

# OLDS MINOR HOCKEY

## Olds Minor Hockey Association



### Coach/Manager's Manual

**2017 - 2018**

#### OMHA Mission Statement:

The Olds Minor Hockey Association in active partnership with players, coaches, families and the community is committed to fostering the values of fairness, sportsmanship, safety, and leadership to all members of the OMHA.

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## *Important Dates*

### **November 1:**

Deadline for Coaches & Assistant Coaches to have their CRC in. Coaches who do not have a valid CRC submitted before the deadline will not be eligible to participate in any team activity. Extensions may be granted on a case by case basis by the OMHA board. **\*\*New\*\*** any carded team official (including carded managers) must have a CRC handed in.

### **November 15:**

Deadline for each team to meet the coach education requirements.

### **November 15:**

Deadline for registering any hockey team with Hockey Alberta. A team consisting of 10 eligible players and all team officials must be registered by this date in order to be eligible for Provincials. **CHECK and DOUBLE CHECK your official roster.**

### **November 30:**

Final date to notify OMHA office regarding participation in Provincials (yes or no). Not indicating a team's intent, may result in a penalty from Hockey Alberta (HA). Each team wishing to enter provincials will be required to pay a fee to OMHA as set by the board each year. This fee is payable at the time of declaration.

### **January 10:**

- Final date to register any minor hockey player.
- Final date to release any hockey player.
- Final date to provide written notice to Hockey Alberta that a team will not be participating in Provincials.

### **January:**

Provincial playdowns begin. Provincial playdowns take precedence over tournament and league games.



## *Respect in Sport*

Olds Minor Hockey Association is governed by Hockey Alberta and Hockey Canada and therefore must be in compliance with each of their rules and regulations. Hockey Alberta implemented the Respect in Sport program in 2012.

Completion of the Respect in Sport “Parent Program” for **each family of every player shall be a condition of the player eligibility to participate** on a sanctioned hockey team. In addition, each hockey team in the province must also have **all registered Team Officials certified** in the Respect in Sport “Activity Leader/Coach”. **It is notable the coaches program/certification does not qualify for the parent program.**

This can be completed online at any time. There is a small charge for completion of the Respect in Sport “Parent Program”. It is accessed through the Hockey Alberta web site ([www.hockeyalberta.ca](http://www.hockeyalberta.ca)) or go to <http://www.oldsminorhockey.com>- Registration/Respect in Sport. It is a one hour online curriculum with both audio and visual features that can be taken whenever you want and does not have to be completed all at once, you can do a bit, and then come back, do more later.

## *Required Player Equipment*

Full equipment is required for participation in all age categories. This consists of:

- CSA Approved Helmet
- Mouth guard (recommended for all ages except Tykes and below)
- Neck protector
- Shoulder Pads
- Elbow Pads
- Hockey Gloves
- Hockey Pants
- Athletic cup/Jill
- Shin Pads
- Hockey socks
- Skates
- Stick
- Equipment bag



## ***OMHA Apparel Guidelines 2017-2018***

The following parameters have been created by OMHA to help our members and teams purchase apparel for the 2017-2018 season.

At the spring 2012 AGM membership, OMHA adopted the nickname Olds Grizzlys for all OMHA teams. We hope this brand will instill pride in our members and be a symbol of unity for our association.

The OMHA has established an apparel guide with Grand Central Stitchin as our main apparel supplier. As well as Digger Sports for socks, pant shells, bags and other approved swag. Establishing partnerships with companies of this caliber is a good strategic decision for the association ensuring long term reliability and stability to benefit the entire organization.

OMHA has selected a line of apparel that will give our association an identity that will be recognized in Olds and any place our teams travel. OMHA has chosen these apparel items in order to continue working towards a common look for our association.

The OMHA logo is the property of the Association. The logo and the "Grizzly" name may be used on products, jackets, other garments and written or printed materials **ONLY WITH THE PRIOR** approval of the OMHA Board through the apparel & equipment coordinator. Items available through the Grand Central Stitchin OMHA Catalogue as well as Digger Sports have approval for the use of the OMHA name and logos.

The approved colors for all Association purposes are: black, gold, and white. Team jackets or any other type of identifiable garment shall be at a standard established by the OMHA board within the Apparel Continuity Policy. All authorized use of the Grizzlys name and logo must meet the requirements of the OMHA apparel continuity policy 2017-18.

The coaching staff of any team in breach will be suspended indefinitely pending a hearing.



## 2017-2018 Board of Director

Position	Name	Cell #	Email Address
Past President	Steve Martinson	403-556-5618	<a href="mailto:omhapastpresident@gmail.com">omhapastpresident@gmail.com</a>
President	Mike Pieper	403-586-1400	<a href="mailto:omhapresident@gmail.com">omhapresident@gmail.com</a>
Vice President	Jeff Latimer	403-507-1659	<a href="mailto:omhvicepresident@gmail.com">omhvicepresident@gmail.com</a>
Treasurer	Jill Zurkan	403-866-0180	<a href="mailto:omhatreasurer@gmail.com">omhatreasurer@gmail.com</a>
Secretary	Angie Mueller	403-507-5639	<a href="mailto:oldsmminorhockey@gmail.com">oldsmminorhockey@gmail.com</a>
Midget Coordinator	Jamie Mulholland	403-438-0215	<a href="mailto:omha.midget@gmail.com">omha.midget@gmail.com</a>
Bantam Coordinator	Josh Zanolli	780-621-2458	<a href="mailto:omha.bantam@gmail.com">omha.bantam@gmail.com</a>
Bantam/Midget Female Coordinator	Cornel Van 'tKlooster	403-507-9030	<a href="mailto:omha.bantam.midget.female@gmail.com">omha.bantam.midget.female@gmail.com</a>
PeeWee Coordinator	Leanne Doig	403-854-6240	<a href="mailto:omha.peewee@gmail.com">omha.peewee@gmail.com</a>
Atom Coordinator	Steve McDonald	403-586-4786	<a href="mailto:oldsatom@gmail.com">oldsatom@gmail.com</a>
Atom/PeeWee Female Coordinator	Jody Cleland	403-586-5659	<a href="mailto:omha.atom.peewee.female@gmail.com">omha.atom.peewee.female@gmail.com</a>
Novice Coordinator	Kylie Miller	403-507-5606	<a href="mailto:oldsnovice@gmail.com">oldsnovice@gmail.com</a>
Initiation Coordinator	Levi Ogilvie	403-559-8392	<a href="mailto:omha.tyke@gmail.com">omha.tyke@gmail.com</a>
SCAHL Director	Lorin Bauer	403-556-0032	<a href="mailto:omha.scahl@gmail.com">omha.scahl@gmail.com</a>
CAHL Director	Micheal Clark	403-507-5319	<a href="mailto:omha.director.2@gmail.com">omha.director.2@gmail.com</a>
RMFHL Director	Jody Cleland	403-586-5659	<a href="mailto:omha.rmfl@gmail.com">omha.rmfl@gmail.com</a>
2/27 League Director	Levi Ogilvie	403-559-8392	<a href="mailto:omha.tyke@gmail.com">omha.tyke@gmail.com</a>
Concession & Fundraising Director	Carla McDermid	403-507-5758	<a href="mailto:omha.concession.fundraising@gmail.com">omha.concession.fundraising@gmail.com</a>
Evaluations Coordinator			<a href="mailto:omha.evaluations@gmail.com">omha.evaluations@gmail.com</a>
Apparel Coordinator	Nicki Grover	403-507-9016	<a href="mailto:omha.apparel@gmail.com">omha.apparel@gmail.com</a>

### Non-Board Positions

Head Referee -Justin Martin - [omhareferees@gmail.com](mailto:omhareferees@gmail.com)

Ice Scheduler/Registrar - Kerri Maetche - [omharegistrar@gmail.com](mailto:omharegistrar@gmail.com) / [omhaiceboss@gmail.com](mailto:omhaiceboss@gmail.com)

Concession Manager - Bonnie Seeley- [omha.concession@gmail.com](mailto:omha.concession@gmail.com) (403-586-8798)

Appeals Officer - [omha.appeals@gmail.com](mailto:omha.appeals@gmail.com)



## *Sportsplex Staff - Town of Olds*

### **Respect**

The arena staff is an integral part of providing opportunities to play hockey for our Association. Abuse of staff will not be tolerated. OMHA, its members, and visiting teams are expected to interact with arena staff with a respectful manner. The arena staff can be a great resource and assist in providing a quality recreational experience for all.

Please be respectful and courteous, leave all dressing rooms in a clean condition when leaving the facility.

### **NOTICE FROM THE TOWN OF OLDS: REMINDER TO ICE USERS**

The following are Town of Olds Ice user policies which are strictly enforced:

- There is to be no one and nothing on the ice until staff closes the main gate.
- No chewing tobacco or tobacco smoking in the building.
- No alcohol.
- No soccer balls or volleyballs are to be used within the Sportsplex.
- While the Zamboni is on the ice, please keep all pucks, water bottles and other items off of the dasher within the bench area. Fallen pucks or water bottles under the Zamboni can cause substantial damage to the ice and the Zamboni.
- 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 according to the clock on the wall.
- Dressing rooms are to be cleared within 30 minutes following ice rental, and left in the same relative condition as it was found.
- Equipment bags dropped off prior to practices should be stored along the wall in the equipment locker hallway across from dressing rooms 1 and 2.
- Sticks/pucks are to be used only on the ice surfaces.
- Supervision is required on ice and in dressing rooms for anyone under the age of 18 years.

Thank you for your cooperation  
Sportsplex staff



## *Role of Coaches*

### **Head Coach**

- Designated authority and responsibility for team conduct (parent and player).
- Serve as the official spokesperson on behalf of the team.
- Coordinate the delegation of responsibilities to the assistant coach and manager.
- Plan on and off-ice activities in consultation with the assistant coach.
- Plan, implement and control pre-game preparation.
- Design practice plans in consultation with the assistant coach.
- Coach the team in all games and practices.
- Establish rules for the team and oversee the supervision of the play.
- Maintain OMHA locker in an orderly fashion. At the end of the season, ensure that all OMHA equipment is returned to the locker including team jerseys. Jerseys are to be washed and hanging in numerical order by color.

### **Assistant Coach**

- Assist with player development.
- Assist with the operation of the team during the games.
- Assist with scouting and evaluation of opponents
- Assist with the supervision of players off and on the ice.
- Assist with the formulation of the game plan.
- Report to the head coach.





## Coach Certification Requirements

Once the certification deadline passes, any team that does not meet the required certifications for their Team Officials will be notified that they are ineligible to participate until they have obtained the proper certifications.

	<a href="#">Coach 1 - Intro to Coach</a>	<a href="#">Coach 2 - Coach Level</a>	<a href="#">DEV. I</a>	<a href="#">H.P. I</a>	<a href="#">Checking Skills</a>	<a href="#">Respect In Sport</a>	<a href="#">Safety</a>
Initiation	One Team Official Per Ten Players**					All Team Officials	One Team Official Per Ten Players
Novice	Head Coach**					All Team Officials	One Team Official
Atom, Atom Female		Head Coach			Head Coach	All Team Officials	One Team Official
Pee wee A, B, C, D, Female		Head Coach			Head Coach	All Team Officials	One Team Official
Pee wee AA			Head Coach		Head Coach	All Team Officials	One Team Official
Bantam A, B, C, D, Female		Head Coach			Head Coach	All Team Officials	One Team Official
Bantam AA , Elite Female			Head Coach*		Head Coach	All Team Officials	One Team Official
Midget A, B, C, D, Female		Head Coach			Head Coach	All Team Officials	One Team Official
Midget AA			Head Coach*		Head Coach	All Team Officials	One Team Official
Minor Midget AAA			Head Coach*		Head Coach	All Team Officials	One Team Official

\* For Bantam AA, Bantam Elite Female, Midget AA, Midget Elite Female and Minor Midget AAA where Development I is required, any Head Coach that possesses the High Performance I Certification will also be deemed eligible.

\*\* Coaches who have previously taken Coach 2 are not required to take Coach 1.

1. It is highly recommended that all Local Minor Hockey Associations ensure Assistant Coaches have completed the same course(s) as noted above.

2. Development I and High Performance I courses require a Coach to be 'certified' in order to meet the requirements. Head Coaches will have to be 'Trained' in the course by November 15 of the current season and will have to have completed full 'Certification' in the program by November 15 of the following season in order to remain eligible.

**\*ALL REGISTERED TEAM OFFICIALS MUST HAVE COMPLETED THE RESPECT IN SPORT – ACTIVITY LEADER PROGRAM** (Excluding ONLY Senior/Junior Teams unless a Minor Aged player is registered/affiliated to their team)

**\*\*ONE REGISTERED TEAM OFFICIAL THAT HAS COMPLETED THE HOCKEY CANADA SAFETY PROGRAM MUST BE IN ATTENDANCE AT ALL GAMES**



## *Role of Team Managers*

- OMHA Team Managers are responsible to the Head Coach, who shall be responsible for delegating specific duties.
- As a general statement, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks. This will allow the Head Coach to concentrate on instruction and player development.
- Team Managers are expected to be responsive of OMHA's mandate and operate the teams within established policies, guidelines and regulations.
- Utilize and manage the team's TeamSnap Account and schedule.
- Ensure that the teams have appropriate travel permits.
- After games, timely filing of game sheets per appropriate regulations. Scan game sheets as required for travel permits and league games.
- Coordinates practice time-changes, tournaments and exhibition games.
- Responsible to collect and disburse monies collected from the families of the team for team-related events (i.e. jackets, tournaments, etc). A bank statement or basic financial statement must be available for the parents of the team. Any monies remaining at the end of the hockey season must be spent on the team (i.e. team wind-up) or returned to the parents within 1 week of wind-up or last game (whichever comes last).
- Active participant in the tournament hosted by OMHA of their age division – together with OMHA Coordinator.
- Abides by SCAHL, CAHL, 2&27 or RMFHL Rules and Regulations.
- Although the Manager is responsible for the organization and day to day running of the team, the Manager can ask for help from other parents on the team! For example, another parent can take on the task of coordinating & ordering team jackets; or booking hotel rooms for a tournament.
- OMHA recognizes how much time and effort goes into managing a team. We appreciate all of our volunteers and the expertise that they bring to our teams!

**THANK YOU** very much for taking the time to make a difference to the organization and especially the kids.



## *TeamSnap*

OMHA has moved to a TeamSnap Platform across the organization to streamline communication, and integrate website functionality.

Each team is assigned a TeamSnap Account which the Head Coach and Manager will manage. OMHA Registrar will assign players to their teams after Team Formation. Each team will have access to an 'Ultra Account' Package, which includes Availability Tracking, Payment Tracking, Mobile Alerts, Event Reminders, Event Assignments and many more features not included in the Free version. Each team will be invoiced from OMHA for their equal share of the association's cost, at a significant savings compared to individual purchases. For 2017-2018 this fee will be \$60 per team for the season, approximately 25% less than the cost of paying for the Basic version for 6 months.

FAQ and Help for TeamSnap for Parents, Coaches and Managers can be found on the OMHA Website, under the [Team Officials - Manager Page](#). You can also access links to download the mobile app on that page as well.

Please note that all events created for your Team will automatically populate the Schedule widgets across the OMHA website. It is recommended to utilize the Events for Team Functions only, and utilize the tracking and payment features to track other deadlines.

## *Player Age Eligibility*

Players register in one of the following categories based on their age as of December 31 of the current playing season:

<b>Initiation</b>	4 to 6 year olds
<b>Novice</b>	7 & 8 year olds
<b>Atom</b>	9 & 10 year olds
<b>Pee Wee</b>	11 & 12 year olds
<b>Bantam</b>	13 & 14 year olds
<b>Midget</b>	15, 16 & 17 year olds



## *Carding - Player/Team - Hockey Canada/Alberta*

- Every player on an OMHA team **must** have a player 'card' completed by OMHA. This is an electronic process completed by the OMHA Registrar. There is a team sheet that must be verified by a team official for each team. This process is done through Hockey Canada.
- A copy of the roster must be available for any provincial game.
- Any player who plays for a team which they are not carded/team sheeted or affiliated to may be subject to suspension.
- The team roster must be submitted prior to their first league game or November 15 – whichever comes first.
- Any hockey team (OMHA PW to Midget) **may** register/card a **maximum** of 19 players. Of those 19, two must be goaltenders. For clarification, when 18 players are carded, one (1) must be designated as a goaltender. When 17 players or less are carded, teams may or may not designate a goaltender.
- Atom and below **do not** designate goaltenders for official roster purposes.
- **Team Officials:** Any coach, manager, or parent who will be participating with a team “on the bench” **must** be carded with **that team** prior to stepping on the bench. If Coaches are carded on one team within OMHA they may go on the ice to assist during practices for other teams within the association if requested by the Head Coach. Violation to this rule may result in suspension. A team is given 4 cards per team for team officials. **Additional cards may be purchased, by the team, at a cost of \$35/card.** Initiation teams will be provided with up to 6 cards purchased by OMHA.



## ***New OMHA Affiliation Procedure 2017-2018:***

From Hockey Alberta Minor Regulation #7.8: *Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an “Ineligible Player”. However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team, the player may thereafter affiliate an unlimited number of times.*

From Hockey Alberta Minor Regulation #7.10: The principle of affiliation to the Novice Division is to provide for replacement players when regular team players are sick, injured or otherwise unavailable. The following rules will apply:

- (a) Affiliated players will only be allowed in situations where registered team players are unavailable to the team because of:
  - (i) Sickness;
  - (ii) Injuries;
  - (iii) Inadequate number of registered team players to play a game.
- (b) When a Team has less than twelve (12) registered players Affiliated Players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players (i.e. - when Affiliated Players are used in a game the maximum number of players allowed to be placed on a game sheet is twelve (12)). This maximum number of twelve (12) includes the total of both registered team players and Affiliated Players.
- (f) *A Player Affiliated to or within the Division of Novice may not play more than five (5) games with the affiliated team in the current Hockey Season, excluding exhibition and tournament games. Note: after five (5) games, such player will be an ineligible player and HA rules respecting playing an ineligible player will be enforced.*

From Hockey Alberta Minor Regulation #7.10:

**NOTE:** There will be no affiliation allowed WITHIN the Division of Initiation.

Prior to any team using an affiliated player, the coach of the higher level team must contact the coach of the lower level team to ask permission to use this player (i.e. Bantam A coach contacts Bantam B coach). If the coach cannot be contacted, an effort must be made to contact another team official (i.e. assistant coach, manager). The coach cannot contact the player or his/her family directly until they have made every effort to contact one of the team officials. Any problems with this process must be brought up with your division coordinator (i.e. Bantam coordinator) to resolve any issues.



Each team may only use affiliated players up to the number of players that each league allows. It is the coach's responsibility to know the rules for the league they are playing in.

Affiliating Goalies: If a goalie is called up but does not play, the on-ice official must sign the game sheet stating that this goalie did not play this particular game. By doing this, the goalie does not have to count this game as one of the 10 affiliated games.

Affiliates for the 3 AA teams must be chosen from the players that tried out for that particular AA level. If they did not try out, they may not be affiliated to an AA team. There are 2 exceptions to this rule, 1 being in regards to goalies; The AA coach must try to affiliate a goalie that tried out for the team first, but if there is none to be had, (i.e. All goalies that tried out are already affiliated to other teams in their area or do not want to be affiliated), he may then pick from any goalie in the selection area even if they did not try out. 2nd exception would apply when the affiliated player is currently playing on the AA team in the next lower division, (i.e. Midget AA affiliating a Bantam AA player that did not try out for Midget AA).

The Female Bantam Elite is able to affiliate any Bantam aged female in the OMHA's current draw zone, but must have approval from the OMHA board and Hockey Alberta.

During all CAHL games a team requiring affiliates from outside of a team's division to replace injured / absent players or to increase team numbers at any time during the CAHL season must be approved in advance by the appropriate CAHL Vice President.

Some Examples:

- Pee Wee Tier 2 affiliating Pee Wee Tier 4 players – no approval required
- Atom Tier 1 affiliating Atom Tier 3 players – no approval required
- Any Pee Wee Tier affiliating Atom players – requires approval
- Any Atom Tier affiliating Novice players – requires approval

Please ensure you have read and understand all rules and regulations around affiliation within the league your team is participating in.

Affiliations by the AA teams will be done by the head coaches as soon as the AA try outs are completed. All other affiliations will be done by the registrar after all of the teams have been formed.



**OMHA will affiliate players as follows for the 2017/18 Season:**

Midget AA selects from Midget A (CAHL), Bantam AA and any other Midget teams within the AA Draw Zone.

Midget A (CAHL) affiliates entire roster from Midget B (CAHL). If there is no Midget B team then they affiliate the entire roster of Bantam A (minus the 4 players selected by the Bantam AA team).

Midget B (CAHL) affiliates entire roster from Midget C (CAHL). If there is no Midget C team then they affiliate the entire roster of Bantam A (minus the 4 players selected by the Bantam AA team).

Midget Female selects from Bantam Female Elite and Bantam Female.

Bantam AA selects any or all from Pee Wee AA and any other Bantam teams within the AA Draw Zone, plus they can select a maximum of 4 players from Bantam A (CAHL) team.

Bantam A (CAHL) affiliates entire roster from Bantam B (CAHL). If there is no Bantam B team then they affiliate the entire roster of Pee Wee A (minus the 4 players selected by the Pee Wee AA team).

Bantam B (CAHL) affiliates entire roster from Bantam C (CAHL). If there is no Bantam C team then they affiliate the entire roster of Pee Wee A (minus the 4 players selected by the Pee Wee AA team).

Bantam Female Elite selects from Bantam Female and other Bantam Teams within the Draw Zone.

Bantam Female selects from Pee Wee Female.

Pee Wee Female selects from Atom Female.

Pee Wee AA selects any or all from any other Pee Wee teams within the AA Draw Zone, plus they can select a maximum of 4 players from Pee Wee A (CAHL) and a maximum of 4 players from Atom A (CAHL).

Pee Wee A (CAHL) affiliates entire roster from Pee Wee B (CAHL). If there is no Pee Wee B team then they affiliate the entire roster of Atom A (minus the 4 players selected by the Pee Wee AA team).

Pee Wee B (CAHL) affiliates entire roster from Pee Wee C (CAHL). If there is no Pee Wee C team then they affiliate the entire roster of Atom A (minus the 4 players selected by the Pee Wee AA team).

Atom A (CAHL) affiliates entire roster from Atom B (CAHL).

Atom B (CAHL) affiliates entire roster from Atom C (CAHL). If there is no Atom C team then they affiliate the entire roster of Novice A.

Atom C (CAHL) affiliates entire roster from Novice A (CAHL).

Atom Female selects from Novice Female Players.

Novice A (CAHL) affiliates entire roster from Novice B (CAHL).

Novice B (CAHL) affiliates entire roster from Novice C (CAHL). If there is no Novice C team then the coach selects from any of the eligible players that are in their last year of Initiation.

Novice C (CAHL) selects from any of the eligible players that are in their last year of Initiation.



## Scheduling

### Game/Practice Changes

- OMHA Team Managers/Head Coach, are authorized to change/book ice/games etc.
- If your team cannot make a practice it will be up to the Manager to switch with another team. OMHA MUST be notified of any changes to the schedule. If a practice time sits empty, the team will be required to pay for that ice time. Practice schedules will be posted on the OMHA website and on your TeamSnap schedule.
- The manager or coach must inform Kerri Maetche (omhaiceboss@gmail.com) if you need to cancel a practice at least 14 days ahead. If this is done then OMHA can cancel with the town and we don't have to pay for the ice time. If any teams want to try and switch with another team before they choose to cancel, that is an option as well, but they must still inform Kerri of the change so we can let the town know which teams are scheduled. The same applies to game changes/cancellations.
- If your team cannot play a scheduled league game (due to lack of players; provincial play down game, etc) a "Notice of Game Change" must be completed and sent to the league governor.

- **BE AWARE OF LEAGUE SPECIFIC REGULATIONS REGARDING GAME CHANGES.**

**RMFHL** regulations regarding game changes can be found at the end of this manual under RMFHL Info.

**CAHL** - A team may have a MAXIMUM of two (2) postponed games.

Postponed games must be rescheduled within two (2) weeks. The Governor and President of CAHL will decide each case and consideration shall be given for hazardous weather conditions. Postponed games may be requested, but **ARE NOT AUTOMATICALLY GRANTED**, even if both team coaches and managers are in agreement. The Governor in consultation with the CAHL Vice President responsible for the division MUST still APPROVE all postponements.

Go to [www.cahlhockey.net](http://www.cahlhockey.net) and to "Forms", then to "Game Change Form" to submit game changes





## Exhibition Games

- All exhibition games are to be booked through OMHA ice scheduler, Kerri Maetche – omhaiceboss@gmail.com
- EVERY EXHIBITION GAME REQUIRES A SANCTION PERMIT so must go through OMHA.
- Each team will be allotted two exhibition games for the 2017/18 season. You may book more than two but will be required to pay for the ice and referees. The cost for ice and referees can be found in the table below:

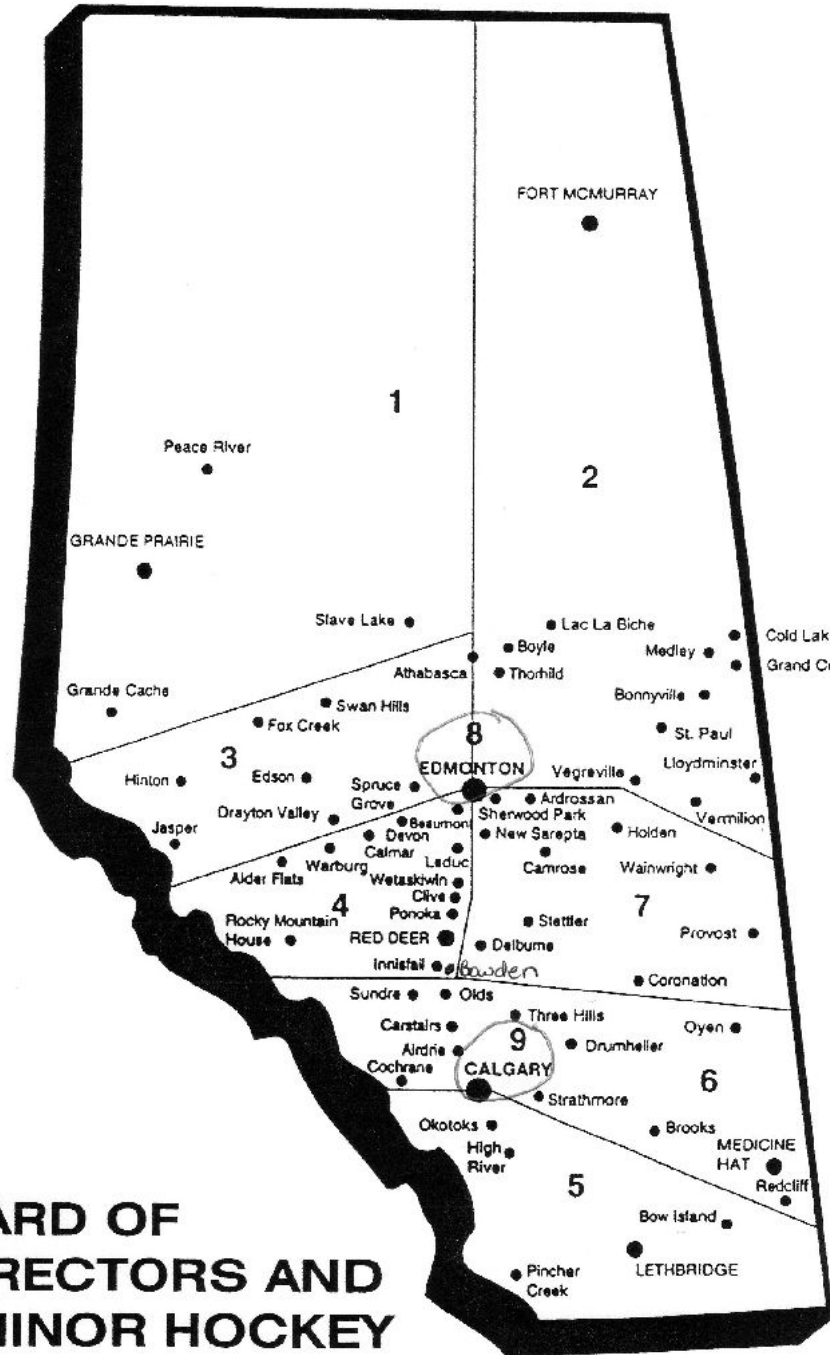
Level	Ice Time (Hrs)	Total Ice Cost	Ref Cost	Total
Tyke	1.25	\$131.25	\$40.00	\$171.25
Novice	1.5	\$157.50	\$60.00	\$217.50
Atom	1.5	\$157.50	\$80.00	\$237.50
Pewee AA	2.25	\$236.25	\$100.00	\$336.25
Pewee	2	\$210.00	\$100.00	\$310.00
Bantam AA	2.5	\$262.50	\$130.00	\$392.50
Bantam A	2	\$210.00	\$125.00	\$335.00
Bantam B	2	\$210.00	\$110.00	\$320.00
Bantam Female Elite	2.5	\$262.50	\$130.00	\$392.50
Bantam Female	2	\$210.00	\$110.00	\$320.00
Midget AA	2.5	\$262.50	\$150.00	\$412.50
Midget	2.25	\$236.25	\$135.00	\$371.25

- Once exhibition games are booked the ice can only be cancelled with two weeks notice.
- If you book an exhibition game and the ice sits empty you will still be required to pay for it.



## Travel Permits

- A travel permit is not required for any scheduled league games.
- A travel permit *is* required for any exhibition games or tournaments played outside of Zone 6 (see map). **Do not travel to an exhibition game/tournament outside of Zone 6 without a travel permit.**
- Not all CAHL and RMFHL teams are part of Zone 6



**BOARD OF  
DIRECTORS AND  
MINOR HOCKEY  
ZONE MAP**



Tournament/exhibition games played outside the zone must have a travel permit.

- As soon as the game/tournament is confirmed, complete the travel permit and submit it to the OMHA Registrar. An authorization will be forwarded within a couple of days. If you have not received it back from OMHA, ensure you inquire as to its status.
- **Do not wait until the day before leaving to submit your travel permit. You may not be granted one!**
- A copy of the travel permit request is included in Forms section.
- Please email requests to: Kerri Maetche, Registrar, at [omharegistrar@gmail.com](mailto:omharegistrar@gmail.com).



## *Game Sheets*

- A complete list of all carded players for your team (i.e. team roster) is included on the game sheet. Some managers print up labels with their team roster to make their life easier!
- Any affiliated players must be added onto your team roster and identified with “AP” beside their name.
- Any over-age players you have on your team must also be identified with “OA” beside their name.
- All “home game” league game sheets must be completed and signed by both teams, on-ice officials & off-ice officials.
- **ALL game sheets (league, exhibition and tournament) and any referee reports, for all OMHA teams, are to be submitted (in high resolution color PDF) to the respective OMHA Division Coordinator no later than 24 hours after each game.**

### Game Sheets with Infractions Involving Suspension

- All games sheets on which players or coaches receive a major penalty resulting in a suspension must be sent within 24 hours to the appropriate League Governor, or designate, by the Home team.
- Suspended players/team officials must be noted on the Game Sheet during the games comprising the suspension.
- Exhibition games **do not** count as served suspended games. Players/team official **cannot** play exhibition games while serving a suspension.
- If a suspension is given during a game, the Manager/Coach **must** obtain a referee report ***immediately following the game.***



## CAHL Game Sheet Requirements

- 1 The home team is responsible for a designated Data Entry Person to input game results into the League's scoring system no later than Midnight Monday, following the CAHL weekend's games. Failure to have completed game results entered into the website may result in a Fifty Dollar (\$50.00) fine for each game violation to the home team. The home team is responsible for sending a legible copy of the game sheet and Officials Game Report to their data entry person (do not send originals), and an electronic copy must be sent to the Governor within 24 hours of game completion. If the game sheet and Official's Game Report are not submitted, then the home team may be awarded a LOSS and fined Fifty Dollars (\$50.00).
- 2 If game sheets and Officials Game Report are not verified by a coach's or manager's signature, are not legible, or are not signed by the on-ice and off-ice officials, the offending team or Member Association will be fined Fifty Dollars (\$50.00). CAHL strongly recommends that if the Head Coach is present for the game, that the Head Coach signs the gamesheet. If the Head Coach is absent, an Assistant Coach is to sign and verify the gamesheet. If the on-ice or off-ice officials do not sign, the home team will be held responsible.
- 3 Game Sheets and Officials Game Reports must be sent (fax or email) in a legible form to the Governor within twenty-four (24) hours of the game being completed or a Fifty Dollar (\$50.00) fine may be issued. The originals are to be postmarked and mailed to the Governor within 2 business days of the game being played.
- 4 If a referee finds it necessary to take the game sheet and Officials Game Report, the home team shall have the referee sign and state on the front of their copy of the game sheet and Officials Game Report that he has taken the white original game sheet and Officials Game Report. The home team will then send their game sheet and Officials Game Report to the Governor.
- 5 The Governor's copy of the game sheet and Officials Game Report shall have the official's NAME and H.A. Referee Number printed on it.
- 6 The start and end times and the time of day the clock was dropped for each game must be recorded on the game sheet. Failure to do so will result in a \$25.00 fine for the Home Association. Failure to record the start and end times and the time of day the clock was dropped could result in the game being declared invalid and rescheduled. This applies to all Associations, but is critical for Associations that must reduce the clock. Managers and coaches may not make any changes to the game sheet or official's incident report after they have been signed by the referee. If it is determined that this has been done, the team may be fined up to \$200 and the team may be awarded a loss. All players must be listed on the Game Sheet.
- 7 The goalies should be listed first followed by the players in **NUMERICAL ORDER** after that.
- 8 Always mark your Captain and Assistants ("C" or "A").
- 9 Ensure all suspended players of Coaches are marked "SUSP" clearly in the Game Sheet.
- 10 All affiliated players must meet Hockey Alberta (HA) and CAHL regulations. They must be marked "AP" on the Game Sheet.
- 11 All players must have the correct Jersey # on the Game Sheet.



- 12 If a player is absent, the name is to be crossed out with a single line and “ABS” written beside.
- 13 If a player is injured, the name is to be crossed out with a single line and “INJ” written beside.
- 14 For more than one goalie, mark “START” beside your starting goalie and “ALT” for the backup. If a goalie changes throughout game, ensure start time and end time are recorded for each goaltender that played.
- 15 If you have an approved overage player they must be marked “OA” on the Game Sheet.
- 16 Ensure that the on ice Officials clearly print their name and # on Game Sheet.

Refer to CAHL Team Manager Manual

### **RMFHL Game Sheet Requirements**

As Minor Officials, you all are an important part of every game. Clarity and brevity are important, we ask you to please print clearly and fill out the game sheets by using the following guidelines:

1. Please make sure the date, teams playing, game number etc. is entered
2. If teams do have labels have teams PRINT both first and last names. If they have labels ensure all 4 copies have labels and lineup changes are done
3. Captain and Alternate Captains should be designated.
4. All Affiliate players must be marked by the designation AP.
5. Times listed should be clock time, not the amount of time played.
6. Please mark the type of goal in the appropriate column. (eg. EV, PP, SH, EN)
7. Please be aware of goaltender changes. SHOTS ON GOAL.
8. Please make sure that all penalties are filled in properly with the correct sweater number (#) of the player receiving, player serving. Additional automatic penalties such as a 10 minute Misconduct or Game Misconduct must be placed on a separate line.
9. Please be sure that the game sheet is properly filled out and signed by the Game Officials before it is distributed to the teams.

Refer to RMFL Team Manager Manual



## OMHA Hosted Tournaments

- Each team in every division must participate in their own tournament.
- The division coordinator will be responsible for the overall organization of the tournament. The managers from each team will be the committee for the tournament. This working group will ensure all jobs are done during the tournament. The tournament is a huge undertaking, however if it is run properly, it can be an excellent fundraiser for the teams!
- A bank account, linked to OMHA bank accounts will be opened, for each tournament division host and cheques will be ordered with two signatures and carbon copies. All cheques used must have two signatures: the Division Coordinator and Treasurer.
- All reimbursements must be accompanied by an expense claim form as well as all receipts
  - REIMBURSEMENT WILL NOT BE GIVEN WITHOUT ALL RECEIPTS
- A tournament budget must be submitted to the treasurer at least one month prior to the tournament. See sample below.
- If concession meals are being offered at the tournament, a form must be completed with the OMHA Concession Manager must be notified **one month prior** to the tournament date and this information MUST be included on the budget.
- Cheques from teams participating in the tournament are to be mailed to the OMHA office – c/o the Division Coordinator. **Please ensure that all cheques indicate in the memo which tournament it is for.** Registered teams will only be confirmed once the cheque is received and deposited.
- All Tournaments cheques will be deposited with the Tournament Deposit Book – mark which division, date, account number – make sure to copy all cheques before depositing.
- A final game schedule is to be submitted to OMHA Scheduler a minimum of 3 weeks prior to the tournament. Referees will be scheduled by the Referee in Chief based on this schedule.
- Please approach Town of Olds Staff before your tournament to give them a heads up and let them know your tournament is approaching and you will be giving all teams rules and wondering if you can do anything to assist in all the work they do!! ☺
- A tournament bin of supplies is available at the office – talk to an OMHA Board Member



## Sample Tournament Budget

*Note: Tournament Registration should at minimum cover the ice/ref's fee.*

### OMHA Sample Tournament Budget

Level: Peewee

Expenses	Budget	Actual
Ice - 20 games @ 2 hours at \$105.00/hour	\$3,990.00	
Ref's 20 games at \$95.00/game	\$1,900.00	
Ref in charge fee (10% of total ref costs)	\$190.00	
Sanction Permit - \$15/host team	\$30.00	
OMHA Tournament Fee - \$400/host team	\$800.00	
Office Expenses	\$100.00	
Trophies & Banners	\$500.00	
Player Gifts - 210 players @ \$11.00/player	\$2,310.00	
Heart & Hustle - 36 players x \$10.00/player	\$100.00	
MVP - 36 players x \$10.00/player	\$100.00	
<b>Sub Total of Expenses</b>	<b>\$10,020.00</b>	<b>\$0.00</b>
<b>Revenue</b>		
Team 1 - A	\$1050.00	
Team 2 - A	\$1050.00	
Team 3 - A	\$1050.00	
Team 4 - A	\$1050.00	
Team 5 - A	\$1050.00	
Team 1 - B	\$1050.00	
Team 2 - B	\$1050.00	
Team 3 - B	\$1050.00	
Team 4 - B	\$1050.00	
Team 5 - B	\$1050.00	
50/50's		
Loonie Stick		
Raffle Table		
Sponsorship/Donations:		
<b>Sub Total of Revenues</b>	<b>\$10,500.00</b>	<b>\$0.00</b>
<b>Net Profit</b>	<b>\$480.00</b>	<b>\$0.00</b>
Share to Each Team	\$240.00	\$0.00





*Referee's Rates*  
**2017/18**

<b>Level</b>	<b>Ref Cost</b>
Tyke	\$40.00
Novice	\$60.00
Atom	\$80.00
Peewee AA	\$100.00
Peewee	\$100.00
Bantam AA	\$130.00
Bantam A	\$125.00
Bantam B	\$110.00
Bantam Female	\$110.00
Bantam Female Elite	\$130.00
Midget AA	\$150.00
Midget	\$135.00

**Fee for Tournament: 10% of Referee's cost**



## OMHA Tournament Dates 2017/18

DIVISION	DATE	SANCTION NUMBER
----------	------	-----------------

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**Atom** **November 10-12 2017**

Contact - Steve McDonald - oldsatom@gmail.com

**Olds Grizzlys Midget AA** **December 15-17 2017**

Contact - Scott Leatherdale - admin@grizzlys.com

**Atom / Pee Wee Female** **January 26-28 2018**

Contact - Jody Cleland - omha.atom.peewee.female@gmail.com

**Olds Grizzlys Bantam AA** **February 16-19 2018**

Contact - Scott Leatherdale - admin@grizzlys.com

**Novice** **February 2-4 2018**

Contact Kylie Miller - oldsnovice@gmail.com

**Bantam Tournament** **January 19 - 21 2018**

Contact - Josh Zanolli omha.bantam@gmail.com



## *Provincials*

- Any team with a minimum of **10** carded, eligible players (male: Atom – Midget, all divisions A, B or C; female: Atom – Midget, all divisions A or B) is eligible to participate in the provincial play downs.
- Every OMHA hockey team eligible for provincials **MUST** advise the OMHA Registrar if they wish to participate or not, no later than November 30<sup>th</sup>. Failure to advise “yes” or “no” may result in a fine to the team.
- Each team wishing to enter provincials will be required to pay a fee to OMHA as set by the board each year. This is to cover additional cost of running provincial games and provincial team registration fees.
- The Registrar will advise Hockey Alberta which teams will participate.
- Affiliated players may be used for provincial play down games and at provincials; however these will count toward their 10 games played, unless their registered team has finished its season.
- Rules and regulations re: Provincials can be found on the Hockey Alberta website: [www.hockeyalberta.ca](http://www.hockeyalberta.ca) . Any teams participating in provincials are encouraged to go to the link under “Regulations” to understand the rules and regulations regarding provincials.
- **Note:** Player roster as well as proof of coaching certification must be available during provincials. All team officials must have Respect in Sport or equivalent, at least one must have “Safety” and the Head Coach (even an acting Head Coach) must have “Coach Stream”.



## *Grievances*

Steps to follow when conflict arises:

1. Impose the “24 hour rule” - give yourself 24 hours to cool down.
2. TALK to the individual.
3. TALK to your team manager/coach.
4. TALK to your division coordinator.
5. TALK to the President/Vice-President of OMHA.
6. LAST RESORT is to file a written grievance when ALL of the above have failed.

The OMHA Grievance Policy and Procedures can be found on the OMHA Website at [oldsmminorhockey.com](http://oldsmminorhockey.com)



## *Injury Reports*

- When injuries occur there is NECESSARY paperwork!
- The Hockey Canada injury report must be sent directly to the Hockey Alberta Office within 90 days of the incident. The form will then be forwarded to Hockey Canada by an Alberta Hockey branch administrator.
- Hockey Canada and each of the Branches of which Hockey Canada is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a Committee while acting within the scope of his or her duties. It includes members of any teams, leagues, provided all are registered with or affiliated with Hockey Canada.
- For further clarification on any of the above, or if you did not see your question here, please email: [nengler@hockeyalberta.ca](mailto:nengler@hockeyalberta.ca) or call (403) 342-6777 ext. 101
- Forms can be downloaded from:

[http://members.hockeycanada.ca/downloads/insurance/English%20Injury%20Reports/InjuryReport\\_Alberta.pdf](http://members.hockeycanada.ca/downloads/insurance/English%20Injury%20Reports/InjuryReport_Alberta.pdf)



## FORMS

- CAHL Game Regulation Handbook

[http://cahlhockey.net/files/2017-2018\\_cahl\\_game\\_regulations\\_manual.pdf](http://cahlhockey.net/files/2017-2018_cahl_game_regulations_manual.pdf)

- OMHA Medical Form

[http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/OMHA\\_MEDICAL\\_FORM\\_.pdf](http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/OMHA_MEDICAL_FORM_.pdf)

- Hockey Canada Injury Report

[http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/InjuryReport\\_Alberta.pdf](http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/InjuryReport_Alberta.pdf)

- Travel Permit Request

[http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/TRAVEL\\_PERMIT.pdf](http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/TRAVEL_PERMIT.pdf)

- RMFHL Game Change Request

[http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/RMFHL\\_Game\\_Change\\_Form.pdf](http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/RMFHL_Game_Change_Form.pdf)

- Named Player Affiliation Agreement

<http://www.hockeyalberta.ca/uploads/source/Forms/2016-17%20NEW%20LOGO/Minor/Named%20Player%20Affiliation%20Agreement.pdf>

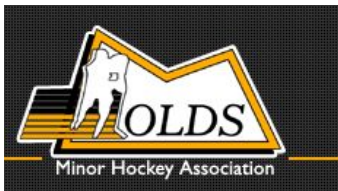
\*\*These forms can be printed from the Olds Minor Hockey Website ([www.oldsminorhockey.com](http://www.oldsminorhockey.com)) from the Manager's page\*\*



### *Game Sheet Penalty Abbreviations*

AGGRESSOR	AGRESS
10 MINUTE MISCONDUCT	MIS
BENCH MINOR	BMIN
BOARDING	BOARD
BODY CHECKING	BCHECK
BUTT-ENDING	BUTT
CHARGING	CHARGE
CHECKING FROM BEHIND	CFB
CHECKING THE HEAD	CKHEAD
CROSS CHECKING	XCHK
DELAY OF GAME	DLGM
ELBOWING	ELBOW
FAILURE TO GO TO BENCH	FGBEN
FALLING ON PUCK	FOPUCK
FIGHTING	FIGHT
GAME EJECTION	GEJC
GAME MISCONDUCT	GMIS
GOALIE LEAVING CREASE	LVCRS
GROSS MISCONDUCT	GRMIS
HANDLING PUCK	HPUCK
HIGH STICK	HISTK
HOLDING	HOLD
HOOKING	HOOK
INTERFERENCE	INTER
KNEEING	KNEE
LEAVING PENALTY BENCH	LPBEN
MATCH PENALTY	MATCH
PENALTY SHOT	PSHOT
ROUGHING	ROUGH
SLASHING	SLASH
SPEARING	SPEAR
THROWING STICK	THRSTK
TRIPPING	TRIP
UNSPORTMANLIKE CONDUCT	USC





# OLDS MINOR HOCKEY

## SAMPLE MEDICAL FORM To be completed by the athlete/parent/guardian

Form can be found at [http://www.oldsminorhockey.com/wp-content/uploads/sites/680/2017/07/OMHA\\_MEDICAL\\_FORM\\_.pdf](http://www.oldsminorhockey.com/wp-content/uploads/sites/680/2017/07/OMHA_MEDICAL_FORM_.pdf)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Home Phone # ( \_\_\_\_ ) \_\_\_\_\_ Postal Code \_\_\_\_\_  
Day Month Year  
Health Care # \_\_\_\_\_ Province \_\_\_\_\_  
FOR EMERGENCY NOTIFY: Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Family Doctor's Name \_\_\_\_\_ Date of Last Physical \_\_\_\_\_  
Month Year

Sport: HOCKEY  
Year of Participation in Sport (circle): 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> What position will you be playing this year?

Explain "Yes" answers below:

	Yes	No
1. Have you ever been hospitalized?	0	0
Have you ever had surgery?	0	0
2. Are you presently taking any medications or pills?	0	0
Are you presently taking any vitamins or supplements?	0	0
3. Do you have any allergies (medicine, bees or other stinging insects)?	0	0
4. Have you ever passed out during or after exercise?	0	0
Have you ever been dizzy during or after exercise?	0	0
Have you ever had chest pain during or after exercise?	0	0
Do you tire more quickly than your friends during exercise?	0	0
Have you ever had high blood pressure?	0	0
Have you ever been told that you have a heart murmur?	0	0
Have you ever had racing of your heart or skipped heartbeats?	0	0
Has anyone in your family died of heart problems or a sudden death before age 50?	0	0
5. Do you have any skin problems (itching, rashes, acne)?	0	0
6. Have you ever had heat or muscle cramps?	0	0
Have you ever been dizzy or passed out in the heat?	0	0
7. Do you have trouble breathing or do you cough during or after activity?	0	0
8. Do you use any special equipment (pads, braces, neck rolls, mouth guard, eye guards, etc.)?	0	0
Do you use any dental appliances?	0	0
9. Have you had any problems with your eyes or vision?	0	0
Do you wear glasses or contacts or protective eye wear?	0	0





10. Have you had any other medical problems (infectious mononucleosis, diabetes, etc.)? o o
11. Have you had a medical problem or injury since your last evaluation? o o
12. Have you had any unexplained weight change? o o
13. When was your last tetanus shot?  
When was your last measles immunization?
14. **Female Athletes only** : Over the past year, did your periods occur about once a month? o o

Explain "Yes" answers on reverse side .

**HEAD INJURIES / CONCUSSIONS:**

- |   | Yes | No |
|---|-----|----|
| 15. Have you ever had a seizure?  | o   | o  |
| 16. Have you ever had a head injury?  | o   | o  |
| Have you ever had a concussion or been "knocked out", had your "bell rung", or been "dinged"? | o   | o  |

If YES, please list:                      Number:

Date(s)                      Activity at the time                      Length of unconsciousness (minutes)                      Length of time before full return to activity

Did you have any persistent problems with:  
 memory YES NO                      dizziness YES NO                      headaches YES NO

**NECK INJURIES / BURNERS / STINGERS:**

- |   | Yes | No |
|---|-----|----|
| 17. Have you ever had a neck injury (ie, strain, sprain, fracture, etc.)  | o   | o  |
| 18. Have you ever had a stinger, burner or pinched nerve?<br>(a burning or numb feeling in the shoulder or arm after a hit to the head, neck or shoulder - aka. "brachial plexus stretch injury") | o   | o  |

If YES, please list:                      Number:

Date(s)                      Activity at the time                      Length of time sensation/strength changes persisted?



19. Check any of the areas that you have **INJURED IN THE PAST** and explain the injury below:

Hand \_\_\_ Elbow \_\_\_ Neck \_\_\_ Hip \_\_\_ Shin/Calf \_\_\_  
Wrist \_\_\_ Arm \_\_\_ Chest \_\_\_ Thigh \_\_\_ Ankle \_\_\_  
Forearm \_\_\_ Shoulder \_\_\_ Back \_\_\_ Knee \_\_\_ Foot \_\_\_

Year of injury                      Type of Injury    Side (right, left, both)                      Is it still a problem? (Yes/No)

20. Do you have any incompletely healed injury? Yes              No  
o                      o

If yes, which injury?

*I hereby certify the above information to be correct.*

Athlete Signature

Date

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_





# HOCKEY CANADA INJURY REPORT

PAGE 1/2



See reverse for mailing address

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE. DATE OF INJURY: \_\_\_/\_\_\_/\_\_\_  
Mo. Day Yr.

**INJURED PARTICIPANT:**  Player  Team Official  Game Official  Spectator

Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ Sex:  M  F  
Mo. Day Yr.

Address: \_\_\_\_\_

City / Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_ Email Address: \_\_\_\_\_

## DIVISION

- Initiation  Novice  Atom  Pee wee  
 Bantam  Midget  Juvenile  Junior

## CATEGORY

- AAA  A  BB  CC  DD  House  Minor Junior  Adult Rec.  
 AA  B  C  D  E  Major Junior  Senior  Other \_\_\_\_\_

## BODY PART INJURED

- |  |   |   |  |  |                                  |
|--|---|---|--|--|----------------------------------|
| <b>Head</b><br><input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental | <input type="checkbox"/> Face <input type="checkbox"/> Skull              | <b>Back</b><br><input type="checkbox"/> Neck <input type="checkbox"/> Upper | <input type="checkbox"/> Lower                               | <b>Trunk</b><br><input type="checkbox"/> Ribs <input type="checkbox"/> Chest | <input type="checkbox"/> Abdomen |
| <b>Arm:</b> <input type="checkbox"/> Left <input type="checkbox"/> Right   | <input type="checkbox"/> Collarbone <input type="checkbox"/> Elbow        | <b>Leg:</b> <input type="checkbox"/> Left <input type="checkbox"/> Right    | <input type="checkbox"/> Knee <input type="checkbox"/> Toe   | <b>Pelvis</b><br><input type="checkbox"/> Hip <input type="checkbox"/> Groin |                                  |
| <input type="checkbox"/> Shoulder <input type="checkbox"/> Hand/Finger   | <input type="checkbox"/> Upper arm <input type="checkbox"/> Forearm/Wrist | <input type="checkbox"/> Shin <input type="checkbox"/> Thigh                | <input type="checkbox"/> Other <input type="checkbox"/> Foot |  |                                  |

## NATURE OF CONDITION

- Concussion  Laceration  Fracture  
 Sprain  Strain  Contusion  
 Dislocation  Separation  Internal Organ Injury

## ON-SITE CARE

- On-Site Care Only  Refused Care

- Sent to Hospital by:  Ambulance  Car

## INJURY CONDITIONS

Name of arena / location: \_\_\_\_\_

- Exhibition/Regular Season  Period #2  
 Playoffs/Tournament  Period #3  
 Practice  Overtime: \_\_\_\_\_  
 Try-outs  Dry Land Training  
 Other  Gradual Onset  
 Warm-up  Other Sport  
 Period #1  Other: \_\_\_\_\_

## CAUSE OF INJURY

- Hit by Puck  
 Collision with Boards  
 Non-Contact Injury  
 Hit by Stick  
 Collision on Open Ice  
 Collision with Opponent  
 Fall on Ice  
 Checked from Behind  
 Collision with Net  
 Fight  
 Blindsiding

Was the injured player in the correct league and level for their age group?  
 Yes  No

Was this a sanctioned Hockey Canada activity?  
 Yes  No

## LOCATION

- Defensive Zone  Offensive Zone  Neutral Zone  
 Behind the Net  3 ft. from Boards  Spectator Area  
 Parking Lot  Dressing Room  Bench  
 Other: \_\_\_\_\_

## WEARING WHEN INJURED

- Full Face Mask  
 Intra-Oral Mouth Guard  
 Half Face Shield/Visor  
 Throat Protector  
 Helmet/No Face Shield  
 No Helmet/No Face Shield  
 Short Gloves  
 Long Gloves

## ADDITIONAL INFORMATION

Has the player sustained this injury before?  Yes  No  
 If "Yes" how long ago \_\_\_\_\_  
 Was a penalty called as a result of the incident?  Yes  No  
 Estimated absence from hockey?  
 1 week  1-3 weeks  3+ weeks

## DESCRIBE HOW ACCIDENT HAPPENED

(Attach page if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: \_\_\_\_\_  
 (Parent/Guardian if under 18 years of age)  
 Date: \_\_\_\_\_

## TEAM INFORMATION

(To be completed by a Team Official)

Association: \_\_\_\_\_

Team Name: \_\_\_\_\_

Team Official (Print): \_\_\_\_\_

Team Official Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HEALTH INSURANCE INFORMATION

**THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED**

- Occupation:  Employed Full-time  Employed Part-time  
 Unemployed  Full-Time Student

Employer (If minor, list parent's employer): \_\_\_\_\_

1. Do you have provincial health coverage?  Yes  No Province: \_\_\_\_\_

2. Do you have other insurance?  Yes  No  
(IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)

3. Has a claim been submitted?  Yes  No  
(IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)

Make Claim Payable To:  Injured Person  Parent  Team  Other: \_\_\_\_\_

Branch APPROVAL





# HOCKEY CANADA INJURY REPORT

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## PHYSICIAN'S STATEMENT

Physician: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

Name of Hospital / Clinic: \_\_\_\_\_ Address: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_ Date of First Attendance: \_\_\_\_\_

Claimant will be totally disabled:

From: \_\_\_\_\_ To: \_\_\_\_\_

Is the injury permanent and irrecoverable?  No  Yes

Give the details of injury (degree): \_\_\_\_\_

Prognosis for recovery: \_\_\_\_\_

Did any disease or previous injury contribute to the current injury?  No  Yes (describe): \_\_\_\_\_

Was the claimant hospitalized?  No  Yes (give hospital name, address and date admitted): \_\_\_\_\_

Names and addresses of other physicians or surgeons, if any, who attended claimant: \_\_\_\_\_

I certify that the above information is correct and to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$2,500 per accident  
Treatment must be completed within 52 weeks of accident

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.

### Patient

Last name \_\_\_\_\_ Given name \_\_\_\_\_

Address \_\_\_\_\_

City / Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

### Dentist

PHONE NO \_\_\_\_\_

I HEREBY ASSIGN MY BENEFITS PAYABLE FROM THIS CLAIM DIRECTLY TO THE NAMED DENTIST AND AUTHORIZE PAYMENT DIRECTLY TO HIM / HER

SIGNATURE OF SUBSCRIBER \_\_\_\_\_

FOR DENTIST USE ONLY - FOR ADDITIONAL INFORMATION, DIAGNOSIS, PROCEDURES OR SPECIAL CONSIDERATION.

DUPLICATE FORM

I UNDERSTAND THAT THE FEES LISTED IN THIS CLAIM MAY NOT BE COVERED BY OR MAY EXCEED MY PLAN BENEFITS. I UNDERSTAND THAT I AM FINANCIALLY RESPONSIBLE TO MY DENTIST FOR THE ENTIRE TREATMENT.

I ACKNOWLEDGE THAT THE TOTAL FEE OF \$\_\_\_\_\_ IS ACCURATE AND HAS BEEN CHARGED TO ME FOR THE SERVICES RENDERED.

I AUTHORIZE RELEASE OF THE INFORMATION CONTAINED IN THIS CLAIM FORM TO MY INSURING COMPANY/PLAN ADMINISTRATOR.

SIGNATURE OF (PATIENT/GUARDIAN) \_\_\_\_\_

OFFICE VERIFICATION \_\_\_\_\_

DATE OF SERVICE DAY / MO. / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

THIS IS AN ACCURATE STATEMENT OF SERVICES PERFORMED AND THE TOTAL FEE DUE AND PAYABLE & OE. TOTAL FEE SUBMITTED

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

Mail completed form to: **HOCKEY ALBERTA** 100 College Blvd. Tel : (403) 342-6777  
Box 5005, Room 2606 amarriott@hockeyalberta.ca  
Red Deer, AB T4N 5H5 www.hockeyalberta.ca



# TRAVEL PERMIT

## -Request-

Team Name: \_\_\_\_\_

Requested by: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please complete and e-mail this form to the OMHA registrar at [omharegistrar@gmail.com](mailto:omharegistrar@gmail.com) at least ONE WEEK before the tournament or exhibition game!**

Division	Category	Date	Travel to:	Tournament Sanction Permit #	# Games

### CONDITIONS:

- 1) Teams must have permission from Hockey Alberta before playing exhibition or tournament games out of the Zone.
  - Out of Province, the actual permit must be carried with you (this is the actual permit).
  - Note: for International Travel please contact the Hockey Alberta Office.
- 2) Exhibition or Tournament games must not conflict with any Branch Commitments.
- 3) All Match Penalties must be reported to your respective Zone Discipline, Travel and Tournament Coordinator.
- 4) Teams must adhere to Minor Hockey tournament and Exhibition Game Regulations as set out by Hockey Alberta.
- 5) **Copy of all game sheets must be scanned and sent to the OMHA registrar and level coordinator within 24 hours of the completion of the tournament. Failure to do so will result in no further travel permits issued to the above mentioned team. Referees' report must also be turned in.**







# Named Player Affiliation Agreement for AAA, Elite, AA

Date: \_\_\_\_\_

MINOR HOCKEY AFFILIATION DEADLINE: December 15<sup>th</sup> of Current Hockey Season  
JUNIOR HOCKEY AFFILIATION DEADLINE: January 15<sup>th</sup> of Current Hockey Season

Players Name: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_  
City: \_\_\_\_\_  
AA/Elite Recruitment Area: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
AAA Draw Zone: \_\_\_\_\_

Registered Team: \_\_\_\_\_  
Team Coach: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_

Division: \_\_\_\_\_ Category: \_\_\_\_\_  
MHA President/GM: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Requesting Team: \_\_\_\_\_  
Team Coach: \_\_\_\_\_  
Primary Phone #: \_\_\_\_\_

Division: \_\_\_\_\_ Category: \_\_\_\_\_  
President/GM/Coach: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*I have read and understand the below listed Regulations as they pertain to Affiliation Agreements.*

Player Name: \_\_\_\_\_  
(please print)  
Parent Name: \_\_\_\_\_  
(please print)  
Registered Team Designate: \_\_\_\_\_  
(please print)  
Requesting Team Designate: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_

### Hockey Canada Regulations State:

#### E. TEAMS, CLUBS AND AFFILIATIONS

##### SPECIALLY AFFILIATED PLAYERS

12. Once a Player's Hockey Canada registration has been endorsed by the Branch Executive Director as being a specially Affiliated Player, his name becomes part of the selecting Team's list of specially Affiliated Players and may not be dropped from such list during the current season and replaced, unless the Team with which he registered Releases him on or before January 10. The Branch Executive Director may not endorse specially Affiliated Player's registration after January 15. On that date, the Branch Executive Director shall draw up the final list of the specially Affiliated Players and file said list with Hockey Canada no later than January 25 (for circumstances under which Players are Released see Regulation H).

##### GENERAL AFFILIATION PROCEDURES

31. All such affiliations permitted under Regulations E.9 to E.19 inclusive, shall terminate at the end of the current playing Season, and may not be altered during the current playing Season. If an affiliation agreement is broken during the current playing Season, the higher Division or Category Team shall not be allowed to use any of the Affiliated Team's Players, nor will they be permitted to have a replacement Affiliated Team.





**Game Reschedule Form**

This form is to be used when rescheduling a RMFHL league game.

Division: \_\_\_\_\_ Team Requesting game Change \_\_\_\_\_

**Head Coach/Manager Making Game Reschedule Request**

Name: \_\_\_\_\_ Team: \_\_\_\_\_

Reason for change: \_\_\_\_\_  
\_\_\_\_\_

**Original Scheduled Game**

Home Team: \_\_\_\_\_ Game # \_\_\_\_\_  
Visiting Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Venue: \_\_\_\_\_ Time: \_\_\_\_\_

**New Scheduled Game**

Home Team: \_\_\_\_\_ Game # \_\_\_\_\_  
Visiting Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Venue: \_\_\_\_\_ Time: \_\_\_\_\_

**Team Authorization with game change as stated above.**

Home Team Manager	Visiting Team Manager
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

RMFHL Executive has approved the change:    Yes    No    If not approved, please state reason.

Name: _____	_____
Signature: _____	_____
Date: _____	_____

Faxing or email from party to party is acceptable.

