



# WMHA Manager Procedure Manual

## **Section 1- Team Guidelines**

- 1.1. League
- 1.2. Coach Responsibilities
- 1.3. Manager Responsibilities

## **Section 2- Pre-Season Requirements**

- 2.1 Parent Meeting
- 2.2 Criminal Record Checks
- 2.3 Coach, Player & Parent Code of Conduct
- 2.4 WMHA Mailboxes

## **Section 3- Fundraising**

- 3.1 Team Bingos
- 3.2 Team Raffle
- 3.3 Quad Raffle

## **Section 4- Hockey Alberta Carding Procedure (HCR)**

- 4.1 Procedure for registering team officials and players

## **Section 5- Team Equipment**

- 5.1 Team Jerseys
- 5.2 Name Bars/Captain Letters
- 5.3 Team Socks
- 5.4 Team Pucks

## **Section 6- Travel Permits and Sanction Numbers, E-Gamesheets**

- 6.1 Procedure

## **Section 7- Player Affiliation**

- 7.1 Affiliation Deadline
- 7.2 Affiliation Process
- 7.3 Eligibility Requirements
- 7.4 Procedure for use of affiliated Players

## **Section 8- Suspensions**

- 8.1 Hockey Alberta Minimum Suspensions
- 8.2 Process for sitting out Suspensions

**Section 9- Practice Ice**

- 9.1 Distribution of Practice Ice
- 9.2 Return Ice Policy

**Section 10- League Games**

- 10.1 Rescheduling League Games

**Section 11- Team Pictures**

- 11.1- Scheduling

**Section 12- Referees**

- 12.1 League Playoff Games
- 12.2 Exhibition Games
- 12.3 Referee Contacts

**Section 13- Evaluations**

- 13.1 Coach Evaluations

**Section 14- Communication Protocol**

- 14.1 Conflict Resolution
- 14.2 Discipline Committee

**Section 15- CHA Injury Reports**

- 15.1 Procedure

**Section 16- Other Items**

- 16.1 Shared Ice Practices
- 16.2 Guest Coaches
- 16.3 Guest Players
- 16.4 Dressing Rooms/Arenas

**Section 17- Forms**

## **Section 1- Team Guidelines**

### **1.1. League-**

Northern Alberta Interlock also known as NAI. Refer to the NAI Manager Guidelines found on [www.nainterlock.com](http://www.nainterlock.com) under the manager tab.

### **1.2. Coach Responsibilities-**

The Head Coach will have completed all the courses and certifications required by Hockey Alberta. The Head Coach is expected to be responsive, adhere to and promote the directives of the WMHA executive committee and administer the team within the established policies and guidelines.

The Head Coach, as chief team official, is fully responsible for all activities of his or her team. Delegation of responsibilities to Assistant Coaches, Managers and Parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach.

Adhere to the WMHA's priorities, which include player enjoyment and player development. All players will be given equitable or fair ice time during games and practice to ensure that everyone has an opportunity to develop and learn skills as well as have fun and enjoy the sport.

The Head Coach will review the WMHA's Player and Parent Code of Conducts with the parents and players on their team, ensuring all players and parents understand the document.

Ensure proper supervision of the team before, during and after all games and practices and accept responsibility for the conduct, safety and well being of the players as well as the condition of the facilities used.

Develop a set of rules for the team which are clearly communicated and enforced equally with all players.

### **1.3. Manager Responsibilities-**

The team manager is expected to be responsive, adhere to and promote the directives of the WMHA executive committee and assist in administering the team within established policies and guidelines.

The team manager is responsible to prepare and present a team budget to the parents. The team budget may be amended and must have approval of the team parents. Each team budget may be individualized for each team. There is a link for a team budget form on the WMH webpage.

The team manager with assistance from the team treasurer, must retain all receipts of team revenues and expenditures and provide financial updates to the team parents throughout the year. All receipts must be submitted to the treasurer by April 10<sup>th</sup>.

Ensure team fundraising initiatives are organized and comply with the team budget and guidelines and policies of WMHA.

The team manager is responsible to oversee all administrative duties for the team. Such as:

- Email the final roster to the Registrar as soon as possible before your first pre-season game.
- Team budget and financial statements
- Hockey Alberta Player Affiliation Forms
- Submission of the WMHA Code of Conduct forms
- Submission of all RCMP criminal record checks
- Collection of team extra ice fees and WMHA administration fees
- Assist in any team/player conflict resolution processes
- Arranging for team buses and hotels for out of town travel
- Preparing, submitting and retaining copies of all team travel permits
- Ensuring all major penalties and suspensions are properly reported and served
- Distribution of team schedules to parents
- Pickup, proper care and return of WMHA jerseys
- Arranging for referees for all home exhibition and league games
- Ensure proper tracking for use of affiliates
- Ensure the trading of or return of ice falls within the guidelines
- Any other Administrative duty that may arise

## **2. Pre-Season Requirements**

### **2.1 Parent Meeting-**

Teams are required to have a parent meeting as soon as the teams are selected. The meeting agenda should cover:

- The team budget- See example form attached
- The time commitment required by players
- The team fundraising initiatives
- The coaches Philosophy on player enjoyment and development
- The team's goals- short term and long term
- The teams communication protocol and conflict resolution process
- Assigning team volunteer positions (Jerseys, Treasurer, Home Tournament, Fundraising, Timekeepers, etc.)

### **2.2 Criminal Record Checks**

All registered Coaches, Assistant Coaches, and Trainers are required to submit a current RCMP criminal Record Check as soon as they are selected for their position (no later than November 15)

Please refer to the WMHA webpage for the link to the RCMP letter. Please take this to the RCMP and they will have a form to fill out. When completed, the criminal record check can be dropped off at the WMHA office next to the concession, addressed to your division coordinator.

Criminal record checks are good for three (3) years.

It is expected that all WMHA volunteers will not have a criminal record. WMHA realizes that there are extenuating circumstances surrounding all situations.

If a volunteer's criminal record check reports that there may be files in the RCMP system, then the criminal record check process will move on to the next phase. A meeting will be held with the WMHA Board where they will determine the next step. The volunteer may not assume any volunteer role until this process is complete.

### **2.3 Coach, Player and Parent Code of Conduct Forms**

All coaches, players and parents are required to read, understand and sign a WMHA conduct form. It is expected that all coaches, players and parents will adhere to these conduct conditions for the entire season.

The WMHA executive takes these conduct conditions very seriously and will take swift and decisive disciplinary actions against any coach, player or parent that contravenes these conditions.

Team Managers will keep these forms for the Hockey Season.

### **2.4 WMHA Correspondence**

Any or all correspondence should be sent via email to your division coordinator if possible. Any hard copies or forms that need to be handed in should be given to your division coordinator or dropped off at the WMHA office next to the concession (mail slot in the door).

## **3. WMHA Fundraising**

### **3.1 Team Bingos**

Team Bingos are available to all teams. To register for a team bingo email the Bingo Coordinator at [genblu69@telus.net](mailto:genblu69@telus.net)

### **3.2 Team Raffles**

When all the details are figured out email all your raffle information to [treasurer17.wmha@gmail.com](mailto:treasurer17.wmha@gmail.com) and the treasurer will apply for your Raffle License. Once you have your license number you can order your raffle tickets. The value of your raffle items must be at least 20% value of your raffle profit.

### **3.3 Association Raffle (\*\* No Association raffle will take place for the 2021/2022 season)**

In the past seasons WMHA has held an Association Raffle to raise funds to go back into Wetaskiwin Minor Hockey. Tickets were \$5 each and were divided amongst teams to sell. Amounts will be figured out and passed on to the managers.

Any other fundraising ideas must be submitted to your division coordinator for approval.

## **4. Hockey Alberta Carding Procedure**

### **4.1 Procedure for registering team officials and players**

The team manager must provide a team roster including all team officials and players that will be on the bench or on the ice during games or practices to the WMHA registrar ([registrar20.wmha@gmail.com](mailto:registrar20.wmha@gmail.com)). All players must have up to date Respect in Sport. All coaches must have proper certification including Respect in Sport for Activity Leaders. The

roster must be in before your first league game. The registrar will register all HCR's (Hockey Canada Roster) with Hockey Alberta. Please remember that only carded team officials are allowed to go on the bench during games and on the ice during practices. Please note children of team officials that are not on that team CANNOT be on the bench during games or on the ice during practices.

## **5. Team Equipment**

### **5.1 Team Jerseys**

All teams in divisions U11 to U18 are given a complete set of home and away jerseys. All teams in U9 and U7 are given one set of jerseys. All teams will ensure proper care and treatment of the jerseys and be responsible for their return at the end of the season.

**(\*\*Due to Covid-19 it is recommended that jerseys be washed after every use. Jerseys will be required to be returned, washed and with name bars properly removed, to the team manager at the end of the season. Wash in cold water, hang to dry.)**

Jersey Use Agreement forms are available on the WMHA website and are to be completed and submitted for each player in U11 - U18. Should be kept by team managers.

The team coach and manager are ultimately responsible for the care of the jerseys ensuring proper washing instructions are followed. (Wash in cold water, hang to dry). It is a good idea to have a dedicated Jersey Parent Volunteer. Please ensure they understand the responsibility associated with caring for the jerseys. Jerseys are not to go home with players. Our team jerseys are not to be left on the floor at any time. They must be treated with respect and hung up when not in use.

Jerseys MUST be returned washed with all name bars properly removed.

### **5.2 Name Bars**

Teams are allowed to order name bars and have them sewn on. It is a good idea to have the same person sew the whole team's name bars so they are uniform. The cost of making the name bars and having them sewn on is the team's responsibility.

### **5.3 Team Socks**

All players will be provided with team socks. If additional sets are required throughout the year, please contact the Equipment Coordinator at [dwheele.wmha@gmail.com](mailto:dwheele.wmha@gmail.com). Additional socks can be purchased at a cost of \$20/pair.

### **5.4 Team Pucks**

All WMHA teams will be provided with pucks at the beginning of the year. Teams in U7 to U9 will receive 30 blue pucks per team. Teams in U11-U18 will receive 60 black pucks per team. All puck bags and pucks are to be returned at the end of the season.

## **6. Travel and Sanction Permits, E-Gamesheet Submissions**

### **6.1 Procedure**

If your team requires a travel permit, or sanction number you must email [permits.wmha@gmail.com](mailto:permits.wmha@gmail.com)

Sanction #'s and travel permits are required for every exhibition game and tournament even if they are in our zone! Please include team name/division, what tier your team is, visiting team name, arena, time and date. IF any of this information is missing your permit will be denied. If you want to set up an exhibition game at home, please contact your ice coordinator. Then your ref coordinator. He needs to know the date and time of your game. After your game the home team will submit the gamesheet via E- Gamesheet Submissions (see below).

Ice Coordinator- Tina Gagne      [icecoordinator15.wmha@gmail.com](mailto:icecoordinator15.wmha@gmail.com)

Ref Scheduler- Darrin Rasmuson      [refcoord15.wmha@gmail.com](mailto:refcoord15.wmha@gmail.com)

### E-Gamesheet Submissions

Welcome to the Hockey Alberta E-Gamesheet Platform.

For the 2020-2021 season, Hockey Alberta requires e-gamesheet(s) be submitted for each Permit or Sanction granted for an Exhibition Game or Tournament. E-gamesheets are submitted through the link found in the Exhibition Game or Tournament sanction approval email. If you run into problems, please contact your Zone Minor Discipline Coordinator for assistance.

## **7. Player Affiliation**

### **7.1 Affiliation Deadline**

The Hockey Alberta player affiliation deadline is December 15<sup>th</sup>. All affiliations should be done ASAP. No affiliation can be used until all the paperwork is done and approved by the President.

Affiliation sheets must be completely filled out ensuring that all player/team HCR and card numbers are entered on the sheet.

### **7.2 Affiliation Process**

All teams will affiliate 8 players from the lower divisions. All affiliation forms must be signed by the President and then submitted to the Registrar by December 8<sup>th</sup>, one week prior to the Hockey Alberta deadline. Team managers should retain a copy of all affiliation sheets.

### **7.3 Eligibility Requirements**

Teams can dress up to 17 players including affiliates. Affiliates must be carded and approved to the team as an affiliate before they are eligible to play.

#### **7.4 Procedure for use of an Affiliate**

If a team would like to use an affiliate player, the head coach or team manager is required to call the affiliated player's head coach of his/her own team, to ensure that there is not a conflict. Once it is confirmed that there is no conflict, the head coach or team manager of the requesting team calls the player and invites them to attend. If there is a conflict, the team with the game will be deemed to have more importance. If both teams have a game, then the two coaches need to discuss and decide if there is another option, such as:

Are there other affiliated players from other teams that the higher team can use?

Can the lower team call up one of their affiliates to use?

Are both games of equal importance? League vs Exhibition

Are there other considerations that make either team in more need than the other?

Is one team extremely short of players?

It is recommended that coaches work together on these issues and decide what's best for the player. If an agreement cannot be reached by the two head coaches, then a call must be made to the division coordinator and they will make a decision on the issue.

An affiliated player can be used up to a maximum of 10 games, excluding exhibition and tournaments, or up to 5 games in the novice division. If after that, the affiliated player plays another game on the affiliated team, he/she is considered an ineligible player and player/coach suspensions can occur. However; if the player's registered team completes the regular season and playoffs before the affiliated team, that player may thereafter affiliate an unlimited number of times. See Hockey Alberta Regulations section 7 "Affiliations" for more information. Tracking of Affiliated player use must be done by the team manager.

### **8. Suspensions**

#### **8.1 Hockey Alberta Minimum Suspension**

Hockey Alberta has minimum mandatory suspensions for certain penalties. For a list of suspensions refer to the Hockey Alberta book, or go online to [www.hockeyalberta.ca](http://www.hockeyalberta.ca) . Look under Services and then Bylaws and then Regulations.

#### **8.2 Process for reporting and Sitting out Suspensions**

All suspensions must be reported to the President of WMHA. Copies of the game sheets and game reports must be emailed to the President within 48 hours of the suspensions. Suspensions are handed out by league governors during all league and playoff games. Hockey Alberta Zone 4 Discipline Coordinator hands out suspensions for all pre-season, exhibitions, Provincials and tournaments.

When a player has been given a suspension they will be notified of the number of games they must sit out. In most cases exhibition games do not qualify towards a suspension. Any sanctioned or league game qualifies as a game. When a player sits due to a suspension, his name still must appear on the game sheet. Beside his name the manager must write "susp". This is proof that the player sat out this game. If the suspension was given out by Hockey Alberta, then a copy of that game sheet that the player sat out must be sent to the zone 4



Discipline Coordinator [minordisc4@hockeyalberta.ca](mailto:minordisc4@hockeyalberta.ca) . Depending on the severity and nature of the infraction, a player or coach may be subject to a further suspension by the WMHA Executive Committee.

## **9. Practice Ice**

### **9.1 Distribution of Practice Ice**

The WMHA Ice Coordinator will distribute practice ice and game slots for the entire hockey season. It is the managers responsibility to make sure that all of their ice slots are used. If your team is unable to use an assigned ice slot, the team manager must contact the ice coordinator and return the ice slot **2 weeks** before the scheduled ice slot. Teams will be billed for any ice that is not returned prior to the 2 weeks.

### **9.2 No show and Return Ice Policy**

If a team does not show up for any assigned practice or game slot, the team will be responsible for the payment of that ice slot. If you are unable to use a particular ice slot, please return it to your Division Coordinator or Ice Coordinator as soon as possible so other teams can utilize it. All teams must give 2 weeks notice to return unused ice slots or they will be billed for it. Teams are encouraged to trade ice with other teams when possible. All trades must be reported to the Ice Coordinator ASAP.

### **9.3 Multiple Practice Times**

All second practice ice slots will be billed out to individual teams. Teams will be invoiced twice a season as follows: First billing invoices are from September 29<sup>th</sup>- December 31<sup>st</sup>, to be paid by January 15<sup>th</sup>. Second billing will be from January 1<sup>st</sup> - March 31<sup>st</sup> to be paid by April 10<sup>th</sup>.

## **10. League Games**

### **10.1 Rescheduling League Games**

League games are to be given priority over exhibition and tournament games. Any team wishing to reschedule a league game must first secure a replacement ice slot prior to submitting a notice of game change form found on NAI. If the team cancels a league game in order to attend a tournament without securing another ice slot to play the game, then it will be the teams responsibility to purchase ice to make up the game, or forfeit the game. WMHA does not have the flexibility to reschedule league games. It is the managers responsibility to notify the referees on all scheduled games and to arrange for referees for the make up games. Failure to do so will result in a financial penalty being given to the offending team.

## **11. Team Pictures**

### **11.1 Scheduling**

Team pictures will be scheduled by WMHA. Teams must be available for the scheduled time as retakes are difficult to coordinate and delay the process of receiving pictures.

## **12. Referees**

### **12.1 League/Playoff Games**

All Referee costs will be paid by WMHA.

### **12.2 Exhibition Games**

WMHA will pay for referees for all exhibition games scheduled through the WMHA office.

### **12.3 Referee Contacts**

The Referee Coordinator should be given all league, exhibition, provincial and playoff schedules/games as soon as possible. Team managers are responsible to confirm with your referee assignor that they are aware of all games.

## **14. Communication Protocol**

### **14.1 Conflict Resolution**

WMHA adheres to strict conflict resolution protocol. If there are issues or perceived problems on a team then the parents, parent liaison, coaches and manager will deal with the problem by following the guidelines of WMHA. The WMHA follows the Respect in Sport guidelines of taking 24 hours before filing a concern/issue. All concerns, issues or problems shall be directed to the team's parent liaison, who will then follow the proper protocol. Then the division coordinator and WMHA Discipline Committee will become involved in the situation if necessary.

### **14.2 Discipline Committee**

The discipline Committee will be convened to review any issue where a player, parent, coach, manager or any WMHA member has broken WMHA code of conducts, guidelines, bylaws or policies and procedures. WMHA has implemented a Conduct of Discipline Policy. Please see the WMHA website to view or download a copy.

Any allegations against any member must be submitted on one of the forms available on the WMHA website. Harassment and Abuse form or the Code of Conduct Incident Report form must be filled out and signed by the accusing member. The person that submits a complaint must make themselves available to the discipline committee for questions and review of the complaint. The WMHA discipline committee will not act on the basis of "third hand" information, innuendo or rumor.

## **15. Injury Process**

### **15.1 Procedure**

The CHA insurance program is a supplementary insurer. Alberta Health Care, Alberta Blue Cross or any other employer health benefits must be the first source for all claims. If a parent does not have health insurance coverage, then the CHA will cover the expenses. The CHA expects the parent to pay for all the expenses first, and then CHA will reimburse allowable charges.

The CHA Injury Form must be completed for injuries that require medical attention. These forms are available on the WMHA website. Team managers are expected to carry the forms with them to all games and practices.

Team officials will complete the team section and a doctor/dentist will complete their section of the form. Please note the doctor/dentist must sign the form. This means that this form must accompany the player to the hospital. The form must be filled out entirely and submitted to Hockey Alberta within 90 days of the injury. Only original receipts and invoices will be accepted. Parents can mail their claims directly to Hockey Alberta. The address is on the CHA Injury claim form.

## **16. Other Items**

### **16.1 Shared Ice Practices**

Teams may be allotted shared ice practices from time to time throughout the year. During these shared ice practices, both coaches are encouraged to combine drills and integrate the players on the ice or teams can split the ice to work on team systems. Shared ice practices are handed out to ensure all teams are given the appropriate number of practices in a week.

### **16.2 Guest Coaches**

Guest coaches are allowed and encouraged from within the WMHA. Sharing of knowledge, of their experience to our younger coaches.

### **16.3 Guest Players, Teachers and Mentors**

Guest players can be a great way for some of our older players to mentor our younger players. Guest players at practices are allowed. Guest players must be team carded on one of the WMHA teams. Guest players must wear full equipment.

### **16.4 Dressing Rooms/Arena**

Teams are expected to leave dressing rooms tidy. Teams are expected to respect the arena that they play in. Any damage caused to dressing rooms, arenas or arena facilities are the responsibility of the team. Cell phones or any other device that can take photos are not allowed in the dressing rooms!

## **17. Forms**

### **17.1 Forms**

All forms talked about in this manual can be found on the WMHA website.

[www.wetaskiwinminor.com](http://www.wetaskiwinminor.com)