

Olds Minor Hockey Association



Coach/Manager's Manual

2023-2024

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:

Deadline for coach reimbursement for any Hockey Alberta coach education requirements taken this season.
NO EXCEPTIONS

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 release any hockey player.

February 10:

- Final date to register any minor hockey player for the current hockey season



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 2023/24 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.



2023-2024 Board of Directors

Position	Name		Email Address
Past President	Rob Turville		omhapastpresident@gmail.com
President	Jeremy Haaland		omhapresident@gmail.com
Vice President	Brad McDermid		omhavicepresident@gmail.com
Treasurer	Stephanie Winther		omhatreasurer@gmail.com
Secretary	Dawn Jones		oldsmminorhockey@gmail.com
U18 Coordinator	Keara Miller		oldsmminorhockey.u18@gmail.com
U15 Coordinator	Vanessa Hardy		oldsmminorhockey.u15@gmail.com
Female Coordinator U11/U13	Amanda Clark		omha.mainstreamfemale@gmail.com
U13 Coordinator	Heather Boone		oldsmminorhockey.u13@gmail.com
U11 Coordinator	Steve Lyle		oldsmminorhockey.u11@gmail.com
Female Coordinator U15/U18	Jennifer Jackson		omha.femalehockey@gmail.com
U9 Coordinator	Tyler Klausen		oldsmminorhockey.u9@gmail.com
U7 Coordinator	Cody Anderson		oldsmminorhockey.u7@gmail.com
SCAHL Director	James Ulry		omha.scahl@gmail.com
CAHL Director	Llonda Leaver		omha.cahl.director@gmail.com
RMFHL Director	Amanda Clark		See Mainstream Female Coordinator
Safety Lead	Clint McFarland		oldsmminorhockey.safety@gmail.com
Concession & Fundraising Director	Amanda McGee		omha.concession.fundraising@gmail.com
Evaluations Coordinator	Chris Overwater		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. Bev Lunde
2. Sara Willert

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 in 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.

Two week 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 adjust the booking 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 an 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 hung 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

2023-2024 Coaching Requirements - Must be completed by **November 15, 2023**.

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, 2023**. A Coach Clinic Reimbursement Form can be found on our website.

2023-24 Coaching Requirements - Must be completed by **November 15, 2023**.

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 U9	1 Coach per 10 players					All Team Officials	One Coach per 10 players
TIERS 1 - 6 (incl. female)	U11 U13 U15 U18		Head Coach			Head Coach	All Team Officials	One Team Official
ELITE FEMALE	U15* U18*			Head Coach		Head Coach	All Team Officials	One Team Official
AA	U13 U15* U16* U18*			Head Coach		Head Coach	All Team Officials	One Team Official
AAA	U15 U17 U18 Female U18				Head Coach	Head Coach	All Team Officials	One Team Official
ACCREDITED SCHOOLS	All							
JUNIOR	A B, C, Female				Head Coach		All Team Officials**	One Team Official
SENIOR	Female Male						All Team Officials**	One Team Official

*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.

NCCP CLINICS ARE NOW BEING CONFIRMED AND BOOKED FOR 2023-24 SEASON. CLINICS FOR THE 2023-24 SEASON WILL OPEN FOR REGISTRATION IN SEPTEMBER 2023.

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 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.
- For the upcoming 2023-24 season, Hockey Alberta has removed the requirement of obtaining a travel permit for any exhibition games (U11 and older divisions) or one-time events (Intro to Hockey, U7 and U9 divisions) **that take place within the province.**

Please note that travel permits are still mandatory for all tournaments (U11 and older divisions) and festivals (Intro to Hockey, U7 and U9 divisions) that a team attends and for any exhibition games hosted outside of the province.

- 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 for collecting 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 is 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, 2024) 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 #7.15: *7.15 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.

Exception: In the event a team’s roster falls below twelve (12) registered skaters (excluding goaltenders) due to suspensions, that team will be permitted the ability to use affiliation to return their roster size to a maximum of twelve (12) skaters plus goaltenders.

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.

7.16 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	U11
Tier 2		Tier 1	HADP
Tier 3			
Tier 1 NBC	Tier 2		
Tier 2 NBC	Tier 3		
Tier 3 NBC	Tier 1 NBC	Tier 2	
	Tier 2 NBC	Tier 3	Tier 1
	Tier 3 NBC	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 1 NBC, 2 NBC or 3 NBC; as well as teams playing U15 Tier 1, 2, 3, 1 NBC, 2 NBC or 3 NBC.

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.*



CAHL Affiliation information, please see page 3 of the CAHL Game Regulations Manual (found on the CAHL website)

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 2023/2 Season:

U18 AA selects from U18 A (CAHL), U15 AA and any other U18 player that tries out for the AA team within the draw area.

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.

U15 AA selects any or all from U13 AA and any other U15 player that tries out for the AA team within the draw area, 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 selects from U13 Female.

U13 Female selects from U11 Female.

U13 AA selects any or all from any other U13 player that tries out for the AA team within the draw area,, 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 A (CAHL) affiliates entire roster from U9 B (CAHL)

U9 B (CAHL) affiliates entire roster from U9 House

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 and 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	\$144.38	\$40.00	\$184.38
U9	1.25	\$144.38	\$40.00	\$184.38
U11/U11 Female	2.0	\$231.00	\$90.00	\$321.00
U13 AA	2.25	\$259.88	\$126.00	\$385.88
U13/U13 Female	2.0	\$231.00	\$121.00	\$352.00
U15 AA	2.5	\$288.75	\$154.00	\$442.75
U15/U15 Female	2.0	\$231.00	\$142.00	\$373.00
U18 AA	2.5	\$288.75	\$174.00	\$462.75
U18/U18 Female	2.25	\$259.88	\$154.00	\$413.88

- 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

U11 and older

Effective for the 2023-24 season, a Travel Permit is not required for exhibition games hosted within Alberta. Travel Permits are still required for all tournaments, and for exhibition games outside of the province.

U7 & U9

Effective for the 2023-24 season, a Travel Permit is not required for One-Time Events hosted within Alberta. Travel Permits are still required for all Festivals, and for One-Time Events outside of the province.



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 an “**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: U9, U13 Mainstream, U15 Mainstream.
- 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 Connect First 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 and 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 2023/24

2023-24 HOCKEY ALBERTA OFFICIALS RATES SHEET



Category of Hockey	Game Rate (4)	4 official split	Game Rate (3)	3 official split
USport Male	500	160-160-90-90		
USport Female	500	160-160-90-90		
ACAC Male	446	127-127-96-96	320	128-96-96
ACAC Female	268	74-74-60-60	210	90-60-60
Senior Male AAA	384	111-111-81-81	282	120-81-81
Senior Female AAA	328	90-90-74-74	242	94-74-74
Senior Male	342	95-95-76-76	252	100-76-76
Senior Female	220	61-61-49-49	164	66-49-49
Junior A (AJHL)	394	115-115-82-82	289	125-82-82
Junior B	304	84-84-68-68	225	89-68-68
Junior C	238	65-65-54-54	180	72-54-54
Junior Female (AJFHL)	220	61-61-49-49	164	66-49-49
U18 AAA (AEHL), U18 Prep (CSSHL)	284	79-79-63-63	210	84-63-63
U18 AAA Female (AFHL), U18 Female Prep (CSSHL)	234	65-65-52-52	174	70-52-52
U18 AA, U18 Varsity (CSSHL)	234	65-65-52-52	174	70-52-52
U18 AA Female (AFHL), U18 Female Varsity (CSSHL)	218	60-60-49-49	164	66-49-49
U18	206	57-57-46-46	154	62-46-46
U17 AAA (AEHL)	256	71-71-57-57	193	79-57-57
U16 (CSSHL)	252	70-70-56-56	190	78-56-56
U16 AA	234	65-65-52-52	174	70-52-52
U15 AAA (AEHL), U15 Prep (CSSHL)	220	61-61-49-49	164	66-49-49
U15 AA, U15 Varsity (CSSHL)	206	57-57-46-46	154	62-46-46
U15 AA Female (AFHL)	206	57-57-46-46	154	62-46-46
U15	192	53-53-43-43	142	56-43-43
U13 AA			126	50-38-38
U13 AA Female (AFHL)			126	50-38-38
U13			121	47-37-37
U11			90	38-26-26
Intro to Hockey (U9 and optional at U7)			60/40	20-20-20*/20-20
Para Hockey (**two officials)			112**	56-56
Adult Rec (**two officials)			150**	75-75

***Intro to Hockey (Half-ice U9 & optional at U7)** When using two first year officials a paid **SHADOW** (official with two years experience) will be on the ice to mentor the young officials, dressed in a helmet with visor, skates and track suit. The **SHADOW** program should be used until the end of December. When used the game rate increases from \$40 to \$60 to accommodate the **SHADOW** official.

Mileage & Travel: Mileage for the official travelling the furthest distance (round trip) shall be paid mileage according to Hockey Alberta's approved rate of 41cents/km. In addition to the mileage fee, the officials (driver and each passenger) will receive a "Travel Rate":

Kilometers Traveled	Travel Rate	Kilometers Traveled	Travel Rate	Kilometers Traveled	Travel Rate	Kilometers Traveled	Travel Rate
0-50 km	\$0	201-300 km	\$30	301-400 km	\$40	501-600 km	\$60
51-100 km	\$10	101-200 km	\$20	401-500 km	\$50	601-700 km	\$70

Late or Early Games: Games scheduled to end after 11:30pm any day, start prior to 7:00am any day, or start prior to 5:00pm on a weekday (excluding Provincial Tournaments) are subject to 1.5 times the game fee.



OMHA Tournament Dates 2023/24

DIVISION	DATE	SANCTION NUMBER
U13	Nov 10th-12th	#HA-23370813
U15	Dec 8th-10th	#HA-23370962
U9	Feb 9th-10th	#HA-23370801

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 1 NBC" – 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 1 NBC" – 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 \$1000.00 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****

