

Head coaches and managers may apply for permission to participate in exhibition or tournament games by submitting the appropriate permit application and complying with black out dates, game rescheduling requirements, etc.

8.3 Team Management & Supervision

- a) The head coach shall at all times be responsible for the conduct of their team, including fans and players.
- b) Hockey Edmonton encourage implementation of the 'Two Deep Cover' process for all team functions including dressing room supervision.
- c) The head coach or designated team staff shall be responsible for supervision of the team dressing room before and after each ice time.
 - Dressing rooms are only available ONE hour before the game due to scheduling, available space, and supervision requirements.
 - They will endeavor to prevent disorderly conduct, bullying and vandalism in any form.
 - Use of electronic devices at sanctioned Hockey Edmonton events for the express purpose of taking, recording, and storing of inappropriate images and videos is not permitted.
 - Failure to provide supervision may result in the suspension of the head coach as per Operating Directives and Respect the Game.
 - Any stakeholder found complicit with any undesirable activity will receive an indefinite suspension.
- d) In their absence, the head coach will designate another registered team official to take responsibility of the team.
 - The responsible person will prevent disorderly conduct before, during or after the game, on or off the ice, and any place about the rink.
 - Failure to provide this responsible person shall ensure an automatic forfeiture of the game.
- e) Minor aged players shall not be left unsupervised at any time while participating in any aspect of hockey activities whether at a game, practice, at a tournament, in a hotel or participating in a special event.
 - Players who must leave the ice for equipment repairs, injury, illness, game ejection etc. must be accompanied to the dressing room and supervised by an adult.
 - The head coach may be suspended due to failure to provide adequate supervision at all times.
- f) In compliance with Hockey Canada Rule 81(e), at the end of each period, all players must remain on their respective players' or penalty bench until directed off the ice by the referee.

- The visiting team shall leave the ice first, unless otherwise directed by the referee.

8.4 Two Deep Cover

Throughout the hockey season appropriate player supervision should be a priority for all Clubs, Districts and Operating Areas (CDOA's) and their teams. As such, Hockey Edmonton endorses the use of the "Two Deep Method" of supervision that is mentioned throughout Hockey Canada HCSP material and Hockey Canada coaching materials. This list describes the "Two Deep Method". It is recommended that these guidelines are followed by all.

8.4.1 Supervisory Responsibilities

Dressing Room

Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing. Two (2) adults should be present together; which is called the "Two Deep Method" of supervision. Additional consideration needs to be taken with respect to adherence to the Hockey Edmonton Operating Directive on Co-ed Dressing Rooms.

Injury Treatment

The trainer, coach, first responder or safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.

Female Players / Co-Ed Teams

Recommend that when using the "Two-Deep Method" with female players / co-ed teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. Please refer to the Hockey Edmonton Operating Directives regarding co-ed teams.

Road Trips

Ideally, team personnel should not share accommodations with non-family members, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the "Two Deep Method" rule is observed at all times. If only one player and one personnel are alone in the room for a brief period of time, the outer door must be left open.

Physical Contact

Team personnel should avoid touching a player; especially when out of sight of others. Use the "Two Deep Method" (two personnel, or two players) supervision system.

Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

- While it is not a recommended practice for players who are not able to participate in the game to be on the players bench (e.g. injury / illness); in order for said player to be on the bench the player is required to have on a helmet, neck guard and jersey, as well as be on the game sheet designated as NP (non-participating).
 - The player will count in official player roster counts.
- c) On-ice instructional and coaching staff equipment requirements include:
 - All adults engaged in activity must wear at minimum a CSA approved hockey helmet. Failure to do so will result in suspension.
 - If an individual under the age of 18 is part of the coaching or instructional staff, a helmet with full face and neck protection is required for on ice activities. Full equipment is recommended.

8.8 Games & Tournaments

- a) Hockey Edmonton supports the philosophy and principles of long term player development (LTPD) and expect that teams will have practice to game ratios that fall in line with current LTPD guidelines.
- b) Head coaches and managers of all Hockey Edmonton (Zone 8) registered hockey teams must have approval for all local exhibition and/or tournament games from their respective Operating Area Director(s) before playing the game (refer to Section 8.9: Travel Permits).
- c) Players, coaches, managers and trainers of all Elite Hockey Edmonton (Zone 8) teams will be subject to the same discipline for penalties in exhibition or tournament games, whether games are in the city or out of town.
- d) Hockey Edmonton (Zone 8) teams will not be allowed to participate in exhibition or tournament games prior to September 1st or after May 1 of the current playing season unless otherwise approved by the Hockey Edmonton Board of Directors.
- e) Exhibition or tournament games will not be allowed to interfere with regular scheduled games.
- f) All tournaments operated by Hockey Edmonton (Zone 8) member organizations must follow the Hockey Edmonton Tournament approval and sanctioning process in order to obtain a Hockey Alberta tournament sanction number.

8.9 Travel Permits

- a) Whenever a team plays an exhibition game or in a tournament they must acquire an exhibition or travel permit in advance.
- b) All Hockey Edmonton (Zone 8) teams must complete the appropriate online Permit form available on the Hockey Edmonton website.
- c) The permits are no cost and are granted with the following conditions:

- **Travel Permits (Within Province)** – all Hockey Edmonton (Zone 8) and interlocking teams must have a travel permit approved online by their respective League Governor or Tiering Director.
 - **Travel Permits (Out of Province)** – all Hockey Edmonton (Zone 8) teams, traveling out of province must submit application to their appropriate Council for approval and then approval by Hockey Edmonton. US travel, for the purpose of playing hockey, is managed in the same manner as out of province travel not as international travel.
 - **Travel Permits (International)** – teams contemplating international travel must refer to Hockey Alberta and Hockey Canada regulations for approval guidelines, protocols, timelines and fees. Hockey Edmonton (Zone 8) requires at least 12 weeks before travel because this permit requires approval from Hockey Edmonton, Hockey Alberta, and Hockey Canada.
- d) All Exhibition and Tournament Game Sheets and any Incident Reports are to be sent as PDF attachments by email to the respective teams EFHL Tiering Director or Elite League Governor within 24 hours.
- If no Game Sheets are received, no further travel permits will be issued, and the Head Coach may face suspension.
- e) All travel permits for Interlock teams must follow procedures set up by their respective zone team. In addition, they will use the Hockey Edmonton permit process to ensure that the respective League Governors and Tiering Director are aware of their schedules and impacts that same have on league schedules.

8.10 Tournament Sanctions

- a) All requests for Tournament Hosting Sanctions originate with an application on the Hockey Edmonton website which is routed for concurrent review and approval to:
- The Operating Area's District President (or designate) if originated by an Operating Area,
 - Hockey Edmonton (Zone 8) Minor Discipline Coordinator
 - The League Governor,
 - The appropriate Referee Assignor, and
 - The appropriate Director - Community Hockey, Elite Hockey, Federation Female Council – who may bring the request to their next council
- b) During the review of the Tournament Sanction application if there is a question of any nature the application will not be approved until reviewed by the Hockey Edmonton Executive.
- c) Once approved via the above process Hockey Edmonton staff will access the Hockey Alberta sanctioning portal and enter the relevant information. Approved Tournament Sanctions will be posted on the Hockey Alberta website.

8.11 Suspensions

- a) Hockey Edmonton (Zone 8) will follow the Hockey Alberta Bylaws and Regulations (Section A Minor Hockey clause 12 Discipline).
- b) All Hockey Canada Rule violations with the exception of Indefinite Suspensions and Match on Officials will be dealt with by the EFHL Tiering Director or Elite League Governor and administered according to Hockey Canada Minimum Suspensions.
 - ◆ Appeals will be allowed, only in rare instances where the sanction issued exceeds that stated by Hockey Canada Minimum Suspension (refer to 9.0: Appeals).
- c) Effective in 2017-18 the Hockey Edmonton has directed the Edmonton Federation Hockey League (EFHL) to implement an Individual Player Cumulative Suspension program to be used in conjunction with the Hockey Canada's Minimum Suspensions to curb inappropriate behavior.
- d) **Additionally**, excessive penalties by players, teams, or team officials will be dealt with by the Discipline Committee based on recommendations from the League Governor
 - In addition to the minimum suspensions, the League Governor may recommend up to a maximum of three additional game suspensions for repeat or severe offenses.
 - Where a team official is assessed a Game Misconduct, in the same season other than under rule 9.2, they shall receive an additional one game suspension in addition to the sanctions applied as per Hockey Canada Minimum Suspensions.
 - Where a team official receives a second Game Misconduct, in the same season other than under rule 9.2, they shall be suspended for a minimum of the next three league or play-off games.
 - When a team official receives a third Game Misconduct, in the same season other than under rule 9.2, they shall be suspended until dealt with by the Discipline Committee.
 - If the Discipline Committee is of the opinion that a team is being assessed too many penalties of a serious nature, then the head coach may be liable to suspension for failure to control their team.
- e) To ensure that the League Governor and Tiering Directors are informed of all suspensions:
 - After uploading same to the league website, the home team will send the master copy of the Game Sheet, including Incident Reports, to the Tiering Director within 24 hours of the end of the game.
 - Championship / Play-off Game infractions must be reported and uploaded immediately following the game to allow the event to progress.
 - The League Governor will submit the Games Sheets and Incident Reports to the Zone Discipline and Sanctioning Coordinator within a timely manner.

- Altercations before or after a game by players, coaches or managers written up by a referee on the Game Sheet and accompanied by a write-up on an official Incident Report form will be dealt with by the Tiering Director.
 - Altercations that are not noted on the Game Sheet will be dealt with as a Respect the Game incident.
- f) Anyone removed from a game will go directly to their respective dressing room.
- If any individual causes further disorderly conduct during or after the game, they will be subject to further disciplinary action.
- g) No suspended player or team official is allowed on the bench, in the timekeeper's/penalty box, dressing room or within 50 feet of the players' benches during a game.
- h) Any team official who plays an ineligible player may forfeit all games played with said player and will be subject to immediate indefinite suspension until their case has been heard by Hockey Alberta and terms of suspension determined by the Hockey Alberta President (Hockey Canada Rule 16, Hockey Alberta Section A Minor Hockey 12.6 & 12.8).
- i) When a player or team official is assessed a penalty, which renders him ineligible to participate in the next game, it is the responsibility of the head coach to ensure the player/team official has been cleared by the proper authorities before permitting participation.
- The head coach should check the Hockey Alberta Minimum Suspensions to determine whether or not there is an automatic suspension associated with a rule violation on the Game Sheet.
 - Failure to determine terms of suspension or obtain clearance will result in a Hockey Canada Rule 16 violation and indefinite suspension until the matter can be heard by Hockey Alberta.
- j) For purposes of serving suspensions, Minor Hockey Week games, sanctioned Hockey Alberta tournament games may be considered as regular league games as approved by the Discipline Chair or an appointed representative.
- k) Hockey Canada rule (5.1 (d)) that states that the referee's decision is final and not subject to appeal. Hockey Alberta has a policy in place that similarly states that since the referee's decision cannot be appealed, the assessment of a minimum suspension, in accordance with that call, cannot be appealed.
- If, upon reviewing the documentation and referee's report, Hockey Edmonton (Zone 8) chose to assess the minimum suspension in accordance with the Hockey Canada Regulations, then the investigation for this infraction is complete and the file is closed.

8.12 Edmonton Federation Hockey League (EFHL) Scorekeeping and Timekeeping

The following shall apply to all EFHL games in Hockey Edmonton's Edmonton Federation Hockey League (EFHL) the Novice through Midget Divisions where stop time is the normal timing procedure.

- a) The visiting team shall provide a scorekeeper
- b) The home team shall provide a timekeeper.
- c) The timekeeper will, without exception, start the game clock at the scheduled time and ensure that all games end on time.
- d) There will be NO TIMEOUTS in any EFHL game.
- e) Each home team is to supply six (6) pucks in good condition for use in the game. Teams provide their own pucks for warmup.
- f) Federation program will follow the 5 minute / 2 minute method of ending games. When there are five minutes remaining in the assigned ice slot and there are in excess of two minutes remaining in the hockey game, the game clock shall be set for 2:00 minutes.
 - These two minutes of stop time shall be played to a conclusion of no time remaining using the final five minutes of ice time remaining.
 - The referee shall direct the timekeeper to set the clock at 2:00 at the stoppage of play that occurs as near as possible to five minutes of remaining ice time.
- g) Any penalties that are being served or any delayed penalties shall continue to be served in the last two minutes of the game in accordance with the appropriate Hockey Canada penalty time procedures.
- h) For example, ice slot ends at 19:45. At 19:40 there are 5 minutes and 2.1 seconds of playing time remaining in the game. Set the clock at 2:00 and continue play in order that the game will end at or before 19:45.
- i) If play is stopped at any time to deal with circumstances (such as a serious injury or a facility equipment failure) that will likely delay the game beyond the assigned ice slot, then play shall not be resumed.

8.13 Edmonton Federation Hockey League (EFHL) Game Sheet Management

- a) All Game Sheets are to be made out by the manager or head coach at least fifteen (15) minutes before game time.
 - Game Sheets must be signed by a team official, named on the teams HCR roster, before starting play.
 - Teams must PRINT player's first and last name on the front of the Game Sheet or affix labels to each page of the Game Sheet.