

KNIGHTS HOCKEY CLUB MANAGER GUIDELINES 2022-2023

(Last updated: October 2, 2022)



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1. PARENT MEETING

It is very important that each team host an initial meeting with the Coaches and Parents of the team very early in the season. A recommended agenda is on the website. If you have been assigned a non-parent Coach, careful consideration must be given when planning for away tournaments. Please discuss the option of away tournaments with your Coach and/or Assistant Coaches prior to the team meeting.

- Introduction of Team Coaches
- Philosophy & Objectives
- Games & practice routine – Time at arena before
- Player behaviour & Discipline
- Player equipment
- Tournaments
- Finances & Fundraising
- Communications
- Volunteers & Volunteer Bond
- Expectations – Coach – Player – Parent
- Q & A

If you require assistance managing this, contact ice@knightshc.ca or admin@knightshc.ca

2. TEAM BINDER

Each manager is expected to complete and required to have on hand at each and every function of the team including social events, practices, games, tournaments. The binder is to contain:

- Player Medical Forms - these are available to the manager on TeamSnap
- Fair Play Code Forms
- Referee's Contact List
- Official Roster
- Special Sanction Forms
- Scheduling Windows
- Travel Permits

It is recommended that a second copy of team medical forms in a sealed envelope in the head coach's bag.

Official Roster – Each team will receive a team official roster from the Administrator shortly after teams have been formed. This roster must be kept with the team at all times. If asked by a Referee or opposing Coach, the team must produce this document prior to the end of the game. If the official roster cannot be produced, the team can be disqualified, and the coaches can be suspended. This document contains all the RIS numbers of each family as well as the qualifications of each coach.

Residential & Age Qualifications – Knights Hockey Club has put in place a number of processes to ensure that players meet the required age and residential qualifications. Any concerns should immediately be brought to the attention of KHC by reporting to the Administrator.

Each player must have a Medical Player Form filled out by their Parents or Guardian during registration. Copies of the medical form are to be included in the team binder.

Special Sanction Forms, Scheduling Windows, Travel Permits, these permits can be applied for on-line in your Hockey Calgary team account at www.hockeycalgary.com Managers are provided with a Hockey Calgary login and password; all permits will be requested through your Hockey Calgary login. All completed and approved copies must be kept in the team binder

3. BUDGET

Discuss with the team/parents how they would like to raise and spend money. ie. cash call, sales drive, bottle drive, sponsors, tournaments, extra ice, team social, party, practice jerseys etc.

- Each team will have a bank account set up in their team name at a bank designated by KHC. Specific information regarding the bank accounts will be shared at the Manager's Meetings.
- There is a monthly fee for banking, please budget \$5/month.
- Each team is required to have two people with signing authority (Manager and Assistant Manager/Treasurer). These names are to be provided to Off Ice Operations at ice@knightshc.ca.
- Each cheque written from the team account must have two signatures on it. All team expenses must be paid for through this team account.

- Each team must submit a proposed budget of expenses for the upcoming season to the Vice President of Finance at vpfinance@knightshc.ca and Office Consultant at ice@knightshc.ca prior to Seeding Round.
- All budgets will be reviewed by the Vice President of Finance
- The budget template is in the Manager's Corner on the KHC website, and all teams are expected to use this template.
- Each team must submit their final expenditure summary along with receipts at the end of the hockey season (before April 15th of each year).
- Any funds remaining in the team bank account at this time will be considered to be donations to Knights Hockey Club uKnighthed Fund.
- A cash call may be made, and funds collected from each family at the beginning of the year to seed the team bank account. If a family is struggling financially, use the utmost discretion and reach out to the VP of Finance or Administrator for assistance.
- If the team has a surplus of money at the end of the season, you may refund the families who responded to the cash call up to the same amount they provided to the team (not more than the amount they provided throughout the season). Any remaining funds must be either donated back to the Knights Hockey Club and/or to the uKnighthed Financial Assistance Program.
- You may collect money and goods and services from sponsors.
- KHC will charge each team in January \$35 for the use of TeamSnap. Please add this to your budget
- KHC will charge each team \$35 in January for the first aid kit. Please add this to your budget

4. FUNDRAISING

The maximum budget for any team is \$10,000 for the season and 75 % of the budget must be allocated to hockey related expenses (tournaments, exhibition games, extra ice, training, etc.). Most team budgets should be significantly less than this amount. Any exceptions must be approved by the VP of Finance.

- If your team is interested in having a raffle, 50/50, toonie stick or any type of draw in which tickets are sold for a person to win a prize, you must complete the license forms from the Alberta Gaming and Liquor Commission.
- To apply for eligibility, please see the link to the Alberta Gaming and Liquor Commission in the Manager's Corner on the KHC website.
- When applying for your licence - you are to use your team name and not Knights HC. For Example, U15 BC3 and your personal information. All Raffle follow up and financial forms must be completed and reported to the Alberta Gaming and Liquor Commission.

- You must keep the records for two years after the date the prize was handed out. Copies of all raffle licences must be submitted to the VP of Finance <mailto:vpfinance@knightshc.ca>.
- All money raised from fundraising must be spent on team hockey related expenses – you can not purchase specific items that players personally will receive and keep (jackets, hoodies,) with these funds.

Note: Silent Auctions do not fall under this category as you are not selling tickets for the chance to win a prize.

REMEMBER – If you pay for the chance to win – then you require a licence.

Note: The licence application must be in your team’s name and not Knights Hockey Club’s name.

5. KHC VOLUNTEER BOND

All information regarding the KHC Volunteer Bond Program can be found on the website. Please direct families to this site so each and every family receives the same message. Each family is responsible to book, track and report their own hours.

- A minimum of 15 hours of club approved volunteer positions is required to fulfill each family’s volunteer bond obligations per season. Family includes all players registered within KHC. **In order for a team to have a successful season, families will likely need to contribute additional hours on their respective teams by helping with fundraising, scoresheet, clock etc.**
- Managers will be sent a mid-season report in December with an update of the volunteer hours completed for each player on the team.
- Follow up reports will be sent prior to the end of the season.
- It is the responsibility of each family to ensure they fulfill their volunteer hours, not the team manager.
- Reminder: changes/adjustments/cancellations may occur with volunteer bond opportunities. If that happens, the member is still responsible to ensure their bond is fulfilled for the season.
- Participation in the volunteer bond program is a mandatory component of registration with the club and in no way does it exclude families from volunteering with their player’s team.
- Please refer to the complete **KHC Volunteer Bond** document for full details.

6. JERSEYS & EQUIPMENT

It is the responsibility of the head coach to pick up pucks, first aid kits, home and away jerseys at the start of the season. The pucks and first aid kit are kept by the Head Coach for the season.

- Prior to the start of the season jersey numbers will need to be assigned. Ensure that the process of assigning numbers is as fair as possible. Typically, the coach has ideas in regard to how they want this done.
- It is the responsibility of the Coach/Manager to return team jerseys as a complete team set. Clean, on wire hangers and in numerical order.
- Coaches/Managers will be responsible for the return of team goalie equipment (if applicable).
- Coaches/Managers are responsible to return the pucks when returning the jerseys.
- Name bars are not permitted on any Knights Hockey Club supplied game jersey
- Any team third jerseys must be approved by the Board of Directors prior to ordering as well as use during Hockey Calgary sanctioned games. All third jerseys must have the STOP logo or RESPECT on the back of the jersey as per Hockey Calgary.
- No C or A letters are allowed to be sewn on the Jerseys as they damage them. Stickers may be used.

7. TEAM SOCIAL OR TEAM EVENTS

It is suggested that teams have at least one function throughout the season for the players and coaches and a year-end party.

These events must not interfere with scheduled activities from KHC or Hockey Calgary

8. TEAM APPAREL

Knights Hockey Club has standardized apparel across the club and has contracted with Play It Again Sports in Shawnessey for all our apparel needs.

Standard apparel means that a family does not have to purchase new apparel every year to be a part of the team. A team may coordinate the purchase of apparel for those families that wish to purchase but cannot mandate that a family purchase apparel.

- Knights Hockey Club apparel will be for purchase throughout the season on our online stores and at Play It Again Sports Shawnessey. Coats, jackets, tracksuits etc. will be available to order.
- Sample sizes will be available throughout the season at Play it Again Sports.
- Team practice jerseys are to be purchased at Play it Again Sports Shawnessey.
- A copy of the catalogue is available on Knights Hockey Club website.
- Teams not complying with apparel regulations will be subject to disciplinary action.
- <mailto:ice@knightshc.ca> for logo specifications and/or sponsorship media guide.

9. PICTURE DAY

Saturday October 15 and Sunday October 16th, 2022 is picture day for KHC at the Mid-sun Community Centre. The schedule will be sent to you.

- Each player will receive a memory mate
- Additional photos will be available for purchase.
- Teams are to wear the grey jerseys with matching socks.
- The photographer will be asked to place players that do not have the proper socks in the back row.
- Please ensure your team members arrive at their designated time and are dressed appropriately as the photographer has a very tight schedule and sessions cannot be delayed due to late arrivals.

10. USE OF AND RESPECT FOR OUR FACILITIES

Remind your players that these are YOUR (all of ours) community facilities. Respect the facilities and be PROUD of your facilities

- Any extra costs incurred by Arenas are passed back onto the Hockey Club through increased rental rates and penalty fees.
- Teams reported to KHC for misuse or abuse of any facility may jeopardize practice time allotment
- Teams reported causing damage to the dressing room/facility will be responsible to pay the cost of damages.

11. COMMUNITY PARTICIPATION PROGRAM

If your team is a snow shovelling machine, if they serve dinner at the drop-in centre, if they make sandwiches at the mustard seed, if they do a special bottle drive for funds for a Christmas toy drive, if. . . if. . . if. Whatever they do that represents KHC excellence in the community, the Knights HC wants to hear about it. Send articles, pictures, letters etc. detailing their participation to the President – <mailto:president@knightshc.ca>

12. GAME SHEETS & DIVISION CHAIRPERSON

Each team must provide game sheets for all home games. Knights HC will provide an initial supply of sheets. Additional sheets can be purchased from KHC.

Pre -Game

- Game sheet labels can be set up and printed in advance. Be sure to have three (3) labels for each game.
- Template is on the KHC website, under Manager's Corner.
- You can use Avery 5163 labels.

- Fill out all relevant information at the top of the game sheet
- Note any suspended players – ex. Susp ½
- Note any Affiliated Players (AP)
- Coach or manager (if rostered) sign off
- Pass to opposing team for roster and sign off

Post Game

- Referees will sign off – referee number
- Timekeeper and Scorekeeper will sign off – print name
- Coach or manager will keep copy – white and yellow to winner
- pink to loser
- Tie – home team takes white & yellow.

All team managers will be provided with a Hockey Calgary login to access the team account. This is where you will be able to request the following;

- Travel Permits
- Scheduling Windows
- Exhibition game requests
- enter Game Sheets and view team information.
- The game score and game sheet must be loaded by the winning team on the Hockey Calgary website within 24 hours of the game being played.

The names and email addresses for the Hockey Calgary League Chairs and Governors are available at www.hockeycalgary.com under the tab about, click on Councils, then click Community Councils, you will now see a list for all age groups and divisions.

13. HEALTH AND SAFETY CONCERNS

Dressing Room Supervision

- The Head Coach will be responsible to ensure there are at least two (2) responsible adults monitoring the team dressing room before and after each ice time.
- They will endeavor to prevent disorderly conduct, bullying and vandalism in any form.
- These adults may be any team official or adult selected by the Head Coach or team manager. Failure to comply with this supervision may result in the suspension of the Head Coach for a period of at least one game.
- Any adult found complicit with any undesirable activity will be suspended for a period of at least one year. This applies within all four streams of Hockey Calgary sanctioned hockey with the exception of Junior 'B' and Junior 'C'.
- They will endeavor to prevent disorderly conduct, bullying and vandalism in any form.
- It is recommended that all players have their own water bottle and do not share with other players.

- Snacks/juices are not allowed in the dressing rooms due to the possibility of allergies on the team.
- All players must wear full gear at all ice practices and games
- All players must wear a mouthguard (coloured is preferred) at all games and practices. HC bulletin loaded under the manager tab on the KHC website.
- All on-ice Coaches and volunteers **MUST** wear a helmet at all practices.
- Injury Report - In the event of an injury, a Hockey Canada Injury Report can be completed and forwarded to Hockey Alberta, it is up to the parent of the specific player if they wish to submit the injury form. To obtain the Hockey Canada Injury Report form, go to www.knightshc.ca under the tab Managers.

The report, along with any attachments should be mailed to Hockey Alberta at the following address:

Hockey Alberta
1 - 7875 48th Avenue
Red Deer, AB T4P 2K1

And if the parent approves, a copy can also be provided to Knights Hockey Club at the following address:

Knights Hockey Club
P.O. Box 378
#16 Midlake Blvd
Calgary, AB T2X 2X7

Hockey Canada Injury Reports must be submitted within 90 days of the date of injury in order for a claim for expenses to be made. The Hockey Canada Insurance program is the secondary insurer - this means that a claim must be submitted first to any other plan available through an employer or independent provider.

14. COACHING CERTIFICATION

Coach Qualifications **MUST** be completed by November 15 to qualify the team. See chart posted below.

- Teams that are not fully qualified by this date may be suspended from play or practice by Hockey Calgary.
- All coaches must have a Police Information Check completed prior to being permitted on the Hockey Calgary official roster, team bench or practice ice.
- If a Police Information Check is not completed, the volunteer will be asked to step down from coaching until the criminal records check process has been completed.
- All coaches on the Official Roster must have completed the Respect in Sport - Activity Leader
- Coach names will not be added to the official roster until they have met these 2 requirements.

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader	Safety
	Initiation	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	Novice							
A, B, C, D (incl. female)	Atom		Head Coach			Head Coach	All Team Officials	One Team Official
	Peewee							
	Bantam							
	Midget							
Elite Female	Bantam*			Head Coach		Head Coach	All Team Officials	One Team Official
	Midget*							
AA	Peewee			Head Coach		Head Coach	All Team Officials	One Team Official
	Bantam*							
	Midget*							
AAA	Bantam				Head Coach	Head Coach	All Team Officials	One Team Official
	Minor Midget							
	Midget Female							
	Midget							
Accredited Schools	All							
Junior	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
Senior	Female						All Team Officials**	One Team Official
	Male							

*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that posses HP1 Certified will also be eligible.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level
Development 1 & High Performance 1	Coaches must be “ <i>trained</i> ” by November 15 th of current season, by following seasons November 15 th must be “ <i>certified</i> ” to remain eligible. Trained = attended classroom session Certified = passed all post task evaluations

Information on signing up for coach clinics can be found at this link:

<https://ehockey.hockeycanada.ca/ehockey/ClinicGroupList.aspx?OID=4>

15. BENCH STAFF PARTICIPATION IN GAMES

- 1 Head coach
- 4 assistant coaches, including 1 goalie coach
- If a team wants more than 5(total) they can list additional Assistant Coaches and pay \$50 for each extra person. Minimum qualifications must be met.
- Only 5 coaches are permitted to be on the bench during league games.
- Only coaches that are listed on the official roster are insured by Hockey Calgary (Hockey Canada) and are permitted to be on the bench or on the ice. Permission for any replacement coaches (special circumstances) must be received by KHC and your League Chair **BEFORE** the game.

16. GAME AND PRACTICE SCHEDULES

- Once schedules are posted by KHC, no changes will be made by the Ice Scheduler to the master schedule.
- If your team is scheduled to practice and you are not able to use it. Coaches/Managers are required to use OCI – Team Portals to trade/give up scheduled practices.
- Teams can contact the Ice Allocator a minimum of 14 days prior to the scheduled practice to help find a replacement team.
- Please refer to the document: **KHC – Ice Procedures** for more details in the KHC Policy and Procedures Document

17. TIMEKEEPERS AND SCOREKEEPERS

- Calgary Hockey requires two officials from each team for each game (including exhibition, seeding round, regular season, Esso Minor Hockey week and playoffs).
- Home team must provide the timekeeper and open gates in the guest penalty box.
- Away team must provide the scorekeeper and open gates in the home penalty box
- Typically, it is best to sign up volunteers as soon as the game schedule is available. This allows you to ensure that you have all volunteers ready for the game. You can also input into the team snap for tracking purposes.
- The off-ice officials manual is available on the KHC website. It includes instructions on all time clocks throughout city arenas and how to fill out game sheets. See link in resources section.
- All Volunteers in the box (timekeepers, scorekeepers, and penalty box) are all off-ice officials and must remain respectful and neutral.
- Note the following period lengths for Hockey Calgary games:
- One-hour game: 12 minutes, 15 minutes, 15 minutes
- 1.25-hour game: 15 minutes, 15 minutes, 15 minutes
- 1.5-hour game: 15 minutes, 15 minutes, 20 minutes

18. TOURNAMENTS & EXHIBITION GAMES

Exhibition Games

- All exhibition games must be sanctioned by Hockey Calgary. Please see the “Hockey Calgary Exhibition Game Sanction Request” document for the process to be followed.
- Game sheets must be entered following the game on the Hockey Calgary website for all sanctioned exhibition games.

Travel Permits

- Should your team choose to play a game outside of Calgary, you will require a travel permit from Hockey Calgary at www.hockeycalgary.com All teams will receive login information to access the Hockey Calgary website. Teams wanting to request either an exhibition game or tournament game select that option.
- If the game is located “outside of Calgary”, a travel permit will automatically be created once the game has been approved. Exhibition game requests and tournament game requests (and associated travel permits) are forwarded to the Hockey Calgary office for approval. The permit will be automatically returned to the person requesting it upon approval. It is essential that game reports for all exhibition and tournament games played outside of Calgary be entered into the Hockey Calgary website within 24 hours of return from the game or tournament. Failure to do so can result in Hockey Calgary not sanctioning any further travel for the whole Hockey Club. This is particularly important for end of the season games as often with the windup of the season, some of these important tasks get forgotten.
- If you are participating in a tournament prior to the start of the seeding round, you do not need to fill out any scheduling window forms. Refer to the important date document from Hockey Calgary.
- Tournaments are not permitted during the Seeding Round.
- Teams are permitted to play in tournaments during the Season Break.
- To play in a tournament during the regular season you need to submit a scheduling window
- If the tournament you are participating in is out of Calgary (Zone 9) you need to obtain a travel permit. The tournament sanction number will be required regardless of where the tournament is taking place.
- All teams participate in Esso Minor Hockey Week in Calgary. Team are not permitted to request a scheduling window during that time.

19. TOURNAMENT PARTICIPATION CHECKLIST

The manager or team tournament coordinator, in conjunction with the coach, seeks out and applies for entry into tournaments or exhibition games based on budgeted funds and team approval. Once accepted by an outside Association for entry in their tournament or to play exhibition games, the steps involved in this process are as follows:

Contact the person in charge of the tournament/exhibition games to determine:

- Dates and times,
- Entry Fee - amount of the fee and payable to whom
- Number of guaranteed games

- Other teams that are entered to access caliber
- Tournament/Exhibition game rules – period times, overtime
- Tournament sanction number – required for travel permit.
- Submit the 'Request for Travel Permit' online to Hockey Calgary.
- Contact the team treasurer to have a cheque issued and mailed. Other items that may be necessary to send upon request: team roster, team photo, KHC logo, copy of the travel permit. If you are bringing affiliated players, a copy of their team roster will need to be in your possession.

Create a travel schedule for parents/players including:

- Dates and times of games,
- Travel arrangements – bus, carpool, etc.
- Accommodations – if applicable
- Tentatively book a block of rooms
- Confirm with each parent as to their needs
- Finalize accommodations.
- Organize team meals and/or outings if needed.
- Provide driving directions/maps to the accommodation and arena(s)

Upon arriving at the tournament/exhibition game, meet with the tournament/exhibition game coordinator to confirm times, rules, etc.

When you return home, submit copies of all game sheets to your League Chairperson ASAP.

20. CANCELLATION OF GAMES (RULES AND REGULATIONS 20A)

Hockey Calgary scheduled games cannot be cancelled or changed by a team.

- If for some reason you can't dress a team for a scheduled league game, the game will be forfeited.
- If your team simply does not show for a game, the manager, coach or official and/or players of the team will be suspended.
- If you can't dress enough players from your team, use your Affiliate Players list.
- Reminder affiliates must be from your approved roster.
- Contact your League Chair for approval before the game

21. AFFILIATE PLAYERS

If for reasons other than suspension, you can't dress enough players for a game or tournament game you may use affiliated players listed on your official roster.

- See page 23 of the Hockey Calgary Rules and Regulations for
- Once affiliations are approved, they will be added to your official roster
- Ensure that you're Coach and each family is familiar with all of the rules and regulations regarding the use of an affiliate player as suspensions can be awarded to both coaches and players.
- Teams are not permitted to use affiliate players during the pre-season or for any game until Affiliate players have been approved by Hockey Calgary and are listed on your official team roster.
- Each team roster will have the approved list of affiliate players on it. The player status will be followed by an "A" for affiliate
- The maximum number of players, including affiliate players, which will be allowed to be shown on any game sheet must not exceed the total number of players registered on the team. Teams can replace injured players and/or absent players with affiliated players to bring the team to their roster size BUT can not replace released players.
- The team roster size will be reduced by one for each player that is under a suspension by HC for that game. This reduction in roster size will not be less than 13 players in Body Contact or 11 skaters in non-body contact divisions. 11(a) A player of a team of a lower division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher divisions and category at any time to a maximum of 10 games.
- However, if the player's registered team completed its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times.
- For goaltender exceptions see Community 13 B.42. E.36(b) In a tournament situation, the player being replaced MUST provide an email acknowledging that they are aware of the tournament and agree to being replaced.
- Exhibition & tournament games do not count in the total for the use of affiliates. Play-off games do count.
- When a higher division club uses an affiliated player, they must note the name in writing "AP" after the player's name on the game sheet and get the League Chair's approval in advance. Permission must also be provided by the affiliate player coach.
- However, if the player's registered team completed its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times.

22. GAME RESTRICTIONS

Please be familiar with and use the Hockey Calgary By-Laws and Playing Rules handbook. If you can't find the answer you are looking for please contact the Age Group Coordinator and

they will point you in the right direction. This is posted on www.hockeycalgary.com under the tab resources then click on regulation and bylaws.

Timbits – per the Timbits Manual:

See Hockey Calgary Website for details: <https://www.hockeycalgary.ca/programs/u7-timbits-program>

U7 Jr. Timbits - Age: 5 (2016 born)								
Introductory Phase			Development Phase			Game Play Phase		
<u>Sept 13 - Nov 26</u>			<u>Nov 27 - Jan 30</u>			<u>Jan 31 - Mar 27</u>		
11	16-22	0	8	12-16	6-8	8	8-12	8-10
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40-50								
Total Cross-Ice Games: 12-16 max								
Maximum 2 Tournaments/Jamborees (HC Jamboree Excluded)								
Only 1 Tournament/Jamboree can be out-of-town**								
U7 Sr. Timbits - Age: 6 (2015 born)								
Introductory /Development Phase			Development Phase			Game Play Phase		
<u>Sept 13 - Nov 12</u>			<u>Nov 13 - Jan 30</u>			<u>Jan 31 - Mar 27</u>		
9	14-18	0	10	14-20	8-10	8	8-12	10-12
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40-50								
Total Cross-Ice Games: 16-20 max								
Maximum 3 Tournaments/Jamborees (HC Jamboree Excluded)								
Only 1 Tournament/Jamboree can be out-of-town**								

U9 Program

See Hockey Calgary website for details- per the NDL Manual:

<https://www.hockeycalgary.ca/programs/u9-development-league>

U9 - Ages 7-8 (2013/2014 born)					
Prep, Evaluation, Development Phase		Regular Season Phase		End of Season Phase	
Sept 1 - Oct 22		Oct 23 - Feb 20		Feb 21 - Mar 27	
8-16 Practices	Exhibition Games	24-32 Practices	18 scheduled Games	4-8 Practices	Tour./Jamb. Games
Total Practices: 40-50					
Total 1/2 Ice Games: 32 max					
Maximum 3 Tournaments/Jamborees (excluding EMHW)					
Only 2 Tournaments/Jamborees can be out-of-town**					

U11 – 45 games

Game count includes; seeding round games, regular season games, exhibitions, tournaments, EMHW games and play off games. Ensure you have enough in your count to carry through play offs.

U13-U18 – No game limit.

Note: As per the HC Rule Book - 17b: The game total begins with the first Hockey Calgary scheduled game in the seeding round and includes all seeding and second round, exhibition, tournament, Minor Hockey Week, and playoff games. The Head Coach of each team is responsible for the team not exceeding these limits. Failure to do so will result in suspension of the coach.

23. FAIR PLAY AND REFEREE RESPECT

- Fair play rules are in effect for all levels.
- Hockey Calgary has instituted the Respect in Sport Program and 1 family member for each player must have completed this course. Remind parents that many times the referees are young teenagers and mistakes can happen.
- Abuse of the referees will not be tolerated and any person doing so will be reported to the Board of Directors and may be subject to disciplinary action. The Hockey Club has a Zero Tolerance Policy in regard to abuse of an official.
- Review the fair play code with players, coaches, and parents / guardians. Use other team parents /guardians to hold each other accountable to this code. Each coach, parent and player must sign the Fair Play; signed copies are to be kept in the team binder.

24. TEAM SCHEDULES

- Official game schedules are posted in Hockey Calgary website
- Game and practice schedule for teams will be posted in your TeamSnap account and OCI –team account
- KHC will set up TeamSnap accounts for all teams to assist teams with scheduling, communication, and organization of the following:
 - Location, address & map link
 - Ice Time
 - Ready time – Arrival time
 - Full or shared ice
 - Opponent
 - Attendance, planned player & coach absences

When using the availability function, the onus is on parents to make sure it is current for player availability. This will help coaches plan practices and game line-ups.

Hockey Calgary Important dates:

<https://www.hockeycalgary.ca/operations/important-dates>

25. PLAYER DEVELOPMENT PROGRAMS

Player Developmental programs may be offered throughout the season. Encourage your player's participation in these events. Watch the website and emails for information.

26. SUSPENSIONS

- Suspension write-ups are done by the referees' post game, usually in their dressing rooms
- Suspensions need to be reported by the winning team of ANY game to the League Chair immediately, so they can determine a player's eligibility. The team manager should also contact the LC in the case the main report is delayed.
- The League Chair will notify the manager and head coach of the suspension assessed
- Minimum suspension guidelines:
https://www.hockeycalgary.ca/assets/file/Minimum_Suspensions_2019_20_Hockey_Calgary.pdf
- If a player is serving a suspension, game sheet is to be marked "sups 1/1, 1/2, 2/2" The first number is the game the player is serving, the 2nd is the number of games the player is suspended
- Exhibition games DO NOT COUNT as served games and can not be played while under suspension

- When a player, team official or spectator has received a penalty or ejection that carries an automatic suspension (as described in the Minimum Suspension Guidelines) the head coach or team designate is responsible to inform the LC of the infraction and to automatically abide by the Minimum suspension guidelines.
- In the event a suspended player plays in or a suspended team official participates in a game, the game will be forfeited and the Head Coach will be suspended pending a hearing by Hockey Calgary
- The penalty for a Head Coach that allows a suspended player or team official to participate in any game is up to a 3-year suspension.
- Any Player or Team Official who, in the last ten (10) minutes of regular time, at any time in overtime, or at the conclusion of the game and prior to the Player or Team Official entering his/her dressing room, is assessed a Minor Penalty and a Game Misconduct, a Major and a Game Misconduct, or any other infraction resulting in a Game Misconduct or Gross Misconduct, shall automatically be suspended for a minimum of the next regular League / Playoff / Pre-Season / Tournament / Provincial Game. This is in addition to any other suspensions directed by HA Minimum Suspensions.
- A suspended player shall not be allowed within fifty feet of any player's bench nor allowed in the dressing room 1 hour before and 1 hour after the game. Also, a suspended player may not be allowed within twenty-five (25) feet of the Referees change room or within twenty-five (25) feet of where the Officials enter or exit the ice surface
- A suspended coach, manager, non-player team official or spectator, is not permitted in the arena or adjoining building to the arena while he/she is under suspension. The use of any or all communication devices cannot be used between any suspended coach, manager, non player team official, spectator or player and the team is prohibited. Nor can any person so suspended utilize an intermediary to conduct such communication, either verbally or via a device. The suspension will include 1-hour prior - until 1 hour after the suspended game

Age Category thresholds – A player who reaches the threshold will be assessed a 1 game suspension. Once a player crosses the threshold, they will be assessed

- U9 – No Threshold
- U11 – 40 PIMS
- U13 – 60 PIMS
- U15 – 80 PIMS
- U18 - 100 PIMS

A player who reaches the threshold will be assessed a 1 game suspension. Once a player crosses the threshold, they will be assessed

- 25+ PIMS -2 games
- 50+ PIMS – 4 games

- 75+ PIMS - 8 games

27. OFFICIALS

Referees/Linesmen for U9 or U11 are assigned by the Community Referee Coordinator of the Host Association/Team.

For U13 Division 4 and lower, the CZRC will assign the referee only and the linesmen are assigned by the Community Referee Coordinator.

For all U13 Divisions AA-3, U15, U18, U121 and Female games, the officials are assigned by CZRC.

28. ANNUAL GENERAL MEETING

KHC would like all interested members to attend the AGM in early spring of each year to share their thoughts and concerns of the past season, to provide suggestions for improvements and to make recommendations for new volunteers for the next year's Board of Directors and volunteer roles. Watch the website for information on this date.

If you require additional information, please contact the following:

<mailto:admin@knightshc.ca>

<mailto:ice@knightshc.ca>