



Manager & Coach Handbook

Updated 2024-2025 Season

Maidstone Minor Hockey Association

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Maidstone, SK S0M 1M0

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2024-2025 Important Dates

September

- 11 Maidstone Minor Hockey Fall AGM
- 11 Registration open for TRACH Skills Camp on RAMP
- 29 S.T.E.P Fall Meeting

October

- 7 Team Job Deadline. Submit to Registrar
- TBD Manager's meeting at 7 pm
- 8 S.T.E.P scheduling meetings begin
- 20 Ref Clinic (Lashburn)
- 22 1st Day of Practices
- 22 Power skating
- 25/26 TRACH Skills Clinic
- 25 U13, U15 & U18 Seasons Start
- 27 Bella McKee Goalie Camp
- 29 K&T PowerSkate
- 29 Pear Media Clothing Sizing 4-8pm

November

- 1 Carded Teams and Provincial Teams can now register
- 5 Hockey Pictures
- 7 K&T PowerSkate
- 9/10 U15 Home Tournament
- TBD Manager's meeting at 7 pm
- 14 K&T PowerSkate
- 15 Last day to register a Carded Team
- 15 U9 Opens for Exhibition Games
- 15 U11 Season Starts
- 16 U11 Home Tournament
- 17 U13 Tiering Review Deadline (Must have 4 games played)
- 19 Power Skating
- 21 K&T PowerSkate
- 23/24 U13 Home Tournament
- 28 K&T PowerSkate
- 30 U9 Half Ice Celebration

December

- 1 U7 Opens for Games
- 1 U9 Opens for Tournaments
- 1 Last day to register a Provincial Team
- 1 U11 Tiering Review Deadline (Must have 4 games played)
- 5 K&T PowerSkate
- 5-9 Sask First U15 Camp – No U15 Games
- 9 Manager's meeting at 7 pm
- 12 K&T PowerSkate
- 13-15 Carded weekend
- 15 Final date for any TEAM OFFICIAL to be removed from a team roster
- 17 Power Skating
- 19 K&T PowerSkate
- 20 Date by which all team officials must have obtained the appropriate coaching credentials as per Hockey Saskatchewan minimum coaching certification guidelines

January

- 1 U9 Season Starts
- 10 Final date for players to be released and be eligible to register with another team
- 10 Final date by which additions can be made to any affiliation list
- 10-12 Carded Weekend
- 11 U7 Home Tournament
- 13 Manager's meeting at 7 pm
- 14 Power skating
- 18 Minor Hockey Day

February

- 30-3 Sask First. Male U18, Female U18, Female U16
- 10 Final Date for player registration
- 10 Manager's meeting at 7 pm
- 14-16 Carded Weekend

March

- 10 Manager's meeting at 7 pm
- 28-30 Carded Weekend

Managers

Thank-you for volunteering to be a manager this year. You are appreciated! The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents, and coaches), but between the team and all support systems such as the Minor Hockey Association, S.T.E.P, other League Managers, and other town teams. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction.

Important Information for Managers

1. **Monthly Meetings.** Please try to attend the monthly Maidstone Minor Hockey Association (MMH) executive meetings as a representative of your team. These take place generally on the second Monday of each month. Check the Important Date section below for the official days and times. Any date changes will be communicated to you in advance. These meetings are tools to relay important announcements and information, discuss ideas, and keep the lines of communication open between all.
2. **S.T.E.P.** As the manager, there are a few housekeeping items that must be done at the beginning of the year with S.T.E.P. before your team can play. S.T.E.P. league is our governing body for our local area. Every three years, the location of S.T.E.P. rotates between St. Walburg, Turtleford, Paradise Hill and Edam, in that order.

League Website: www.stepleague.net

League Email: stepleague1@gmail.com

Mailing for 2024-2025: S.T.E.P. LEAGUE

Box 5

St. Walburg, SK S0M 2T0

- a. Complete Hockey Canada approved rosters with a minimum of 2 contacts per team with phone number, as well as e-mail addresses on Hockey Canada approved official team roster. Include jersey numbers, name s on game sheets must be the same as the Hockey Canada rosters submitted to STEP league. Deadline for rosters sent into the STEP league is 48 hours before the team's first game. Roster changes need to be sent in to the STEP league for approval 24 hours before the added players play. Please give the **Registrar** proper notice to make these changes. **Registrar** will submit rosters to STEP league as well as provide you a copy.

- b. The Jersey Manager (Becky) will contact you in regards to your **jerseys** at the beginning of the season. For **jersey numbers**, allow the second-year players to have first pick followed by 1st-year players.
 - c. **S.T.E.P. scheduling meetings.** As manager, you will be required to attend the S.T.E.P. scheduling meeting in order to set up games with other towns. Always check with the **Ice Coordinator** (Haley) before the meeting to see the available ice times for our arena. Coaches can attend in your place if you are not able to go.
 - i. The **Ice Coordinator** (Haley) will need your completed game schedule ASAP, preferably the day after scheduling meetings.
 - ii. The **Ref Coordinator** (Shawn) will also need your completed game schedule to book refs.
 - iii. **U18** Scheduling meeting October 8, **U15** Scheduling meeting October 10. **U13** scheduling meeting October 15, **U11** scheduling meeting October 17, **U9** scheduling meeting October 21 and **U7** scheduling meeting October 22.
 - iv. The **Registrar** (Lindsay) sends in your email addresses to S.T.E.P. at the beginning of the season, so you will also be receiving emails from them soon.
3. The **Affiliations Form** must be completed before any affiliated players play their first game with your team and the hard copies submitted to the MMH **Registrar** (Lindsay). She will deliver to Hockey Saskatchewan. You can still add or delete players until January 10, 2024 if any changes need to be made. Please make sure the parents/coaches of the affiliated player (AP) know that you have AP'd their players.
4. **Coach Qualifications.** Please make sure to remind all bench staff to get all their certifications before **December 20, 2023**. They will be personally charged a \$50 fee for each missing qualification if it is not done by due date. These are Hockey Saskatchewan rules and MMH has no say on these matters. Please see the Coach Qualifications section for what is required for coaches at each age level.
5. **Criminal Record Checks with Vulnerable Sectors (CRC)** will be needed from all bench staff (coaches, assistant coaches, trainers, stick boys, managers, etc). Submit to the **Registrar** hard copies are no longer needed to be kept on file. This has to be done before anyone gets on the ice with the players. If you had one done in prior years, check to see if it is still valid. If you need to have one done

the Maidstone RCMP have copies of the letter on file and you will need 2 pieces of ID. If going to another RCMP station a letter can be provided to you.

6. **Respect in Sport** will also be needed from all bench staff. Hockey Saskatchewan now has a 5 year expiry date on Respect in Sport. Please check your Hockey Canada account to make sure yours is still valid.
7. You will need to get your team parents to fill out the **Team Jobs** form (attached). This is usually done at the first team meeting. These jobs are important for the functioning of the team and help distribute the work amongst the parents. Return to the **Registrar** (Lindsay).
8. You will need to get your team parents to fill out a **Hockey Canada Medical information sheet** (attached) before the first game. Keep in a safe place for the duration of the year. Some managers keep them all in a binder and bring to each game in case of an injury. Others, place them in a duo tang and put in the team medical box.
9. You will need to get your team parents to sign the **S.T.E.P. Rule Acknowledgement** (attached). Keep in a safe place for the duration of the year.
10. New players to MMH receive ONE free pair of **game socks**. Any additional sets can be purchased for \$30 from the **Equipment Manager** (Becky).
11. A female change room can be requested whenever you go to another town. Typically, the female change room is number 4 in the Maidstone Arena.
12. MMH Policy on **Team Money** is as follows:
 - a. Each team is given up to \$750 to use for tournament fees, please request payment from the **treasurer**. No trading fes.
 - b. The proceeds from the prize table are split 80% to MMH, and 20% for the team. At the end of the season, this money as well as the accounting sheet must be submitted to the **Treasurer** (April) by March 30, 2024.
 - c. 50/50 proceeds go to the team.
 - d. Monthly reporting of team finances to **Treasurer** and **Team** is expected once 50/50 starts to keep teams accountable.
 - e. The team money collected from the prize table and the 50/50 can be used for the following:
 - i. Tournament fees
 - ii. 1 year-end party

- iii. Buses for transport
- iv. Medals
- v. Trophies

*Money can not be used for any team swag.

*It is expected that whatever is left over at the end of the year from your team profit should be donated back to the MMHA. Please remember we are a non-profit organization and the money should only be used for what is necessary. If ever you have any questions or need clarification, please discuss with a member of the Exec.

13. **Team Linkt** is a Canadian app that many teams use for team communication. There are others out there, but this one seems to be the most popular. Here are a few quick instructions on setting up your team for the season in TeamLinkt. TIP: Setting up your team and adding the schedule is a little easier if done from a computer instead of on the mobile app.

1. Sign in or create an account
2. Create your team
3. Add your roster
 - a. Click on Add/import, select add members
 - b. Input the Players Names (and emails for older players)
 - c. Add the parent(s) into the contact spots with email(s) *each parent will need an email added in order for them to be able to be connected to the player
 - d. Add rows until you have all the players added
 - e. Click blue Add button
 - f. When on the roster page click on the Coaches names that are attached to the players, click edit and change contact type to Parent & Admin
 - g. Your name will show up under the players on the roster page as the team owner, click on your name there, click edit and unselect the player box. This will remove you from the player list.
4. Adding Tasks
 - a. Click schedule
 - b. Click tasks, select new task
 - c. Add in your team jobs (ie. 50/50, penalty box, scorekeeper etc) *You can then assign the jobs to the players for each game.

14. Make sure the team knows about all the **fundraising, kitchen shifts and team jobs** they are expected to do throughout the year. More detail is included in the MMH Handbook. However, this should be discussed with the parents at your team meeting.

15. **Roster stickers** (Avery 8163) for game sheets are an extremely handy and time saving tool for managers. Former managers have templates on their computer that they may be willing to share. The team's name goes at the top i.e. "Maidstone Blue Jets U13", then the goalie(s) listed next, then the remaining team players in jersey # order. The coaches, trainers and manager are listed at the bottom. You will need 3 stickers per game (one for the white, one of the yellow and one for the pink). If a player or coach is absent from a game, simply cross their name off the list for that game.
16. You must let the **Ref Coordinator** (Shawn) know your games so he can schedule refs. If there are any changes, he must be told immediately. This is the same for the tournament dates and times. The **Treasurer** pays the refs. You don't need to worry about it.

Team Jobs

Each team will have a list of jobs that parents need to help out with throughout the year. From volunteering to be the manager of the team, to helping with jerseys and tournaments, these roles are vital to the functioning of the team. These jobs include Head Coach, Assistant Coaches, Trainers, Manager, Tournament Coordinators, Minor Hockey Day Reps, Jersey Coordinators, Arena Fundraiser Coordinators, and Kitchen Coordinator. At your first meeting, circulate this list and have the parents put their names down. If team jobs are not completed/no shows will result in your bond cheque being cashed.

Team Job descriptions:

Tourney Coordinators: These volunteers are responsible for the planning and organization of the home tournament with help from the manager. This includes the prize table, gifts for all the away and home players, and medals/trophies.

Minor Hockey Reps: These volunteers will help the executive in charge of Minor Hockey Day in finding, collecting and thanking sponsors, and participating in setting up, helping with the prize tables and take down.

Jersey Coordinators: This person will be in charge of the jerseys for the season. This includes bringing them to each game and handing them out to players, washing them after use, and keeping track of who has what.

Kitchen Convener: This volunteer will work with the Kitchen Rep (Tracey Pratt) and schedule times for the team to help in the kitchen and communicate this information to the team.

Arena Fundraiser Volunteers: Every year, the arena has a fundraiser to help with the costs of running the building. The Arena fundraiser volunteers will assist with this fundraiser.

In addition, at every home game, there will be parents who must work the following:

Scorekeeper: Records who scores and at what time they score as well as any penalties that occur throughout the game. The Scorekeeper is also responsible for announcing and music playing during stop time.

5. The scorekeeper must get the score sheet signed and filled out by both teams.
6. Once filled out, the refs sometimes want to see the sheet so they can count players, etc.
7. You as the Scorekeeper need to sign it.
8. After the game, the refs will need to sign it.
9. Hand to manager or coach after the game once the refs have signed.

In **U9**, there will be a **5-goal per player limit per game**. This will be in effect for all regular season and playoff games. Regulation time only. Overtime and shootout do not count. If a player goes over the 5 goals the following will happen:

1. 6th goal- the goal will be disallowed, and the faceoff will go back into the offending teams end
2. 7th and future goals- the goal will be disallowed. The offending team will receive a 2-minute Delay of Game penalty. The faceoff will go back into the offending team's zone

Clock: This person is responsible for setting up the clock before the game and keeping time during the game. They also input the penalties. There are instructions up in the sound room on how to do this.

U7 and U9: Shifts are 2 minutes. The buzzer/stop time should go off every 2 minutes to signal the end of a players shift. Information on how to organize the game at this age group can be found here: <https://hockeysask.ca/players/half-ice-u9>

There is also a PDF for U9 Guidelines on the STEP league website under Forms.

U11, U13, U15 and U18: 3 - 20 minute periods.

Straight Time: (No stopping the clock)

U9, U11, U13: If there is a 7-goal differential, the trailing team may request straight time. The request may be made at any time after this. If the game goes to straight time it will NOT return to stop time regardless of the score. If there is a 10-goal differential, the game must go to straight time and will not revert back to stop time regardless of score.

U15 and U18: If at any time in a game there is a 7-goal differential, then the game must go to straight time and will remain straight time for the rest of the game regardless of the score.

Penalty box: This person opens and closes the door for the players entering or exiting the penalty box. They also feed the mic to the ref to say who scored and assisted. It is very important to keep communication with the Scorekeeper in the Sound booth. They also keep track of penalties and when to allow them out if the clock is not working properly, or if there are more penalties than space on the clock.

50/50: This person is responsible for the 50/50 box and money which is kept in the kitchen. There will always be a float of \$60. This person should go around at least twice to all spectators including the warm room. \$5 a ticket or 3 for \$10. In the third period, go to the sound booth and pull a number. The scorekeeper announces it. After the game, the 50/50 person should hand the earnings to their manager.

Game Information

1. Each game in each division of the league is given a **game number** by S.T.E.P. If you need to change the date or time for a game, you will reference that number in your communications with S.T.E.P. This number also goes on the game sheet.

To find your game number: (This may have changed with the new website)

S.T.E.P. Website

Schedule tab

Click on the List View Tab in grey

Find your game and look on far right

GN= Game Number

2. **Preseason Games:** From Hockey Sask Handbook: "Preseason" games are defined as those that involve teams from the same league who play a game prior to scheduled league play beginning. Preseason games must be scheduled through the league executive. "Exhibition" games are those that involve two teams from different leagues prior to, or following the start, of league play. Therefore if any team wants to play preseason games against another team from this league, and neither team has played a league game, send in the details to STEP league and they will add it to the website and you will not need a sanction

number. If you play someone from outside the league or one of the teams have played a regular season game you will need to apply for an exhibition game and get a sanction number from Hockey Sask.

3. **Game Sheets:** Make sure the game sheet is filled out properly before the game and that all players and coaches in the game are listed on the game sheet. Also make sure the team, date, division and game number are included. S.T.E.P. will send out the game sheets and examples of how to do them. Once you have filled out this information, you may hand it to the scorekeeper. The scorekeeper will return it to you once the game is over and all the appropriate signatures are on it.
4. **The winning team** receives the **white and yellow game sheet** after the game (**The losing team** gets the **pink copy**).
 - a. It is then the winning team's responsibility to email a picture to the S.T.E.P. League. Please do this **ASAP** after the game or you as the manager can be fined. The quicker you get it in, the quicker S.T.E.P. can update the website, deal with suspensions, etc.
 - b. Please make sure the picture is clear. Select "actual size" when emailing it as this makes it easier for them to view.
 - c. It's important you find out how they want the game sheets filled out and have the proper signatures on them.
 - d. The hard copies of the game sheets can be sent in once or twice a month. S.T.E.P. keeps the hard copies for 3 years, so they do need them.
 - e. The envelopes are included in the manager's package.
5. **Game Changes:** To make a game change, send the league and the opposing team an email. Include in the email the game number, the two teams making the change, the old date and the new date and times. The other team simply needs to "Reply All" saying they agree to the change. S.T.E.P. will not make any changes on the website unless both teams have agreed.
6. Check the S.T.E.P. website for any errors on team contacts, and/or schedules. If anything is incorrect, email them immediately.
7. **Regular Season Dates:**
 - a. **U13, U15 & U18:** October 25 – March 1
 - b. **U11:** November 15 – March 1
 - c. **U9:** January 1 - March 1
8. **U13, U15 and U18 regular leagues:** Try to book the bulk of your home games by January 20, 2024. This is to relieve the stress of having to reschedule games due to PROVINCIAL games. **Provincial games take precedence.

9. **Exhibition Games (sanctions/permits):** Any team wishing to play an exhibition game must get approval from Hockey Saskatchewan. **Always check with the Ice-Coordinator (Haley) and Ref Coordinator (Shawn) before filling out the application.**
- Go to www.hockeysask.ca
 - Members tab
 - MHA Toolbox
 - Applications
 - Exhibition
 - You will need to log in to any link marked with a lock.
10. **Carded weekends:** No league games for U9 and U11 on a carded weekend as per Hockey Saskatchewan rules. You may book a tournament on these weekends, but finding teams may be difficult. These weekends will be posted on the Hockey Saskatchewan website as well as the S.T.E.P. league website.
11. **U7:** There will be no U7 games sanctioned by Hockey Saskatchewan until **December 1, 2023.**
12. **U9:** U9 games are played with half-ice the entire season. Exhibition games can start on **November 15, 2023.**
13. **S.T.E.P. Overtime Rules:**
- Regular Season Overtime (U9 and U11 only)** In the event of a tie after regulation time, there will be a 3-person shootout. The visiting team will go first. If after the 3 shooters, there is still a tie, it will then go to a sudden death shootout with each team getting one more shooter until there is a winner. No player shall shoot twice until all players on the team have shot.
 - Regular Season Overtime (U13, U15, and U18)** In the event of a tie after regulation, there will be a 5-minute sudden death overtime period. This will be played 3 on 3. Teams will keep the same end that they had in the 3rd period. If the game is still tied, there will be a 3-person alternating shootout. The visiting team will go first. If after the 3 shooters, there is still a tie, it will then go to a sudden death shootout with each team getting one more shooter until there is a winner. No player shall shoot twice until all players on the team have shot.
14. **S.T.E.P. Shootout Rule:** Any player who has time remaining on a penalty at the end of regulation time or overtime is ineligible to shoot in the shootout

15. **S.T.E.P. Playoff Overtime (all age groups)** *** Please reference the modified Best of 3 Rules***

16. **S.T.E.P. Straight Time:** (no stopping the clock)

- a. **U9, U11, U13:** If there is a 7-goal differential, the trailing team may request straight time. The request may be made at any time after this. If the game goes to straight time it will NOT return to stop time regardless of the score. If there is a 10-goal differential, the game must go to straight time and will not revert back to stop time regardless of score.
- b. **U15 and U18:** If at any time in a game there is a 7-goal differential, then the game must go to straight time and will remain straight time for the rest of the game regardless of the score.

17. **U9 5-goal Rule.** In U9, there will be a 5-goal per player limit per game. This will be in effect for all regular season and playoff games. Regulation time only. Overtime and Shootout do not count. If a player goes over the 5 goals the following will happen

- a. 6 th goal- the goal will be disallowed, and the faceoff will go back into the offending teams end
- b. 7 th and future goals- the goal will be disallowed. The offending team will receive a 2-minute Delay of Game penalty. The faceoff will go back into the offending teams' zone

Team Job Scheduling

1. After all the games have been scheduled, you will need to create a **Team Jobs schedule** for your parents. Home games always have 4 jobs that need to be done). U7 and U9 typically do not need 2 in the penalty box, but older age groups do.
2. These should be spread out evenly between all members of the parents. Here is a sample of what the schedule could look like. Do what works best for you and your team!

Date	Scorekeeper	Clock	Penalty Box	50/50
Dec 4 @ 8AM	MacDonald	Chrétien	Laurier/Lincoln	Pearson
Dec 12 @ 12PM	Mulroney	Campbell	Trump/Biden	Obama

Jan 3 @ 3PM	Trudeau	Harper	Moe/Wall	Washington
Jan 21 @ 5PM	Bush	Clinton	Rosenvelt/Clark	Diefenbaker

- Parents are responsible for finding their own replacements. However, they should always let you know with whom they switched.

Tournaments

- Away Tournaments:** Each team is given up to \$750 to be used for away tournaments. Please request payment from the **Treasurer**. E-Transfers or cheques can be made for the full amount of tournament if it exceeds the \$750 then the team will pay back MMHA as soon as possible. No trading tournament fees.
- Home Tournaments:**
 - Always check with **Ice Coordinator** (Haley) and **Ref Coordinator** (Shawn) before planning a tournament.
 - The team keeps the proceeds from the 50/50 money. This is to be used for any team expenses.
 - The prizes for the prize table are generally donated by parents.
 - The proceeds from the prize table are split: **80%** goes to MMH and **20%** remains with your team. This expense form is on our website. Please fill it out and submit to the **Treasurer** (April) within a week after the tournament.
 - Whatever is left over at the end of the year from your team profit should be donated back to MMH.
 - If you need to store items for the tournament, the jersey room is available. Please talk to the **Equipment manager** (Becky) for more information.
 - Tournament weekends** have already been scheduled by the board/ice coordinator this year.
 - U15:** November 8-10 (Co-host with Neilburg/CutKnife)
 - U13:** November 23-24
 - U11:** November 16
 - U9:** Hosting a Half Ice Celebration November 30
 - U7:** January 11
 - Tournament applications have already been applied for.
- How to book your tournament:**
 - Go to www.hockeysask.ca
 - Members tab
 - MHA Toolbox

- d. Applications
 - e. Tournaments
 - f. You will need to log in to any link marked with a lock
 - g. You submit your receipt to the **Treasurer** (April) and get reimbursed.
4. **Tournament program.** Please make sure the **sanction #** is on the front of the program booklet and printed off and displayed. Tournament rules will need to be included in this program as well.
 5. A printout of the schedule and the rules of the tourney should be placed in EVERY dressing room as well as posted in the lobby.
 6. Tournament rules should also be placed in the sound booth.
 7. **Game sheets from exhibition Games or Tournaments must be sent in 72 hours post-game or tournament or a fine will be given and the team will have to pay it.**
 8. If a Tournament or Exhibition game **is canceled**, please notify Hockey Saskatchewan of the cancellation or game sheets will still be expected and possible fines will be issued.
 9. Please **DO NOT** apply more than once for an exhibition game as each time you apply there is a permit # assigned therefore you may have multiple permit #'s for one game. Hockey Saskatchewan expects a game sheet for each permit # issued.
 10. Travel permits are only required when traveling outside the province or to the U.S.

Helpful Hints for a Successful Home Tournament

This is shared work amongst your team and tournament coordinators.

1. **Medals** need to be ordered at least 3 weeks in advance. **Heart and Hustle** also need to be ordered. You will need 2 Heart and Hustle medals per game.
2. **Welcome Snacks** are not a requirement, but normally each home tournament committee will have a welcome snack for all the teams (for example: an orange, a drink and a granola bar).
3. **50/50:** Choose to run your 50/50 how you would prefer. Some people do regular ones, or they do a guaranteed \$250 @ \$5 bucks a square. There are some boards in the jersey room if you want to use them.

4. **Schedules** for games will need to be done up, printed and posted in the arena.
5. **Worker schedule** will need to be created for each game during the tournament. You usually need 2 workers in the penalty box, 1 doing scoresheet, 1 doing 50/50, 1 Clock person and 2 for Prize Table (If you have two half ice games going, you will need to have 2 scorekeepers too).

Clock Person:

- **Heart and Hustle Award** –This person will need to run down to the boxes and ask each coach who they pick for the Heart and Hustle Award half way through the 2nd period- they are picking for the opposing team.

Scorekeeper:

- After the teams shake hands, ask both teams to line up on the blue line for the Heart and Hustle Award presentation. Announce who wins Heart and Hustle for each team.
 - Make sure to thank the sponsors during the break between games. “We also would like to thank our sponsors today, and team families”
6. Make up a poster to advertise and thank your sponsors.
******Generally, the team finds a sponsor. You are not allowed to hit up Maidstone businesses unless they are members of your team and offer willingly.**

7. Here is a **Sample Rule/Schedule** for a U9 tournament. Please know that the rules are different for different age divisions.

ALL TIMES ARE MST (Alberta time)

HOME BENCH SIDE ICE			GUEST BENCH SIDE ICE		
8:30	Maidstone 1 vs Lashburn 1	8:30	Lloydminster #11 vs St. Walburg		
9:50	Flood				
10:00	Maidstone 2 vs Hillmond	10:00	Lashburn 2 vs Lloydminster # 8		
11:20	Flood	11:20	Flood		
11:30	Maidstone1 vs St. Walburg	11:30	Lashburn 1 vs Lloydminster #11		
12:50	Flood				
1:00	Maidstone 2 vs Lloydminster # 8	1:00	Hillmond vs Lashburn 2		
2:20	Chuck a puck	2:20	Chuck a puck		
2:40	Flood				
2:50	Maidstone 1 vs Lloydminster # 11 Medals	2:50	St. Walburg vs Lashburn 1 Medals		
4:10	Flood				
4:30	Maidstone 2 vs Lashburn 2 Medals	4:30	Lloydminster #8 vs Hillmond Medals		

- Games are 2 straight time 30-minute periods, 3-minute line changes.
- 3-minute warm-ups and 5-minute break between periods.
- Ice will be flooded after each game.
- Should a minor penalty occur, player will go back to their bench till their next shift.
- In the event of an injury- clock will be stopped.
- Please be prepared for the tournament to go ahead or behind schedule.
- After each game, players will line up and tap sticks then the Heart and Hustle awards will be announced. (Picked by the opposing teams coach) After third game they will announce players for medals.
- There is a prize table upstairs – Prizes will be drawn at approximately 3-3:30 PM
- Chuck a puck with take place approximately 2:20pm
- Player 50/50: buy your player so they have a chance to win the player 50/50 pot! \$5 a player
- 50/50 will be available throughout the tournament- \$5 a square
- There is zero tolerance for verbal abuse of the officials.
- COVID info: Masking in the arena and try to maintain social distancing.
- All games will be played within SHA rules.
- Kitchen is open all day; cash only, however there is an ATM onsite.

Dressing Rooms All Day

4	Hillmond
7	Maidstone (Both Teams)
8	Lloydminster (Both Teams)
9	St. Walburg
10	Lashburn (Both Teams)

Thank you for your support in our tournament!

Have a great day of hockey!

Social Media Rules

Make sure the **bench staff, parents and team** know the **Social Media Policy**. This is a recurring problem year after year.

Comments, remarks, photos, or videos of an inappropriate nature that are detrimental to a Team, the Association, or an individual will not be tolerated and will be subject to disciplinary action.

What constitutes social media?

This policy will encompass public communications including posting pictures and videos through such internet platforms as Twitter, Facebook, Instagram, Google+, LinkedIn, Snapchat, WhatsApp, TeamLinkt, texts and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as texting and instant messaging.

To whom does this apply?

The policy will apply to all members of the Maidstone Minor Hockey community, including parents, team officials, referees, executives, and players. They are each responsible for what they post on social media sites.

What are Social Media infractions?

The following are examples of conduct through social media and networking mediums that are considered violations as per Hockey Saskatchewan.

1. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association, or an individual.
2. Divulging confidential information that may include, but is not limited to the following:
 - a. player injuries;
 - b. trades or other player movements; game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
3. Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or Hockey Saskatchewan staff, programs, stakeholders, players, or any member of a Hockey Saskatchewan Team.
4. Any form of bullying, harassment, intimidation, or threats against players or officials.
5. Photographs, videos or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, etc.
6. Online activity that contradicts the current policies of Hockey Saskatchewan or any of its member Associations.
7. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the Hockey Saskatchewan policies and regulations on these matters.
8. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Should the identity or image of any member MMHA community be used in social media and networking without the individual, team or Association authorization, this is considered to be identity theft. Please notify your MMHA immediately.

Discipline

MMHA will investigate reported violation(s) of this policy in the manner set out in the Hockey Saskatchewan Handbook. If the investigation determines that a violation has occurred, MMHA will impose an appropriate suspension and/or fines. Any appeal of the suspension will be dealt with as set out in a Minor Hockey Association, S.T.E.P. and/or Hockey Saskatchewan Handbook. If social media incidents can not be dealt with by MMH, MMH may turn over the files to the RCMP.

Summary

When using social media and networking mediums, the MMH community should assume at all times they are representing MMH. All members should remember to use the same discretion with texting, instant messaging, all social media platforms and networking as they do with other traditional forms of media.

Use your best judgment at all times-pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.

Insurance

Hockey Canada Injury Reports are located on the website www.hockeysask.ca. Please make sure to alert the MMH as well.

- Go to Members, Insurance, How to Make an Insurance Claim. Hockey Canada is strictly a secondary provider.
- Injury Reports must be received by Hockey Saskatchewan within 90 days of the injury. You then have up to 1 year from the date of the injury to submit any expenses.
- All claims must be submitted to your primary insurance provider if you have one. You can then submit your expense along with an Explanation of Benefits to Hockey Saskatchewan

Bench Staff Qualifications

1. All bench staff qualifications can be found on the Hockey Saskatchewan website.
 - a. Hockey Saskatchewan Website
 - b. Coaches tab
 - c. Coach Qualification

They can also be found on the MMH website.

2. All bench staff and players must be registered with the **Registrar** (Lindsay) before they can hit the ice. **Under no circumstances is anyone allowed on the ice without being registered. This includes helpers and parents. This is an important rule from Hockey Saskatchewan.** Any unregistered individual who is injured on the ice or on the bench will NOT BE INSURED.
3. All registered team officials aged 16 and over must have the **Respect in Sport** certification. ***New this year* Hockey Saskatchewan now has a 5 year expiry on Respect in Sport!** A registered team official is any individual listed for insurance purposes. This is an individual who will be on the ice with the team at practice or on the bench during games.
4. A helper can be listed as a bench helper, volunteer, trainer or assistant manager if they will be assisting on the ice at practice or swinging a gate during games. **They must be registered.** This individual does require **Respect in Sport** if they are **16 or older.**

Coaches

Thank you for volunteering to be a coach this year. You are truly appreciated!

1. Please make sure to have all certifications done before **December 20, 2024**. You will be personally charged a \$50 fee from Hockey Saskatchewan for every missing qualification if it is not done by the due date.
2. The **Registrar** (Lindsay) will need **Criminal Record Checks with Vulnerable sectors** from all coaches, assistant coaches, trainers, stick boys and managers). This has to be done before anyone gets on the ice with the players. If you have already submitted one in prior years, and it is still valid, you will not need to provide another one. The RCMP will require a letter from MMH stating that you are requesting this CRC because of your involvement with them. Copies of this letter are available at the rink or from the **Secretary** (Nicole).
3. ONE person from each team must also have their **Safety Course**. If no one has it, the head coach will be billed the fine.
4. Either the Head coach or assistant coach must have their **Goalie Certification for U9 and up**. If no one has it, the head coach will be billed the fine.
5. **Coach clinics** – You must complete your **Hockey University** and **Respect in Sport** before you can register for an **Intro to Coach** or **Coach Level Courses**
6. Language and behavior – coaches & kids - inappropriate language is not acceptable by anyone.
7. Please read through the **Players and Coach Codes of Conduct** in the constitution.
8. Don't ever find yourself alone with a child.

Affiliations

The player is used only for the replacement of sick, injured, suspended, or otherwise missing skaters. The coach must first obtain permission from the manager and then speak to the player and his/her parents. Saskatchewan Hockey Association rules and regulations concerning affiliated players must be strictly observed, and the player may only play the maximum number of games allowed by the Saskatchewan Hockey Association.

Disagreements & Complaints

After an altercation, there must be a 24-hour “cool down” period for the people affected. Grievances will only be accepted in writing and 24 hours must have passed since the original incidence has occurred. There are to be no team parent meetings dealing with grievances without an executive member present to mediate the meeting.

The **President** and **Vice-Presidents** are available.

If you have a **complaint, question** or **concerns** please follow these steps:

1. The 24-hour rule applies – allow yourself 24 hours to cool off before addressing the issue
2. Contact the MMH board – if they are unable to answer your complaint or question you can proceed to # III
3. Contact your grievance council.

Fair Play

FAIR PLAY – MMH recognizes that with the essence of FAIR PLAY that players (children) still enjoy winning more than losing but we believe there is “room for both.” **Winning at all costs is not condoned, nor encouraged.** Regular league play is for everyone and coaches should give all players fair playing time. Provincial playdowns will/may be treated differently (as a championship team) and the stronger players in any one age group registered with the MMH.

Appendix



Notice of Video Services

Maidstone Arena has recently installed Live Barn services on the Skating Rink. These services provide online streaming access to events happening at the Arena, such as Hockey Games, Skating Carnivals, and anything else happening on the ice surface.

The system is automatic, and is active whenever there is activity on the ice, unless manually disabled. Requests to disable the service or make an ice session private can be directed to a member of the Maidstone Arena Board, or a member of the board of your user group.

The events can be viewed by anyone with a subscription to Live Barn's streaming services, live, or on demand for up to 30 days. These services also allow a subscriber to view events at rinks all over North America, including nearly 40 venues and 60 ice surfaces across Saskatchewan.

Maidstone Arena is a LiveBarn Venue. If you can't make it to the rink, you can still stay connected by watching all events Live and On Demand.

10% DISCOUNT - PROMO CODE: maid-ston

This promo code, when applied to your subscription, will give you a 10% discount, as well as pay 30% back to the Maidstone Arena.

LiveBarn is a subscription service that allows you to watch events Live or On Demand for 30 days. Your subscription allows you to watch streams from any LiveBarn-installed venue across the US & Canada.

- Save and share 30-second highlights
- Download entire games/practices
- Tag highlights while watching live, in-venue

Existing subscribers can update their profile to our venue's promo code.

For more information, visit livebarn.com. Download the [LiveBarn iOS App](#) for easiest mobile viewing or the LiveBarn tvOS on AppleTV for home theatre viewing.

If you have any questions or concerns, please contact the **President** (Shawn)

MMH Team Job/Contact List

Affiliations Form

Hockey Canada Medical Information Sheet

S.T.E.P. Rule Acknowledgment Form

Team Expense Sheet

Tournament Expense Sheet

Blank Calendar