

Olds Minor Hockey Association



Coach/Manager's Manual

2022-2023

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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Table of Contents

<u>Important Dates</u>	3
<u>Respect in Sport</u>	4
<u>Required Player Equipment</u>	4
<u>OMHA Apparel Guidelines</u>	5
<u>OMHA Board List 2022-2023</u>	6
<u>Sportsplex Staff - Town of Olds</u>	7
<u>Role of Coaches</u>	9
<u>Coach Certification Requirements</u>	10
<u>Role of Team Managers</u>	11
<u>Player Age Eligibility</u>	13
<u>Carding - Player/Team - Hockey Canada/Alberta</u>	13
<u>OMHA Affiliation Procedure:</u>	14
<u>Scheduling</u>	18
<u>Game/Practice Changes</u>	18
<u>Exhibition Games</u>	19
<u>Travel Permits</u>	20
<u>Game Sheets</u>	21
<u>CAHL Game Sheet Requirements</u>	21
<u>RMFHL Game Sheet Requirements</u>	21
<u>OMHA Hosted Tournaments</u>	22
<u>Sample Tournament Budget</u>	23
<u>Referee's Rates</u>	24
<u>OMHA Tournament Dates</u>	24
<u>Provincials</u>	25
<u>Grievances</u>	26
<u>Injury Reports</u>	26
<u>FORMS</u>	27



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.**

January 15:

Hockey Teams may use Players from an affiliated Hockey Team as per Hockey Canada Regulations. It should be noted, however, that such affiliations must be registered, filed with and endorsed by the CEO, or designate, not later than January 15 at 5:00PM MST

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.



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 Initiation 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.

An approved apparel catalogue from Digger sports is available on the OMHA website for the 2022/23 season. **ALL** other apparel requests or questions may be forwarded to omha.apparel@gmail.com

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.



2022-2023 Board of Directors

Position	Name		Email Address
Past President	Richard McDonald		omhapastpresident@gmail.com
President	Rob Turville		omhapresident@gmail.com
Vice President	Pat Turville		omhvicepresident@gmail.com
Treasurer	Renee Shultz		omhatreasurer@gmail.com
Secretary	Apryl Webb		oldsmminorhockey@gmail.com
U18 Coordinator	Keara Miller		oldsmminorhockey.u18@gmail.com
U15 Coordinator	Margo Nygard		oldsmminorhockey.u15@gmail.com
Mainstream Female Coordinator	Amanda Clark		omha.mainstreamfemale@gmail.com
U13 Coordinator	Vanessa Hardy		oldsmminorhockey.u13@gmail.com
U11 Coordinator	Cody Andersen		oldsmminorhockey.u11@gmail.com
Elite Female Coordinator	Dani Thorburn		omha.elitefemale@gmail.com
U9 Coordinator	Sam Lutz		oldsmminorhockey.u9@gmail.com
U7 Coordinator	Michelle Jaffary		oldsmminorhockey.u7@gmail.com
SCAHL Director	James Ulry		omha.scahl@gmail.com
CAHL Director	Patrick McDonald		omha.cahl.director@gmail.com
RMFHL Director	Amanda Clark		See Mainstream Female Coordinator
Safety Lead	Clint McFarland		oldsmminorhockey.safety@gmail.com
Concession & Fundraising Director	Lindsay Martinson		omha.concession.fundraising@gmail.com
Evaluations Coordinator	Clay Awe		omha.evaluations@gmail.com
Apparel Coordinator	Nikki Grover		omha.apparel@gmail.com

Non-Board Positions

Head Referee - Kyle Hohenwarter - kylehohenwarter19@gmail.com

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

Concession Manager - Linda Van Vlaanderen - concession.omha@gmail.com

CAHL Governor -
 1. Jill Zurkan
 2. Bev Lunde

Safety Co-Leads
 1. Clint McFarland - oldsmminorhockey.safety@gmail.com
 2. Vacant



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 canceled.
- 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

2022-2023 Coaching Requirements - Must be completed by **November 15, 2022**.

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 30th, 2022**. A Coach Clinic Reimbursement Form can be found on our website.

2022-23 Coaching Requirements - Must be completed by **November 15, 2022**.

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. Example – Coach takes HP1 in 2022 they have until Nov 15 th 2023 to complete Certification. <i>Trained</i> = attended classroom session <i>Certified</i> = passed all post task evaluations

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
ALL	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
TIERS 1 - 6 (Incl. female)	U11		Head Coach			Head Coach	All Team Officials	One Team Official
	U13							
	U15							
	U18							
ELITE FEMALE	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*							
AA	U13			Head Coach		Head Coach	All Team Officials	One Team Official
	U15*							
	U16*							
	U18*							
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official
	U17							
	U18 Female							
	U18							
ACCREDITED 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 U15 & U18 AA and Elite Female, where D1 is required, any Head Coach that posses HP1 will also be eligible. Coaches to be either CERTIFIED or be within their one-year TRAINING period.

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

MORE CLINICS WILL BECOME AVAILABLE FOR REGISTRATION ONCE FACILITIES ARE SECURED.

If there are none in your region, please continue checking back or contact your local Regional Centre

Please note* The above information is sourced from Hockey Alberta’s website, please refer to <https://www.hockeyalberta.ca/coaches/clinic-information/> 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.
https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.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, schedule and Health check for every scheduled team event. Team Managers responsible for putting in all home and away games, practices will be entered by OMHA scheduler. Extra practices are the responsibility of the manager.
- Ensure that the teams have appropriate travel permits. If your team receives an Official's Report during this event, the Official's Report and game sheet must be emailed within 24 hours incident to your Region's Minor Discipline Coordinator or Division of Hockey Chair: (Central) Daryl Pickering disciplinecentral1@hockeyalberta.ca
- When hosting an exhibition game: Team managers must book the ice with the OMHA ice scheduler (omhaiceboss@gmail.com) and also provide all required information for the game sanction number to be acquired. Within 24hrs of the game completion managers must follow the link on the permit to submit the E-Game sheet to Hockey Alberta.
- After games, timely filing of game sheets per appropriate regulations. Scan game sheets as required for travel permits, sanctions 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 U11 A Grizzlys for tracking purposes. (It is strongly suggested to assign a Treasurer on each team to assist with team finances)
- Active participant in the tournament hosted by OMHA of their age division – together with OMHA Coordinator.
- Abides by SCAHL, CAHL, AFHL, 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.
- 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 (dated March 31st, 2023) in the amount of \$300 per player from families and hand them into division coordinators in a sealed envelope with roster sticker on the outside. If all jerseys are accounted for at the end of the season, the checks will be destroyed.
- 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. This is now no additional charge to your team.

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.

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:

U7	4 to 6 year olds
U9	7 & 8 year olds
U11	9 & 10 year olds
U13	11 & 12 year olds
U15	13 & 14 year olds
U18	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 (HCR Roster) 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 to Hockey Alberta prior to their first league game or November 15 – whichever comes first.
- Any hockey team (OMHA U13 to U18) **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.
- U11 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. 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.** U7 teams will be provided with up to 6 cards purchased by OMHA.



OMHA Affiliation Procedure

From Hockey Alberta Minor Regulation #7.16: *7.16 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” for the affiliated team. 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. Exception: Any player registered in the U9 division, affiliated to the U11 division, must have completed their hockey season in full (including exhibition games and festivals) to affiliate beyond a 10th game.*

7.7 Affiliated players will NOT be permitted to replace suspended Players.

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. U15 A coach contacts U15 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. U15 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.

7.17 Appearance of an Affiliate Player’s name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report. All Affiliated Players being used in a game must be marked “AP” on the game record.

7.4 Affiliation and the use of Affiliates will only be recognized where: (a) Affiliation has been filed in accordance with the following tiering grid as hereby defined vertically and laterally, using the team’s designated tiering placement at the time of filing:



U18	U15		
Tier 1	Tier 1	U13	
Tier 2		Tier 1	U11
Tier 3			HADP
Tier 4	Tier 2		
Tier 5	Tier 3		
Tier 6	Tier 4	Tier 2	
	Tier 5	Tier 3	Tier 1
	Tier 6	Tier 4	Tier 2
		Tier 5	Tier 3
		Tier 6	Tier 4
			Tier 5

Example: Team “A” plays in the U18 Tier 3 category of their league. Team “A” would be eligible to affiliate players from within their MHA playing on teams competing at U18 Tier 4, 5 or 6; as well as teams playing U15 Tier 1, 2, 3, 4, 5 or 6.

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. U18 AA affiliating a U15 AA player that did not try out for U18 AA). *AA affiliate forms must be filled out and emailed to omharegistrar@gmail.com in a PDF format.*

The Female U15 Elite is able to affiliate with any U15 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.*



CAHL Affiliation information below

l) a) For the purpose of affiliation of U7 to U9 the Hockey Alberta Regulations will allow to affiliate to replace players on their roster for the reasons specified in the Hockey Alberta Regulations. b) For the purpose of affiliation in the U11, U13, U15 and U18 Divisions this will be followed for all league games as identified below: affiliation players outside of the team's Division of play may only be used to bring the total number of players not including goalies to a maximum of fifteen (15) less the number of suspended players. Injured or absent players do not have to be included in the total number of players. These players must be approved prior to participating by the Vice President of the division or the President when using affiliates from a lower division. affiliation players within a team's Division of play may only be used to bring the total number of players not including goalies to a maximum of fifteen (15) less the number of suspended players. As per Regulations 1 g) - these players do not require the approval from the Vice President of the division or the President. c) Additionally for the purpose of affiliation in the U11, U13, U15 and U18 Divisions: at any time the number of players on a team's game roster is reduced below 10 players and 2 goalies due to suspensions, the CAHL Division Vice President or President will approve for the team to affiliate to a maximum of 10 players and two goalies. it is expected that teams do not use affiliation to increase roster size to strengthen their team roster. During the CAHL Tiering Round and Regular Season, teams will be allowed to affiliate for player development reasons to maximum of 15 skaters and 2 goalies. no team shall increase their team roster size by way of affiliation during playoffs.

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 tryouts 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 2022/23 Season:

U18 AA selects from U18 A (CAHL), U15 AA and any other U18 teams within the AA Draw Zone.

U18 A (CAHL) affiliates entire roster from U18 B (CAHL). If there is no U18 B team then they affiliate the entire roster of U15 A (minus the 4 players selected by the U15 AA team).

U18 B (CAHL) affiliates entire roster from U18 C (CAHL). If there is no U18 C team then they affiliate the entire roster of U15 A (minus the 4 players selected by the U15 AA team). If U15 A Only has 1 goalie and the U15 AA elects to use him as an affiliate, the lowest tiered U18 team would then be able to elect to have the U15 B goalie as an affiliate.

U18 Female selects from U15 Female Elite and U15 Female.

U15 AA selects any or all from U13 AA and any other U15 teams within the AA Draw Zone, plus they can select a maximum of 4 players from U15 A (CAHL) team.

U15 A (CAHL) affiliates entire roster from U15 B (CAHL). If there is no U15 B team then they affiliate the entire roster of U13 A (minus the 4 players selected by the U13 AA team).



U15 B (CAHL) affiliates entire roster from U15 C (CAHL). If there is no U15 C team then they affiliate the entire roster of U13 A (minus the 4 players selected by the U13 AA team). If U13 A Only has 1 goalie and the U13 AA elects to use him as an affiliate, the lowest tiered U15 team would then be able to elect to have the U13 B goalie as an affiliate.

U15 Female Elite selects from U15 Female and other U15 Teams within the Draw Zone. Can select up to 4 U13 players. Can also select Females playing on a boys team with HA approval.

U15 Female selects from U13 Female.

U13 Female selects from U11 Female.

U13 AA selects any or all from any other U13 teams within the AA Draw Zone, plus they can select a maximum of 4 players from U13 A (CAHL) and a maximum of 4 players from U11 A (CAHL).

U13 A (CAHL) affiliates entire roster from U13 B (CAHL). If there is no U13 B team then they affiliate the entire roster of U11 A (minus the 4 players selected by the U13 AA team).

U13 B (CAHL) affiliates entire roster from U13 C (CAHL). If there is no U13 C team then they affiliate the entire roster of U11 A (minus the 4 players selected by the U13 AA team).

U11 A (CAHL) affiliates entire roster from U11 B (CAHL).

U11 B (CAHL) affiliates entire roster from U11 C (CAHL). If there is no U11 C team then they affiliate the entire roster of U9 A.

U11 C (CAHL) affiliates entire roster from U9 A (CAHL).

U11 Female selects from U9 Female Players.

U9 Travel (CAHL) affiliates entire roster from U9 In House (CAHL).

U9

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.**
Check your respective league website information or email your league Governor for all regulation information.



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. Once your ice time is booked, send a game sanctioning request to the OMHA ice Scheduler.
 - Use Google Form under Team Officials>Team Manager
- 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
U7	1.25	\$137.81	\$40.00	\$177.81
U9	1.25	\$137.81	\$40.00	\$205.38
U11/U11 Female	1.75	\$192.94	\$88.00	\$280.94
U13 AA	2.25	\$248.06	\$123.00	\$371.06
U13/U13 Female	2	\$220.50	\$118.00	\$338.50
U15 AA	2.5	\$275.63	\$150.00	\$425.63
U15/U15 Female	2	\$220.50	\$139.00	\$359.50
U15 Female Elite	2.25	\$248.06	\$150.00	\$398.06
U18 AA	2.5	\$275.63	\$170.00	\$445.63
U18/U18 Female	2.5	\$275.63	\$150.00	\$425.63

- Once exhibition games are booked the ice can only be canceled 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 required for any team that is traveling to any tournament or exhibition game being held at a location outside of its MHA boundaries.
- 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.**

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 Ice scheduler using the Google form on the OMHA website. 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 Google form will not be accepted
- Please follow all instructions on your approved travel permit to submit any Official's Reports that occurred during your game within 24hrs.
- **Do not wait until the day before leaving to submit your travel permit. You may not be granted one!**
- A link to the travel permit request form is included in the Forms section.



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.
- Injured players should be identified by a “INJ” beside their name.
- All “home game” league game sheets must be completed and signed by both teams, on-ice officials & off-ice officials. Managers CAN NOT sign the game sheet unless they are carded to the team.
- **ALL game sheets (league, exhibition and tournament) that have a referee report, 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. For example, “SUSP 1 of 2” must be written beside the suspended player. (or the amount of games that player is suspended).
- Exhibition games **do not** count as served suspended games. Players/team officials **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

Refer to CAHL website and information sent out by your division governor at the beginning of the season.

RMFHL Game Sheet Requirements

Refer to RMFL Team Manager Manual located on the RMFHL website under the Manager tab



OMHA Hosted Tournaments

- Each team in every division must participate in their own tournament. This year we have the following divisions hosting tournaments: U11 Male, U18 Male, U11/13/18 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 a 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: U13 | 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
2022/23

Level	Ref Cost	Spilts
U7	\$40.00	20-20
U9	\$40.00	20-20
U11/U11 Female	\$88.00	36-26-26
U13 AA	\$123.00	49-37-37
U13/U13 Female	\$118.00	46-36-36
U15 AA	\$150.00	60-45-45
U15/U15 Female	\$139.00	55-42-42
U15 Female Elite	\$150.00	60-45-45
U18 AA	\$170.00	68-51-51
U18/U18 Female	\$150.00	60-45-45

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 2022/23

DIVISION	DATE	SANCTION NUMBER
U11	Oct 7th-9th	HA# Canceled
U18	Nov 11th-13th	HA#22360289
Female	Dec 2nd-4th	HA#22360377 HA#22360376 HA#22360377



Provincials

8. Minor Hockey Provincials

8.1 General Regulations

The Elite Male Hockey Committee and AA Hockey Committee determines regulations regarding the participation of Teams in Provincial Championships within the AAA and AA Hockey stream.

(a) Hockey Alberta will conduct competitions in minor hockey for the following Divisions and recognizes that all Provincial competitions are for the purpose of determining the championship team in any category.

(i) U18 "Tier 1", "Tier 2", "Tier 3" and "Tier 4" – Teams that participate within a Hockey Alberta recognized Tiered Minor Hockey League at the U18 categories noted above will be eligible to participate at the Provincial Championships at the same category.

(ii) U15 "Tier 1", "Tier 2", "Tier 3" and "Tier 4" – Teams that participate within a Hockey Alberta recognized Tiered Minor Hockey League at the U15 categories noted above will be eligible to participate at the Provincial Championships at the same category.

(iii) U13 "Tier 1", "Tier 2", "Tier 3" and "Tier 4" – Teams that participate within a Hockey Alberta recognized Tiered Minor Hockey League at the U13 categories noted above will be eligible to participate at the Provincial Championships at the same category.

(b) Any MHA, whose team(s) fail to fulfill its' commitment to participate shall be ineligible for Provincials in the subsequent season, unless a reinstatement fee of \$700.00 is paid to Hockey Alberta on or before October 15th of that calendar year. All Team Officials of the Team failing to fulfill its' commitments to Provincials, shall be suspended, beginning May 1st of that calendar year, for a minimum of one (1) year. At the discretion of the Minor Leagues Committee Chair (where exceptional circumstances beyond the control of the Team Officials and/or the MHA precluded participation in the Provincials) the LMHA's reinstatement fee and/or suspensions of Team Officials may be waived.



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 oldsmajorhockey.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. (this form can also be found in your team safety binder)
- Hockey Canada Return to Play form must be filled out when the player is ready to return to the ice. Return to Play form must be signed by a physician or accompany a doctor's note.(this form can also be found in your team safety binder)
- Hockey Canada and each of the Branches of which Hockey Canada is comprised, are 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.
- **Any time an Injury report is filled out and filed, a Return to Play form must also be filled out before the player returns to the ice.**
- For further clarification on any of the above, or if you did not see your question here, please email: amarriott@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/2022-2023_cahl_game_regulations_manual.pdf
- OMHA Medical Form
https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/player_med_info_e.pdf
- Hockey Canada Injury Report
http://media.hometeamsonline.com/photos/hockey/OLDSMINORHOCKEY/InjuryReport_Alberta.pdf
- Travel Permit Request
<http://www.oldsminorhockey.com/wp-content/uploads/sites/680/2019/10/OMHA-Travel-Permit-Request.doc>
- RMFHL Game Change Request
http://rmfhl.com/files/rmfhl_game_change_sheet.pdf
- CAHL Game Change Request
http://cahlhockey.net/files/cahl_game_change_form_2015.xls
- Named Player Affiliation Agreement (AA Teams)
<https://www.hockeyalberta.ca/uploads/source/Forms/NamedPlayerAffiliationAgreement.pdf>
- Coach Clinic Reimbursement Form
<http://www.oldsminorhockey.com/about/forms>
- OMHA Exhibition Game Permit Request
<https://docs.google.com/forms/d/1otbKTYqDiq3n0Tm9qqiGBnCMvGLO04D0ijLzR2UAFLQ>

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

