



APHA Hockey Handbook

Chapter 1 Introduction

Purpose of this handbook

The APHA recognizes that all players should play under the same policies; therefore, we have created the APHA Hockey Handbook for all APHA member centres. These are referred to throughout the Handbook as the *community centres*.

You must register your children, at all ages, at your home community centre. “Players residing on either side of a border line down the middle of their street shall play in the zone in which they reside. A player’s home zone shall be determined by the last bonafide place of residence prior to September 1 of the current year in accordance with Hockey Canada/Hockey Manitoba regulations. A player, moving from one zone after September 1 of the current year, shall submit an “Application for Transfer” to the WMHA Registrar if the player wishes to play for the zone into which the player has moved.” (WMHA Handbook Section F, 8-9)

This Handbook explains most of the things that parents and volunteers need to know about the hockey programs: how programs are administered, how the league is organized, hockey philosophy and policies, equipment requirements, responsibilities of the coaches and managers, contacts, etc. The community centres recognize the importance of communication, and encourage you to call coaches, convenors, or other hockey volunteers any time you need more information or are concerned about any aspect of the hockey program.

Mission of the hockey program

The mission of the APHA hockey program is to make sure that our children have fun while learning skills that will help them enjoy hockey and develop into complete individuals. Our reward for taking on this challenge is more children playing and staying in hockey.

Chapter 2 Organization of Hockey Canada

Hockey Canada www.hockeycanada.ca

Hockey Canada governs hockey in Canada. It is a member of the International Ice Hockey Federation.

MANDATE AND MISSION

Hockey Canada's Mission Statement

"Lead, Develop, and Promote Positive Hockey Experiences."

Hockey Canada believes...

In a positive hockey experience for all participants, in a safe, sportsmanlike environment.

In the development of life skills which will benefit participants throughout their lives.

In the values of fair play and sportsmanship, including the development of respect for all people by all participants.

In hockey opportunities for all people regardless of age, gender, colour, race, ethnic origin, religion, sexual orientation, or socio-economic status and in both official languages.

In the importance for participants to develop dignity and self- esteem.

To instill the values of honesty and integrity in participants at all times.

In the promotion of teamwork and the belief that what groups and society can achieve as a whole is greater than that which can be achieved by individuals.

In the country of Canada, its tradition in the game of hockey, and the proud and successful representation of this tradition around the world.

In the value of hard work, determination, the pursuit of excellence and success in all activities.

In the benefits of personal and physical well- being.

The Winnipeg Minor Hockey Association (WMHA)

The WMHA governs all hockey played in Winnipeg. It establishes leagues for teams in the various age groups to conduct competitions and to decide the winners to represent the City in provincial playoffs.

Divisions

HOCKEY MANITOBA Divisions, 2007–2008	
Division	Year of birth
Juvenile A	1987–89
Midget City AAA	1991 and younger
Midget AA	1990–91
Minor Midget AA	1992 and younger
Midget A	1990–91
Female Midget (A and AA)	1990–92
Bantam AAA	Division 1 1993 and younger Division 2 1994 and younger
Bantam AA	1993 and younger
Minor Bantam AA	1994 and younger
Bantam A	1993
Female Bantam (A and AA)	1993–94
Minor Bantam A	1994
Pewee AA	1995 and younger
Pewee A	1995
Female Pewee	1995–96
Minor Pewee AA	1996 and younger
Minor Pewee A	1996
Atom A	1997
Female Atom	1997–98
Minor Atom A	1998
Novice A	1999
House League	1999 and younger

AAA and AA hockey

AAA is organized into districts, which may combine several area associations. There is a minimum of four districts in each AAA tier, decided each year by the AAA Council.

AA hockey is organized into 8 zones, each of which may consist of one association or combined associations.

**Area associations
in the WMHA**

The WMHA contains the following area associations:

Assiniboine Park
Pembina Trail
Lord Selkirk
Northwest
River East

St. Boniface
St. James-Assiniboia
St. Vital
Seven Oaks
Transcona

The Assiniboine Park Hockey Association (APHA)

- Responsibilities** The APHA is an area association within the WMHA. Its responsibilities include
- Registering teams and collecting fees for hockey within its area
 - Purchasing ice as required—all APHA members are charged a blended fee
 - Meeting at least once a month during the hockey season—meetings are open to anyone who wishes to attend

Community centres in the APHA area Community centres in the APHA area are

River Heights	Roblin Park
Sir John Franklin	Westdale
Tuxedo	Phoenix
Varsity View	

AAA and AA hockey For AAA, the home district for the community centres typically includes Fort Garry, Fort Rouge, and Assiniboine Park. It is represented by the Monarchs.

For AA hockey, the APHA is represented by the Rangers. The Rangers submit a monthly report to the APHA as an APHA member.

Amalgamation When you register your son or daughter for hockey you do so as part of the Assiniboine Park Hockey Association (APHA). While you may register at your home community centre, your player could end up playing on a team hosted by another community centre.

After registration, but prior to tryouts, the member community centres of the APHA meet to determine how many teams there will be at each age group. This decision is based on rules set by the Winnipeg Minor Hockey Association and by the number of children registered at each age group across the entire APHA.

WMHA rules now require all players to compete in an Association-wide tryout process at each age group. This means that all players will be pooled together from all community centres to create teams.

During this process it is also decided which community centre will host each team. All community centres want to host teams. The hosting community centre does not have to have the majority of the players on the team.

The number of teams assigned to a centre should reflect the number of children registered at that centre. A community centre should host a team

for every 15 children registered at the centre, regardless of the age grouping. Each centre should host at least one A1 team.

APHA House League

The APHA sponsors a house league for children aged 5–6 and 7–8. If enough players register, each community centre forms its own teams that then play other APHA teams between November and March. House league hockey starts in October with an Initiation Program followed by one game and up to two practices a week.

River Heights operates their own house league. Children from RHCC, who want to participate in the APHA House League, request a transfer from RHCC to play at SJFCC.

Age Advancement

Age advancement requests are considered on a year-to-year basis. Those requests are governed by WMHA regulations contained in Section F, 20-21. A desire on the part of any player to be age advanced is not in itself sufficient for the age advancement to be granted. Just because Age Advancement is requested is no guarantee that it will be approved. These situations occur very rarely.

These regulations apply equally to both males and females. Every year, each age group's age advancement requests are reviewed in terms of these regulations.

The deadline for these requests is the last day of registration. Requests must be made in writing to the respective Community Centre's Hockey Director.

AA hockey age advancement is also governed by WMHA rules. Please refer to the WMHA rules for more information.

Novice A1 Tryouts

The Novice A1 category is open to 8 year old players. This means that players under the age of 8 are **not eligible to tryout for Novice, without age advancement.**

The Assiniboine Park Hockey Association stipulates the following guideline with regards to players under the age of 8.

- 1. In order for a player under the age of 8 to be selected for an A.P.H.A. Novice team, the player must be evaluated independently*

and must be ranked among the 5 top skaters participating in the evaluation.

- 2. If the group of participants are forming two Novice A1 teams, based on the A.P.H.A. formation, then the under age player must rank in the top 10.*
- 3. At no time will the rankings be disclosed to parents or any other non-evaluation official.*
- 4. Considering that players are not being evaluated by position at this age category, the position the player prefers will have no bearing on his/her ranking. Rankings will be based on overall hockey skills and ability.*

This Novice policy pertains only to skaters. Goaltenders are frequently hard to find for many age categories. If an underage goaltender is most qualified for the team, the underage player will be considered for the position.

Chapter 3 Policies

This Hockey chapter describes the general philosophy and policies adopted by the APHA.

Philosophy

The APHA hockey program provides high quality recreation for young people in our community. The program is committed to giving as many young people as possible the opportunity to play and benefit from the development of character, high ideals of fair play and individual and team skills. The focus is on participation and fun, not on winning or losing.

The priorities of the APHA are as follows:

1. Every player plays.
2. Children should play with others of the same skill level.
3. Coaches are expected to complete a child abuse registry form prior to being selected as a coach.

Fair Play Codes

McDonalds restaurants, with the General Council of Winnipeg Community Centres and the Coaches Association of Manitoba, have developed a Fair Play program that works toward putting Fair Play and fun back into sports for our young athletes. This program establishes a solid model for coaches, parents and players and officials.

The community centres endorse the Fair Play program, and recommends that all athletes, coaches, spectators, and parents take time to review the following Fair Play Codes.

For the player

- I will participate because I want to, not because my parents or coaches want me to.
- I will play by the rules, and in the spirit of the game.
- I will control my temper. Fighting and disrespectful language or behaviour can spoil the activities for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning is not everything. Having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good players and performances, those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

For parents

- I will not force my child to participate in sports.
- I will remember that our children play sports for their enjoyment, not for mine. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game or event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a competition.
- I will remember that children learn best by example. I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the officials' judgement or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

For coaches

- I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials, teammates and opponents.
- I will ensure that all athletes get equal instruction, support and playing time. (For clarification, see *Playing time* on page 12.)
- 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.
- I will make sure that equipment and facilities are safe and match the athlete's ages and abilities.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills through the NCCP and NCMP and/or other means of professional development.

For officials

- I will make sure that all athletes have a reasonable opportunity to perform to the best of their abilities within the limits of the rules.
- I will avoid or stop any situation that threatens the safety of the athletes.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any athlete either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.

- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
- I will handle all conflicts firmly but with dignity.
- I will accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the athletes before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.

For spectators

- I will remember that children play sport for their enjoyment; they are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- I will respect the official's decisions and I will encourage participants to do the same.
- I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponent, because without them there would be no game.
- I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

General policies

Discipline

Coaches may apply equal discipline when players do not attend practices and games, especially when the player has not given notice or provided an excuse, or when players fail to make an effort, refuse to follow instructions, or do not conduct themselves according to the principles of fair play.

All players are to be treated equally. Normally, discipline means having a player sit out a shift or shifts after due process.

In extreme circumstances, a coach may dismiss a player from a team, with the approval of the Hockey Director or Convenor where the team is based. Before this may occur, a discussion with and approval from the Hockey Director must be obtained.

Games	Teams are not to play one another across skill levels or age groups.
Insurance	<p>All coaches, referees and other volunteer workers have comprehensive insurance coverage under Hockey Canada while volunteering for community centres. All players are insured under Hockey Canada. For more information about areas of liability that are covered, see <i>Safety Requires Teamwork</i>, available from the Hockey Manitoba office at 200 Main Street, or by telephone at 985-4242.</p> <p>You must have accident report forms in your team's community centre office within 90 days after an accident. If you need to report an accident, get a form from the office as soon as possible.</p>
Late registration	<p>Late registrants are not guaranteed playing spots unless they are newcomers to the area soon after regular registration is complete. There may be a late registration fee.</p> <p>Late registration is discouraged.</p>
Parents	<p>Parents are expected to</p> <ul style="list-style-type: none">• Get players to scheduled games and practices dressed and on time.• Let coaches know when players can't be at games or practices.• Follow the Fair Play Codes.• Help when asked.
Participation fees	Participation fees are payable at home community centres during registration.
Playing time	Coaches will use their best efforts to give every player equal playing time, except in disciplinary situations. (discussed on previous page)
Registration	<p>Players may participate in a tryout, practice, or game only after they have completed a registration card and paid the required fees. Coaches can not allow anyone to play who is not on their list of registered players. Players must register at their home community centres.</p> <p>What registration fees cover</p> <p>Regardless of which team your son or daughter plays for there will be additional team fees to pay for such things as indoor practice ice, tournaments, etc. Each community centre has different costs built into their registration fee. The most significant difference involves indoor practice ice.</p>

River Heights/Sir John Franklin/Tuxedo

Indoor practice ice costs are collected as a separate cheque as part of these community centres' registration process. Should a player from one of the above community centres be assigned to a team hosted by a community centre from the West APHA (Varsity View, Roblin Park, Westdale or Phoenix) the practice ice cheque will be destroyed.

Varsity View/Roblin Park/Westdale/Phoenix

These community centres' registration fee **does not** include indoor practice ice costs. Indoor practice ice is paid separately by each team's parents after the team is formed. Should a player from one of the above community centres be assigned to a team hosted by a community centre from the East APHA (River Heights, Sir John Franklin, or Tuxedo) those parents will have to pay an additional fee for indoor practice ice

Registration fees cover the following expenses:

- Ice time for team selection (tryouts)
- Fees of the hockey associations, which include administration expenses, ice for League games, referees, timekeeper for league and playoff games, awards and insurance
- Sweaters, goalie equipment, cleaning and repair
- Other expenditures such as clinics and coaching materials

Registration fees do not cover these expenses:

- The cost of extra indoor ice for extra practices, exhibition games or tournaments
- Jackets, sweats, team socks, name bars, etc.
- Team windups, team photos, etc.
- Tournaments, exhibition games and trips

Extra team fees

Teams are allowed to collect a suggested maximum of \$6,690.00 for each team in extra fees within the amalgamation. The basic registration fee covers practice ice in addition to competitive ice costs. The CHA suggests a ratio of two practice ice times for every game played.

The team maximum is calculated as follows:

Up to 27 hours of indoor practice ice @ \$170.00 an hour (avg)	\$4,590.00
Up to 3 tournament entries and related expenses	1,500.00
Miscellaneous (coaches' recognition, etc.)	600.00

Team total (up to a maximum) \$6,690.00

Cost for per player is based on roster size. Here are examples of cost per player if the team collects the maximum:

For a team of 12 players	\$557.00
For a team of 14 players	\$478.00
For a team of 17 players	\$394.00

For the East Community Centres (River Heights, Sir John Franklin and Tuxedo), \$170.00 per player is collected at registration to pay for 16 indoor ice times. This pre-paid amount offsets a portion of the team fees (e.g. on a team of 12 players: \$557.00 - \$170.00 = up to a \$387.00 maximum team fees to be collected per player).

For the West Community Centres (Varsity View, Roblin Park, Westdale and Phoenix), no indoor ice fees are collected at registration so there is no pre-paid offset for players from these Centres (e.g. on a team of 12 players: up to a \$557.00 maximum team fees to be collected per player).

(Parents of East players who are assigned to West-hosted teams are refunded their \$170.00 indoor ice fee. Parents of West players assigned to East-hosted teams are required to pay the \$170.00 indoor ice fee.)

This amount of \$6,690.00 is the suggested **maximum** amount allowed. **It cannot be exceeded.** Teams may find they can enjoy the season for considerably less than this maximum.

Teams may reach the maximum by fundraising, by fundraising and equal levies for each player, or through an equal levy for each player without fundraising. **Fundraising is not to be used to exceed the \$6,690.00 team maximum.**

Documents

Copies of birth certificates or provincial health cards are required at the following times:

- When a player registers with WMHA the first time
- When a player first is carded on a Hockey Canada player registration certificate

Other documents are occasionally needed for the following. Parents are informed when these are required, usually involving

- Inter-branch transfers
- WMHA transfers
- Age advancements
- Certification as to residency

Resolving disputes Each community centres has its own dispute resolution process.

1. Parents with a dispute with a coach or convenor should use the dispute process of the centre hosting their child's team.
2. In extreme and unusual situations if the dispute is not resolved through the normal procedures, parents should contact the convenor from their home community centre. The home convenor then acts on their behalf.

Roster size

WMHA rules say that the minimum number of players on a team is 10. The number of players on a team depends on the availability of players in each age group and the number of teams being formed. Normally the number of players varies from 12 to 17; that is, from two complete lines, one goalie and an extra player, to three full lines plus two goalies.

If there are not enough players at an age level for two complete teams, then the number of players on each team may be reduced to allow for two smaller teams. The two teams are to be balanced in ability.

At older ages, roster size is from 15 to 19 players, because of the expanded outside interests of the older players. Players can temporarily play five games each before and after Christmas as callups to higher age or division teams. Therefore it is often best for A2 and A3 teams to have larger rosters.

Temperature

Outdoor games cannot be played if windchill exceeds -28C or if the temperature exceeds -25°C, 2 hours up to and including game time. The temperature used is the 'Airport' temperature.

Temporary players

The Convenor or hockey director may give permission for temporary players on the team. This permission is subject to the requirements for Association teams playing under WMHA rules.

Transfers

Transfers of players in and out of any community centre are governed by the regulations of the Winnipeg Minor Hockey Association, which are All players must register at their home community centres by the initial registration date.

Transfers are granted only under exceptional circumstances.

Transfers are granted for only one year. After that year, players must again register at their home community centres.

A community centre cannot transfer a player in while transferring a player out in the same age category.

Transfers are not normally granted at the same time as an age advancement.

A transfer cannot be granted after December 1.

A player wishing to transfer must complete an Application for Transfer.

The application must be approved by both the community centre and the APHA President, for transfers within the APHA. Transfers to or from

Chapter 3 Policies

another association must also be approved by the other association president and the WMHA. See Section F, WMHA Handbook.

Each community centre always considers the needs of its own teams before approving a transfer.

Chapter 4 Team administration

This chapter provides information on

- Coaching
- Selecting players
- Responsibilities of hockey volunteers
- Equipment required by players
- Team photographs
- Ice time

Coaching

This section provides information on coaching certification and coaches' responsibilities.

General Coaches are expected to accept as many players as possible and still allow equal participation of all players. Coaches must display responsible leadership and instill attitudes of fair play and pride of achievement. Coaches not following APHA expectations may be removed as a coach.

Coaching certification All coaches and assistant coaches at all levels must be certified by the Hockey Canada. All coaches on the bench must be certified. Each level of certification must be achieved by mid-January of the current season. If a coach does not get certified, WMHA will remove the coach from the roster and the coach will not be allowed on the bench for the remainder of the season. Parents without certification are not allowed either on the bench during games or to assist on the ice during practice. Certification must be obtained by the Hockey Manitoba deadline for the current season.

Hockey Canada certification courses are offered several times during the first few months of the hockey season. Schedules are available at the WMHA and Hockey Manitoba offices.

Hockey Canada NCCP Programs

PLEASE NOTE: Coaches at ALL levels require the Speak Out Program.

DIVISION/CATEGORY	HEAD COACH	ASSISTANT COACH(ES)
Initiation (6 & Under)	Initiation	Initiation
Novice (7 & 8)	IP OR Coach	IP OR Coach
Atom (9 & 10)	Coach	Coach
Peewee (11 & 12)	Coach	Coach
Bantam AAA	Intermediate	Coach
Bantam AA (excluding WHOCKEY MANITOBA)	Intermediate	Coach
Bantam AA - Winnipeg	Coach	Coach
Bantam A Rural (excluding AA centres)	Intermediate	Coach
Bantam AA (Excluding Winnipeg)	Intermediate	Coach

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Bantam B, C, D	Coach	Coach
Midget AAA	Intermediate	Coach
Midget AA, A, B, C	Coach	Coach
High School	Coach	Coach
Juvenile	Coach	Coach
Junior A	Advanced	Intermediate
Junior B	Intermediate	Coach
Junior C, OA (MMJHL)	Coach	Coach
Senior AAA	Intermediate	Coach
Senior A, B, C, D	Speak Out	Speak Out
Female Atom, Peewee, Bantam	Coach	Coach
Female Midget A, B, C	Coach	Coach
Female Midget AA	Intermediate	Coach
Female Senior AA, A, B	Intermediate	Coach

For more information about coaching certification, call the Hockey Program Director at Hockey Manitoba, 925-5755. You can also visit their website at <http://www.hockeymanitoba.mb.ca/clinics.php>.

Becoming a coach • Send applications (Appendix A) for coaching to the Hockey Director or the Convenor of Coaches at your community centre during registration for coaching positions for the upcoming season.

- Coaching assignments for parent coaches are confirmed after the tryouts are completed and the teams are selected. Coaches who are not parents may be confirmed before tryouts begin.
- Each coach's performance is reviewed at the end of each season before coaching status is approved for the next season (Appendix B).

Selecting team coaches

The Community Centre hosting a team selects the coach after consulting with the other Community Centres that make up the amalgamated team.

A coach may stay with the same team for two seasons. After two seasons, it is suggested that the players be exposed to new coaches and to different coaching techniques to enhance their experience.

Responsibilities The coach is responsible for the following:

- Selects (and searches out if necessary) assistant coaches
- Selects (and searches out if necessary) a team manager and parent liaison
- Understands the rules of hockey
- Prepares for practices
- Holds meetings with parents at least three times: at the beginning and the middle of the season, and the end of the season before playoffs
- Displays appropriate behaviour at all times
- Determines the positions of the players

Captains

The community centres recommend that the captain's and assistant captains' badges be rotated equally among players so that each player is exposed to the roles and responsibilities of each position. A coach may assign permanent captains, but under NO

circumstances are parent coaches to select their own children as permanent captains or co-captains.

Expenses From the team budget, pucks, cones, whiteboards, etc. may be purchased. The community centre will pay for coaching clinic registration fees.

Selecting players

This section outlines procedures for selecting players.

Player Evaluations In the process of forming teams within all Community Centres/Area Associations, players are to be provided with an opportunity to attend a minimum of 2 evaluation sessions at the A1 level and one subsequent opportunity at the A2 level to determine placement on a team. (WMHA Sectiond, 9)

Evaluations continue for A1, A2 and A3 hockey. Independent evaluators are used. There are typically three evaluators for each age group, ages 8 to 17, from Novice to Midget. The evaluators are recruited for their hockey qualifications and their fairness. An evaluator must have Level 1 national coaching certification or the equivalent in hockey knowledge and experience.

Evaluators cannot have either children or relatives involved in the age group they are evaluating.

Coaches who are not parents are allowed to participate in team selection throughout the entire selection process. Parent coaches are not involved in team selection.

A hockey school may be contracted to provide on-ice organization of drills, scrimmages and tryout activities for each age group. They may also be asked to participate in team selection. On-ice staff may be consulted on evaluation of goalies, but the selection of goalies rests with the evaluation committee. The on-ice staff will provide a well balanced tryout to allow for proper evaluation of all attending the tryout. If there are four or more goalies trying out for one age group, an independent goalie evaluator will join the evaluation committee.

The evaluations consist of up to five separate hours of on-ice evaluation. At least one of these hours is devoted to scrimmage evaluation and a minimum of two hours is devoted to drill evaluation. If there are more than 50 players in any one age group, additional ice time for evaluation may be scheduled for that age group.

Evaluators use the system for team selection outlined in the Hockey Canada Coach's Manual, intermediate level, where possible. Each skill assessed is graded, using a system similar to the one in the Hockey Canada manual. As outlined in the Hockey Canada Manual, equal attention is paid to defensive and offensive skills. Checking, playing at the blue line, and taking a player away from the net have a value equal to shooting, puck handling and scoring. Basic skills common to all aspects of the game, such as skating, puck handling and hockey sense, are evaluated. Skating includes skating forward and backward, crossovers, speed, agility, balance, and strength players show on their feet.

Players trying out as goalies are evaluated for the complete tryout as goalies and are not permitted to switch to try out for a skating position.

Important procedures

- During and immediately following each tryout, independent evaluators are left to themselves to carry out their job. They are not to be approached by anyone, including coaches, and on-ice help. Convenors with children in the same age category that they convene, cannot be involved in decision making for team formation but may be involved in the process.
- Immediately following the last tryout, the independent evaluators meet to assemble the list of players for each team. No one may approach the evaluators during this time. The evaluators sign their names to the team lists, which may then be copied for the use of convenors in contacting players.
- After the final evaluation, evaluators or convenors will notify players to tell them the team they will play with and the name of the coach, if that is known at the time.

Responsibilities of hockey volunteers

This section outlines the responsibilities of volunteers involved with administering the hockey program: the team managers and trainers, the convenors, and parent representatives.

The team manager The team manager is selected by the coach, and has the following responsibilities:

- Secures ice time required in addition to any ice that might be supplied by community centres
- Maintains and administers the finances of the team and issues a statement to all parents at the end of the year
- It is recommended that they organize a team windup where there are no individual awards other than those given by the home centre
- Secures the team's equipment from the team community centre; supplied equipment includes sweaters, goalie equipment and pucks
- Notifies players of games changed or cancelled, practices, etc.
- Organizes exhibition games as determined by the coach; this includes getting referees, time keepers, and ice
- Enters the team into tournaments as determined by the coach
- Fills out the team roster to be submitted to the WMHA
- Obtains required birth certificates from team members
- Organizes team photographs if the parents request them

Safety Person

Teams without a safety person could be barred from playoff competition.

Hockey Directors and Age Convenors The hockey director

- Determines the number of players on each team, at the amalgamation meetings, using the WMHA guidelines, which set a minimum and maximum number of players a team may carry
- Informs all players of their tryout schedules
- Informs coaches of the tryout schedule and gives the coach a full roster of all players
- Helps the coach when called upon to clarify league rules

The parent representative

Parents for each team select parent representatives who act as a liaison with the coaches and parents.

Required equipment

Equipment needs change as your child grows and develops. For example, when players reach the age, at which body checking is permitted; they may need bulkier shoulder and elbow pads. However, injuries can happen at any age. Accidents happen and children fall. Every player must wear protective equipment that fits properly. Do not buy equipment too large with the idea that it will last several seasons. If budget is a consideration, it's better to get something second hand that fits and is still in good condition.

All house league and travelling players must have the following equipment.

Elbow pads When secured beneath the sweater, elbow pads should be fairly snug and must not slide up and down the arm. Material outside over the elbow should be a hard enough to prevent damage when falling to the ice. Beyond five- and six-year-old hockey it is advisable to have an elbow pad with padding that wraps over the inside the forearm as well. This area of the arm may sometimes receive a blow from another player's stick.

Gloves Select a glove that allows enough flexibility to manipulate the hockey stick and that has adequate padding to protect every area of the hand and wrist.

Select the longer cuffed glove to provide the proper wrist protection. Increasingly, older players and pros are using short-cuffed gloves. However, they allow damage to wrists from sticks and skates and are not a good choice for minor hockey players of any age.

Groin protection Girls and boys must wear a "jill" or "jock" athletic protector. Many are designed to help support socks with snap or velcro connectors.

Helmet Proper fit is critical. The player should try the helmet on before purchasing.

- **The helmet must bear the CSA label.**
- The face mask must fit so that when installed the chin cup fits directly over the chin. Otherwise the risk of injury to head or face is greater.

Mouthguard A properly fitting mouthguard is mandatory for all players beginning in House League.

Pants Most community centres wear black pants.

Pants should be large enough to allow freedom of movement, but not so large as to have pads in the pants positioned improperly. The length of the pants should be to the top of the shin pads, slightly above the knee. Select pants that have good kidney and tail-bone protective pads, and thigh pads.

Shin pads These should be well padded inside, with the outer hard area in good condition, that is, free of cracks, etc. Padding that wraps around the calf is important. When the cap portion is centred over the knee cap the bottom of the shin pad should be at the top of the skate.

Shoulder pads For any player, size the shoulder pads to centre the protection directly over the shoulder joint. For players eight and over there should be pads that protect the chest and back.

Skates Skates must offer a good, firm fit, with some ankle flexibility when the laces are done up. Boots should fit well with a single pair of sports socks. There should be a little room behind the heel with the foot in the boot (an average sized index finger width).

Crisscross laces, pulling them tight over the toes, and snug over the instep. When tying at the top of the boot avoid wrapping the excess around the ankle. This may impair blood circulation, causing a variety of problems, including cold feet. Size the laces to the skate.

Test new or used skates before purchasing by squeezing the area around the heel and instep. It should be fairly stiff.

Good blades are important to hold a sharp edge. Keep blades sharp and wipe well after every outing.

Socks Size socks properly to the player. They can be held in place with sock tape and garter belt (or equivalent).

Ensure players wear clean dry socks for each practice and game.

Stick A variety of stick sizes are available including peewee/junior/intermediate and senior. The shaft size should fit the hand's grip properly. It also flexes properly to allow the player to learn to shoot the puck. Either a wooden or composite stick is fine. For young players the blade should curve only slightly.

Tape the stick to allow the player to handle the puck more easily. Tape from the heel toward the toe of the blade. Tape the top of the shaft for better grip. A ball at the end will make the stick easier to pick up, but don't make it too large. Use black tape on the blade (to hide the puck) and white tape on the shaft (so not to stain the gloves).

To cut the length of the shaft, first have your child put skates on. Put the tip of the blade on the ice just in front of the player's skates. Hold the shaft up against the player's chin, with the player standing up straight. Mark the shaft at the point where it meets the chin. Cut the shaft at this mark. If it proves to be a little long you can always trim off another inch or so. The ideal stick length varies slightly according to the lie of the blade and the player's skating stance.

Sweaters Community centres supply hockey sweaters for all teams. These are only for wearing at games. Players should have their own practice jerseys.

Throat protector Throat protectors must bear the CSA insignia. Adjust the strap at the back

so that the neck is fully protected.

Photographs

Each team should have team photographs. However, this is an additional expense and is not covered by registration fees. The team manager coordinates team pictures if the parents agree to this expense.

Ice time

A hockey program must provide enough ice hours in a season to give players fun and skill development. There should not be so much hockey that it interferes with family and school activities, keeps children from participating in other personal development programs, or causes hockey burnout. In addition each player's season must have a balance between league, playoff, and exhibition games, practices, and free play time. Coaches need to have an understanding that players may not be able to attend every ice time.

Resources:

Hockey Canada
Hockey Manitoba
WMHA