

## MANAGER RESPONSIBILITIES

Prior to season starting you will receive a team list from the registrar. It is your responsibility to contact your parents and notify them of upcoming practice schedule and times. The registrar will communicate with you frequently via email throughout the season, please be mindful of deadlines and respond promptly.

Need to attend CMHA coaches and managers meeting prior to the season

### PRACTICE TIMES

Typically Tuesday/Thursday 4:05 p.m. – 9:25 p.m.

Subject to change each year. Each teams times will be decided yearly based on registration numbers in each division.

### TIERING ROUND – Mid October to early November

Typically start the second weekend in October. You will be assigned a governor who will contact you via email and let you know the teams in your Tiering rounds. You can also find tiering information as well as league information on [www.cahlhockey.net](http://www.cahlhockey.net). If the teams you are scheduled to play are not evenly matched your governor will schedule a cross over game.

TIERING BREAK -- weekend off between tiering and regular season

REGULAR SEASON – Mid November to Mid-February

CHRISTMAS BREAK – Inclusive of Christmas and New Years

PLAYOFFS – Mid February to late March

\*Exact dates can be found on CAHL website in the spring\*

### PARENT MEETING

Organize a parent meeting early on within the first 2 weeks to introduce Coaches and Manager and discuss the upcoming season. These are some of the things to include:

- Welcome to a New Season -- Brief overview and expectations
- If there are any issues please talk to one of the Coaches or manager. We encourage the 24 hour cool down. The proper lines of communication are Team Manager/Coach, then Director, then Governor
- Practices - Please be dressed and ready to go by start time.
- When games do start we would like to have the kids dress in a presentable fashion. Means nice pants and dress shirt/ polo shirt. We will have thunder attire at Photos
- Please be at Games 45 minutes prior to start of game. If you are not going to be there please call one of coaches or manager... same goes for practices.

- Parents are expected to be out of the change room at least 10 min prior to the start of a game and are not allowed back into the change room until the coach opens the door following the games. This allows the team to bond and coaches to have time to talk with kids
- Volunteer jobs – snacks, jerseys, fundraising, score clock, penalty box, tournamants ect
- Tournament hosting
- Respect in Sports -- Has everyone completed this? Every parent must complete this. It can be found on hockey Canada and costs \$12
- Coaches Gifts

### **TEAM LIST**

“A final” team list with jersey #'s is to be e-mailed to the Registrar. ABSOLUTELY NO changes are to be made to this list after it is sent to the Registrar unless you have approval from the Registrar!! This needs to include coaches. Make sure you have enough coaches on roster in case something was to happen to one of them and they could no longer coach.

### **LABELS**

Labels need to be made for the game sheets. You are required to have 3 labels per game. Template can be found at [http://cahlhockey.net/page.php?page\\_id=63472](http://cahlhockey.net/page.php?page_id=63472) further information below on format of labels.

**INTRO TO HOCKEY** (Please follow hockey Alberta policies for games and practices)

**LEAGUE GAMES** (see current CAHL and Hockey Alberta policies each year)

### **GAME SHEET REQUIRMENTS**

1. The manager of the Home Team must ensure that some appointed person is responsible for entering the game sheet results into the Goal line Scoring Application within 24 hours of game being played. This person is usually called the Data Entry Person (DEP). You will receive a login and username from the league administrator. Manager must fax or scan all game sheets and Official Game Reports to the Governor within 24hours. The Manager keeps original game sheets until mailing. Write Ups must be faxed immediately to Governor for ruling.
2. All original game sheets and Official Game Reports must be mailed to the Governor within 2 business days.
3. All players must be listed on the Game Sheet. The goalies should be listed first followed by the players in ALPHABETICAL ORDER (last name first).
4. Always mark your Captain and Assistants (“C” or “A”).
5. Ensure all suspended players of Coaches are marked “SUSP” clearly in the Game Sheet.
6. All affiliated players must meet Hockey Alberta (HA) and CAHL regulations. (SEE AFFILIATION RULES IN HOCKEY ALBERTA AND CAHL RULES/REGS) They must be marked “AP” on the Game Sheet.
7. All players must have the correct Jersey # on the Game Sheet.
8. If a player is absent, the name is to be crossed out with a single line and “ABS” written beside.

9. If a player is injured, the name is to be crossed out with a single line and "INJ" written beside.
10. For more than one goalie, mark "START" beside your starting goalie and "ALT" for the backup.
11. If you have an approved overage player they must be marked "OA" on the Game Sheet.
12. Ensure all information on the Game Sheet is legible. Failure to do so will result in a \$50 (Fifty Dollar) fine to your association.
13. All Game Sheets must have a START and END time and you must ensure that the time the clock was dropped is noted (for Drop Clock Communities).
14. Ensure that the on ice Officials clearly prints their name and # on Game Sheet.
15. If a goalie changes throughout game, ensure start time and end time are recorded for each goaltender that played.
16. All highlighted areas of game sheet MUST be filled out or association will incur fines.

The Governor will give one warning to any teams failing to properly fill out a Game Sheet. After such warning the Governor in Chief will be advised and shall deal with the team in question.

\*\*Managers, please ensure that the Timekeeper and Scorekeeper are fully aware of their responsibilities. Pursuant to HA regulations anyone in the Timekeepers box understands that they are considered Off Ice Officials. They are to remain unbiased while performing their duties. They should not converse with players in the penalty box except to get information (jersey # for example). They should never make contact with opposing team players on the ice or coaches on the benches.

Manager must have a copy of the official roster at each game

### **HOME GAME REQUIREMENTS**

Book refs through ref coordinator.

Delegate volunteer positions.

Label scoresheets with stickers and game number, have coaches sign prior to start of game.

Ensure away team gets copy of game sheet after the game.

Open and close scoreboard (get out ipad and microphone, turn on airhorn, heat and power to scoreboard).

### **GAME RESCHEDULING PROCEDURE**

The Manager shall contact opposing team Manager. The appropriate Game Change Request form shall be filled out and submitted to the Governor. These forms can be printed off the CAHL Website. The Governor will either approve or not approve the change and notify the team Managers within 24 hours. DO NOT assume a game is approved until governor has sent official notice and is changed on website.

Verify through a phone call to confirm. Email confirmation is ideal to have in print. Team rebooking is responsible to find and book their own replacement ice.

### **COMPLAINTS PROCEDURE**

In the event of a complaint the governor shall inform the manager to follow the proper flow of communication:

Parent/Player to Manager/Coach to Association Director then to CAHL Governor to CAHL President or CAHL Executive Member

*Reminder:* The 24-hour “cool down” period *MUST* be used before submitting and/or responding to a complaint. The Governor or CAHL will not accept a complaint unless it is in writing processed through your designated association representative of the CAHL.

### **SUSPENDED PLAYER OR COACH**

1. Should one of your players or coaches receive a major penalty and you are unable to contact a Hockey Alberta/CAHL representative to receive a ruling on the infraction, **DON'T LET THE PLAYER OR COACH PLAY OR BE INVOLVED IN ANY FURTHER GAMES!** It is the team responsibility to ensure ineligible players are not playing. Playing an ineligible player could lead to forfeiting games and indefinite suspensions for Coaches, Managers and Players.
2. Should one of your players or coaches receive a major penalty resulting in a suspension, that player or coach shall not be permitted to be involved in any game activity until the suspension, as handed down, has been served in its entirety. Ensure “SUSP” is noted on the Game Sheet, this provides documentation that the suspension was served.
3. Any suspended Player or Coach is not permitted to go into the dressing room or go within 50 feet of the player's bench.

### **ALLOCATED ICE TIME FOR PLAYOFFS**

No drop clock is allowed for playoff games in any Division. All associations must schedule adequate time to allow three 20 minute stop time periods and enough time for overtime for all playoff games.

### **Sanction Numbers and Travel Permits**

Manager must contact association Registrar to receive a sanction number and/or travel permit to host or play exhibition games or tournaments outside of our zone. All League play is covered. E-mail with all the information at least one week prior to when you need the permit – level (Novice, Atom, Pee wee...) where, when, Sanction # if tournament, Zone. Registrar will get a permit # for you. **DO NOT** wait till the last minute!! No Travel Permit is needed if you are playing league games, Provincial play down games or going to Provincials. Once game has been played game sheet needs to be scanned and sent to [minordisc5@hockeyalberta.ca](mailto:minordisc5@hockeyalberta.ca) within 24 hours.

## **PICTURES**

Team pictures usually occur the first week in November. Picture times will be posted once treasurer receives confirmation. Teams must be dressed in full equipment and Blue Jerseys. Teams MUST be on time the photographer will not wait. Treasurer will hand out team picture forms a couple weeks prior to pictures. Parents need to fill them in and bring them back the night of Pictures. Each player receives a 5X7 individual and a Team Picture for free.

## **FUNDRAISING**

Each team is required to complete fundraising to cover costs of ref fees and additional association expenses. Each team is required to submit their raised funds to the treasure by Nov 15 of the season. Initiation/Novice must raise \$500, Atom/Peewee \$750, Bantam/Midget \$1000. Any monies raised in excess of this amount is for the team to use at their discretion ie coach gifts, tournaments, team parties. Teams can choose to raise money however they see fit: cash calls, raffles, bottle drive, grants, 50/50 sales. Should the team decide to do raffles or 50/50 they must adhere to AGLC rules.

## **ANNUAL GENERAL MEETING -- AGM**

Mangers should encourage parents to attend AGM usually held in April. Winners of the raffle tickets are drawn at this time.

## **EQUIPMENT LOCKERS**

Each team has a locker designated to their team. Jerseys and water bottles and goalie equipment are kept in lockers. The door is coded and code will be given to the team staff at the beginning of the season. Please restrict the number of people you share this code with in an effort to protect the property of CMHA.

## **MUSIC**

Music played during the games needs to be clean and contain no profanity and be appropriate for everyone. An Ipad is available for teams to use during games.

## **BULLETIN BOARD**

There is a bulletin board inside the arena and each team has an area that they can use to post schedules and upcoming events.

## **TOURNAMENTS**

Claresholm Minor Hockey typically hosts 3 tournaments throughout the hockey season. Initiation (Pre-Novice) holds one yearly and the other two tournaments alternate between the Novice, Atom, Peewee, Bantam and Midget teams. Your team will be informed of your tournament date at the beginning of the season, a parent meeting should be held to select a person to organize the tournament. Reach out to past managers or board members for tips on running tournaments. Sample templates can be found on the website.

The following steps will help in organizing your tournament:

- 1) A person (possibly the team manager) will contact other teams you want to invite to the tournament and collect the tournament fee. Please create an application form to send to interested teams, consider using your personal mailbox to have checks sent to in order to keep track of who has paid. This same person can work with the coaches to put together the game times, and tournament rules and regulations. Create a volunteer schedule to align with the games. \*Talk to the rink attendant advising them of the schedule, and contact the Referee Coordinator to have him schedule referees.
- 2) A program is put together which lists each team and its players, the game schedule, the rules and regulations for the tournament, a list of sponsors. You can also include fun poems, phrases for the younger teams, and list of events for the upcoming days.
- 3) Select at least 2 people to purchase items for the raffle table. Minor Hockey gives each team a budget to run the tournament. This money can be used to buy raffle items, gifts, trophies etc. Fundraising is done each year by the board so we ask that the individual teams do not solicit businesses to raise funds or received donations for the tournament. You can accept donations from a parent's business towards their child's tournament. As long as this donation is not solicited and is offered it can be accepted. These donations can be used where ever required, on the raffle table, to buy trophies, gifts for the kids or even lunch for the teams.
- 4) 50/50 will need to be discussed, whether it is done during each game selling tickets, or a progressive 50/50. It is common to sell tickets during the game and also have progressive available at the raffle table. Ensure proper AGLC regulations for 50/50 and raffles are adhered to.
- 5) For the younger teams you will want to supply a lunch, one example is: hot dogs & slushie, this can be done by giving out free lunch tickets to each team player. Discuss options with concession manager. The initiation teams are usually younger families; we have used the upstairs for coloring, and movies which gives the younger siblings some activity. Check with the rink attendant to see if the upstairs is available prior to making these plans. You will also need a parent upstairs at all times to supervise.
- 6) If ordering trophies Godley's Jewelry has a good selection and price.
- 7) Goodie bags for each player can include snacks, toys, coupons ect.
- 8) Coach package should include information teams will need about the tournament, activities going on in town ie swimming.
- 9) Popcorn machine is available, talk to concession director.
- 10) The raffle table can be set up in the front foyer under the TV. Posters, banners, thank you to sponsors can be posted in the foyer and in the rink. What you create is only limited by your imagination. Candy guess and loonie sticks are often a part of the raffle table.

\*Create a sign up sheet to have all team parents contribute to jobs within the tournament.