

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.

As a **coach** you are responsible for teaching players the necessary skills. This includes the fundamentals of hockey, mentoring and motivating. **Hockey Alberta has implemented a new concept at the initiation level. You will need to familiarize yourself with all of the new regulations regarding this level. The Hockey Alberta concept is included in your team handbook.**

HOCKEY ALBERTA INITIATION PROGRAM GUIDELINES	
Category Name	All hockey open to players 6 years of age and younger will be classified as Initiation.
Playing Surface	All ice sessions (practices and games) are to be cross-ice, half ice or third ice of the regulation playing surface. For practices station work is encouraged.
Surface Dividers	It is <u>not mandatory</u> , but recommended to divide the ice with small boards, or other rink dividers. Note: A few cones or other objects are sufficient to divide the surface.
Puck	Recommend the blue 4 oz. puck to be used and other implements such as tennis balls, soccer balls, rubber chickens etc.
Modified Game Rules	No offsides or icing will need to be called.
Game Operations	No timekeepers, scorekeepers or goal judges are needed.
Officials	The use of officials is optional as it is recommended the coaches be on ice for all sessions.
Goalies	No goalie equipment is required other than a goalie stick.
Curriculum	Hockey Canada Initiation Skill Development Manual.
Coach Support	Recommended to identify a Coach Mentor and support system for coaches.

The above chart is a brief overview of the new program. As you can see some key points that have changed is the elimination of the tom thumb category, players at this level will only be playing and practicing on half ice situations, and some of the coaching recommendations have changed. There is more detailed information in the Hockey Alberta Regulations that are attached.

*****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 and game sheet for any home games.

~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.

~Jersey Moms – 2 moms that are responsible for bringing jerseys to games, pictures, etc.

~Fundraising Coordinator – person to plan and look after team fundraiser

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. When you plan any home initiation games you will also need your **registrar** to apply for a sanction at least 1 week prior. You just need to email your registrar with date time and whom you are playing.

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 at the Arena; 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

NORTHERN ALBERTA INTERLOCK LEAGUE HOCKEY

<http://nainterlock.com/> League hockey is for older levels (novice and up) but there is an initiation page where you can read skill breakdowns on how to find a suitable team match as well as upload your team for contact information to other initiation teams. It is also a great source for finding teams in your skill level to contact to plan a game.

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.

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://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