

# Managers Orientation Meeting 2016-2017





# Introductions

- Stacey Carefoot
- Cindy Kunitz
- Michelle Anhorn
- Jodi Phillips
- Board Members

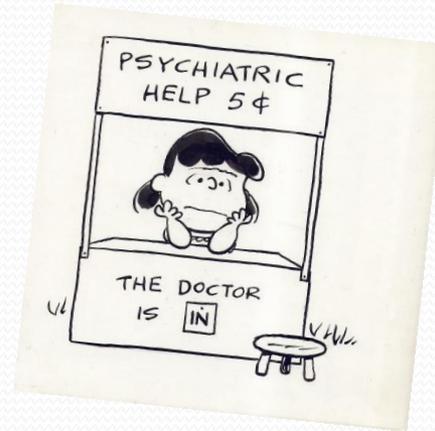
# Agenda

- Introductions
- Managers – Importance of the role
- Communication Guidelines
- Best Practices
- Apparel
- Fundraising
- Use of AMHA Logo
- Tools and Resources
- Website
- General Q & A

# Managers – Importance of the Role

You play many roles and they are all important:

- Organizer
- Communicator
- Collaborator
- Peacemaker
- You ~~may be~~ ARE the glue that holds a team together!



# Welcome to the Managers Tab

The screenshot displays the website's navigation menu with the 'MANAGERS' tab selected. The menu items are as follows:

- ADMIN LOGIN
- AMHA
- INFORMATION
- REGISTRATION
- COACHES
- MANAGERS**
  - MANAGERS
  - GETTING STARTED
  - VOLUNTEER DEPOSIT
  - HEALTH CARE FORMS
  - INJURY REPORT FORMS
  - TOURNAMENTS
  - SPECIAL EVENT INFO
- RESPECT
- VOLUNTEER PROGRAM
- LOCAL DEVELOPMENT PARTNERS

Additional menu items include: OUTSIDE ICE, REFEREE INFO, APPROVED BUS LINES, FUND RAISING, SUSPENSIONS, JERSEY INFO, AFFILIATION INFO, REQUEST A TRAVEL PERMIT, HOME EXHIBITION GAME PERMIT REQUEST, USE OF GAMING PROCEEDS, REPORT A SUSPENSION, and HOCKEY AB ZONE MAP.

The website header features the 'AIRDRIE MINOR HOCKEY' logo and a secondary navigation bar with categories: FEMALE, NOVICE TRAVEL, ATOM TRAVEL, PEEWEE TRAVEL, BANTAM TRAVEL, MIDGET TRAVEL, NOVICE CITY, PEE WEE CITY, BANTAM CITY, MIDGET CITY, SR. TIMBITS, ELITE (AA) TEAMS, and ATOM CITY.

The main content area features a promotional banner for a parent session. The banner includes the text 'CHANGING THE GAME' in large red letters, a title 'Sunday October 16th-Changing the Game Project- Parent Session with John O'Sullivan', a subtitle 'As a parent/guardian of an Athlete registered in Airdrie Minor Hockey you are asked to attend this event', and a 'Read More' button.

- Dashboard
- Settings
- Content
- Forms
- Divisions
- Teams
- League Games
- Non League Games
- Ice Rentals
- Imports
- Products
- Tournaments
- HCR Files
- AP Report

### News Articles

Title

Date

News articles are displayed by newest (or future) date first. You can hide the date of the article by choosing the option below.

When uploading new images, we suggest placing them in the **Images -> News** directory.

Feature Image

Pick an Image

The image is not required if the news article is not a featured item. If it is a featured item and you do not upload a file, the system will use a random default image. You can upload your own images or use the default images we've provided you. To find the default news images:

- Click on the "Pick File" button
- Under *File Systems* in the left window pane, click on *Images*
- Click the *News* folder
- Choose an image, the default news images are named "AssocNews1", "AssocNews2", etc.

Featured Article

A featured article will appear in the image carousel on your home page.

Important

This will change the Article Icon colour on you home page.

Hide Date

This will hide the article date on the website.

Achived

An archived news article will not appear on your website.

Send Email on Submit



[View More News >>](#)

 **Airdrie Minor Hockey**  
 Liked 388 likes

 **Airdrie Minor Hockey**  
 22 hrs

AMHA managers please don't forget about the Manager's Meeting TOMORROW NIGHT. Overtime Lounge. 6:30PM. Lots of info and your team will each get a nice little present from Canadian Brewhouse! See you there!

4 Comment Share

 **Airdrie Minor Hockey**  
 October 3 at 11:42am

AMHA families Save the date and Sign Up today  
<http://www.signupgenius.com/go/10c0f4baea62caaf58-changing>

Changing the Game Project P

Sport ...

[read more >>](#)

[View More Events >>](#)

Tweets by @ferdaAMHA

 Airdrie Minor Hockey Retweeted

 **Airdrie Midget AA** @AA\_Lightning  
 Next game Wednesday, 6:15 @ Max Bell against the CBHA Rangers #Lightning

 Airdrie Minor Hockey Retweeted

 **Airdrie Midget AA** @AA\_Lightning  
 Another win! The boys pull off a 4-0 shutout win for Hartz, the first of the year! The boys are officially on a 3 game win streak! ⚡ #Streak



Embed View on Twitter

### RAMP Family Account

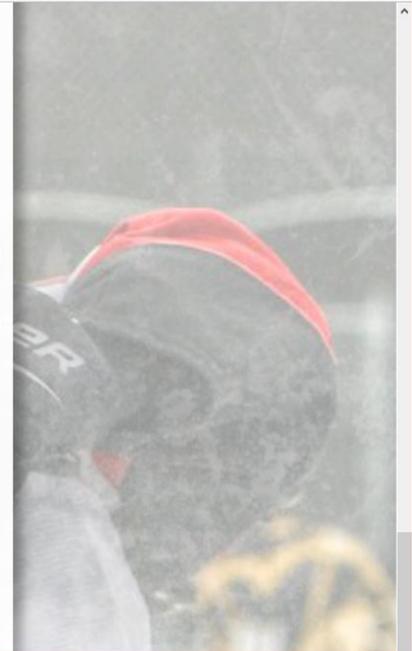
Email

Password

[Create an Account](#)

[Forgot your Password](#)

[Login](#)



### Airdrie Minor Hockey Association

Airdrie Minor Hockey

### Contact Us

 200 Eastlake Cres

 403 912 2680

 [airdrie hockey@telus.net](mailto:airdrie hockey@telus.net)

Download Calendar

< > today

# October 2016

month week day list

| Sun            | Mon           | Tue                              | Wed                              | Thu            | Fri           | Sat  |
|----------------|---------------|----------------------------------|----------------------------------|----------------|---------------|--|
| 25             | 26            | 27                               | 28                               | 29             | 30            | 1 ^  |
| 2              | 3             | 4                                | 5                                | 6              | 7             | 8  |
|                |               | 6:45p Novice T                   | 8:15p Bantam T                   | 4:30p Novice T |               | 10:30a Novice T                                    |
| 9              | 10            | 11                               | 12                               | 13             | 14            | 15   |
| 2:30p Bantam T | 8p Bantam Tra | 5:30p Novice T<br>6:45p Novice T | 6:15p Bantam T<br>7:15p Bantam T | 4:30p Novice T | 6p Claresholm | 8:30a Novice T<br>9:15a Bantam T<br>3:45p Bantam T |
| 16             | 17            | 18                               | 19                               | 20             | 21            | 22   |
| 2:30p Bassano  | 8p Bantam Tra | 6:45p Novice T                   | 8:15p Bantam T                   | 4:30p Novice T | 6p Canmore @  | 10:30a Didsbur<br>7:45p Rockyfor                   |
| 23             | 24            | 25                               | 26                               | 27             | 28            | 29   |
| 5:45p Canmore  | 8p Bantam Tra | 6:45p Novice T                   | 8:15p Bantam T                   | 4:30p Novice T |               |  |
| 30             | 31            | 1                                | 2                                | 3              | 4             | 5  |
|                | 8p Bantam Tra | 6:45p Novice T                   | 8:15p Bantam T                   | 4:30p Novice T |               |  |

# Communications Guidelines

- 24 hour cool off period
- Use email or RAMP News for general announcements and to keep in touch with the team
- Use phone calls for sensitive issues
- Ask for support when drafting any communications on behalf of AMHA to external parties

# Best Practices

- Plan team building activities early in the season
- Look for additional activities that give back to the community
- Get every family involved in volunteering and contributing

# Volunteer Deposits and the Role of The Manager

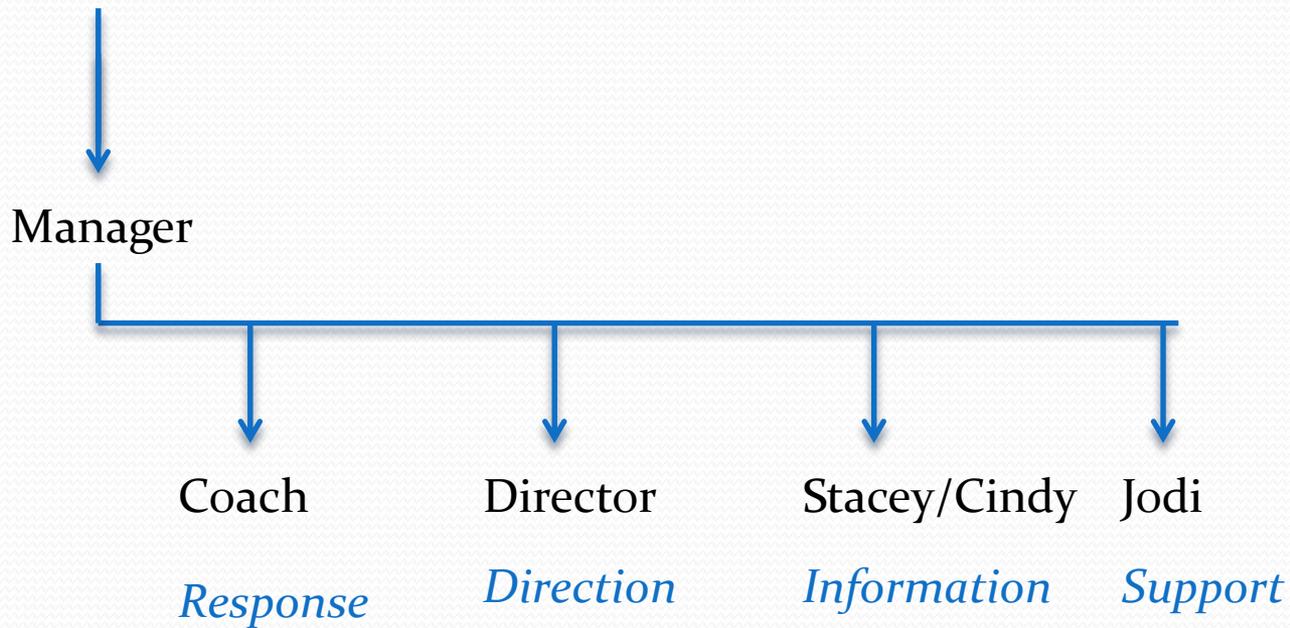
- Collect Cheques from each family's oldest or only
- DO NOT collect cheques from Manager/ Head Coach and those who have completed their service thru evaluations
- Thru the season keep a spreadsheet of who has contributed when and how
- Mid season report to the office
- End of season had in cheques of those who did not contribute their time to your team.

# Best Practices - communication

- More communication is generally better than less. Keep everyone informed.
- Encourage communication from parents- positive and constructive.
- Seek solutions from others on ways to solve challenging issues.
- When receiving difficult communication, consider the position of the other person - helps to keep an open mind and set a good example for the team.
- Stop gossip and rumours early

# Dealing with parent concerns

Parent Concern



# Response Time

- Always do your best to respond within 24 hours of a request.
- Encourage your parents to do the same.

# Apparel Guidelines

Approved Apparel

Vs

non- Approved Apparel

The purpose of the apparel program is three fold

1. Unity within the Association
2. Financial benefits for parents and teams
3. Recognition and respect

# Use of AMHA Logo

- Refer to Web site for specifications
- AMHA Logo is a branded logo belonging to the AMHA Association and must be used in accordance with the guideline and rules set out on the web site
- For anything other than items that appear on the approved apparel list, contact Stacey before proceeding

## New AMHA Apparel for 2016/2017 Season

© Sep. 01 - 2016

[f Share](#) [t Tweet](#)

### New for 2016/2017 Season

Game Day Hoodie and Shoot Out Track Suit



The AMHA logo will be made available upon request to any members or supplier for use on approved apparel and other team items (ie. bags, hats, water bottles, practice jerseys etc.)

Use of the AMHA logo for anything else without expressed written consent by Airdrie Minor Hockey is **STRICTLY FORBIDDEN**.

Teams who deviate from these apparel regulations will not be issued travel permits and will face further sanctions including coach suspensions and team disbandment.

AMHA City Teams must follow these regulations in accordance with the rest of AMHA. Teams are not authorized to order their own style/colour/choice of apparel with the exception of one T-Shirt of their choice to show their team autonomy and pride within their city league. Our city league players are expected to wear AMHA track suits, hoodies and other apparel as outlined in this document.

**EMBROIDERY GUIDELINES**

One Stop Shopping for AMHA Team Apparel and Accessories

In-house Embroidery & Screening

Specializing in all AMHA Approved Apparel

www.times2promo.com  
Call today! 403-272-2061

**TIMES TWO PROMOTIONS LTD.**

### Upcoming Events



Oct. 13, 2016 06:30 PM to 08:30 PM

**Manager's Meeting**  
Overtime Lounge  
Calling all team manager's please attend this important information session.

[read more >](#)



Oct. 16, 2016

**Association Wide Guest Speaker John O'Sullivan**  
Bert Church Theatre  
All AMHA parents and guardians will be asked to attend one of two sessions being given by renowned guest speaker and author John ...

[read more >](#)



# Approved Apparel

- Finding a vendor and why don't we have one vendor for everything?
- Check the AMHA website for updates and details.
- Sponsorship on Apparel. Teams other than AA can not sell Jersey Sponsorship BUT are welcome to have their team sponsor logo or info placed on the back of their AMHA jackets etc.
- Show and tell set up in the lobby

# Jerseys

- Under NO circumstance is a team to use “custom” jerseys for ANY games (exhibition, away, tournament etc)
- Why?
- Sponsorship agreements
- Financial implications use sponsor money where it will help alleviate the “actual” cost of hockey not the “perceived” costs of playing.
- Team equipment managers (no jerseys should be going home with players)

# Cost Control for your Team

- As manager's your are also instrumental in the team budget.
- Ensure your bank accounts are two to sign
- Ensure your team is not over soliciting the community
- Ensure your team has a “plan” for the remaining funds

Cash call-be mindful-approachable-respectful

# Fundraising

- Make a budget and fundraise/cash call towards it
- Do NOT collect money and then figure out how to spend it
- FOLLOW ALL AGLC RULES AND REGULATIONS

# Actual Costs

- Additional Ice
- Ref Fees
- Tournaments
- Transportation
- Team Equipment

# EXTRAS

- Rooms
- Bags
- Excess  
Tournaments
- Excess Hotels
- Practice Jerseys
- Dry Land
- Team Meals
- Team Party
- Parent Party
- Excess Apparel
- Player “Gifts”

# Cash Calls vs Fundraising

- Remember as a rule your team has a silent majority who will follow those they think know best, or those they think will judge them for not wanting to follow the pack.

# Airdrie Day at the Hitmen Game

Tickets \$15

Your team keeps  
\$5/ticket

The team builder  
that pays you  
back!!!

Friday December 30<sup>th</sup>  
7PM



# AGLC RULES FOR SPENDING FUNDS

- Please refer to hand out and manager's tab

# Fair Play Policy –Second Season

- AMHA identified a need to inspire and support coaches to continue to develop all players' strengths and weaknesses rather than focusing on developing strong players and forsaking those deemed to be weaker.
- AMHA follows the Hockey Canada Development Model as well as endorses the Hockey Canada Fair Play Code for Players and Coaches. Line three of the Hockey Canada Fair Play Code for Coaches states: "I will ensure that all players get equal instruction, support **and playing time.**"
- AMHA believes that development comes from experiencing all situations.
- AMHA is dedicated to creating an environment that has a strong focus on the player and what they are taking away from the game at any given time. If the player's experiences are negative, they are less likely to continue on in the sport and will be more likely to seek other recreational activities.
- AMHA values player development over game results.

# How Manager's can be stewards of the Fair Play Policy

- Communicate with your team
- Support the association
- Provide feedback in a positive manner
- Direct individuals to the right sources of information
- Read the Fair Play document and be informed

# What else.....

- Your role is imperative to the success of your team
- Communication is the key to success
- Use the web site for information and communication and keep it up to date
- There is a team of people here to help you
- Have fun, enjoy the season, and remember to keep the kids first

# Tournaments

- Benefits
  - -team building
  - -competition
  - -excitement
  - -travel
  - Development
- Down Side
  - Financial (team)
  - Financial (family)
  - -rescheduling (office and manger)
  - -travel

CITY LEAGUE TEAMS-NO TOURNAMENTS  
DURING PLAYOFFS  
Aprox Playoff dates February 24<sup>th</sup>-March 12th

# Tools and Resources

- **Website resources for Managers**
- **RAMP and RAMP book**
  - eliminates the need for Team Snap
  - All players contact information is already on the web site
  - Schedule is now interactive with all of AMHA ensuring consistency and ease for all parents with more than 1 child in AMHA

# Permits and When do I need One

- Travel Permits
- Home Exhibition Game Permits

The screenshot shows the AMHA website interface. At the top, there is an 'ADMIN LOGIN' button and social media icons for Facebook, Twitter, and Instagram. Below this is a main navigation bar with links for AMHA, INFORMATION, REGISTRATION, COACHES, MANAGERS, RESPECT, VOLUNTEER PROGRAM, and LOCAL DEVELOPMENT PARTNERS. A secondary menu lists various resources such as 'REQUEST A TRAVEL PERMIT', 'HOME EXHIBITION GAME PERMIT REQUEST', 'USE OF GAMING PROCEEDS', 'REPORT A SUSPENSION', and 'HOCKEY AB ZONE MAP'. The website features a red and white striped banner with the text 'AIRDRIE MINOR HOCKEY'. Below the banner is a navigation bar for different age groups: FEMALE, NOVICE TRAVEL, ATOM TRAVEL, PEEWEE TRAVEL, BANTAM TRAVEL, MIDGET TRAVEL, NOVICE CITY, PEE WEE CITY, BANTAM CITY, MIDGET CITY, SR. TIMBITS, ELITE (AA) TEAMS, and ATOM CITY. The main content area includes a featured article titled 'New AMHA Apparel for 2016/2017 Season' dated Sep. 01 - 2016, with social sharing options. The article describes 'Game Day Hoodie and Shoot Out Track Suit' and shows images of a black hoodie, a black jacket, and black track pants. To the right of the article is a purple advertisement for 'Hockey and individual dry land training' by GENESIS place, with contact information: 403.948.8804 ext. 5518. Below the article is a section for 'Upcoming Events' featuring a calendar icon and details for an event on Oct. 13, 2016, from 06:30 PM to 08:30 PM, titled 'Manager's Meeting Overtime Lounge', with a note to call all team managers to attend for important information.



# Home Tournaments

- Michelle Anhorn

# Home tournaments this season..

- Novice City Tournament-November 18-20
- Novice/Atom Travel Tournament-Dec 16-18
- Sr. Timbits & Atom City Tournament Jan 20-22
- Pee Wee Tournament ALL LEVELS Feb 3-5

# How it works...

- All AMHA teams are automatically entered into the home tournament.
- 
- Airdrie Team managers are responsible for inviting teams of a comparable skill level. **NOVICE CITY TEAMS DO NOT HAVE TO INVITE TEAMS AS WE ARE WORKING WITH A TIME CONSTRAINT**
- 
- Travel teams will invite 3 teams each
- 
- Girls also require 3 invited teams and city teams must each invite one team.
- 
- You may use this tournament for reciprocals but we must have your finalized invites by November 10 for travel,
- 
- December 10, for city and Dec15th for girls.
- 
- If you fail to provide your invites on time your director will have to assign teams for your division.
- 
- Once you have accepted a team please forward their completed application with roster to Michelle.
- 
- Michelle will personally confirm each teams place in our tournament via email and collect their fees.

# Invites

- Please ensure that only one person on your team is responsible for handling invites, and email Michelle to let me know who it is. Cost for the away team is \$1100.
- 
- Our games will be 1 hour 15 mins in length. I have a lot of applications on file if you are having trouble finding a team(s).
-

# Home team entry costs

- Your teams' cost for the tournament will be \$550. Cheques are to be made out to Airdrie Minor Hockey Tournaments and **they are due to the tournament committee no later than Nov 10<sup>th</sup> 2016**. Please place cheques in Michelle's folder in the AMHA filing cabinet.

# Tournament Volunteers

- Every AMHA team is required to have one person from their team help out on the tournament committee. This person is expected to come to meetings, including set-up immediately prior to the tournament. Additional people are required to work in the boardroom on the tournament weekend (this will not be during your team's games).

## Weekend Tournament Parent Volunteers

- 
- Every AMHA teams are required to have parent volunteers
- (Excluding your committee volunteers)
- Time keeper - 2 parents required for all your child's games
- AMHA Travel/ Girls- 2 parents required for all the games within your tier level
- Responsibilities are - Keep score and run the time clock at the games
- 50 /50 - 2 parents required for all your child's games
- AMH Travel/ Girls - 2 parents required for all the games within your tier level
- Responsibilities are - Selling 50 / 50 squares and delivering the winnings
- Raffle Table - 2 parents, 2 timeslots per team
- Responsibilities are - Selling raffle tickets at the raffle tables



- 5) Raffle Baskets

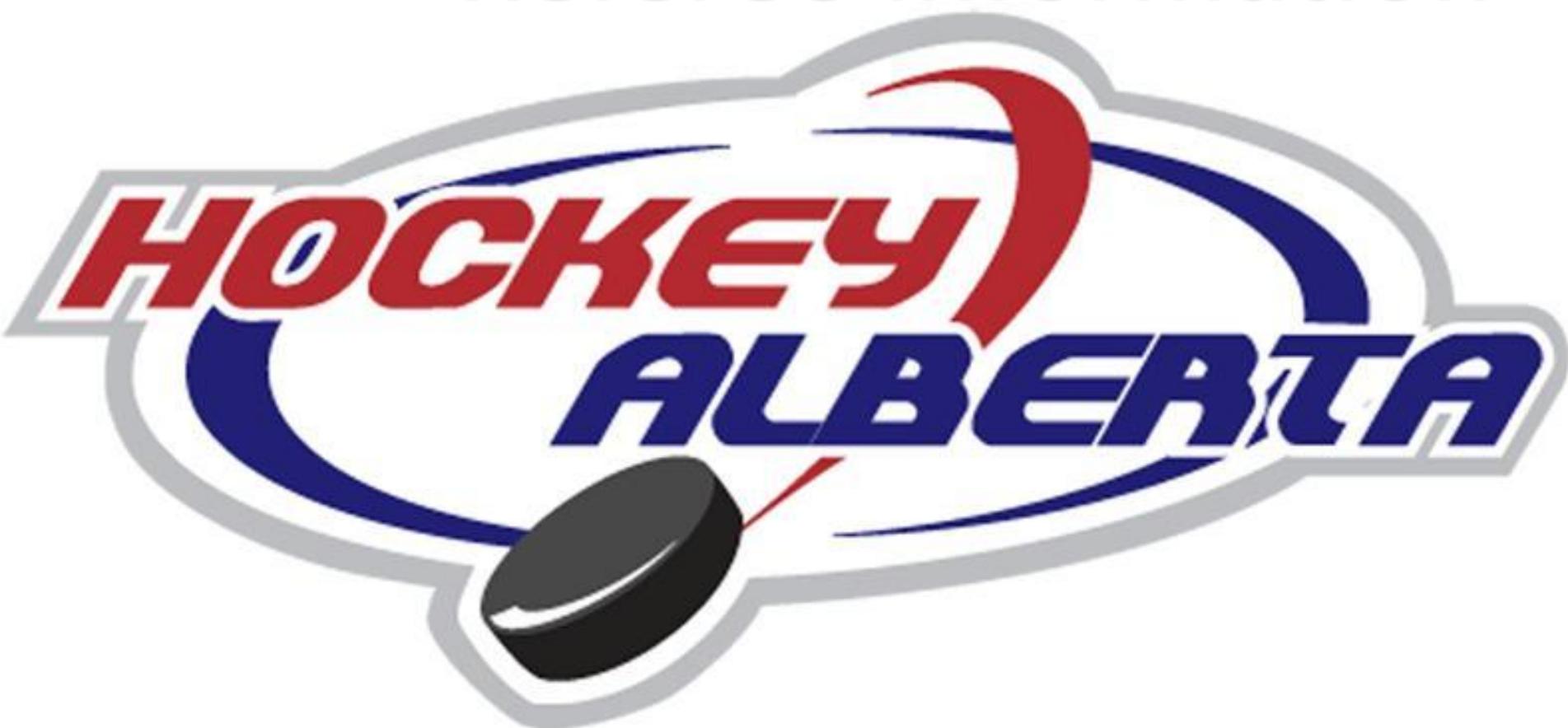


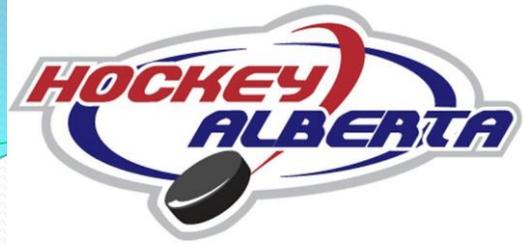
- All AMHA Atom teams are required to put together a themed raffle basket for the tournament with a minimum of a \$100 value. **All themes must to be sent into Joanne and Tina for approval this needs to be done before any baskets are to be purchased.** Their email address is [airdrieraffle@gamil.com](mailto:airdrieraffle@gamil.com). Your committee representatives should be in charge of this.

# Q & A

Please ask for clarification on anything  
you feel we missed

# Referee Information





# General Information

- Mutual Respect
  - Coaches, team officials, players, parents and time keepers must treat referees respectfully.
- Referee Rooms
  - Coaches, team officials, players, parents and fans are not to enter the referee room.
  - Coaches and players are asked not to use the referee rooms for changing.



# Scheduling Referees

- Exhibition and Playoffs
  - Contact Rodney Reisner
  - Provide date, location and level. Ask for confirmation
  - Request referees as soon as the game is confirmed
  - Referee requests received less than 3 days prior to the game are subject to last minute assigning fees
  - Games with referees assigned are posted to [www.airdrierrefs.com](http://www.airdrierrefs.com) under **SCHEDULE**
  - It is the responsibility of each team to check the site to ensure their game is listed on the website.



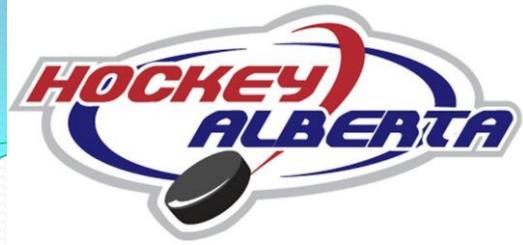
# Assigning Fees

- All fees follow Hockey Alberta policies
- Assigning Fee
  - AMHA will be covering every team's assigning fee
  - Covers assigning for all regular season, exhibition and playoff games. Excludes tournaments.
- Last Minute Assigning Fees
  - Requests received
    - Less than 72 hours from game time are subject to a \$10 fee
    - Less than 48 hours from game time are subject to a \$20 fee
    - THESE ADDITIONAL FEES WILL BE BILLED TO THE TEAMS



# Payment of Referee Fee

- AMHA is paying for all regular season refs except Midget AA.
  - AMHA will be invoiced for regular season and playoff games
  - Teams will be invoiced for all exhibition games



# Referee Complaint

## Your Responsibility

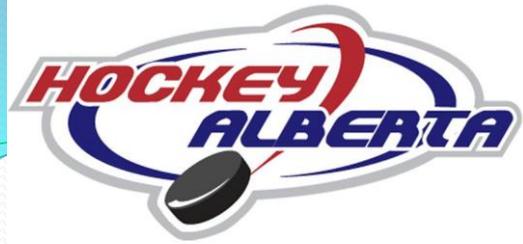
- 1) Let 24 hours pass, cooling off period
- 2) Write the report and submit the report to your Director
  - a) Provide as much detail as possible
  - b) If possible, submit a copy of the game sheet or game reports



# Referee Complaint

## AMHA Responsibility

- 3) Director reviews the complaint. Forwards to AMHA Executive if warranted.
- 4) AMHA Executive reviews the complaint. Forwards to Referee-in-Chief if warranted



# Referee Complaint

## Airdrie Referees' Association Responsibility

- 5) Referee-in-Chief will instruct the ARA Executive to initiate a review of the complaint
- 6) ARA Executive will prepare written statement outlining the finding and recommendations. Disciplinary action will be taken based on these findings. Findings are confidential.
- 7) If needed the Referee-in-Chief may escalate the complaint to the CZRC

Thank you for your time and  
commitment to your team and  
to AMHA!

