

INITIATION/NOVICE MANAGER HANDBOOK

Division Director:

POSITION VACANT

Questions and/or concerns can be sent via email to hpmha@hotmail.com

PARENT VOLUNTEERS:

Your team will need the following volunteers:

- Team liason
- Safety Person
- Website/Facebook Manager

SAFETY COURSE – Mandated by Hockey Alberta:

INITIATION: One Team Official per 10 Players is REQUIRED to complete the Safety Program – which is an online course.

NOVICE: One Team Official

Taken from the Hockey Alberta website:

All Hockey Alberta teams must have one (1) person registered to their team that has completed the Hockey Canada Safety Program **and be at all games. It is recommended this person be a parent who is committed to attending ALL games (does NOT have to be the manager) or a coach or assistant coach.**

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

To find the course, following these steps:

1. Visit the Hockey Alberta website (www.hockeyalberta.ca)
2. Hover your mouse over the 'Coaches' tab
3. Choose 'Coaching Requirements'
4. In the Initiation or Novice column, on the far right, click on the word 'Safety'
5. Follow the online instructions
6. Cost is \$47.00 + GST and must be paid online **HPMHA **will** reimburse this cost – please be sure to save both your receipt and certificate and submit them to the HPMHA Treasurer, Valene Fisher, at treasurer.hpmha@hotmail.com**

TEAM FORMS:

Ensure that you have each of these forms filled out for each player on your team:

1. **Medical Form** – these are imperative in case a child gets hurt on the ice, especially out of town and must be carried by either the Coach or Manager or Safety Person at ALL times!
2. **Player/Parent Code of Conduct Form** – these are imperative because it holds both parents and players accountable to the actions on the ice and in the stands. If you can – review this with your parents at a team meeting.

Print out a copy for each player and give to their parents. These can be found on the HPMHA website – under the tab 'Forms'

- ***Please be advised and inform your parents that if these forms are NOT filled out and handed back to you before the deadline (you can set the deadline – it must be reasonable – such as two weeks from the date of handing it out) – their child CANNOT go on the ice. It is up to you to police this; however, if you need help, call your Division Director.***

TEAM COMMUNICATION:

1. Create a team contact sheet that includes player name/parent name/email address/cell phone
2. Contact the Division Director for the username and password assigned to your team on the HPMHA website and utilize your webpage – you can assign another parent to be responsible for this – you can insert an email address for each player and generate team emails from the website that only your team will receive!
3. Feel free to create a Private team Facebook page – you can assign another parent to be responsible for this. Please keep in mind, team Facebook pages are NOT manned by HPMHA; therefore, your team is asked to use it in a respectable manner that reflects respect towards the HPMHA.
4. **COMMUNICATION IS VITAL** – don't be scared to over text or over email!!

TEAM COMMITMENT:

Encourage your parents to have their child attend all the games that they can – especially out of town games. Encourage your parents to utilize one another to transport fellow players if needed!!! If a parent cannot take their child, encourage them to seek a ride for their child! Encourage willing parents to offer rides to players in need! Encourage everyone to embrace the Hockey Family life and work together!!

SCHEDULE:

1. BOOKING GAMES:

- a. Initiation and Novice are NOT a part of the All Peace League like our higher divisions are and therefore, do not get the benefit of a League scheduling meeting – where all team coaches and/or managers get together and book games together for the entire season. At the Initiation and Novice levels, you are responsible for contacting other Associations and booking your own games.
- b. When booking games – stick to the schedule you were given by the Division Director and do not book a home game when your team has not been allotted that ice time!
- c. To find Association contacts – utilize the internet!! Google the Minor Hockey Association you are interested in (such as Grande Prairie Minor Hockey or Sexsmith Minor Hockey) – most Associations have their own website. Here you should be able to find some sort of contact information for the Association – contact that person and ask them to put you in touch with the Initiation or Novice contact for their Association.

COMMUNICATE with your coach and parents to see how far everyone is willing to travel for games!! **COMMUNICATION IS VITAL!!!**

2. TOURNAMENTS:

- a. If your team is interested in tournaments outside of 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!!
3. As soon as you are able, provide a full schedule to your team. Everyone likes to be prepared and know what to expect for the season.
 4. If changes and/or additions happen after you've handed out the schedule – be sure to inform your team ASAP!! **Team communication is vital!**

ICE BOOKING PROCEDURE:

Please be advised that any home game that you have is considered an exhibition game and this procedure must be followed for every game!!

1. Please call Rick Dumont at the arena between 8:30 am - 3:00 pm (780-523-4044)
2. Please also send an email to the following for booking purposes:

Rick Dumont arena@highprairierecreation.com

(Please include Rick, for formality sake, even though you called him)

Lori Matthews director@highprairierecreation.com

Bruce Cunningham iceleague.hpmha@gmail.com

3. Once you have a game confirmed, please text or call our Ref-in-Chief, Doug Chalifoux, at 780-837-6147, or email him at ref.hpmha@gmail.com, to ensure that ref's will be booked for your game.
4. **PLEASE NOTE:** Every home game you have is considered an exhibition game and you will also need to apply for a sanction via our Tournament Director. The Sanction application form can be found on the HPMH website under the Forms tab and emailed to tournament.hpmha@gmail.com.
5. **GAME SHEETS:** After every home game – you **MUST** scan and email a copy of your game sheet to the Minor Zones Representative for Hockey AB. This can be sent to Laura Spenst at minordisc1@hockeyalberta.ca. They will know if this has not been completed, because they will also have a copy of your sanction number and will track whether a game sheet has come through for that particular sanction number.

GAME REMINDERS:

1. It is good practice to send a reminder text one or two days prior to the game to all parents and coaches. Include game date, game time, venue and expectations (shirt & tie required, how early to arrive prior to the game, etc). **COMMUNICATION IS VITAL** – don't be scared to over text or over email!! Do this for BOTH home and away games!!
 - a. Encourage your team to communicate whether they will be able to attend a game or not. This is common courtesy and shows respect for your coach so that he/she is aware how many players they can expect and whether they need to utilize affiliated players.
 - b. If it is a home game reminder – also send a reminder to the parents signed up to work in the score box!!
2. It is also good practice to communicate with **the opposing team** three to four days prior to the game to ensure the game is still scheduled – sometimes life happens and they've had to cancel and forgot to tell you – this gives you time to inform your coaches and team (and the home arena, if necessary)

HOME GAMES:

If you are utilizing the score clock for home games, you will need to set up a schedule. ***With the exception of coaching staff - every parent should be expected to take a turn*** (or more – depending on how many home games you have), including, coach spouse's. Once you know your schedule, it is a good idea to set up a chart like the example below and provide it to parents at a team meeting – a good practice is to draw names from a hat to see who gets to choose what games they will work first. Encourage your parents to **COMMUNICATE** with you if they are scheduled to work but cannot make it – you will need to find a replacement.

DATE	CLOCK	SCORE SHEET
October 31 vs Peace River	(Leave Blank for Parent Name)	(Leave Blank for Parent Name)
November 7 vs Valleyview	(Leave Blank for Parent Name)	(Leave Blank for Parent Name)

Determine if someone on your team is familiar with running the score clock and someone who is familiar with filling out the score sheet – they can be the designated teachers for the team. If no one from your team knows how – contact your Division Director – she will be happy to become the Teacher!

DO NOT accept “I don’t know how” as an excuse!!! I trust your team is full of capable adults who are able to learn – they simply need to be willing – and it should ***NOT*** be an option!! Again, ***except for coaching staff, at least one person from each family should be expected to take a turn – REMEMBER – as long as your child continues to play hockey – you will have home games. Therefore, it is best to learn now!! DO NOT leave it to the same parents to keep doing this job each time!! That will show a complete lack of respect and consideration!!***

HOME ICE:

COMMUNICATION IS VITAL – between your team and the other Initiation/Novice teams – as well as the arena staff. Please adhere to the following instructions:

1. If you have a home ice slot afforded to your team, but you choose not to use it (perhaps because you’ve booked an away game or are attending a tournament or just want the weekend off) – please offer the home ice to the other Initiation team/other two Novice teams.
2. If they are unable to use this home ice – you **MUST** contact the arena staff (780-523-4044) in the days **PRIOR** (not the morning of!!) and inform them that the ice will not be used.
 - a. This is especially important if you had previously scheduled a home game – as refs would need to be cancelled as well! Once you cancel with the arena – the arena will let Marlin know that refs are no longer required for that game.
 - b. An exception to this is a last minute home game cancellation due to bad weather and the opposing team cancelling – in this case, you are **STILL** required to contact the arena ASAP and inform them of the cancellation.
3. Please understand that HPMHA will still be billed for any unused ice if it has not been properly cancelled!!
4. Please also understand that if HPMHA is billed for unused ice – your team will, in turn, be billed to recover the cost. ***COMMUNICATION IS VITAL!!***

BAD WEATHER CIRCUMSTANCES:

In the event of bad weather and bad driving conditions:

- Generally it is up to the coaching staff as to whether or not your team will still attend an out of town game in these circumstances. The manager should be in communication with the coaching staff to be informed of the decision and then immediately inform the team. Ultimately – it is up to the parents if they are willing to travel – please encourage your parents to inform you ASAP if they choose not to attend – if not enough people are not willing to travel, you may have not have a choice but to cancel the game. Again, **COMMUNICATION IS VITAL!!!**
- If the coaching staff has decided to cancel the game – you MUST contact the opposing team AND your own team parents ASAP!!!
- If you are hosting a home game and the weather is bad – be sure to be in **COMMUNICATION** with the opposing team to ensure they are still coming. If they choose to cancel – you must inform your coach, your parents AND the arena staff ASAP!!