



Team Officials Manual

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ANTIGONISH MINOR HOCKEY ASSOCIATION

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Introduction

This manual is intended to provide information for use to managers of Antigonish Minor Hockey Association (AMHA) teams. Included are sections dealing with day-to-day team activities, AMHA policies and procedures as well as relevant Hockey Nova Scotia regulations and requirements. If there are questions or issues not addressed by this manual, please contact any members of the Board of Directors.

Section 1 – Team Guidelines

1.1 Leagues

AMHA teams participate in a number of different leagues, depending on the age division and caliber of teams. All AAA Teams belong to Provincial sanctioned leagues that play league games while AA and lower play exhibition games until provincial qualifiers.

1.2 Responsibilities of the Head Coach

The head coach is expected to be responsive, adhere to and promote the directives of the AMHA Board of Directors and administer the team within established policies and guidelines. As the chief team official, the head coach 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.

It is the responsibility of the head coach to:

- adhere to AMHA's priorities, which include player enjoyment and player development; all players will be given equitable or fair ice time during games and practices to ensure that everyone has an opportunity to develop and learn skills as well as have fun and enjoy the sport.
- Review the Canadian Hockey Association's player code of conduct with the parents and players on his or her team, ensuring all players understand, sign and return these forms.
- 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 players.
- Develop a set of rules for the team, which are clearly communicated and enforced equally on all players.

1.3 Responsibilities of the Team Manager

The team manager is expected to be responsive, adhere to and promote the directives of the AMHA Board of Directors and administer the team within established policies and guidelines.

- The team manager is ultimately responsible for preparation and presentation of a team budget to the parents. The team budget must have the approval of the majority of team parents. The manager should enlist the services of a Treasurer so he/she can concentrate their efforts on the other administrative function. Delegation with team consent is essential for a smooth year.
- The team manager is responsible for opening a team bank account. The bank account must have dual signing authority. The two signing authorities for the team should be the team manager and team treasurer.
- 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



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year. The manager should also ensure that team fundraising initiatives are organized and comply with the team budget and the guidelines and policies of AMHA.

- The team manager is responsible for overseeing all administrative duties associated with the team, including:
 - Team budget and financial statements as per request.
 - Ensure that Team Officials obtain the proper qualifications. See section 3 for details.
 - Hockey Nova Scotia Player Affiliation forms.
 - Submission of the Hockey Canada Coach and Player Code of Conduct forms.
 - Arranging for transportation 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.
 - Distributing team schedules to parents.
 - Pickup, proper care and return of AMHA jerseys.
 - Arranging for Minor Hockey Week Volunteers.
 - Ensuring proper tracking for use of Affiliates.
 - Ensuring the trading of or return of ice falls within guidelines.
 - Any other administrative duty that may arise from time to time.

Section 2 - Pre-Season Requirements

2.1 Parent Meeting

Teams are required to have a parent meeting as soon as possible following team formation. The meeting agenda should cover:

- The team budget
- The time commitment required by players
- The team fund raising initiatives
- The coach's philosophy on player enjoyment and development
- The team's goals – short and long term
- The team's communication protocol and conflict resolution process
- Assigning team volunteer positions (Jerseys, Treasurer, Tournaments, Fundraising, Social, Timekeepers, Stats, etc.)

2.2 Team Budget

The team budget should be presented to the parents at soon as possible following the initial team meeting. Parents should have an opportunity to amend the budget. The team budget, once finalized must be approved by the majority of parents, for review and approval. Parents should receive regular financial statements from the team manager. Team Budgets should follow Hockey Canada games and tournaments guidelines. A draft budget can be found on our website (www.antigonishminorhockey.ca) under forms.

2.3 Coach, Player and Parent Conduct Forms

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

The AMHA 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.



2.4 FOIP Information

In order for AMHA to “publish” information and images for players and team officials, formal permission is required from the parent (in the case of players) or team volunteer. This is normally done by initialing the FOIP section of the player registration form.

There is no requirement that this permission be granted. However, if permission is not given for a player or team official, no information concerning this individual may be published in any form. This includes posting names and pictures on team websites, including names in tournament programs, being included in team and individual photographs.

If parents or team volunteers do not give permission on the registration form, but later wish to do so, they should complete a FOIP form and submit it to the AMHA office. This form is available on the AHMA website.

Section 3 - Qualifications

3.1 Criminal Record Checks (CRC)

All Team Sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to submit a current RCMP criminal record check as soon as they are selected for their position. The criminal records checks are to be completed and submitted to the Risk Manager of AMHA no later than November 15th of each season. Hockey Nova Scotia considers CRC valid for three (3) years. It is the manager’s responsibility to ensure all Team Officials are compliant.

3.2 Child Abuse Registry Checks (CAR)

All Team Sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to submit a current NS Depart of Justice Child Abuse Registry check as soon as they are selected for their position. The child abuse registry checks are to be completed and submitted to the Risk Manager of AMHA no later than November 15th of each season. Hockey Nova Scotia considers CAR valid for three (3) years. It is the manager’s responsibility to ensure all Team Officials are compliant.

3.3 Speak-out

All Team Sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to complete Speak-out. Team Officials only have to complete this program once during their administrative/coaching career. Speak-out can be completed in two (2) methods:

Hockey Nova Scotia approved instructor provided through AMHA

On-line through Hockey’s Nova Scotia web portal to Hockey Canada’s Respect in Sport at:

<https://hns.respectgroupinc.com/>

The on-line portal is available 24/7. The course is approximately two (2) hours in length with a cost of \$35.00 payable through a secure website and paypal. There is no fee for the Hockey Nova Scotia program but it has limited availability. AMHA will provide method fee of charge.

The on line course will automatically update the Hockey Canada Registry (HCR) when complete.

Registrants must use their name and date of birth as set up in the Registry. The Respect in Sport Group will email a copy of the completed course for your records.

Respect in Sport user information

Click on: Register a new user
 - the X mark’s required fields



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- when you pick the Association – ANTIGONISH, make sure you confirm
- complete the form, pay and take the program.
- Once you complete a section you can exit and rejoin your program at the location you left off.

It is the manager's responsibility to ensure all Team Officials are compliant.

3.4 Coaching Certification – HCCP

Head Coaches at all levels, except initiation, require the HCCP program. This program is provided by Hockey Nova Scotia at clinics throughout Nova Scotia. Coaches can register for any program through eLEARNING or by registering through the AMHA Coaching Coordinator. Programs must be completed by December 31st. Failure to complete the program will automatically suspend the Coach for the current year.

3.5 Coach Initiation Program

The Initiation program is only required at the initiation level. This program is not transferable to HCCP so if coaches want to advance in divisions, HCCP is required. Please refer to section 3.2. This program is provided by Hockey Nova Scotia at clinics throughout Nova Scotia. Initiation coaches can register for any program through eLEARNING or by registering through the AMHA Coaching Coordinator. Programs must be completed by December 31st. Failure to complete the program will automatically suspend the Coach for the current year.

3.6 Hockey Canada Safety Program

Hockey Safety is required for all team trainers and AAA Head Coaches.

For 1st year assistant coaches, either the Hockey Safety program or HCCP will do.

For all 2nd year coaches, including assistant coaches, both the Hockey Safety and HCCP program are required.

This program is provided by Hockey Nova Scotia at clinics throughout Nova Scotia. Initiation coaches can register for any program through eLEARNING or by registering through the AMHA Coaching Coordinator. Programs must be completed by December 31st. Failure to complete the program will automatically suspend the Coach for the current year.

Section 4 - Team Equipment

4.1 Team Jerseys

All rep teams are given a complete set up home and away jerseys.

The team manager or parent volunteer is ultimately responsible for the care of the jerseys. Please ensure they understand the responsibility associated with caring for the jerseys, and that proper washing instructions are followed.

The team manager is responsible for the return of the jerseys at the completion of the season. Before returning the jerseys, they should be washed and all name bars should be removed.

4.2 Team Socks

Teams are not supplied by AMHA. Because of yearly wear and tear, it is the parents responsibility to supply socks at an approved supplier.



4.3 Team Pucks

AMHA will provide each team with 50 pucks at the beginning of the year. These pucks should be returned to the equipment manager at the end of the season.

Section 5 - Game Permits and Special Event Permits

5.1 Game Permit Procedures

Teams require game permits for all games played. These games include exhibition, league and tournament games. Tournament games played inside and outside the province require permits through eLEARNING. Documentation on this process is found in the Coaches and Managers section of the AMHA website.

Antigonish Minor Hockey Association utilizes eLEARNING from Hockey Canada. This application is mandatory for all team managers. It is used to:

- Sign up for Hockey Nova Scotia courses
- Apply for all game permits
- Post goals for and against for every game permit
- Ensure compliance with Hockey Nova Scotia game permit policies.

Failure to comply with game permit report will result in scheduled games being cancelled until up to date records are filed.

5.2 Special Events and Tournament Permit Procedures

Tournaments:

Tournament hosting permits are intended to cover team tournaments for which Hockey Nova Scotia insurance coverage is required. Without a permit, the host team and AMHA accept all liability for teams traveling to, participating in and traveling home from the event. AMHA requires compliance with Hockey Nova Scotia's Risk Management policies. Failure to comply can result in AMHA being suspended from Hockey Nova Scotia events.

Special Events:

Special events, similar to tournaments involve other team activities. Examples of activities for which a permit should be obtained include:

- A guest coach coming on the ice for a team practice
- Parents vs. players game during a team ice time
- Team fundraising activities (e.g., bottle drive)
- Team social events (e.g., team pizza dinner, bowling)
- Team attending CIS or QMJHL games as a team

The form to request a Special Event Permit is available through the Secretary of AMHA. Fundraising permits are to be applied for prior to the event. Please refer to AMHA policy on our website (<http://www.antigonishminorhockey.ca>, click on policies). The special event permit request form must be filled out by a team official and submitted to the Secretary of AMHA. The Secretary then signs the form and it is forwarded to the treasurer of AMHA. All Special Event Permits requests require prior approval. As a result, please submit your request at least two weeks (preferably three) in advance of the event.



Section 6 – Player Affiliation

6.1 Affiliation Process and Deadlines

Affiliating players from one team to another may take place in Peewee and above with the exception of Atom A goalies. Please refer to the Hockey Nova Scotia policy & Procedures regarding affiliations.

Section 7 – Suspensions

Hockey Nova Scotia will report all suspension infractions to the President and Referee in Chief. The Referee in Chief will electronically send all suspensions to the coach of the team. The Coach will all suspension notices and file them with the Referee in Chief. The manager must note all suspensions in the game record/permit journal

7.1 Regulations Regarding Suspensions

For Atom and younger age divisions, In the event that a suspension infraction occurs in a game, Hockey Nova Scotia Minimum Suspensions will be enforced. For other divisions, league suspension guidelines will be used.

Hockey Nova Scotia adopted stiffer penalties for the 2009-10 season. A copy of these suspensions can be viewed on the AMHA Website under Coaches and Managers – Code of Conduct.

A complete listing of all minimum suspensions is provided on the Hockey Nova Scotia website (<http://www.hockeynovascotia.ca> , Section 13).

7.2 Sitting out Suspensions

When a player has been given a suspension they will be notified of the number of games they must sit out. They will also be notified regarding what type of game qualifies for serving the suspension. In most cases exhibition games do not count towards serving a suspension.

When a player sits out due to suspension his name must still appear on the game sheet. Beside his name the manager must write, "Suspended". This is proof that the player sat out this game. A copy of that game sheet that the player sat out must be faxed to the Highland Zone Coordinator.

Depending on the severity and nature of an infraction a player or coach may be subject to further suspension by the AMHA Board of Directors.

Section 8 – Practice Ice

8.1 Distribution of Practice Ice

The AMHA Ice Coordinator will distribute practice ice to the divisional Heads. Practices schedules once approved will be maintained throughout the year, when possible. AMHA recognizes the Keating Millennium Centre will be unavailable periodically throughout the year for X-ring, Fall Convocation and other events. When conflicts arise, AMHA will attempt to replace practice times where possible and required. Practice ice will be distributed so as not to conflict with league games.

8.2 No Show and Return Ice Policy

If a team chooses to return an ice time they must provide 72 hours notice to the Ice Coordinator. Teams are encouraged to provide sufficient notice to the Ice Coordinator in situations where they know, in advance, that they will not be able to use ice slots (e.g., away for tournaments, team social functions).



Section 9 – League Games

9.1 Rescheduling League Games

League games are to be given priority over exhibition and tournament games. If a team wants to attend a tournament, and a league game needs to be rescheduled, then it is the responsibility of the team to first notify the league and team requesting a re-schedule the league game. The Team will then notify the division head notifying them of the change and request to re-schedule the game. In some cases, Division Head may be requested to assist teams in identifying potential slots for rescheduled games. However, if the team cancels a league game in order to attend a tournament without securing a future ice slot to play the game, then it will be the team's responsibility to purchase ice to make up the game, or forfeit the game.

It is the team's responsibility to notify the Referee in Chief if a league game needs to be rescheduled.

Section 10 - Team Pictures

10.1 Scheduling

Team pictures will be scheduled by the Manager of the team.

10.2. FOIP Considerations

Please note that only those players and team officials that have formally agreed to allow their name and image to be used by AMHA can be included in team and individual photos. For more information, please read the FOIP section of this manual.

Section 11 – Referees

11.1 League/Playoff Games

AMHA takes responsibility for arranging referees for all league, exhibition, tournament and playoff games played in AMHA "home" arenas. All referee costs for these games are paid by the AMHA.

11.2 Exhibition Games

AMHA is responsible for making arrangements to have referees for all exhibition games, and for paying the referees. Except for playoff games, all AA, A, and B games are considered exhibition games.

11.3 Referee Contacts

The Referee in Chief has the responsibility to assign referee to all games in AMHA.

Typically, team managers will not need to communicate with referee in chief, unless the team is making arrangements for canceling games.

Section 12 – Evaluations

12.1 Coach Evaluations

Once at the end of the year the AMHA board of Directors is open to receiving formal coach evaluations from parents and players. All evaluations will be handed out by the Board to the managers who will then have the parents complete and hand in directly to the AMHA. The Board will utilize this information along with the Coaching Coordinator in selecting and training coaches in future years.

Coach evaluation forms can be downloaded from the AMHA website (AMHA Forms page).



Section 13 – Communication Protocol

13.1 Conflict Resolution

AMHA adheres to a strict conflict resolution protocol. If there are issues or perceived problems on a team then the parents, players, coach and manager will deal with the problem on a one-on-one basis and find a fair and equitable solution. If required, the Risk Manager and/or President will become involved in mediating a solution.

13.2 Discipline Committee

The AMHA discipline committee, chaired by the Past President, will be convened to review any issue where a player, parent, coach, manager or any other AMHA member has violated AMHA codes of conduct, guidelines, bylaws or policies and procedures. Any allegations against any member must be submitted in writing 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 AMHA discipline committee will not act on the basis of “third hand” information, innuendo or rumor.

Section 14 - Reporting Injuries

14.1 Procedure

In the event that an injury occurs to a player, team official, spectator or any other person, as the result of a sanctioned hockey activity (i.e., a practice or a game), a Canadian Hockey Injury Report should be completed and filed with Hockey Nova Scotia. This form is available on the AMHA website (AMHA Forms page).

While it is recommended that an Injury Report form be completed for any significant injury, it must be completed for injuries that required medical attention. 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. The form must be filled out in its entirety and submitted to Hockey Nova Scotia within 90 days of the injury.

14.2 Insurance Coverage

By completing and submitting the Injury Report form, the player’s family is potentially eligible for an insurance claim through the Hockey Nova Scotia’s insurance program. Please note that this insurance program provides “supplementary insurance”. MSI, Blue Cross or any other employer health benefits etc. must be the first source for all claims. If a parent does not have any health insurance coverage then the Hockey Canada will cover the expenses.

It is expected that the player’s family will pay for all expenses first, and then Hockey Canada will reimburse allowable charges. For example, if an ambulance is called for a player who has been injured and the player is transported to the hospital, the parent is expected to pay for the ambulance bill and submit it to the Hockey Canada for reimbursement if the cost is not covered by other insurance sources.

Please note that only original receipts and / or invoices will be accepted.

Parents can mail their claims directly to Hockey Nova Scotia. The address is on the Injury Report form.



Section 15 – Other Items

15.1 Shared Ice Practices

During the hockey season, teams may be allotted shared ice practices. This is particularly true for younger age divisions (i.e., up to and including Atom). Shared ice practices are used to ensure that all teams are given the appropriate number of practice times in a week. During these shared ice practices coaches from both teams are encouraged to combine drills and integrate the players on the ice or teams can split the ice to work on team systems.

Please note that teams are not to use shared practice time for inter-squad scrimmages.

15.2 Guest Coaches/AMHA Mentorship

Guest coaches and Mentors are allowed and encouraged from within the AMHA. Sharing of knowledge, practice drills and ice time management is a great way for our senior coaches to pass on some of their experience to our younger coaches. If a team wishes to invite a guest coach to a practice, a Special Events Permit must be obtained. The AMHA Mentorship program allows all coaches access to top quality mentors at all times without a Special Event Permit.

15.3 Guest Players, Teachers and Mentors

Guest players can be a great way for some of our older players to mentor our younger players. For example, midget or bantam goalies could attend Pee Wee or Atom practices and give pointers and instruction to the younger goalies.

Guest players at practices are allowed. Guest players must be currently team sheeted or carded on a AMHA team. Guest players must wear full equipment.

15.4 Dressing Rooms/Arenas

AMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage caused to dressing rooms, arenas or arena facilities are the responsibility of the team. 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.

15.5 AMHA Co-Ed Dressing Room Policy

At the Timbits, Novice and Atom levels, co-ed dressing room situations may exist, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops), all of which must be in good condition.

At the Pee Wee (11 years old) level and above the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms
- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff
- The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.



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- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

The team coach is responsible for ensuring that this policy is adhered to by all and for ensuring that the lesser represented gender participates fully in all pre and post game and practice talks.

15.6 Team Micro sites

Each AMHA team is entitled to a team micro site. This is essentially a team website that is provided through the main AMHA website. The micro site may be used to post team game and practice schedules, information about upcoming team functions, contact information for team officials and, for some divisions, team statistics. To have a team micro site created, please contact the AMHA Web Manager.

15.7 Contacting AMHA Directors

Contact information for all members of the AMHA is provided on the AMHA website at www.antigonishminorhockey.ca.

Each AMHA Board of Directors is given an AMHA email account for minor hockey correspondence.

Section 16 – AMHA Forms

Forms referred to in this document are available for downloading and printing from the AMHA website (www.antigonishminorhockey.ca), by clicking on the AMHA Forms link at the left side of the main home page. These include Special Event Permit Form, Injury Report Form, Coach Evaluation Form, FOIP Permission Form, etc.