

Olds Minor Hockey Association



Coach/Manager's Manual

2019-2020

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 activities. Extensions may be granted on a case by case basis by the OMHA board. **Any** carded team official (including carded managers) must have a CRC handed in.

November 15:

Deadline for each team to meet the Hockey Alberta 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 participant fee to OMHA as set by the board each year. This fee has been set at \$200 this season by the OMHA board and will be invoiced to your team by December 10, 2019.

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 website (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

The following parameters have been created by OMHA to help our members and teams purchase apparel.

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. 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. Only two companies have approval to use the OMHA name and logos, they are Grand Central Stitchin' and Digger Sports.

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. This policy can be found on our website.

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



2019-2020 Board of Directors

Position	Name	Cell #	Email Address
Past President	Jeff Latimer	403-507-1659	omhapastpresident@gmail.com
President	Matt Piller	403-559-4079	omhapresident@gmail.com
Vice President	James Ulry	403-669-2174	omhvicepresident@gmail.com
Treasurer	Brenna Pieper	403-507-9663	omhatreasurer@gmail.com
Secretary	Cathy Scott	403-507-0709	oldsmminorhockey@gmail.com
Midget Coordinator	VACANT		omha.midget@gmail.com
Bantam Coordinator	Kendra Visser	403-507-3374	omha.bantam@gmail.com
Bantam/Midget Female Coordinator	Dionne Blatz	403-586-9006	omha.bantam.midget.female@gmail.com
PeeWee Coordinator	Amanda McGee	780-514-4792	omha.peewee@gmail.com
Atom Coordinator	Melissa Hammer	403-507-6999	oldsatom@gmail.com
Atom/PeeWee Female Coordinator	Dani Thorburn	403-597-3929	omha.atom.peewee.female@gmail.com
Novice Coordinator	Ashley Haaland	403-652-6276	oldsnovice@gmail.com
Initiation Coordinator	Jen Lyle	403-828-6492	omha.initiation@gmail.com
SCAHL Director	Lorin Bauer	403-556-0032	omha.scahl@gmail.com
CAHL Director	Micheal Clark	403-507-5319	omha.cahl.director@gmail.com
RMFHL Director	Dani Thorburn		See Atom/PeeWee Female Coordinator
2/27 League Director	Jen Lyle		See Initiation Coordinator
Concession & Fundraising Director	Shauna Carrick	403-874-8468	omha.concession.fundraising@gmail.com
Evaluations Coordinator	Ron Doig	403-854-6241	omha.evaluations@gmail.com
Apparel Coordinator	Nikki Grover	403-507-9016	omha.apparel@gmail.com

Non-Board Positions

Head Referee -Justin Martin - omhareferees@gmail.com

Ice Scheduler/Registrar - Carla (Missy) McDermid - omharegistrar@gmail.com / omhaiceboss@gmail.com

Concession Manager - Kendall Perry- concession.omha@gmail.com (403-507-1977)

CAHL Governor -
 1. Gina Hamilton
 2. VACANT

Safety Co-Leads
 1. Alex Hogarth - alex_44@msn.com
 2. Tim Houston - tim.houston@shaw.ca



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.

Town of Olds ARENA USERS GUIDELINES

- Arena staff are responsible for the operation and general supervision of the facility and shall enforce these guidelines.
- If schedules permit, teams may access their assigned dressing rooms 30 minutes prior to the start of their practice time and 30-60 minutes prior to the start of games.
- Access to the ice will be once the gates are closed following ice resurfacing, and a coach over the age of 18 is present.
- In order to ensure the safety of all patrons in the arena, all gates that provide participant access to the ice surface must remain closed during floods.
- Access to the ice is limited to an official or coach with the team(s) involved to assist in moving the nets during floods.
- Coaches and athletes are encouraged to either repair the ice or inform the Arena Attendant of damage to the ice. Constant turning and stopping in the same places on ice during drills is not recommended. The Arena Attendant is responsible to ensure that all users have a safe ice surface including the frequency of ice resurfacing during block bookings. If the Arena Attendant observes damages to the ice, he/she has the right to stop any activities in order to repair the damages and resurface the ice.
- Teams are expected to vacate their dressing rooms 30 minutes after the conclusion of their rental time.
- Coaches are responsible to ensure that the dressing rooms are left in an acceptable condition and free of damage. Additional charges will be levied if damages are discovered, or if extra cleanup is required which includes, but is not limited to, spit, tobacco, sunflower seeds, puck marks.
- Warm-up activity must not interfere with an activity in progress, the arena may designate an area for your team to use, please check with the Arena Staff. No balls or pucks allowed anywhere other than the arena surface.
- Profanity and aggressive behavior from players, coaches or spectators will result in immediate expulsion and/or financial retribution.
- With the exception of service animals, pets are not permitted in Town Recreation Facilities.



- The compliance of the User Groups Equipment Guidelines are the responsibility of the User Group to enforce.
- All participants of drop-in hockey activities are encouraged to wear a helmet and full hockey equipment. Ages 12 and under must wear a helmet.
- Helmets are recommended for all public skaters. Ages 12 and under must wear a helmet.
- Smoking is not permitted within any City facility or within 5 meters of the entrance doors. This refers to all tobacco products, including smokeless tobacco. Any infraction will result in additional charges or future bookings cancelled.
- All users must honor all food service contractual arrangements. The presence and/or consumption of cannabis and alcoholic beverages is not permitted in a recreation facility, except under special terms and a license to do so is provided.
- During emergencies please follow the instructions of the staff.
- Emergency exit maps are located in each facility; area staff can point out their location for your reference.
- Please see staff for assistance or directly call 9-1-1 for a major emergency.
- The Sportsplex is equipped with Automated External Defibrillators (AED's). Please see area staff for location.

As a user of town recreation facilities, you are responsible to make certain that the standards that apply to your sport are followed and for the safety and well-being of players in the sport in which you are involved. If a participant in your sporting activity is injured, you may be liable to that participant if you have:

- o not ensured that proper equipment was used;
- o Failed to properly train participants; failed to properly supervise

the sporting event; allowed a potentially dangerous situation to continue unchecked.

If you have any questions about your liability, consult with your lawyer to make certain that you are properly protected from such claims. The Town's only liability is with respect to the proper maintenance of the sports facility you use.

Two weeks cancellation notice is required when changing your booking in order to give the Town of Olds time to book another user. Otherwise you are responsible for the charges. To cancel please email facilitybookings@olds.ca.



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. A fee may be charged in the event that this does not happen.
- Ensure all coaching staff meets Hockey Alberta coach certifications prior to the Nov 15th deadline.

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.



Coaching Requirements

2019-2020 Coaching Requirements - Must be completed by **November 15, 2019**.

OMHA will reimburse both the head coach and assistant coaches for any course taken from the list below. This does not include mileage or accommodations. Receipts must be submitted to the Treasurer no later than November 30, 2019. A Coach Clinic Reimbursement Form can be found on our website.

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader	Safety
	Initiation	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	Novice							
A, B, C, D (incl. female)	Atom		Head Coach			Head Coach	All Team Officials	One Team Official
	Peewee							
	Bantam							
	Midget							
Elite Female	Bantam*			Head Coach		Head Coach	All Team Officials	One Team Official
	Midget*							
AA	Peewee			Head Coach		Head Coach	All Team Officials	One Team Official
	Bantam*							
	Midget*							
AAA	Bantam				Head Coach	Head Coach	All Team Officials	One Team Official
	Minor Midget							
	Midget Female							
	Midget							
Sports Schools	All							
Junior	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
Senior	Female						All Team Officials**	One Team Official
	Male							

*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that passes HP1 Certified will also be eligible.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level
Development 1 & High Performance 1	Coaches must be “ <i>trained</i> ” by November 15 th of current season, by following seasons November 15 th must be “ <i>certified</i> ” to remain eligible.
	<i>Trained</i> = attended classroom session <i>Certified</i> = passed all post task evaluations

Please note* the above information is sourced from Hockey Alberta’s website, please refer to <https://www.hockeyalberta.ca/coaches/clinic-information/requirements/> for all updated course requirements as well as upcoming clinics.



Role of Team Managers

- OMHA Team Managers are responsible to the Head Coach, who shall be responsible for delegating specific duties. *It is strongly urged that the manager is not the head coach or spouse of.*
- 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.
- Ensure each player has filled out the OMHA medical form which shall remain with the coaching staff/safety person throughout the season.
http://www.oldsminorhockey.com/wp-content/uploads/sites/680/2017/07/OMHA_MEDICAL_FORM_.pdf
- 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. Team Managers responsible for putting in all home and away games, practices will be entered by OMHA scheduler.
- Ensure that the teams have appropriate travel permits, and all game sheets on permit are submitted electronically to HA Zone within 48 hours as stated on your permit or sanction. If suspensions on game sheet send in immediately.
- 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 the wind-up or last game (whichever comes last). Monies returned to parents may not exceed the amount of the cash call. It's suggested to have a bank account in your team name ie: Olds Atom A Grizzlys for tracking purposes. OMHA accounts are held at Mountain View Credit Union.
- 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 that are applicable to their team.
- 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!
- Responsible for organizing your team for and during team pictures. Bring roster label for picture night and respond to photographers email regarding team picture proofing within 72 hours of email.
- Collect jersey bond checks in the amount of \$300 per player from team and hand into division coordinators in sealed and marked envelope. If all jerseys are accounted for at the end of the season, the checks will be destroyed.

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. The 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. Next season, OMHA registration fee reviews and adjustments will aim to capture the costs of the Teamsnap accounts for every team within the association.

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 may 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.

Also note it is expected that all communication sent through TeamSnap will align with OMHA positive participation policy as it is a public means of communication and not to be considered or used as a private messaging resource.



Player Age Eligibility

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

Initiation	4 to 6 year olds
Novice	7 & 8 year olds
Atom	9 & 10 year olds
Pee Wee	11 & 12 year olds
Bantam	13 & 14 year olds
Midget	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 of 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.



OMHA Affiliation Procedure

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 #7.6 (b):

(b) Players registered within the Division of Initiation are not eligible to participate as an Affiliate Player in Provincial games.

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 a 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). *AA affiliate forms must be filled out and emailed to omharegistrar@gmail.com in a PDF format.*



The Female Bantam Elite is able to affiliate any Bantam aged female in OMHA's current draw zone, but must have approval from the OMHA board and Hockey Alberta. *Elite affiliate agreement forms must be filled out and emailed to omharegistrar@gmail.com in a PDF format.*

FYI - OUR CAHL REP HAS NOT CONFIRMED THE FOLLOWING INFORMATION. ONCE WE HAVE THE CORRECT GUIDELINES WILL UPDATE THE COORDINATORS IMMEDIATELY.

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. **In any conflict of information or when in doubt, please refer to Hockey Alberta's Regulation regarding affiliation requirements for final and official ruling.**

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 2019/2020 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). If Bantam A Only has 1 goalie and the Bantam AA elects to use him as an affiliate, the lowest tiered Midget team would then be able to elect to have the Bantam B goalie as an affiliate.

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). If PeeWee A Only has 1 goalie and the PeeWee AA elects to use him as an affiliate, the lowest tiered Bantam team would then be able to elect to have the PeeWee B goalie as an affiliate.

Bantam Female Elite selects from Bantam Female and other Bantam Teams within the Draw Zone. Can select up to 4 PeeWee players. Can also select Females playing on a boys team with HA approval.

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 OMHA's ice scheduler (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 notify the ice scheduler 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 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 at omhaiceboss@gmail.com
- EVERY EXHIBITION GAME REQUIRES A SANCTION PERMIT so must go through OMHA.
- Each team will be allotted two exhibition games to be used prior to the end of the season, including playoffs and provincials. If not used there is no ice time or financial value owed to the team, and does not entitle the team to any owed ice at the end of the season for extra practices, windup, etc. You may book more than two exhibition games, extra and/or extended practices but will be required to pay for the ice and referees when applicable. The cost for ice and referees can be found in the table below:

Level	Ice Time (Hrs)	Total Ice Cost	Ref Cost	Total
Initiation	1.25	\$137.81	\$40.00	\$177.81
Novice	1.5	\$165.38	\$40.00	\$205.38
Atom/Atom Female	1.5	\$165.38	\$85.00	\$250.38
Peewee AA	2.25	\$248.06	\$120.00	\$368.06
Peewee/PW Female	2	\$220.50	\$110.00	\$330.50
Bantam AA	2.5	\$275.63	\$146.00	\$421.63
Bantam/Bantam Female	2	\$220.50	\$136.00	\$356.50
Bantam Female Elite	2.25	\$248.06	\$146.00	\$394.06
Midget AA	2.5	\$275.63	\$166.00	\$441.63
Midget/Midget Female	2.5	\$275.63	\$146.00	\$421.63

- 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 atom and above. Intro to hockey including Initiation and Novice require a travel permit and sanction number for every game.



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

Tournament/exhibition games played outside your home association 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.
- Any travel permit requests not on the proper form will not be accepted
- Please follow all instructions on your approved travel permit to submit game sheet with the E-gamesheet process.
- **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 the OMHA Registrar, at 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 match penalty 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 game sheet. If the Head Coach is absent, an Assistant Coach is to sign and verify the game sheet. 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. This year we have the following divisions hosting tournaments: Novice Male, Atom Male, Bantam Male and PeeWee Female.
- Division coordinator must have the tournament layout to the scheduler by October 15th for ice booking.
- 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 already exists for all divisions. All cheques issued must have two signatures: the Division Coordinator and a Manager from another host team chosen by the Division Coordinator. Changes to the signing authority must be approved by the Board at a monthly Board Meeting. At that time, documentation will be sent to the appropriate Coordinator to start the process of changing signing authority with the Mountain View Credit Union.
- All reimbursements must be accompanied by an expense claim form as well as all receipts.
- A tournament budget must be submitted to the treasurer at omhatreasurer@gmail.com 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 Bookmark 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.
- A tournament bin of supplies is available at the office – talk to an OMHA Board Member
- Once the tournament has ended and all expenses (including team payouts) have been paid, all tournament documentation must be turned into the Treasurer for accounting purposes.



Sample Tournament Budget

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

Level: Peewee | based on 2 host teams and 10 teams attending.

Expenses	Budget	Actual
Ice - 20 games @ 2 hours at \$105.00/hour	\$3,990.00	
Ref's 20 games at \$110.00/game	\$4,200.00	
Ref in charge fee (10% of total ref costs)	\$420.00	
Sanction Permit - \$15/host team	\$30.00	
OMHA Tournament Fee - \$400/host team	\$800.00	
Office Expenses (programs, etc.)	\$100.00	
Trophies & Banners	\$500.00	
Player Gifts - 210 players @ \$11.00/player	\$2,310.00	
Heart & Hustle - 20 players x \$10.00/player	\$200.00	
MVP - 20 players x \$10.00/player	\$200.00	
Sub Total of Expenses	\$12,750.00	\$0.00
Revenue		
Team 1 - A	\$1300.00	
Team 2 - A	\$1300.00	
Team 3 - A	\$1300.00	
Team 4 - A	\$1300.00	
Team 5 - A	\$1300.00	
Team 1 - B	\$1300.00	
Team 2 - B	\$1300.00	
Team 3 - B	\$1300.00	
Team 4 - B	\$1300.00	
Team 5 - B	\$1300.00	
50/50's		
Raffle Table		
Sponsorship/Donations		
Sub Total of Revenues	\$13,000.00	\$0.00
Net Profit	\$250.00	\$0.00
Share to Each Team	\$125.00	\$0.00



Referee's Rates
2019/2020

Level	Ref Cost	Spilts
Initiation	\$40.00	20-20
Novice	\$40.00	20-20
Atom/Atom Female	\$85.00	32-25-25
Peewee AA	\$120.00	48-36-36
Peewee/PW Female	\$110.00	44-33-33
Bantam AA	\$146.00	58-44-44
Bantam/Bantam Female	\$136.00	54-41-41
Bantam Female Elite	\$146.00	58-44-44
Midget AA	\$166.00	66-50-50
Midget/Midget Female	\$146.00	58-44-44

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

Game Length: These rates are for games that are 1.5hrs in length or longer. MHA's, Leagues or Teams may negotiate a lower rate with Hockey Alberta's Officials Committee Chair, or designate, for any games shorter in duration.



OMHA Tournament Dates 2019-2020

DIVISION	DATE	SANCTION NUMBER
Initiation	TBD (season end 2020)	TBD
Contact - Jen Lyle - omha.initiation@gmail.com		
Novice	TBD	
Atom	November 15-17 2019	HA-19337822
Contact - Melissa Hammer - oldsatom@gmail.com		
PeeWee Female	January 3-5, 2020	HA-19337825
Contact Dani Thorburn - omha.atom.peewee.female@gmail.com		
Bantam	December 27-29, 2019	HA-19337824
Contact - Kendra Visser - omha.bantam@gmail.com		
Bantam AA	January 16-19 2020	HA-19337826
Contact - Gary Gaudette - sales@grizzlys.com		
Midget AA	November 28-Dec 1 2019	HA-19337823
Contact - Gary Gaudette - sales@grizzlys.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 playdowns.
- Every OMHA hockey team eligible for provincials **MUST** advise the OMHA Registrar if they wish to participate or not, no later than November 30th. 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 \$200 fee to OMHA as set by the board each year. This is to cover the additional costs 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 . 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



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 or call (403) 342-6777 ext. 101
- For further information regarding Hockey Canada injury and insurance, please refer to the team safety binder or contact OMHA Safety Leads.
- Forms can be downloaded from:

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
- OMHA Medical Form
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
- Travel Permit Request
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
- Named Player Affiliation Agreement
<http://www.hockeyalberta.ca/uploads/source/Forms/2016-17%20NEW%20LOGO/Minor/Named%20Player%20Affiliation%20Agreement.pdf>
- Coach Clinic Reimbursement Form
<http://www.oldsminorhockey.com/about/forms>

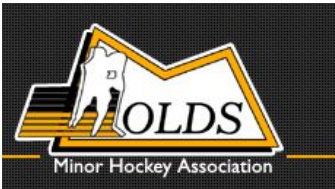
****These forms can be printed from the Olds Minor Hockey Website (www.oldsminorhockey.com) from the Manager's page****



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

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): 1st 2nd 3rd 4th 5th 6th What position will you be playing this year?

Explain "Yes" answers below:

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



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?
(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 ___

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

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

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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

- | | | | | | |
|--|---|---|--|--|----------------------------------|
| Head
<input type="checkbox"/> Eye Area <input type="checkbox"/> Throat <input type="checkbox"/> Dental | <input type="checkbox"/> Face <input type="checkbox"/> Skull | Back
<input type="checkbox"/> Neck <input type="checkbox"/> Upper | <input type="checkbox"/> Lower | Trunk
<input type="checkbox"/> Ribs <input type="checkbox"/> Chest | <input type="checkbox"/> Abdomen |
| Arm: <input type="checkbox"/> Left <input type="checkbox"/> Right | <input type="checkbox"/> Collarbone <input type="checkbox"/> Elbow | Leg: <input type="checkbox"/> Left <input type="checkbox"/> Right | <input type="checkbox"/> Knee <input type="checkbox"/> Toe | Pelvis
<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"/> Other | <input type="checkbox"/> Thigh <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 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 15th of Current Hockey Season
JUNIOR HOCKEY AFFILIATION DEADLINE: January 15th of Current Hockey Season

Player 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.

