

**COALDALE MINOR HOCKEY ASSOCIATION  
MANAGER'S MANUAL 2021-22**



# **Association Contacts**

## **ADMINISTRATION**

\*Theresa Geldof – Administrator / CAHL Governor

## **EXECUTIVE BOARD MEMBERS**

Darren Hurt – President & Technology Director

Barclay Lutz – Vice President & Safety Director & Pond Hockey Director

Jessica Hoffman – Secretary & CAHL Governor

Chad Thompson – Treasurer

## **DIRECTORS**

Randy Ondrik – U7/U9 Director

Amy Kerr – U11/U13 Director

Kelly L'Hirondelle - U15/U18 Director

Cindy L'Hirondelle - CAHL Director

Tennille Preachuk – Director of Managers

Amanda Orsten – Fundraising Director

Mark Wojszel – Director of Coach & Player Development

Matt Yackulic – Referee in Chief

Jeff Rowley – Director of Equipment & Apparel

Jamie Gyorffy – Golden Suns Rep.

Greg Constant – Director at Large

## **DISCIPLINE COMMITTEE**

\*Cory Vanden Elzen – Discipline Committee Member

\*Paula Zasadny – Discipline Committee Member

\*Jeff Fujita – Discipline Committee Member

*\*denotes individual is not a voting member of the CMHA Board of Directors*

# INTRODUCTION

THE MANAGER'S MANUAL IS IN DIGITAL FORM ONLY. THIS MANUAL CAN BE ACCESSED BY THE MEMBERSHIP OF THE ASSOCIATION AND CHANGES WILL BE MADE AS REGULATIONS CHANGE.

This manual is a summarized version of the Hockey Canada Team Manager's Manual. For more details, the complete version can be found by googling "Hockey Canada Team Manager's Manual" [Hockey Canada Manager's Manual](#).

For the most updated information please refer to the Coaldale Minor Hockey Association website.

## TEAM MANAGER'S ROLE DESCRIPTION

Due to Covid-19, this season continues to be extraordinary from previous years.

For those who have managed in previous years, the manual has changed & there are more detailed protocols that MUST be complied with. As we have all noticed in the past 18 months, protocols will be ever changing. As changes occur, you as the Manager will be notified and we ask that you check the manual on a continual practice.

It is our goal to support you in whatever way we can. Please reach out to the Director of Managers if you need any assistance throughout the season, or any other board member from the contact sheet. As phone numbers aren't listed, the best way to contact is via email through [cmhacobra@gmail.com](mailto:cmhacobra@gmail.com).

Some general tips for the manager:

- There MUST be a good relationship with the Head Coach, as you will be working closely with them. This will make the season much easier to manage.
- The Team manager is a central figure in creating the flow of communication – not only within the team (players, parent & Coaches), but between the team and all support systems such as the Minor Hockey Association (MHA), Division Managers; other teams, referees, officials, etc.
- When you are communicating with your coaches or parents, Teamsnap is the best form of communication.

By taking on the operation of the team, the Manager enables the Coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. This manual provides information to aid team Managers in the smooth operation of the team by discussing the need to delegate and by identifying key topics that the team Manager will need to address.

# EARLY SEASON DUTIES

## FIRST PARENT MEETING

**Host** a Parent Meeting at the beginning of the year. Prior to the meeting, talk with the coach about the meeting. The Coach may wish to head up the meeting.

- Introduce yourself, coaches, etc
- Have the Coach provide information on the goals and objectives for the season, his credentials and philosophy, team rules/expectations, dress code.
- Establish the method of communication – email, phone, etc. Teamsnap is an excellent communication method. If your team has parents that are new to hockey, explain what Teamsnap is.

### Discuss:

- # of tournaments the team should go in; local or overnight tournaments?; how far they are willing to travel; if willing to travel to USA
- Team finances/budgeting. Will fundraising be required? If so, contact the CMHA Marketing and Fundraising Coordinator for possible fundraising opportunities and approval of any fundraising activities.
- Cash call – money to pay for Tournaments etc. (\$50 -\$150 per player)
- Does the team want extra ice? How will this be paid for?
- Long weekend/Christmas schedule
- 24 hour rule – *\*More info on the 24 hour rule below*
- Teamsnap player availability. Must be kept up to date.
- CMHA parent communication flow

### Delegate parent volunteer positions:

- Treasurer
- Jersey Care
- Score Sheet Volunteer (not required for Initiation as score is not kept, may not be needed in Novice)
- Home Tournament Committee
- Away Tournament Coordinator
- Safety Parent (someone to take the lead if an injury occurs, preferably EMS or medical background)
- Fundraising and 50/50 Coordinator
- Social Events/Thank You Coordinator
- For CAHL teams: Data entry volunteer

Descriptions of each of these positions can be found at the end of this document. These position descriptions should be given to the parents in these roles. It is the responsibility of the Team Manager to check in with the volunteer parents to ensure tasks are being completed in a timely manner.

## **FAIR PLAY CODES / CODE OF CONDUCT**

- Players complete CMHA Code of Conduct forms upon registering. If a team is wishing to use the Fair Play code they can do that as well.
- Read through the Fair Play code with parents at the parents meeting, and with players at one of the first practices

## **OTHER START OF SEASON CONSIDERATIONS**

### **BOOKING AWAY TOURNAMENTS**

- For the 2021-2022 season, there is a plan for tournaments to take place.
- Travel Permits must be obtained through CMHA Administrator, Theresa Geldof.

### **Communication**

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association (MHA), Division Managers, League Managers, other teams, referees, officials, etc.

### **Coaches**

You will probably be in daily contact with the coach. The clearer you are on your duties and the joint expectations, the more smoothly the season will run.

### **Parents**

Keep parents up to date through email, Teamsnap or parent meetings as required:

- New games
- Tournament dates, locations and game times
- Schedule changes
- Off-ice events

### **24 Hour Rule**

The CMHA endorses this “cooling off” policy. When an issue occurs and a party has a resulting complaint or issue to be resolved, they need to wait 24 hours before contacting the person involved.

## **CMHA Parent Communication Flow**

If parents have complaints/issues they need to follow the “CMHA Parent Communication Flow” policy. Make sure the parents on your team are aware of this policy. The policy can be found on the CMHA website.

## **TEAMSNAPE**

CMHA uses Teamsnap to power its website. Parents contact information and player emergency and health information is all uploaded into Teamsnap, so the Manager shouldn't need to make a contact list. The practice and home game schedules will also be uploaded into Teamsnap (these ice times will be locked, the Team Manager will be able to add opponents etc., but only the CMHA Ice Scheduler can delete these ice times). Managers will be able to add games, tournaments and other Team Events to Teamsnap.

### **Schedule**

- Make sure game and practice schedules are up to date and correct
- Update teamsnap as required

### **Player Availability**

- It is important that coaches know how many players are available for games and practices. Emphasize to parents the importance of keeping their child's availability up to date.

### **Health Check**

- CMHA is not currently requiring any health checks, however as the Covid-19 situation changes this may be required. If that happens, you will be contacted by CMHA Administrator.

## **TEAM MEETINGS**

- Host team meetings as required throughout the season
- Encourage all parents to participate/voice their opinions
- Covid-19 – All meetings must be done with physical distancing and masking. We are not able to use the board room at this time without using the Restriction Exemption Program. Teams are encouraged to have meetings in the dressing room (for meetings with players) or in the bleachers (for meetings with parents)

# ROSTER

The CMHA registrar will send you your team's official roster. Verify that it is accurate and contact the CMHA registrar with any discrepancies. Keep this on file.

## SCHEDULING GAMES

### U9/U13/U15/U18

- All games (regular season/playoffs) will be scheduled through CAHL.
- If games need to be rescheduled, there are specific requirements that need to be met. Contact CAHL Director for further information/direction or refer to their website.
- Games will be put into Teamsnap by the manager once they have been scheduled and on the CAHL site

### U7

- All games are to be scheduled through the Manager.
- It is recommended that games are to be scheduled for mid November or later.
- Inter squad game are permitted.
- It is recommended that one game per weekend is scheduled, as they are young players. There are no regulations as to how many games can be scheduled.

## GAMES

### *Pre-Game*

- *Book ice (for the most games, the league games will be scheduled)*
- *Book officials (for non-league games, as CMHA RIC, will schedule the officials). To book an official, contact the Referee in Chief at [cmhacobraric@gmail.com](mailto:cmhacobraric@gmail.com).*
- *Obtain permit if required, as noted above.*
- *Organize volunteers; score clock, game sheet & 50/50*

### *Gameday*

- Check dressing rooms.
- Fill out score sheet (roster etc.) – **ELECTRONIC SCORE SHEET, PENDING IMPLEMENTATION, TRAINING WILL BE PROVIDED TO EACH MANAGER.**
- Fill in or find a replacement if this was not done prior for a parent volunteer if needed.
- Monitor off ice conduct of players & parents.
- Check that the dressing rooms are secured.

### *Post-Game*

- Ensure dressing room is left in good condition.

- Submit score sheet to association or league; give the opposing team a copy. – **SUBJECT TO CHANGE AS PER ELECTRONIC SHEET PENDING IMPLEMENTATION.**
- Ice Officials will be paid by CMHA directly

### **AWAY GAMES**

- Obtain rink address and enter it into Teamsnap. Most locations are already available within Teamsnap.

## **PAYMENT OF OFFICIALS**

- CMHA will cover the costs for Referee's for all tiering, league & playoff games for all teams. Any exhibition games that a team books is responsible to pay for the referee fees.
- U7 Coaches should be officiating their games, however CMHA may at times want to allocate a referee as a training option for new officials. CMHA will cover any costs associated with that.

## **EXHIBITION GAMES AND TOURNAMENTS**

### **Travel Permits**

- Travel Permits are required for ANY away exhibition game or tournament
- When applying for a travel permit, include the host team's email.
- **U7** teams need a travel permit for EACH game they play

### **Hosting Exhibition Games**

- **U7** teams need a sanction for EACH game they play.
- Will need the visiting team's email and Hockey Canada Registry (HCR) number when requesting a sanction for a home exhibition game.
- The host team needs to upload an **E-Game Sheet** within 24 hours of the completion of an exhibition game or tournament.
- When an exhibition game or tournament sanction is approved, the requester receives an email with the permit number and a weblink that connects directly to the E Game-Sheet platform.

**Contact** the CMHA Administrator for all Permits and Sanctions. Give as much notice as possible when requesting a permit. Travel Permits for outside Canada require more time, so more notice is needed.



## SCORE SHEETS

- U7 does not use score sheets
- INSTRUCTIONS/TRAINING REGARDING THE ELECTRONIC SCORE SHEET WILL BE PROVIDED. Until such time as this is implemented, manual score sheets will be used.

## ICE SCHEDULING

### Team Ice Scheduling Contact

- Discuss with your coach who will be the ice scheduling contact for your team, you or the coach. Having only one contact will simplify the process for both your team and the CMHA Ice Scheduler.
- Contact the CMHA Ice Scheduler with ice scheduling questions or concerns.

### Ice Cancellations

In the event that your team won't be using an allotted ice time, you **must notify the CMHA Ice Scheduler at least a week in advance** by email. Failure to give this email notice will result in your team being charged the rent for that ice time.

## PARENT VOLUNTEERS

- Check in with parent volunteers throughout the season.
- Make sure they are completing their assigned tasks in a timely manner

## TEAM APPAREL

If teams are wishing to purchase team apparel, there are different suppliers that are available. Player's Bench has provided a customized catalog, which you can get from Theresa. The Board can not direct where each team will purchase their apparel, you **MUST** use the CMHA approved logo & colour scheme.

## AFFILIATE PLAYERS

- Player affiliation should be handled between Team Managers
- If your team wishes to affiliate players, contact the CMHA registrar with the list of players
- Any player movement needs to be done according to Hockey Alberta and League (CAHL or City) Rules. Any errors can cause problems with player and coach eligibility.

- Hockey Alberta's affiliate rules can be found at [hockeyalberta.ca](http://hockeyalberta.ca) (under the "Members" tab select "Bylaws and Regulations" then "Minor Hockey")

## **CAHL**

- The CAHL website ([cahlhockey.net](http://cahlhockey.net)) has most of the information you need. Look under the Regs and Policies heading
- CAHL has specific rules on communication with the League. If you think you need to contact the league, contact the CMHA CAHL Director first.
- If you have any other CAHL questions, contact the CMHA CAHL Director

## **SUSPENSIONS, MISCONDUCTS ETC.**

Report to the CMHA Director for your team's age group:

- Player suspensions, game misconducts and gross misconducts.
- Coach suspensions and game ejections.

## **TEAM PURCHASES**

CMHA will NOT reimburse coaches/teams for equipment/supply purchases. If equipment/supplies are needed, contact the CMHA Equipment Director.

## **TEAM PICTURES**

Once this information is confirmed, the Manager will be notified of the time/place & package.

# COVID-19 PROTOCOLS FOR ICE SESSION

## Before Practice:

- All participants are required to maintain at least 2 meters' distance from each other and avoid person to person contact while not on the field of play (ice and bench).
- MASKS ARE REQUIRED TO BE WORN IN THE RINK UNLESS YOU ARE ON THE ICE.
- PLAYERS NEED TO ARRIVE WITH A MASK ON AND THEY NEED TO KEEP IT ON UNTIL THEIR HELMET GOES ON.
- ONCE PRACTICE IS OVER, THEY NEED TO PUT A MASK ON AS SOON AS THE HELMET COMES OFF.
- THIS IS NOT A CMHA RULE, THIS IS AN AHS RULE. THIS IS NOT AN OPTION!!!

## Arrival at Arena:

- All players & Coaches must wear a mask until their helmet has been put on.
- Once ice session is complete and the helmet has been taken off, mask must be worn.

## During Session

- NO SHARING OF ANY OF THE FOLLOWING:
  - Sticks, Gloves, Water Bottles or any other personal equipment.
- NO SPITTING (THERE IS A ZERO TOLERANCE FOR ANY SPITTING, WITH DISCIPLINE UP TO SUSPENSION FROM CMHA).
- COACHES MUST WEAR MASKS ON THE BENCH DURING GAMES

## **Parent Volunteer Positions Descriptions**

# Jersey Care Volunteer

- Bring home and away jerseys to games
- Hand out jerseys before games
- Collect jerseys after games
- Wash jerseys as required

## Jersey Care Instructions:

- Jerseys are to be washed in cold water ONLY.
- Jerseys are to be washed in a load with other jerseys ONLY. Double check that no neck guards have become attached prior to washing. Other items (especially items like velcro) in the load can be abrasive to the jerseys and will reduce the life of the jerseys.
- Jerseys can be tumble dried but only on a medium heat setting. DO NOT DRY ON HIGH HEAT. Hanging to dry is preferred.
- C's and A's for team captain and assistants CANNOT be ironed on to the jerseys. The C's and A's need to be sewn on to the jersey with a *needle and thread*, DO NOT machine sew as removal can lead to jersey damage.
- Stick tape should never be used to make C's or A's or to change the jersey's number. The glue from the tape can become embedded in the jersey material and leave a permanent stain.

# Team Treasurer

The Team Treasurer is responsible for all team funds.

## Budgeting

Budgeting issues should be discussed with the parents at the beginning of the season to ensure that team expectations are reasonable. Determine what expenses cannot be avoided, what additional activities the team would like to participate in and their additional cost to the team and then, how the necessary funds will be raised and distributed.

**Expenses**

- Tournaments
- Team meals/events
- Referees (in excess of 10 home games)
- Miscellaneous payments (apparel, bank fees, etc.)

**Income**

- Cash call (usually \$50 - \$150), often this can be returned to parents
- Tournament proceeds, divided equally among teams in division
- 50/50 proceeds from home games
- Bottle drive

## Referee Payments

- CMHA pays for all referee fees for all tiering, league and playoff games
- Exhibition games referee fees need to be paid by each team directly

## Team Account

Details of the team account will be given at the CMHA Team Managers meeting at the beginning of the season.

## Bookkeeping/Financial Reporting

The Team Treasurer will need to keep track of all income and expenses throughout the season. A financial report needs to be submitted at the end of the season, by March 31<sup>st</sup> at the latest. More information will be given at the CMHA Team Managers meeting at the beginning of the season.

Any questions about team finances, bank account or financial reporting can be directed to CMHA Treasurer at [cmhacobratreasurer@gmail.com](mailto:cmhacobratreasurer@gmail.com)

# Score Sheet Volunteer

- Initiation does not use score sheets
- Get roster including player numbers from Coach or Manager
- Make roster labels to stick to score sheet (CAHL teams must use the CAHL label template, this download can be found on the CMHA website under the Managers tab )
- Before each game attach labels to the score sheet (3 labels are needed per game, one for each page of the score sheet) and fill in any other necessary information
- Following home games the Team Manager will submit the score sheet to the league
- Give a copy of the score sheet to your coach or manager and a copy to the opposing teams coach or manager
- Give one or more of the coaches and the Team Manager some labels for games you can't attend

## **Home Game Volunteer Scheduler**

- Make a schedule for home game volunteer tasks
- Tasks include: 50/50 seller, Time Clock, Score Sheet, Music (optional)
- Send an email to all parents with the schedule and enter the tasks in to Teamsnap
- At the game make sure all volunteers are there to do the tasks; if someone is missing, find a replacement



# Away Tournament Coordinator

## Booking Tournaments

- Tournaments fill up quickly, it is important to book tournaments as early as possible
- At the first parent meeting the group should have decided how many tournaments to go in and how far the team should travel for tournaments.
- Tournaments can be found on the Hockey Alberta website under "Quick Links" at the bottom of the home page. Also, many associations list their tournaments on their website.
- Contact the associations to see if the tournaments will be a good fit for your team's level of play.
- Other items to consider: will the tournament fit into the team's regular schedule, entrance fee, how many games, will it be necessary to take time off work to attend the tournament?
- Apply to the tournaments you want to go in.
- Once you are accepted, be sure to meet the deadline for payment. Get a cheque from the Team Treasurer and mail it out.
- Contact your Team Manager about a Travel Permit for the tournament

## Hotels

If the tournament requires staying overnight, you will need to book a hotel.

Consider:

- Hotel location
- Price (ask what their group rates are)
- Hotel Amenities (a common room for team gatherings, restaurant, pool etc.)
- Hotel user reviews

Once you have chosen the hotel, block off enough rooms for the team. Let the team know the hotel details and the deadline to book rooms.

## Tournament Details

- The host Association for the tournament will be contacting you with tournament details (schedule, arena location etc.). Pass this information along to the rest of the team.

# Safety Parent

Accidents can and do happen anywhere, anytime, to anyone. This is especially true in sports which involve physical contact, like hockey. Whenever physical contact is involved, there is always the potential for serious injuries. When serious injuries occur, they can inflict tremendous hardship on injured parties and their families, often for a lifetime. In addition, serious injuries also involve the threat of lawsuits where people and organizations are sued for negligence.

## Emergency Action Plan (EAP)

To be prepared in the event of serious injuries, every team must establish an Emergency Action Plan (EAP). The EAP requires the appointment of three individuals to specific roles, which they would assume in the event of a medical emergency. The EAP should be rehearsed throughout the season:

### Charge Person

- The most qualified person available with training in emergency control, first aid or the Hockey Canada Safety Program
- Familiarizes themselves with arena emergency equipment
- Takes control of an emergency situation until a medical authority arrives
- Assesses severity of an injury

### Call Person

- Makes call for emergency assistance
- Knows location of emergency telephones in every facility
- Knows list of emergency telephone numbers
- Knows best directions to arena
- Knows best route in and out of arena for ambulance crew
- Communicate with the Charge Person and Control Person

### Control Person

- Controls crowd and other players and keeps them away from Charge Person and injured player
- Ensures proper room to work for Charge Person and ambulance crew
- Discusses Emergency Action Plan with arena staff, officials, opponents
- Ensures that the route for the ambulance crew is clear and available
- Seeks highly trained medical personnel (i.e. MD, Nurse) if requested by Person In Charge

## Medical Forms

Medical forms / information is now kept in TeamSnap – and each manager should have access to that.

## Hockey Canada Injury Reports

Hockey Canada requires injury reports to be filled out for all injuries. Submitting a completed form to Hockey Alberta within 90 days of the injury will make the player or team official eligible for some insurance coverage for certain limited

medical/dental and disability claims. When an injury occurs, provide the player's parents with an Injury Report. Once completed, the parents can return the Injury Report to the Safety Parent. The Safety Parent will then give the Injury Report to CMHA Safety Lead.

For further information contact the CMHA Safety Lead.

# Fundraising and 50/50 Coordinator

## Fundraising

- The parent group should have discussed how much fundraising they want to do at the first parent meeting.
- CMHA may have fundraising opportunities for teams. These include a bottle drive, or selling various coupons/vouchers. Contact the CMHA Marketing and Fundraising Coordinator at [cmhafundraiser@gmail.com](mailto:cmhafundraiser@gmail.com) for details.
- If most parents want to do more fundraising, you can seek out other fundraising opportunities. Check with the CMHA Marketing and Fundraising Coordinator for approval of these fundraising activities.

## 50/50

- For all home games your team will run a 50/50 draw.
- When running 50/50 raffles at games, teams must use the format provided by the CMHA. CMHA will provide teams with a form that needs to be filled out for each 50/50 raffle (this is so that the CMHA is compliant with AGLC rules). This form, approved by the AGLC, will contain the following information: CMHA gaming license number, date of sales, winners name, earnings from sales, signature of winner and signature of seller.
- At the games make sure the parent scheduled to sell 50/50 has the necessary supplies.
- Once selling is complete, give the Team's half of the sales to the Team Treasurer.

## **Social Events/ Thank You Coordinator**

If the team is traveling to a destination that will require meals, the Social Events Coordinator will need to book space in advance so that restaurants will be prepared to accommodate a large group. Team celebrations, planned or impromptu, are a great way to increase team spirit. The Social Events Coordinator's role is to ensure that all team members are included in the event and that the team continues to act in a respectful and sportsman-like manner as long as they are representing the team in public. As well, if team funds have been committed to the event, the Team Manager or Treasurer will need to make any necessary payments. Other off-ice events for team building include Holiday parties, pizza parties, movies, bowling, gym training, swimming, etc.

**Year End Wrap-Up Party.** A year end wrap-up party is a great way to thank all the parent volunteers and coaching staff for their dedication and assistance throughout the year.

Discuss any possible team social events with the coach before making arrangements.

### **Thank you cards**

The team may want to consider creating or purchasing a thank you card / gift for:

- Those volunteers that went above and beyond to help the team.
- Coaches
- Sponsors

## **CAHL Data Entry Volunteer**

CAHL requires accurate stats within 48 hours of each game. Contact the CMHA CAHL Director for details.