

**2018/19
Stony Plain Minor Hockey
Coaches & Managers Package**



www.spmha.net

Coaching in Stony Plain Minor Hockey

As a coach for SPMH you are a prominent adult representative of the association. Sportsmanship, life skills, self-confidence and hockey skills are the areas you and your coaching staff will be providing to each athlete on your team.

1. **REMEMBER** that winning is not everything – having fun, learning and improving hockey skills and increasing self confidence ensures that the athletes flourish
2. **SHOW** respect for all participants of the game – this includes athletes, parents, fellow coaches, opponents, game officials and spectators. Swearing, criticizing, ridicule, intimidation and blame are not positive motivators for anyone
3. **SHOW** respect – encourage, support, nurture and take responsibility for your own actions and accept the consequences of inappropriate behaviour (i.e.: suspension or termination)
4. **BE** a team player – be committed, punctual and accountable
5. **ENSURE** care is given to all players both on and off the ice and that respect is shown to any facility they visit.
6. **No** alcohol is to be consumed at rinks or on busses
7. **ALL** arenas are to be used with respect.

As a COACH you are the role model – your actions will be emulated by your kids and parents alike.

Coaches – Fair Play Pledge

It is the intention of this pledge to promote fair play and respect for all participants within the Stony Plain Minor Hockey Association. By agreeing to coach all coaches must observe and accept the following principles of Fair Play.

FAIR PLAY CODE FOR COACHES

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

I agree to abide by the principles of the FAIR PLAY CODE as set by the Canadian Hockey Association and supported by the Stony Plain Minor Hockey Association.

I also agree to abide by the rules, regulations and decision as set by the Stony Plain Minor Hockey Association.

MANAGING IN STONY PLAIN MINOR HOCKEY

As a Manager for SPMH you are a prominent adult representative of the association. Sportsmanship, life skills, self-confidence and hockey skills are the areas you and your coaching staff will be providing to each athlete on your team.

1. **REMEMBER** that winning is not everything – having fun, learning and improving hockey skills and increasing self confidence ensures that the athletes flourish.
2. **SHOW** respect for all participants of the game – this includes athletes, parents, fellow coaches, opponents, game officials and spectators. Swearing, criticizing, ridicule, intimidation and blame are not positive motivators for anyone.
3. **SHOW** respect – encourage, support, nurture and take responsibility for your own actions and accept the consequences of inappropriate behaviour (e.g., suspension or termination).
4. **BE** a team player – be committed, punctual and accountable.
5. **ENSURE** care is given to all players both on and off the ice and that respect is shown to any facility they visit.

As a MANAGER you are the role model – your actions will be emulated by your kids and parents alike.

PROBLEM SOLVING PROTOCOL

Refer to Section 54 of SPMHA Policies and Procedures:

Complaint Escalation Situations and problems will arise in the course of the Hockey season that may require some sort of problem resolution.

This may or may not involve your Director or other Association Executive Member. It is important to keep the lines of communication open and wherever possible attempt to have a conversation first.

Please follow these simple rules when trying to resolve a disagreement or dispute:

24 HOUR RULE

We all need time to “think” and not react – many times our first reaction is not the right one. Use this time to look at all perspectives and decide what you would like to say.

TEAM MANAGER

It is one of the tasks of the Team Manager to act as the go between for the coaching staff, players and parents. Speak to the Team Manager or document your concerns. The Team Manager then will have to arrange a meeting with all parties and try to resolve the issue. Should this position be what the dispute is about – then speak with the Head Coach or Division Director. Remember personality conflicts are not reasons to circumvent this step.

DIVISION DIRECTOR

Should there still be no resolution to the situation then contact the Division Director for assistance.

DISCIPLINARY COMMITTEE

Should there still be no resolution after discussion with the Division Director, the applicable Division Director shall ensure that the matter be discussed by and decided upon by the Disciplinary Committee.

HOCKEY CANADA INSURANCE

HOW TO MAKE A CLAIM

1. COMPLETE an Accident Report
2. Have your team official complete the team section and your doctor/dentist complete the back of the form.
3. Submit the full completed form to your Branch office along with any receipts or invoices within 90 days of the date of the accident.

NOTE: only accident reports forms received in the branch office within 90 days of the date of the accident will be accepted.

Forms must be completed in their entirety or the forms will be returned.

Original receipts and/or invoices are acceptable

The CHA is strictly a secondary insurer. If you have access to any other type of insurance coverage (e.g., employer) then you must submit to them first. The CHA covers only costs not reimbursed by your primary insurer.

HOCKEY CANADA CO-ED DRESSING ROOM POLICY

The following is the policy of Hockey Canada with respect to co-ed dressing:

Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

1. Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities
2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
3. Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age 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 and without holes/tears.
4. 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.
 - 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.

It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants. Note: Hockey Canada Branches that have mediated Human Rights settlements within their Province/Territory with respect to specific co-ed dressing room parameters are exempted from this policy within their jurisdictions and may continue to adhere to previously mediated settlements.

39.0 MIXED DRESSING ROOM POLICY

SPMHA- POLICY AND PROCEDURES 39.0 PAGE 36.

39.1 In Accordance with Hockey Canada, SPMHA firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

39.2 SPMHA stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.

39.3 Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age 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 and without holes/tears.

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

a) Stony Plain Minor Hockey Association recognizes the importance of equal participation of male and female players at all levels of league play and in pursuit of this goal will implement policies to ensure the protection of reasonable privacy and safety of all players while ensuring equal access for all players to coaching time and team participation.

b) It is the responsibility of each individual coach to ensure that no gender is segregated from the rest of the team and no athlete is present in the dressing room in less than his or her hockey equipment base layer when mixed genders are present.

c) In all cases where members of a team include both male and female players, the following parameters will be adhered to:

I. When separate facilities exist for both male and female athletes, they shall make use of these separate facilities in order to change to their hockey base layer and then all athletes will be permitted to come together in the dressing room.

II. When separate facilities do not exist for both male and female participants players shall dress and undress in shifts determined by the coach. No athlete is present in the dressing room in less than their hockey base layer in a mixed dressing room environment. If no base layer is worn, players will not be present in the dressing room in less than a shirt and shorts.

III. Parents will be made aware of the policy at the beginning of the season as well as presented the coach's plan to ensure that their team is in compliance with it. They will have an opportunity to discuss any concerns they have with the coach prior to implementation.

IV. Players wishing to shower will wait until the opposite gender has left the change room to do so. Showering will be done by the greater represented gender first then the lesser.

Coaches in this circumstance will ensure that changing is done quickly.

V. No recording on devices will be permitted in the dressing room. If used, they will be confiscated by the coach and reported to Division Director immediately.

VI. There will be supervision by the coaching staff in the dressing room at all times.

d) In the event that a team cannot agree upon a reasonable plan of action, the following procedure will be followed:

- All players will show up to the dressing room in his or her well maintained hockey base layer (no holes). Any player not compliant with this will be requested to use another room to change. After the game is completed, players will remove their equipment down to nothing less than their hockey base layer before exiting the change room.

39.5 As an association we are committed to every athlete feeling like an equal member of their team and for the coaching staff to create an environment of respect and tolerance among all players

TEAM LIST OF VOLUNTEERS

MANAGER (Refer to Section 34 P&P)

- act as a liaison between the parents and coaches
- provide information to the parents
- coordinates the activities of the team to allow coaches time to teach the players
- schedule outside league games, practices and tournaments
- schedule off-ice activities such as dry land
- ensure that after games and practices dressing rooms are left clean and all garbage is picked up
- **You must INPUT your 'home game' game sheets on to your NAI webpage with in 48 hours (24 hours during playoffs)**
- **All "away" games must be verified on your NAI page after "home" manager has input.**
- book referees for all exhibition games – games regularly scheduled will have referees booked
- coordinate travel permits for all games. If you are hosting an Exhibition Game, you will need to apply for a sanction number.
- New this season, ALL Exhibition and Tournament games NEED to apply for travel Permits. (Regardless of Zones)

TREASURER (Refer to Section 35 P&P)

- a) set up a bank account to control funds raised by the team
- b) look after books retain receipts
- c) two signatures should be necessary on cheques written
- d) set up a team budget and provide parents with a year-end accounting

TIME/SCORE KEEPERS AND PENALTY BOX WORKERS

- a) keeps score and time for home games
- b) runs penalty boxes for both home and away team

WEBSITE COORDINATOR

- a) obtains sign on and password for access to your team specific
- b) updates team website on SPMH website on a regular basis
- c) may or may not post scores or stats – this is a team by team decision

JERSEY PARENT

It is required by SPMH that this position be filled on all teams. It ensures that jerseys are looked after and returned in a timely fashion at the end of the season. The better we look after our equipment the longer it will last for all kids.

- a) bring jerseys to all games at least 30 minutes before start time of game
- b) collect and wash jerseys on a regular basis – be sure to use only detergent no bleaches allowed
- c) no player should take their jersey home with them
- d) due to damages to jerseys, SPMH does not allow the placement of name bars on jerseys

MUSIC PARENT

- a) play appropriate music at all home games

SOCIAL COORDINATOR

- a) arrange social functions for the team and/or parents
- b) best to get input at the beginning of the season as to what activities your team would like to participate in.

FUND RAISER

- a) this may be a one or two person position depending on the team choosing.
- b) discuss and provide ideas on ways to fund raise
- c) discuss fund raising requirements with coach, manager and treasurer

FIRST AID

- a) each team should have someone who is responsible for first aid
- b) trained in basic first aid
- c) have a list of emergency numbers for both home and away games in the event of an emergency
- d) Should be someone that is at all games. In cases where this person is away, they must arrange for an alternate
- e) Each team should have an Emergency Action Plan to deal with on ice emergencies.

MEDICAL FORMS

Each team should have a completed Hockey Alberta Medical Form for each player. These forms are found under the Forms tab on the SPMHA website. A best practice is to place the completed forms in a binder and to keep that with the first aid kit.

Please be sure to collect each player's Alberta Personal Health Number. No matter what parents may tell you, it is far easier to collect that information at the beginning of the season than in an emergency.

Please be sure to shred the medical forms after the season is finished.

TOURNAMENTS

Tournament information can be found on www.hockey-alberta.ca under the Tournaments tab. A Travel Permit is required.

REMEMBER TO BOOK YOUR TOURNAMENTS EARLY.

TEAM FEES

Team financial accounts shall be a team activity and team responsibility. Stony Plain Minor Hockey assumes no liability or responsibility in the management of team accounts.

Teams should discuss a budget at the start of the season.

Team may require funds for items such as:

- Tournaments
- Team Socials
- Travel Costs
- Team Apparel
- Bank Service Charges
- Additional Ice Costs
- Additional Referee Costs
- Damage to facilities
- Team Pictures
- Fees not covered by the Registration Costs

It is up to the team discretion to determine seed money (up-front cash from parents) and/or fundraising requirements. The list above should only be used as examples of extra costs and is not intended to be all inclusive.

OFF-ICE OFFICIALS

- Scorekeeper
- Timekeeper
- Penalty Box Attendant

To make the Officials role run smoothly throughout the season, we recommend that once 5-6 volunteers step forward to do this job, one person out of that group becomes the “main scheduler” of who works the timekeeper/scorekeeper and penalty box at which games. This lightens the load for the Manager, plus he/she does not have to run around before game time looking for people to work these jobs.

General Information

- Off Ice officials are under the supervision of the Referee.
- Off Ice officials should be in place at the start of each period.
- Conduct should be professional at all times.
Refrain from cheering and heckling.

GAME SHEETS

If you are using labels please make sure you put one on all copies of the game sheets. All copies of the game sheets must be legible NO EXCEPTIONS. Make sure the person completing your game sheets is aware of this.

All league game sheets must be submitted to the appropriate league governor. All contact information can be found on the NAI site <http://nainterlock.com/content/governor-listing>

All Exhibition game sheets must be submitted electronically. Instructions on where and how to do this will be sent in an email with your permit.

SCHEDULING GAME CHANGES

From time to time, there will be a need to change or reschedule a game, due to reasons such as participation in a tournament, inclement weather, etc.

To reschedule a NAI League game, please use the Notice of Game Change form on the league's website, <http://nainterlock.com/form/95> . You'll find this under the Forms tab on NAI Website.

The Notice of Game Change form can be completed on the website. In this case, I would highly recommend that you follow this protocol:

1. The requesting team contacts the other team and reaches an agreement to reschedule the game.
2. The requesting team completes the Notice of Game Change form and e-mails that to the other team.
3. The other team then forwards this form to the appropriate league governor, who will update the league website.

Alternately, if you have an e-mail confirming that the other team agrees to the new game time, you can skip a step and forward that e-mail to the governor, along with a completed Notice of Game Change form.

In any case, it is important to have written documentation, even if you refuse a game. As a rule, you should respond to game scheduling requests within 48 hours. If your team is not willing to reschedule a game to a certain time, please explicitly refuse the request.

Another helpful hint: work out a protocol with your team's leadership early on. That will save you a bit of work later on in the season.

CONCESSION

Please see below the concession processes for the 2018/19 Hockey Season

- Every family is required to work two concession shifts per child registered in Stony Plain Minor Hockey. (1 shift must be a weekend)
- Two cheques of \$300.00 per child per family are required.
- You must work at least one of your required shifts prior to Dec 31.
- Once you have worked your required shift your cheque will be destroyed.

- It is each individual's responsibility to sign up for their required concession shifts. Available times and shifts can be found on www.spmha.net . Simply follow the Bingo/Concession tab to find the schedules.
- Any shifts not filled two weeks before the date will be considered "Last Minute Shifts" and are available for anyone to signup. There is no limit on how many "Last Minute Shifts" you can work.
- Any additional hours that you have worked above your required shift will be logged and credits will go towards your next Hockey Season

If you have any questions please feel free to contact:

Glenna Wagner – Concession Coordinator
admin@spmha.net

TEAM EQUIPMENT

Equipment such as jerseys, puck bags, first aid kits, some goalie equipment, etc. are the property of Stony Plain Minor Hockey.

The Stony Plain Minor Hockey Executive has a policy in place, which states, that each team shall appoint a Jersey parent(s) who will be responsible for the care, maintenance and distribution to all players.

Year after year, kids in hockey should be issued Jerseys that are presentable and reflect well on the association they play for.

Below are care tips that should be shared with the Jersey parent to ensure longevity:

- 1) Wash only in cold water with detergent. Bleach and other stain removers should not be used at any time
- 2) hang to dry – do not put them in the dryer, since this deteriorates the decals and can cause them to peel
- 3) name bars are not permitted

Any deficiencies such as lose hems, small tears etc. should be looked after immediately to prevent any further damage

SPMH Equipment Checklist

1. All jerseys are to be washed and dried after each game.
2. All jerseys are to be returned to a jersey parent after each game ... No exceptions!

3. All jersey will be washed before returning them to the Equipment Manager at the end of the season.
4. Goalie equipment is used for on ice use only. There may be old equipment available if someone wants to use for recreation activities.
5. Each set of equipment will be returned as soon as possible after the season to the Equipment Director.
6. Teams are responsible for replacing missing items from their equipment.
7. Any problems with equipment must be brought to the Equipment Director as soon as possible so the problem can be rectified.

These are some of the more important rules from the SPMH policies and procedures manual. Any concerns, please contact the Equipment Director, David Podhaniuk at equipment@spmha.net

Player Movement

Again, movement of players is now electronic. The new association enters the request to transfer and we review and submit for final approval by Hockey Alberta. A Parent Declaration form is required to be signed.

Hockey Alberta still has the right to refuse a transfer.

LIABILITY INSURANCE COVERAGE

Only Volunteers that are on the official roster are covered by Hockey Alberta Insurance.

TEAM FINANCES

Refer to Section 35 SPMHA P&P

Stony Plain Minor Hockey would like to encourage each team to manage its finances clearly and efficiently. The Association Executive is accountable both to the membership and to Hockey Alberta in this area of team life, and will monitor each team's finances throughout the year.

Each team should appoint a Treasurer from among the parents. Working with the coaches and manager, the Treasurer should draft a budget and present it to the parents early in the season. At its most basic level, the budget should include:

- Anticipated revenues: From additional team fees, fundraisers, etc.
- Expenses: would include items like:
 - Extra ice for practice times

- Tournament fees
- Team apparel (track suits, shirts, etc.)
- Any other items not covered by registration fees

The parents will need to agree on a payment schedule, as well as a policy for participation in fundraisers (if the team chooses to do these).

Each team should set up a bank account. No money should be mingled with the Treasurer's personal funds in his or her personal account. Ever. Furthermore, it would be a best practice to require two signatures when writing cheques. Most teams grant the Treasurer and Manager signing authority for this.

The Treasurer should issue a monthly statement showing what money has come in and what was spent. Each parent should get a copy of this. It is a good idea to have at least two parent meetings throughout the season to discuss finances.

There is a Team Budget Form (in Excel format) posted in the Forms section of the association website. Please use this to track your team's finances.

AFFILIATIONS

A player can only be affiliated once. Once an affiliation has been verified and approved by Hockey Alberta, that player cannot be approved for any other team.

Attached is an Affiliation Verification Form that must be initialled by the parent prior to the Affiliation being sent to Hockey Alberta for approval.

These forms must be completed and submitted to the Registrar for Stony Plain Minor Hockey prior to December 10, 2016.

Below is a communication description on how this process is to be followed when requesting affiliates from another team:

1. COACH 2 (coach of team wishing to affiliate player) approaches COACH 1 (current coach of player)
2. After discussion and agreement then Current coach of player approaches parents to discuss. Parents must initial Affiliation Form to acknowledge. Playing a player prior to following these procedures may lead to a suspension for the Coach.

The deadline for affiliations to be submitted to Hockey Alberta is December 15, 2018. You can find Affiliation Forms under Coach Tab.

RULES GOVERNING AFFILIATED PLAYERS

- affiliated players may only play a maximum of 10 games (excluding Exhibition and NON PROVINCIAL TOURNAMENT GAMES) on their affiliate team

Copies of original affiliation forms are available under the forms section of Stony Plain Minor Hockey website.

All Affiliation questions should be directed to Stony Plain Minor Hockey Registrar, Shelley Kennedy at registrar@spmha.net

TRAVEL PERMITS

Whenever your team travels, with the exception of league games, they must acquire a travel permit. This includes Exhibition Games and Tournaments. A travel permit ensures that the players and coaches of the team are covered under the Hockey Alberta Insurance Plan.

Failure to obtain a permit **PRIOR** to the game(s) means that the team is not insured. Either Tournament or Exhibition Sanction number must be provided.

If you are hosting an Exhibition Game, you must apply for a Sanction Number. You can find the link under the Manager Tab.

Travel Permit requests **MUST** be submitted by filling out the Travel Permit Request form

Once Hockey Alberta has issued the Travel Permit an email will be sent to the requestor with the Travel Permit Number.

After the game(s) has been played, the gamesheet (s) must be electronically submitted by the HOST team.

FAILURE TO DO SO WILL RESULT IN THE ENTIRE ASSOCIATION NOT BEING ABLE TO GET TRAVEL PERMITS.

Hockey Alberta has advised that they will **NOT** issue a travel permit for teams who have chosen to wait to the last minute. This could mean a game/tournament being missed.

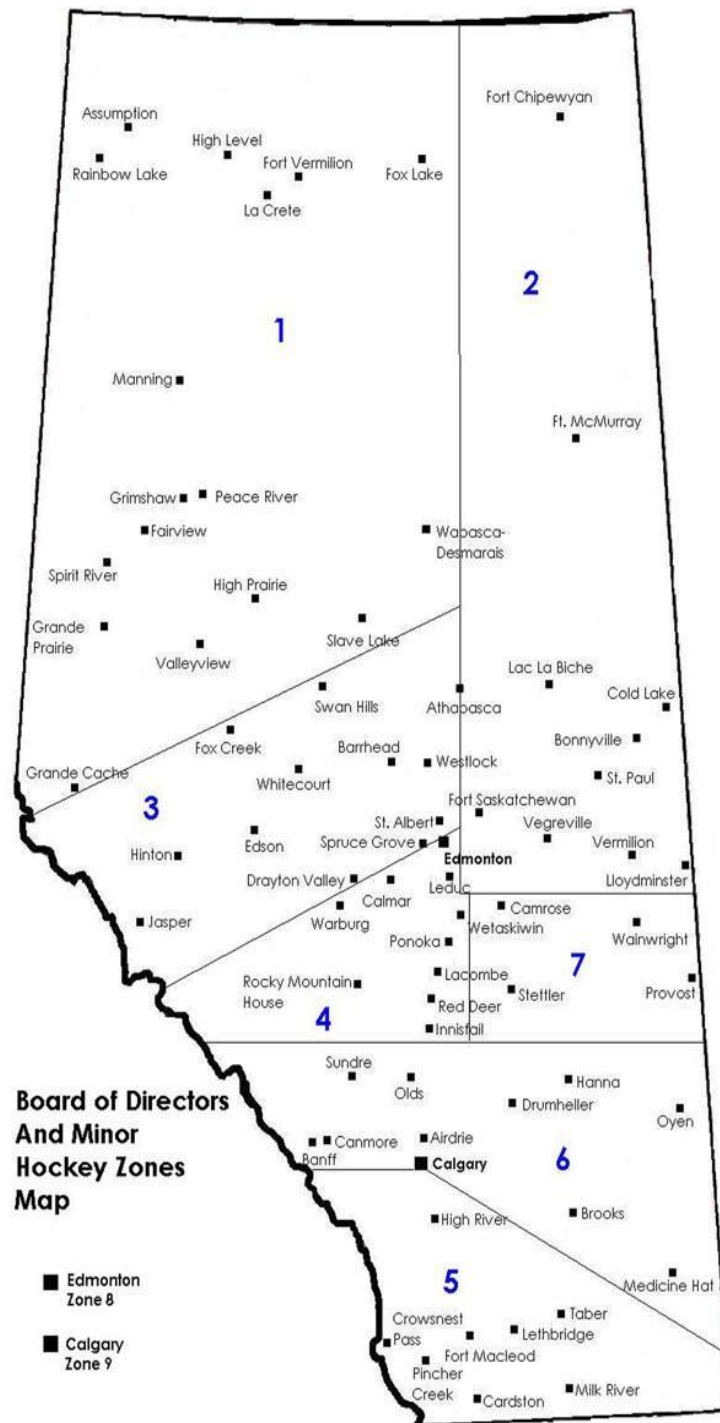
This reflects badly on both the team and Stony Plain Minor Hockey Association, so plan your away games and tournaments and request your travel permits early.

Hosting an Exhibition Game:

You must apply for a Saction Number to Host an Exhibition Game.

You will find the link under the Manager Tab and also under FORMS

Alberta Minor Hockey Zones



CRIMINAL RECORD CHECK

Stony Plain Minor Hockey also requires that all coaches on the ice or on the bench submit a Criminal Record Check every 2 seasons.

REFEREES

Our referee scheduler, Glenna Wagner, books referees for all regularly scheduled home games.

Any exhibition games that require referees must be booked a minimum of 96 hours prior to the game. All Exhibition Game Referees are paid by the Team.

You can email Glenna Wagner at wagnerglenna@gmail.com to book your referees. Be sure to include in your email the date and time of the game, and the division you are in. Also include a contact number you can be reached at.

A return email will be sent to you confirming your request.

Glenna Wagner contact info is:

Cell phone: 780-718-1703

wagnerglenna@gmail.com

Our Referee in Chief is Darcy Carter, and his contact information is available on the SPMH website. His role is to provide supervisions and feedback to our officials.

ric@spmha.net

Ice Scheduling Information 2018/19 Season
This is a summary document –
the complete ice policy is listed in Section 29 (pages 25-27) of the
SPMHA Operational Policies and Procedures

Schedules will be posted on the Stony Plain Minor Hockey Web Site as soon as they are available – no less than weekly. Occasionally schedules change without notice, especially during the middle of January, please be sure to regularly check the calendars – no separate notification will be sent out to each team. Changes will be noted in red.

According to Hockey Alberta, League play takes precedence over all other games (including exhibition games and tournaments) with the exception of Provincial play. As such, it is up to the coach / manager to source alternate ice through a trade or request to change a league game. Changes must be made according to the regulations of each league.

Practices

Weekly Monday to Friday, each team will receive one week night practice of 1.0 hours (shared or alone depending on availability of ice that week) unless they play a league game during that week. No team will be guaranteed the same practice spot weekly. Rotations will be made based on the time of the ice and the age of the players.

- Weekday early morning ice at Centennial arena, PD Day ice or statutory holiday ice must be booked directly with the Town of Stony Plain by the requesting team. Payment directly to the Town will be required up front, these are not booked by the ice schedulers nor is this ice paid for by SPMHA.
- Teams requiring additional practice ices must secure and pay for the ice on their own.

League Games

League games are scheduled based on the requirements of each league. The final schedules of each league are posted on their respective websites. Ice is allocated based on the length required by the NAI league as follows:

Level and Tier	Length of Game Slots
Novice Tier 1	1.25 hour ice slots
Novice Tier 2 – 5	1.00 hour ice slots
Atom Tier 1 - 5	1.50 hour ice slots
Peewee Tier 1 & 2	2.00 hour ice slots
Peewee Tier 3 – 5	1.50 hour ice slots
Bantam Tier 2	2.25 hour ice slots
Bantam Tier 3 – 5	2.00 hour ice slots

Additional ice is not necessarily available to teams who cancel league games to attend tournaments. If a trade cannot be made, the team will forfeit the league game and, in some cases, there may be a financial penalty levied by the league.

Exhibition Games

Over the course of the season, each team will receive additional weekend spots for use as exhibition games or extra practices. These will be scheduled based on the specific team's league home and away schedule and availability of ice. The spots are not guaranteed weekly and are rotated on an equitable basis.

Initiation

Initiation teams will share ice Saturday and Sunday mornings at 7:00 am. The teams that share will be designated by the Initiation Director. Additional ice slots will be scheduled later in the day on Saturday and Sunday as available.

How to Change Ice

Note: Ice is not the property of the team; rather, it is the property of SPMHA. Teams are to return to the ice scheduler any ice they are not planning to use.

- **Trade** - After reviewing the weekly schedule, call the coach / manager of the team with which you wish to trade. If a trade is made, please forward the information to the ice schedulers (**5 days'** notice is appreciated in order to inform the arenas). Trading for future consideration is at your own risk.
- If a **trade** is not possible, the ice is to be **returned** to the ice schedulers **4 days** in advance in order for it to be rescheduled. The team returning the ice may request other available ice from the scheduler, it will be assigned if. With less than 4 days' notice any ice left dark will be charged to the team to which it was originally assigned and that team will receive no additional ice until it is paid in full.
- Dark Ice – teams not using or failing to return their surplus ice will be required to reimburse SPMHA for the full cost of the rent of the unused ice.
- Purchasing surplus ice – any team may request to purchase unallocated SPMHA ice when it becomes available.
- **Open Ice** will be e-mailed to the contact person for each team and a notice posted on the web site. This ice will go to the first team that replies. A team that takes additional ice and leaves their scheduled ice dark will be charged for that ice.
- Teams are welcome to request additional ice at any time, we will add this into the rotation.

Teams that do not follow the procedures as set out above will not be considered for additional ice.

Regardless of the change made – the ice scheduler must be notified.

Communication is the key to a successful year. Informing us of all changes ensures that the arenas are aware so that floods are scheduled properly, the concession is aware so that it will be open for games, the referee scheduler is aware so that referees are utilized properly. **E-mail ALL ice changes and trades to Glenna and in the event it involves a game, to the referee scheduler and the league as well.**

Ice Scheduler: Glenna Wagner
wagnerglenna@gmail.com