

Calmar Minor Hockey Association

TEAM HANDBOOK

The purpose of this handbook is to assist the Coaches/Managers of all CMHA teams with their duties and familiarize them with the proper procedures for running their teams. This will help avoid confusion and make their job a lot easier.

Also it is highly recommended that Coaches / Managers go on the Northern Alberta Interlock site and review the Regulations for the league.

As a **coach** you are responsible for teaching players the necessary skills. This includes the fundamentals of hockey, mentoring and motivating. Depending on the age level you plan to coach, you may also have to balance these responsibilities with being a parent of a player and a friend of a parent who also has a child on the team. As a coach you need to establish rules and guidelines for the team from the start of the season. Players should be very clear of the coach's expectations and consequences associated with not following the team rules as set by the coach.

A STRESSED RULE: Once a coach steps one foot onto the ice to attend to an injured player he ceases to be a coach at that point and assumes the role of a trainer. If at any time he says anything to the ref or makes any inappropriate motions towards the ref while he is in the role of a trainer it is an automatic 2 game suspension. So please if you are attending to an injured player please do not approach the ref in any way.

*****ALL COACHES AND PLAYERS MUST BE CARDED TO BE ON THE BENCH OR ICE. IF ANYONE IS CAUGHT WITHOUT BEING CARDED IT IS A 3 YEAR SUSPENSION FOR THE HEAD COACH*****

All coaches must complete a criminal record check and be certified with respect in sport coach.

All coaches must wear helmets on the ice for ALL practices.

If coaches have any concerns thru the season please do not hesitate to contact your

Coach co-ordinator Cassie Karabonik at 780-940-3312 or registrar@calmarminorhockey.com.

MANAGERS ~ IT IS MANDATORY THAT YOU ATTEND THE MONTHLY CMHA MEETING. The dates and time will be posted on the CMHA website as well as emailed out to you.

As a manager, your job is to organize the activities of the team and work as a liaison between the players, parents, coaches and the executive. If a parent has a concern regarding the team or coaching procedures they are to address it to your attention. You can then handle it in a manner which most benefits the team or bring it to your Executive if you are unsure how to settle the issue.

MANAGER

We stress to the managers of all teams to delegate some of the duties in order to lighten your load. Some of the jobs that may be delegated are listed below

-Make out a team list for each family.

-Assign team duties to help lighten your load.

Example:

~Time Box – person to assign persons to run clock.

~Treasurer – person to look after the team funds for tournaments, etc.

~Phone Contact – person to phone team members for cancellations, etc.

~Tournament Chairman – to help organize the team's home tournament.

ICE COORDINATION

Welcome to the 2017-2018 Hockey Season. This year with rink complications please watch the website and for emails from your ice coordinator as we work together to make a schedule until we get back into our home arena.

There won't be ice time on the tournament weekends (see schedule below). I will contact teams if there is any ice left during tournament weekends.

There are also several days during the season that the arena is closed or used for other events and you will have no ice times on those days. If any holidays closures will affect your regular ice time the ice coordinator will be in contact with you in advance.

In March, during playoffs, you may be asked to switch or give up an ice slot to accommodate a playoff game at another level. If you are unable to use an ice slot, please let me know as soon as possible so that I can offer it to other teams or sell it to outside groups. If you need additional ice slots, contact me to find out what is available.

Please note: do not contact the Town of Calmar or any rink directly for ice enquires. All switches and purchase of additional ice must be arranged through me. If you have any questions or concerns, please contact me. I would like to be in contact with all teams via email (this gives me a record to look at).

Please email me the contact person who will be looking after the scheduling of games for your team. .

Matt Sargent

ICE COORDINATOR

Phone: (780)886-4145

Email: ice@calmarminorhockey.com

HOME TOURNAMENT SCHEDULE

Atom 1 & 2	February 2, 3 & 4
Novice 1 & 2	January 26, 27 & 28
Initiation	February 10

Each team from Initiation to Bantam will be hosting a home tournament. Midgets registration costs include an extra fee to opt out of hosting a tournament.

The Tournament Coordinator will provide you with a tournament package. Contact Samantha if you have not received it 6 weeks prior to your tournament. You should also receive the tournament bins from either the coordinators or the manager from the tournament before yours.

FUNDRAISING

Fundraisers like selling chocolates are done solely by each team as a team activity. This money will go directly to the team to offset the team's costs. This is a discussion made by each team and **does not have to be done**. There will be a few fundraisers that are done thru the association. This is an obligation for each family in CMHA.

Any fundraising questions can be directed to the fundraising coordinator, Samantha.

Samantha Besler

FUNDRAISING & TOURNAMENT COORDINATOR

Phone: (780) 721-9485

Email: fundraising@calmarminorhockey.com

AWAY TOURNAMENTS OR EXHIBITION GAMES

Your team may choose to enter tournaments in other towns. If you do, the entry fee is to come from the team's own funds. You must make sure the tournament is sanctioned with Hockey Alberta. The contact person should be able to give you a sanction number. You can look on Hockey Alberta's website for tournaments. If you would like to plan any exhibition games you will also need your **registrar** to apply for a sanction at least 1 week prior.

ALL exhibition and tournament game sheets must be emailed to our zone rep within 24 hours of the conclusion of the game. That is for **ALL** tournaments or exhibition games whether you are home team or away, you must send your copy of sheet to your registrar so she can send them in to the zone.

TRAVEL PERMIT

Acquisition of a travel permit is **MANDATORY** for any Calmar Minor Hockey team that is scheduled to play either tournament games or exhibition games outside of our designated Hockey Alberta Zone (Zone 4). Please apply for travel permits from our registrar at least 1 week before the game to ensure that your team will have proper authorization for each game that is not in our zone! (**Please see attached map for zone boundaries**).

All travel permits must also be emailed to our zone rep within 24 hours of the conclusion of the game.

Zone 4 Centers (No Travel Permit Required):

Alder Flats - Beaumont – Bentley – Blackfalds – Bowden – Calmar – Caroline – Clive – Devon

Eckville – Hobbema – Lacombe – Leduc – Millet – Ponoka – Red Deer – Rimbey – Rocky Mtn H

Spruce View – Sylvan Lake – Thorsby – Warburg – Wetaskiwin - Winfield

Cassie Karabonik

REGISTRAR

Phone: (780) 940-3312

Email: registrar@calmarminorhockey.com

PICTURES

Team pictures will be done October 25 location TBD; more details will follow, as they become available.

DRESSING ROOMS

For home games your dressing room will be open 45 minutes before your game and you must vacate your room 30 minutes after your game. Dressing rooms must be left clean. Teams will be responsible for any damage or acts of vandalism while in a given dressing room. Please report any dressing room problems to a staff member on duty.

EQUIPMENT AND UNIFORMS

Your team will be supplied with game uniforms and equipment as designated by the Equipment Coordinator. Note the players name with the jersey number he is assigned and keep for your reference for collection at the end of the season. It is the manager's responsibility to collect and return uniforms, first aid kits and puck bags immediately after the end of the playing season.

Maegan Ward

EQUIPMENT & APPAREL COORDINATOR

Phone: (780) 237-5419

Email: equip@calmarminorhockey.com

REFEREES

As soon as you know your pre-season schedule please notify the referee coordinator of the home game schedule. Also if you can add your ref coordinator to your team snap so he can be notified and follow each teams schedules.

When you have finalized your tournament schedule, give a copy to the ref coordinator, 7 days before the tournament so he can book referees for your games. If you are going to invite teams in for exhibition games, you must also phone with sufficient time to arrange for referees.

Mathew Sargent

REFEREE COORDINATOR

Phone: (780) 886-4145

Email: ref@calmarminorhockey.com

COMPLAINTS

If you have any complaints or concerns throughout the season, please feel free to voice them and every effort will be taken to resolve them. If a parent has a concern, they will first address it to you. If you are unsure how to resolve the situation you may present it to the Executive of CMHA to have your issue considered by the board, be sure to submit it **in writing**. If a parent is unsatisfied after presenting an issue to you, and you have not followed these steps, the parent may take these steps themselves.

PLAYER AFFILIATION

Affiliation is done by a higher categorized team. This is done to ensure that due to injuries, illness, suspension, etc., the team is still able to fulfill their commitments. There is no guarantee that affiliated players will play with that team, as it is the coach's discretion as to who will be called up. An affiliated player is allowed to play ten different times throughout the year with a higher team before they become ineligible to be called up anymore. Please be aware that if you play a child for the eleventh time on your team the head coach is subject to a lengthy suspension. Also note that anytime the affiliated player appears on the game sheet that counts as one time even if you don't play him in the game. A players coach must be notified when a team wishes to bring the player up for a game or practice.

IF ANY DOUBTS ABOUT AFFILIATION PLEASE CHECK WITH YOUR GOVERNOR BEFORE AFFILIATING ANY PLAYER AT ANY LEVEL.

Governor approval must be given before an affiliate can partake in any play-off game. NA Interlock is encouraging all teams to also implement this for regular season. They said just to send your governor a quick e-mail when you are going to play an affiliated player.

Novice Affiliation - The principle of affiliation to the Novice Division is to provide for replacement players when regular team players are sick, injured or otherwise unavailable. When a Team has less than twelve (12) registered players Affiliated Players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players (i.e. - when Affiliated Players are used in a game the maximum number of players allowed to be placed on a game sheet is twelve (12)). **This maximum number of twelve (12) includes the total of both registered team players and Affiliated Players.** Affiliations must be from a lower tier or age group within the LMHA. A Player Affiliated to, or within, the Division of Novice may not play more than five (5) games with the affiliated team in the current Hockey Season, excluding exhibition and tournament games. After five (5) games, such player will be an ineligible player and HA rules respecting playing an ineligible player will be enforced.

NA INTERLOCK LEAGUE HOCKEY

All Calmar teams, which qualify for league play, play in the Northern Alberta Interlock League. NA Interlock teams are ranked according to their strength and are placed in Tiers 1-5 through preseason game play (your team may play any tier level during preseason play). Your team standings are easy to follow on their website at <http://www.nainterlock.com/>

The home team is always responsible to enter the game sheets. All NA Interlock league and playoff game sheets are to be entered within 48 hours for league games and 24 hours for playoff games on the NA Interlock website. You will need to contact your tier governor to receive your login and password for the NA INTERlock Ramp website (click on 'ADMIN LOGIN' at the top or bottom of the NA Interlock website) to be able to enter your game sheets. To locate your tier governors information, contact your home association to find out which tier they have placed your team. The contact information for the tier governors will be located on the top of the page of your levels (novice, atom, etc) preseason page. You will need to ensure that your team and roster information is inputted before any exhibition or preseason games are played. All tournament and exhibition game sheets are to be emailed to our Registrar so that she can get it to our **ZONE REP, Daryl Pickering.**

If, for any reason, you need to cancel or change a scheduled game you will need to fill out a Notice of Game Change form, which can be found on the NA Interlock website under the 'Managers' tab. Your first step in a game change situation is to contact your ice coordinator, **Matt Sargent (780) 886-4145, ice@calmarminorhockey.com** to determine what ice times/dates are available. Your second step is to contact the opposing teams manager to confirm that the new date/time of the game change works for both their team and yours, you should always provide 2 to 3 different dates and times as the first time may not work for the opposing team. Once the new game date/time has been decided, fill-in the online form with all of the new details and submit. You can find the contact information for all teams on the NA Interlock website. Your tier governor will then approve or deny the game change.

More information on all of the above topics and more can be found in the *Managers Guidelines* found on the NA Interlock website under the 'Managers' tab. It is recommended that you read through it thoroughly.

*******CHECK YOUR TEAMS SCHEDULE ON NA Interlock REGULARLY FOR CHANGES*******

CONTACTING THE LEAGUE (not including your Governors) All contact with NA Interlock executive in regards to teiring and other questions along those lines are to go through your league rep. No one other than your league reps will be acknowledged. Calmar's league Rep is as follows:

Susan Anderson, 780-985-3145 or vp@calmarminorhockey.com

Questions related to League scheduling, policies and bylaws could also be handled by our Vice President Susan Anderson, vp@calmarminorhockey.com or our Association President Sean Carnahan, president@calmarminorhockey.com. All other correspondence in regards to league play may be directed to your League Governor.

USEFUL WEBSITES

Calmar Minor Hockey – www.calmarminorhockey.com

Each team has their own page on this website, and it is up to you to give information to our Web and Communications Coordinator to be uploaded onto your page.

Lacey Sargent, 780-718-3665 or communications@calmarminorhockey.com

NA Interlock Hockey - <http://www.nainterlock.com/>

Hockey Alberta - www.hockey-alberta.ca

10 (BC)

Fort St. John, BC ●

Dawson Creek, BC ●



BOARD OF DIRECTORS AND MINOR HOCKEY ZONES MAP