



Intro to Hockey MANAGERS Handbook 2025-2026

***These are strictly guidelines – Please refer to
our Rules & Regulations for full details***

Your role as manager

Communication is your primary job:

Meet with your coach - Have a conversation with your coach and layout expectations for each other for the season, set up a communication system that will work for the two (or more) of you and stay in frequent contact throughout the season. Discuss any topics that will need to be covered at your first team meeting. Essentially as Manager you will be in charge of all of the off-ice tasks allowing your Head Coach (HC) to concentrate on the players and on-ice development.

Meet with your team - Set up a team meeting. This is an excellent time to let them know how you will be communicating team info to them, how they can communicate with you, delegate responsibilities, and get additional volunteers for team needs. Your head coach can discuss team philosophy, and his expectations of players and parents. You can discuss team fundraising, expectations for team events like Festivals s, and any other team business. You also might want to use this opportunity to set out guidelines for team behavior, including that of spectators. It is an unfortunate reality that we still deal with inappropriate behavior from fans, and this is a good opportunity to let your team know how these situations will be dealt with.

Touch base with your Level Director – you will become the liaison between FMHA communications and the parents on your team. Establish a communication system! Your level directors are added to your Team Snap accounts. You are expected to be responsive to the FMHA mandate and operate your team within the established policies, guidelines, and regulations.

Know the rules – Know and review the FMHA Rules & Regulations, (found on the FMHA website) you are not only responsible (along with the HC) for your team's actions and behaviors but also for ALL spectators at Home Games. It also pays to be aware of Hockey Alberta Rules and Regs. Links are in the Resources at the end of this guide.

- Have a copy of the HCR (Hockey Canada Registry) on you at all games – both yourself and your HC should carry them which will be provided by the Operations Manager

Critical Dates

Deadline for Bench Staff Qualifications – November 1, 2025

- ***Respect In Sport Activity Leader is required before stepping on the ice
 - This includes all Coach Courses, Safety, First Aid for Trainers, Confidentiality Agreement, and Coaches Pledge. Please ensure that you have 2 team trainers – one needs to be at EVERY game
- The Operations Manager will provide a list of missing qualifications to each Manager,
- Ensure these are completed before the deadline or there can be effects on the team, including suspensions.

2025-26 Intro to Hockey Season Critical Dates:

- Regular Season – October 18, 2025- March 8, 2026
- Christmas Break – December 22, 2025 to January 2, 2026

Main Points of Contact:

Manager Liaison – Cayley Payne

Operations Manager – Rachelle Jackson

Appropriate Level Director –

Nicole Handzuik - Intro

Who you need to contact will depend on your inquiry.

- For general manager inquiries or references or questions, contact the Manager Liaison and they will be able to further direct you if you require.
- Most of the time you will want to direct all communication through your Level Director.
- Anything Game related should potentially include your Level Director and the Operations Manager

*please ensure proper communication lines are followed at all times – under no circumstances should parents be contacting anyone aside from either their manager or coach. Breaches of the communication process are subject to disciplinary action.

Early season “to do” list:

- Remind all bench carded staff that they must have all requirements (coach courses, safety course) before the November 1 deadline and keep on this!!! (links all up on website)
- Also, a reminder for all bench staff to obtain their vulnerable sector checks if they are due (good for 3 years unless otherwise specified by FMHA Board)
 - Only carded coaches may be on the ice during practices and MUST be wearing done up helmets at all times
- Trainers must have an emergency First Aid certificate. As with any other coaching requirement, FMHA will reimburse trainers who need to take a course to obtain it.

Enlist team volunteers:

- **Jersey Parents** – find a family or two to take care of all jerseys throughout the season. It is a good idea to have both sets at all games.
- Fundraising – find a parent willing to coordinate any fundraising efforts for the team
 - **All fundraisers need to be approved by the FMHA Treasurer prior to beginning them**
 - There are new AGLC guidelines this year – please be familiar with them if your team is planning a raffle. AGLC accounts are not managed for teams by FMHA.
- **Team Treasurer** – find a parent willing to be the team treasurer and set up the bank account for the team and look after all of the money (debits or credits)
 - This person will have to complete a spreadsheet and submit to the FMHA Treasurer at the end of the season, example on website.
 - Provide the FMHA Treasurer with whom your signors are and where your bank account is held – they can confirm if an account is already opened and if a signor change is all that is required.
 - It is recommended that your team account be 2 to sign but that is at the discretion of the team. Note that many banks will now charge for sport team accounts (Servus CUATB do not) and you will require a letter of authorization signed by at least 2 team members that will not be on the account and a team roster when you complete this account – a sample letter on FMHA letterhead is on the website for your use.
 - **Confirm with both the Operations Manager and Treasurer that your team has no OUTSTANDING FEES OWED prior to closing or depleting the team account!!**
- **Non-Ice Officials** (Score Clock & Book) – you might be lucky enough to have a couple people offer to do all home games otherwise it is recommended to rotate through your parents so that all get experience (for Festivals times and such) – do up a rotation for 2 parents per home game (3 for games in High River should you choose to do music as well)
 - If you are unfamiliar with the book or score clocks make arrangements with the Manager Liaison for a quick lesson – or someone on your team

- Remember that these people ALWAYS need to remain impartial while doing this job as per as they are considered non-ice officials
- Managers are NOT allowed to be time box officials.

Rules & Regulations - Resources

[FMHA Rules and Regs \(link\)](#)

[Hockey Alberta Regulations \(link\)](#)

[Intro to Hockey \(link\)](#)

[Hockey Alberta U9 Half Ice Game Report](#)

Lines of Communication

Please ensure your team members are following the proper lines of communication

- Refer to the 24 hour cool down rule: All persons should take a 24 hour period to cool down prior to contacting anyone, at the end of that period, if they still wish, they need to follow the chart, preferably in a documented channel*

parents are ONLY to be contacting managers or coaches with concerns or complaints – all other channels must be completed by the team manager



*Breaches of the communication guidelines are subject to discipline

Concussion Guidelines

Safe return to play after a concussion must follow the guidelines established by Hockey Canada, available on the Hockey Alberta [website](#). Documentation of every step is required to align with HA concussion policy. Use Appendix 2 of the Concussion Policy to track and document injuries. These links are also on our website also.

Parents need to sign the Concussion Protocol Form

The [Hockey Canada Concussion toolbox](#) is a valuable resource to help you and your trainer manage injuries on your team.

Complaints and Discipline

THERE WILL BE ABSOLUTELY NO TOLERANCE FOR BULLYING OF ANY KIND WITHIN THE FMHA

- FMHA requires that both parents or legal guardian(s) sign the Parent Legal Guardian Code of Conduct Agreement this form before attending any of their children's games.
- All players, volunteers, members have the right to feel safe in our association whether it be during car-pooling, Festivals play, on ice, social media outlets, in the dressing rooms, etc.
- Coaching staff must make every effort to ensure that our players feel safe – if there is a question of bullying behavior, please address it IMMEDIATELY.
- It is expected that there will be a written note regarding the behavior and follow up, which would then be sent to the appropriate level director and the Vice President of the FMHA. At that time, depending on circumstances, the discipline committee could become involved.
- Please make sure that all parents and players are aware of the FMHA Code of Conduct.
- FMHA follows the "Two Deep Method" of supervision – please see Rules and Regs for full details – players should be supervised at all times. Two adults should be present in the change room or just outside the change room with the door open. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing.
- **CELL PHONES and recording devices**– FMHA bans the use of cell phones in the dressing rooms. This rule applies to everyone, coaches ,managers, parents, players. This must be enforced. Teams are not to record gameplay from the bench. Video will not be considered in the complaint process with FMHA
- **Suspensions**
 - all suspensions must be reported to your FMHA Level Director and President within 24 hours of notification. Failure to report may result in additional disciplinary action.
 - Should one of your players or coaches receive a major penalty resulting in a suspension, that player or coach shall not be permitted to be involved in any game activity until the suspension, as handed down, has been served in its entirety. If you are unsure of a suspension, DON'T LET THE PLAYER OR COACH PLAY OR BE INVOLVED IN ANY FURTHER GAMES UNTIL YOU KNOW! "If in doubt, sit them out." Any suspended player or coach is not permitted to go into the dressing room or go within 50 feet of the player's bench.
 - The discipline committee will meet with all suspended players and coaches.

Affiliations

- All U7 players are on one roster in HCR and can therefore play on any team.
- All U9 players are on one roster in HCR and can therefore play on any team.

CO-ED Teams

- From U11 and down, mixed genders may change in the same room at the same time with the presence of two adults.

Ice & Schedules

- You are required to have a Permit from Hockey Alberta for all games.

- The Operations Manager will apply for all permits for home and travel games. Please keep all permit emails that are sent to you. You are required to have them with the team at every game. In the email is also a link for the [Half Ice Game Report](#) submission.
- If you are interested in booking any additional ice (outside of regular game or practice schedule) you need to email the Operations Manager @ operations.manager@foothillsminorhockey.com to place your request.
- If you are cancelling any games or practices this must be done via email as per above **14 DAYS** prior to the scheduled event.
- Festivals Ice cancellation & Ref booking must be done **30 DAYS** prior to Festivals.
- Weather related cancellations need to be completed ASAP directly to FMHA Operations Manager
- Failure to comply with these dates will result in your team being charged for said ice.
- Each team is allotted ONE FREE ice slot for an exhibition game at some point during the season.
- For those teams that may have practices cancelled due to Statutory Holidays or Special Events you will receive a "credit" to rebook that hour ice slot or should you wish you can request to book the Fieldhouse for a dry land event or put towards an exhibition game cost. This must again be arranged and approved through the Operations Manager.
- You are not allowed to "swap" ice with any other team without contacting the Operations Manager.
- Should you look for additional ice outside of Blackie or High River you are responsible for booking and paying for, then you will submit for reimbursement to the Treasurer.

Referees

- FMHA Operations Manager will take care of booking all referees for U9
- Exhibition Games - You will also have to ensure that CASH PAYMENT is ready for the referees at these games before the game starts.
- Any cancellations due to weather or road conditions please call the Operations Manager ASAP so that they can contact ORA to cancel any officials. Exhibitions & Festivals cancellations must be done with the team manager & ORA directly.
- Any complaints need to be sent via email to your assigned Level Director only after the 24 hour cool down period has taken place.
- The Referees or Linesman should be given 10-15 minutes after their games to allow them to gather thoughts or do appropriate write ups prior to any team manager or coach going to the Referee Room looking for the sheets or write-ups. Under NO circumstances does anyone (neither bench staff nor parent or spectator) need to go into the referee room.

2025-2026 Referee Rates as per Hockey Alberta Provincial Rate:

DIVISION	THREE MAN	RATE SPLIT
U18	\$165.00	65-50-50
U15	\$152.00	60-46-46
U13	\$131.00	51-40-40
U11	\$99.00	41-29-29
U9	\$60.00 \$40.00	20-20-20 20-20
U7	NA	NA

*Intro to Hockey (Half-ice U9 & optional at U7) When using two first year officials a paid SHADOW (official with two years experience) will be on the ice to mentor the young officials, dressed in a helmet with visor, skates and track suit.

The SHADOW program should be used until the end of December. When used the game rate increases from \$40 to \$60 to accommodate the SHADOW official.

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

Km Traveled	Travel Rate	Kms Traveled	Travel Rate	Kms Traveled	Travel Rate	Km 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

Fundraising or Cash Calls

- FMHA asks that teams only do 1 fundraiser per year, additional fundraisers can be requested but must be approved prior to beginning by Treasurer along with providing a budget reason for the additional request(s) (\$050 is allowed without additional approval)
- Under no circumstance and as per AGLC guidelines is fundraising to be used for "swag" or apparel
- Each team is responsible for their own team fundraising and any appropriate licenses that may need to be obtained thru AGLC. AGLC rules MUST be followed.
- All fundraisers must be approved by the FMHA Treasurer prior to beginning – this is to ensure we do not duplicate too many of the same fundraisers.
 - Please take caution of whom you are fundraising for when it comes to different options, as per Hockey Canada Manual, no liquor baskets or fundraising where liquor is a prize will be approved. This includes raffle tables at Festivals s.
- Please be sensitive to the financial limitations of team members if your team decides to do a cash call.

Apparel Guidelines

- FMHA does not require teams to use specific apparel providers but there must be NO modification to the Foothills Flyers logo in any way.
 - Many of the local apparel providers in High River or Okotoks already will have the logo on file. If you require a proper formatted copy of it please contact the Equipment Coordinator.
- FMHA does not require teams to wear logoed apparel nor a specific dress code – this is at the discretion of each team.
- FMHA also asks that potential apparel sponsorship requests DO NOT go beyond team connections (i.e. parents businesses, etc.) into the community as FMHA already requests sponsors for the association and Festivals s.

Festivals

- Home Festivals s
 - FMHA puts aside some ice on particular weekends for home Festivals use and encourage our teams to plan in accordance. We suggest that teams work together to organize a divisional Festivals. Due to limitations each division will not be allowed more than one weekend to host a Festivals. These are great opportunities for fundraising and team building and community involvement but please note that teams are responsible for organizing and operating their own Festivals s. A section in the FMHA Rules & Regs gives more information about setting rules, etc.
 - Any Divisions or Teams interested in hosting a home Festivals must notify their Level Director.

- FMHA will donate a bag of FMHA pucks to each division choosing to host a Festival for use at Festival.
- The Festival Coordinator from the Home Team are responsible for obtaining a Hockey Alberta Festival Sanction permit
- The Festival Coordinator will need to contact the FMHA Sponsorship Committee for any acknowledgements that will need to be made.

Equipment

- Equipment needs to be signed out by coach or manager and a \$400 equipment deposit cheque given to the Equipment Director or Treasurer, this must be given before jerseys will be given to the team.
 - Jerseys & Socks (players get to keep the socks)
 - Goalie Equipment (U11 level and lower)
 - Practice & Game Pucks
 - Helmet Stickers
 - First Aid Kit
 - any additional supplies please contact the Equipment Director.
- Socks One set of home socks will be provided to each player by FMHA –
 - The second set of away socks requires a \$20 purchase per player
 - Players must wear these provided socks during all games.
 - Should your team decide to purchase a separate set of “home” socks you can at your expense.
 - ALL PLAYERS MUST WEAR MATCHING COLORED SOCKS DURING GAMES.
- Mouth Guards are not mandatory.
- Jerseys need to be cared for properly, please hang them to dry.
 - Name bars are allowed, however must be installed and removed by Diamond Embroidery (Located in High River). Expenses related to name bars are responsibility of the team.
- Neck Guards are MANDATORY AT ALL LEVELS.
- If a player is injured but wants to attend games and be present on bench they MUST wear FULL equipment – that includes helmets.
- Helmets must be worn and done up by all coaches or anybody on ice. Coaches under the age of 18 carded to the team are not required to wear full gear during practices (helmets mandatory) nor games and are allowed to go on ice for hand shake not wearing a helmet.
- All equipment must be returned to the equipment director at the end of the season – round-up dates will be announced towards that time, should it not be returned the equipment deposit cheque will be cashed.

Formatted

Pictures

- FMHA will arrange for one night for all team and individual & referee pictures to be taken.
- It is required that teams be 100% dressed in full gear (minus helmets) at least 15 minutes prior to the team slot.
- FMHA provides to every player a team picture and an individual shot – additional options and packages will also be available at personal cost.
- More details will be provided to team managers as they become available.

Permits and Forms

- **All permit requests need to be submitted via email to the Operations Manager**, these are required for anything outside of regular league games. The permit covers your team for insurance.
 - Travel Permits – required for any team travelling outside of regular league play including within our zone.
 - Exhibition Games Permits – required for any exhibition game played. Home team applies for the permit and must be submitted by Wednesday (if possible) before the game.
 - Festival Sanction Permits – required for any home Festivals s being hosted.
 - U7 and U9 – Recurring Event Sanctions Festival Sanctions (new 2019)
 - Parent/Player games DO NOT require permits just the waiver (under forms on FMHA website) nor do any dry land or team events any more.
- All applicable forms referred to in this presentation will be available on our FMHA website

Festivals Hosting Guidelines

The first step in hosting or organizing a Festival is to assign a Festival coordinator. If you are hosting a Festival with another Foothills team, each team should assign a coordinator. Festival format needs to be established as soon as you begin the process of organizing your Festival. In order to have a successful Festival, the coordinators need to meet at least six (6) weeks prior to their scheduled Festival. Each FMHA team is eligible for a bucket of pucks from FMHA (submit a request to Level Director).

1. Festival Date

Festival dates for the Association are established at the beginning of the hockey season, by the Operations Manager and the Board, taking into account the Central Alberta Hockey League's schedule, statutory holidays, Town of High River recreation activities, and Figure Skating activities. Furthermore, the Operations Manager has to respect Provincial play-off deadlines and league play-offs.

Weekends available for Festivals s will be established by the FMHA board at the beginning of the season. Each division will be provided with the opportunity to host a Festival. Teams within divisions are encouraged to host joint Festivals s. If more than one division requests the same weekend, the FMHA board will draw for assignment of the weekends.

2. Festivals Sanction Number

Hockey Festivals require to be sanctioned. The FMHA will make the necessary arrangements to request your Festival sanction number. The sanction number approval sheet will be emailed from our Zone 5 Discipline Coordinator and a copy will be provided to you. Please display in a visible area at the arena at all times during the Festival. Visiting teams will require this number.

3. Festival Coordinators

A Festival coordinator should be assigned by each hosting team.

Responsibilities include:

- Ensuring that the overall organization and preparation of the Festival is conducted in a prudent, organized, and efficient manner.
- Preparing “Coaches Package” for host & visiting teams (includes: Festivals program, rules & regulations, grievance committee rules and regulations, coupons...)
- Securing ice with FMHA’s Operations Manager
- Securing pucks with FMHA’s Equipment Director
- Inviting teams.

4. Inviting Visiting Teams

The Festival coordinators together with the coaches are responsible in inviting visiting teams. You will require from each visiting team:

- Team roster (including coaches, trainers, managers)
- Team name & jersey colors (home & away)
- Jersey numbers
- Association name & division

5. Festival Fees

Entry fees are determined by your Festival coordinators. The Festival fee cheques should be made out to your team, not to FMHA. Hosting teams are responsible in managing all financial aspects of the Festival, including ice fees and referee payments.

6. Festivals Rules

- Festivals games must not conflict with any league games.
- All match penalties must be reported to the Zone 5 Discipline Representative.
- Teams must adhere to Hockey Alberta’s Non-Provincial Festivals Rules.
- Copy of all game sheets must be sent within 48 hours to Zone 5 Discipline Coordinator

7. Ice Scheduling

The Festival coordinators are responsible in contacting FMHA’s Operations Manager. The Operation Manager will advise you of the ice available for the Festival. Once the coordinators have determined the Festival schedule, a copy of the schedule needs to be submitted to:

- FMHA Operations Manager
- Rec-Plex and Blackie Arena Concession Manager
- Town of High River Parks & Arena Supervisor and Blackie Arena Foreman
- Timekeepers and Scorekeepers Festival Coordinator

- Poster Festivals Coordinator
- 5050 Festivals Coordinator

FMHA will invoice the hosting teams for the Festival ice usage.

8. Referees

Once you have completed the Festival schedule, you will in turn contact the ORA and ensure that the referee assignor secures referees for all games. Okotoks Referee Association must be notified at least a month in advance. The current approved referee rates for games and travel mileage will be used for referee payments. The Festival organizers will make payment for referees to the ORA who in turn will pay the referees.

9. Timekeepers & Scorekeepers

Assign one timekeeper/ scorekeeper coordinator from each hosting team. Coordinators are responsible:

- In ensuring that 2 volunteers are assigned for each scheduled game to perform timekeeping and scorekeeping duties. Festival rules and regulations are to be posted in timekeepers/scorekeepers' booth.
- Together with the referees, ensure that Festival rules and regulations are respected.
- All disputes to be directed to the Grievance Committee.
- **NOTE: NO PERSON UNDER THE AGE OF 18 IS ALLOWED IN THE TIMEKEEPER'S BOOTH.**

10. Raffle Coordinators

Assign one raffle coordinator from each hosting team. Decide with all coordinators and parents the source of raffle items, i.e. solicit local businesses for donated items, parent responsible in donating an item, the purchase of trophies, medals, t-shirts...for Festival prizes also needs to be decided. Coordinators are responsible:

- In getting a Raffle license from the Alberta Gaming and Liquor Commission. Rules and Regulations, as well as other information are available at the Alberta Gaming and Liquor Commission website at www.aglc.gov.ab.ca.
- In ensuring that all rules of the raffle license are followed properly.
- In ensuring that 2 volunteers are assigned at the raffle table for each scheduled game.
- In conducting the raffle draw at a pre-determined time and notify winners.

11. 50/50 Coordinators

Assign one 50/50 coordinator from each hosting team. Coordinators are responsible:

- In getting a raffle license from the Alberta Gaming and Liquor Commission. Rules and regulations, as well as other information are available at the Alberta Gaming and Liquor Commission website at www.aglc.gov.ab.ca.
- In ensuring that all rules of the raffle license are followed.

- In ensuring that volunteers are assigned for each scheduled game to perform 5050 ticket sales. Maximize ticket sales by drawing winning ticket between second and third periods.
- In posting winning number, winner's names, amount on a poster.

12. Treasurer

Assign one treasurer from each hosting team. Treasurers are responsible:

- Overall financial control and reconciliation. Festival statement to be provided to respective teams.
- Collect all entry fees.
- Ensure floats for 5050 ticket sale, raffle sale, referee payment.
- Collect proceeds from the above throughout the weekend.

13. Poster Coordinators

Assign one poster coordinator from each hosting team. Coordinators are responsible:

- For the purchase of materials.
- Design and prepare team roster posters, schedules, welcome signs, 5050 winners list, sponsor list...

14. Grievance Committee

The Grievance Committee should comprise of 5 committee members. The Grievance Committee should be familiar with Festival rules and regulations. The Grievance Committee should establish guidelines with respect to what constitutes a grievance and what process to follow to file a grievance. A minimum fee of \$50.00 should be applied to any grievance.

15. Program Committee

Assign one program coordinator from each hosting team. Coordinators are responsible for:

- Compiling information for the Festival program. The Festival program should include greetings, team rosters, sponsors, Festival guidelines and rules...
- The Program Committee might decide to charge for programs using the proceeds to create a "loonie or toonie stick" to be raffled at the end of the Festival.

Festival Rules (Sample)

1. This is a Hockey Alberta sanctioned Festival. Canadian Hockey Association and Hockey Alberta rules apply, with any exceptions on this sheet.
2. All players must be registered on the team roster for the current year and must be of H.A. age.
3. The Festival Grievance Committee reserves the right to make final decisions on all rules and discrepancies. A \$50.00 deposit must accompany any grievances.
4. Referees and scorekeepers will be provided by host community.
5. All teams must be ready to start play at the posted time or a minor penalty will be assessed. Please be ready ten (10) minutes prior to scheduled games.
6. Games will be scheduled according to the number of teams participating in Festival and at the host's discretion. Overtime: sudden death for ten (10) minutes, with goaltenders. If no goal is scored, goaltenders will be pulled. Goal must be scored from the blue line. There is NO overtime in round-robin play.
7. The ice surface will be cleaned every two (2) periods during the Festival. Between other periods, change ends and continue play.
8. Coaches are responsible at all times for their team's conduct on and off the ice and will ensure that their players behave in a sportsmanlike manner at all times. Any penalties assessed off the ice will be served at the start of the next scheduled game.
9. Penalties:
 - Minor – Two (2) minutes (stop time) or three (3) minutes (running time)
 - Major – Five (5) minutes (stop time) or six (6) minutes (running time)

FMHA will follow Hockey Alberta's minimum suspension guidelines.

Waiver

WAIVER

The undersigned hereby acknowledge that Foothills Minor Hockey Association has **not provided insurance** for the Parents and Players fun game on (today's date). All parents are playing at their own risk and indemnify Foothills Minor Hockey Association against any claims.

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------

_____ Parent name	_____ Parent Signature
----------------------	---------------------------