tournament logistics. Responsibilities may include researching Hockey Alberta-sanctioned tournaments, completing applications, communicating with tournament organizers and helping coordinate hotels, team meals and other travel arrangements. The Tournament Coordinator should work closely with the Manager to ensure league scheduling conflicts, blackouts and required permits are addressed before commitments are finalized.

- **Social Committee/Coordinator:** Plans optional team-building and social activities for players and families throughout the season. This may include team gatherings, special events and the year-end wind-up. The Social Coordinator should work with the Manager and Treasurer to ensure activities fit within the approved team budget and that any required SPMHA Special Event Permit or other approval is obtained before the event.

- **TeamLinkt Coordinator:** Assists the Manager with maintaining the team's TeamLinkt account, including the team calendar, events, communications and other team information. The Coordinator can help keep schedules current and information organized, but the Team Manager should retain Manager access and overall responsibility for the account. All games, practices and team events should be accurately reflected in TeamLinkt.

- **Half Ice Board Set Up & Take Down crews (U9 Only):** Responsible for helping set up and remove half-ice boards for U9 games or activities when required under the applicable U9 playing format. Teams should have enough volunteers assigned in advance so boards can be installed and removed quickly and safely without delaying the scheduled ice session. Not every U9 ice session requires half-ice boards, so Managers should follow the current SPMHA/Hockey Alberta U9 format for the applicable portion of the season.

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. TeamLinkt

Our registration and team management system all operate through our TeamLinkt Organization Account. As part of this, all teams are provided a **free** TeamLinkt Account through SPMHA**. Each team is required to utilize their SPMHA supplied TeamLinkt 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 TeamLinkt 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 TeamLinkt App if they haven't already. It is available for iOS on the App Store and Android devices through Google Play.

3.2. Subscribe to Your TeamLinkt Calendar

Easily add your TeamLinkt schedule to your phone or desktop calendar application to ensure that no games or practices are missed. Follow the embedded hyperlinks for information on how to subscribe to your TeamLinkt calendar for iPhone or Android.

All games, practices, and team events need to be uploaded into TeamLinkt 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 TeamLinkt.

***Ensure that any games or practices that are uploaded to TeamLinkt 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. "Home" 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]**. This can be done by clicking on 'Settings' on the Home page.

3.4. "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 TeamLinkt 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. Reserve the "Team Admin" status for Team Managers and Head Coaches, or any other team volunteer that will manage TeamLinkt. All other team officials can be added as a Team Member and be sure to remove them as a player status.

3.5. "Schedules" 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.*** Generate a TeamLinkt file from OCI, go to "Import Events", choose CSV and click "Import File", choosing the exported file from OCI.

3.6. "Connect" Tab

Email & Team Chat - You can communicate with your team through this tab. TeamLinkt gives you different communication options including email & team chat. It is the easiest way to get messages to your team quickly and efficiently.

Documents - You can share documents with your team! Team admins can upload documents such as the team budget, order forms, and anything else that needs to be shared with the team.

Polls - Create and send a poll to get feedback on which tournament to register in, voting on passing the budget, where to hold your wind-up and more. Each team member gets one vote per player they are connected to!

Collect and Track - 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 paid cash calls, or any other simple checklist.

Photos - TeamLinkt makes it easy to share photos with the entire team via a simple interface for creating albums and uploading photos to one place! Teammates can 'like' photos and leave comments.

3.7. Availability

Be sure to recommend your team members update their availability before each game & practice. This is very helpful for coaches practice and game planning. Player availability can be viewed and updated by clicking on each scheduled event and choosing availability.

3.8. Team Name & Logo

Your Team Name can be updated in settings. The season will start with your team name in the following format, "SP### - [TEAM NAME]". Please keep you SP### and ONLY replace [TEAM NAME] with your team name. For example SP405 - [TEAM NAME] becomes SP405 - Fire Hawks. If your team does not have a name, you can simply delete - [TEAM NAME] leaving only your SP number. You may also change the SPMHA logo to your SPMHA approved team logo if desired.

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 TeamLinkt calendar 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

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 TeamLinkt 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. To avoid being charged a no show fee, please refer to OneClickIce Rules and Best Practices.

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 parents/guardians, coaches and registered Team Officials to maintain the qualifications applicable to their role. Beginning with the 2026-27 season, Hockey Canada and Hockey Alberta transitioned from Respect in Sport to The Shift Forward. Existing unexpired Respect in Sport certifications continue to be recognized until their expiry date. The Shift Forward requirement must be satisfied prior to registration to a team. Coaching education requirements have a separate Hockey Alberta completion deadline, currently November 15 of each season. As Team Manager, you may be asked to assist in tracking outstanding team qualifications. The SPMHA Registrar will advise Managers when required qualifications are missing.

5.1. Parent/Guardian Education Requirements

One parent or guardian for each registered player is required to complete The Shift Forward – Parent program. Proof of completion is recorded on the player's Hockey Canada Registry profile. During the transition to The Shift Forward, a valid, unexpired Respect in Sport – Parent certification will continue to be recognized until its expiry date. Once it expires, the parent/guardian must complete The Shift Forward – Parent program. Managers should encourage families to review their qualification status early in the season and complete any outstanding requirements as soon as possible.

5.2. Team Official & Coach Certification Requirements

All registered Team Officials must hold the applicable The Shift Forward – Coach qualification. Registered Team Officials include coaches, Managers, Safety Persons and Equipment Managers. A Team Official who has a valid, unexpired Respect in Sport – Activity Leader qualification is not required to complete The Shift Forward – Coach until the existing Respect in Sport qualification expires. Coaches must also complete the Hockey Alberta coaching qualifications applicable to their age division, category and coaching position. Hockey Alberta coaching requirements may change from season to season; therefore, Managers and coaches should refer to the current Hockey Alberta Coaching Requirements rather than relying solely on a printed certification chart. At least one Team Official per team must hold Hockey Canada Safety Program – Level 1. The current Hockey Alberta deadline for completion of coaching requirements is November 15. The SPMHA Registrar will advise teams when qualifications are outstanding.

For current age-division and category-specific coaching requirements, refer to the Hockey Alberta Coaching Requirements page.

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 with 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. Dressing Room Supervision / Rule of Two

Head Coaches and/or carded Team Officials must ensure appropriate supervision of players from arrival through departure. All SPMHA teams must follow Hockey Canada's Rule of Two in dressing rooms and dressing environments. Two trained and screened adults must be present in the dressing room, or immediately outside the dressing room with the door propped open, so that the environment can be appropriately monitored. The Rule of Two remains in effect when showers are in use. Players should be appropriately supervised at all times. No Team Official should place themselves in a situation where they are alone with a player in a private or unobservable environment. Users should arrive and vacate dressing rooms in accordance with the applicable facility rules and directions of arena staff.

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

- No videos, still photographs or voice recordings of any kind may be taken in a dressing room or dressing environment using any device with recording capabilities.
- Cell phones are only permitted to be used in a dressing room or dressing environment for the purpose of controlling music being played in that space.
- Video captured outside of dressing rooms for legitimate game, coaching or team purposes must comply with applicable facility, SPMHA, EFHL, Hockey Alberta and Hockey Canada requirements.
- The use or submission of video in connection with discipline or review matters is governed by the current EFHL/Hockey Alberta Video Review Policy and Procedures. Teams should not assume that video will or will not be accepted and should follow the current process when a review is contemplated.

7.4. Hockey Canada Dressing Room Policy

All SPMHA teams must comply with the current Hockey Canada Dressing Room Policy.

Minimum Attire Rule

All participants must wear minimum attire whenever more than one participant is present in a dressing room or dressing environment. Participants should arrive at the rink wearing an appropriate base layer such as shorts and a t-shirt, compression shorts and shirt, or sports bra.

A participant who requires additional privacy may use an appropriate private or equivalent dressing environment. Teams and facilities should work cooperatively to provide reasonable dressing options based on the individual needs of participants.

Rule of Two

Two trained and screened adults must be present in the dressing room or immediately outside the dressing room with the door propped open. The Rule of Two remains in effect while showers are being used.

Team Talks

Pre-game and post-game team talks should occur when all participating athletes are present so that all players are treated as full members of the team.

Showers

Where showers are not private stalls, participants should use them in a manner that respects the privacy of all participants. Minimum attire such as swimwear is recommended in open-concept showers.

Prohibited Activities

Bullying, hazing, locker-room boxing, violent conduct and other forms of maltreatment are not permitted in dressing rooms or dressing environments.

Recording

No videos, still photographs or voice recordings may be taken in a dressing room or dressing environment. Cell phones are only permitted for controlling music.

Managers and coaches should review the current Hockey Canada Dressing Room Policy with players and parents at the beginning of each season.

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)***

Name bars must be ordered through United Cycle. Please reach out to the **Manager Director** for ordering contact and details.

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**. Depending on the year, socks may either be added and supplied through player registration or 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 and/or the Hockey Improvement Director - Goalies will communicate these times through your Division Director. To arrange individual equipment rental, have you goalie parents contact hi.goalie@spmha.ab.ca.

8.6. First Aid Kit

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 in accordance with the current Hockey Alberta Minor Hockey Regulations and applicable SPMHA Affiliation Policy.

Affiliation must be properly filed and approved before an affiliated player participates with the team. Hockey Alberta's current affiliation deadline is January 15.

Providing the affiliation has been properly filed, an Affiliated Player may participate with the team to which the player is affiliated in a maximum of ten (10) games, excluding exhibition and tournament games.

If an Affiliated Player participates in more than ten (10) applicable games, the player may be considered an Ineligible Player. Once the player's registered team has completed its regular season and playoffs, the player may thereafter affiliate an unlimited number of times.

Exception: A player registered in U9 and affiliated to U11 must have completed their U9 hockey season in full, including exhibition games and festivals, before affiliating beyond the 10th game.

All Affiliated Players must be identified as "AP" on the official game report.

Appearance of an Affiliated Player's name on the official game report is considered participation in the game, except in the case of an alternate goalkeeper, where actual participation in the game is what counts.

Managers MUST maintain an accurate record of all games in which an Affiliated Player participates and should verify the player's remaining eligibility before every use.

For specifics on process and usage of affiliates, please reference the current SPMHA Affiliation Policy

***During MINOR HOCKEY WEEK (for those teams attending), AFFILIATE PLAYERS ARE ALLOWED, in the case of a player that is sick, injured or otherwise unable to participate. Affiliates are NOT allowed for suspended players.**

Emergency Goaltenders

If a team's registered goaltender and all available affiliated goaltenders are unavailable because of medical reasons or qualifying extenuating circumstances, the team may request the use of an Emergency Goaltender in accordance with Hockey Alberta and EFHL requirements.

All available affiliated goaltender options must be exhausted before an Emergency Goaltender is requested.

The Emergency Goaltender must be registered with a Hockey Alberta-sanctioned team and must meet the applicable division/category/tier requirements. Permission must also be obtained from the Emergency Goaltender's registered team.

Teams must complete the current Hockey Alberta Emergency Goaltender Submission Form and provide it to the appropriate League or Tournament representative before the Emergency Goaltender is used.

Only one Emergency Goaltender may be used per game.

A copy of the approved Emergency Goaltender documentation must accompany the team during the approved activity. The applicable game sheet must be provided to the League or Tournament representative within twenty-four (24) hours of completion of the game.

Managers should contact the SPMHA Division Director/Manager Director before beginning an Emergency Goaltender request so the correct approval process is followed.

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 TeamLinkt. If using TeamLinkt, 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. Player's Medical Information Forms should be accessible via their TeamLinkt roster profile (requires manager access). Only team staff (typically Managers and Head Coaches) have access to the player's medical information form. Managers may choose to print this form out for each player and make it available to the designated Safety Person so that they can add it to the team safety binder, or provide "managers" access in TeamLinkt to the Safety Person so they may access the forms. For those players who have not submitted a form at registration, please have them complete and submit to you.

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

See Appendix 5: Player Medical Form

9.5. Injury Reports, Concussions & Return to Play

Injury Reports

A Hockey Canada Injury Report should be completed when an injury occurs during a sanctioned hockey activity. Injury claims must be submitted within ninety (90) days of the date of injury.

Managers and Team Safety Persons should use the current Hockey Canada/Hockey Alberta Injury Report form and follow the submission instructions contained on the current form.

Concussions

If a concussion is suspected, the participant must be immediately removed from play and must not return to play or practice on the same day.

The participant must receive a medical assessment as soon as possible. When in doubt, treat the injury as a suspected concussion.

A participant diagnosed with a concussion, or experiencing concussion-like symptoms, must follow the Hockey Canada Hockey-Specific Return-to-Sport Strategy and Return-to-School Strategy, where applicable.

Medical clearance is required before the participant progresses to activities involving a risk of falling or contact. The appropriate Hockey Canada Medical Clearance Letter or equivalent medical documentation must be provided to the appropriate team staff.

A participant must not be pressured to return to play before completing the required return-to-sport process.

If concussion symptoms return after medical clearance, the participant must stop activity and return to the appropriate earlier step of the return-to-sport process. New medical clearance will be required before progressing again to activities involving risk of falling or contact.

Concussions are injuries and an Injury Report should still be completed within the ninety (90) day reporting period, even where an insurance claim is not immediately anticipated.

See the current Hockey Alberta Concussion resources, Hockey Canada Concussion Protocol, Medical Assessment Letter and Medical Clearance Letter.

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 uncancelled 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 – Referee rates are updated from season to season. Managers must use the current-season EFHL and Hockey Alberta referee rate sheets posted through the EFHL Officials Information section. Do not rely on referee rates saved from a previous season. Both Pay Rate sheets can be found on the EFHL Website.

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, contacts can be found at the bottom of the EFHL Referee Rate Sheet.

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 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.
- At least ten (10) minutes prior to game time, the Head Coach or designated Team Official must access the RAMP GameSheet App using the team game code.

- The Head Coach or designated Team Official must select the players and Team Officials participating in that game and sign the electronic game sheet before the game begins.
- Each team is responsible for reviewing and updating its own roster before the game. The Home Team may only make changes to the Home roster and the Visiting Team may only make changes to the Visiting roster.
- Ensure all Affiliated Players are properly identified as "AP" and all injured, absent or suspended players/Team Officials are properly reflected.
- Once the game has started, roster information should not be changed except in accordance with EFHL procedures.
- The Timekeeper is responsible for entering game statistics and the names of the game officials. Team personnel should not enter game statistics using the team access code.

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 promptly in accordance with the applicable EFHL and/or Hockey Alberta discipline process.

For an EFHL league game, the team must report a suspendable penalty to the applicable EFHL Discipline Directors within twenty-four (24) hours and provide the required game details, including the date, time, location, teams involved, name of the Player/Team Official and the penalty assessed.

Managers must not determine the length of a suspension themselves. The applicable League or Hockey Alberta discipline representative will issue and administer the suspension.

If a Player or Team Official has received a suspendable infraction and the team has another game before confirmation of the suspension is received, do not allow that person to participate until their eligibility has been confirmed.

Hockey Alberta has minimum mandatory suspensions for certain penalties**.** Major penalties where the minimum suspension has been given are generally not appealable, even with video evidence. Match and Gross penalties however are appealable. **Contact information for all Hockey Alberta Discipline Coordinators can be found on the Hockey Alberta Volunteer Contacts page, under the *"Minor Discipline Committee"* tab**.

Serving Suspensions

Suspended Players and Team Officials must be identified on the official game report for games used to serve the suspension.

For EFHL games using the RAMP electronic game sheet system, an administered suspension should appear beside the individual's name as "SUSPENDED." Managers must verify that the status is correctly displayed. Where the RAMP system has already applied the suspension, no additional manual action is normally required in the electronic game sheet.

If paper game sheets are used, or if the electronic system does not correctly reflect the suspension, the Manager must follow the instructions provided by the EFHL Discipline Directors or Hockey Alberta representative and provide proof of the games served as required.

Exhibition games normally do not count as games served unless specifically permitted by the applicable suspension notice or Hockey Alberta process. A suspended Player or Team Official may not participate in an exhibition game while under suspension.

No suspended Player or Team Official is permitted on the players' bench, in the timekeeper/penalty box, in the dressing room, or within fifty (50) feet of the players' bench during a game.

Game sheets and applicable Official Write-Ups must be submitted within twenty-four (24) hours when required by the League or Hockey Alberta.

The registered Head Coach is responsible for ensuring that Hockey Canada Playing Rules and applicable suspension requirements are followed.

Always refer to the suspension notice and the current EFHL/Hockey Alberta discipline requirements before determining whether a particular game qualifies as a game served.

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

Hockey Alberta conducts Provincial Championships in designated divisions and categories each season.

Teams participating in a Hockey Alberta-sanctioned Minor Hockey League may compete through their League for the opportunity to represent the League at the Provincial Championship aligned with their division and category.

EFHL Provincial representatives are determined through the applicable EFHL playoff and Provincial qualification process.

If an SPMHA team qualifies or is identified as a potential Provincial representative, the team will receive additional information from SPMHA and/or EFHL regarding eligibility, schedules, permits, team responsibilities and Hockey Alberta Provincial Championship requirements.

Managers should refer to the current EFHL Playoff/Provincial information and Hockey Alberta Provincial Championship information, as eligible categories and procedures may change from season to season.

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. In some seasons, the official team roster and coach staff may be "pushed" to the EFHL site from the HCR (Hockey Canada Registry).

1. Visit 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

EFHL requires game record keeping to be completed electronically using the RAMP GameSheet App.

The RAMP Games Portal and RAMP GameSheet App perform different functions. Managers/coaches with appropriate access may use the RAMP Games Portal for game administration. The RAMP GameSheet App is used by teams, timekeepers and officials to complete the official electronic game report.

Team Responsibilities

- At least ten (10) minutes before game time, the Head Coach or designated Team Official must access the game using the team code.
- Each team must select the Players and Team Officials participating in the game.
- Each team must sign the electronic game sheet before the game begins.
- The Home Team may only make changes to its own roster and the Visiting Team may only make changes to

its own roster.

- Affiliated Players must be properly identified as “AP.”
- Injured, absent and suspended Players or Team Officials must be properly reflected.

Timekeeper Responsibilities

The Timekeeper/Scorekeeper uses the applicable game code to enter game details, goals, penalties and other required game information. The names of the on-ice officials must also be entered.

Team personnel should not guess at a referee’s penalty call. The Timekeeper/Scorekeeper should obtain clarification from the referee where required to accurately record the call.

Post-Game Review

Managers or designated Team Officials must review the completed electronic game sheet and ensure the information is accurate before final verification.

If a goal scorer has been entered incorrectly and both teams agree an error occurred, the Home Team may use its EFHL administration access to make the permitted correction.

Other statistics are not to be changed after the game except as permitted by EFHL. Penalties may only be changed with the permission of the EFHL Discipline Directors and the Officials.

Managers should refer to the current EFHL Electronic Game Sheet Resources for the most up-to-date RAMP procedures.

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 Calendar, Blackouts & Non-League Dates

EFHL publishes an annual league calendar identifying important scheduling dates, non-league periods, blackout periods and applicable submission deadlines.

Managers must review the current EFHL calendar before registering for tournaments, arranging exhibition games or planning other team events.

A team-requested EFHL Blackout Weekend is used to prevent the team from being scheduled for EFHL league play during an approved weekend. An EFHL Blackout Weekend does not replace any SPMHA or Hockey Alberta sanction, permit or approval that may also be required for the team activity.

Managers should always use the current EFHL calendar and Blackout/Game Change procedure rather than relying on dates from a previous season.

See EFHL website for additional info and up-to-date EFHL league calendar.

10.5. Requesting an EFHL Blackout Weekend

Teams may apply for Blackout Dates through the EFHL Website during the regular season in order to facilitate tournament play or special events.

EFHL permits teams to request a Blackout Weekend for tournaments or other qualifying team events. Blackout requests must be completed using the current EFHL online Blackout request process and must be submitted by the deadline established by EFHL for the applicable division and scheduling round. The current EFHL Blackout Weekend fee is $100. Once the Blackout has been confirmed and payment received, the fee is non-refundable. After submitting the request, the requesting team will receive a confirmation email followed by a Review email. The team must review the information and approve the request through the Review email before the request is placed into process. Managers must check the current EFHL League Game Reschedule Procedure page each season for deadlines, fees and instructions.

REQUESTING TO RE-SCHEDULE 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 WEEKEND BLACKOUTS

- EFHL provides all teams the opportunity to "Blackout" a weekend for tournaments/team events. All blackout requests must be completed using the online request form and submitting the $100 fee by the publish blackout request deadline date. Click HERE for more information or to submit your blackout requests.

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 $100 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.

10.6. League Game Changes and Game Swaps

EFHL distinguishes between a League Game Change and a Game Swap.

LEAGUE GAME CHANGE

- A League Game Change applies when the scheduled date, time and/or arena is being changed and a different ice slot will be used.
- The current EFHL League Game Change fee is $100.
- Once the League Game Change is confirmed and payment has been received, the fee is non-refundable.
- League Game Change requests should be submitted a minimum of two (2) weeks before the requested game change.
- The requesting team must communicate with the opposing team before submitting the request and ensure the proposed replacement ice is acceptable.
- Both teams must cooperate with the approval process.
- The game is not officially changed until EFHL approval has been received and the EFHL website has been updated.
- The SPMHA Ice Allocator must be advised of approved changes so that ice and referee assignments can be appropriately managed.

GAME SWAP

- A Game Swap applies where teams exchange scheduled game assignments without changing the scheduled ice time/date/arena.
- There is currently NO CHARGE for a Game Swap.
- Game Swaps are only permitted between teams in the same division AND tier due to referee assignments.
- The requesting team must use the current EFHL Game Swap process.

- A Game Swap is not official until EFHL has approved the request and the EFHL website has been updated.

For emergency game-change situations, contact the SPMHA Manager Director/Ice Allocator and the EFHL Commissioner as appropriate. Forfeiting a league game in order to attend another event is not an acceptable substitute for completing the required game-change process.

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

10.7. 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 travel permits will be approved. Parent volunteers are required from each team.

Each season, EFHL members have the opportunity to opt in or out of participating in Edmonton Minor Hockey Week, held each January. Historically, this decision was made at the Association level for all U9-U18 teams.

Beginning the 2025-26 season, individual teams will have the option to opt in or out of participating in Edmonton Minor Hockey Week (EMHW). This will be a team based decision. The deadline for the decision will be communicated to teams at the start of the season.

- **Opting In**:
  Teams choosing to participate in EMHW will be responsible for covering the entry fee, which was previously paid by SPMHA. This week will be designated as a blackout period—no travel permits will be approved during this time. Teams participating may be required to provide parent volunteers to support the event.

- **Opting Out**:
  Teams that opt out of EMHW will not have any league or EMHW games scheduled for that week. They are free to explore alternative options, including participation in other tournaments or arranging exhibition games.

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 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. 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 to 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, looser 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)

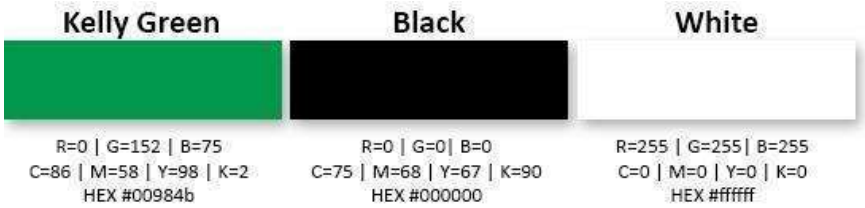
The following items shall still be in the Association's colors and designs but may be used for additional logos (logo or written) if a different team crest is desired or a sponsor is used:

- 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 6 Threads to pick up sizing kits.

SinBin Sports is the official apparel provider for SPMHA and is a preferred vendor, supporter and sponsor of SPMHA. 6 Threads may also be used as an approved vendor for non-outerwear items. Any apparel purchased outside of SinBin Sports & 6 Threads 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.



Appendix List and Additional Resources

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