



Olds Minor Hockey Association Coach and Manager's Manual 2024-2025

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.

Email: oldsminorhockey@gmail.com
Website: www.oldsminorhockey.com

Olds Minor Hockey Association
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***Please note that the content of this document may be subject to change pending policy discussions or other changes identified by the Olds Minor Hockey Board of Directors at their upcoming board meeting.**

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. All carded team officials (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.***

December 15:

Deadline for submission of coach certification reimbursements for any Hockey Alberta coach education requirements taken this season. **Certification expenses submitted after this deadline will not be reimbursed, without exception.**

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, no later than January 15 at 5:00 p.m. 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.

Completion of the Respect in Sport “Parent Program” for each family of every player is 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”. The program can be 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. The program does not have to be completed all at once.

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

Apparel Guidelines

**** Please note that this section is subject to change until the Olds Minor Hockey Board of Directors finalizes the Apparel and Equipment Policy and Procedure at their November board meeting.***

The following parameters have been created by Olds Minor Hockey to help our members and teams purchase apparel:

- Olds Minor Hockey adopted the name "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.
- OMHA has selected a line of apparel that will give our Association an identity that will be recognized in Olds and any place Olds Minor Hockey 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 four companies have approval to use the OMHA name and logos, they are Grand Central Stitchin', Sixth Stake, Mountain West and Digger Sports.
- The approved colors for all Association purposes are: black, gold, and white. Identifiable garments must 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.
- An approved apparel catalogue from Digger sports is available on the OMHA website for the 2024/25 season. All other apparel requests or questions may be forwarded to apparel@oldsminorhockey.com.
- The coaching staff of any team in breach may be suspended indefinitely, pending a hearing.

2024-2025 Board of Directors

Position	Name	Email Address
President	Jeremy Haaland	president@oldsminorhockey.com
Vice President	Steve Lyle	vicepresident@oldsminorhockey.com
Treasurer	Stephanie Winther	treasurer@oldsminorhockey.com
Secretary	Claire Rosehill	secretary@oldsminorhockey.com
U18 Coordinator	Keara Miller	u18@oldsminorhockey.com
U15 Coordinator	Vanessa Hardy	u15@oldsminorhockey.com
Mainstream Female Coordinator	Levi Ogilvie	femalehockey@oldsminorhockey.com
U13 Coordinator	Heather Boone	u13@oldsminorhockey.com
U11 Coordinator	Alicia Brotnov	u11@oldsminorhockey.com
U9 Coordinator	Tyler Klausen	u9@oldsminorhockey.com
U7 Coordinator	Cody Anderson	u7@oldsminorhockey.com
AEHL Director	Brad McDermid	aehlrep@oldsminorhockey.com
CAHL Director	Llonda Leaver	cahlrep@oldsminorhockey.com
RMFHL Director	Levi Ogilvie	femalehockey@oldsminorhockey.com
Safety Lead	Jessica McNight	safety@oldsminorhockey.com
Concession & Fundraising Coordinator	Amanda McGee	fundraising@oldsminorhockey.com
Evaluations Coordinator	Joe Murphy	evaluations@oldsminorhockey.com
Apparel & Equipment Coordinator	Nikki Grover	apparel@oldsminorhockey.com

Non-Board Positions:

Head Referee: Kyle Hohenwarter - kylehohenwarter19@gmail.com

Executive Administrator: Sara Willert - registrar@oldsminorhockey.com / iceboss@oldsminorhockey.com

Concession Manager: Sarah Reaman - concession.omha@gmail.com

CAHL Governor:

1. John Fleming
2. Nicole Nakamura

Town of Olds & Sportsplex Staff

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

All Olds Minor Hockey affiliates are required to be respectful and courteous and 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 arena 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:

- Not ensured that proper equipment was used;
- 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 an Olds Minor Hockey locker in an orderly fashion. At the end of the season, ensure that all equipment is returned to the locker including team jerseys. **Please note that 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 **November 15** deadline.

Assistant Coach:

- Assist with player development.
- Assist with the operation of the team during practices and 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

2024-2025 Coaching Requirements:

All coaching requirements must be completed by **November 15, 2024**. Olds Minor Hockey 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 **December 15, 2024**. A Coach Clinic Reimbursement Form can be found on our website. If you have already completed coaching courses, you do not need to redo a course because there is the player pathway part of it now. . OMHA requires a criminal record check every year. If you are from out of town please contact your manager or registrar@oldsminorhockey.com to request a letter. Once you have received it please send it to the registrar (or drop it in the box outside the office) and upload it into your Spordle account.

2024 Hockey Alberta Coach Qualification Matrix

IMPORTANT INFORMATION	
Respect in Sport (RIS) – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). The team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coach	Highly recommended to obtain training of what is required for Head Coach at the applicable level.
Checking Skills	Highly recommended training for U9 coaches.
Development 1 & High Performance 1	Coaches must be Trained by November 15 of the current season; and then Certified by November 15 of the following season to remain eligible. Example: Coach takes HP1 in 2023 (Trained). They have until November 15, 2024 to become Certified .
	Trained = attended classroom session Certified = passed all post-task evaluations

Intro to Hockey Qualifications by Age Level

	Who requires qualification	Required Online Clinics	Required In-Person Clinics	Safety Clinic	RIS Activity Leader	Other Notes/ Recommendations
U7	1 Coach per 10 Players	Hockey Canada Coach 1 & U7 Player Pathway	Hockey Alberta – Coach 1 – Intro to Hockey	1 Coach per 10 Players	All Team Officials	
U9	1 Coach per 10 Players	Hockey Canada Coach 1 & U9 Player Pathway	Hockey Alberta – Coach 1 – Intro to Hockey	1 Coach per 10 Players	All Team Officials	Hockey Canada Skills – Checking Hockey Alberta – Intro to Principles of Checking

Minor Leagues Qualifications by Age & Category Level (Including Female)

	Who requires qualification	Required Online Clinics	Required In-Person Clinics	Safety Clinic	RIS Activity Leader	Other Notes/ Recommendations
U11 All Tiers Including U11 AA	Head Coach	1) Hockey Canada Coach 2 & U11 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	
U13 All Tiers	Head Coach	1) Hockey Canada Coach 2 & U13 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	Development 1 if the following criteria have been met 1) Coaching at the U13 Tier 1 level 2) All required clinics have been completed
U15 All Tiers	Head Coach	1) Hockey Canada Coach 2 & U15/18 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	Development 1 if the following criteria have been met 1) Coaching at the U15 Tier 1 level 2) All required clinics have been completed
U18 All Tiers	Head Coach	1) Hockey Canada Coach 2 & U15/18 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	

AA Qualifications by Age Level (including Female)

	Who Requires Qualification	Required Online Clinics	Required In-Person Clinics	Safety Clinic	RIS Activity Leader	Other Notes/ Recommendations
U13 Including U13 AAA	Head Coach	Hockey Canada Skills - Checking	1) Development 1 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	If a Coach possesses High Performance 1: eligible and do not need to take Development 1.
U15	Head Coach	Hockey Canada Skills - Checking	1) Development 1 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	If a Coach possesses High Performance 1: eligible and do not need to take Development 1.
U16	Head Coach	Hockey Canada Skills - Checking	1) Development 1 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	If a Coach possesses High Performance 1: eligible and do not need to take Development 1.
U18	Head Coach	Hockey Canada Skills - Checking	1) Development 1 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	If a Coach possesses High Performance 1: eligible and do not need to take Development 1.

** 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

- Olds Minor Hockey team managers are responsible to the head coach, who shall be responsible for delegating specific duties. **It is strongly advised that the team manager is not the head coach or spouse of the head coach.**
- Generally, 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 implement and be accountable to Olds Minor Hockey's mandate and operate the teams within established policies, procedures, guidelines and regulations.
- Utilize and manage the team's TeamSnap Account and schedule for every scheduled team event. Team Managers are responsible for putting in all home and away games, however, practices will be entered by the Olds Minor Hockey ice scheduler. Extra practices are the responsibility of the team manager to input into the schedule.
- For the upcoming 2024-25 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 (iceboss@oldsminorhockey.com) and also provide all required information for the game sanction number to be acquired. Within 24 hours of game completion, team managers must follow the link on the permit to submit the E-Game sheet to Hockey Alberta. There is a google form to fill out
- After games, the team manager must ensure timely filing of game sheets per applicable regulations. Please scan game sheets as required for travel permits, sanctions and league games.
- Coordinate practice time-changes, tournaments and exhibition games.
- Responsible for collecting and disbursing 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 is 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)

- The team manager is expected to be an active participant in the tournament hosted by their age division with the Division Coordinator and the Tournament Coordinator.
- Abides by CAHL, AEHL, or RMFHL Rules and Regulations that are applicable to their team.
- Although the team manager is responsible for the organization and day to day running of the team, the manager may 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. Team managers are requested to bring a roster label for picture night and respond to the photographer's email regarding team picture proofing within 72 hours of email.
- Collect jersey bond checks (dated March 31st, 2025) 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!

TeamSnap

- OMHA utilizes the TeamSnap platform across the organization to streamline communication and integrate website functionality. There is no additional charge to your team.
- Each team is assigned a TeamSnap account which the head coach and team manager will manage. The OMHA Registrar will assign players to their teams in TeamSnap 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.
- An 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.
- 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 Olds Minor Hockey 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 in CAHL or AEHL) **may** register/card a **maximum** of 20 players. Of those 20, two must be goaltenders. For clarification, when 19 players are carded, one (1) must be designated as a goaltender. When 18 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 Olds Minor Hockey.

Affiliation

**** Please note that this section is subject to change until the Olds Minor Hockey Board of Directors finalizes the Affiliation Policy and Procedure at their October board meeting.***

From Hockey Alberta Minor Regulation 6.12 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, they 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.

New This Year

There has been a change in the affiliation rules, associations are allowed to affiliate up to twenty (20 for CAHL and AEHL, 19 for RMFHL), no matter the HCR roster size, reason etc. teams no longer need reason to affiliate and can even replace suspended players. Players are still only able to affiliate to a team a total of ten (10) games per team. You cannot affiliate more than your roster size (i.e roster size of 13 you can't add an affiliate so you have 14 playing).

Prior to a team using an affiliated player, the affiliated player must be on the team's HCR. 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.

6.13 All Affiliate Players must be marked as "AP" on the official game report. Appearance of an Affiliate Player's name on the official game report shall be considered participation in a game.

Exception: For an alternate goaltender, actual participation in the game shall be the only consideration for taking part in the game

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 4 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 registrar@oldsmminorhockey.com in a PDF format.*

Affiliating in Intro to Hockey

6.1 The filing of Affiliation is not required within Intro to Hockey Divisions (U7 and U9). When needed, or when in the best interest of a player, MHA's will be permitted to use age appropriate players that are registered within their U7 and/or U9 program for any sanctioned games. 6.2 Players registered within the Intro to Hockey Division

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 2024/25 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 the entire roster from U18 B (CAHL).

U18 B (CAHL) affiliates the entire roster from U18 C (CAHL).

U18 C (CAHL)- affiliates the entire roster of the U15A team, minus the affiliates the U15AA team selected (they are allowed 4). 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 the 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 the entire roster from U15 C (CAHL). If there is no U15 C team then they affiliate the entire roster of U13 A (minus the 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.

U13A Female selects from U13B Female.

U13B 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 the 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 the 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).

U13C (CAHL) affiliates all of the U11A roster (minus the 4 players selected by the U13 AA team)

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

U11 B (CAHL) affiliates the entire roster from U11 C (CAHL).

U11 C (CAHL) affiliates the 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 the U9 C teams (CAHL)

U9 C (CAHL) affiliates from the other U9 C team

Scheduling Game/Practice Changes

- OMHA Team Managers/Head Coaches are authorized to change/book ice/games etc.
- If your team cannot make a practice it will be up to the Team 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 before the ice time. If this is done 14-days in advance, OMHA can cancel with the Town of Olds and the ice time will not have to be paid for. 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 of Olds 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.** Please 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 the OMHA ice scheduler at omhaiceboss@gmail.com.
- Every exhibition game requires a sanction permit and must go through Olds Minor Hockey. Once your ice time is booked, send an exhibition game request to the OMHA ice scheduler. Please use the 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, nor does this 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	\$93.00	\$324.00
U13 AA	2.25	\$259.88	\$130.00	\$389.88
U13/U13 Female	2.0	\$231.00	\$125.00	\$356.00
U15 AA	2.25	\$259.88	\$159.00	\$418.88
U15/U15 Female	2.0	\$231.00	\$146.00	\$377.00
U18 AA	2.5	\$288.75	\$179.00	\$467.75
U18/U18 Female	2.25	\$259.88	\$159.00	\$418.88

- 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

U7 & U9:

- For the 2024-25 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.

U11 and Older:

- For the 2024-25 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.

Game Sheets

General Information re: 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 save time).
- 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 **cannot** 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:

- Please refer to the CAHL website and information sent out by your division governor at the beginning of the season.
- U9 and U15NBC will be using the Team Ramp app for electronic game sheets.

RMFHL Game Sheet Requirements:

- Please refer to RMFHL "Team Manager Manual" located on the RMFHL website under the manager tab.

AEHL Game Sheet Requirements:

- These are all electronic game sheets. Make sure that rosters are uploaded prior to the game and that coach and officials sign the tablet/phone/laptop

OMHA Hosted Tournaments

Tournament Participation:

- Each team in every division must participate in their own tournament. For the 2024-2025 season, we have the following divisions hosting tournaments: U7, U11 mainstream, U11 female, U15 female, and U18 mainstream.
- The Division Coordinator will be responsible for the overall organization of the tournament. The managers from each team in the divisions hosting the tournament will be the committee for the tournament. This working group will ensure all jobs are done during the tournament.

Tournament Scheduling:

- The Division Coordinator must have the tournament layout to the ice scheduler by October 15 for finalization of ice booking.
- A final game schedule must be submitted to Olds Minor Hockey ice scheduler a minimum of three weeks prior to the tournament.
- Referees will be scheduled by the Referee in Chief based on the submitted schedule.

Tournament Supplies:

- A bin of supplies for tournaments is available at the office. Please see your Division Coordinator to access the tournament supplies.

Tournament Budget, Banking, and Expenses:

- A bank account, linked to Olds Minor Hockey, 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 of Directors. 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 treasurer@oldsminorhockey.com at least one month prior to the tournament. See sample below.
- Cheques from teams participating in the tournament are to be mailed to the Olds Minor Hockey 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. We accept e transfers at omhatreasurer@gmail.com.
- All tournament cheques will be deposited with the Tournament Deposit Bookmark identifying which division, date, and account number. Please make sure to copy all cheques before depositing.
- 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.

Tournament Concession Bookings:

- If concession meals are being offered at the tournament, a form must be completed and the Olds Minor Hockey Concession Manager must be notified **one month prior** to the tournament date. This information **must** be included on the tournament budget.

Sample Tournament Budget:

Tournament registration should, at minimum, cover the cost of ice and ref fees for the tournament.

This sample tournament budget is based on a U13 tournament with two host teams and ten teams attending.

Expenses	Budget	Actual
Ice - 20 games @ 2 hours at \$110.00/hour	\$4,400.00	
Ref's 20 games at \$125.00/game	\$2,500.00	
Ref in charge fee (10% of total ref costs)	\$250.00	
Sanction Permit - \$15/host team	\$15.00	
OMHA Tournament Fee - \$400/host team	\$1200.00	
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	\$11,675.00	\$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	\$1,325.00	\$0.00
Share to Each Team	\$662.50	\$0.00

Olds Minor Hockey Association: Coach and Manager's Manual

Referee's Rates

2024/2025

2024-25 HOCKEY ALBERTA OFFICIALS RATES SHEET



Category of Hockey	Game Rate (4)	4 official split	Game Rate (3)	3 official split
USport Male	600	190-190-110-110		
USport Female	600	190-190-110-110		
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	396	114-114-84-84	290	122-84-84
Senior Female AAA	338	93-93-76-76	249	97-76-76
Senior Male	352	97-97-79-79	260	102-79-79
Senior Female	228	63-63-51-51	169	67-51-51
Junior A (AJHL)				
Junior B	314	87-87-70-70	232	92-70-70
Junior C	244	66-66-56-56	185	73-56-56
Junior Female (AJFHL)	226	62-62-51-51	169	67-51-51
U18 AAA (AEHL, AFHL), U18 Prep (CSSHL)	292	81-81-65-65	216	86-65-65
U18 AA (Male & AFHL) U18 Varsity (CSSHL)	240	66-66-54-54	179	71-54-54
U18	212	58-58-48-48	159	63-48-48
U17 AAA (AEHL)	264	73-73-59-59	199	81-59-59
U16 (CSSHL)	260	72-72-58-58	196	80-58-58
U16 AA	240	66-66-54-54	179	71-54-54
U15 AAA (AEHL), U15 Prep (CSSHL)	226	62-62-51-51	169	67-51-51
U15 AA (AEHL & AFHL) U15 Varsity (CSSHL)	212	58-58-48-48	159	63-48-48
U15	196	54-54-44-44	146	58-44-44
U13 AA (AEHL & AFHL)			130	52-39-39
U13			125	49-38-38
U11			93	39-27-27
Intro to Hockey (U9 and optional at U7)			60/40	20-20-20*/20-20
Para Hockey (**two officials)			114**	57-57
Adult Rec (**two officials)			154**	77-77

***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 41 cents/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.

Pre-Game Warm-Ups: Leagues, Teams or MHA's wishing to have Officials monitor warm-ups that occur prior to the ice time slot (game) will be subject a charge of up to \$10.00 per official (maximum of \$20.00 / game). Officials are required to be on the ice at the beginning of the ice time slot.

Assigning Fees: Leagues or MHA's requesting that Exhibition, Regular Season & Playoff games (Tournaments not included) be assigned by the Officials Committee will be charged a maximum of \$125 per team, per season. Tournaments (excluding Provincial Tournaments) can be assigned by the Officials Committee at a rate of \$6.00 per game.

Officiating Systems: The above rates apply to the four (4) and three (3) official system. The rate for a two (2) official game is 80% of the game fee listed in the applicable 3 official category above. Where no rate is specified that official system cannot be utilized at that level.

Ice Slot Time: These rates are for ice slots that are 90 minutes & longer and for U9 1/2 ice hockey that is 60 minutes. An approved rate sheet (Supplemental Officials Rates) is available for ice slots 75 minutes & shorter. In addition, Leagues or MHA's wishing to utilize overtime and/or shootouts to declare the winner of each game (excluding Provincial Tournaments) may be subject to an additional fee of \$20 per official, as determined by the Officials Committee Chair (or designate).

Please note: Officials are assigned the Category of Hockey based on their ability.

THESE RATES ARE NOT TO BE EXCEEDED

Olds Minor Hockey Tournament Dates 2024-2025

DIVISION	DATE	SANCTION NUMBER
U18	Nov 15th-17th	#HA- 24378997
Female U13	Dec 6th-8th	#HA- 24379010
U7	Jan 18th-19th	#HA- 24379003
U11	Feb 14th-16th	#HA- 24378996

Provincials

The Elite Hockey Models provide further information about the participation of Teams in AAA and AA Provincial Championships.

8.1 Provincial Championships are for the purpose of determining the championship team in each specific Division and Category.

8.2 Hockey Alberta will conduct Minor Hockey Provincial Championships for the following Divisions and Categories. Teams that participate within a Hockey Alberta sanctioned Minor Hockey League will be eligible to compete for their chance to participate at the Provincial Championships at the aligned category.

- (a) U18 "AAA", "AA", "A", "B", "C", and "A - NBC"
- (b) U18 Female "AAA", "AA", "A" and "B"
- (c) U15 "AAA", "AA", "A", "B", "C", and "A - NBC"
- (d) U15 Female "AA", "A", and "B"
- (e) U13 "AA", "A", "B", "C", and "D"
- (f) U13 Female "AA", "A", and "B"
- (g) U11 "AA"

Note: Exceptions may be made for Minor Female teams that do not have a viable league within proximity to participate within. Applications can be made to Hockey Alberta.

8.3 Teams that are identified by their League to participate in the Provincial Championships are expected to fulfill that commitment. Any MHA, whose Team(s) does not fulfill their commitment to participate in Provincials shall be ineligible in the subsequent season and 51 HockeyAlberta.ca those Team Officials shall be suspended, beginning May 1st of that calendar year, for a minimum of one (1) year. An MHA can be reinstated by paying a fine of \$1,000.00 to Hockey Alberta on or before October 15th of that calendar year. At the discretion of Hockey Alberta, if deemed that the Team's participation was impacted by circumstances beyond the control of the Team Officials and/ or the MHA, the fine and/ or suspensions 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 Olds Minor Hockey Grievance Policy and Procedures can be found on the Olds Minor Hockey website at oldsmminorhockey.com.

Injury Reports

- When injuries occur there is **necessary** paperwork that **must** be completed.
- 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).
- A Hockey Canada "Return to Play" form must be filled out when the player is ready to return to the ice. The "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: Brittney Doucette -- bdoucette@hockeyalberta.ca Direct: 403-967-0063
- 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:
https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/2020/2020_injury_report_hockeycanada_ab_e.pdf

Fundraising

Individual teams are not permitted to host Rafflebox 50/50's. Other AGLC raffles need to be submitted to the OMHA Treasury/Office support at oldsminorhockey.office@gmail.com, and if valued over \$5000 approved by the OMHA board. Divisions hosting tournaments for the upcoming season may host AGLC licensed fundraisers for tournaments, provided they follow Olds Minor Hockey fundraising policy and procedure available on the Association's website.

The following are examples of fundraising opportunities that your team may want to consider. Please note that this list is not comprehensive, and that your team may have other ideas for fundraisers:

- Kernels Popcorn
- Cookie Dough
- Perogies
- Beef Jerky (such as Jack Links)
- First Aid Kits
- Bottle Drives

Team Budget and Cash Calls*

- Team parents/guardians will vote on their team budgets at the beginning of the season, with one vote per family. Team budget voting will be by secret ballot.
- If a team budget is defeated by the parent/guardian vote, a revised team budget will need to be prepared and put to a subsequent vote or votes until the team budget carries.
- Teams may only have up to two cash calls total per season.

** Please note that this section is subject to change until the Olds Minor Hockey Board of Directors finalizes the Fundraising Policy and Procedure at their October board meeting.*

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
<https://www.oldsminorhockey.com/about/forms/>
- RMFHL Game Change Request
<https://cloud.rampinteractive.com/rmfhl/files/RMFHL%20Game%20Change%20Form.pdf>
- CAHL Game Change Request
https://www.oldsminorhockey.com/wp-content/uploads/sites/680/2024/09/cahl_game_change_form_2015-2.pdf
- 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/1otbKTYqDiq3n0Tm9qqiGBnCMvGLO04D0IjLzR2UAELQ>

Please note that forms can be printed from the Olds Minor Hockey website (www.oldsminorhockey.com) from the Team Manager's page.