



ST. ALBERT MINOR HOCKEY ASSOCIATION

SECTION 3: ST. ALBERT MINOR HOCKEY ASSOCIATION HOCKEY OPERATIONS

3.1 DIVISION CATEGORIZATION

The Association supports a comprehensive hockey program for all registered players residing within established boundaries.

3.2 LEAGUES

The Board will determine the league(s) both internal and external in which teams will participate.

3.3 ICE ALLOCATION

- A) SAMHA is responsible for ensuring all teams within a division are given an equitable amount of “undesirable” practice ice. Teams must use this ice as assigned, they are not permitted to sell the ice and a non-use (no show) fee will be assessed for unused ice.
- B) In cases where ice has been assigned to teams and not used, SAMHA will invoice the team for the cost of the ice. To avoid this fee, teams must provide written notice, via email to SAMHA at least 21 days before the ice time they are unable to use. When teams are unable to use short notice practice ice (given to them with less than 21 days’ notice), they will not be charged a no-show fee if they provide written notice to the SAMHA Ice Allocator within 72 hours of the ice time being allotted.
- C) Coaches may trade conflicting practice ice with other SAMHA teams. Under no circumstances can any SAMHA team ask another team for money in return for a SAMHA ice slot.
- D) SAMHA will provide Raiders teams with seasonal ice contracts. The contact rate will be set annually by the SAMHA Board of Directors.



3.4 TOURNAMENTS AND EXHIBITION GAMES

- A) Teams shall only participate in sanctioned or approved tournaments and exhibition games.
- B) Teams or divisions may organize tournaments. All tournaments will fall within the SAMHA Tournament Operation Guidelines.
- C) SAMHA will not apply for tournament sanctions on behalf of a third party without full financial disclosure from the applicant.
- D) SAMHA non-checking teams shall not be permitted to participate in a tournament in which checking is permitted.

3.5 PERMITS

- A) Travel Permits shall be required by teams pursuant to Hockey Alberta regulations.
- B) Permit applications must be received at least three (3) working days prior to the event.
- C) Successful receipt of the Permit MUST be confirmed at least twenty-four (24) hours prior to the event.

3.6 TEAM OPERATIONS

3.6.1 Roles and Responsibilities

Team structure shall include Head Coach, Assistant Coaches, Manager, Treasurer, Trainer, and Parent Liaison.

Coaches are expected to:

- i. Head Coaches shall be solely accountable for all activities of their team.
- ii. Attend mandatory Association meeting(s).
- iii. All coaches shall hold a meeting of parents of players prior to the first league game.



ST. ALBERT MINOR HOCKEY ASSOCIATION

- iv. Assist with operating the team within established policy, guidelines and regulations of the applicable league, SAMHA, Hockey Alberta and Hockey Canada.
- v. Uphold the standard of conduct outlined in the Coach Code of Conduct

Managers are expected to:

- i. Assume responsibility for off-ice organizational and administrative tasks.
- ii. Assist with operating the team within established policy, guidelines and regulations of the applicable league, SAMHA, Hockey Alberta and Hockey Canada.
- iii. Are directly responsible to the Head Coach.

Treasurers are expected to:

- i. Prepare a team budget using the SAMHA approved Budget Template.
- ii. Share the Budget with parents a minimum of twice throughout the season.
- iii. Establish an official team account at a financial institution and deposit all team revenue; ensure there are two individuals named on the bank account.
- iv. Keep records up to date at all times.
- v. Submit a copy of the team approved Budget to through the online form prior to October 31st and at the end of seasonal activities, no later than April 30th.
- vi. Are directly responsible to the Head Coach.

3.6.2 Team Budget & Team Fees

The association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers etc. are placed in a position of trust with respect to the Association, parents and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association policies, and the accounting for their actions. They will ensure all parents are aware of the following rules and guidelines before team budgets are finalized:

- i. All budgets must fall within the budget parameters defined by SAMHA annually.
- ii. All SAMHA teams must share a budget with parents no later than October 31st.
- iii. 85% of the team must support the budget to move forward.
- iv. A confidential electronic vote must be used. A copy of this vote must be submitted to SAMHA with the team budget prior to October 31st.
- v. Coaches will ensure parents are encouraged to ask questions.



ST. ALBERT MINOR HOCKEY ASSOCIATION

- vi. Any parent or team member who requests to review the team's financials is to be provided, without question, within three business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation.
- vii. If there is a change that impacts the initial budget by more the 20% teams are required to submit the budget and supporting detail to the SAMHA Treasurer and Executive Director.
- viii. Failure to submit budget on the defined due date will result in a \$500 fine to the team.
- ix. All excess funds available after individual team fees are reimbursed shall be returned to SAMHA.

3.6.3 Qualifications

The team Treasurer must not be an immediate family member of the Head Coach or Manager. The Team Manager must not be an immediate family member of the Head Coach or Treasurer.

3.6.4 St. Albert Raiders Team Fees

Raiders hockey program team fees and budget requirements must follow budget policies and guidelines developed by the St. Albert Raiders Operations Committee.

3.7 BOND DEPOSIT

All teams are required to submit a Bond deposit intended to cover the cost of items not included in registration fees, such as player jerseys, no-show fees, and other incidental costs. The amount will be determined by the Board of Directors annually.

3.8 AFFILIATION

Affiliation Players may be affiliated with other teams as per Hockey Alberta Bylaws and Regulations. The needs of the Association's Hockey Program and St. Albert Raiders Hockey must both be taken into consideration. In consultation with the coaches, the Division Directors and the appropriate Vice President coaches will complete and submit affiliation forms to the President for approval and registration with Hockey Alberta. Affiliation procedure is outlined in SAMHA Affiliation Procedure "Appendix B".



ST. ALBERT MINOR HOCKEY ASSOCIATION

Raiders hockey program affiliations are conducted in accordance with the policies and guidelines developed by the St. Albert Raiders Operations Committee.

3.9 EVALUATIONS

All evaluations of the Association shall be conducted in accordance with the Association's Evaluation Policy as amended from time to time. See "Appendix D" for SAMHA's Evaluation Policy and Procedure.

Raiders hockey program tryouts are conducted in accordance with the policies and guidelines developed by the St. Albert Raiders Operations Committee.

3.10 PLAYER ACCELERATION

Hockey Canada programs and divisions are intended to focus on the overall quality of the hockey experience. Each age division has pre-defined goals and recommended focus areas of development. As a player moves through each age division, skills and knowledge learned in the earlier division are built upon in a systematic manner.

There may be times when an individual player significantly exceeds the skill level of their age group and are also superior in skill and ability to the next division. In rare circumstances like this, it may be beneficial to the player and the Association to advance a division even though they are "underage".

Criteria:

To minimize the administrative effort that would be involved in evaluating a large number of applications every year. Applications will only be accepted for players meeting the following criteria:

- The player is entering the final year of the top level in the playing division.
- In the previous year in the younger division the player ranked in the top 7% of evaluation drills.
- The player evaluates in the top 1/3 (or top 33%) of the highest ranked team(s) in the division in which they are applying.



ST. ALBERT MINOR HOCKEY ASSOCIATION

All steps in the process must be followed or the player will be considered ineligible:

- The player must register in their appropriate age category.
- Parents/Guardians must apply in writing to the Association President, HOCVP AND Executive Director before Aug 15th using the Underage Application form available on the SAMHA website
- The application must be accompanied by a letter of reference from the previous year's coach in support of the try out. If the former coach is a parent/guardian the letter must come from the Division Director.
- The player will be invited to be evaluated in the higher division and be assessed by the standards of that division.
- The player must grade in the top 1/3 of the highest-level team(s) in the division. For example, if there are two Tier 1 teams the player must rank in the top 10 in a pool of 30 players.
- Where the above criteria or process steps are not met the player will move back and grade with their appropriate age division.
- The player will be monitored throughout the year and where, in the opinion of the SAMHA HOCVP, playing at the higher level has negatively impacted the player, the player will be moved back to their age appropriate division.

Goaltenders:

- Goaltenders must meet all the criteria. In addition, they must be ranked as the top goaltender in the higher division.

General:

- Approval will only be granted for one year
- Player cannot be affiliated by higher divisions or teams
- Player must play on the top tiered team(s) of the division

If a player is new to SAMHA and therefore does not meet the previous season's grading criteria, then the following must be submitted as part of the application in place of the criteria:

- Letters of recommendation from the coach (of the team the player played in the previous year), Division Director (from the level where the player played), and the President of the previous association.
- The evaluation results from the previous association's evaluation process.

Players within the Raiders hockey program must follow the policy and process outlined by the St. Albert Raiders Operations Committee.



3.11 OVERAGE PLAYER MOVEMENT

The Association will follow Hockey Alberta prerequisites and application processes in determining Overage Player Movement.

3.12 PLAYER RELEASES

In general player releases are not granted in the event the Association has a team for the player. In the event that a release is granted it is the policy of the Association to follow the Hockey Alberta guidelines for providing player releases.

3.13 PLAYER ICE TIME SAMHA TIERED/COMMUNITY HOCKEY

Coaches will provide fair play opportunities for all players, regardless of ability. Please note however that fair play is NOT equal ice. Equal ice is defined as equal ice-time every game to the best ability of the coach. Throughout the course of a game, situations will arise which may result in the coach choosing to support line consistency and a specific line of players may have to be adjusted. It is expected that by the end of the year, every player will have played in all situations (such as power play and penalty kill) and ice time would be fair in comparison to their peers.

There may be variations on the implementation of this depending on factors including discipline issues, player health issues and/or suspensions.

Goaltending

- A) No player shall be refused to play goalie should they request an opportunity; timing of this opportunity will be at the coach's discretion
- B) Goalies are to be assured equal ice time

Any violation of this policy by a head coach or assistant coach will follow the process outlined in the SAMHA Conduct Management Policy