

**Coach / Manager Handbook**  
updated September 2017

SpruceView  
President: Lee McKinstry  
Phone: 403-588-4510

[www.spruceviewminorhockey.com](http://www.spruceviewminorhockey.com)

Caroline  
President: Brodie Canaday  
Phone: 403-846-6806  
[brodie.canaday@gmail.com](mailto:brodie.canaday@gmail.com)

Home of the  
West Country Chiefs



Caroline Community HUB & Dickson arena hosts teams through  
amalgamation - Atom, Pee wee, Bantam & Midget

## **Items contained in this handout** *and open for discussion*

Coach / Manager Roles \* managers refer to managers manual in [hockeycanada.ca](http://hockeycanada.ca) , hockey programs, MHA, team manager manual, Coaching certification, criminal records checks Expectations of all players and parents presented by Coach,

Team Funds, Fundraising, Donations

Important Dates

Caroline Community HUB / Dickson Arena

Equipment & Lockers

Team Pictures & Apparel

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

Coach Director

Affiliated Players

Travel Permits

Grievance Policy

Social Media

Meeting representation

Tryouts

These references can be obtained by request

Tournament Sliding Scale structure

Coaching Certification

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

Concussion

Communication Lines

Bullying

Fair Play

Zone Map

CAHL \* game change form

Referee Rates

Game sheet Penalty Abbreviations

References \*\* [hockeycanada.ca](http://hockeycanada.ca) , Respect in Sport - Parent & Coach, HU safety

### Coach Responsibilities (you have assistants, use them)

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

### Manager Responsibilities (remember delegate, or assign positions)

The Team Manager is responsible to the head coach. Also for all league games and tournaments. This includes sending game sheets (note: all games that involve a suspension must be accompanied with the referee report), rescheduling, contact with ice allocator, referee coordinator, arena attendant, and kitchen. You will also be the contact and coordinator for the teams home tournament. You will be required to do the scheduling for the 50/50, time box, kitchen (at home games), meeting representatives (SVMHA, CMHA, and Ag).

### Referee

Referees are assigned by the referee assignor. The refs are responsible for filling their game log assignments (with mailing addresses). Then deposit the invoice in the payment box in the ref room. Cheques will be issued monthly. This applies to league and tournament games. Please be supportive of the referees, they are all human and humans will make mistakes. If you see or hear of anyone abusing the referees you must notify the board. Abuse of an official will not be tolerated.

### Team Funds

Each team will manage their own team funds. All Teams will be required to submit account updates at the minor hockey monthly scheduled meetings. Each Team funds will be opened at the start of the season and will be closed by the April AGM.

### Fundraising

All fundraising requests have to be presented to the minor hockey board for approval. Each team is responsible for their own gaming license.

### Donations

All donations have to be brought to the attention and submitted for approval by the board on a team to team basis. This is generally discouraged for an individual team basis. All donations should be within the respect to the whole minor hockey. We are open for discussion on a team to team basis.

## Important Dates

August (third week): Deadline for association coach/manager applications  
Coaching applications will be reviewed by SV & C MHA's Presidents & Vice Presidents, whom best fit applicant will be chosen as Head Coach, all other staff will be selected from applications.

Prior to roster addition - All coaches must complete RIS coach, Also for each family to complete the Respect in Sport requirements

October 1, 2019 - CAHL Team Contacts submission

October 10, 2019 - CAHL Rosters submission

October 10, 2019 - CAHL Data Entry Persons Contact submission

October 13, 2019 - CAHL Tiering season starts

November (Remembrance Day weekend): CAHL Tiering Break

November 15: Deadline for each team to meet the coach education requirements.

November 15: Double check your rosters

November 17, 2019 - CAHL regular season begins

November 30: Deadline to notify minor Hockey about participation in Provincials

December 22, 2019 - Christmas Break

January 10: Final date to move players

January 25: Provincial play downs begin – provincial play down games take precedence over league or tournament play.

February 23, 2020 - Playoff Season begins

## Equipment

It is strongly recommended that all players wear mouth guards. Jerseys and pucks are available through CMHA/SVMHA equipment manager. All players must have full equipment before they are allowed on the ice. If you have an injured player they must wear a helmet on the bench.

## Team Pictures

The Manager will also be responsible to organize this day and payment to the photographer. Each player, coach, and manager is expected to attend team picture night (October). Order forms will be available closer to the date. Payment is required in full on the picture night.

## Team Apparel

The Manager will be responsible to organize this day and payment to the apparel coordinator. We will have an apparel night (September) for all teams. There is specific apparel available to order for the Spruce View Stars teams and for the West Country Chiefs teams. Order forms will be available closer to the date. Payment is required in full on the apparel night.

## Power Skating

SVMHA & CMHA has signed up Val Norrie, Mark Dowler and Tanis Gerkie for Power Skating. The 2nd week in September and once a month starting in October and commencing in February for the 2019-2020 season. CMHA has annually held a power skating week the 2nd week in September.

Goalie Clinic	SVMHA and CMHA has signed up Kramer Barnstable for goalie clinic instruction. The 3rd weekend in September and once a month starting in October and commencing in February for the 2019-2020 season.
Hitting Clinic	Geared towards 2nd year Peewees and 1st year Bantams. This will take place the last week in September at Dickson arena.
Tryouts	<p>Held mid September throughout the week (guarantee 3 - 5 skates)  Players are evaluated on skating, puck handling, shooting, attitude, and work ethic. They will be rated in 1-5 on ability.  Evaluators will be either hired &amp;/or assigned by CMHA (2people) and SVMHA (2people) to rank all players trying out.  You will receive no feedback on the tryout. Players are placed based on skill and best fit for the teams. Numbers per team will be split based on the skill at the tryout. Some discrepancy will occur for teams to have the best fit numbers of players per team (ie. goalie, forward, and defence positions).  Priority will be placed on Goalie interest and years of experience as well as best skill and fit per team.</p> <p>Under no circumstance does a parent or coach have any contact with the evaluators. The evaluators will only be dealing with the on-ice instructors or the board. This is to facilitate the tryout or drills needed to evaluate the players.</p> <p>Upon completion of the tryouts the board or coach of the said team will contact each player directly to inform them of their team placement. The following week you will practice with your respective team. In some circumstances their may be player movement between the teams for the best interest for families or player development.</p>
Late TryOut -	When we have enough players to have two (2) teams in one category and a player registers after the tryouts have been completed. The teams have been selected, said player will be provided with a suitable tryout to determine his/her placement, taking into consideration team numbers.
CAHL league team placement	<p>CMHA and SVMHA will be in consultation to find the best tier fit for each team to start tiering.</p> <p>This isn't always accurate and teams maybe moved prior or during tiering rounds.</p>
Information about our Association:	<p>Atom, Peewee, Bantam, and Midget belong to Central Alberta Hockey League (CAHL).</p> <p>You will be required to attend a League meeting at the beginning of October.</p> <p>West Central HUB  Female belong to Rocky Mountain Female Athletic Association  AA belong to South Central Alberta Hockey League (SCAHL)</p>

## Teams

A team consists to a maximum of 19 (17 players 2 goalies), 17 or less you don't have to designate a goalie, 18 or more you must designate. If a player is designated as a goalie they may ONLY be a goalie.

## Caroline Community HUB/ Dickson Arena

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

### USER Policy

\* There is to be no one on the ice until staff closes the main gate

\*No chewing tobacco or smoking in the building

\*No alcohol

No food or drinks other than water in the player's boxes or on the ice.

\* Ice users are expected to be off the ice exactly when the ice rental concludes

\* Dressing rooms are to be cleared within reasonable time following ice rental, and left in the same relative conditions it was found

\* Sticks/pucks are to be used only on the ice surfaces and in designated areas

\* Supervision required on ice and in dressing rooms for anyone under the age of 18 years.

## Dressing Rooms

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

## Medical Form/Injury Report (these are available on [hockeycanada.ca](http://hockeycanada.ca)) \*attachment provided

If a player gets injured during a game or practice please make sure that you get a medical form filled out immediately. (this has to be obtained at the time of injury, especially if required to go to the hospital). There should be a first aid kit carried with each team (you will be provided with one at the start of the year from the equipment manager).

## Coach Director

Both Presidents of Spruce View and Caroline minor hockey have been given the title of Coach Director in the 2017-2018 season. This was a requirement of Hockey Alberta. They will attend some of each team's practices and help out with any questions you may have as staff of these teams.

Courses

2017-2018 HA

All on ice staff must adhere to Hockey Alberta's rules that govern certification.

All on ice staff must have RIS Coach to be added to the team.

Atom - HC must have Coach, checking skills, and 1 to have safety

Peewee - HC must have Coach, checking skills, and 1 to have safety, Highly recommended for AC to have coach as well

Bantam - HC must have Coach, checking skills, and 1 to have safety. Highly recommended for AC to have coach as well

Midget - HC to have Coach, checking skills, and 1 to have safety. Highly recommended for AC to have coach as well

Manager - if listed on the game sheet must have RIS Coach

NEW\*\*

West Country now has mandated that all on ice officials take the Coach 1 - intro to coach.

You can get this information from each Board or through hockey [alberta.ca](http://alberta.ca)

Some of your coaches may be fully certified (your accreditation can be obtained through [ehockey](http://ehockey) . The deadline for certification is November 15th of the current season. SVMHA and CMHA will cover the cost of certification (some restrictions may apply, please see each board for individual rules).

Criminal records checks must also be completed and are valid for 2 years.

CMHA Equipment Manager - ??

SVMHA Equipment Manager - Shane Murray 403-396-8494

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

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

Affiliated Players

SVMHA and CMHA use the player affiliation process for all levels of play (Novice-Midget).

The Coach of the affiliating team will request your child to be affiliated. This is not the request of the parent for their player to be affiliated. This must be done with respect to both coaches (the home team and the affiliated team) and permission obtained. Priority is given to the players home team first. If your child is an affiliated player, this must be listed not he game sheet (AP) beside their name. Each affiliate is only able to complete in a maximum of 10 games. Once the affiliate is done their season they can play unlimited games.

Travel Permits & Permits

The Manager must request them from the registrar. A permit is required for any none scheduled league games. All travel outside of the Zone requires a travel permit. Do not wait until the day before leaving to submit your travel permit. \*remember if you are travelling outside of zone or have a exhibition game you will be required to send in your game sheets to our zone 4 sanctions representative\*

## Grievance Policy

It is a good rule to remind your parents of the 24 hour rule. If they still have issues then they should contact one of the staff on your team. When issues can still not be resolved, please contact the board for aid in a dispute.

For all issues with players, parents, league, they all have to go through the SVMHA board. Under no circumstances does anyone from your team contact the league directly.

\*See new policy on Code of Conduct for further information\*

## Social Media

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

## Meetings

SVMHA board meetings are the 3rd week of every month at 7:00pm upstairs Dickson arena.

CMHA board meetings are the 1st Monday of every month at 7pm in the Kurt Room Caroline arena.

SV Ag board meeting are the 2nd Wednesday of every month at 7:30pm upstairs Dickson arena.

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

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

## Concerns

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

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



SVMHA Executive

President: Lee McKinstry 403-588-4510  
Vice President: Shane Murray 403-396-8494  
Registrar: Ginger Christian 403-505-6509  
Treasurer: Charity Hagen 403-650-7018  
Secretary: Kim McKain 403-350-7514  
Ref in Chief: Dan Savage 587-876-5251  
Ice Coordinator Beth Husing 403-318-0694  
Equipment Manager: Shane Murray 403-396-8494  
Ref Coordinator: Atom/Peewee/Bantam/Midget

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CMHA Executive

President: Brodie Canaday 403-846-6808  
Vice President:  
Registrar: Joyelle Black 403-844-7875  
Treasurer:  
Secretary:  
Fundraising Rep:  
Ref in Chief: Brad McNutt 403-304-6330

Equipment Manager:

for more information regarding CMHA positions Please refer to Hockey Board  
at the Caroline arena

# Fair Play Code

## for coaches

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

**FAIR PLAY IS EVERYONE'S CALL**

West Country Chiefs

Coaches/Managers Pledge

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

Code of Conduct for Coaches/ Mangers / Team staff

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

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

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

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

Signature \_\_\_\_\_