

# BAHA Managers

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2018/19 Season



# Initiation Information

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- Saturday and Sunday Morning Practices
- No Scheduled league games
- Occasional Full Ice Practices – can be used for Exhibition Games
- Maximum of 3 Tournaments (mandated through HA)



# BAHA Schedules – where to find them.

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## Divisions TAB

- Select team name
- See team schedule

## Main Page Schedule

- Schedule
- Select Division - Team

## BAHA Information

- Master Schedule

- [BAHA Webpage](#)
- Schedules are released 2-3 weeks at a time.
- Always reference website for most up to date schedules.



# BAHA RAMP Website Login

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- BAHA Website Login
  - To be given out by Exec. Admin
  - DO NOT change your password or username
  - DO NOT change BAHA assigned practices or League games – Exec. Admin will adjust any schedule changes.
  - Add any team events.
  - Update Team Roster.
    - Be aware that not all parents want their child's name on the website - get permission.
  - Add Photos - only if parents have signed the waiver.
  - Thank sponsors etc...



# Team Parent Roles

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Tasks to Delegate to Parents



# Jersey Parent

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## Home Jerseys

- Volunteer duty commitment equal to 1 Shift.
- Please forward names to be counted towards volunteer duties.

## Away Jerseys

- Volunteer duty commitment equal to 1 shift



# Treasurer

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- Bank Accounts - [Account Names](#)
- Example: *Beaumont Braves Pee wee 3 2018*
- Community Accounts at local banks (ATB, BCU)
  - You will need approx. 10 cheques
- Set up 2 Sign Account
  - Contact Bank to find out what information they need to set up the account (usually 2 pieces of ID, along with other info).
  - Send in this info ahead of time to get account set up, before you go in to sign documents.



# Tournament Coordinator

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- Hockey Alberta Tournament Listings
  - <https://www.hockeyalberta.ca/tournaments/>
- Tiering for Tournaments
  - If unsure, contact Tournament Coordinator and ask how they determine tiering.
  - Keep in mind we tier by age group for IP and Novice



# Fundraising Coordinator

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- Will team do cash call only or fundraise?
- Fundraising Ideas
  - Bottle Drive
  - Team Raffle
  - Sponsorship



# Team Social Coordinator

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- Team Bonding Events
  - Corn Maze
  - Bowling
  - Etc...
- Parent gatherings
- Year End Party



# Parent Liason

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- Important Role within the team
  - Help facilitate communications between Coaches, Managers and parents.



# Parent Game Duties

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- Assign parents to the following duties for league and exhibition games (cycle through roster).
- Penalty Box
- Score Clock
- Game Sheet
- HE states that Visiting team will provide 1 parent for game duties.
- Educate parents as to how to fill in a game sheet and find out who can operate the score clock.
- *Tip: Ask knowledgeable parents to use a practice to show other parents how to work the clock.*
- Assign either 2 -3 parents/home game and 1 parent for away games.



# Parent Meeting

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- See Meeting Templates on Manager Info Page
  - <http://baha.ab.ca/content/manager-information>
- Go in prepared!
- Meet with coach to discuss expectations of the season.
- Have parents sign in to show attendance.
- Have a proposed budget set up to show the parents.
- If doing a cash call, ask parents to bring their cheque books!
- Confirm all contact information for parents and players.



# Team Budget

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- See Sample Budget Template
- Items to Include in Budget:
  - Proposed cash calls
  - Fundraising initiatives (if applicable)
  - Tournaments (how many? cost?)
  - Team Snap
  - Apparel?
  - Team Social Events
  - Year End Party/Gifts



# Team Budget

Team Name:  
Coaches:  
Treasurer  
Budgetary Estimates  
Season

	<u>Budget</u> (estimates)
Tournaments (2 * \$700)	\$ 1,400
Team Apparel (17*\$81+\$80)	\$ 1,457
Social Events	\$ 750
Teamsnap.com (website)	\$ 80
Extra Ice (9 * \$110)	\$ 990
Refs for Exhibition Games	\$ 100
<b>Total Expenses</b>	<u>\$ 4,777</u>
<b>Cash Inflows</b>	
Cash Call (\$150 * 17)	\$ 2,550
Bottle Drives (estimate)	\$ 600
Fundraiser (estimate)	\$ 700
Corporate Sponsorship	\$ 400
	<u>\$ 4,250</u>



# Team Budget

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- Budget should be reviewed and approved by team parents.
- Discussion at parent meeting in regards to anticipated costs and level of fundraising and/or cash call required to support the budget.
- Must be approved by a majority of parents.
- Hardship cases – to be touched on at parent meeting.
- Any changes to approved budget MUST be reviewed and approved by team parents.



# Team Budget

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- At anytime, BAHA Board of Directors can request team financial statements or authorize BAHA treasurer to intervene on behalf of the Association.
- Treasurer should keep all receipts and documents until season is concluded.
- Account Must be closed out at the end of the season.
- Team Manager will ensure majority consensus is used to direct any expenditures.
- Any funds remaining will be collected and divided among parent group equally.



# Team Budget

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The following benchmarks are the range of approximate team costs for each age group:

- Pee wee, Bantam and Midget Not to exceed \$12,000  
Suggested Cash Call \$350
- Initiation - Not to exceed \$5000.00 - Suggested cash call \$100.00
- Novice - Not to exceed \$7000 - Suggested cash call \$250
- Atom - Not to exceed \$9000 Suggested cash call \$300
- Does not apply to AA Teams



# Fundraising

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- Raffles, bottle drives, pub night etc...
- Raffles hosted by teams are subject to Alberta Gaming Legislation.
- Refer to [www.aglc.ca](http://www.aglc.ca) for more information on compliance.
- BAHA believes all funds raised at the team level are done so in good faith and should be managed and spent accordingly.
- No requirement to do fundraising.



# Fundraising

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- How to apply for AGLC Gaming License
- <https://aglc.ca/gaming/charitable-gaming/licences>
- Follow the steps and instructions to apply for a gaming license, which will lead you to applying for a raffle license.
- Teams are responsible for their own paperwork and submitting it back to AGLC in a timely manner.



BAHA Forms - <http://baha.ab.ca/content/manager-information>

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- **Medical Forms** – to be kept on hand for all games and practices.
- **Parent Conduct Code** – to be printed, and signed by all parents and kept on file by the Manager for the season.
- **Players Pledge**
- **Photo Release** – online form submitted for each player. Managers will be notified when forms are submitted by your team.
- There is a blank roster template form that can be used.



## EAP – Emergency Action Plan

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- Hockey Canada Downloads
  - <https://www.hockeycanada.ca/en-ca/hockey-programs/safety/essentials/downloads>
  - Review EAP info from Hockey Canada
  - Formulate an EAP with your parent group, assign EAP roles.



## Team Fees

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- Equipment Deposit
  - \$500 Deposit Cheque (issued to BAHA) to be cashed.
  - Due by Oct. 30/18
  - Deposit will be refunded at the end of the season, once jerseys and equipment are returned and in good order.
- Ice Deposit Fee
  - \$150 Ice Deposit (issued to BAHA) UNDATED
  - Due by Oct. 30/18
  - To be held – only cashed upon “no show” for scheduled ice times



**\*\*Important – Teams are required to give Exec. Admin minimum 10 DAYS notice if they are unable to attend a scheduled ice time.**

- You can try to swap ice slots with another team, if you cannot make a practice slot.
- If you have a shared practice, you may give the other team a full ice practice.
- ALWAYS inform Exec. Admin if you swap practice times or give up a shared practice.
- Failure to do any or all of the above will result in Ice Deposit Cheque being cashed.



## Rep Fees 2018/19 Season – Provincial Stream Teams

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- Peewee 1 - \$500
  - Bantam 1 - \$500
  - Midget 1 - \$500
  - AA Rep Fees are included in AA Hockey Fees
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- All Fees due to BAHA can be dropped in BAHA Drop Box, attention BAHA Treasurer.



## Official Team Roster

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- Submit a FULL team roster and submit to Karmen (Exec. Admin ASAP
  - MUST have roster submitted before league play begins
  - October 6th, 2018
- 
- Once affiliations are in place, you will receive an official Hockey Canada Roster from Karmen.
  - Review and submit any changes immediately - once this roster is approved NO CHANGES can be made.



Any Questions so far??

# **HOCKEY MOM ANNOUNCEMENT**

**LIFE WILL BE POSTPONED  
DUE TO START OF HOCKEY SEASON  
UNTIL FURTHER NOTICE**



## Hockey Edmonton Information Novice - Midget

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- You will receive a HE login username and pw
- Website will be used to enter game sheets information, game sheet verification and to apply for tournament and exhibition game permits
- **HE Manager Meetings**
  - Location of Meetings: Delta Edmonton South, 4404 Gateway, Blvd.
  - Novice/Atom/Peewee Managers: Oct. 3rd, 7:00 PM - 9:30 PM
  - Bantam/Midget Managers: Oct. 9th, 7:00 PM - 9:30 PM



# Hockey Edmonton Information Novice Minor

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- Important Information for Novice Teams
  - <http://www.hockeyedmonton.ca/content/hockey-edmonton-novice-program>
  - Note the following:
    - 45-55 total practices (maximum) - Hockey Canada/Alberta;
    - 30-40 total games (maximum) - Hockey Canada/Alberta;
    - 3 tournaments (maximum) - Hockey Canada/Alberta;
    - **Half-ice games ONLY**
    - **Half-ice/shared-ice practices ONLY**
    - Game Regulations: No faceoffs, off-sides, icings, etc. (see Hockey Canada/Alberta model); 1.5-minute shift buzzers during games
    - Quickcard Minor Hockey Week participation
    - No Play Offs – Novice Minor Jamboree in March



# Hockey Edmonton Information Novice Major

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- Important Information for Novice Teams
  - <http://www.hockeyedmonton.ca/content/hockey-edmonton-novice-program>
  - Note the following:
    - TRADITIONAL Hockey Canada/Alberta Novice full-ice game regulations;
    - Score keeping (game sheet), hidden standings - Hockey Canada/Alberta;
    - Full-ice game rules, same referees, same period lengths;
    - **Half-ice/shared-ice practices ONLY**
    - 45-55 total practices (maximum) - Hockey Canada/Alberta;
    - 30-40 total games (maximum) - Hockey Canada/Alberta;
    - 3 tournaments (maximum) - Hockey Canada/Alberta;
    - Traditional playoffs - Hockey Edmonton;
    - Quickcard Minor Hockey Week participation



## Game Sheets

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- Teams will get enough game sheets for regular season and exhibition games (Equipment Director)
- Home Team supplies the game sheets
- Managers MUST NOT sign game sheets!
- Ensure opposing team adds their labels
- Give to Off Ice Officials (score sheet parent)
- Give opposing team copy of game sheet
- Labels
  - 3 Labels/game sheet
  - See template in Manager Information
  - Add C's, A's and G's



2017-2018  
2018-2019  
2019-2020  
2020-2021  
2021-2022

ALL INFORMATION MUST be entered into Ramp as appears on game sheet!

No.	Team Name	No.	P	Time	Score	Assist	Assist
Must have complete							
Full players name							
as indicated on							
HCR HARD CARD							
(official team roster)							
(labels ok - 1 on each page)							
15	Brown, Joseph	16					
17	Carter, John	18					
21	Smith, Bobby Joe	22					
23	Cornell, Sidney "AEE"	24					
** Important ** Suspended Players should be listed on game sheet as "SUS", and they CANNOT verify the game sheet							
Coach							
Coach	FULL name of bench staff as per hard card						
Manager							
Trainer							
Verified by:	Must be signed by Head Coach or "Acting" Head Coach						
All Game Officials - Team Official							

Important

**Flukeys**  
TED MONTGOMERY

GAME TYPE	
a Exhibition b Tournament c League d Playoff	
By:	21 of October 2017
Played at:	KNA - Kinsmen A
Division:	PW Category 5
Scheduled Game #	10020 - Travel Permit # CE 17-001
Home Team	NW 123
Visiting Team	SE 432
ALL GAME OFFICIALS MUST SIGN BEFORE FORWARDING	
Referee	Signature Must
Linesman	Signature sign
Linesman	Signature (AFTER) game
Official Timekeeper	Signature * Sign after Refs *
Time Game Started	8:05pm Ended 9:15pm
If clock was stopped 2 minutes, please check here, record this on game clock 632	
Goalkeeper's Record - Actual minutes played G.A. = Goals Against	
1 Per. 2 Per. 3 Per. O.T. Total	1 Per. 2 Per. 3 Per. O.T. Total
No.	No.
G.A.	G.A.
Shots	Shots
No.	No.
G.A.	G.A.
Shots	Shots

No.	P	Time	Score	Assist	Assist
1	2	8:00	10	9	8
2	2	8:01	9	8	
3	3	14:02	9		
4	3	8:30	10		
Draw a line through penalty box records AFTER Refs sign game sheet					
Must be complete as above + legible (labels ok)					
Hard-Covered Bench Staff Head Coach or "Acting" Head Coach					

For	No.	Box	Offense	Mis.	Off	Ref	On	Per.	No.	Box	Offense	Mis.	Off	Ref	On
3	23	21	Benching	5	SHD										
3	23	21	Benching	10	SHD										
3	17	17	Misc	10	SHD										

For	No.	Box	Offense	Mis.	Off	Ref	On	Per.	No.	Box	Offense	Mis.	Off	Ref	On
1	10	-	Tripping	2	1000	1000	800								
2	9	-	Bench	3	832	832	800								
3	PM	8	T.M.M.	2	500	500	300								

Sanctions/Suspensions will be levied if Game Sheets are not uploaded within 48 hours of game completion.

Draw a line through penalty box records AFTER Refs sign game sheet



## Game Sheets

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- Review how to fill in a game sheet with your parents.
- *Tip: Email parents the sample game sheet to review.*
- League Games – games sheets must be entered on the HE website (through manager login)
- <http://www.hockeyedmonton.ca/content/managers-manual>
- HE Manager Meetings will provide crucial information on how to upload game sheet information
- Review game sheets at the end of the game before you leave the rink to be sure you can understand what was written!
- Upload game sheet info within 24hours (48 hours max.)
- Visiting teams MUST verify game sheet info.



## Game Sheets - Sanctions

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- Game sheet write ups.
- Any write ups must be uploaded to HE website when game sheets are entered.
- Email game sheets with write ups to Level Directors asap.



## Game Sheets - Exhibition Games, Hockey Alberta

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- New for 2018/19 Season – Electronic Game Sheet Submissions
- Hockey Alberta requires ALL teams, at ALL levels to electronically submit game sheets for all exhibition games
- Includes Initiation!
- Team submitting for Exhibition Hosting Permit will receive a link to upload game sheets.
- <http://cloud.rampinteractive.com/bahahockey/files/Manger%20Information/Hockey%20Alberta%20Game%20Sheets.pdf>



## Referee Payments

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- League Games
  - Teams will receive a cheque from BAHA to cover their portion of League game ref fees and 3 playoff games.
  - Teams must have cash on hand to pay their half of ref fees for each League Game
  - *Tip: Give coaches pouches/baggies with exact cash in each for a number of games.*
  - <http://cloud.rampinteractive.com/hockeyedmonton/files/2017-18%20Federation%20Rate%20Sheet.pdf>
- Teams playing more than 3 playoff games will be reimbursed refs fees, upon submission of receipts to BAHA treasurer.



## Referee Payments

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- Exhibition Games
  - BAHA covers ref costs for Exhibition slots set up by BAHA



## Permits – Hockey Alberta (Insurance Purposes)

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- Travel Permits – NEW for 2018/19
  - Travel Permits MUST be submitted for all Tournaments both within Zone 4 AND outside of Zone 4.
  - Travel Permits MUST be submitted for all Exhibition Games and Practices (not scheduled by BAHA) both within Zone 4 AND outside of Zone 4.
  - Submit permits within 7 DAYS of event to guarantee permit will be submitted on time.
  - Last minute permit submissions will not be approved on time and teams risk not being insured in the event of incidents.
  - Travel Permits apply to ALL Age Levels.
  - Permits are approved upon receiving sanction #'s.



## Permits – Hockey Alberta (Insurance Purposes and tracking)

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- Exhibition Host Permits
  - Any team Hosting an Exhibition Game must apply for a hosting permit.
  - Hosting permits are granted immediately.
  - Supply visiting team with Exhibition Game Sanction # ASAP, once you receive it.
- How to apply for Hockey Alberta Permits?
  - BAHA Information – BAHA Permits
  - <http://baha.ab.ca/content/permits>



## Permits – Hockey Edmonton

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- Tournaments
  - Be aware of HE Blackout Dates  
<http://cloud.rampinteractive.com/bahahockey/files/Manger%20Information/HE%20Blackout%20Dates%202018-19%20Calendar%20v4.pdf>
  - All teams (excluding IP) must apply for HE tournament permits
  - All league games must be rescheduled BEFORE applying for Tournament Permits through HE.



## Permits – Hockey Edmonton

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- Exhibition Games
  - Same principles apply as tournament permits.
- How to apply for Hockey Edmonton Permits
  - Use HE RAMP login information
  - <http://www.hockeyedmonton.ca/content/managers-manual>



## League Game Rescheduling

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- In order to reschedule a league game you MUST submit a request through HE.
- Follow HE rules set out for rescheduling league games – info is being updated on the website.
- Game swapping is the preferred way to reschedule a league game.
- Game swaps will only be permitted within your tier.
- Contact Karmen for new ice slot if you have exhausted all game swap avenues.
- All teams involved in game swap must be contacted and have approved rescheduling before permit to reschedule can be submitted.



## League Game Rescheduling

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- If you are attending a tournament within 1 hour of Edmonton, you will NOT be granted a game reschedule.
- League games will take priority and must be played, should tournament permits not be granted.



## Exhibition Games

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- Each team will receive exhibition slots for the 2018/19 season.
- It is up to the manager/coach to find an opposing team for exhibition slots.
- How do I find opposing team?
  - IP teams – search for local associations.
  - Ex. New Sarepta, Strathcona, Devon, Wetaskiwin, Leduc etc...
  - Visit association websites and find contact info for Initiation team OR contact their Initiation Director and ask them to pass on your contact info to their IP teams
  - Be aware of how they tier teams and try to find teams of similar levels.



## Exhibition Games

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- Novice – Midget
  - Contact teams within your tier, or tier above or below your team.
  - Contact teams from within 16/60 – Leduc, New Sarepta, Devon, etc...
  - Note: Non-Contact Bantam/Midget Teams are not permitted to play in ANY contact exhibition games or tournaments!
  - Send out several invitations at a time – it can be difficult to find teams on such a short time frame.



## Exhibition Games

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- Once you have a team confirmed you MUST notify Exec. Admin and Referee in Chief with a Minimum of 4 DAYS notice to have refs assigned to your game!!
- If you do not use the exhibition slot for a game, you may use the slot as a full ice practice.
- Inform Karmen ASAP, and be sure any refs are cancelled.



## Quick Card Minor Hockey Week (MHW) Novice – Midget Only

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- BAHHA must fill upwards of 200+ volunteer shifts for MHW.
- Each team will be required to fill X amount of shifts over the course on MHW.
- Managers will assign these shifts to their parent group.
- MHW volunteer schedules will be released sometime in December/ early January.



## Team Equipment

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- Many teams will already have jerseys, pucks and toolboxes.
- Equipment Director (Scott McAuley) will supply game sheets.
- All jerseys and equipment must be returned at the end of the season in order to receive your equipment deposit refund.
- No food and drink, other than water, is to be permitted in the dressing rooms!



## BAHA Team Photo Day

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- MVP Sports Photography
  - October 19<sup>th</sup>, October 20<sup>th</sup> and October 21<sup>st</sup>.
  - TEEN ROOM at KNRRC (North side of the Arena)
  - Photo schedules will be released once all league and practice schedules have been determined.
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- NOTE: Players will NOT wear skates for team photos!
  - Full equipment, including gloves and stick (no helmet/skates).
  - Please submit photo day rosters to MVP photography, once jersey numbers are assigned.



## BAHA Apparel

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- Custom Sports Swag and Red Wing are BAHA approved vendors.
  - All team apparel must be purchased through approved vendors.
  - Logo cannot be altered or reproduced.
  - See BAHA Apparel Tab (under BAHA Information) to see apparel catalogs.
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- BAHA Logo – may be used for teams attending tournaments.
  - Teams are permitted to add sponsor logo to team apparel – see BAHA Apparel Page for more information.



## BAHA Bash

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- Annual Parents Party – Not to be confused with the Year End Coach's Tournament.
- This will be an evening for the parents for all teams and every member to attend.
- Targeted for the end of January, it will be an opportunity for teams to purchase tickets and attend a night out with other association members to get together as a community.
- More details to follow.



## Sponsorship

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- The association is looking for sponsors for website advertising, board advertising and AA team sponsorship.
- This is evolving, however if anyone has any thoughts or leads for sponsors, to please forward to Philip Lentz, Fundraising Director.



## Camera Devices in Dressing Rooms

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- No devices that can be used to take photos or videos may be used in dressing rooms.
- Parents in dressing rooms MUST not check messages or take photos.
- Players MUST not have cell phones or devices with cameras in dressing rooms.



## Photo Release Forms

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- Teams are not to post any photos of players unless photo release forms have been submitted by every player.
- If any parents have not agreed to the photo waiver, you must respect their wishes and be sure not to post photos of those children.



## Team Snap

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- Suggested means of communications for BAHA teams.
- Add cost into your team budget



## Team Snap

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- Suggested means of communications for BAHA teams.
- Add cost into your team budget
- If needed, we may set up a Team Snap “how to” session, if anyone needs help setting it up.



# Manager Obligations – BAHA Rules and Regulations

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## Team Manager

He/she is responsible to the Head Coach. He/she shall be identified to the Beaumont Amateur Hockey Association and adhere to all Rules and Regulations.

He/she shall also be responsible to attend all Team Manager Meetings. He/she shall act as a liaison to the Board of Directors as well as a liaison between parents and coaches.

The Team Manager is responsible for maintaining the team financial records throughout the season and submitting a report at the end of the year to the Vice-President of Off Ice Operations.



## Manager Support – Email Renee or Karmen anytime!

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- Contact List for Manager Mentors
  - Will be found under the Manager Info TAB
- Monthly Manager Emails
  - Used to touch base and inform managers of any news or upcoming events they should be aware of.
- Possible Closed FB Group for Managers only
  - To be used to share ideas only.
  - Negative postings will be deleted.