



COACH / MANAGER INFORMATION

Coach Certification minimum requirements:

Refer to Hockey Alberta website

Other Team Official Requirements

All teams must have 1 person registered to their team who has completed the Hockey Canada Safety Program and be at all games. This is now an online course that can be completed in 4 hours.

By November 15 of the current Hockey Season, each Hockey Team in the province of Alberta must have all registered Team Officials certified in the Respect in Sport "Activity Leader/Coach" program or at least have the equivalent "Speak Out" program certification already completed.

COACHING CLINICS

CMHA will reimburse anyone that takes a clinic as long as they require it to be on the bench. If you are taking it because you just want to, keep the receipt and CMHA will reimburse you 2 years after the fact.

Coach Stream - 4 hour online module must be completed prior to registering for the clinic that is being held on Wednesday, October 23th from 6:30 to 10:00 p.m. and the on ice portion being held Saturday, October 26th from 8:00 – 9:30 a.m.

ICE SCHEDULE

- We all know that everyone is anxious to get going and you want to get exhibition games in etc. Until all league games are put in for the year, we can only give ice slots out week by week. You will all get emailed a list of the open ice slots for the upcoming week-end. All games must be booked by Wednesday at 6:00 pm at the latest. If we have not heard that you obtained opposition, it will go back in the pool of returned ice. We need to get referees assigned and this is the time line that they have agreed upon.
- **Anything in blue is open ice or that has Minor Hockey in the column.** I have indicated on the furthest column which team has the ice slot allocated with 1660.
- **To book open ice you need to contact us via e-mail, if approved we will confirm via e-mail after that all other procedures apply including billing. Open ice is assigned on a priority basis, so if you are the first one in this week and sit by your computer for next week it is not likely that you will get ice, after you have received an open slot you go to the bottom of the list and only if no one else applies you may get it again.**
- It is very rare that we have open ice during the week. Teams have booked 4 to 4:45 which is the best time to get that extra slot.

- Rep teams that currently get 2 ice slots a week, you may see some weeks where you only have one practice, this is due to either a Viking or Kodiak game being played and in order to get the non-rep teams in, you will lose that second ice slot. Rep teams pay for the second ice slot from their team account.
- If you are not going to need a practice, please let us know asap so that we can offer it to other teams or return the ice. You will be billed if we are unable to return the ice.
- When the winter season is upon us, weather plays a factor and if games need to be cancelled due to inclement weather that is fine. Please let us know that the game has been cancelled and we generally will not be billed.
- As to whose decision it is to cancel a game that is left up to the team to decide. If you feel that the safety of the team is in jeopardy, do not go.
- **When the league schedules are completed, please ensure you check our website schedule and have your game booked in. There are times where there are double bookings or we may have missed putting the game in.**
- **PRACTICE SCHEDULES**
 - **These will be posted to the website following this meeting. They have been handed out or emailed to the respective teams.**

GAME BOOKS (all)

- All teams should have a game book from their respective leagues in their jersey locker. **Anyone having tournaments, do not use** your league game books but contact us prior to your tournament and we will give you CMHA books to use

TRAVEL PERMITS (all)

- Everyone please refer to the zone map and if you are going to a exhibition game or tournament outside of our area, you will need to get a travel permit (MAP LOCATED ON OUR WEBSITE under PERMITS)
- Email us with the date and where you are going (time is not required). If it is a tournament, you must give us the **SANCTION** number which is found on the Hockey Alberta website or contact the tournament coordinator for it.
- All requests for permits should be done a minimum of 5 days prior to leaving.
- Any home exhibition game requires a special game sanction. As soon as you book and confirm the exhibition slot with me, I will apply for the sanction.
- All sanctions and travel permits will be forwarded to the manager/coach once approved. If you do not have it, email me as a reminder!
- Game sheets from exhibition games, tournaments or travel permits must be scanned and emailed to Kevin Gallaway at minordisc7@hockeyalberta.ca

HINT: If you have an iPhone – purchase **TURBO SCAN** for 2.99 as Hockey Alberta does not like receiving photos. This puts the document into a pdf format.

ROSTERS

- **Before you play any league game**, ensure that you have submitted your roster to me (if you have not used the website) and I will email you your HCR roster once completed. Do not be alarmed if it says “pending” beside the name, these will all be reviewed by our zone registrar prior to provincials in January of each year. For the 1660 league, you must email your league governor this roster prior to your first league game.
- It will be your responsibility to ensure all player names are on the roster and each team is allowed 5 coaches/asst to be put on the roster including the manager. Any number after this will be paid by the team. Only those that are on the roster are allowed to be on the bench during a game (up to 5 only).
- **ONLY those that are the roster can sign the game sheet!**
- All coaches, assistant coaches and managers must have a police check completed and submit to us when it comes in.
- In instances where someone may have quit hockey after the team was made, I will release them from the team but their name will always show up on your roster but please refer to the release date! It does not mean they are still on your team.
- **Initiation and Novice – You do not require a roster prior to your games but one will be sent to you so that if you do go to play in a tournament or an exhibition game out of town or at home, you know who should be on your roster.**

AFFILIATION

- Please refer to the Affiliation flow chart on our website. We will be requesting verification from the coaches of both teams involved as well as the parents of the kids being asked.
- Please note – affiliates can only be used for 10 games excluding exhibition and tournament games starting immediately upon playing games.
- We have given deadlines of October 15 to the AAA and AA teams to get in their requests and then it will go to the A and House teams to put in their requests.

TEAM INFORMATION – General

- **JERSEYS** – Any team Atom and over we will require a \$300.00 deposit from the team made out to CMHA which will be returned when all jerseys and practice jerseys are returned at the end of the season.
 1. Ensure that you have responsible people looking after the jerseys.
Do not put them in the dryer but hang dry.

- **Rep Team Fees** – remain the same as last year with all A teams paying \$75.00 / player and AA and AAA teams paying \$100.00/player. This will be invoiced to the team at the end of October/November. Here is a breakdown of where the fees go:

EXPENSES
ICE COSTS - GAMES
PRACTICE ICE
REF FEES
INSURANCE TO HA
COACHES INS. (MAX OF 5)
RIS - COACH
PICTURES
TEAM REG TO HA
SOCKS
COORD FEES
LEAGUE FEES - 1660; ERBL ETC

- **Budget** - All rep teams including the female teams will be required to email CMHA their budget for the year. Template is on the website or just email it in a word or excel format. This is not due until **NOVEMBER 30, 2016**.
- **CELL PHONES** – There is no policy on this issue but it is highly encouraged that all cell phones be collected prior to any practice or game at the dressing room door and not be allowed into the rooms.
- **Medical Forms** – Please ensure that all players on your roster have completed medical forms and have either the trainer or manager carry these with you on the road. This form can be found on our website
- **Emergency Response Plan** – each team is required to develop an emergency response plan should a serious injury occur. These involve identify parents that will make the 911 call and a parent that will meet the medical staff at the arena entrance and direct them to the incident scene.
- **REFEREES** – all home games will have the slots forwarded to the ref assigner by Tuesday noon to get the refs in place for the upcoming week-end. You do not have to book refs for regular or exhibition games.

WEBSITE

- CMHA has gone to a new website provider and we hope that all teams will use their team webpage as a way to communicate to your team. It will be up to you to put in your contact information so that other associations may contact you directly.
- I will be emailing you logins within the next two weeks.

1660 WEBSITE

- Contact your league governor for your applicable tier and division to obtain the password to enter game sheets, rosters and staff onto their website.

INVOICING for extra ice

- Teams that have booked extra ice or have a tournament during the year; you will be invoiced for that ice and the referees.

FUNDRAISING:

- Participating team sponsors should not be contacted regarding additional team sponsorship.
- Please encourage parents to support local business that provide annual ongoing sponsorship dollars to CMHA
- Liquor baskets/ raffles are allowed but please do not use the word “liquor” on the tickets.

Communication:

If it is with rink staff please use patience, sometimes changes do not get delivered to them as quickly as with us. Don't panic it will work out.

Games:

- League games take precedence over tournament; make sure you have rescheduled your league games before you call the league to cancel a league game. 1660 is taking a firmer stand in that they do not want teams rebooking more than 3 league games during the year. They have left it up to the governors to monitor the situation on a case by case nature.

Chain of Command:

Please establish a chain of command on your team so that only one person, coach or manager, is contacting CMHA.

Complaints:

Any and all complaints regarding hockey or any aspect thereof must be in writing and must be signed; they will only be dealt with by CMHA if these two conditions are met.

Year End Events: Spending of remaining money

PICTURES - Have been booked for **during the week in the evening on November 22 and 23.** You will be given a time to show up.

