



SYLVAN LAKE MINOR HOCKEY ASSOCIATION HANDBOOK

Version 5.1, updated August 2023

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Introduction

This Policy & Procedure manual works in conjunction with the Hockey Alberta Bylaws and Regulations Guide as well as the Sylvan Lake Minor Hockey Associations Bylaws. Any policies and procedures believed to be in place prior to the development of this manual are hereby no longer recognized and are invalid. All policies and procedures specific to Sylvan Lake Minor Hockey Association (hereafter to be referred to as the SLMHA) are outlined within this manual, or alternatively, superseded by Hockey Alberta Regulations.

- Any requests for changes to this manual must be presented to the SLMHA Board of Directors and a ruling on the special circumstance or change to the policy will be implemented by the Board and noted in the meeting minutes.
- Hockey Alberta Bylaws and Regulations will supersede any policies contained herein that may/may not be in conflict.
- All policies and procedures apply to all SLMHA teams, participants and members as outlined in this document.

Mission Statement

To provide an opportunity for youth within the boundaries of SLMHA to participate in a structured hockey program, and to create opportunities and valuable life experiences in hockey by providing exceptional leadership and service. SLMHA will endeavor to fulfill this aim by operating teams in all divisions that will be developmental, equally competitive, and fun. It is the association's goal to create an environment that supports the learning of skills in a safe, fun, and supportive community atmosphere.

Objectives

- To build, promote, and encourage the sport of amateur hockey in the Town of Sylvan Lake and surrounding district.
- To support, govern, and improve organized minor hockey within the district under its control (boundaries).
- To promote among its members, supporters, and teams an overall community spirit.
- To exercise general supervision and direction over playing interests of players, coaches, managers, and executives; with emphasis on the enhancement of good character, sportsmanship, discipline, and citizenship while developing the proper fundamentals of the sport of hockey.
- To act as the governing body of amateur hockey in the Town of Sylvan Lake and surrounding district in accordance with the rules and regulations prescribed by the recognized Provincial and National Amateur Hockey Associations.
- To establish and maintain uniform playing rules and regulations for minor hockey in the Town of Sylvan Lake and surrounding district Amateur Hockey requirements.

Sylvan Lake Minor Hockey Association acknowledges that our association operates on Treaty 7, Treaty 6 and Metis ancestral lands, the gathering place of many Indigenous peoples. There is where we strive to honour and transform our relationships with one another.

Board of Directors

Association Positions & Descriptions

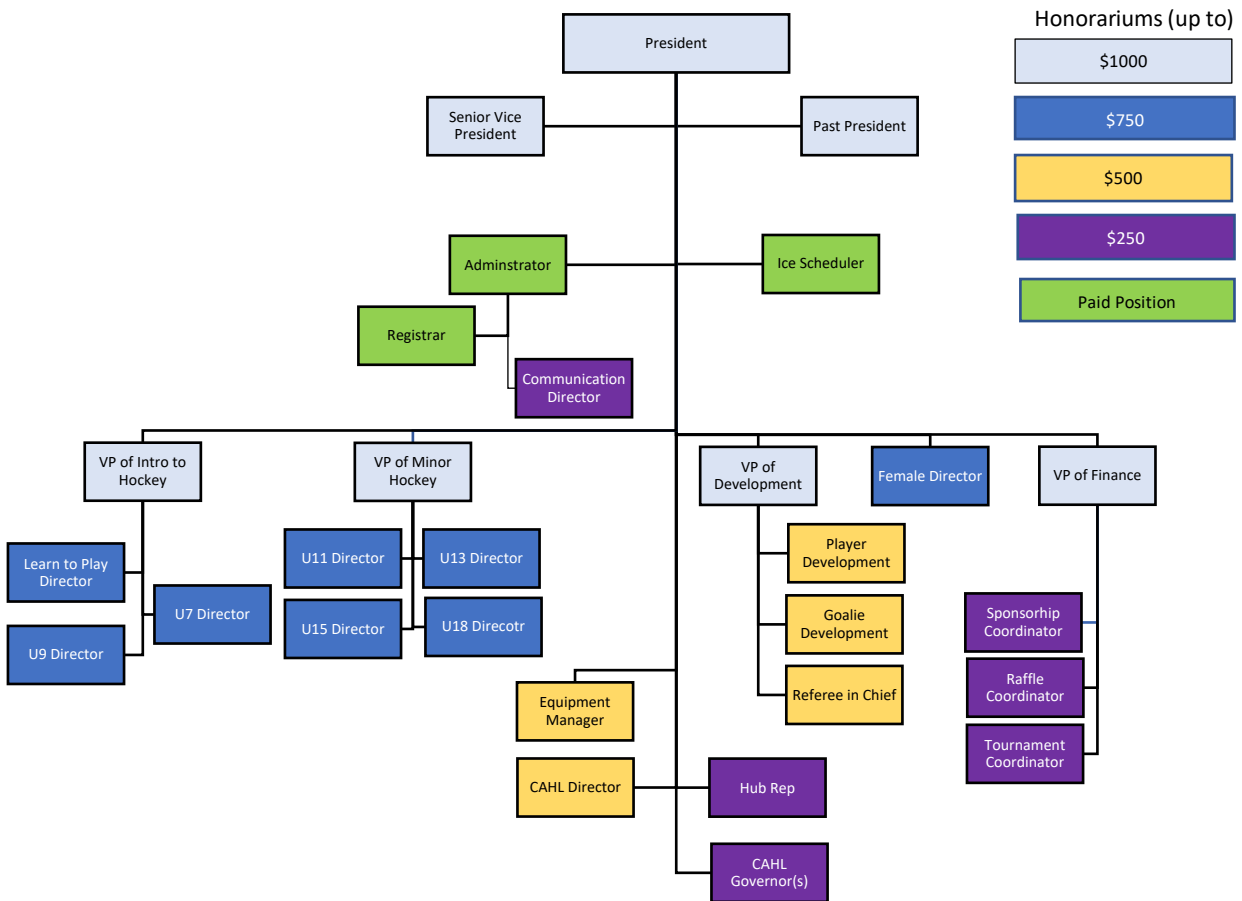
SLMHA is operated and directed by a Board of Directors. There are 13 elected positions on the Board of Directors. The past president holds a position, and there can be multiple board appointed positions. The duties of the appointed positions will be outlined by the current Board of Directors, based on the requirements of the position. The voted in volunteers are elected to the Board at the Annual General Meeting (AGM) and agree to serve a two-year term (with exception of President which is a 1-year term). The requirements and duties of the respective Board of Directors are outlined in the SLMHA Bylaws. The classification of members is also addressed in this document.

- Anyone running for SLMHA President must have served at least the previous 2 concurrent years in an alternate Vice President elected Board of Directors position;
- Anyone running for SLMHA Senior Vice-President must have served at least 2 years in an alternate elected Vice President Board of Directors position;
- Anyone running for the SLMHA Vice President of Intro to Hockey or Vice President of Minor Hockey must have served at least 2 years in an alternate director Board of Directors position;
- Nominees must be present at the AGM to run for a position or provide written confirmation of their acceptance of a nomination and must be a member in good standing; and
- All Board of Director members can put their names in during the coaching selection process if they are interested in coaching a team for SLMHA, including their own child's team.

The Board of Director Positions

- President (elected)
- Senior Vice-President (elected)
- Vice President of Finance (elected)
- Vice President of Development (appointed, non-voting position)
- Vice President of Minor Hockey (elected)
- Vice President of Intro to Hockey (elected)
- Female Hockey Director (elected)
- U18 Director (elected)
- U15 Director (elected)
- U13 Director (elected)
- U11 Director (elected)
- U9 Director (elected)
- U7 Director (elected)
- Learn to Play Director (elected)
- CAHL Director (appointed by Board, non-voting position)
- Referee Director (appointed by Board, non-voting position)
- Equipment Director (appointed by Board, non-voting position)
- Fundraising and Sponsorship Coordinator (appointed by Board, non-voting position)
- Tournament Coordinator (appointed by Board, non-voting position)
- Permit and Raffle Coordinator (appointed by Board, non-voting position)
- CAHL Governors (2) (appointed by Board, non-voting position)
- Communication Director (appointed by Board, non-voting position)

SLMHA Board of Director Organizational Structure



Sub-Committees

Although SLMHA has several board positions that cover a wide area of Sylvan Lake Minor Hockey Association business, we do require some special committees to be formed that consist of the Board of Directors and other volunteers. The SLMHA Board of Directors may appoint additional committees to advise the Board or to conduct specific activities for Sylvan Lake Minor Hockey Association. A sub-committee may be formed by the President or Vice-President(s), chaired by a Board Member and additional members may be drawn from the regular association membership and/or the community at large.

Committee	Chairperson	Members			
Handbook Committee	VP Board Member	Board Member	Board Member		
Bylaw Committee	President	Board Member	Board Member	SLMHA Member at Large	SLMHA Member at Large
Coach Selection	Vice President Development	Division Director	Member at Large or Board Member		
Disciplinary Committee	President &/or Senior Vice President	Division Director	Board Member		
Appeal Committee	President &/or Senior Vice President	Board Member	Board Member		
Grievance Committee	President &/or Senior Vice President	Board Member	Board Member	Potential Board Member or Member at Large	Potential Board Member or Member at Large
Special Assistance Program	President	Board Member	Board Member		
Hub Committee	Senior Vice President	Board Members from each Member Hub Association			

***The committees except the West Central Hub, listed above may be created or disbanded at the discretion of the SLMHA Board of Directors.

Roles & Responsibilities of Sub-Committees:

Handbook Committee: The handbook committee reviews the content of our association handbook for our members annually to ensure guidelines and communications are current directives in accordance with Hockey Canada, Hockey Alberta , Bylaws and Sylvan Lake Minor Hockey Association.

Bylaw Committee: The Bylaw committee will meet to discuss and prepare revisions to, under the advice of legal representation, any changes to SLMHA Bylaw structure.

Coach Selection: A committee under the direction of the VP of Development will receive coach applications and lead the interview process for teams in the upcoming season.

Disciplinary Committee: The Disciplinary Committee is created at the start of each season and may be consulted or called upon in respect to disciplinary actions by the President and/or Vice President. The Disciplinary Committee will follow a situation or suspension for the remainder of the season.

Appeal Committee: This is a panel set up to allow those found in violation of SLMHA rules and guidelines the chance to further explain or provide other information regarding a situation surrounding their discipline either by the SLMHA Suspension Guidelines or through some other regulation requiring correction by the Senior Vice-President.

Grievance Committee: Upon receipt of a grievance, the President will appoint a sub-committee consisting of 2 to up to 5 committee members that have the least conflict of interest or potential bias possible. Once a formal grievance has been assigned to the sub-committee, they will follow the situation for the remainder of the season. The purpose of the committee is to accumulate and document detailed information about the situation to implement an acceptable resolution to the grievance. The Grievance Committee may refer a recommendation to the Disciplinary Committee.

Special Assistance Committee: The Special Assistance Committee is created for each season to oversee the applications made to the Shirley Pickering Memorial Foundation for funding assistance by SLMHA members. The committee will receive, confidentially make recommendations to the Board of Directors for funding applications and communicate with applicants.

Hub Committee: SLMHA is an association member of both West Central Tigers/Panthers and Wildcats (female programming). Both hubs have a committee that consists of a representative from each participating member association.

Working Committees: SLMHA Board of Directors utilizes working committees to focus on specific areas of our program. These committees then bring back to the board recommendations to be considered for approval. The following shows existing committees and the board positions assigned to participate as required. Further, committee Chairs may choose to request Members at Large to participate in committee meetings. Members at large are selected through a vetting and voting process through the SLMHA Board either in person or via email. These committees may include, but are not exclusive of:

- Sponsorship Committee
- Tournament Committee
- Jersey/Apparel Committee
- Special Events/Fundraising Committee

Communication Flow

The following flowchart applies to all association members of SLMHA and its Board of Directors. The flow chart is intended to clarify and mandate communication through the SLMHA. The right to appeal decision(s) at any point throughout the process to the next applicable level of authority exists. *(Further information on the roles of the team positions are listed under 'Team Roles and Responsibilities' in this handbook).*



SLMHA Logo and Insignia's

The official SLMHA uniform shall be similar to Calgary Flames home and away colors appropriately crested.

Logo Usage

The SLMHA logo (examples below) and/or any variation of the SLMHA logo are not to be used on any publication, apparel, equipment, or any other use without express written consent of SLMHA Board of Directors.

Requests to use the SLMHA logo can be done by submitting an emailed request to the Administrator of SLMHA.



Players and Divisions

Eligible Players

- All youth (Ages 4-18) within the boundaries of Sylvan Lake Minor Hockey Association as outlined by Hockey Alberta.
- Any players playing within the set “AA” Hub area as outlined by Hockey Alberta may tryout for the U13, U15 or U18 AA teams. Those players trying out are not considered imports as per Hockey Alberta Guidelines. [West Central Hub](#)

U11 HADP

- Players who do not have access to U11 HADP hockey within their resident MHA will be permitted to pursue U11 HADP tryouts with SLMHA U11 HADP Program.
- Should a player be released from a HADP tryout from SLMHA, they must return to their resident MHA. No second tryouts will be permitted.
- Players within SLMHA boundaries interested in pursuing the U11 HADP must tryout and register for SLMHA U11 HADP.
- Any players outside of SLMHA boundaries must provide a signed [U11 HADP Notification of Tryout](#) to tryout and register for the SLMHA U11 HADP.
- U11 HADP Host MHAs are permitted to refuse to accept or limit players trying out from outside their Minor Hockey Association.
- SLMHA will provide all players trying out for the U11 HADP team, prep skates as required by the Hockey Canada U11 Pathway prior to evaluations and team selection.

“AA” Hub Policy as Outlined by Hockey Alberta

(Applies to U13AA, U15AA, U18AA Tigers & U16AA Panthers)

The West Central Tigers and West Central Panthers is an AA hockey program with the following local associations: Blindman Valley Minor Hockey Association (Bentley, Eckville, Rimbey), Caroline, Spruce View, Sylvan Lake, and Rocky Mountain House.

Players will obtain the necessary permission from their Resident LMHA, via the “AA Notification of Tryout” form, to try out for the “AA” Hockey Team that operates in the area in which they reside. Players will not be considered “Import” Players to the Recruitment Area Team in which their Resident Local Minor Hockey Association is located.

The Local Minor Hockey Association may not refuse to give permission to a player that wishes to try out for their Resident Recruitment Area Team.

Players not residing within SLMHA boundaries who wish to try out with a West Central Tigers/Panthers “AA” Team must first complete a “AA Notification of Tryout” form and submit to their resident (local) MHA, once signed by the association’s President, that form needs to be submitted to the tryout location’s Association (SLMHA). If the player does not make the team, they are required to inform their local MHA. If the player makes the team, they must then fill out a “AA Player Movement Form”. Players must register with their resident LMHA before registering with the AA Hub team to try out.

Each Regional “AA” Team will be overseen by the AA Hub Committee. Number of players per AA Team will be determined at the start of each season and may be dependent on registration volumes. Final player numbers for each team will be at the discretion of the AA Hub Committee.

Female Hockey (Wildcats)

The West Central Wildcats is a female hockey program made up of players from the following associations: Blindman Valley Minor Hockey Association (Bentley, Eckville, Rimbey), Caroline, Rocky Mountain House, Spruce View and Sylvan Lake. The Wildcats play in the Rocky Mountain Female Hockey League (RMFHL) and has two tiers that allow teams to move to the most competitive tier after an initial tiering round.

The West Central Wildcat teams are operated by [Blindman Valley Minor Hockey Association](#).

Team Selections

SLMHA evaluation and team selection process will be facilitated by Division Director and overseen by VP of Development and the Executive. Any disputes will be dealt with using the approved grievance process. Every player is guaranteed to have 2 ice sessions before there is a chance that they will be released to the next set of try outs below them. Evaluation rankings do NOT carry forward from one tryout group to another level, and under no circumstances will any numerical evaluation scores or rankings ever be conveyed to a member.

Objectives of Player Evaluations

- To provide a fair and impartial assessment of a player's hockey skills during the skating and scrimmage sessions.
- To ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-ice evaluations of the CURRENT YEAR.
- To provide uniformity and consistency in the evaluation process such that a player and parent expectations are consistent from year to year as players move through the various levels of the association's programs.
- To form teams to maintain balanced and competitive play where the athletes can develop and participate equitably and have fun playing hockey during the season.

Absenteeism from an evaluation and team selection process due to an injury, illness, late registration, returning from a try-out at a higher level, will be dealt with on a case-by-case basis.

Player evaluations will be completed by unbiased evaluators, and may or may not include a paid third-party. Individuals excluded from evaluating will include parents or family members of a player and potentially head coaches for that team/division. Players are going to be evaluated on 3 things – skating, fundamentals (shooting, passing & stick handling) and game play. Refer to the Player Selection Resource available on the SLMHA [web site](#) for more information.

Concerns with respect to the evaluations, the evaluation process or any other related procedural matters must be submitted as a Grievance to the Board within 7 days of the occurrence of the alleged incident, but after mandatory 24-hours waiting period. ANY GRIEVANCE RECEIVED CHALLENGING ONLY THE RANKING AND SUBSEQUENT TEAM PLACEMENT OF A PARTICULAR PLAYER WILL NOT BE ACCEPTED AS A BONA FIDE GRIEVANCE AND ANY GRIEVANCE SUBMISSION FEE MAY BE FORFEITED.

Movement

Affiliations

SLMHA teams may affiliate up to one hockey team from a lower Division or Category, OR up to 19 Specially Affiliated Players from a lower Division or Category within their MHA as per Hockey Alberta Rules.

Affiliation has been filed in accordance with the following tiering grid as hereby defined vertically and laterally, using the team's designated tiering placement at the time of filing.

U18	U15		
Tier 1	Tier 1	U13	U11
Tier 2		Tier 1	HADP
Tier 3			
Tier 4	Tier 2		
Tier 5	Tier 3		
Tier 6	Tier 4	Tier 2	
	Tier 5	Tier 3	Tier 1
	Tier 6	Tier 4	Tier 2
		Tier 5	Tier 3
		Tier 6	Tier 4
			Tier 5

A SLMHA team is only able to affiliate a player from a lower tier or division, straight across affiliation is only permitted for goalies. A player may be affiliated to more than one team, however the maximum number of games permitted to play is inclusive for all team affiliations.

Any affiliation must be submitted to the Division Director and recorded by the league in accordance with the League and/or Hockey Alberta's deadlines.

Teams in the U11 division are permitted to affiliate players from the U9 division for game play only if there is no other tier lower than that team in the division. Affiliated players may be selected from the U9 B or C groupings for game play, approved by both Division Directors and recorded by the league in accordance with the League and/or Hockey Alberta's deadlines.

The U9 division is not permitted to affiliate players, however with league permission, can utilize players of equal or lesser skill level within the same division when necessary due to absences. The Division Director must be notified in each circumstance.

Player Acceleration

SLMHA Conditions for Player Acceleration are within Sylvan Lake Minor Hockey Association only

1. Only second year players will be considered for Player Acceleration.
2. SLMHA Board of Directors have the right to revoke accelerated status at any time.
3. The player and guardian must submit a letter outlining the rationale for being considered as an Underage Player. A reference letter from previous Division Director and/or coach may be requested.
4. Player acceleration status will be granted for one season only.
5. Difference in registration fees will be collected upon final approval to higher division level.

6. Players approved to play up a division are not eligible to play as an affiliated player with any team.
7. Final approval for Player Acceleration status must be obtained from the SLMHA Board of Directors once the evaluation process is complete.

Player Acceleration Guidelines for Underage Players

1. Introduction to Hockey Divisions (Learn to Play, U7 to U9) - applications will **NOT** be accepted for any players wishing to move up as a 4-year-old in the Learn to Play Division to the U7 Division; and a player in U7 Division moving up to the U9 Division.
2. From U9 to U11 – applications will be accepted for players wishing to move from U9 up to U11. The player applying for accelerated status must be evaluated to have a skill level in the in the top 5 skaters of the TOP team in the U11 Division to qualify for this program. If the applicant does not meet these requirements, they will be moved back to the U9 Division to play for the season. The evaluation team that is created for the team selection will be made aware of the accelerated application and will be asked to identify the ranking status that the applicant achieved to the Head Coach, Division Director and the SLMHA Board of Directors.

Divisions U11 and up – applications will be considered for players wishing to move up a division to play as listed above on a case-by-case basis.

Overage Players

A player that is a maximum of one year older, by date of birth, may be permitted to register and participate with a lower age division provided they meet the criteria outlined on the Hockey Alberta Overage Player Application Request Form. Each request must be accompanied with the letter outlining the reasons for the request. It is the discretion of the two Division Directors after a skills assessment has been conducted, if a player should be considered as an Overage Player with SLMHA.

Players, 18 years of age as of December 31 of the current hockey season, will only be considered for overage status if they are a goaltender, with no other eligible goaltender in the boundaries of Sylvan Lake Minor Hockey Association.

Equipment Guidelines

Player Protective Equipment

- Players protective equipment and all other equipment must abide with the most current edition of the Hockey Canada Official Rulebook.
- Mouth guards while not necessary, are recommended for all players practicing and / or playing in SLMHA.
- All players must wear full equipment while participating in any on-ice activity.
- Any player not wearing properly fitting protective equipment will not be permitted to participate on on-ice activities.

Coach Protective Equipment

- All coaches and team officials must wear a helmet while participating in any on-ice activity.
- All carded players who are on the bench, but not playing, must wear a minimum of a helmet, face mask, and neck protector per Hockey Canada.
- All carded U18 players who are carded with a team as an assistant coach / team official, must wear a minimum helmet, face mask, and neck protector on the ice (practices) per Hockey Canada.

Jerseys

1. Home and away team jerseys are provided by SLMHA and remain property of SLMHA under the direction of the Equipment Director. These jerseys are to be used for all league, playoff and exhibition games. These jerseys are not to be used as practice equipment.
 - a. To maintain the longevity of jerseys, SLMHA will NOT permit name bars to be placed on SLMHA jerseys.
 - b. Letters (C's, A's) are not to be pressed onto jerseys, but may be stitched and are the responsibility of the team manager to have placed and removed by the team prior to return of the jerseys at the end of the season. One set of socks will be provided for each player registered on the team and are the responsibility/property of the player. Replacement cost of the socks, if required, will be borne by the player and/or team.
2. Jerseys and equipment (pucks / coaches board / first aid kits) will be assigned to the coach or the team manager upon receipt of payment of \$350 at the start of the season. The coach / manager is responsible for in season care and return of the team jerseys at seasons' end (washed and in numerical order). Upon return of equipment and all required team documentation, (final budgets / coach evaluations, etc.), the team will be provided with a return of up to \$250 of the previous payment. SLMHA recognizes that wear and tear will occur due the nature of the sport, however abusive and careless treatment of the equipment will not be tolerated.
 - a. All jerseys are to be laundered regularly. Repairs should be made as required to maintain overall quality of each jersey. Teams will be responsible to cover the cost of repair / replacement for any damage above wear and tear incurred to the jerseys
3. Alternate (Third) Jerseys
 - a. Teams may purchase their own set of jerseys (a third jersey) with team funds provided the jersey style / color is approved by the SLMHA Board of Directors.
 - b. If the team has an established SLMHA advertising partner, the team must obtain and apply the cresting of the advertising partner to PRIOR to the team wearing the owned jerseys in a game.
 - c. Any advertising on team owned jerseys must be approved by the SLMHA Board of Directors.
 - d. Team owned jerseys may have name bars added at the team's discretion and expense.

- e. Any team found violating this policy will be faced with a fine in the value of \$500 - \$1500 for first offence (subsequent violations will see an increase in fine).

Codes of Conduct and Policies

All members and participants of SLMHA shall respect other members, officials, parents, players, spectators, team officials, volunteers, Board of Directors, employees, and property of the association. Any inappropriate conduct, threats, maltreatment, bullying harassment, or abuse (including the use of profanity) directed towards game or team officials, members, parents, fans, volunteers, Board of Directors, employees, damage to the property of SLMHA/facility or another Association/facility will not be tolerated, and disciplinary action may result. All members, spectators, and participants of SLMHA shall respect the game of hockey and shall behave in an appropriate manner. SLMHA will not tolerate discriminatory behaviours or obscene belligerent coaches, managers, assistants, players, parents, or spectators. Such individuals may be subject to disciplinary action as outlined in the disciplinary section.

ANY VIOLATION OR BREACH OF THE PROVISIONS IN THIS CODE OF CONDUCT – ZERO TOLERANCE BY MEMBERS, SPECTATORS, OR PARTICIPANTS MAY RESULT IN DISCIPLINARY ACTION BY THE ASSOCIATION AGAINST SUCH INDIVIDUALS, WHICH COULD INCLUDE SUSPENSION AS OUTLINED IN THE DISCIPLINARY PROCEDURES.

Pledges – Code of Conduct

Player Pledge – Code of Conduct

As a Player of SLMHA, I agree to the following Code of Conduct:

1. I will play hockey because I want to, not because someone else wants me to.
2. I will always show respect to my coaches, teammates, opposing team, spectators, and referees. I will do my very best to listen and learn from my coaches. I will always give my best effort and maintain a positive attitude, whether in practices or games, whether winning or losing.
3. I will attend every practice and game that is reasonably possible and notify my coach if I cannot attend.
4. I will do my best at school and not let hockey interfere with my grades.
5. I will work hard for myself and my team, remembering that hockey is a game and is meant to be fun.
6. I will be always supportive of my coaches and my teammates, by offering positive comments and refraining from making negative ones or placing blame. I will remember every player makes errors and has tough games. I will not disrespect, harass, ridicule or bully opponents, officials, or members of my team whether in person or via social media.
7. I will play by the rules of the game. I will play hard but in a safe and responsible manner. I will not intentionally endanger another player in any way. I will avoid inappropriate behavior, including the use of profanity or other inappropriate language, during practices, games, and team activities. I understand that inappropriate behaviour may be subject to ejection from the game at the discretion of the referee or official and/or disciplinary action at the discretion of my coach.
8. I will play competitively, but I will win and lose graciously. I will remember that winning is not everything that having fun, improving skills, making friends, and doing my best are also important.
9. I will encourage good sportsmanship from my teammates at every game and practice. I will acknowledge all good plays and performances from those of my team and my opponents. I will not badger or root against the opposing team or make negative comments to the referee or team officials from the bench or penalty box.
10. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
11. I will help maintain order and cleanliness of dressing rooms and facilities, by cleaning up before departing and refraining from any horseplay.

12. I will come to practices and games prepared with proper equipment. I will always treat personal, facilities and team equipment with respect.

Parent Pledge- Code of Conduct

As a Parent / Guardian of a SLMHA player, I agree to the following Code of Conduct:

1. I will not force my child to participate in hockey and remember that children play hockey for their enjoyment, not mine.
2. I will be a positive role model for my child. I will encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, referees/officials and spectators at every game, practice, or other team event. I will not use abusive language or actions and will always control my anger. I will never badger the other team or argue with their supporters.
3. I will not be a sideline coach or referee. I will allow all coaching during the games to be done by the coaches and not by parents, guardians, or guests in the stands. I recognize officials are being developed in the same manner as players and will be supportive of their decisions during games, and that each referee will make calls they feel are appropriate to what they have witnessed.
4. I will remember that every player on the team is a contributing player. I will spread my encouragement equitably amongst the team. I will recognize initiative and integrity, always congratulate the winner, and encourage the loser. I will never harass or berate a player, coach, manager, official, or other parent on social media or otherwise.
5. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or their performance. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time. I will remember that children learn by example and will applaud good plays and performances by both my child's team and their opponents.
6. I will have tactful, quiet, one-on-one discussions of any concerns with the Good of the Game representative / manager / coach(es) in accordance with SLMHA guidelines. I will not argue with team officials in public, as this is detrimental to getting a successful resolution. I will respect the 24-hour rule prior to approaching the Good of the Game representative / coach / manager.
7. I will try to arrange for alternate transportation if my child can't get to a practice/game on time so that they can have the necessary warm up. I will notify the coaches of any absences as soon as I become aware of them.
8. I will emphasize to my child that good athletes strive to be good students and that both are physically and mentally alert.
9. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

Coaches Pledge – Code of Conduct

As a Coach of SLMHA, I agree to the following Code of Conduct:

1. I will review the Player and Parent Code of Conduct with all players and parents on my team.
2. I will abide by all rules set forth by Hockey Canada, Hockey Alberta and SLMHA.
3. I will teach my athletes by example to play fairly and to respect the rules, officials, opponents, and teammates. I will not abuse my coaching privilege, will control my anger and refrain from using abusive language or actions.
4. I will ensure all athletes receive equal instruction, discipline, support, and appropriate, fair playing time.

5. I will treat all referees and officials with respect. I recognize officials are being developed in the same manner as players, may not always be able to see everything on the ice, and will be supportive of their decisions during games.
6. I will attend coaching clinics and development opportunities offered to the best of my ability to continuously upgrade my coaching skills.
7. I will check the equipment and facilities that we use to ensure they are safe and are appropriate for the age and ability of my players.
8. I will remember that players need a coach that they can respect. Respect is earned, and I will set an example of sportsmanlike conduct. I will not tolerate maltreatment, bullying, harassment, negative cheering or displays of anger/disrespect towards any person.
9. I will be patient and remember that players learn/improve at different rates and must be encouraged to have confidence in both themselves and in their team.
10. I will remember that the game is for the players. I will stress to my players that they must always abide by the rules of the game.

Coaches, players, parents and members are expected to abide by the Bylaws, Rules, and Policies of Sylvan Lake Minor Hockey Association, and their behavior is expected to align with the direction of the Bylaws, Rules, and Policies of this Code and those of the Hockey Alberta and/or Hockey Canada.

Maltreatment, Bullying & Harassment Policy

SLMHA is committed to contributing to the physical, psychological, social, and spiritual health of individuals of varying abilities, backgrounds, and interests. Maltreatment, Harassment, and Bullying in all its forms will not be tolerated during the course of any Hockey Alberta sanctioned activity. Accordingly, all participants are responsible for making every reasonable effort to uphold this commitment where everyone can expect to have an environment free from Maltreatment, Bullying or Harassment. Maltreatment in all its forms is a serious issue that undermines the health, well-being performance and security of everyone associated with the game of hockey. Coaches, players, parents and members must endeavour to prevent disorderly conduct before, during or after the game, on or off the ice and any place in the rink.

An on-ice official may assess penalties to any team officials for failure to do so and shall report the individual(s) by completing a Game Incident Report including full details and submitting the report to SLMHA or league delegate.

This may include:

- Unsportsmanlike Conduct
- Disrespectful, Abusive, and Harassing Behaviour(s)
- Spitting (deliberate)
- Discrimination:
 - Any player, participant or team official who engages in verbal taunts, insults or intimidation based on discriminatory grounds that include the following, without limitation:
 - Race, national or ethnic origin, skin colour or language spoken;
 - Religion, faith or beliefs;
 - Age;
 - Sex, sexual orientation or gender identity / expression;
 - Marital or familial status;
 - Genetic characteristics;

- Disability.
- Physical Harassment of Officials

All participants have a duty to report any form of Maltreatment, Bullying or Harassment to SLMHA. The obligation includes reporting, on a timely basis, all relevant information of which the participant becomes aware.

Participants may have a corresponding duty to report the offending behaviour to law enforcement depending on the nature of the Maltreatment, Bullying or Harassment. Participants should not investigate or attempt to evaluate the credibility or validity of allegations. Participants making a good faith report are not required to prove that the reports are true before reporting. A Participant who is aware of Maltreatment, Bullying, or Harassment but does not report it as required by this Policy will be subject to sanction.

- SLMHA is required to report all violations, occurrences and allegations of Maltreatment, Bullying and Harassment to Hockey Alberta.
- On-Ice Infractions – when a violation of the Playing Rules is committed during a game, the official(s) will ensure that the infraction is properly reported through the official scorekeeper and that an incident report is written to accompany the game sheet. The complete game report will then be reported to SLMHA, the League and Hockey Alberta.
- In-Game / On-Ice Allegations – when an allegation is reported to an official, however an infraction was not called, the official(s) will ensure that the allegation is properly reported through the official scorekeeper and that both teams are informed about the allegation. The complete game report will then be reported to the respective organizations, the league and Hockey Alberta.
- Complaints Outside of Game Play – to report an allegation outside of game play, the reporter can submit information through the Maltreatment, Abuse & Harassment section of Hockey Alberta’s website or provide a written statement of the allegation to SLMHA.

All decisions made by SLMHA or Hockey Alberta regarding Maltreatment, Bullying and Harassment shall be subject to appeal to the SLMHA Appeal.

SLMHA will not tolerate the abuse of officials, coaches, players, spectators, and volunteers. SLMHA Discipline Committee will deal with any behavior deemed inappropriate and abusive. The Town of Sylvan Lake has a Bylaw that supports the removal of abusive individuals/spectators from the arena facility. SLMHA and the Town of Sylvan Lake will work together to ensure a Zero Tolerance attitude is reinforced in our community.

Dressing Room Conduct

All teams are to respect the facility and keep their rooms clean. At least one team official is to be present in the room, or just outside the door at all times. Any garbage on the ground is to be put away after all games and practices, and any damage incurred to the room by the team will be paid for 100% by the team.

The inappropriate use of camera’s, cell phones or any other type of electronic recording device is strictly prohibited in dressing rooms and use of is subject to provisions in SLMHA Social Media Policy.

Parents, spectators and fans are not permitted in the dressing room, except as expressly permitted by the respective Division Director and/or coach to assist their child in changing before or after a game / practice. Under no circumstances will a parent, spectator or fan enter the opposing team’s dressing room. Coaches and any other team

official, including players, parents, spectators and fans are not permitted under any circumstance in the official's dressing room, nor are they to confront game officials about the game.

Social Media Policy

This policy will encompass public communications through such mediums and websites as Twitter, Facebook, Instagram, Snap Chat, TikTok and any other social media network that allows users to communicate online. The policy will be applicable to all members of the SLMHA community, including Board of Directors, staff, team officials, on/off-ice officials, players, players' family members and supporters.

SLMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. SLMHA also respects the right of all teams and association personnel to express their views publicly. With that said, we must be aware of the dangers social media and networking can present. The purpose of this policy is to educate the SLMHA community on the risks of social media and to ensure all teams and association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, league and/or SLMHA.

All members of the SLMHA community should remember to use the same discretion with social media and networking mediums as they do with all other traditional forms of media, and assume they are representing SLMHA.

Social Media Guidelines

1. SLMHA holds the entire SLMHA community and their members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television, and print.
2. Comments or remarks of an inappropriate nature to a team, SLMHA or an individual will not be tolerated and will be subject to disciplinary action.
3. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including SLMHA and/or team personnel, players, corporate partners, general public and the media can review social media communications. You should always conduct yourself in an appropriate and professional manner.
4. Photography in the team locker rooms will not be tolerated and may be subject to disciplinary action.
5. Always use your best judgment – pause before posting. Once comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments, and they are published for the public record.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the SLMHA Social Media Policy and may be subject to disciplinary action by the team, league, Hockey Alberta and/or SLMHA.

1. Any statement deemed to be publicly critical of SLMHA officials or detrimental to the welfare of a team member, team, minor hockey association or an individual.
2. Negative or derogatory comments about a team, league, programs, stakeholders, players, or any member of SLMHA.
3. Any form of bullying, harassment or threats against players or officials.

4. Photographs, video, or comments promoting negative influences or criminal behavior, including but not limited to drug use, alcohol abuse, public intoxication, hazing sexual exploitation, etc.
5. Online activity that contradicts the current policies of SLMHA.
6. Inappropriate, derogatory, racist, discriminatory, or sexist comments of any kind, in keeping with SLMHA policies, including Hockey Alberta's Policy for Maltreatment, Bullying and Harassment.

Discipline

1. The team, league, Hockey Alberta and/or SLMHA are obligated to investigate reported violation(s) of the Social Media Policy, in the manner determined by the team, league and/or SLMHA Board of Directors.
2. If the investigation determines that a violation has occurred, the SLMHA Division Director, in consultation with the Disciplinary Committee, will review the investigation and the Senior Vice President will impose an appropriate disciplinary action, including suspension.
3. Any appeal of the disciplinary action is to be brought forward to the Appeals Committee.
4. Any matters identified potentially criminal in nature will be reported to the RCMP.

Equality, Diversity and Inclusion

SLMHA is committed to providing opportunities for all participants in a fun, safe and inclusive environment. Regardless of age, race, ethnic origin, gender identity or expression, disability, family or marital status and background, everyone belongs as a member of our hockey community. The association will continue ongoing work, learning and education to ensure everyone feels welcome, accepted, and respected.

- **Diversity** it is about understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.
- **Equity** means working toward fair outcomes for people or groups by treating them in ways that address their unique advantages or barriers.
- **Inclusion** is an outcome to ensure those that are diverse actually feel and/or are welcomed. Inclusion outcomes are met when you, your institution, and your program are truly inviting to all. To the degree to which diverse individuals are able to participate fully in the decision-making processes, and development opportunities within an organization or group

We look forward to sharing more details on our commitment and work around diversity, equity, and inclusion with our community.

Ice Policy

SLMHA budgets yearly for ice allocation and any additional costs associated with such, including increases from the Town of Sylvan Lake as deemed necessary. We must use this ice wisely and avoid any conflict with the Town of Sylvan Lake.

Use of Ice

SLMHA contracts with the Town of Sylvan Lake for a specified amount of ice during the applicable hockey season. Ice not used because of miscommunication, scheduling outages, teams double booked or for any other reason is billed to SLMHA. All ice allocated to teams needs to be utilized as committed. All ice will be communicated to each

team manager or head coach by the Division Director. No teams or league officials shall change ice times with another team without first consulting with the Ice Scheduler. If a team desires to obtain additional ice in another facility, the rental of out-of-town ice must not interfere with SLMHA allotted ice and will be booked and paid for by the individual team(s).

All ice slots are monitored and that is why it is so important that all changes made must be reported to the Ice Scheduler. Each team is responsible to have a parent or coach (not ever a player) check the dressing room prior to and after each game or practice. This will protect the team from charges for cleaning or damages. To maximize efficient use of ice no team shall go over their allotted ice time. Any charges for extra billing must be paid by the team. All ice privileges will be suspended until payment is received.

No player shall be allowed on the ice (including having their feet dangling over the boards) until the Ice Surfer has completely left the ice surface and doors are closed.

SLMHA members will not hassle any rink attendant, or Town of Sylvan Lake employee. If a team feels they have been shorted of time, contact your Division Director, or have the team manager contact the Ice Scheduler with details. Nothing will be gained by yelling at an employee of the Town.

Ice Cancellation

Any teams that need to change or cancel scheduled ice time (game or practice) must contact their division director immediately, who will liaise with the Ice Scheduler. If cancellation is within 5 days of ice time, SLMHA reserves the right to impose a fee to the SLMHA team that may be equivalent to the rental cost set forth by the Town of Sylvan Lake.

Exhibition Games

SLMHA supports Exhibition games for our divisions and teams, when home ice availability allows. The SLMHA Ice Scheduler allocates ice for exhibition games fairly amongst the teams to ensure equal opportunity. Any out-of-town ice requests to host an exhibition game outside of Sylvan Lake, or outside contracted ice allotments with the Town of Sylvan Lake, **will be the responsibility of the team to pay in full** (this includes ice rental cost, officials, GST, etc.) and are to be approved with the Division Director.

Disciplinary Actions

Sylvan Lake Minor Hockey Association will mandate discipline for the following:

- Activities at any SLMHA sanctioned event (practice, game, team activities).
- All road trips or special event travel.
- Any inappropriate interaction between coaches/team management, players, and parents.

NOTE: SLMHA will not mandate discipline for incidents outside of the above parameters unless deemed necessary, which may include when an individual is representing or acting upon SLMHA.

Confidentiality is paramount for any disciplinary, appeal or grievance procedure within SLMHA.

Suspensions

1. Game related suspensions issued in accordance with Hockey Canada and Hockey Alberta Rules carry the length imposed as such, however, SLMHA reserves the right to add further suspensions as deemed appropriate by the Senior Vice President and/or President and Disciplinary Committee when applicable.
2. Suspended parties shall have the right to appeal the decision (see Appeals).
3. Should an incident arise which requires a hearing before the Disciplinary Committee, those involved in the incident are considered suspended pending hearing results.
4. The Senior Vice President and/or President has the power to impose suspensions. Any suspension shall take effect immediately and include ALL GAMES for the duration of the suspension.
5. A Disciplinary Committee will be made up of the SLMHA President, Senior Vice President as Chairpersons, the Division Director involved, and one other SLMHA Board member as appointed by the SLMHA Board once per year.
6. Any player, team, or team official who knowingly supplies false information to a representative of SLMHA will be immediately suspended and the matter referred to the Senior Vice President and/or President and Disciplinary Committee, when applicable for action.
7. Unacceptable behavior by coaches, players, parents, or spectators during or after games or team event, including harassment, punching, fighting, swearing, abusive language, implied intent of threat and/or damage in any part to the facility etc., will be dealt with by the Senior Vice President and/or President and Disciplinary Committee, when applicable.
8. Incidents in which SLMHA Bylaws & Regulations are not adhered to will also be dealt with by the Senior Vice President and/or President and Disciplinary Committee, when applicable.
9. Suspension length will be determined within 5 days for any term deemed “indefinite” at the time of notice of suspension being delivered.

Suspension Guidelines

1. These guidelines are for all persons in or on arena property who are in capacity of a spectator, player, coach, manager, referee, parent, etc. who are not or cannot be written up on the game sheet. They are also for all persons who are traveling on team buses, staying in hotels, or as billets while participating in minor hockey tournaments.
2. These guidelines are also applicable to anyone associated with Sylvan Lake Minor Hockey Association as a member of the Board of Directors, a sub-committee, on or off-ice official (such as referee or timekeeper/scorekeeper), etc. who has contravened the tenets of Fair Play and the Good of the Game.

3. The following suspensions to be assessed against anyone whose behavior is deemed to be unbecoming or unacceptable to the game. Based on their conduct, more than one of the following offences may be assessed:
 - a. The offender shall be suspended from all hockey activities with all teams the offender is associated with during the determined suspension period. The more stringent of Hockey Alberta or SLMHA Guidelines will apply.
 - b. Defiance of suspensions will result in first the doubling of any suspension minimum and, secondly, if need be, the player attached to the suspended spectator will serve the suspension until the spectator has agreed to do so themselves. The Senior Vice President reserves the right to adjust the term at their discrepancy.

NOTE: "Suspension Guidelines" are applicable to players or team officials whose conduct on or off the ice was not addressed on a game sheet/write up by the referee by way of a Hockey Canada playing rule. These guidelines will be considered by the Senior Vice President and/or President and Disciplinary Committee when disciplinary action is deemed applicable.

OFFENSE	SUSPENSION
Abuse of an Official	
Verbal	the greater of three weeks or 3 games
Threaten or Attempt to Strike	the greater of six weeks or 6 games
Striking or Intentional Touches	Indefinite Suspension for a Discipline or Special Committee to assess
Non-compliance with direction given by an official or failing to comply with SLMHA operations directives and/or Bylaws	Indefinite Suspension for a Discipline or Special Committee to assess
Making inappropriate or unsuitable remarks	
To a player	the greater of two weeks or 2 games
To another spectator	the greater of two weeks or 2 games
To a coach or manager	the greater of two weeks or 2 games
To an official *An official in this case shall be defined as a referee, linesman, time/scorekeeper, a GGR, a SLMHA Board Member or sub-committee member.	the greater of two weeks or 2 games
Pre or post game altercations (parents, players, team official, spectators)	
Verbal	the greater of two weeks or 2 games
Intentional touches or holds	the greater of six weeks or 6 games
Fighting	Indefinite Suspension for a Discipline or Special Committee to assess
Threats	the greater of three weeks or 3 games
Spitting	the greater of eight weeks or 8 games
Throwing of objects	the greater of six weeks or 6 games
Person who orders, implies, or suggests to a player to deliberately attempt to injure another player	the greater of three weeks or 3 games
Refusal to cooperate with a GGR	the greater of six weeks or 6 games
Threatening a GGR	3 months
Physical abuse or assault of a GGR	Indefinite Suspension for a Discipline or Special Committee to assess
Unauthorized stepping onto the ice surface during a game (the coach, assistant coach, bench staff, any Spectator must have referee's permission)	the greater of four weeks or 4 games
Second Offense	Double the minimum for a Discipline or Special Committee to assess
Third Offense	Indefinite Suspension for a Discipline or Special Committee to assess
Unauthorized entry into an official's room (Athlete, Coach, Manager, or Spectator)	Indefinite Suspension for a Discipline or Special Committee to assess

Appeals

- Appeals can be made to the SLMHA Senior Vice President &/or President in writing, within 3 days of a decision.
- The appeal must be accompanied by a \$100.00 payment, which is non-refundable.
- The Senior Vice President will assemble the Appeal Committee made up of the SLMHA President and Senior Vice President as Chairpersons, the Division Director involved, and one other SLMHA Board member.
- A hearing will be scheduled within 7 days of receiving the appeal, those involved in the incident are considered suspended pending the hearing results.

Grievances

Grievances are official statements of complaint that cannot be addressed or rectified through the communication flow chart or any other channels within SLMHA. A grievance may be rejected if other avenues of resolution have not been attempted.

- A grievance must be accompanied with a non-refundable payment to SLMHA as follows to be considered:
 - \$200.00 for a formal grievance
 - \$400.00 for a grievance related to team formation evaluation results
 - Grievances will not be accepted for individual player placement during an evaluation.
- A formal bona fide grievance is to be submitted to the President of SLMHA, unless there is an identified conflict of interest; at which it is then to be submitted to the committee chair.
- A formal grievance cannot not be submitted less than 24 hours after an incident (mandatory waiting period unless there is a risk to personal safety), but no more than 7 days from the date of the incident. The grievance committee will meet within 3 days of receipt of a the grievance.
- The primary objective is to implement an acceptable resolution in discussions with all parties involved. If this is not possible, the Grievance Committee will refer the matter for decision to the Executive Board of Directors along with all supporting documentation obtained (either with or without a recommendation); or
 - The Grievance Committee may refer a recommendation to the Disciplinary Committee along with any supporting documentation obtained from the grievance proceedings.
 - The Grievance Committee may involve RCMP if there is consideration that a grievance is potentially a criminal matter.
- Once a formal grievance has been assigned to the sub-committee, they will follow the situation for the remainder of the season.

Registration

Registration for the upcoming season will open in June, any registration prior to August 1st is considered early registration. Registration to a Sylvan Lake Minor Hockey Association program can be found directly on the website at [Sylvan Lake Minor Hockey Association - Registration](#)

All SLMHA players and team officials must meet the Respect in Sport requirements at the time of applying for registration for the current season and are not eligible to be registered to a team until the certification is in place. Any team / group that does not meet the requirements outlined within the Hockey Alberta Regulations is not eligible and therefore is not able to participate in sanctioned games.

Registration Fees

- Registrations submitted between August 1st to August 15th for minor divisions (U11 and up), will be subject to a partial late fee of \$100, with the U9 division subject to a \$50 partial late fee.
- Any registration received after August 15th are subject to a \$200 late registration fee for minor divisions (U11 and up), and \$100 for the U9 division.
- Registration deadline is August 31 each calendar year.
 - Any player registrations after this date are not guaranteed to be placed on a team.
- When registering a player for minor divisions (U11 and up), tryout fees must be paid at the time of registration. Tryout fees are non-refundable once a player has attended a skate with SLMHA.
- Players registering for SLMHA, must pay a minimum of \$375 initially.
- When a player is trying out for West Central Hub AA, ensure they are also registered for SLMHA to avoid any late fees.
- Neither the U7 division nor the Learn-to-Play program are subject to any late fees.
- Registration fees must be paid in full by November 1 each calendar year.
 - West Central Hub AA registration fees are to be paid in full prior to the first try-out skate by SLMHA participants. Should a player not be selected to play for the West Central Hub AA for that season, fees will be refunded at a pro-rated amount with the SLMHA division fees.
 - Any participant who's registration fees are still outstanding as of November 1 will be suspended from attending any SLMHA sanctioned event (practice, games, etc.) until outstanding fees are made (unless prior arrangements have been made with SLMHA).

Registration Numbers

Sylvan Lake Minor Hockey reserves the right to create a wait list based on registration numbers for any division and place a maximum on the number of registrations for any one division.

Payment

Payment Methods

- Payments can be made online with TeamSnap either in full or via installments.

Payment Options

- One-time payment

- Installment plans are available through TeamSnap upon registration. Registration must be paid-in-full by November 1st

TeamSnap credit card processing fees are the responsibility of the user due to the increase of operating expenses incurred by SLMHA.

Refunds

All refunds will be applicable to \$50 administration fee per registrant.

Refund Process is as follows:

- A request for a refund for registration must be made in writing to the SLMHA Administrator before December 1 of the current season.
- Prior to September 1, refund requests are eligible for 100% of paid registration fee paid, less the \$50 administration fee per registrant.
- Prior to the team selection process, refund requests are eligible for 50% of paid registration, less the \$50 administration fee per registrant.
- After December 1, SLMHA will not consider any requests for refunds.
*Extenuating circumstances will require written explanation to the Administrator. Supporting documentation may be required and will be reviewed by the Executive Board of Directors for final determination.
- ALL REFUNDS will be processed the first week in January of the current season, and pro-rated based on expenses accrued. Administration will confirm with player's final participation with SLMHA via Division Directors, coaches, managers and/or league game sheets.

For unforeseen events that may occur after registration that would have a significant impact on the season's operations, the SLMHA Executive Board will calculate the fixed costs of operations and prorate fees appropriately. Unforeseen events are defined as events beyond the control of SLMHA that may arise making it impractical or illegal to continue with a season, including but not limited to a government-declared public health emergency, act of God, natural disaster, etc.

Refund requests based on a league suspension, or any other disciplinary action will not be considered. Refunds will be issued in the form of initial payment made, and requests for cash will NOT be considered. If a registration fee was whole or in partial payment by any financial assistance program (such as KidSport, JumpStart, Hockey Canada Assist Fund, Shirley Pickering, etc.), a refund will not be issued to the registrant directly.

Any credits applied during a season will not be carried over for future registration.

Special Assistance Programs

Hockey is a great opportunity for kids to be physically active and develop life-long friendships. We understand it can also be a costly sport to participate in and some families may need a little assistance. For families in need of funding assistance, the Sylvan Lake Minor Hockey Association website includes financial resources of various organizations that can assist: [SLMHA Funding Assistance](#)

Programs may include (but are not limited to):

- KidSport Oil Country– Assistance with up to 100% member fees
 - [KidSport Alberta](#)
- Jumpstart – Assistance with equipment
 - [JumpStart Grants](#)
- Hockey Canada Foundation Assist Fund
 - [Hockey Canada Foundation Assist Fund](#)

Shirley Pickering Memorial Foundation

SLMHA operates the Shirley Pickering Memorial Foundation which provides short term assistance to those members who may require funding and can supplement other financial aid programs.

The focus of the Shirley Pickering Memorial Fund is to support players within Sylvan Lake Minor Hockey Association, in the participation of physical activity as well as acknowledging stewardship in their communities, contributing to the legacy of Shirley and continue sharing the memory of her love for the game of hockey and the children playing it.

Each year the Shirley Pickering Memorial Foundation may provide funding assistance to a select few SLMHA Members, for any of the following:

- Registration of a child to participate in Sylvan Lake Minor Hockey Association
- Purchase of hockey equipment
- Scholarship to a post-secondary institution
- Junior Hockey – assistance with expenses
- Seed/Starter money required at the start of a season by a player to the team

SLMHA players either new to SLMHA, current or players about to attend post-secondary schooling are welcome to apply. Those requiring funding assistance will be given precedence. A parent/guardian, coach, assistant coach, director, friend or family member can apply on behalf of SLMHA player requiring funding assistance.

The Shirley Pickering Memorial Foundation Committee will review the applications to determine who will receive assistance in the current hockey season. Please note that each year, the number of recipients and amount of assistance allocated will vary year to year based on a number of factors determined by the Shirley Pickering Memorial Foundation Committee. All applications are handled confidentially. To apply for the SPMF please contact: shirleypickeringmemorialfund@gmail.com

Team Roles and Responsibilities

Coaches

Potential coaches can complete an online application for coaching directly on the Sylvan Lake Minor Hockey Association website, under [Coaches Corner](#). SLMHA will collect all submitted application forms and compile them. SLMHA VP of Development will work in conjunction with each Division Director in assessing the applications received.

Selection Process

1. All head coaching applications will be reviewed first. The coaching process begins with U18, U15, U13, and U11 HADP, as those teams are first to start their seasons. Once head coaches have been selected for all SLMHA teams, all other coaching applications are reviewed.
2. SLMHA Division Director will contact each of the coach applicants requesting an interview. The interview panel will be made up of the following: Division Director, VP of Development, SLMHA member and/or member at large, unless there is a potential conflict of interest for any one of those individuals. Each applicant will receive a standard set of questions appropriate to their division. Each member of the panel will document the quality of the applicant's response and coaching history.
3. Once all interviews have been completed for all head coach applicants, the same panel will review the interview results / applications and decide based on criteria below.

Criteria

1. **Does the coach demonstrate the ability to coach at the level applied?** Potential questions raised will be: Has the applicant taken required Hockey Alberta coaching courses as required? What experience coaching does the applicant have at that level? What training or coaching courses has the applicant taken to further develop their ability to coach at the level applied for? What experience does the applicant have in leadership and communication, both with kids and parents within a group.
2. **Is the applicant a non-parent coach?** If the applicant has an immediate relationship to a player that is trying out for the team, the panel will take special consideration on this matter. A decision may be delayed selecting and announcing a head coach of a team until the tryouts are completed, and the team is selected. All the affected applicants will be made aware of the situation.
3. **Quality of answers.** Judging from the answers provided by the applicant, the panel will make decisions about the applicant according to the following:
 - a. **Hockey knowledge.** Does the applicant demonstrate the ability to teach the game appropriate to the level being applied for?
 - b. **Time Commitment.** Is the applicant prepared to commit to the job of being head coach? What is their work schedule like? Does it allow for flexibility and the time commitment required to be a head coach?
 - c. **Philosophy.** What is the attitude or game plan of the coach? Do they just play to win or just have fun? Each level of coaching requires a different mix.
 - d. **Charisma.** The panel will need to get a feel for the applicant. Coaches are especially important parts of the lives of every player on the team. Is the coach there for the right reasons? Do they want to develop all players equally? Will they be a good fit for this team and to represent SLMHA?
4. **Coach Certification Requirements.** Coaching certification requirements must be met in accordance with SLMHA and Hockey Alberta requirements.

5. **Previous history.** Prior Coaching files / evaluations will be considered as part of each individual evaluation.

What Coaches can expect during interview process?

Coaches can expect to dedicate approximately 30 minutes for an interview in late summer to early fall. They should expect to be interviewed by a panel representing minor hockey. They should expect to be questioned on their ability to coach at the applied level, potentially receiving some whiteboard questions relative to their applicable division. They should expect to receive feedback or an answer on their status within one week from the time of the interview. If the issue is raised on an immediate relationship to a player on the team and their ability to play at that level, this may be delayed until tryouts are completed, and the team is selected.

Coaching Requirements

All registered team officials must have completed the Respect in Sport - Activity Leader Program and coaches applying for registration with Hockey Alberta shall provide current proof of completion of the program, along with a recent Criminal Record Check. Additional coaching certification requirements must be met in accordance with SLMHA and Hockey Alberta requirements.

Coaching Responsibilities

1. The head coach is appointed by SLMHA and is responsible to SLMHA for all aspects of their team.
2. The head coach must be qualified in accordance with all guidelines imposed by Hockey Canada, Hockey Alberta, and SLMHA. The following are a list of responsibilities and expectations of Head Coach:
 - a. Work within the rules and regulations set forth by SLMHA, Hockey Canada, Hockey Alberta, and league.
 - b. Provide at least one suitable and qualified assistant coach that has been approved by SLMHA coach selection committee.
 - c. Submit a list of all on and off-ice team officials to SLMHA Administrator for review / Board or Director approval.
 - d. Work closely with the Division Director.
 - e. Organize a parent meeting to open communication lines, present rules, expectations, scheduling, tournaments, travel, fundraising, coaching philosophy and to appoint a Good of the Game / Parent Liaison representative, team manager, treasurer, and volunteers to fill various other positions to ensure a successful season.
 - f. Be responsible for player discipline and consequences in accordance with SLMHA rules and regulations.
 - g. Treat each child within the team with respect and uphold the Coaches Pledge provided by SLMHA.
 - h. Keep player attendance record for games and practices.
 - i. At the beginning of the season, obtain necessary equipment and supplies from the SLMHA Equipment Manager (deposit will be required at time of pick-up). This includes jerseys, pucks, cheque books, pylons, and first aid kit.
 - j. Responsible for having at least one coaching staff member (or a team appointed parent) present in the dressing room always and ensure the safety of all players to the highest potential possible. Please reference **Dressing Room Conduct** for more information on this.
 - k. Attend all mandatory SLMHA coaching meetings / trainings and encourage assistant coaches to do so as well.

- l. Be willing to work with other coaches in efforts of sharing knowledge and practice ice as allocated for the development of all SLMHA players.
- m. Read and review the [Hockey Alberta Coach/Manager Handbook](#).

SLMHA reserves the right to remove any on or off-ice team official at any point throughout the season at any time due to disciplinary actions, investigations, participant feedback; other reasons deemed necessary by the Senior Vice President and/or President and Disciplinary Committee, when applicable.

Managers

Managers guidelines, duties, and responsibilities

1. The team manager will promote the directives of SLMHA, the Board of Directors, and administer their team within established policies and guidelines in accordance with the [Hockey Alberta Coach/Manager Handbook](#).
2. The team manager is responsible to oversee all administrative duties for the team such as:
 - a. Team is required to contact SLMHA Financial Institution in Sylvan Lake and update signors on team bank account and prepare team budget with the team treasurer (information will be provided to the manager at the start of the season from their Division Director)
 - b. Submission of SLMHA Code of Conduct Pledge forms:
 - i. Parent Code of Conduct Pledge
 - ii. Player Code of Conduct Pledge
 - iii. Coach Code of Conduct Pledge
 - c. Supply and maintain possession of team medical forms.
 - d. Prepare a manager's file with relevant information, forms, and game labels to bring to every game and practice.
 - e. Assist in any team / player conflict resolution processes.
 - f. Tournament registration(s).
 - g. Arranging for team buses and accommodations for out-of-town travel.
 - h. Obtain necessary information for Division Director to obtain travel permits/sanctions when required and retain on file.
 - i. Ensuring all major penalties and suspensions are properly reported and served.
 - j. Distribution of team schedules to parents.
 - k. Pickup and proper care and return of SLMHA jerseys.
 - l. Coordinate timebox / scoresheet volunteers.
 - m. Arrange for referees for exhibition games with Ice Scheduler and Division Director.
 - n. Submit Hockey Alberta Player Affiliation forms to the Division Director.
 - o. Any other administrative duty that may arise from time to time.
3. It is the managers responsibility to oversee the above duties, however at a start-up meeting at the beginning of the season, the manager / head coach may assign these duties to a parent on the team.
4. Refer to the [SLMHA Website](#) for 'Forms' for appropriate forms/procedures throughout the hockey season.

The following positions are **not permitted to hold the position of Manager of a team:

- Spouses or immediate family of Coaches or Assistant Coaches
- Spouses or immediate family of Good of the Game Representative/Parent Liaison
- Active SLMHA Board of Director member, their spouse or immediate family member

Travel Permit

- Hockey Alberta requires that a travel permit be in place for any sanctioned team activity apart from a league scheduled game outside the borders of SLMHA. A travel permit **MUST** be obtained to play in any exhibition or tournament game outside of Sylvan Lake.
- A travel permit is **not** required for regularly scheduled league games.
- The home team must obtain a sanction that is forwarded to the visiting/travelling team to obtain a travel permit.
- Travel permits must be in your possession at the game for which the permit was received.
- Travel/game permit requests are required to be submitted **a minimum of 7 days** in advance of travel to the Division Director.
- Failure to comply with the conditions described on the travel permit will result in future permits being denied and / or possible team fines.

Exhibition Games

- Any game play outside of regular league play for U9-U18 is considered an exhibition game.
- ALL game play for the remaining Intro divisions (U7) outside of association play is an exhibition game.
- Exhibition game requests must be submitted to their Division Director to obtain a game sanction from Hockey Alberta. Required details include the game date, time, location and contact for the opposing team. The HOME team is responsible for the application of the game sanction, which is then forwarded to the visiting team to obtain a travel permit.
- All games within U7 are exhibition games, and all games must be submitted for a sanction and/or travel permit.

Game Sheets

Exhibition game sheets and tournament game sheets for U11 to U18 need to be submitted to Daryl Pickering, the Zone 4 Discipline Coordinator, within 24 hours of the completion of the games to zone4discipline@gmail.com. U9 is only required to send game sheets to Daryl Pickering if there is a major penalty.

Provincials and Team Travel

- Any SLMHA team from U13 to U18 in Tiers 1-4 are eligible to take part in Provincial Competitions for their division.

Tournaments and Travel

- A maximum total of 4 tournaments or travel weekends are permitted (including a teams' locally hosted tournament). Travel permits are needed when traveling outside our zone. Any tournament outside of 400 kms will require the approval of the Division Director.
 - A teams' participation in tournaments is subject to the request and subsequent approval by the league in accordance with the regulations and deadline for requests.
- SLMHA players carrying a valid driver's license are permitted to take themselves to / from home games or practices, including 'Home' games taking place in a nearby community arena (i.e.: Spruce View, Eckville etc.)

Advertising and Sponsorship

- SLMHA team sponsorship allocations will be regulated from year to year based on the level of hockey. The amount each team may collect will be available on the outlined SLMHA budget. Introduction to Hockey divisions may collect no more than \$2000.00 in corporate sponsorship. Refer to SLMHA Budget Template for further details.
- SLMHA teams are to refrain from collecting funds from Association sponsors.
- SLMHA Apparel is to be approved by the SLMHA Board of Directors. Apparel is to be purchased at the approved business and may only contain the SLMHA logo and player name and/or number. If required, a team may add one sponsor logo per item.
- Requests for branded items using the SLMHA logo outside of the approved suppliers must be submitted in writing and approved by the Board of Directors before proceeding.

Jersey Sponsorship

- If an organization sponsors a team's jerseys, this team will be referred to as the Sylvan Lake (division) "sponsor name" Lakers. All references to the team are to include the sponsor.
 - Example- XYZ Company has sponsored the jerseys for the U13B team; the team's name for the life of the sponsorship/jerseys will be "Sylvan Lake U13 XYZ Company Lakers".

Treasurer

Each team is required to assign a treasurer that will be responsible for recording all budgetary information and overseeing the financial administration of the team alongside the manager. The treasurer will be responsible to hand in an initial budget before any team fundraising can occur. Mid-season and year end budgets will be completed accurately and handed in to the director on or before set dates. The treasurer will make sure the team follows all team budget guidelines and will report any issues directly to the Division Director.

Budgets

1. Each team is required to assign a treasurer and open a team bank account at the specified Financial Institution in Sylvan Lake.
2. The team treasurer will be responsible for submitting a digital copy of their budget to their Division Director. A template is provided for the team budget on the SLMHA website.
3. **Any budget submitted on an altered version, or any other version will not be accepted.**
4. **All unused cheques and deposit books must be returned to the SLMHA office within 2 weeks of the final game of the season.**
5. Team budget submissions to their Division Director are to occur at three points through the minor hockey season:
 - a. Initial Budget - due October 31st
 - b. Mid-season budget - due December 31st
 - c. Year End budget - due NO LATER than April 15th.
6. Teams are not permitted to begin fundraising until the budget has been submitted and approval received by the Division Director.
7. Limits have been assigned to various forms of team spending – refer to current budget template which outlines these limits.
8. Guidelines for proper entry of team revenue and expenses are included on the current budget template.

9. Team bank accounts will be reviewed and cleared by May 31 of the current year.

Bottle Drives

SLMHA will allocate specific weekend(s) throughout the season to divisions. With the guidance of the Division Director, participating teams will use the Bottle Drive Zone Map to determine a fair allocation of their respective zones to conduct their bottle drive. To ensure equal opportunity for all divisions and to consider the members of our community, teams are not permitted to conduct a community bottle drive by way of a door-to-door collection, outside of their allocated weekend.

Tournament/Team Raffles

If a team is interested in hosting a raffle, the treasurer, manager or designate is to obtain the information sheet located on the SLMHA website to apply for the raffle. Included in the raffle application is a complete listing of the date / time of the raffle draw, detailing of raffle items (including the prize, retail value and any potential expenses / payouts). A raffle license is required for ALL team / tournament raffles in accordance with Alberta Gaming Liquor Cannabis (AGLC).

- Completed Application Forms are to be submitted to the SLMHA Raffle Coordinator/VP Finance, along with a \$100 deposit.
- SLMHA has a Casino/Raffle account that operates meeting AGLC Regulations, and ALL monies raised via raffles must go through this account. The team/tournament raffle representative is to write SLMHA a cheque for the amount raised and in turn the SLMHA VP of Finance will transfer the money raised back into the team's account.
- Tournaments are subject to a \$50 tournament raffle fee, in addition to the \$100 deposit.
- Suggested guidelines for tournaments:
 - Raffle ticket prices: 1 for \$2.00 - 10 for \$10.00
 - 50/50: 3 For \$5, one progressive jackpot.
 - Player board (approximate value): \$5/player x 100 = \$500.00
 - Puck toss: how much pucks are and how many will be sold. Example \$5/puck 200 pucks (potential earnings) = \$1000.00. Suggestion to make this a sponsored event.
- The \$100 deposit will be returned upon completion of the raffle and submission of required AGLC documentation. Documentation with all raffle tickets must be returned to the SLMHA Raffle Coordinator within 2 weeks of the raffles draw date.
- All raffle tickets must be retained along with applications for a period no less than 24 months.
- SLMHA reserves the right to hold a team's raffle application until any allocated Association sponsored raffle tickets have been returned to the SLMHA Raffle Coordinator/VP Finance.

Good of the Game Representative / Parent Liaison

The Good of the Game Representative or Parent Liaison is the primary mediator between the team and coaching staff.

- a. There is a mandatory 24-hour waiting period if an individual has any concerns or complaints with a team. Any concerns handed in prior to the completion of 24 hours will be rejected with no exceptions.
- b. After the mandatory 24 hours has passed, any concerns are to be directed to the Good of the Game Representative or Parent Liaison appointed by the team. Any concerns not submitted to the Good of the Game Representative or Parent Liaison first will be rejected with no exceptions.

- a. If the Good of the Game Representative or Parent Liaison is the one with the concerns, the team manager will act as the Good of the Game Representative or Parent Liaison for that scenario.
- c. The Good of the Game Representative or Parent Liaison will act as a liaison between the complainants. Should they not reach a resolution in a timely manner, at that point the concern can be submitted to the Division Director. Should the concern be submitted to anyone other than the Division Director, the concern will be rejected without exception.
 - a. All issues are to be recorded on the Incident Report Form. The form will be submitted to SLMHA once completed.
 - b. Should the complaint involve the team's Division Director, the concern can be brought to the VP of that division if the complaint directly involves the Division Director.
- d. If a resolution cannot be met between the Division Director and the complainants, at that point the concern will be brought to the VP of that Division and submitted to the Discipline Committee or the Vice President at the discretion of the VP of that Division.

****The following positions are *not permitted* to hold the position of Good of the Game Representative:**

- Coaches, Assistant Coaches, spouse/immediate family of Coaches or Assistant Coaches
- Managers or spouse/immediate family of Managers
- Active SLMHA Board of Director member or their spouse/immediate family member

Fundraising Coordinator

A team or manager may appoint a fundraising coordinator in a season that would be responsible for leading fundraising for the team. This is often in collaboration with the team manager and treasurer. The fundraising coordinator may work with the SLMHA VP Finance / Raffle Coordinator / Sponsorship Coordinator.

- SLMHA believes all teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for team events, travel, tournament and or coach/player gifts.
- When raising funds, careful accounting is to take place and members are reminded that they are representing Sylvan Lake Minor Hockey Association and should conduct themselves in a positive manner.

Jersey Parent(s)

A team or manager may appoint an individual or family to be responsible for either one set, or both sets of jerseys for the season. The jersey parent would be responsible for bringing jerseys to games, attend to any minor repairs, launder jerseys, ensure appropriate "C" and "A" are hand-sewn and removed before returning post-season; advise Equipment Director of any major damages to equipment.

Other Potential Team Roles

A team or manager may appoint other roles for the team throughout the season to assist. These roles could potentially include (but is not limited to): Picture Coordinator, Hotel Coordinator, Time Box Coordinator, TeamSnap Scheduler.

Definitions

Affiliated Player - shall mean a Player, referred to and approved by Hockey Alberta, as eligible to play for a team in a higher Category/Division than the team in the Category / Division with whom the Player is registered;

Boundary - shall mean that line, as mutually agreed upon and/or recognized by Hockey Alberta, which separates one member association from another, and defines that area from which each member association may register participants as "Resident" Players;

Bullying - is defined by the combined use of negative aggression and power. It occurs when one or more individuals abuses power and directs verbal, physical or social aggression at another individual. Harm inflicted by Bullying may be physical, psychological, social or educational;

CAHL – Central Alberta Hockey League;

Discipline - means correction, chastisement, punishment, penalty and, without limiting the generality of the foregoing, shall include suspension, fine, expulsion and posting of a bond;

Exhibition Game - means any game that is not part of the regular season or play-off schedule and does not take place in a Tournament. These games can be arranged by Teams/MHA's individually, or by a League;

Good of the Game Representative (GGR) or Parent Liaison – The Good of the Game Representative (GGR) or Parent Liaison is the primary mediator between the team *and* coaching staff. This person is appointed / elected by the team parents and Coaching staff at the start of the season;

Grievance - official statements of complaint that cannot be addressed or rectified through the communication flow chart or any other channels within SLMHA.

Harassment - includes engaging in a course of vexatious comments or behaviours that are known or ought reasonably to be known to be unwelcome, including but not limited to unwanted behaviour that is based on discrimination prohibited by human rights legislation and includes sexual harassment;

Hockey Season - means the period commencing August 1 and ending April 30 of the following year;

Intro to Hockey - means the defined Divisions of U7 and U9 that are open to players eight (8) years of age and younger. SLMHA also includes Learn-to-Play division in all references to Intro to Hockey;

League Game - means a scheduled game in a League recognized by HA (including tiering games but excluding pre-season games, exhibition games);

Maltreatment - means volitional acts that result in harm or the potential for physical or psychological harm.

Member in Good Standing – Member in good standing is a member of our organization who has remained current on organization dues and payments, has fulfilled the requirements for membership in SLMHA and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership

Member at Large – Members at large represent and are accountable to the general membership of SLMHA. Members at large may be requested to join special Committees or attend parts of Board Meetings as determined by SLMHA.

Minor Hockey - means the defined Divisions of U11, U13, U15, U16 and U18 that are open to players seventeen (17) years of age and younger;

Non-Resident Player - in Minor, shall be defined as a Player who resides outside of the boundaries of the MHA that the Player is registered within any playing season;

Off-Ice Officials - means those persons who work as timekeepers, goal judges, penalty-box attendants and other persons who may be required off the ice from time to time for the organized conduct of a game of hockey;

On-Ice Officials - means those persons registered with Hockey Alberta qualified to officiate Hockey games as determined from time to time by Hockey Alberta;

Resident Player - in Minor, shall be defined as a Player who resides within the boundaries of that particular MHA;

RMFHL – Rocky Mountain Female Hockey League

SCAHL - South Central Alberta Hockey League

Suspension - means a temporary debarring of a person from the privileges of playing hockey games or association with a Hockey Team or Member provided that suspension must stipulate a length of time or number of hockey games, or type of hockey games or any combination of thereof;

Team Official(s) - means all or any of the persons involved in the management of a Hockey Team including, without limitation, the Coach, Manager, Stick boy and Trainer;

Tournament - is a schedule of games played among three (3) or more Teams, which follows an interlocking schedule and leads to an eventual winner.

Travel Weekends – Any travel which takes place out of town (more than 50km from Sylvan Lake) and includes a scheduled overnight stay. This applies to all pre-season, exhibition, regular season and / or playoff games

Forms and Resources

All forms and resources that are referenced in this handbook and required for a player, team, coach or member of Sylvan Lake Minor Hockey Association, can be found on the SLMHA website [SLMHA Forms](#)

- Affiliation Request Form
- Bottle Drive Zone Map
- Boundary Map
- CAHL:
 - Managers Package
 - Tiering Data Form
 - Game Change Form
 - Regulations and Policies
 - Game Regulations
 - U9 Regulations Manual
- Coaching Application Form (SLMHA & Tigers)
- Directors Letter of Permission for Unsanctioned Events
- Expense Report
- Grievance Form
- Hockey Alberta Forms (LINK)
 - Coach and Managers Handbook
- Incident Report
- Injury Report
- Notification of Tryout:
 - U11 HADP
 - AA
 - Elite Male
 - Female Elite
- Parent Declaration Form
- Player Movement Form
- Pledges:
 - Coach Pledge
 - Player Pledge
 - Parent Pledge
- Medical Form
- Raffle Permit Application
- Second Tryout Process for AA (Tigers/Panthers)
- Special Event Permission Form
- Sponsorship Information Package
- Team Budget Template
- Travel Permit Request
- Sylvan Lake Minor Hockey Association:
 - Bylaws and subsequent revisions
 - Handbook

Online Resources

Throughout this handbook, references have been made to various organizations, rules, guidelines and regulations. For more information and to obtain specific rules, guidelines mentioned, please refer to the following:

Organization	Website
Central Alberta Hockey League – U11 and up	http://cahlhockey.net/
Central Alberta Hockey League – U9	https://cahlhockey.ca/
Hockey Alberta	https://www.hockeyalberta.ca/
Hockey Alberta Regulations	https://www.hockeyalberta.ca/uploads/source/Bylaws_%26_Policys/2022-23/Regulations.pdf
Hockey Canada	https://www.hockeycanada.ca/en-ca/home
Hockey Canada Playing Rules	https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Officiating/Downloads/rulebook_casebook_e.pdf
Rocky Mountain Female Hockey League	http://rmfhl.com/
South Central Alberta Hockey League	http://www.scahl.com/
Sylvan Lake Minor Hockey Association	https://www.sylvanlakeminorhockey.ca/
Town of Sylvan Lake	https://www.sylvanlake.ca/en/index.aspx