MANAGERS Handbook 2026-2027

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 most/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 tournaments, 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.

Touch base with your CAHL Governor – again, you are the link between your team and the league. Good communication with your Governor helps ensure that they are able to place your team competitively and help you have a successful season.

Know the rules - Know/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 CAHL Rules and Regs, and 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 The SHIFT Forward: Evolving Hockey Culture/ COACH- Before anyone steps on the ice
Deadline for Bench Staff Qualifications – November 1, 2026

- This includes all Coach Courses/Safety /First Aid for Trainers/Confidentiality Agreement/ Coaches Pledge/ and Hockey Canada Return to Hockey Safety Guidelines module
  - 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 Level Director, who will let you know if any are missing on your team.
- Ensure these are completed before the deadline or there can be effects on the team, including suspensions.

Provincials –
Hockey Alberta will conduct competitions in minor hockey for the following Divisions and recognizes that all Provincial competitions are for the purpose of determining the championship team in any category.

2026/27 CAHL Season Critical Dates:

Season Start Date	October 16, 2026
Tiering Round	October 16, 2026- November 8, 2026
Tiering Break	November 13-15, 2026
Regular Season	November 20, 2026- February 2027(pending division)
Christmas Break	December 21, 2026- January 1, 2027
Playoff Season	February 2027 (pending division)

Please see CAHL website for exact Regular and Playoff season for your division.

Main Points of Contact:

Manager Liaison – Cayley McArthur secretary@foothillsminorhockey.com

Operations Manager – Rachelle Jackson operations.manager@foothillsminorhockey.com

Appropriate Level Director –

Amanda Wind (U11) u11director@foothillsminorhockey.com
Amanda Dalton (U13) u13director@foothillsminorhockey.com
Anna Milner (U15) u15director@foothillsminorhockey.com
Bryce Chinook (U18) u18director@foothillsminorhockey.com

CAHL Director – Kevin MacIntyre cahl.director@foothillsminorhockey.com

Who you need to contact will depend on your inquiry.

- For general manager inquiries or references/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 CAHL related should potentially include your Level Director, FMHA CAHL Director and your CAHL Tier Governor.

*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/Shift Forward Coach- immediately) 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, please allow for five (5) business days for the fundraisers to be approved.**

    - 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.
    - FMHA Casino is January 17 and 18, 2027
- **Team Treasurer** – find a parent willing to be the team treasurer to look after all of the money for the team (debits/credits)
    - This person will have to complete a spreadsheet and submit to the FMHA Treasurer at the end of the season, example on website.
    - Contact the FMHA Treasurer (treasurer@foothillsminorhockey.com) to complete the signing authority changes for the bank account associated with your team. ******This is a new process for the 26/27 Season. The FMHA Treasurer will be looking after the submission of paperwork for signing authority changes for each team within the Association. Each team will need 2 signing authorities for their team account.***
    - **Confirm with the Treasurer that your team has no OUTSTANDING FEES OWED prior to depleting the team account!!**
- **Tournament coordinator** – find a parent that will be responsible for looking and enrolling in tournaments, including accommodations if required.
- **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 tournament 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 act/remain impartial while doing this job as per as they are considered non-ice officials
    - Managers are NOT allowed to be time box officials, as they are considered by CAHL to be team officials and NOT impartial.
    - These hours count to your volunteer hours for the association
- **Data Entry Person** (CAHL Teams only) – recommended that this be yourself however you can designate a data entry person for home games (must be done within 24 hours of the game).

Rules & Regulations - Resources

FMHA Rules and Regs (link)
CAHL Manager Handbook (link)
Hockey Alberta Regulations (link)
Intro to Hockey (link)
U11 Player Pathway (link)
Coach/ Manager Discipline Handbook

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*

PARENT

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

MANAGER

LEVEL DIRECTOR/FMHA CAHL DIRECTOR/CAHL GOVERNOR

FMHA EXECUTIVE/APPROPRIATE COMMITTEE

CAHL

HOCKEY ALBERTA

*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.

FMHA will be introducing more Concussion protocol soon – especially at the U15 & U18 levels – all communication will be done thru the level directors.

Complaints and Discipline

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

- FMHA requires that both parents/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, tournament 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 - either with FMHA or with CAHL.
- **Suspensions**
  - all suspensions must be reported to your FMHA Level Director and Vice 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/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.
  - CAHL will not be reviewing video

Affiliations

- Please refer to FMHA Rules & Regulations for full details.
- FMHA does not allow teams to affiliate past their roster numbers for CAHL sanctioned games, all other affiliations (i.e. tournaments, provincials, exhibition) must receive Level Director approval.
- Affiliations are not allowed to replace suspended players per CAHL rules.
- With the team numbers this season affiliations should only be visited if numbers on a team are drastically lowered. All teams should accommodate the requesting team whenever possible as long as it does not put the AP's team at a disadvantage. If disputes should arise during the affiliation process, the level director(s) for each division should be contacted to mediate a resolution.
- There should not be any affiliation requests during tiering rounds – if these are required they need the approval of CAHL
- During regular season

- Requesting teams must understand that an AP's team should be their first priority, and affiliation requests may not be granted if it puts the AP's team at a disadvantage
- Coaches/managers from both teams must come to an agreement about affiliation requests PRIOR to any players being asked to affiliate. There must be NO contact regarding affiliations between the affected player and the requesting team.
- Teams are strongly encouraged to rotate through affiliates and must avoid consistently sending the same skaters for affiliations. CAHL and HA frown heavily on repeated affiliations of specific players.
- CAHL VP approval is required for affiliations between divisions
- Goalie Substitutions refer to Rules & Regulations

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.
- Players U13 and higher, mixed genders may not change in the same room at the same time.
- It is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.
- When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
- If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing, and showering in shifts.
- It is the responsibility of the team to provide a plan that will ensure the safety and privacy of individual players when they are dressing, undressing and showering.
- An individual team must keep a written record of any relaxation of or deviation from this policy.

Game Sheets& Stickers, Off Ice Officials

- All Tournament & Exhibition Games (this includes away tournaments outside of our HA Zone 5) MUST be sent to the Operations Manager to forward to HA by 9AM the NEXT DAY
- **CAHL Games with writeups MUST be sent in immediately after the game to your governor and Level Director (if it is an exhibition or tournament game to your Level Director & Hockey Alberta)**
- CAHL – all game sheets for League Games must be sent to your CAHL Governor within 24 hours of game as well as entered into Goal line Application by your Data Entry Person. Incident Reports or Write Ups must be faxed/scanned **immediately** to your CAHL Governor for ruling. Keep the original (WHITE) game sheets and send to Governor as per instructions (end of season/once per month)
- Failure to submit sheets in a timely manner could result in a fine to the team
- Game sheets must be legible and complete. Failure to do so will result in a fine.
- Templates for stickers are available on the CAHL and FMHA websites
- Keep in mind the following:
  - Goalies should be listed first followed by the remaining players in NUMBERICAL order (If you do not have a designated goalie then just mark "G" beside the player for that game)
    - If you have more than one goalie designate "START" & "ALT"
  - If you designate a Captain and Assistants those also need to be marked with a "C" & "A"
  - Affiliated players need to be added to your list for any games they are playing (can be hand written on) and "AP" beside them
  - Any absent players or coaches should be struck out with a single line (confirm with CAHL Governor) and put "ABS" (but you should still be able to read the name)
  - For injured players "INJ" – they must actually be injured for this mark, not sick

  - For suspended players “SUSP (1/3)
  - Any overage players need to be marked “OA”
- Note that off-ice officials printing must be legible – Data entry persons, CAHL Governors and HA MUST be able to read the game sheets. Pages must be completed in their entirety, including warm up times, game start and end time (drop clock must also be documented for those associations), and goalie information/shots *especially important during tiering, please refer to the Off-Ice Official Handbook provided (also on the CAHL website)
- Make sure your Referees sign the page at the end of the game (give them time to warm up their hands).
- Ensure you verify the sheet BEFORE leaving the arena, especially if there are any write-ups.

Drop Clock Associations

- All Drop Clock Associations are posted on CAHL (Foothills is NOT a drop clock association but is at the U11 house levels)
- Be very familiar with the regulations when you are playing these associations
  - There shall be a flood after every period at the U18 level. There shall be at least 1 flood between either the first and second period or the second and third period at the U15 and U13 level. The ice shall be flooded before the start of the game at the U11 and U9 level.
  - Specifically, for U9 and U11 Levels:
    - For all Member Associations flooding of the ice will not be allowed between periods unless there is an adequate amount of time allocated for U9 and U11 games. If there is a flood once during the game, the game slot must be a minimum of 1¾ hours long. For all Member Associations who declare to be a Drop Clock Community; if there is a flood once during the game in a U9 or U11 Divisions, the game slot must allow adequate time to complete the game without dropping the clock.
  - Any decision prior to or during the game to change the above regulation may only be made with the agreement of coaches from both teams. Agreement shall be indicated by both coaches signing the game sheet and noting the agreement.
  - At the start of ALL CAHL League and Playoff games the clock will be set to a five (5) minute warm-up period. The clock shall be started immediately at the commencement of the scheduled time slot, or when the ice is available for both teams to commence skating, whichever is the latter. At the end of the five (5) minute warm-up period, the clock shall be reset to twenty (20:00) minutes and the game started. The home team must provide warm up pucks for the visiting team, at least one per player. No OVERTIME during regular season – refer to CAHL for playoff policy.
  - Stop time is to be used in all periods of all games. When five (5) minutes remains on the ice permit and after the first stoppage of play thereafter, the time clock will be set to two (2) minutes and the remainder of the game will be played stop time. All member Associations must declare at the Annual General Meeting whether they will follow this regulation or provide additional ice time to complete the game. (refer to chart on CAHL for drop clock associations)

Ice & Schedules

- If you are interested in booking any additional ice (outside of regular game/practice schedule) you need to email the Operations Manager @ operations.manager@foothillsminorhockey.com to place your request.
- If you are cancelling any games/practices this must be done via email as per above **30 DAYS** prior to the scheduled event.
- Tournament Ice cancelation& Ref booking must be done **30 DAYS** prior to tournament.

- Weather related cancelations 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/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/High River you are responsible for booking and paying for, then you will submit for reimbursement to the Treasurer.
- CAHL Game Rescheduling – please refer to CAHL website for all details however you are only permitted 2 changes to your schedule (excluding weather/travel reasons) and you may only submit 2 weekends for tournament play.
- For changes the manager shall contact the opposing manager to discuss, the Game Change Request form (on CAHL Website) shall be filled out and submitted to your CAHL Governor for approval. Do not assume that this has been approved until your Governor sends you official notice and the change is made on the website.

Referees

- Bryce Chinook is the FMHA liaison to Willowhills Ref Association
- FMHA Operations Manager will take care of booking all referees for CAHL scheduled games, U9 & payment to Willowhills Ref Association.
    - For Home Tournaments – the Tournament Coordinator will work with the Willowhills Ref Association for booking ref's and will be responsible for payments.
- You will need to contact the Willowhills Ref Association directly to arrange for refs for exhibition games and home tournaments – please get these requests in as soon as possible to ensure you will receive your request.
    - Book minimum of 30 days prior to tournament – but the sooner the better.
- Exhibition Games - You will also have to ensure that CASH PAYMENT is ready for the referees at these games before the game starts.
- Any cancelations due to weather/road conditions please call the Operations Manager ASAP so that they can contact Willowhills Ref Association to cancel any officials. Exhibitions & Tournament cancelations must be done with the team manager & Willowhills Ref Association 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/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/write-ups. Under NO circumstances does anyone (neither bench staff nor parent/spectator) need to go into the referee room.

2026-2027 Referee Rates as per Hockey Alberta Provincial Rate:

DIVISION	THREE MAN	RATE SPLIT
U18	$177.00	69-54-54
U15	$158.00	64-47-47
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

Mileage & Travel: Mileage for the official travelling the furthest distance (round trip) shall be paid mileage according to Hockey Alberta's approved rate of 41centskm. 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	$35	301-400 km	$45	501-600 km	$65
51-100 km	$15	101-200 km	$25	401-500 km	$55	601-700 km	$75

Fundraising/Cash Calls

- FMHA strongly advises that teams only do 1 fundraiser per year, the FMHA Treasurer needs to be made aware of the fundraiser before commencing fundraising activities. Please allow for five (5) business days for review.
- An additional fundraiser can be requested for special circumstances (ie. Provincials) in writing but must be approved by the Board of Directors.
- Sale of 50/50's at home games is allowed in addition to your 1 fundraiser without additional approval, but the proper AGLC license and reporting is required and the responsibility of the individual team
- 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 tournaments.
- Please be sensitive to the financial limitations of team members if your team decides to do a cash call.
- Under no circumstances are teams allowed to solicit sponsorship outside of businesses that team members have a personal connection to

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/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. parent's businesses, etc.) into the community as FMHA already requests sponsors for the association and tournaments.

Tournaments

- CAHL teams may only submit 2 weekends for tournament play (this includes home tournaments) and you may not request game changes during tiering rounds nor playoffs.
- Home Tournaments
  - FMHA puts aside some ice on particular weekends for home tournament use and encourage our teams to plan in accordance. We suggest that teams work together to organize a divisional tournament. Due to limitations each division will not be allowed more than one weekend to host a tournament. 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 tournaments. A section in the FMHA Rules & Regs gives more information about setting rules, etc.
  - Any Divisions/Teams interested in hosting a home tournament must notify their Level Director TBD.
  - Tournament dates will be determined via a lottery draw for any of the divisions interested. We cannot guarantee a specific weekend nor obtaining a home tournament as we only have 3 dates and 5 divisions (not including Intro to Hockey whose tournament is a one-day event). If you've already entered a tournament on one of the dates below please indicate that in your request and we will do our best to work around that.
  - FMHA will donate a bag of FMHA pucks to each division choosing to host a tournament for use at tournament.
  - The Tournament Coordinator/Home Team are responsible for obtaining a Hockey Alberta Tournament Sanction permit
  - The Tournament Coordinator will need to contact the FMHA Sponsorship Committee for any acknowledgements that will need to be made.

Provincials

- If you win your Tier you have the option of going to Provincials. You can opt out of this opportunity.
- Hosting Provincials
  - Must apply by TBD to host a provincial tournament.
  - Host team is automatically guaranteed to be part of the final play down for provincials.
  - A resource binder is available for any team wishing to submit a hosting bid.
    - There are also additional application examples on the Hockey Alberta website.

Equipment

- Equipment needs to be signed out by coach or manager and a $400 equipment deposit e-transfer needs to be sent to the Treasurer (treasurer@foothillsminorhockey.com), 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 (home & away – one set for both) will be provided to each player by FMHA – players must wear these provided socks during all games.
    - FMHA pays for one set of socks and each individual team will be billed for the 2nd set of socks in November of each season.
    - 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 only allowed to be put on and removed by an FMHA approved seamstress/business. Please ask the Equipment Director or your Level Director to provide you the names of these approved businesses. The cost associated with name bar application and removal is each team's responsibility.
- 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/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 will not be returned to the individual team.

Pictures

- FMHA will arrange for one night for all team/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/packages will also be available at personal cost.
- More details will be provided to team managers as they become available.

Permits/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.
    - Tournament Sanction Permits – required for any home tournaments 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

Tournament Hosting Guidelines

The first step in hosting/organizing a tournament is to assign a tournament coordinator. If you are hosting a tournament with another Foothills team, each team should assign a coordinator. Tournament format needs

to be established as soon as you begin the process of organizing your tournament. In order to have a successful tournament, the coordinators need to meet at least six (6) weeks prior to their scheduled tournament. Each FMHA team is eligible for a bucket of pucks from FMHA (submit a request to Level Director).

1. Tournament Date

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

2. Tournament Sanction Number

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

3. Tournament Coordinators

   A tournament coordinator should be assigned by each hosting team.

   Responsibilities include:

   - Ensuring that the overall organization/preparation of the tournament is conducted in a prudent, organized, and efficient manner.
   - Preparing "Coaches Package" for host & visiting teams (includes: tournament 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 tournament 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. Tournament Fees

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

6. Tournament Rules

   - Tournament 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 Tournament Rules.
   - Copy of all game sheets must be sent within 48 hours to Zone 5 Discipline/Travel/Tournament Coordinator

7. Ice Scheduling

   The tournament coordinators are responsible in contacting FMHA's Operations Manager. The Operation Manager will advise you of the ice available for the tournament. Once the coordinators have determined the tournament 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/Scorekeepers Tournament Coordinator
   - Poster Tournament Coordinator
   - 50/50 Tournament Coordinator

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

8. Referees

   Once you have completed the tournament 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 tournament 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. Tournament rules and regulations are to be posted in timekeepers/scorekeepers' booth.

- Together with the referees, ensure that tournament 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 tournament 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 50/50 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. Tournament statement to be provided to respective teams.
- Collect all entry fees.
- Ensure floats for 50/50 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, 50/50 winners list, sponsor list…

14. Grievance Committee

The Grievance Committee should comprise of 5 committee members. The Grievance Committee should be familiar with tournament 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 tournament program. The tournament program should include greetings, team rosters, sponsors, tournament 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 tournament.

Tournament Rules (Sample)

1. This is a Hockey Alberta sanctioned tournament. 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 tournament 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 tournament 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 tournament. Between other periods, change ends and continue play.

8. Coaches are responsible at all times for their team's conduct on an 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.

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