



TEAM STAFF HANDBOOK



AEHL/AFHL – TEAM STAFF MANUAL

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MISSION, VALUES & BEHAVIOURS

Governors in the AEHL and AFHL are appointed by Hockey Alberta. Hockey Alberta is one of 13 member branches of Hockey Canada and is the Provincial Sports Organization and governing body for organized amateur hockey in the Province of Alberta. Governors, like all volunteers and staff appointed or hired by Hockey Alberta, are to embrace and uphold the Hockey Alberta Mission, Values and Behaviors.

Mission: To create positive opportunities and experiences FOR ALL PLAYERS.

Values:

- Collaboration - Work together, win together.
- Community - Make a difference for all Albertans.
- Innovation - Be curious, courageous, creative.
- Integrity - Do the right thing for the right reasons.
- Passion - Fuels our why, drives our what.

ABOUT THE AEHL & AFHL

The AEHL & AFHL are focused on providing Alberta's top players with an environment to develop their hockey skills while competing at the highest level they are capable, in a fair and equitable manner. The Leagues provides a defined structure for the top levels of U18, U15 and U13 to establish a progression pathway for players through their Minor Hockey experience, bridging the gap between Grassroots Hockey, Junior and beyond.

Hockey Alberta has identified the AEHL and AFHL as the exclusive leagues to operate Elite (AAA and AA) levels of Hockey through sanctioned play in Alberta. The AEHL and AFHL have been charged with day-to-day operations and game play for AAA and AA Hockey from U13 through U15 and U18 categories of play in both Open (co-ed) and Female streams.

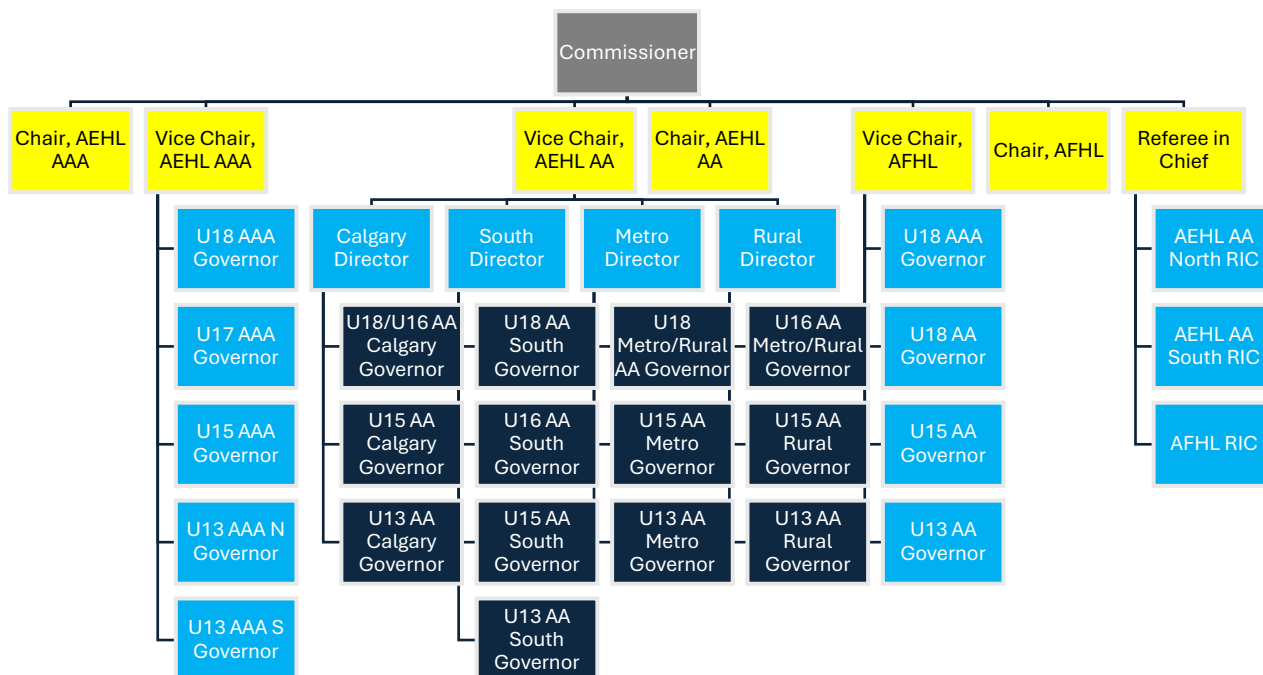
ELITE HOCKEY COMMITTEE

To operate the AEHL and AFHL, Hockey Alberta appoints volunteers to the Elite Hockey Committee. The Elite Hockey Committee is led by a Commissioner, Elite Hockey, who oversees an Executive comprised of Chairs and Vice Chairs of the AEHL AAA, AEHL AA and AFHL, as well as a Referee in Chief. Beneath the Executive is the Conference & Division Governors, who oversee and administer the day-to-day operations of each division/ category of Elite Hockey.



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STRUCTURE



In addition to the chart above, the AEHL and AFHL contracts Schedulers for each division and a U18 AAA Officials Assignor.

Contact Information for the Elite Hockey Committee is in the [Elite Hockey Contact List](#).

GOVERNOR DUTIES

CONFERENCE DIRECTOR (AEHL AA ONLY)

1. Preside over the three Division Governors and preside and call division meetings throughout the season
2. Keep informed of the League and division activities and be prepared to assist and work with other members of the Committee at any time;
3. Work with the Referee in Chief to oversee and track complaints about Officiating in the division and act as a liaison between the League and the Officials Committee;
4. Oversee and approve the schedule of game play for the conference of hockey.
5. Oversee and approve all necessary game changes recommended by the committee or member Minor Hockey Associations
6. Work with assigned Division Governors on interpreting game sheets and determining suspensions for major incidents to ensure consistency;



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7. Participate as a voting member of the AA Hockey Committee, representing the concerns and perspective of the Division Governors and MHAs within the division at all AA Hockey Committee meetings and at Elite Hockey Committee meetings as required.

DIVISION GOVERNOR

1. The respective Division of Play Governor will be responsible to preside over the Division of Play and all day-to-day league operations of the respective Division
2. Be the first contact for teams within their jurisdiction and first contact for all League discipline matters.
3. Review the schedule following its creation by the scheduler (AEHL AAA only) and manage the schedule during the season for game changes (handled by Scheduler in Calgary AEHL AA Conference).
4. Administer discipline. The Governor shall have the power to suspend, suspend and fine, or discipline any coach, manager, player, trainer, or other official connected with a team playing within this League and under its jurisdiction for any infringement of the rules or regulations of either this League, Hockey Alberta or Hockey Canada. To obtain consistency within this League each Governor shall contact the Vice-Chair for advice and direction before implementing any disciplinary action outside minimum suspensions
5. Accept protests filed by the members and immediately advise the Chair
6. Verify the accuracy of game stats within 24 hours of game completion
7. Work with the Staff Lead to build a process for the gathering of League and team news on a weekly basis for publishing on the website;
8. Keep records of all suspensions and provide to Hockey Alberta if necessary
9. Attend meetings of the committee as required, bringing each month a recommendation for improvement of the league
10. Chair a meeting with all Coaches and Managers before the start of League play.
11. Chair or support disciplinary review committees struck from time to time as necessary.
12. Serve as league liaison to team management and coaching staffs to ensure objectives/rules are known and adhered to;
13. Be responsible for the review of players from division who are selected to win Three Stars of the Month Awards
14. Be responsible for the nomination of recipients of individual division of hockey awards;
15. Attend playoffs/provincials as a representative of the League
16. Summarize at the Annual General Meeting, all suspensions, gross misconducts and match penalties for League information and trending purposes from the previous season.



MONTHLY BREAKDOWN OF DUTIES

ONGOING

1. Coaches:
 - a. Input rosters prior to each game
 - b. Verify goals, assists, saves following each game
 - c. Identify a Player of the Game for league games (optional)
2. Managers:
 - a. Work through any game changes involving your team through the [AEHL](#) or [AFHL](#) Game Change Request Form (to be used only after all Elite Schedules are released (Sept 5 earliest))
 - a. Be the principal point of contact on any matters of discipline
 - b. Ensure online scorers are present for each game
 - c. Submit [Discipline Reports](#) for any non-league game (tournaments or exhibition)
 - b. Submit sanctioning requests for any Exhibition or Tournament (non-host) using the [Elite Hockey Exhibition & Travel Form](#)
 - c. Nominate a [Humanitarian of the Month](#), should a player on your team be demonstrating exceptional community service.

AUGUST/SEPTEMBER/OCTOBER

1. Review the [Elite Hockey Regulations](#)
2. Update the Elite Hockey [Contact List](#) as soon as Coaches, Manager & Directors are confirmed.
3. Work with Association to manage player movement in tryouts
 - a. [Elite Waiver Form](#)
4. Attend the Team Staff Orientation Call hosted by the Division Governor
5. Complete the Roster Template and submit to the Governor for uploading
6. Once the roster has been uploaded and the governor has provided you with a LeagueStat login, complete by adding player details and headshots in LeagueStat
7. For AEHL AAA and AFHL teams, submit Game Day Contact information and the FloHockey account information for the two free accounts allocated to each team.
 - a. [FloSports Livestream Contacts and Account Form](#)
8. Provide feedback to the Division Governor on: Tryout Process, Schedule, Online Game sheets, etc.
9. Submit affiliates as added to roster by Minor Hockey Association

NOVEMBER/DECEMBER/JANUARY

1. Be aware of the Player release deadline on January 10 and affiliation deadline on January 15. (Player registration deadline February 10)



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2. Provide feedback to Division Governor on: Schedule, Online Game Sheets, Communication from League, Officiating, Marketing & Promotions
3. Complete annual Elite Surveys to provide satisfaction on league experience

FEBRUARY/MARCH

1. Be aware of the Player registration deadline February 10
2. Attend the Post Season Primer Meeting – Mid February timeframe
3. Nominate players for end of season awards & vote on nominees
4. Connect with Governor on topics such as: Schedule, Communication from League, Officiating, Awards, Post season format, Spring ID Camps, End of Season Notes, etc.
5. Participate in Post Season Schedule creation as necessary
6. Inform Governor of any post season banquets to ensure awards are shared in time if applicable.

PROCESS OVERVIEWS

COMMUNICATION STANDARDS

RESPONSES TO INQUIRIES

As a league, the AEHL and AFHL and the volunteers & staff that comprise it will provide exceptional service to our member association, coaches, manager & other team officials. Service will be achieved primarily through prompt, informational communication with a professional and helpful tone. The Governor shall be expected to deal with team inquiries quickly and thoroughly. Specifically, Governors are expected to meet the following standards:

1. Suspension Notifications: Communicated within 18 hours of a game's completion
2. General Inquiries (Game Changes, Exhibition Sanctions, etc): Communicated within 24 hours of submission
3. Game Sheet Review: Conducted within 24 hours of a game's completion.
4. Absences & Delays: Inform teams if they will be unable to respond for a period of less than 48 hours and will set up coverage by other governor/staff if unable to respond longer than 48 hours.

PROACTIVE INVOLVEMENT

AEHL & AFHL Governors will also be expected to keep an ongoing pulse of matters within their division. Governors will connect with each team (Head Coach, Manager or Director) at least every two months for the specific purpose of obtaining feedback on various aspects of the league. Executive members will provide topics as necessary, but in general the following should be discussed:

1. September & October: Tryouts, Orientation, Online Game Sheets



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2. November & December: Season Structure, Officials, Marketing & Promotions
3. January & February: League Communication, Awards, Officials
4. March: Post Season Format, Spring ID Camps, End of Season Wrap Up

TEAM STAFF INTRODUCTION MEETINGS

1. Each Division in the AEHL/AFHL will host a Team Staff Orientation call before the first regular season begins. This is to provide an overview of the league and answer any questions teams may have.
2. It is mandatory for each team to have at least one designate (Director, Head Coach and/or Manager) in attendance. Unexcused absences could result in a suspension to the Head Coach or fine to the association.

PRESEASON/EXHIBITIONS & TOURNAMENTS

League Play takes priority over all tournaments and exhibition games. Teams must reschedule any league game impacted by participation in an exhibition or tournament game or the team will not receive permission to attend.

1. Teams must submit the [Elite Hockey Exhibition & Travel Form](#) if hosting or attending an exhibition game, or attending a tournament (non-host)
2. The governor will approve the request or advise if there is more information needed to receive approval.
3. All Exhibition games must be scored using a paper game sheet and submitted to the Governor within 24 hours of the game's completion. At the Governor's discretion, games may be set up on LeagueStat to 'Quick Score' following the game's completion. This does not negate the requirement to score the game on a paper game sheet. The governor will update the score for these games using the paper game sheet submitted following the game's completion.
4. Following any exhibition game or tournament a team attends, they must ensure compliance with the Discipline Procedures from Tournaments & Exhibitions outlined later in this document.

HOSTING TOURNAMENTS

1. Teams hosting tournaments must apply for sanctioning through their Host Association
2. The Host Association will apply for sanctioning through the Hockey Alberta Centre Ice Portal which will issue a sanction number and post the tournament on the Hockey Alberta Website
3. Once the tournament is approved, teams must inform the Governor of the tournament details



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4. Teams hosting tournaments may request to use the AEHL or AFHL website and LeagueStat Platform to host the tournament. Requests must be submitted a minimum of two weeks prior to the tournament start.
5. Tournaments scored using LeagueStat are not subject to any league-provided support for online scoring issues that may arise. The priority of the governor is league-play.

GAME CHANGES

1. Teams must work amongst themselves to arrange the details of any game changes.
2. Once the teams agree on the change details, they must submit the Game Change Request Form which is set up to be automatically delivered to the appropriate Governor. There is a form for the AEHL and a separate form for the AFHL. The appropriate form is linked to each division website under the About tab.
3. For AEHL AAA and AFHL, the Division Governor will make the Game Change. For AEHL AA, the Game Change will be made by the Conference Director or, in the case of Calgary, the Hockey Calgary scheduler.
4. League Official will login to LeagueStat and update the game on the website.
5. League Official will then inform the teams involved that the game has been changed.
 - a. AEHL AAA and AFHL AAA: League official will inform the officials and FloHockey
 - b. AFHL AA: Home team must inform their local officials assignor of the game change, provide the game change details to programming@flosports.tv
 - c. AEHL AA: Home team must inform their local officials assignor of the game change

ADVERSE WEATHER

In the case of adverse weather conditions creating unsafe travel:

1. The AEHL/AFHL will defer to the professional opinion of transit professionals (bus companies) on roadway conditions.
2. In the case that parents are driving to games, it is recommended that the team seeks the professional opinion of their local bus/transport company.

LEAGUESTAT

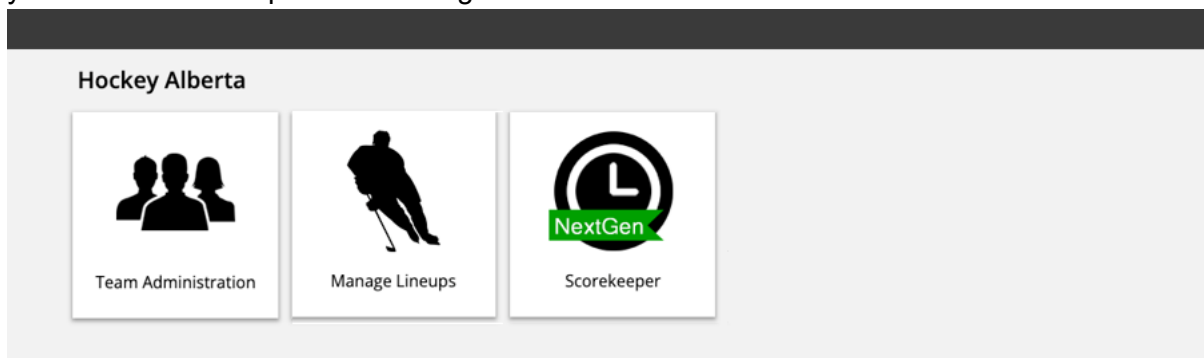
TEAM LOGINS

1. Following the Team Staff Orientation Session, you will be expected to submit your roster to your governor (in the requested format) at which time your governor will provide Logins to each team in the division. Teams will receive separate Team and Scorekeeper logins.



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2. To login to LeagueStat, visit <https://lsadmin.hockeytech.com/login/index.php> and enter your username and password to login



3. When Teams log in, you will see the Team Admin and Manage Lineups buttons. When Scorekeepers login, there will only be the scorekeeper button.
4. The Manage Lineups button is where teams will visit on game day to submit their roster.
5. The Scorekeeper button is where the scorekeepers will execute the online scoring of a game, and where you as a governor will visit after games to review the scores & stats for accuracy.
6. The Team Admin section is where teams can manage the details of their roster, upload headshots, add more stats, etc.
7. The League Admin button is for Governors only.

ROSTER MANAGEMENT

ROSTER UPLOADS

1. Provide the Governor with the complete Roster Upload Template file a minimum of 72 hours before the first league game in your division.
2. Ensure the following columns are completed: First Name, Last Name, Shoots or Catches (L, R), Position (F,D,G), Hometown. Do not remove any blank columns, just fill in the appropriate information for your team
3. Ensure all information is entered in Sentence Case (Capitalization on first letters of words only)
4. Once the governor has completed the upload, teams can update their roster through the Team Administration tab (add jersey numbers, heights, photos, etc.)



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Last Name	First Name	Shoots	Catches	Jersey Num	Position	Height	Weight	Birthdate	Hometown	Homeprov	Rookie
Gibson	Karter		L	1	G				Airdrie		
Larocque	Bracken		L	31	G				Grande Prairie		
Archer	Owen	R		2	D				Stony Plain		
Greschuk	Roan	R		3	D				Sturgeon County		
Haile	Brook	R		4	D				Calgary		
James	Trystan	L		5	D				Calgary		
Jim	Cruz	L		6	D				Grande Prairie		
Kelts	Will	L		7	D				Consort		
Arndt	Easton	R		8	F				Sherwood Park		
Bouchard	Teagen	R		9	F				Falher		
Fayad	Ahmad	R		10	F				Edmonton		
Filewich	Walker	L		11	F				Sturgeon County		
Fischer	Tripp	L		12	F				Lloydminster		
Huberdeau	Chase	L		13	F				St. Albert		
Huska	Luke	R		14	F				Calgary		
MacLellan	Kingsley	R		15	F				St. Albert		
Miles	Kalen	R		16	F				Edmonton		
Ngandu	Joel	L		17	F				Edmonton		
Oliverio	Ben	L		18	F				Calgary		
Ondrus	Brady	L		19	F				Sherwood Park		

ADDING PLAYERS TO ROSTERS

1. If there is a late addition to your team's roster, provide the governor with the player's first name, last name, handedness, position, and hometown.
2. The Governor will add the player to the roster and advise when complete.

ADDING AFFILIATES TO ROSTERS

1. Send affiliate list (player's first name, last name) to the appropriate Governor
2. The governor will add each affiliate to the team roster and inform the team when complete
3. The team must ensure they check with their host association to ensure the players have been properly registered to the team's affiliate list in the Hockey Canada Registry. Playing an improperly registered affiliate is an indefinite suspension to the Head Coach.
4. Up to 19 affiliates can be added to a team, and each affiliate can play up to 10 league games. Affiliates must be playing in a lower division/category of hockey. Use the [Affiliation Supplementation Tool](#) to determine if a player is eligible to be affiliated.

ADDING COACHING STAFF

1. Inform the Governor of the First and Last Name for each team official (anyone who will be on the bench) and their position with the team (Head Coach, Assistant Coach, etc)
2. The Governor will add the staff to the team and inform the team when complete.

REMOVING PLAYERS OR COACHING STAFF

1. Inform governor of team staff to be removed.



- Governor will make the change and inform the team when complete.

ONLINE SCOREKEEPING

TRAINING SESSIONS

Hockey Alberta will provide a series of four pre-recorded video training segments that will be available in the first week of September. A link will be provided to your League Governor, and teams may reference these throughout the season.

GAME DAY ROSTER SUBMISSIONS

- Teams can access their upcoming games and submit rosters up to 48 hours in advance of a game. Game rosters must be submitted no later than one hour before a game begins.
- To submit a roster, teams will:
 - Login to LeagueStat
 - Click on the 'Manage Lineups' button
 - Find the game they wish to submit their lineup for
 - Click the 'Add Players' button at the top right of their team

Test 4 (Visitor Lineup)									
No.	Pos.	Name	Status	Contract	Veteran	Start	Line	Goalie	Actions

- Add the players that will play in the game and press 'Add Selected Players'
- If playing any affiliates, update their jersey number on the roster
- When complete, scroll to the bottom and complete the Head Coach Signoff (suggest leaving this until an hour before the game in case of changes:

Visitor Head Coach Signoff

Home Head Coach Signoff

LIVE SCORING

- Login to LeagueStat with the login information the team was provided by the Governor
- Proceed to the 'Scorekeeper' page on the dashboard
- Select the game you will be scorekeeping
- Ensure one hour before warmups begin that both teams have entered and signed off on their lineups by visiting the 'LINEUPS' tab
- Ensure both teams have added all their Bench Staff into the 'PREGAME' tab
- Before puck drop, enter the name of the referees into the 'Officials' section under the 'PREGAME' tab. If referee's names are not in the system, enter their full name into the Private Notes of the game.



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7. When warmup begins, change the COUNTDOWN from 'Pre-Game' to 'In Progress' – this will unlock the 'EVENTS' tab.
8. ONCE GAME IS ONGOING:
 - a. Enter the time the game began in the 'PREGAME' tab
 - b. Start and stop the clock by clicking the green 'play' button to the right of the COUNTDOWN clock. Ensure the time is correct at each break in the play.
 - c. Entering Goals:
 - i. Click the 'GOAL' button in the top centre of the screen.
 - ii. Ensure the time is correct
 - iii. Enter the situation (even strength – both teams have an equal number of players on the ice, powerplay – the scoring team is on the powerplay, shorthanded – the scoring team is killing a penalty)
 - iv. Select the Shooting Team (team tha scored)
 - v. Enter the goal scorer and assists as reported by the referee.
 - vi. Click 'SAVE' in the bottom right to confirm the goal.
 - d. Entering Penalties:
 - i. Click the 'PENALTIES' button at the far right of the screen
 - ii. Click 'Add Penalty' on the far right of the pop up, under the team that received the penalty.
 - iii. Enter the name of the player who the infraction was assessed to in the 'Player*' column. By default the 'Served By*' will have the same player – adapt this as needed.
 - iv. Enter the offence called by the official under the 'Offence*' column.
 1. NOTE 1: that offences are displayed in the format of '**Offence Name, MIN, CODE**'. Take care to ensure the correct information is entered, especially as it related to the minutes assessed (ie: a 'Hit to the Head' penalty can be a 2 minute penalty, a 4 minute penalty, a 5 minute major penalty, or a 5 minute match penalty). If ever you are unsure about the number of minutes or what the referee is assessing, have the timekeeper sound the horn to call the referee over to the box for clarification.
 2. NOTE 2: Anytime a 5 minute penalty is entered, a notification is automatically sent to the league governor, even if the penalty is not saved or is downgraded to a minor or double minor penalty. Please pay special attention before selecting a 5 minute penalty (the same also applies to a 2 minute penalty for Checking from Behind as it also carries an automatic game misconduct).
 3. NOTE 3: Anytime a player is ejected from the game or given a misconduct, TWO (2) penalties should be entered. One penalty is the offence (ie: Check from Behind, 2, 7.5), please ensure to indicate the player that is serving the penalty for the ejected



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player. A separate penalty should also be entered for the game misconduct (ie: Game Misconduct, 10, 4.8), which will be served by the player ejected.

- v. Enter the appropriate value into the PP Column, next to the 'Offence*' column – this column is used to indicate whether a powerplay was created because of the penalty called. Powerplays are when a team has a numerical advantage resulting from a penalty called by a referee – they can be two, four or five minutes in duration. The Powerplay column will generally contain the values 0, 1, or 2.
 1. 0 is to be entered if there is no powerplay that results from a penalty (ie: coincidental penalties assessed to different teams at the same stoppage of play where immediate substitutions can be made for the players assessed penalties).
 2. 1 is to be entered if there is a **two minute minor penalty** assessed where there is a **powerplay** for the other team. The 1 will indicate one powerplay opportunity in the box score.
 3. 2 is to be entered in any four minute minor penalty assessed where there is a powerplay opportunity for the other team. The 2 indicates two powerplay opportunities in the box score.

Offence *		PP
Roughing, 2, 7.9	X	1
Boarding , 5, 7.2	X	3
Game Misconduct, 10, 4.8	X	0

4. If a 5 minute penalty is assessed and a powerplay results, start by entering a value of 1 in the PP column. If more than 1 goal is scored (ie: a team scored 3 goals on the 5 minute powerplay) ensure the PP column contains the number of goals that were scored on that powerplay. This value will be added to the number of powerplay opportunities a team receives in the game boxscore.
5. Always enter a 0 for any game misconduct or regular misconduct penalties.
- vi. The 'PS' column is used to indicate if there was a PENALTY SHOT assessed as the result of an infraction. Leave this column blank unless there was a penalty shot due to the infraction, in which case, check it off.
- vii. The 'Bench' Column is to be checked if there is a penalty assessed to a coach (ie: Too Many Players) This allow there to be no player who has to

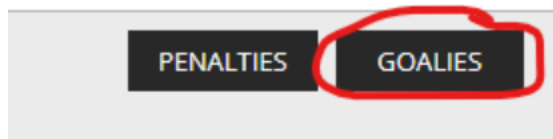


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carry the penalty on their personal statistics, but will still require the scorekeeper to indicate which player served the penalty.

1. If a penalty is assessed to a specific staff member, once the 'Bench' column is checked off, that staff member can be then selected in the 'Player*' dropdown.
- viii. The 'Off' column indicates the time on the clock at which the penalty was assessed. Please ensure it matches the actual time on the clock.
- ix. The 'Start' and 'On' columns can be left as N/A for all penalties.
- e. Entering Penalty Shots
 - i. Click the 'PENALTY SHOT' button
 - ii. Ensure the correct time is posted
 - iii. Click the situation the Penalty Shot occurred in
 - iv. Click the shooting team and enter who the shot was by, as well as the goaltender of the other team
 - v. Enter the offence that caused the Penalty Shot
 - vi. Enter the outcome of the Penalty Shot under the 'Shot Type *'
 - vii. Click 'SAVE' to confirm the Penalty Shot
- f. Entering Saves & Shots
 - i. Not all 'shots' or 'shot attempts' are shots on net. Please note the following related to shots:
 1. Blocked Shots: A touch of the puck directed towards the net, if blocked by a skater from either team, is not a shot.
 2. Shots off the Post: A puck shot off the post is not a shot on net. However, if the puck hits the post after the goaltender intervenes, where if the goaltender had not intervened, a goal would have been scored, that is a shot on net.
 3. Tips/Deflection Shots: If a skater shoots the puck towards the net and it is 'tipped'/deflected by another player towards the net, the tip would count as a shot on net if the puck goes in the net or the goalie intervenes to avoid the puck going in the net, however the original shot prior to the tip would not be considered a shot on net.
 4. Shots wide of the net: Any shot/shot attempt that will miss the net is not a shot on net, even if the goaltender reaches out to touch the puck.
 - ii. The Online Scorer should be only recording **shots on net**. When a puck is shot on net, there are two outcomes: (1) goaltender save, (2) goal.
 - iii. If a shot on net is saved by the goaltender, it should be added to the goaltender's saves for that period in the 'Goalies' section of the Game

Events, on the right of the screen.



- iv. Selecting the 'GOALIES' button will open up a popup with the two starting goaltenders listed. Scorers can move to the period in which the save was made and select the up arrow in the box below the period number to add a save to the goaltenders statistics.
 - v. There is no action needed in the 'GOALIES' section for goals. Goals will automatically be added to the overall 'Shots on Goal' chart in the top right, and assigned to the goaltender that was in net at the time of the goal (unless empty net was checked when the goal was added)
 - vi. At the end of the game, the Shots on Goal chart will be the result of the total number of saves made in a period, plus the number of goals scored in a period, for each period in the game. (SOG = SAVES + GOALS)
 - vii. A Note on Shots: Goaltender shots is a subjective statistic where no manual tracker will be perfect. If major errors are made, managers may contact their governor for correction but should not expect repeated corrections for small discrepancies.
- g. Entering Goaltender Changes
- i. If there is a goaltender change by a team, ensure the time on the online scoring system matches the time on the game clock, then press the 'Add Change' button (if the times do not match up, the online scorer will need to manually adjust the time one goaltender was off and the other goaltender was on. Scorers will need to add the name of the new goaltender who has come into the game and then ensure they put saves in the correct column for the goaltender that is in the game.

MLAC											Add Change	
Goalie *	On	Off	1	2	3	Shots	Saves					
✓ 31 Dexter Bostrom	1 20 : 00	☐ N/A 3 09 : 39	9	7	2	26	18					
✓ 5 NOAH GOBOLOS	3 09 : 39	☒ N/A			3	3	3					

- h. Changing Periods:
 - i. At the end of the period, hit the drop down to the right of 'In Progress' and change to the next period
- i. Changing Time:
 - i. If the time is wrong, you can change it manually when it is paused simply by typing the correct time into the minutes and second boxes.
- j. If the goalie is removed for an extra attacker – usually late in the game.
 - i. Click the Off box, and the checkmark disappears and you enter the time the goalie left the ice.



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- ii. If the goalie returns, click to Add Change, and record when they returned
- iii. Repeat as necessary, if the goalie leaves again for extra attacker, or returns to the net.
- iv. It could happen on the fly, so you need to be watching, and you probably need to be making notes so you can catch up if needed.

9. Post Game

- a. Add any coach nominated Players of the Game in Private Notes.
- b. Once the game ends, first, take a screenshot of all the penalties and goals.
There have been instances where goals and penalties disappear when moving the game to 'Final'. If this happens, share the screenshot with your governor, who can re-add the missing events and notify Hockey Alberta to create a ticket
- c. After taking the screenshot, move the game from 'In Progress' to 'Unofficial Final'
- d. Enter the end time of the game
- e. Provide the tablet to the referees to review the penalties, and sign off on the game sheet.
- f. Provide the tablet to the coaches to review their teams goals, assists and saves, and enter into the private notes if they have a player of the game they wish the governor to be aware of.
- g. Once both coaches have reviewed the sheet and no further changes are required, move the game to 'Final' and logout of the system.
- h. If mistakes are noted after the game teams may reach out to the Governor within 24 hours of the game's conclusion. Only changes to the following will be considered:
 - i. Goals and Assists
 - ii. Penalties
 - iii. Significant errors in goaltender shots and saves.
- i. Changes to the game sheet after the game is final should not become a pattern for teams. Only the Manager or Head Coach may request changes to the game sheet.

LEAGUESTAT ISSUES & HELP

COMMON SCOREKEEPER PROBLEMS

1. A 5-minute penalty is entered mistakenly.
 - a. Identify the mistake in the Private Notes section. Ex: Scorekeeper error: Major penalty at 13:34 in 1st period corrected to Minor penalty.
 - b. Notify the manager of the home team at the next intermission.
 - c. The Manager should notify the governor to advise them to disregard the major penalty.

Note: Any team who attempts to remove penalties of any kind that were called by the referee will have their Head Coach Indefinitely Suspended pending investigation.
2. No internet connection to upload data after game



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- a. Move game to unofficial final. Scorekeeper then has until 11:59 PM the day the game occurred to add all remaining game events and move the game to final. If events are not added before midnight that evening, the scorekeeper will lose access to the game and will need to notify the Governor if any additional changes are required.
3. Players not showing up on Roster
 - a. Due to some players having the same name and playing on different teams, if it is ever noticed that a player on your team is linked to another team they should not be (if they are affiliated this does not apply) please reach out to your Governor ASAP. When reaching out, provide as many details as possible, including screenshots, the stats that your player should have, and the player with whom your player has been misconnected
4. Stats showing correctly on game sheet but incorrect on website
 - a. Email the governor and ask them to re-finalize the game.
5. In the event LeagueStat is not working for a game, teams can utilize the game events sheet to track information for upload at a later point.

Teams should contact their governor for help with LeagueStat/Scorekeeping issues. If the Governor cannot solve the issue, the Governor may reach out to Hockey Alberta Corporate Services staff.

UPLOADING HEADSHOTS

1. Ensure all headshots are setup in a vertical format in either jpeg or png.
2. The maximum height and width of the photo must be less than 900 x 1350 pixels. Give the file a name – we suggest the season and the player's initials – ie: '2025-26-HK'
3. Once headshots are ready, in the Team Administration section of LeagueStat, click on a player's profile and move to the 'Media Library' tab
4. Click 'Select File' and pick the correct file from your computer. Then select 'Upload' on the right side of the screen.

The screenshot shows the LeagueStat interface for a player named Robert Ironside. The top navigation bar includes tabs for Profile, Team History, College, Address, Draft, Media Library (which is highlighted in green), and Logs. Below the navigation bar, the 'Upload Media File' section is visible. It contains a 'Title' field with the value '2025 test', a 'Date' field with the value '2025-08-22', and a 'Select File' button. Below the button, there is a small image of a person and a list of file types: 'Headshot: image should be at least 600x400px "Portrait" orientation', 'Images: jpg, png or gif files no larger than 2mb', 'Videos: .wmv, .flv or .mp4 files no larger than 25mb', and 'Audio: .mp3 files no larger than 25mb'. An 'Upload' button is located on the right side of the 'Upload Media File' section. At the bottom, there is a 'Media File Contents' section with a table that has columns for 'Date Uploaded', 'Date Modified', 'Thumb', 'Title', 'Primary', 'Edit', and 'Delete'.

5. The photo will appear under the Media File contents – check off the 'Primary' check box to use that photo.



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Robert Ironside
Person ID: 9205 Player ID: 6354

Profile	Team History	College	Address	Draft	Media Library	Logs
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Upload Media File

Title:

Date: 2025-08-22 No File Selected

Headshot: Image should be at least 600x400px "Portrait" orientation
Images: .jpg, .png or .gif files no larger than 2mb
Videos: .wmv, .flv or .mp4 files no larger than 25mb
Audio: .mp3 files no larger than 25mb
Upload Complete

Media File Contents 0 Items

Date Uploaded	Date Modified	Thumb	Title	Primary	Edit	Delete
2025-08-22 14:28:18	2025-08-22 14:28:18		2025 test	☒	☒	☒

- Repeat for each additional player on the team (note: Staff Headshots cannot be added to the site).
- NEVER DELETE ANY HEADSHOTS THAT ARE ALREADY PART OF THE PLAYER'S PROFILE.
- It can take up to 12 hours or more for uploaded headshots to sync in the system. If after 12 hours they are still not appearing, try clearing your cache or using a different browser to check. If they are still not appearing on the front-facing league website, contact your Governor
- Headshots must be uploaded by the end of October.



GAMEDAY PROCEDURES

GAMEDAY LOGISTICS

1. Home teams will be required to wear dark jerseys, visiting teams will wear white.
2. Teams may dress a maximum of 20 players for any game
 - a. Suspended players can be replaced by affiliates in Elite Hockey
3. If a team has fewer than two goaltenders available for a game, they can submit the [Emergency Goaltender Form](#) to access a second goaltender.
4. Home teams are responsible for paying the referees and timekeepers, and providing penalty box attendants, music and announcers where possible.

LIVESTREAMING

FloSports is the exclusive streaming service for the AEHL AAA and AFHL.

LiveBarn is the exclusive streaming service for the AEHL AA.

On gameday, please ensure the following is completed for AEHL AAA and AFHL games:

1. 60 minutes prior to game start, the FloHockey Streaming Operations Centre (SOC) will start the livestream feed.
2. 45 minutes prior to game time, ensure the encoder and camera are turned on and ready
3. 30 minutes prior to game time, SOC will call teams if there are any issues.
4. 20 minutes prior to game, the game stream will go live on FloHockey

On gameday, please ensure the following is completed for AEHL AA games that are equipped to stream with LiveBarn.

1. 45 minutes prior to game start, ensure camera is operational.
2. 20 minutes prior to game start, the stream will go live with LiveBarn.

DISCIPLINE

GENERAL OVERVIEW

There are only 3 things that players receive suspensions for:

1. A Major or Match Penalty (5-minute timed penalty) anytime of the game
2. A single Game Misconduct in the last ten minutes of the third period, or multiple game misconducts anytime in the game
3. A Gross Misconduct anytime of the game

There are many different fouls that lead to the assessment of Major Penalties, Match Penalties, Game Misconducts and Gross Misconducts, but only the three above scenarios lead to discipline. Generally:



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1. A Major Penalty is a minimum of one game
2. A Game Misconduct in the last ten minutes of the third period is a minimum of one game.
3. If a player receives BOTH a Major Penalty and a Game Misconduct in the last ten minutes of the third period, they will be suspended a minimum of two games.
4. Match Penalties and Gross Misconducts is a minimum of three games.

Game Misconduct examples:

1. A game misconduct can be assessed without a major penalty accompanying it, such as when a player receives a two-minute minor penalty and a game misconduct for checking from behind. If this happens in the first period, second period or the first ten minutes of the third period, there is no supplemental discipline to that player for receiving a game misconduct.
2. In every case, a major penalty is accompanied by a game misconduct. A player who is assessed a major penalty will receive the minimum suspension for the major. If the penalty occurred in the last ten minutes of the third period, an additional game is added to the suspension (minimum suspension + 1 game).

This is important information to get your teams familiar with, as it will allow them to understand what discipline means, and give you a little more time to get your discipline decisions out, as they will not be panicked trying to determine whether they can get a player who got a Major penalty into their game the next morning.

HOCKEY ALBERTA'S SUSPENSION GUIDELINES

The AEHL and AFHL base discipline on the [Hockey Alberta Minimum Suspensions](#). It is the role of the Governor to familiarize themselves with this document to understand how to interpret infractions called by officials. Governors must understand:

1. The AEHL & AFHL only applies what the Suspension Guidelines state. We do not increase or decrease based on subjectivity.
2. The only interpretations the AEHL & AFHL will make are on infractions resulting in INDEFINITE suspensions. In these situations, the Governor will engage the Vice Chair to ensure consistency.
3. The other situation that may yield a different suspension than is indicated on the Suspension Guidelines is if a player has received multiple Major or Match Penalties in the same season. In these situations, the Progressive Sanctions for Minor Hockey Players section of the Suspension Guidelines will be followed as outlined.
 - a. Note 1: There are only certain fouls that face accumulation sanctions
 - b. Note 2: The current guidelines do not have any consideration given to progressive sanctions if a player receives one major penalty and one match penalty. Players would only receive progressive sanctions for multiple Match Penalties, or Multiple Major Penalties, not for one of each.



THE DISCIPLINE PROCESS

LEAGUE GAMES

When a player commits a foul or action that results in the referee assessing a penalty requiring supplemental discipline, the following occurs:

1. Referee calls penalty and reports to the online scorekeeper
2. Online scorekeeper enters the penalty into the LeagueStat system
3. Automated notification will be sent to the governor notifying that a foul has been called that could result in supplemental discipline
4. In between periods or at the end of the game, the official will submit the Game Incident Report Form, which will be automatically distributed to the proper governor.
5. Governor will review the form and report from the official. The form will indicate the base number of games the player is to be suspended for (ie: 1+1 would mean 1 game for the major, plus one game IF it occurred in the last ten minutes of the third period.
6. Governor will verify internal records for whether there are any Progressive Sanctions to be applied in the case the player has received multiple major or match penalties in the season, then forward the Game Incident Report to the HEAD COACH, MANAGER & DIRECTOR of the team receiving the discipline, along with confirming for that team the official number of games that player will be suspended for.
7. Governors are expected to communicate suspensions within 18 hours from the end of the game in which the foul was incurred. In some cases, teams may not receive confirmation from the governor before the start of their next game (ex: penalty assessed on Saturday night and the next game is Sunday morning). Head Coaches are ultimately responsible for ensuring the players that participate are eligible to do so and should have a base understanding of what constitutes at least a one game suspension.

TOURNAMENTS & EXHIBITION GAMES

When teams participate in non-league games (exhibitions, tournaments), the following process will be required to communicate any discipline:

1. In tournaments, the League Governor has no responsibility to interpret infractions for supplemental discipline while the tournament is ongoing. It is the responsibility of the team to interpret discipline on their own, and the Head Coach to ensure all players participating in each game are eligible.
2. Following a tournament or exhibition game, the participating team will complete the [Elite Hockey Tournament/Exhibition Discipline Summary Form](#), which will detail all discipline received in tournaments.
3. The governor will review the submission when received in consideration of the Suspension Guidelines, then notify the teams of any remaining discipline to be served in League games.



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4. The Governor will record the suspension as they normally would to track if Progressive Sanctions are applicable.

SPECIAL DISCIPLINE CONSIDERATIONS:

1. Playing ineligible players (players not properly affiliated or who are under suspension) results in an automatic indefinite suspension to the Head Coach, pending investigation
2. Players who engage in multiple fights throughout the season will face progressive discipline. Always check to see if a player has had other fights when you receive notification a fight has occurred.
3. If a player is penalized both for fighting, and being the instigator of a fight, they would be suspended for both offences, not just the one that is more severe.
4. If a player leaves the bench for the purposes of fighting, the Head Coach of that team will also receive discipline.
5. The Head Coach of a team will receive a suspension if their team receives a combination of any three Major or Match penalties in the same game.
6. If there is more than one fight during the same stoppage of play, the players who took part in the additional fights will face more severe penalties.

INDEFINITE SUSPENSIONS

The process to deal with Indefinite Suspensions differs depending on the foul called by the referee.

For Rule 11.4 Discrimination Infractions & 11.5 Physical Harassment of Officials MATCH Penalties: the process is as follows:

1. Governor receives incident report from referee, informs team the player is suspended indefinitely, and requests a statement from the player who the infraction was applied against, then inputs the suspension into the tracking system as indefinite.
2. Governor receives statement, forwards as part of package including incident report to bburrell@hockeyalberta.ca
3. Governor waits for decision to be rendered by Maltreatment Investigators
4. When decision is rendered, Governor updates tracking system with number of games the player is suspended.

For all other indefinite suspensions, the process is as follows:

1. Governor receives incident report from referee, informs team the player is suspended indefinitely, and requests a statement from the player who the infraction was applied against, then inputs the suspension into the tracking system as indefinite.
2. Governor receives statement, forwards as part of package including incident report to Vice Chair (and Conference Director for AEHL AA)
3. Governor works with Vice Chair (and Conference Director for AEHL AA) to determine an appropriate sanction for the infraction



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4. When the official sanction is determined, Governor will share a formal decision with the team.
5. After issuing the decision, the governor will update the suspension in the tracking system with the definite number of games.

There may be occasions where teams express their dissatisfaction with a call on the ice. According to Hockey Alberta's Regulations, infractions showing the number of games for the length of suspension are automatic, based on the Referee's call, and are not subject to Appeal. Infractions that carry an 'Indefinite' suspension, result in an investigation of the incident taking place prior to Hockey Alberta rendering a decision on the length of suspension. Indefinite Suspension decisions can be subject to Appeal.

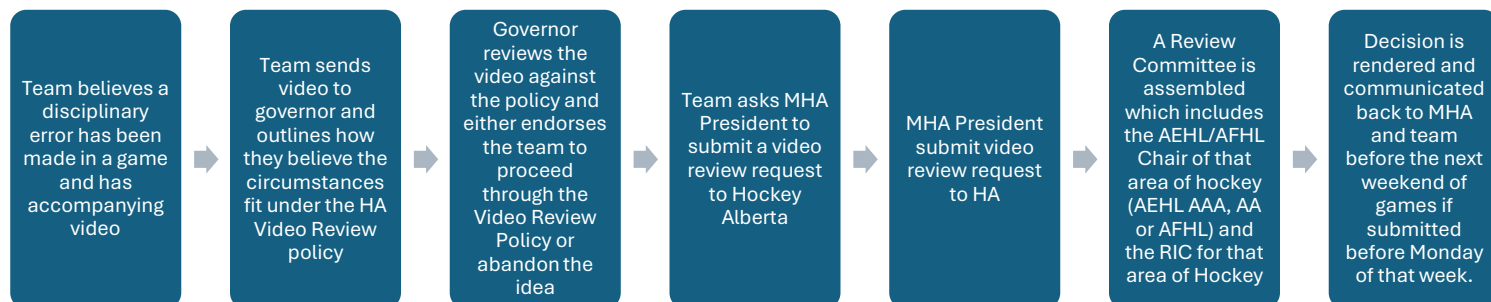
If a coach/manager/director wishes to appeal the decision on an indefinite suspension, direct them to the [Hockey Alberta Appeals Policy](#) and the [First Stage Appeal Form](#).

VIDEO REVIEW

If the coach/manager/director wants to have something reviewed:

1. Determine whether the matter has the potential to fit under the [Hockey Alberta Video Review Policy](#).
2. Provide concerns in writing to the league Governor, including the video.
3. Governors will review the video and advise the team whether to proceed with the Video Review Process.
4. The team forwards their concern, the video, and communications from the Governor to the MHA President, who submits a Video Review request to Hockey Alberta using the process outlined on the VR Policy.
5. The Video Review group will bring in the Chair and the Referee in Chief to consult on a decision.
6. The Video Review group strives to complete reviews in 5 business days.

VIDEO REVIEW PROCESS CHART





AWARDS & PLAYER RECOGNITION

PLAYERS OF THE MONTH

Every month, each Governor will submit their selection for their division's top player. AEHL AAA, AEHL AA, and AFHL will each celebrate a Player of the Month. AFHL Player of the Month Award is sponsored by Direct Energy. Award winners will be promoted on the league website and social media.

Coaches may informally identify a player for consideration by listing them as the Player of the Game following a league game (in the Private Notes of the game sheet). Governors will consider team-nominated Players of the Game when selecting the award winner.

HUMANITARIAN OF THE MONTH

Humanitarian of the Month nominations are collected from team staff through the [Humanitarian of the Month nomination form](#). Award winners will be promoted on league websites and social media. Deadline for submitting is the **last day of the month of nomination**.

When nominating a Humanitarian of the Month, consider:

1. Volunteer and humanitarian activities.
2. Specific examples of the player contributing to their community.
3. Community or volunteer group membership.
4. Characteristics of the player that create a positive environment.

END OF SEASON AWARDS

End of season awards will consist of two phases:

1. Nomination Phase: Near the end of the season, Division Governors will distribute a nomination survey to all Head Coaches. Each coach will nominate one player per award from their team
2. Results Phase: Governors will consider nominations and select winners, who will be posted on the league websites and social media

TAMPERING

Head Coaches should review Hockey Alberta's Tampering regulations carefully. Coaches and associations caught committing tampering violations face severe sanctions including fines, and lengthy suspensions.

General rules of thumb that associations and coaches should abide by to avoid tampering investigations:



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1. Never reach out to contact players whose Primary MHA does not make them eligible to tryout for a given team within the association.
2. If a player reaches out to a coach and their Primary MHA is not in the Draw Zone/Recruitment Area the Coach is within, the response of the coach should be limited to saying they are not the appropriate point of contact and direct them to the association
3. Associations should never ask or allow coaches to provide letters of support for players outside the Draw Zone/Recruitment Area to tryout or play in that DZ/RA. Letters of support to tryout should always come from MHA admin staff.
4. Associations should have standardized letter of support templates that includes language such as 'We would support this player attending our tryout process if approved by the Hockey Alberta Elite Player Movement process'
5. Coaches/Associations cannot commit (verbally or in writing) roster spots to players outside their Draw Zone/Recruitment Area unless that player has already received an Elite Player Movement Decision in their favor
6. Players who claim to be moving to the zone/area over the summer are to be treated as out of zone/area players until such time as the move has been completed AND their Primary MHA has been properly and officially updated in the Hockey Canada Registry.