

Fairview Minor Hockey

Team Managers Handbook

Welcome to another year in Fairview Minor Hockey (FMH)! Our goal as an executive is to assist our team managers and coaches in navigating the various duties and responsibilities required to have a team playing in FMH and, for the older kids, in the All Peace Hockey League (APHL).

Thank you for volunteering to help run a Fairview Minor Hockey team! We appreciate all that you do and, therefore, we have compiled this booklet of goodies to try and make this year easier for you. If you have ANY questions or concerns throughout your year, please contact your Non-League Coordinator (initiation & novice) or League Coordinator (atoms, peewees, bantams & midgets):

Managers for teams competing in the All Peace Hockey League (APHL) please take the time to familiarize yourself with the APHL website at allpeacehockey.com as it contains the most updated versions of the rules and regulations as well as the important **APHL handbook**. This handbook contains the most up to date rules and regulations on everything from how the association works, Coaches and Managers duties, how to properly fill out scoresheets, how penalties work, etc... If you need an answer, it should be in this handbook. If not then contact the Fairview Minor Hockey (FMH) executive and we will find the answer for you.

SECTION ONE

ALL TEAM MANAGERS

Executive Contact Information

All important CONTACT INFORMATION is available on the FMH Website under the “EXECUTIVES” tab.

Familiarize yourself with the Non-League Coordinator (initiation and novice) and League Coordinator (atoms, peewees, bantams, and midgets) contact information as they are your first line of contact to find important information needed throughout the year.

Fairview Minor Hockey Rules and Regulations

Three important documents drafted and/or revised for the 2017/18 hockey year are:

- 1) Constitution and Bylaws
- 2) Conduct Management Manual
- 3) Policies & Procedures Manual

Each of these documents, among other things, explicitly explain the duties of the executive, the rules governing meetings, how rules are decided on and enforced, what is expected of the FMH Members including players, parents, coaches, team representatives, and executive members.

The Policies & Procedures Manual explains the rules and regulations on everything from registration, to evaluations, tournament hosting, team meetings, discipline actions, drug/alcohol policy, etc...

Please take the time to familiarize yourself with these documents as they are a great tool for handling questions, confusions, or disputes. They explain FMH’s stance on many issues which should help answer questions or problems you may face as a manager throughout the season. You can direct parents and members to the FMH website where they can view these documents.

Parent Volunteers

Your team will need the following volunteers:

- 1) Safety Person
- 2) Team Treasurer
- 3) Equipment Manager
- 4) Coaches, Assistant Coaches
- 5) Fundraising Liaison

***Please note that ALL team personnel need to be told to the FMH Registrar to ensure that they have their right requirements and are added to the Hockey Alberta Team Roster. Also, FMH will reimburse any training expenses (registration fees) incurred to the “Coaching Staff” if receipts are submitted to the FMH Treasurer.**

Safety Person – Mandated by Hockey Alberta

Initiation: One team official per 10 players on the team is REQUIRED to complete the safety program – which is an online course

All other Teams: Minimum one team official per team

All hockey Alberta teams must have (1) person registered to their team that has completed the online Hockey Canada Safety Program, known as “Hockey University – Safety”, and be at ALL games. It is recommended this person be a parent who is committed to attending ALL games. You can have more than one parent registered as a safety person.

This certification is valid for a period of three (3) hockey seasons from the date of completion (expiring on September 1st).

To Find the course, follow these steps:

- 1) Visit the Hockey Alberta website (www.hockeyalberta.ca)
- 2) Hover over the ‘Coaches’ tab
- 3) Choose ‘Coaching requirements’
- 4) Choose the ‘Safety’ tab at the top of the columns of the table
- 5) Choose ‘Re-certification’ tab
- 6) Choose ‘Sign-up to complete The Hockey University safety program.
- 7) Follow online instructions

Safety persons will also need to complete their police check (available in the top right hand side of the FMH Website).

Team Treasurer

The team treasurer will take care of all money for the team for the season. Each team has their own account. There needs to be TWO signors on the account (there is a sheet in the front of the folder given to you by the FMH Treasurer) – these are typically the treasurer and the manager.

The team treasurer will be responsible for making up a spreadsheet of the money made (from tournaments, fundraisers, etc.) and the money spent (going to tournaments). Team funds are only allowed to be spent on things that will benefit the ENTIRE team, such as tournament entry

fees, buses (to tournaments), year-end pizza parties (up to \$500), etc. They are NOT to be spent on team “swag” such as hoodies, track suits, toques, etc. For more information on these requirements, please consult the Policies & Procedures manual.

Equipment Manager

You need to have one person who is willing to take the jerseys to your games and ensure they get returned at the end of the year. Name bars are being sewn on the jerseys by Mad Dog Cresting as part of the registration fees. They will also be removed and stored at the end of the season by Mad Dog Cresting. This is to ensure our jerseys do not become damaged. Each team has a locker to store jerseys, pucks, goalie equipment, and other various gear. You can obtain the locker code from the FMH equipment manager (currently Kevin Lee).

Coaches/Assistant Coaches

Finding coaches may require the Non-League or League Coordinator for assistance.

Your coaches need to have their Coach Level I (initiation & novice) or Coach II and Checking Skills ((there is an online portion of this course available through the Hockey Alberta website and the on-ice portion will be offered a couple of times in Grande Prairie – highlight “Coaches” and click on “Upcoming Clinics”) AND their Respect In Sport – Coach (available on the Hockey Alberta website (highlight “Members” and scroll down and click on “Respect In Sport”) AND their Police Check (this is available at the top right hand corner of our Fairview Minor Hockey website); You will need 1 certified coach for your Novice team (this is a Hockey Alberta requirement).

Assistant Coaches – Lots of parents are eager to help out on the ice, please ensure that EVERYONE who is on the ice has their Respect In Sport – Coach AND their Police Check.

Fundraising Liaison

Starting 2017 your team will require a parent designated to communicate all fundraising activities your team is participating in with the FMH Fundraiser Coordinator. This is to ensure there are not a number of different teams operating a similar fundraiser, thus reducing the effectiveness of your own. With this information, the Fundraiser Coordinator can advise your team about other teams’ fundraising activities to help avoid overlap of similar events. The Fundraising Liaison will also be expected to sit on a fundraising committee to help participate and communicate back to your team in regards to FMH fundraising events.

Team Forms & Credentials

Ensure that you have the following forms filled out for each player on your team:

- 1) **Medical Form** – these are imperative should a child get hurt on the ice, especially out of town. They must be with either the Coach, Manager, or Safety Person at ALL TIMES!
- 2) **Player/Parent Code of Conduct Form** – these are imperative because they hold the parents and players accountable for their actions on the ice, in the arena, and in the stands. If you can, review this form with your parents at a team meeting.
- 3) **Police Check** – top of the list is to ensure your children are kept safe. After the novice age we ask adults wishing to enter the locker room provide FMH a police background check. This is very easy to obtain. You can visit your local police station or visit **backcheck.net** and fill out the necessary information. Backcheck provides a current background check that is good for 3 years and can be used for multiple organizations if you require.

Please inform your parents that if these forms are NOT filled out and handed back before your deadline (set a reasonable deadline such as two weeks from being handed out) their child CANNOT go on the ice. It is up to you to police this; however, if you need help contact your respective Coordinator.

Ensure ALL parents have their **Respect In Sport – Parent**

This is a quick online course that can be found on the Hockey Alberta website. Highlight “Members” and click on “Respect In Sport.” Please ensure that the parent picks Fairview Minor Hockey as their association and that they list their child under their account. Also, for those parents that have already taken their Respect In Sport, but have a new child playing this year, they will need to simply add that child to their Respect In Sport account. It is VERY important that parents do this, otherwise their child will NOT be permitted to play after the deadline.

Team Communication

- 1) Create a team contact sheet including the player name, parent name, email address, cell phone number, and any other information you feel is relevant.
- 2) Contact the Non-League or League Coordinator for the team username and password assigned to your team on the FMHA website to utilize your game information
- 3) Find out if your team had a team email and if so obtain the address and password
- 4) If you choose you can set up a TeamSnap or another scheduling App to communicate game times etc... with your team.
- 5) Update Game results on the FMH website.
- 6) Choose somebody to update the Facebook page on what is happening with your team.

COMMUNICATION IS VITAL – Don’t be scared to over text or over email!

Team Commitment

- 1) For new parents to FMH, make sure they are aware of the **“New Parent Manual”** which is listed on the FMH website. It details what is expected from parents of children involved in hockey. The aim of this manual is to clear up any questions parent’s have about the level of commitment expected in terms of volunteering for their team, volunteering for their association, fundraising, facility care, etcetera.
- 2) Encourage your parents to have their child attend all games – especially out of town games. Encourage your parents to **utilize each other** to transport fellow players if needed! Remember we are all in the same boat, often with multiple kids playing in different divisions. If someone can not take their child, encourage them to find another ride for the player. Encourage willing parents to offer rides to players in need. When teams work together is reduced the burden families may perceive from out of town games.
- 3) All parents in FMH are responsible for doing at LEAST one Fairview Minor Hockey fundraiser throughout the year. These should be picked by them at the beginning of the year (if not already done at sign-up). They can contact the Fundraising Coordinator for more information. Any of your team fundraisers (50/50 @ Flyer’s Games, Home Tournament, etc.) are on top of the FMH fundraiser(s).
- 4) All teams in FMH will receive at least ONE opportunity to sell 50/50 tickets at a Flyer’s Game. The team is also responsible for providing security and, therefore, will need to have about 4-5 volunteers at the game. The team will receive half of the 50/50 revenue for the evening (the other half goes to the Fairview Flyer’s). Be aware that no children under the age of 18 years are permitted to handle the tickets or money for 50/50.
- 5) Novice teams may choose to participate in the Dodge Caravan Kids fundraiser. Registration opens in November and you need to get your picture in quickly. You should start looking in to this at the beginning of the season as your team can easily earn \$500. More information is available at www.dodgecaravankids.ca.
- 6) Your team may choose to do their own fundraiser for the year (to raise money for tournaments, etc.). You will need to complete and submit the Fundraising request form before you start ANY of your own fundraisers (with the exception of your Home Tournament).
- 7) Home Tournament
You will be given a date(s) at the beginning of the season for your Home Tournament. Please see “How to Host a Tournament” for more information on how to make this event run smoothly.

Schedule

BOOKING GAMES:

Initiation and Novice are NOT part of the All Peace League, so those teams are required to book their own games. There should be last year's contact information in your team email folders. You can also go online and look up contact information on other team's websites – you can sometimes find Manager contact info OR you can email an Executive member and ask them for Manager contact info.

When booking games, you will need to **contact the Ice Scheduler** for available ice times for your team BEFORE calling and booking ANY games. You should try to book 1 away game and 1 or 2 home games every month (depending on what your coach and parents want). You should also try to book about 3 tournaments. One of these tournaments can be the SWAT Ice Melter (novice) Tournament which is better described under ***TOURNAMENTS***.

It is recommended at the initiation level to have a high ratio of practices to games. For example... having four practices then a game. Or no games but one tournament per month. This allows the players adequate time to work on skating, passing, puck control, and shooting in a progressive manner as mandated by Hockey Canada. The games are to be half ice informal events. This schedule will also help prevent “hockey burnout” for both kids and parents.

Atom, Peewee, Bantam, and Midgets ARE part of the All Peace Hockey League. Exhibition games can be booked on your own and are necessary to determine what Tier your team will be placed in the league. Starting in 2017/18 the APHL will book up to four exhibition games on your team's behalf so at the beginning of the season teams/managers are expected to have four (4) ice times available to e-mail to the APHL by a certain date (to be determined). These games will be played over a 2 week period to help determine proper league tiering. This takes the onus off team managers to figure out teams to play at the beginning of the year. Suspensions can be served during these league booked exhibition games. This is a trial for booking league games in future years!

The **league scheduling meeting** date is still to be determined. Teams can only have ONE representative to sit at the scheduling table. Teams must come with 30% more ice slots available than they require. Ice scheduler will be available at the meeting. Each team is allowed TWO weekends only to be “blacked out” from scheduling. These blackout weekends can be used to book a tournament or allow for weekends off for other reasons (ie. Half of the team gone for another sport). This rule ensures teams don't show up with four weekends booked off for tournaments, creating problems trying to schedule league games.

Don't forget to confirm your home game time with the Ice Coordinator because she/he must then book ice with the arena, contact the food booth to be open, and contact the Referee Coordinator to book Refs for your game.

HOME GAMES

Once you have your games booked, you will need to **schedule parents to work the score clock and fill out the score sheet** during HOME GAMES only. This can be one parent for initiation (to run the clock), two parents for novice (one for the clock and one for the scoresheet), and three or four parents for above levels (one for clock, one for scoresheet, one or two for penalty box doors). At the novice level scoresheets are not required as they do not get sent anywhere, but it is something that your parents should become comfortable with as it will need to be done correctly at the Atom level.

You choose how to schedule parents. Set up a sign-up sheet or draw names out of a hat. Whatever seems most agreeable.

Try to get a schedule for the year done up as quickly as possible and out to your team as everyone likes to be prepared and know what to expect for the season. With the exception of coaching staff, every parent should be expected to take a turn including coach's spouses.

Some parents may be uncomfortable running the clock or filling out the sheet, especially if they have never done it before, so it can be nice to partner them up with a parent who has worked it before. **DO NOT ACCEPT "I don't know how" as an excuse!!!** They are all capable adults able to learn. They simply need to be WILLING! Do not leave the jobs for the same people to do, even if they offer. EVERY ONE NEEDS TO LEARN at the Initiation and Novice level while the stress to get it right is lower!

Games must be sanctioned as they are considered an exhibition game. You need to apply for a sanction from your respective Coordinator. The sanction application can be found under the 'Forms' Tab on the FMH website. Email it to

TOURNAMENTS

- 1) If your team is interested in tournaments outside our local area, visit the Hockey Alberta website and click on 'Tournaments' then, on the far left, click on either Initiation or Novice. Here you will find a number of tournaments that may be of interest. You will see your own home tournament listed here.
- 2) As soon as possible, provide a full schedule to your team. Update the FMH website and any App your team uses so everyone is prepared.
- 3) Any changes or additions to the schedule should be communicated to your team ASAP!

- 4) The SWAT Ice Melter Tournament registration usually opens Dec. 1st. You will want to get your registration in right away and get hotel rooms blocked for your parents if you plan on attending. This tournament fills up fast. It is NOT required that your team attend, it is just a popular one that has been done in the past. Check with your parents and coaches to ensure they want to attend BEFORE registering your team.

REFEREES

Referees are required to be at all of your games. The Ice Coordinator will ensure that the Ref Coordinator knows about your games. You should not need to contact them separately.

BAD WEATHER

It will be up to you and your coach(es) to determine whether or not to travel to a game/tournament. Please ensure that you communicate with your coach(es) and relay that information to ALL members of your team in as timely a fashion as you can.

GAME REMINDERS

It is good practice to send a reminder text one or two days prior to the game to all parents and coaches. Include the game date, time, venue, and expectations (shirt/tie required, how early to arrive before the game, etc.) Do this for both HOME and AWAY games!

For home games also remind parents who are scheduled to work the score clock and score sheet.

It is also good practice to communicate with **the opposing team** three or four days before the game to ensure the game is still scheduled. This gives you time to inform your coaches, your team, and the ice coordinator. **IT IS IMPORTANT to reschedule or cancel games** at least 48 hours in advance so FMH does not get charged for using this ice time.

GAME CANCELLATION

Fairview Minor Hockey requires your team to cancel games with at least 48 hours notice. If the arena staff is able to schedule other games in that game slot FMH will not be charged for the lost ice time. Understand that FMH will be billed for unused ice if it has not been properly cancelled. If FMH gets charged for unused ice due to poor communication, your team will be billed to recover the cost.

Exception to this rule is the opposing team cancelling due to bad weather. You are **STILL REQUIRED** to contact the Arena, the referee coordinator, and the booth staff ASAP to inform them of the cancellation.

TEAM PICTURES

The Non-League Coordinator will work with you to book pictures for your team. You will then have to let your team know what day (a practice day) they will be on as there will not be a make-up day.

FAIRVIEW FLYER'S HONORARY CAPTAIN

Novice players get the opportunity to go out and skate with the Fairview Flyer's during their warm-up before each home game. The Non-League Coordinator will schedule players for this and send out an email with information at the beginning of the season. Please ensure that if parents are unable to make their date, that they find a replacement and/or switch with another player **AND** let the Coordinator know!

SECTION TWO

APHL COMPETING TEAMS

New For 2017/18

The following information is more specific to teams competing in the APHL. As stated before, please seek out, read, and follow the guidelines laid out in the APHL Handbook. Check out the All Peace Hockey League website at www.allpeacehockey.com for all forms, bylaws, etc...

A number of changes were implemented for the 2017/18 hockey season. This is a quick summary of events to be aware of...

SCORESHEETS

The APHL requires scoresheets to be filled in properly, to be legible, and to be SCANNED and E-MAILED **by midnight Monday** in a PDF format. Hold a TRAINING SESSION with at least 3 parents willing to take on the important task of filling in the scoresheets! The league **will fine your team \$250** per offence for improperly handed in scoresheets! The executive plans on holding a training session for scoresheets at the Manager's meeting in September. Managers will then be responsible for setting up their own training session for interested parents.

Scoresheets must be legible and include team names, time of penalties, player's names and numbers, period numbers, time of infraction. On and off ice officials must PRINT and SIGN their names. Referees must provide ID numbers. The GAME NUMBER must be written and legible. Do not use gel pens or colored team roster stickers.

The HOME TEAM will be responsible for handing in scoresheets (win, loss, or tie) and any incident reports to the APHL commissioner and Hockey Alberta as required. This is to be EMAILED to both the Commissioner and the League. The HOME TEAM manager is also responsible for entering final scores and statistics (goals, assists, penalties) onto the APHL website within 24 hours of the game completion. In the past this was the Commissioner's job.

All scoresheets with 5 minute, match, gross, 10 minute game misconducts, etc. must be emailed within 24 hours to the Hockey Alberta Zone 1 Discipline/Sanction Coordinator as well. The game NUMBER must appear on the game sheet.

DISCIPLINE/SUSPENSIONS

The Zone Minor Discipline Coordinator is responsible for issuing and monitoring suspensions. Commissioners must issue suspension notices no later than Thursday morning to the

Association representative (usually President and Vice president). The FMH executive will pass that information along to the managers. If you are unsure about a player's suspension you **MUST SIT THEM OUT** until it is clarified!

If a player/coach receives a game suspension that requires a referee's write-up and if the referee does not give you a copy of it at the end of the game, it will be that referees' responsibility to email it directly to the APHL Commissioner. Referee incident reports will be in each referee room in each arena used by the APHL. The APHL Commissioner Contact information must also be in each referee room.

IF IN DOUBT – SIT THE PLAYER OUT. Playing a suspended player is a very serious offence. The incident report has 3 copies - one copy for the ref and one copy for each team. This write-up must be emailed to the commissioner as soon as possible and no later than midnight each and every Monday evening. If there is a match or gross penalty this form must be faxed to the commissioner, Hockey Alberta or Hockey BC rep within 24 hours of the game ending. (See APHL Contact List for fax and phone numbers).

Appeals must be initiated in writing (Notice of Appeal) addressed to the APHL or Hockey Alberta representative within 7 days of the decision.

The Notice of Appeal shall include:

- a) A copy of the written decision
- b) Concise statements of the grounds for appeal in numbered paragraphs
- c) Concise statements of the facts, in numbered paragraphs, alleged by the appellant

Appeal fees are as follows:

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| a) Appeal to league or Hockey Alberta | \$300 |
| b) Appeal from decision of appeals officer | \$700 |
| c) Appeal to Board Appealing Decision made by appeals committee | \$2000 |

EXHIBITION GAMES

As stated above, starting in 2017/18 the APHL will book up to four exhibition games on your team's behalf. At the beginning of the season teams/managers are expected to have four (4) ice times available to e-mail to the APHL by a certain date (to be determined). These games will be played over a 2 week period to help determine proper league tiering. This takes the onus off team managers to figure out teams to play at the beginning of the year. One advantage of this is suspensions can be served during these league booked exhibition games. This is a trial for booking league games in future years!

LEAGUE GAME SCHEDULE

The **league scheduling meeting** date is still to be determined. Starting 2017/18, teams can only have ONE representative to sit at the scheduling table. Teams must come with 30% more ice slots available than they require. Ice scheduler will be available at the meeting. Each team is allowed TWO weekends only to be “blacked out” from scheduling. These blackout weekends can be used to book a tournament or allow for weekends off for other reasons (ie. Half of the team gone for another sport). This rule ensures teams don’t show up with four weekends booked off for tournaments, creating problems trying to schedule league games. You will take away your team schedule from the Scheduling Meeting. Please proof read it BEFORE you leave.

The future plan is for the APHL to set the league game schedule for the season. This will eliminate the need for a scheduling meeting. Exhibition game scheduling by the APHL in the 2017/18 season is being used as a trial run with the hopes of extending the idea to all league games in future seasons.

GAME CHANGE RULES

Please make sure you have read the rules regarding changes to games. \$1000.00 fines may be assessed or in most cases game forfeits may result. If RESCHEDULING GAMES TO A DIFFERENT DATE: You MUST email the date change to the commissioner ASAP with the game number. Sample forms are supplied in the handbook and you must use them. NOT OPTIONAL!

Recommendations:

- 1) If you need to change a game date for whatever reasons DO NOT hang up the phone with the team in question until you have CONFIRMED the new date and time. Often coaches agree to postpone games and never get around to rescheduling them. This leaves the APHL president in a situation where a fine may have to be issued, points taken away etc.
- 2) The most common method of changing a game is to play it at a tournament. This is fine BUT please be reminded that:

Both teams must agree to this - you need to put this in writing via fax or email and send the change in date and time to the commissioner - forms for changes in dates etc. are within your handbook for your use. If the change form is not used the commissioner or the APHL president have nothing to go on when the game does not for some reason get played. You must make sure the APHL Game # appears on the tournament score sheet and that this score sheet is faxed to the commissioner as usual.

When you agree to change a date for a game ALWAYS fill out the enclosed game date change sheet and email it to the commissioner as soon as the change has been agreed on.