



# **CNN Spurs Minor Hockey Team Manager's Guide**

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## 1. Introduction

Thank you for volunteering to manage a CNN team this year. This guide has been put together to help you throughout the year in the many tasks that a manager will do. If you need any further assistance, please do not hesitate to contact your Division Director.

## 2. First steps

**Coach Manager Meeting:** Hopefully you have already attended this meeting and have received this document as part of your package. The Coach / Manager meeting is held at the beginning of every season and is an opportunity for policies and procedures related to teams to be reviewed. You will also receive a game sheet book, receipt book and other team equipment at this time.

**Review your role:** Please spend a few moments to review your role and the policies and procedures for the organization as found on the CNN website under Association Information / *CNN Spurs Policies and Procedures*. There is also information specific to managers and teams in the *1660 League Regulations* found under Information on the 1660 website and *1660 Manager Guidelines* under Guidelines. Anything in this document is a supplement to those rules and if there is a conflict, the policies or regulations will be the definitive guidance.

**Meet / Talk to your coach:** Have a conversation with the coach of the team to understand his/her expectations, goals for the team and how he would like to see things managed. Ensure you agree on roles throughout the year and that all expectations as laid out in CNN's policies have been handled. You can also plan what you are going to cover at your first parent meeting (see below).

**Ask questions:** If you need any further clarification on what is expected for the year, do not hesitate to ask your Directors or an appropriate CNN Board member. All CNN Board member contact information can be found on the CNN website under Association Information.

## 3. Getting things set up

- a) **Contact Lists:** Your Director or Coach should have provided you with a contact list for your team. If not, please ask them for this. Use this list to contact parents about initial practices and team meetings.
- b) **Parent Meeting:** At your first or second practice, you and the Coach should hold a team meeting. (This meeting may occur before a manager is picked depending on the Coach. You can cover any items at a subsequent meeting if they are missed.) Some points to cover would include:
- *Coach expectations* – The coach will be required to prepare an expectation letter. The content of this should be reviewed with the parents.
  - *Contact list* – give each parent a contact list and get confirmation that all the information is correct. Update any necessary information and check if any other emails need to be added. As this information comes from the HCR system, provide any updates to CNN's Registrar so that the system can be updated accordingly.
  - *Volunteer positions* – The coach will pick his assistant coaches from those parents that have expressed an interest in helping. The team will also need the following:
    - Manager (if not already determined)
    - Jersey parent (see more info below)
    - Team treasurer (see more info below)
    - Team trainer (at least one parent must have the Hockey Alberta Safety Course. This parent does not have to be on the bench)
  - *Medical forms* – Each player needs to have a medical form filled out. Make copies and ensure one copy is in a player's bag and the other is kept by the manager to be taken to each game or practice in case of an emergency.

**b) Parent Meeting continued:**

- *Respect in Sport Player* – This must be completed once for every family. If a new child joins hockey, the parent will need to login to their Hockey Alberta profile and add that player to be considered complete.
- *Respect in Sport Coach and other Training requirements* – These will be reviewed in detail at the Coach Manager meeting. However, all team officials (Coach, Assistant Coach, Trainer and Manager) must take RIS Coach to be eligible to be on the roster in addition to any coaching requirements.
- *Tournaments* – How many does the team want to do? Does the team want to travel to any tournaments and if so, how far are they willing to go? Expected timing of tournaments?
- *CNN Fundraiser Evening* – This is the main CNN Spurs fundraiser for the year. Information is distributed early in the season from the Fundraising committee. Donations are collected by the managers and each team is responsible for volunteers the night of the fundraiser as well as the next day for cleanup.
- *Team fundraisers* – You will need to decide as a team if you want to do a fundraiser or if parents would like to pay for any additional team costs. Any fundraising has to follow CNN's Fundraising policy. All fundraising requests must be submitted by October 15 (Initiation November 15) to the Fundraising Coordinator for approval. This includes bottle drives, battery drives and tournaments. A team budget will be required as part of that request. Proceeds from fundraising may only be used towards expenses that enhance player development or support team activities. See CNN Policies for list of approved expenses. The team will be required to submit an "Accounting Statement" of the event signed by the manager and treasurer within 30 days of the end of the event or of all fundraising raised during the year. The team will be required to submit 10% on the first \$2,500 and 20% thereafter of profits to CNN Spurs Minor Hockey. Note that jersey sponsorships are handled at a CNN Board level. If you have a sponsor interested, please contact the President or one of the Vice-Presidents.
- *Team start-up fee* – Although referee fees are reimbursed by CNN for league and playoff games, most teams will ask each player's family to contribute an amount (e.g. \$50-100) to cover referee fees throughout the year. This money may also be used to secure tournament spots before fundraising is completed.
- *Time clock / Game sheet* – Your team must complete the game sheet and run the time clock for all home games. Decide if you are going to set up a schedule or look for volunteers. If parents need assistance in learning these processes, have a learning night at one of the practices early in the season.

**c) Jerseys and Equipment:** Your team will be assigned two sets of jerseys (white and dark), jersey bags, goalie equipment for Novice, pucks, and a first aid kit. (Note that depending on the number of Initiation teams you may only be assigned one color of jersey.) The CNN Equipment manager or one of the Vice Presidents will arrange for equipment to be distributed at the beginning of the season. The coach and the manager are responsible to ensure this equipment is returned during the equipment return day as set out by the Board. Final referee reimbursements will not occur unless all equipment has been returned.

If any equipment needs to be repaired or replaced, please contact the CNN Equipment manager or one of the Vice Presidents so that this can be done on a timely basis. Many of the sets of jerseys have been sponsored and must be kept together as a set.

Players should only drink water when wearing the jerseys. If teams require a jersey for an event such as a bottle drive, the club has sets of old jerseys that should be used. Contact the Equipment manager to sign out a set.

A jersey parent should be assigned that will bring the jerseys to each game. Please wash jerseys in cold water, turned inside out and hang to dry or dry on a cool cycle. White jerseys are for home games and blue are for away. If there is a conflict at an arena, it is the home team's responsibility to change.

Adding name bars to your jerseys is optional. Standard name bars should be ordered through CNN's clothing provider so that players can use the same names bars each year. If your team decides to sew name bars on the jerseys, these should be stitched in such a way so that they can be removed at the end of the season. Home jerseys (white) should use white with blue letters and away jerseys should use blue with white letters. These name bars cannot interfere with any sponsor bars that have been put on the jerseys. The assigning of jersey numbers should take into

account player preference as well as the size of the jersey and should be kept as fair as possible if more than one player would like a number.

#### 4. Setting up your teams

- a) **Websites:** Once teams and jersey numbers have been set, you can update the CNN Spurs team website as well as the 1660 Website. On the CNN Spurs website, each team will have its own site to track players, staff, schedules and statistics. These are organized by division and team. E-mail your CNN Communications Coordinator for your Administrator login and password for the CNN Spurs website. Full information on how to set up and manage your team's website can be found at the end of this guide under **"Website Tips"**.

The players on your team will need to be added to the site once evaluations are completed and the teams are set. You will have to add jersey numbers, check contact information and add any team staff.

For all divisions except Initiation, contact via email the 1660 Tier Governor for the tier that your team has been entered in to obtain login information for your 1660 team site. If you are not sure on the tier your team has been entered to, you can confirm with your Division Director. Each of the 1660 Governor's information can be found on the 1660 website under Information / Governors.

The Governor will give you a login and password for the 1660 Website (this is separate from the CNN Website). Once you login you will need to set up the roster of players and all coaches and the manager. Note that any email addresses added to this site will receive all 1660 email so you may want to limit that to the coach and manager. Full information on how to set this up and what needs to be included can be found at the end of this this guide under **"Website Tips"**.

- b) **Verifying the HCR:** All players must be registered in the Hockey Canada Registry in order to play on your team. Contact the CNN Spurs Registrar to ask for your team roster (you should also receive a copy at the Coach Manager Meeting). This will detail every player and staff that has been assigned to the team. It must include all coaches, assistant coaches, trainer, manager and players. If you have female players on your team, you must have at least one female on your roster. If you intend to have an older CNN player help out with this team, that individual must also be listed on the HCR. This report will tell you if team officials have the required qualifications including RIS Coach. Once this list has been verified, e-mail a copy to your Tier Governor and upload a copy to the 1660 website prior to the first tiering game.

The HCR will be updated a second time with affiliate players (see more info on affiliates below). Once this occurs, you will need to update your roster in the 1660 system with affiliates and send a new copy to your Governor. Note that for purposes of Provincial Play, rosters must be locked down by January 10<sup>th</sup>. Ensure that any new players or injured players are properly added or removed from the roster.

- c) **Team Treasurer:** Team treasurer duties are outlined in CNN's Policies and Procedures. All team funds should be managed through a team account with dual signing authority. This will include start up fees, fundraising proceeds, referee fees and year-end party activities. The team treasurer is responsible to pay the referees including travel costs at every home game. Referee fees are reimbursed by completing the CNN Spurs Reimbursement Form and submitting it to the CNN Treasurer on a monthly basis. Regular reporting of team funds should be provided to parents throughout the year and at the end of the season. A final report must be provided to the CNN Treasurer by April 10<sup>th</sup> of each season.

## 5. November 15 documentation deadline

The following information must be received by the CNN Spurs Secretary by November 15 of the season or the team will forfeit its right for reimbursement of ALL referee fees.

- Team letter of expectation prepared by the Head Coach
- Security checks (completed every 3 years for all team officials)
- Verification of Respect in Sport Coach and Hockey Alberta qualification for all team officials

Note that all fees for coaching courses can be reimbursed by CNN Spurs by completing a CNN Spurs Reimbursement form as found on the CNN Spurs website.

## 6. Games

- a) Schedules:** For all divisions except Initiation, CNN Spurs teams play in the 1660 Hockey League. The 1660 league is both a competitive and recreational hockey league, which serves communities within approximately a 100km radius from the center of Edmonton. Beginning with the 2016-17 Season, 1660 has joined the Northern Alberta Interlock League with three other leagues (North Central Minor Hockey Association, North Eastern Alberta Hockey League and Sturgeon Pembina Hockey League). For teams in tiers 2, 3, 4 & 5 for Atom, Peewee, Bantam and Midget up to 40% of games may be played against teams from another association. You may want to plan team activities around any travel to interlock games. All games including interlock are set by the league and are communicated through the 1660 website. The schedule on the 1660 website can be linked to your team website. Instructions on how to do this can be found at the end of this guide under **“Website Tips”**.

The 1660 season consists of a pre-season where tiering is completed, regular season and playoffs. A season timeline can be found on the 1660 Website and a copy should be printed for reference throughout the year. Tiering is normally a three week process where teams will play three or four games to allow 1660 and CNN to see if the teams are tiered competitively. (Note that the Novice division is expected to play six weeks of tiering.) Tiering games can include playing against teams in the same or different tiers.

Any feedback on tiering should be sent through CNN's league representative so that this can be forwarded to the tiering committee. Alternatively, coaches may be asked to attend the 1660 tiering meeting which is important that your team is represented. After the three week tiering, another three week schedule is usually released before the final schedule is completed. All schedules are released via the 1660 website. If for some reason a schedule is released and your team is showing a “TBA”, it is the responsibility of the home team to schedule that game. This usually occurs because sufficient ice slots were not provided by the ice allocator of the other team.

- b) Rescheduling Games:** If you are aware of any weekends your team may not be able to play (e.g. you have already booked to host or attend a tournament), you can sometimes forward that information to your 1660 Governor to forward to the 1660 Ice Scheduler before schedules are completed. However, you will need to confirm with the Governor in advance if they will accept those requests.

Once you have your schedules, you may have to reschedule a game due to a tournament or other conflict such as provincial play. You must follow the 1660 game change process and all rescheduling must occur before the game. If the game to be rescheduled is a home game, start by looking at your schedule and the other team's schedule to see if there is a common day you may both be able to play. Then contact CNN's Ice Allocator to see if there is any open ice on the day you have selected. If there is, then contact the other team Manager and see if this could be a fit.

If the game you need to reschedule is an away game, you will have to contact that Manager so that they can look for ice in their arena. Once you have agreement on a time slot, complete the Notice of Game change form and obtain

approval via e-mail from the other team and the Tier Governor. Once the game has been approved, it will be changed on the 1660 schedule and you must notify the CNN Ice Allocator.

In the case of inclement weather, you are able to use the Notice of Game change form within 24 hours of the game. Penalties will be assessed by 1660 for any games that are forfeited and can include a monetary fine, disqualification from playoffs and forfeiture of the bond provided by CNN.

For a home game you will also need to reschedule the referees by contacting CNN's Ref Assignor and telling him the game number, details of the game being cancelled, and the new game details. Note that 1660 league play takes priority over exhibition and tournament play. The league can limit your team to reschedule 3 games per season.

- c) **Game sheets:** Managers are responsible to fill out the game sheet prior to each game including the game number, details of the game, location and roster. Labels with the team roster can be downloaded to label sheets from the CNN Spurs Admin website. Cross out any players that will not be on the ice that day. Please put the following letters beside the appropriate player if it applies - Affiliated player - AP, Overage player -OA. A Coach must verify each game sheet by signing below the names. Ensure that the game sheet is given to the visiting Manager prior to the game so that they may fill out their information.

It is the Manager's responsibility to ensure game sheets are filled out properly with all goals, assists, shots on net, change of goalie, correct time and offence for penalties etc. An example of a properly filled out timesheet is usually at the arena. You can find a copy on 1660's website and make a copy and include at the front of your game sheet book. Scorekeepers cannot add assists if the referee did not call them. The Manager is responsible to ensure that the other team has a copy of the game sheet after the game.

- d) **Shots on Goal:** Shots need to be counted for all levels of hockey from Atom up. 1660 also recommends recording for Novice but this is not a requirement. You can ask your timekeeper or another parent in the stands to count shots on both goalies. The definition of a shot on goal is any shot that enters the net or any shot that would normally have entered the net if not stopped by the goalie. Shots that deflect off the posts or crossbar and stay out of the net are not counted towards this number.

- e) **Entering and Uploading Game sheets:** All home game sheets must be entered and uploaded to the 1660 website and emailed (if requested) to the Tier Governor within 48 hours after each game (24 hours during tiering or playoffs). Things to enter include:

- *Roster* – go into the roster tab and select those players that were on the game sheet. You are given the option to select all. Ensure any affiliate players are included as well.
- *Goals* – Goals for the home and away team must be entered and include details such as time of the goal, period the goal was scored in, jersey number of player who scored or assisted the goal and the type of goal (i.e. regular play, short-handed, power play goal, game winning goal).
- *Penalties* – Enter the home and away team penalties including who was awarded the penalty, who served the penalty, nature of the penalty and time of the penalty.
- *Upload the game sheet* – scan and upload a copy of the game sheet. If you do not have access to a scanner, there are many free apps such as ScanPDF that will convert a picture to a PDF to upload.
- *Goalie stats* – Enter the number of minutes played by one or more goalies. Also enter the shots and the number saves so that a save percentage can be calculated. You have to assign the win and loss to the correct goalie. Note that if more than one goalie plays in a game, the win or loss is assigned to the goalie in net when the winning / losing goal is scored.
- *Final* – once you are satisfied that everything has been entered, you can enter the final score and select that the game sheet is finalized.

Once this information is entered, the opposing team manager will verify that the information as entered is accurate. If you attend an away game you will have to verify what the other team has entered on a timely basis. No changes can be made to the game sheet once the referee has signed it. Note that the Head Coach can be suspended by 1660 if game sheets are not properly entered and uploaded.

If suspensions are issued or issues arise during a home game, make sure the information on the game sheet (penalties etc.) and Referee's Incident Report are done correctly before they are uploaded. You must also complete a 1660 Notice of Suspension Form and notify your governor immediately of any serious incidents.

Managers must keep original (white) game sheets and referee incident reports to the end of the season. Visiting teams should be given the pink copy of the referee incident report and the yellow copy should be left in the book that remains in the arena.

- f) **At the Game:** For each home game, your team will need to provide a timekeeper, scorekeeper, and up to two people to run the penalty boxes depending on the arena. During run time, minor penalties (normally 2 minutes) should be entered as 3 minutes. Major penalties (normally 5 minutes) should be entered as 7 minutes. If the time turns to stop time during the penalty, no change is made to the remaining minutes on the penalty. The home team is responsible for changing jerseys if colors conflict with the visiting team's jerseys.

**As per 1660 regulations, crowd, fan or spectator control is the responsibility of both the home and visiting team's Managers and Coaches. It is always best to try to diffuse situations before they become an incident of a more serious nature.**

- g) **Paying Referees:** Referees must be paid by the home team at the start of every game. The rates will be set at the beginning of the year and may include monies for travel (only one referee will be paid for travel). Referee fees paid, including travel rates, should follow the referee rates posted on the CNN Spurs website. One receipt is completed for each game with details as set out at the front of the receipt book and must be signed by each referee. Complete the CNN Spurs Reimbursement form and submit the original receipts to the CNN Treasurer once per month for reimbursement of referee fees. CNN will only reimburses referee fees for 1660 league play, provincial game play or exhibition games before the season begins.

- h) **Ice Times:** All ice is set up by the CNN Spurs Ice Allocator working in conjunction with arenas in the Town of Bon Accord and the Town of Gibbons. If you have to reschedule a game (as per the game change process) or will not need to use your practice ice because of a scheduled league game, please notify the CNN Ice Allocator. This applies even if you share the ice with another team. Notice for changes to weekend ice must be made by Tuesday noon or in the case of weekday ice, within 3 business days. If this does not occur, the team will be charged for the cost of the ice.

CNN ice slots for games may differ from those you will play in other arenas. The chart below shows the minimum ice time required by 1660 as compared to the ice scheduled for home games. As CNN will be paying for the ice, it is up to the Manager and the Coach to ensure that the entire ice slot is utilized. For Novice games, a shootout could occur if extra time exists at the end of the game. The times below assume a 5 minute warm up.

Division	Tier	Minimum Ice 1660 (in hours)	Ice Provided CNN (in hours)	Recommended Game Management
Initiation	N/A	N/A	1.00	Run time, 3 minute shifts

Division	Tier	Minimum Ice 1660 (in hours)	Ice Provided CNN (in hours)	Recommended Game Management
Novice	1 & 2	1.25	1.50	Two periods run time, one period stop time
	3, 4, 5	1.00		
Atom	1 - 5	1.50	2.00	Three periods stop time, flood between two and three
Peewee	1 & 2	2.00	2.00	Three periods stop time, flood between two and three
	3, 4, 5	1.50		
Bantam	1 & 2	2.25	2.25 – 2.50	Three periods stop time with two floods
	3, 4, 5	2.00		
Midget	1 - 5	2.25	2.50	Three periods stop time with two floods

1660 insists that coaches, on-ice officials and off-ice officials discuss and agree on ice slot length, clock management and frequency of floods before every game. This can only be changed by the two coaches and the referee where the referee has the final say during the game. The league requires that the last three minutes (preferable five minutes) of each game is played as stop time. If during the regular season there is a goal differential of 3 goals or more, the total stop time may be adjusted. Off-ice officials (timekeepers) have no jurisdiction or input into the time management process. Ensure to let your rink attendant know if you plan to have any floods during your game.

- i) **Playoffs:** The playoff format and schedule will be determined by 1660 and schedules released based on the season timeline. This schedule will indicate who you are playing and how many games to play. All games must be arranged by the Managers and follow the Game Change Notification process. The highest ranking team in the regular season standings will have venue which means they have first choice in the game slots provided. If you do have venue, it may to your advantage to play your second game at home and your choice should reflect this.

Normally, two game slots are provided by each team. Contact the CNN Ice Allocator as soon as you know who you will be playing to try to get ice times. Remember all teams are trying to schedule games at the same time so you may have to wait to get ice. As soon as you get confirmation from the other team, return any ice to the Ice allocator to be used for other CNN games. If possible the Ice Allocator will try to book all ice for upcoming weekend games by Tuesday noon so that any ice not being utilized can be returned to the arenas to avoid being charged.

Ensure to be familiar with all 1660 playoff rules. If your team is successful and wins in playoffs, they may be presented with a banner. The banner should be given to CNN with the equipment returns at the end of the season so that it can be hung in the arenas. CNN will order duplicate banners to be represented in each arena. Players and coaches are welcome to sign the banner.



- j) Provincial Play:** Each year Hockey Alberta puts on a provincial play down tournament for all divisions starting at Atom. CNN will ask if teams are interested in playing in Provincials in November. The level that the teams play in provincials depends on the number of players we have registered. Normally for divisions that have two teams, they play in B and C. These games normally start at the end of January and continue till the end of February. Provincial tournaments are held normally the third and fourth weekends of March.

Teams that are interested will play against other teams in our zone (Zone 2) to see who will represent that zone at the Provincial Tournament. The tournament includes the winners of each of the seven zones as well as the host team.

A provincial schedule will be provided to teams that will include who you are playing, when the games must be completed and which team has venue. Depending on the number of teams that enter at your team's level, you could also get a buy into the next round. You will set up games for provincial play similar to how games are scheduled for playoffs.

Each round is counted as total goals for and against. If after the first game, the goal differential is ten or greater, the second game may not have to be played if both teams agree and if the zone representative approves this. Game sheets must be completed and sent to your zone representative. Note that provincial play takes precedence over 1660 league play and other tournaments.

- k) Exhibition Games:** If regular season play does not begin for a few weeks at the beginning of the season, you may want to try to schedule an exhibition game. You can start by asking if there is ice available through the CNN Ice Allocator. Then you can start emailing or calling other teams in your tier to see if they are interested in playing. Referees will have to be booked through the Ref Assignor. For all pre-season exhibition games, CNN will pay for the ice and referee fees. If the team decides to play an exhibition game throughout the year, they will be responsible for all costs including the ice as related to that game.
- l) Initiation:** The season for Initiation teams usually begins the first or second week of October. You will need to discuss with your Coach when he thinks your team will be ready to start games as it will depend on the experience of your players. Normally, one Initiation team is composed of first year players and games will start either late December or early January. Other Initiation teams based on numbers of players are composed of second and third year players and may be ready to start playing games as early as November or December. If the Initiation teams are of equal strength you can also play each other.

Once the schedules are set for the Novice to Midget divisions, the CNN Ice Allocator will meet with the Initiation managers and divide the number of ice slots that are available throughout the year. It is then up to each Manager to set up games with other teams for these ice slots. Contact information for other Initiation teams can be found on each hockey association's website. As well, you can send your contact information to 1660 to post on their website and this is a good source of teams at a similar level.

When setting up Initiation games, it is very important to speak with the other manager about the age of the players and the level of experience. Each organization divides their teams differently so this conversation will give you an indication if your teams will be a good fit.

Starting with the 2016-17 season, all Initiation games will be played as half ice. Bumpers will be set up to divide the ice and smaller nets will be used. As your ice slots are normally only one hour you will be able to run about 50 minutes of stop time if you have a 5 minute warm up and allow 5 minutes to shake hands and clear the ice. Initiation games are run as 3 minute shift changes that are indicated by the time keeper blowing the horn. You may also want to consider allowing enough time for a shootout so that every player gets a chance to shoot the puck. Normally Initiation teams do not dress a goalie but will use a goalie stick.

- m) Injury:** If a player is injured at a game or a practice and they seek medical attention, the parents should take a copy of the Hockey Canada Injury Report and have the attending physician complete this at that time. Then the report will be available if the injured player incurs any costs (including dental) that are not covered by another health plan. These costs may be covered by Hockey Alberta and Injury Reports must be submitted within 90 days of the injury. You should carry a copy of the Injury form as found on Hockey Alberta's website with the medical forms. `
- n) Suspensions:** Suspensions can be issued to a player, coach, trainer, manager or parent. Suspensions can be issued by CNN, 1660 or Hockey Alberta. Suspensions should be explained to the player by the Coach and/or the Manager. Please refer to CNN, Hockey Alberta and 1660 Regulations for further details on suspensions.

Managers must make the scorekeeper and timekeeper aware of the Playing Rule to keep track of the number of stick infractions and advise the referee if the following occurs:

*“A Game Ejection Penalty shall be assessed to any player that incurs a total of three or more stick infraction penalties during the same game. For the purpose of this rule, only high-sticking, cross-checking, slashing, butt-ending and spearing are considered stick infractions. Players penalized under this rule shall be ordered to the dressing room for the remainder of the game.”*

If a fan is ejected from a game, the referee must provide an incident report which the home team will forward to the Governor and Discipline coordinator as they would for any player.

If in doubt if a player is eligible to play during a suspension, it is better to have them sit than play. Contact your Director for assistance in these circumstances.

- o) Affiliation:** Player affiliation may be used when a team is going to be short players at an upcoming game. Affiliation must follow the rules as set out by Hockey Alberta in Section A, Part 8 of their regulations and by 1660 in Section 18 of their regulations. Ensure you and your Coach are clear on the affiliation rules.

To play in a game, the player must be listed on the HCR as an affiliate approved by Hockey Alberta by December 15. Within CNN, players will be named to the team that they are affiliated with. Normally, at each division level, the B team is listed as affiliates for the A team for that same level. Likewise the A team of a division such as Atom will be listed as affiliates for the B team for the next level (i.e. Peewee).

Under Hockey Alberta regulations, a player may affiliate up to a maximum of 10 games per season (5 for Novice), excluding exhibition and tournaments. Once the regular season ends for that affiliate player, he/she can play an unlimited number of games.

1660 also sets out additional rules for affiliation. For Tier 3 and below, you are able to fill a roster spot only when a player is injured, ill, away or suspended up to the same number of players on the HCR. For Novice teams an affiliate can also be used to bring their total roster to 12 if the roster is small.

During playoffs, the 1660 Governor must approve any affiliation. You must provide them with the player's name, league and division, stats with their own team, number of games played during the year with this team and the stats when they have affiliated. For Tier 3 and below, an affiliate can only play one game in a home and home or 3 game series or twice in a 5 game round robin. Back up goalies can play anytime during the year in accordance with other affiliation rules but during playoffs can only play when the registered goalie is injured, ill, away or ejected from the game. Ensure you carefully review any gamesheet during playoffs and ensure the other team has properly approved affiliates. It is the manager's responsibility to track the number of affiliations used during the year to ensure that the affiliation rules have been followed.

## 7. Tournaments and Other

- a) **Attendance at Tournaments:** Your team may decide to attend one or more tournaments throughout the year. Any costs associated with the tournament are the responsibility of the team and attendance must not impact your league commitments. Check the Hockey Alberta website under tournaments and your division to see where tournaments are. Check back regularly as new tournaments are added all the time. You will want to start doing this right away as they fill up fast. When calling for tournaments, make sure the tournament is suitable for your team. Ask questions to make sure the players are of equal playing skills and include your Coach in the decision.

Things to remember if booking an out of town tournament include:

- How big is the town?
- What kinds of hotels, motels and restaurants are there?
- Does it have a conference / party room that could be used for a Saturday night pizza party / get together?
- Does the hotel have a pool with a waterslide (these hotels book up fast)?
- Will the hotel book a block of rooms so that all your parents are able to book together?

If you are seriously considering a tournament and are just waiting for confirmation from the team organizers, you may want to start looking for hotels. You can always cancel a block of rooms if you do not get accepted but it is difficult to find something at the last minute.

If your team is participating in the provincial play downs, you will want to make sure you have completed any tournaments by the middle of January as it will make it very difficult to schedule tournament, league and provincial games all at the same time. You also have to carefully consider any tournaments in March during playoffs as this will also make scheduling more difficult.

- b) **Travel Permits / Game Sanctions:** Travel permits and game sanctions ensure that any game played by CNN is covered under our insurance policies. If you play a game or travel to a tournament outside of our zone (Zone 2) or set up an exhibition game (including all Initiation games), you must obtain a travel permit or game sanction from CNN's Registrar. Requests must be made by Tuesday evening and should include your team, where you are playing, date (s) of play, and sanction number if it is a tournament. Note that this does not apply to 1660 League games. A copy of our zone is included in CNN's Policies and Procedures however note that Morinville and towns west are all outside of Zone 2. A copy of the travel permit and/ or sanction must accompany the team and there may be instructions on what to do with the game sheet after the game.
- c) **Hosting a Tournament:** If your team is interested in hosting a tournament you must first get approval from the Fundraising Coordinator and then you need to secure ice from the CNN Ice Allocator. It is best to do this as early as possible in the year to have the best chance to be able to find available ice. Most tournaments are held at the Bon Accord arena as there is more room to set up your tournament fundraising. All costs for ice are the responsibility of the team. Once you have secured the ice you can then apply for a sanction number from CNN's Registrar which will post your tournament on the Hockey Alberta website. You will want to set up a tournament committee within your parents and split up the jobs of fundraising at the tournament, running the game sheets and score clock, providing items to teams and overall management of the schedule. Just like attending a tournament, you want to find teams that are equally matched to make it a fun and competitive experience for everyone involved. Any funds that you raise will be considered fundraising and a portion of profits will be due to CNN in accordance with the Fundraising policies.
- d) **Team Pictures:** These normally occur somewhere between October and December each season. You will be responsible to provide a team roster including the names of coaches, assistant coaches and manager, to collect forms from parents the night of pictures and to distribute the pictures once they have been received.

- e) **CNN Clothing:** The CNN Clothing Coordinator will organize sale of CNN approved clothing near the beginning of the season. If the team decides to purchase an item for everyone, this must also be organized through the Clothing Coordinator.

## 8. Communication

Your role as manager is critical to the team to ensure that information is passed down from 1660, CNN, your Directors, your Coach and others to the parents and players. Likewise, you will be that liaison between the parents and the organizations. It is extremely important to keep lines of communication open between players and parents throughout the season. It is recommended that every Coach has a minimum of 2 formal communication meetings during the season. One at the beginning of the season and one mid-season.

Team Managers provide a means of communication to occur with parents who are uncomfortable communicating directly to the coaching staff. If an issue arises that cannot be solved within your team, you should involve your Directors as soon as possible to determine the best course of action. For highly emotional issues, it is usually best to wait to meet until 24 hours after the incident occurred. This allows both parties to cool down, so that the problem can be dealt with rationally.

## Ready Set Go

We hope that this guide has helped answer your questions to being a Manager. Have a great season!



## APPENDIX I: Website Tips

Managers are required to set up two websites at the beginning of the year. This includes the 1660 and CNN websites. Different login information is required for each. Both sites run on the RAMP interactive system so they look very similar but different information may have to be updated on each. This summary includes some tips on using these websites but is not meant to replace RAMP's "**Hockey Team Admin Manual**" found on the Administration site.

### 1660 Website:

Login information is provided from the 1660 Governors. Enter your login information at the "Administration login" on the 1660 Home page.

Items that can be updated on the 1660 website include:

- a) **Games:** Games are automatically added when the 1660 schedules are completed by the league. Game sheets are entered at this spot unless you have linked your website to the CNN website (see below). Then you are only required to enter the game sheet once and both sites will be updated.
- b) **Players:** All players' names and jersey numbers must be entered so that game sheets can be completed. If you enter parents' names and e-mails, they will receive all 1660 notifications. Check with your Coach if this needs to be added. Note that this information is not linked to the CNN website.
- c) **Staff:** Coaches and manager information including e-mails are entered so that team staff is aware of 1660 notifications.

### CNN Website:

Login information is provided from CNN Communications Coordinator. Enter your login information at the "Administration login" on the CNN home page.

Note: Once you are on a RAMP login page it can take you to either the 1660 or CNN website depending on the information that you enter. You do not have to go back to the respective home page as long as you are at a login prompt.

When you login to the CNN Administration site, it will look very similar to the 1660 Administration site as it uses the same back end system. However, you should now have 12 different menu options (as compared to 3 in 1660).

Items that can be updated on the CNN website include:

- a) **Players:** All player's names and jersey numbers must be entered again as this does not link to the 1660 site. Contact information should be uploaded from the HCR system but you will need to confirm parent information including phone numbers and e-mail addresses by editing each player. Multiple email addresses can be added. These contacts are used to send out information directly from the website. You can also produce a team contact list if necessary.
- b) **Staff Members:** Update the staff information so that it appears on the website. You can change the order of how the staff appears if required.
- c) **Practices** – Practices can be entered as recurring for the year. If a practice needs to be cancelled for holidays or other reasons, this can be deleted on an individual basis.

- d) **Games:** Exhibition and tournament games can be added on the CNN site. League games are under a different menu option and cannot be modified. However, game sheets can be entered here and will update the 1660 site as long as you have linked your sites (see below).
- e) **Mailer** – The mailer can be used to send e-mails directly from the site using the contacts included for each player and staff. These e-mails will be from the “Team Name” and cannot be replied to.
  - **Email categories** – This must be set up first. Add a category (name it) and then you can add your contacts. You can set up more than one category if necessary (e.g. players vs. staff).
  - **Email other** – Use email other if you are required to include an e-mail address that is not a player's parent or staff member.
- f) **News Articles**– News items will appear on the Team's home page. When you create a news item you will be given an option to e-mail the entire team. This uses the contacts that have been set up under the players. If a News item is no longer applicable you can archive the item and it will no longer appear on your website.
- g) **Events** – An event can be set up for a fundraiser, tournament, team pictures, etc. Events will show up on the team calendar. You can also e-mail the team with details of the event when you create it. Events will not show up separately on your News page and a News item must be created if required.
- h) **Print Labels** – Labels (for game sheets) and contact lists can be exported to manage in Word or Excel as appropriate. Stats and Standings as well as Games will only include exhibition information.
- i) **Albums** – Albums with pictures can be included to show on the website.
- j) **Content Pages** – These options allow you to add pages to the site or change the order of the pages included. Most teams will not need to use these options. Please refer to the ``Hockey Team Admin Manual`` before making any changes.

## Linking the CNN and 1660 Websites

The RAMP interactive system allows CNN websites to be linked to the 1660 website. The benefits of doing this include:

- 1660 schedules and standings are loaded onto your team site automatically. This includes rescheduled games
- League game sheets can be entered directly from the CNN website administration area without the need to login to two separate sites
- CNN users access one website to see all practices, games (league, exhibition and tournaments) and events.

### Set up:

To enable the selected teams' schedule, standings and game sheets to appear on your team website.

- Login as a team administrator to the CNN site.
- Click League Tie In
- Select Team (you will have to scroll to find your team under your level)
- Enter your League Login and League Password

If the information is all correct, you will see a new option on the CNN administration site under "Games" titled "League Games". This is where you will enter game sheets for home games.

Remember to press “**Submit**” before you leave this page. You may have to logout of the CNN website and back in for this to take effect.

## Viewing the Schedule:

The Schedule on the CNN team website will now have two tabs labelled

- 1660 Hockey League
- Team Games

1660 Hockey League will include all preseason, regular season and playoff games. If you click the results game sheet, it will link you back to the 1660 website. Team games will include any exhibition or tournament games that you add and game sheets can be included as well. Both types of games will be included on the team calendar.

## Need more info:

- Review the Hockey Team Admin Manual under “Instruction Manuals”. This describes the full use of each function within the site.
- Contact the CNN Communications Coordinator or another team manager within CNN
- Send a support request to RAMP describing your problem.