

SECTION E – GENERAL INFORMATION

1. COACH EDUCATION REQUIREMENTS

The following requirements are for Minor Hockey Teams and they are based on a team's categorization prior to November 15 of the current playing season.

Initiation (5-6 years old) All LMHAs will ensure by **November 15** of the current playing year that each Hockey Team at the Initiation Level have at least two (2) registered Team Officials that have completed the Coach Stream, or old NCCP Intro to Coach Program

Novice (7-8 years old) All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Novice have completed the Coach Stream, or old NCCP Coach Level

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the Coach Stream, or old NCCP Coach Level course

Atom (9-10 years old) All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Atom have completed the Coach Stream, or old NCCP Coach Level, **and have completed the Checking Skills Program**

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the Coach Stream, or old NCCP Coach Level course and have completed the Checking Skills Program

Peewee (11-12 years old) **Teams registered as Peewee A, B, C, D, Female**

All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Peewee (categories outlined above) have completed the Coach Stream, or old NCCP Coach Level and have completed the Checking Skills Program

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the Coach Stream, or old NCCP Coach Level course and the Checking Skills Program

Teams registered as Peewee AA

All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Peewee (categories outlined above) have completed the NCCP Developmental I Level and have completed the Checking Skills Program

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the NCCP Developmental I Level course and the Checking Skills Program

Bantam (13-14 years old) Teams registered as Bantam A, B, C & D, Female

All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Bantam (categories outlined above) have completed the Coach Stream, or old NCCP Coach Level and have completed the Checking Skills Program

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the Coach Stream, or old NCCP Coach Level course and the Checking Skills Program.

Teams registered as Bantam AA, Female AAA, Bantam AAA

All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Bantam (categories outlined above) have completed the NCCP Developmental I Level and have completed the Checking Skills Program

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the NCCP Development I Level course and the Checking Skills Program

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the NCCP Development I Level course and the Checking Skills Program

Midget (15-17 years old) Teams registered as Midget A, B, C, D, Female

All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Midget (categories outlined above) have completed the Coach Stream, or old NCCP Coach Level and have completed the Checking Skills Program.

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the Coach Stream, or old NCCP Coach Level course and the Checking Skills Program

Teams registered as Midget AA, Minor Midget AAA, and Female AAA

All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Midget (categories outlined above) have completed the NCCP Developmental I Level and have completed the Checking Skills Program

It is highly recommended that all LMHAs ensure that all Assistant Coaches have completed the NCCP Developmental I Level course and the Checking Skills Program

Teams registered as Midget AAA

All LMHAs will ensure by **November 15** that all Head Coaches coaching in the division of Midget (as outlined above) have completed the NCCP High Performance I Level and have completed the Checking Skills Program

All Head Coaches will have two years to complete the NCCP High Performance I level. The rationale for this is that Hockey Alberta only hosts the High Performance I Seminar every two years

It is highly recommended that all LMHAs ensure by **November 15** of the current playing year that all Assistant Coaches have completed the NCCP High Performance I Level and completed the Checking Skills Program

The following requirements are for Hockey Teams of all Divisions and Categories.

Hockey Canada Safety Program (HCSP)

All Hockey Alberta teams must have one (1) person registered to their team who has completed the Hockey Canada Safety Program (HCSP), and be at all games.

Teams must have a registered eligible (as defined below) safety person by **November 15** of the current Hockey Season. Teams failing to adhere to this regulation may jeopardise their eligibility for Provincial, Regional and National Playoffs.

An eligible safety person is defined as a person who has successfully completed the requirements for the Hockey Canada Safety Program. This program is valid for a period of three (3) hockey seasons from the date of the clinic attended to August 1 of the third hockey season.

Respect In Sport - Coach

By **November 15** of the current Hockey Season, each Hockey Team in the province of Alberta must have all registered Team Officials complete the Respect in Sport - "Activity Leader/Coach" program or have the equivalent "Speak Out" program already completed.

****(Excluding Senior / Junior Teams, unless a Minor aged player is registered to and/or affiliated to the Team).***

**FOR MORE INFORMATION REGARDING COACH EDUCATION REQUIREMENTS,
GO TO WWW.HOCKEYALBERTA.CA**

Chart of Certification Requirements

The following requirements MUST be completed prior to November 15 of the current season.

	<u>COACH STREAM</u>	<u>DEV. I</u>	<u>H.P. I</u>	<u>CHECKING SKILLS</u>	<u>RESPECT IN SPORT *</u>	<u>SAFETY **</u>
INITIATION	TWO TEAM OFFICIALS				ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
NOVICE	HEAD COACH				ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
ATOM	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
PEEWEE A, B, C, D, FEMALE	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
PEEWEE AA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
BANTAM A, B, C, D, FEMALE	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
BANTAM AA, FEMALE AAA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
BANTAM AAA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET A, B, C, D, FEMALE	HEAD COACH			HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET AA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MINOR MIDGET AAA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET FEMALE AAA		HEAD COACH		HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
MIDGET AAA			HEAD COACH	HEAD COACH	ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
JUNIOR FEMALE					ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
JUNIOR MALE					ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
SENIOR FEMALE					ALL TEAM OFFICIALS	ONE TEAM OFFICIAL
SENIOR MALE					ALL TEAM OFFICIALS	ONE TEAM OFFICIAL

* **ALL REGISTERED TEAM OFFICIALS MUST HAVE COMPLETED THE RESPECT IN SPORT – ACTIVITY LEADER PROGRAM** (Excluding Senior/Junior unless a Minor aged player is registered to and/or affiliated to the Team)

** **ONE REGISTERED TEAM OFFICIAL THAT HAS COMPLETED THE HOCKEY CANADA SAFETY PROGRAM MUST BE IN ATTENDANCE AT ALL GAMES**

2. REFEREE RATES (2014-2015 SEASON)

Category	Maximum Rate	Rate Split
CIS (Male)	\$280	140-70-70
CIS (Female)	\$160	80-40-40
ACAC (Male)	\$260	112-74-74
ACAC (Female)	\$155	65-45-45
AJHL	\$220	98-61-61
Senior Male (AAA)	\$200	86-57-57
Senior Male	\$185	81-52-52
Senior Female	\$145	61-42-42
Junior B	\$190	82-54-54
Junior C	\$160	68-46-46
Junior Female	\$130	56-37-37
Midget AAA	\$175	75-50-50
Minor Midget AAA (15 yr.)	\$155	65-45-45
Midget AA	\$140	60-40-40
Midget AAA Female	\$130	56-37-37
Midget A, B, C, D	\$125	51-37-37
Midget Female A, B	\$125	51-37-37
Bantam AAA	\$130	52-39-39
Bantam AA	\$120	50-35-35
Bantam A	\$115	47-34-34
Bantam AAA Female	\$115	47-34-34
Bantam B, C, D	\$100	42-29-29
Bantam Female A, B	\$100	42-29-29
Peewee	\$95	41-27-27
Atom	\$70	32-19-19
Novice	\$58	26-16-16
Adult Recreational	\$140	

- Mileage Rate: - As per Hockey Alberta Regulations @ 0.36/km
 Travel time: - Negotiable to a maximum of \$10.00/100km/Traveller (return trip)
 - First 50 km are free
 - Travel Rate = ((Total km - 50)/100) x \$10.00 (rate per traveller)
 - Travel time applies to all travelling officials including the driver
- Late or Early Games: - Games scheduled to conclude after 11:00 p.m., start before 7:00 a.m., or start prior to 5:00 p.m. on a weekday (excluding Provincials) are negotiable to an additional \$10.00 per official.
- Tournaments: - Rates for all tournaments, except Provincial tournaments, are to be negotiated with applicable Referee Council Zone Chairperson or their designate.
 - Maximum rates are not to be exceeded.
 - Assigning fee may be charged to a maximum of \$6.00 per game (excluding Provincials).
- Assigning Fee: - \$100.00/team/season (excluding tournaments) for Exhibition, Regular Season & Playoffs.
- Warm-Ups: - \$10.00/official (maximum of \$20.00/game) for officials to monitor warm-ups.

These rates apply to the two (2) or three (3) official system. The rate for a one (1) official game is 70% of the rate listed in the applicable category above.

The rates above are for games that are 1.5 hours in length or longer. Games that are shorter in duration may have a lower negotiated rate between the LMHA and applicable Referee Zone Chairperson (or delegate).

THESE RATES ARE NOT TO BE EXCEEDED

3. INTERNATIONAL TRIPS/TOURS

3.1 General Tour Information

- (a) No HA Team shall be permitted to play exhibition or tournament games, Inter-Branch games of any kind or games against teams from any other member federation of the IIHF without the written or faxed permission of Hockey Canada through HA. If HA does not object, it shall submit the request to the Hockey Canada President for his consideration and approval. Violation of this rule may result in the suspension of the Team Officials and/or Players involved.
- (b) In the case of Inter-Branch games and exhibition or tournament games between Teams affiliated with Hockey Canada and teams affiliated with USA Hockey, permission and travel permits shall be granted at the discretion of HA through the Zone Discipline & Sanction Coordinator.
- (c) Hockey Canada, in its sole and unfettered discretion, may refuse application for sanctioning of International tours for any reason it deems detrimental to Hockey Canada, HA or the participants involved and its decision in this regard shall be final and binding.
- (d) HA, clubs, teams, Players, coaches and officials who participate in the activities of international tours not sanctioned by Hockey Canada do so independent of Hockey Canada and HA and without access to benefits of Hockey Canada National Insurance Program and could be subject to suspension or other disciplinary measures as determined by HA.

3.2 Outgoing Trips/Tours

- (a) No Minor Team shall be allowed more than one outgoing International Tour during the same Hockey Season.
- (b) To obtain permission to take a HA team for an International trip, the following procedures must be followed:
 - (i) (A) A team must first obtain written invitations from the out-of-country or overseas team(s).
 - (B) The out-of-country or overseas team must be a member of its ice Hockey Federation and the International Ice Hockey Federation (IIHF).
 - (C) The letter of invitation MUST include the full details of where and when the competition will be played.
 - (ii) (A) Upon receipt of the invitation, the Team's LMHA must notify by letter the Executive Director of HA requesting permission to travel which will include all items in (c)(i), above.
 - (B) The Team's LMHA must also send a copy of the above letter to the appropriate League Chairperson and/or appropriate HA Zone Discipline / Sanction Coordinator.
 - (C) A certified cheque, money order or cash in the amount of \$250 payable to HA is required before the Branch can consider a request.

- (D) A detailed schedule outline of dates and locations of all proposed games and team activities must be sent to HA from the LMHA before approval is given.
- (iii) Upon receipt of the official permission to travel from HA, the LMHA must then complete a Hockey Canada form titled "Hockey Canada Sanction Application for Team Tour in IIHF. (A fee of \$150 is included in above amount paid.) This form is to be completed and returned to HA no later than seventy-five (75) days prior to the day of the event. If the application is not received within the minimum seventy-five (75) days, then HA will not support the trip.
- (d) An HA or Hockey Canada Official Representative must travel with all teams leaving Canada. The costs for this Representative must be borne by the traveling team Organization.

This Representative is to act as the "OFFICIAL SPOKESPERSON" for the team.

- (i) The HA Representative, appointed by the Executive Director, will receive a letter from HA indicating such.
- (ii) LMHAs may recommend to the Executive Director any individual(s) they feel should be considered as the HA Representative. Letters of reference must be provided stating this person's involvement in the community and reasons why he/she should be considered.
- (iii) The Board of Directors reserves the right to make the final decision on this Representative.
- (iv) This individual represents HA and/or Hockey Canada; some of his/her responsibilities include:
 - (A) initiates and/or responds to: gift exchanges, toasts, welcomes, introduction of the official party, itinerary, etc.;
 - (B) control and discipline of the Players, coaches and managers;
 - (C) attends all meetings of the Team/Organization planning the trip;
 - (D) provides a written report to HA within 30 days of arriving back in Alberta.

3.3 Incoming Trips/Tours

- (a) All international tours or exhibition games involving teams from IIHF member federations other than USA Hockey must be approved by HA and sanctioned by Hockey Canada. It is understood that HA will first approve the tour and then submit a proposal to Hockey Canada for official sanctioning. The LMHA must produce a written invitation to HA and obtain written or faxed approval from Hockey Canada before traveling to Canada.
- (b) In the case of international tours which involve HA and more than one (1) Branch(es), both HA and the other Branch(es) must approve the tour and its conditions and then submit a proposal to Hockey Canada for official sanctioning.

- (c) Submissions for Hockey Canada sanctioning of an international tour must include the following:
 - (i) A certified cheque, money order or cash in the amount of \$250 payable to HA is required before the Branch can consider a request.
 - (ii) A detailed schedule outlining dates and locations of proposed games.
 - (iii) Written approval of both HA and any other Branch(es) involved.
- (d) Submissions for official sanctioning must be received in the Hockey Canada office no later than seventy-five (75) days prior to the commencement of the first game of the tour. Failure to comply with this requirement will result in automatic non-sanctioning of the tour.
- (e) Hockey Canada sanctioning of an international tour is conditional on the written approval of the IIHF member federation of which the traveling team is a member. Hockey Canada will not sanction any tour involving a team which does not have the approval of its federation or a team which is not a member of its federation. The visiting team must also submit proof of primary medical coverage and liability insurance which will be approved at the sole discretion of Hockey Canada. A federation representative must also travel with the visiting team at all times and act as its official spokesperson, team leader and team contact. The other federation must submit the name of this representative to Hockey Canada prior to the commencement of the tour.
- (f) Hockey Canada, HA, LMHA and Team making the application for sanctioning of an International tour is responsible for any damages, unpaid debts or other liabilities arising out of the operation of that tour. HA may, at their discretion, require with the application for an Incoming Tour that the LMHA must submit a letter of credit or other satisfactory security to a maximum of \$5,000 to be held in security toward any such damages, unpaid debts or other liabilities.
- (g) LMHA, clubs or teams contacted by organizers of tours involving teams from IIHF member federations must immediately contact the HA office before proceeding with or confirming arrangements for any games. Likewise, any minor hockey association, club or team interested in hosting a team or organizing a tour involving a team from other member federations must contact the HA office to initiate the process of official sanctioning.
- (h) The host team/association is responsible for obtaining documented proof of insurance coverage from the visiting team and coordinating in-country transportation, accommodations and meals. The aforementioned must be forwarded to Hockey Canada as part of the sanctioning submission.
- (i) Hockey Canada, HA, LMHAs, clubs and teams will not be responsible for remitting any fees, gate receipts or other funds to visiting IIHF member federation teams and its organizers, aside from the obligations outlined in (h), above.

4. TAMPERING

- 4.1 No Team Official of a Hockey Canada Branch team shall encourage Indirectly or invite in a direct manner a registered Player of another member from the previous season in the same or higher Category or of the current Season in any Division or Category without first having secured permission in writing in the manner set forth below from the member with which the Player is registered. For failure to comply with the above regulation, the responsible team and/or team official shall be sanctioned. Such sanction may include any or all of the following:
- (a) a fine up to five thousand dollars (\$5,000) to the offending member, payable to the member who files the tampering charge within 30 days of notification;
 - (b) the return of two (2) unused player certificates for that season by the offending member to Hockey Alberta
 - (c) compensation to the club that may lose a Player to the offending member through subsequent appeal. The level of compensation shall be determined by Hockey Alberta;
 - (d) a minimum ten (10) game suspension (regular season or playoffs) to the head coach of the offending member/team; and
 - (e) a suspension for a period up to one (1) year to the responsible officials of the offending member.
- 4.2 The written permission referred to in Regulation 4 shall be a statement filed with HA, which statement shall be signed by the President of the member or by the designated signing Officers of the member/team with which the Player is registered.
- 4.3 The charge of tampering must be filed in accordance with the HA procedure as established by General Regulation 2.

5. SPRING/SUMMER HOCKEY POLICY

Hockey Alberta does not approve and will not sanction any structured or organized hockey leagues/teams/tournaments during the spring/summer months, outside the Hockey Alberta structure. This structure includes but is not limited to the Team Alberta Program, Regional Centre development programs and Coach Licensee partnerships and/or pilot programs. These programs will not interfere with the regular club system or regular hockey season unless they are part of a Hockey Canada or Government of Alberta competition or event. (IE Alberta Winter Games in February)

Spring/Summer months are defined as April 1 – August 1.

Rationale:

The rationale for this position is that this period (i.e. the time between the conclusion of one hockey season in the spring to the commencement of the next season in the fall) should be used for relaxation, training, development and participation in other sports in order to develop physical literacy in younger participants, foster a lifelong appreciation for sport and reduce the potential for burnout in all participants.

It is a known fact that highly organized programs do exist during the spring/summer months. However, these programs (teams, leagues and tournaments) are not conducted under the auspices of Hockey Alberta and those individuals participating do so at their own risk.