

PARENT HANDBOOK

updated April 2017

Home of the
West Country Chiefs



Caroline Community HUB and Dickson arena hosts hockey for
both Boys and Girls
pre dynamite through midget

Information included

General (Fees and volunteer)

Teams

West Country Teams

Board members contacts & concerns

Attached

- * Fair Play Code for spectators
- * Fair Play Code for parents
- * Fair Play Code for players

Social Media

Team Funds, Fundraising, Donations

Home Tournaments

Power Skating (Spruce View and Caroline)

Goalie Clinic (Spruce View and Caroline)

Checking Clinic

Code of Conduct & Discipline

PARENT HANDBOOK

Volunteer Hours

Caroline Minor Hockey
contact your minor hockey board for more information

SpruceView Minor Hockey - AG volunteer Hours
contact your minor hockey board for more information

Registration Fees

Clinic fees - contact your clinic coordinator
Atom registration
Peewee registration
Bantam registration
Midget registration

CODE OF CONDUCT

Parent pledge, Coach, Parent, Official, Administrator
Complaint form, Discipline procedures
Must be filled out prior to setting foot on the ice.
We are adhering to this new policy, and some may result in discipline actions
Read and remember what you are signing.

TEAMS

Coach Responsibilities

Complete certification, set up practice plans, run practices. Head Coach is ultimately responsible for the whole team. The team behaviour reflects on you. Coaching staff will establish rules on and off the ice and oversee supervision. They are responsible for team development and instruction. The staff will be required to participate in clinics, etc. Only carded personnel are allowed on the bench.
Sign Code of Conduct

Manager Responsibilities

The Team Manager is responsible for all league games and tournaments. This includes rescheduling, contact with ice allocator, referee coordinator, arena attendant, and kitchen. This person will also be the contact and coordinator for the teams home tournament. You will be required to do the scheduling for the 50/50, time box, kitchen help at home games, meeting representatives (SVMHA, CMHA, and Ag).
Sign Code of Conduct

Parent Responsibilities

Encourage your player, team mates, coaches, manager. Leave the Coaching to the coaches. Help the team with helping the operations of the off ice schedules (ie. tournaments, sign ups, etc.)
Sign Code of Conduct

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| Player Responsibilities | Be a teammate, be coachable, be open to learning, listen, develop and remember to have fun. Sign Code of Conduct |
| Team Funds | Each team will manage their own team funds. All Teams will be required to submit account updates at the minor hockey month scheduled meetings. Each Team funds will be opened at the start of the season and will be closed on &/or by the AGM in 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. |
| Missed Games/Practices | Please make sure that if your child is going to not be present at practices and games that you let both your head coach and manager know. |
| Equipment | It is strongly recommended that all players wear mouth guards. |
| Team Pictures | Each player and coach is expected to attend team picture night (October). Order forms will be available closer to the date. Payment is required in full on the picture night. |
| Team Apparel | We will have an apparel night (October) for all teams. There is specific apparel available to order for the West Country Chiefs teams. Order forms will be available closer to the date. Payment is required in full on the apparel night. |
| Information about our League: | Atom, Peewee, Bantam, and Midget play out of the CAHL Central Alberta Hockey League. |
| Power Skating | SVMHA & CMHA has Power Skating 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. SVMHA has Power Skating week 3rd week in September. |
| Goalie Clinic | SVMHA and CMHA has goalie clinic instruction one evening per month, starting in October and commencing in February for the 2019-2020 season. |

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| Hitting Clinic | Geared towards 2nd year Peewees and 1st year Bantams. First program started in the spring of the 2019-2020 season. We are looking at adding this to our fall September program. |
| Referee Clinic | This is held annually in the fall. It is to re-certify our referees and encourage any individual that will be 12 by December 31 to learn the referee role. |
| 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 | If your child gets injured during a game or practice please make sure that you get a medical form from your coach or manager (this has to be obtained at the time of injury). There should be a first aid kit carried with each team (you will be provided with one at the start of the year from the equipment manager). |
| Courses | <p>All on ice staff must adhere to Hockey Alberta's rules that govern certification. You can get this information from each Board or through hockey alberta.ca</p> <p>Some of your coaches may be fully certified (your accreditation can be obtained through 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.</p> |
| Equipment in each arena if you have any issues or are missing items contact the following | |
| CMHA Equipment Manager - | |
| SVMHA Equipment Manager - | vacant |
| Affiliated Players | <p>SVMHA and CMHA use the player affiliation process for all levels of play (Dynamite-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 on the game sheet (AP) beside their name.</p> |

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.

Home Tournaments

Home Tournament

Each home tournament has a maximum of 8 teams (including yours).

Please keep in mind that tournaments are your fundraiser with raffle proceeds. This could be used towards another tournament or whatever your team would like. You are required to donate \$50.00 cash or basket for the raffle table, plus work your required shifts for that weekend. Each team may require specific sponsor donations for their tournament. Your manager will have donation letters to pass out to potential sponsors. There should be a poster recognizing the sponsor located at the tournament. Make sure that the arena attendant, kitchen, referee coordinator, and ice allocator have a schedule of the tournament. You will be required to submit a budget for board approval prior to the tournament.

Tournament Sliding Scale format

Amount of Net Profit (\$) % kept by team

| | |
|------------|-----|
| 1-2000 | 20% |
| 2001-4000 | 25% |
| 4001-6000 | 30% |
| 6001-10000 | 35% |

The following is a recommendation for the entry fee charged for the tournament

| | |
|----------|--------------|
| Dynamite | _____ / team |
| Novice | _____ / team |
| Atom | _____ / team |
| Peewee | _____ / team |
| Bantam | _____ / team |
| Midget | _____ / team |

All revenues including: entry fee, donations, 50/50, puck toss, raffle table, etc.

MINUS

Expenses including: ice fees, refs, trophies, prizes, advertising, etc.

EQUALS your NET PROFITS

Tournament Dates

| | | |
|---------------|------------------------|------------------------|
| December 6-8 | Dickson Arena | PEEWEE CHIEFS |
| January 3-5 | Caroline Arena | BANTAM / MIDGET CHIEFS |
| January 11-12 | Dickson/Caroline arena | ATOM CHIEFS |

Meetings

SVMHA board meetings are the 4th week of every month at 7 pm upstairs Dickson arena.
CMHA board meetings are the 1st Monday of every month at 7pm in the Kurt Room Caroline 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.

West Country Teams: Atom, Peewee, Bantam & Midget

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

WCC Coach/ Manager Meeting

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

League Coach/Manager Meeting

you must attend or a fine will be implemented

50/50 / Team Fundraising / Tournament

Each team will be required to have their own gaming License. Any of the above for each team has to be brought to the attention of the Board for approval.

Scorekeeper/Time Clock

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

are required to sign following the game. These sheets must be stored for 1 year. They are official documents.

Tryouts

Held mid September throughout the week (guarantee 3 - 5 skates)

Players are evaluated on skating, puck handling, shooting, attitude, and work ethic. They will be rated in 1-5 on ability.

Evaluators will be either hired &/or assigned by CMHA (2people) and SVMHA (2people) to rank all players trying out.

You will receive no feedback on the tryout. Players are placed based on skill and best fit for the teams. Numbers per team will be split based on the skill at the tryout. Some discrepancy will occur for teams to have the best fit numbers of players per team (ie. goalie, forward, and defence positions). Priority will be placed on Goalie interest and years of experience as well as best skill and fit per team.

Under no circumstance does a parent or coach have any contact with the evaluators. The evaluators will only be dealing with the on-ice instructors or the board. This is to facilitate the tryout or drills needed to evaluate the players.

Upon completion of the tryouts the board or coach of the said team will contact each player directly to inform them of their team placement. The following week you will practice with your respective team. In some circumstances there may be player movement between the teams for the best interest for families or player development.

Late TryOut -

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

CAHL league team placement

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

CAHL

Important information to this league.

They are really strict on following the lines of communication.

Each team is only allowed 2 game changes throughout the regular season

You are only allowed 2 weekends for tournaments (1 includes your own).

They encourage tournaments to be on the weekends off.

No affiliate players are allowed to play in tiering games, unless under direct consultation with the board and league president.

Tiering rounds are to be completed prior to November first weekend.

League games are to be completed prior to February Family day weekend.

If you should encounter any issues with the league, you are to contact our association league representative and they will help you with your issues. FOLLOW the lines of communication.

Concerns

If you have any concerns regarding coaching, dressing room, players, games, tournaments, executive, other parents, please contact your team manager. Your manager will be the first line of communication for your team throughout the year. If you have an issue with your manager please contact either the president or vice president at their numbers below. If you need further assistance with any of the material contained within this handbook, please do not hesitate to contact one of the board members for clarification. If you come across other information that has been missed or anything that you feel needs to be added to the handbook please contact a board member. We are always looking for new ideas and information. Thank you for your help and have a fun and safe hockey season.

West Country Chiefs Executive (coming soon)

Co-Vice President - Lee McKinstry
Co-Vice President - Brodie Canaday
Secretary
Registration Representative - Both Registrars
League Representative - Both Presidents
Tournament Coordinator
Fundraising Coordinator
Equipment coordinator
Director for each division Atom, Peewee, Bantam, Midget

SVMHA Executive

| | | |
|------------------------------|---------------------------|--------------|
| President: | Lee McKinstry | 403-588-4510 |
| Vice President: | Shane Murray | 403-396-8494 |
| Registrar: | Ginger Christian | 403-505-6509 |
| Treasurer: | Mary van Benthem | 403-896-5481 |
| Secretary: | Camille Box | 403-598-4352 |
| Ref in Chief: | Mitch Hetu | 403-895-3797 |
| Equipment Manager: | vacant | |
| Clinic Coordinator: | Carmen Aragon | 403-396-3349 |
| Website administrator: | Melissa Norem | |
| Ref Coordinator Spruce View: | Atom/Peewee/Bantam/Midget | |
| | Brandy Murray | 403-350-0872 |

| | | |
|------------------|---------------|--------------------|
| Ice Coordinator: | Beth Huising | 403-318-0694 |
| Arena: | Carmen Aragon | 403-728-3404 arena |

CMHA Executive

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|------------------|----------------|--------------|
| Past President: | Brodie Canaday | 403-846-6806 |
| Vice President: | | |
| Registrar: | Joyelle Black | 403-844-7875 |
| Treasurer: | | |
| Secretary: | | |
| Fundraising Rep: | | |
| Ref in Chief: | Brad McNutt | 403-304-6330 |

Fair Play Code

for spectators

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

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code

for parents

- 1) I will not force my child to participate in hockey.
- 2) I will remember that my child plays hockey for his or her enjoyment, not for mine.
- 3) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 4) I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 6) I will never ridicule or yell at my child for making a mistake or losing a game.
- 7) I will remember that children learn best by example.
- 8) I will applaud good plays/performances by both my child's team and their opponents.
- 9) I will never question the officials' judgement or honesty in public.
- 10) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 11) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

FAIR PLAY IS EVERYONE'S CALL

Fair Play Code

for players

- 1) I will play hockey because I want to, not just because others or coaches want me to.
- 2) I will play by the rules of hockey and in the spirit of the game.
- 3) I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- 4) I will respect my opponents.
- 5) I will do my best to be a true team player.
- 6) I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good plays and performances - those of my team and of my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

FAIR PLAY IS EVERYONE'S CALL



West Country Chiefs

Parents Pledge

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

Code of Conduct for Parents

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

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

PRINT NAME _____ DATE _____

SIGNATURES: PARENT _____

PARENT _____

Association Representative Signature _____



West Country Chiefs

Players Pledge

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

Code of Conduct for Player

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

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

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

Print Name _____ Date _____

Signature Player _____ Team _____