

McKnight Hockey Association

Team Manager Manual

2016-2017



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Welcome

Welcome to a new and exciting season with McKnight Hockey Association.

One of our primary objectives in this manual is to provide team managers with support, mentorship and the most current resources available to help make this season a success.

Within this document, you will find an outline of expectations and requirements that McKnight has for all team managers. We are hopeful this information will be a stepping-stone to building a strong foundation for your season.

In addition, the McKnight website, specifically the Managers website page will be used as an important tool in providing up to date resource information.

We are committed to making your experience as a team manager this season a positive one and welcome any input on improving the overall program.

Introduction

This Team Manager's manual was initially prepared for the 2012-2013 hockey season and has been updated for the current hockey season. As it is still a work in progress, we would appreciate any feedback to make this document more useable for all Team Managers. Please feel free to give constructive criticism for future editions.

This manual is intended for all levels of hockey and has therefore been written general in nature. There may be sections or points mentioned that seem obvious or unnecessary to experienced managers, but which might be very useful to first time managers. Please take this into account when viewing this manual. The document is intended as a reference for frequently asked questions and issues only; for information and interpretation of specific rules and regulations, we recommend you consult the applicable governing Hockey Calgary Regulations Handbook.

Important Dates

McKnight Hockey

Check the McKnight calendar for all of the up to date information on association wide events, etc.

October 3, 2016	Team Manager Orientation Meeting
October 4, 2016	Coach Orientation Meeting
November 5, 2016	Team Picture day
November 12, 2016	Silent Auction

2016-17 IMPORTANT DATES - COMMUNITY COUNCIL

29-Aug-16	Timbits "Learn to Play" Week 1 - Cardel South (Blackfoot, Bow Valley, Girls Hockey, Glenlake, Lake Bonavista, Midnapore, Saints, Southwest and Trails West)
05-Sep-16	Timbits "Learn to Play" Week 2 - Father David Bauer/Norma Bush (Bow River, Crowfoot, Girls Hockey, McKnight, Northwest Warriors, Simons Valley and Springbank)
12-Sep-16	DEADLINE: October tournament sanctions
15-Sep-16	DEADLINE: Flames Even Strength Program
19-Sep-16	DEADLINE: Elite must cut down to 63 midget players
22-Sep-16	DEADLINE: All bantam players must be released by Elite to community
26-Sep-16	DEADLINE: All midget players must be released by Elite to community
04-Oct-16	DEADLINE: Schedule Window Requests - seeding round
06-Oct-16	Seeding round scheduling begins
11-Oct-16	Seeding round scheduling complete
12-Oct-16	Seeding round schedule available at HC website
12-Oct-16	DEADLINE: November tournament sanctions
14-Oct-16	Novice teams may travel outside Hockey Calgary for games
15-Oct-16	DEADLINE: Players must be pre-registered
15-Oct-16	DEADLINE: Respect In Sport - Parent
22-Oct-16	Seeding round begins
01-Nov-16	DEADLINE: Midget aged players released from Junior teams
12-Nov-16	DEADLINE: December tournament sanctions
15-Nov-16	DEADLINE: Provincial tournament host bids
15-Nov-16	DEADLINE: Team Official Certifications
15-Nov-16	DEADLINE: Teams must be registered with Hockey Alberta
16-Nov-16	Senior Timbits teams may begin playing formal games
01-Dec-16	DEADLINE: Overage player applications
01-Dec-16	Junior Timbits teams may begin playing formal games
03-Dec-16	Governors to submit proposed regular season placements
04-Dec-16	Seeding round ends
05-Dec-16	Draft #1 of Regular season divisional placements circulated to Associations
06-Dec-16	DEADLINE: Schedule Window Requests - regular season
06-Dec-16	Draft #2 of Regular season divisional placements circulated to Associations
07-Dec-16	Final Draft of Regular season divisional placements circulated to Associations
08-Dec-16	Regular season scheduling begins - Hockey Calgary
12-Dec-16	DEADLINE: January tournament sanctions
13-Dec-16	Regular season scheduling complete
14-Dec-16	Regular season & EMHW schedules available at HC website
15-Dec-16	DEADLINE: Affiliation requests - minor
02-Jan-17	Regular season begins
06-Jan-17	EMHW begins
10-Jan-17	DEADLINE: Player registration - minor
10-Jan-17	DEADLINE: Release players
12-Jan-17	DEADLINE: February tournament sanctions
14-Jan-17	EMHW - finals
01-Feb-17	Playoff schedules available at HC website
10-Feb-17	DEADLINE: Player registration - junior
12-Feb-17	DEADLINE: March tournament sanctions
15-Feb-17	DEADLINE: Affiliation requests - junior
26-Feb-17	Regular season ends
28-Feb-17	Playoffs begin
04-Mar-17	Timbits Jamboree - WinSport
06-Mar-17	DEADLINE: Declare representatives for Atom & Bantam Provincial tournaments
12-Mar-17	DEADLINE: April tournament sanctions
13-Mar-17	DEADLINE: Declare representatives for PeeWee A & Midget Provincial tournaments
16-Mar-17	Provincials begin: Atom & Bantam
19-Mar-17	Provincials end: Atom & Bantam
20-Mar-17	DEADLINE: Declare representative for PeeWee AA Provincial tournament
22-Mar-17	Playoffs end
23-Mar-17	Provincials begin: PeeWee A & Midget
24-Mar-17	Provincials begin: Junior C
26-Mar-17	Provincials end: PeeWee A, Midget & Junior C
30-Mar-17	Provincials begin: PeeWee AA
02-Apr-17	Provincials end: PeeWee AA
08-Apr-17	Hockey Calgary Awards Gala

	League dates
	Seeding, reseeding and scheduling activities
	Meetings and special events
	Deadlines and other important dates
	Statutory Holidays

AUGUST 2016						
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NOTE: When more than one type of important date occurs on the same day it will be grey

Manager's Role

The Team Manager is the central figure in creating the flow of communication within the team (players, parents and coaches), and also between the team and McKnight – the Division Coordinator, Hockey Calgary League Chairs, other teams, referees, etc.

The Team Manager is responsible for ensuring all off-ice tasks are completed. By taking on the operational aspects of the team, the Team Manager enables the Head Coach to focus on player development and on-ice instruction.

Each manager must establish a primary relationship with the Head Coach. Discuss your role and expectations on both sides. It will vary with each head coach and each level. ***It is very important for the manager and coach to always be on the same page and send a unified message to players and parents on the team.***

This manual provides information to aid Team Managers in a smooth operation of the team.

Coach's Role

The Coach is the most important person that the players will come in contact with during the hockey season. The coach is the person the players see regularly; gets feedback from both on and off the ice and looks up to for guidance and leadership. Therefore, it is important that the coaches understand this role when they are deciding on how to run their team, how to assign positions, how to reward players, how to deal with parental issues, how to deal with player issues, etc.

The Coach is also responsible to ensure that the “back-room” work is also done properly. This includes ensuring that proper equipment is used, proper communication happens to ensure players know when and where to be. It also includes modeling appropriate behavior for both players and parents to see, both on and off the ice. Coaches should familiarize themselves with the Fair Play Code for Coaches. By virtue of accepting a coaching volunteer position in McKnight, you also agree to abide by the Code. McKnight Hockey Association will take a zero tolerance approach to the inappropriate conduct of coaches, other team officials, parents and spectators.

If it is the coach's responsibility to ensure all players have all of the required equipment prior to stepping onto the ice. This includes neck guards, mouth guards, helmets, and facemasks properly done up, etc. This is required for all ice activities, practices, games, shinny, etc. No player is allowed on the player's bench area without full proper equipment. Therefore, injured players must either step away from the player's bench or wear full equipment if they choose to stay on the bench.

The most common complaint from parents is fair ice time for all players. Coaches must ensure that all players play the same amount of time throughout the year, with obvious exceptions being players absent from games for any reason. This is a fundamental philosophy of Hockey Calgary's Community Hockey Program and is to be strictly adhered to.

Orientation

Each season, immediately following team selection, a meeting of all team managers will be held by the Communications Director, and/or Head Coordinator, to orient all team managers with the McKnight Hockey Association policies and procedures. This is a mandatory meeting for all team managers. This meeting takes place in early October of each season.

Team Meetings

It is recommended that each team hold at least three parent meetings.

Team meetings are a great time at the beginning of the season, in particular, to connect with the parents and agree upon a few details of team management, such as volunteer positions, parents' position on extra practice ice, team expectations, out of town tournaments, financial commitments, etc.

Often coaches have expectations of their team that needs to be relayed in a positive manner. These expectations might include the number of minutes before a game or practice the coach expects them to arrive, attendance at practices, how to advise of non-attendance by players at practices or games, behavior rules and consequences for non-compliance, social activities for the team, team apparel, or dry-land training. The team/parent meeting at the beginning of the season is an excellent place to relay this information to parents, but the team members also need to hear it and sometimes hear it repeated.

At the team meeting, team rules may be established with respect to discipline and attendance at practices. The rules should be fair and reasonable, and should not change throughout the year in order to avoid complaints and issues later.

First Parent Meeting

The Team Manager in consultation of the Head Coach should arrange a parent meeting shortly after the team is formed. This is the first time the parents and coach staff formally meet. An example agenda of the items to be discussed and agreed upon can include the following:

- **Introductions**
- **Coaching Overview:** Have the coach provide information on the goals and objectives for the season along with his credentials and philosophy.
- **Outline Team Rules:**
 - Expectations of the players, parents:
 - Expected time to arrive prior to games/practices.
 - Expected behavior of players.
 - Time when no parents are to be in dressing room to allow "Coach Talk" before and after games.
 - Dress code if decided by team/coach.
 - Code of conduct for the players, parents, and coaches.
- **Forms:** There are a variety of forms that need to be completed by parents and players at the beginning of the season, be sure to have copies of these forms for hand-out and provide a deadline date to have

forms returned. This deadline date may be mandated by the board at the direction of your Division Coordinator. ***form

- Player Medical form
- Fair Play – Players (Parent and Coach forms are completed only online)
- Contact Information form
- **Volunteer Cheques:** Each family must provide you with a \$200 volunteer cheque made out to McKnight Hockey Association, post-dated April 30. These cheques will be forwarded to the Treasurer via your Division Coordinator and returned only at the end of the season if the required volunteering of 10 hours is completed. Any family not wishing to volunteer or has not completed at least 10 hours will have their cheque cashed. Some volunteers are exempt from providing a cheque, please refer to the Volunteer Credit Information form. As a team manager you need to track your parent participation.
- **Budget:** The team will require funds to operate during the season for numerous items including: tournaments, extra practice ice, exhibition games, specialized training, referees, team apparel, team social activities, year-end wrap up party, and year-end gifts. Generally all teams will start their account with a mandatory cash call for all players. \$50-150 depending on budget items is a good place to start. ***Please be sure to keep in mind that some of our families have applied for Financial Assistance and may not have access to as much funds as other families.*** McKnight has a standardized form available for all teams to report their budgeting. Copies of team budgets must be forwarded to the Board through your Division Coordinator at the beginning of the season, at the end of December and at the end of the season. ***form
- **Fundraising:** This is a decision to be made at the team level. The most popular and most successful fundraising for our Hockey teams is the Silent Auction. The Silent Auction event is held every other season. Many teams earn an average of \$1000-3000 from the event. At the beginning of a Silent Auction year your team will receive information on the Silent Auction. Secondary fundraising is available to the team, some ideas include: cash call, corporate sponsorship, skate-a-thon, bottle drive, raffles, etc. Please refer to the Fundraising page on the McKnight website for more information.
- **Tournaments:** The team needs to decide on the number of tournaments it will attend, any out of town tournaments, and whether or not you will host your own McKnight tournament. ***Note: when applying to attend a tournament they are often looking for a reciprocal opportunity.*** Due to limited ice availability McKnight hosting tournaments are processed through a lottery. Information on these tournaments are available on the Tournaments website page. There will be no exceptions made to deadline dates. Please watch the website carefully for more information on tournament dates, costs, and application deadline date. You can apply to each of these tournament slots through the website. Tournament dates are December and March. For more information on how to manage a host tournament please refer to the Managers website page.
- **Volunteer Positions:** There are a variety of ways that parents can help out at the team level. Please refer to the Team Volunteers form for more details. Positions available for your team include: Co-Manager (be a mentor), Treasurer, Silent Auction Coordinators (2), Tournament Coordinators (2),

Fundraising Coordinator, Social Event Coordinator, Jersey Parents (2), Team Apparel Coordinator, Timekeepers, Scorekeepers, Team Webmaster, Team Photographer, Water Bottle Parent ***form

- **Important Dates:** Picture day, Esso Minor Hockey Week, Playoffs, tournament schedule windows, etc.
- **Water Bottles:** Your team needs to decide if each player is responsible for his/her own game day water bottle or if a parent will be responsible for the entire team. This is something to discuss with the Head Coach prior to the meeting.
- **Question and Answer Period:** The parent meeting should be summarized with a copy given to each parent. This often saves disagreement later in the season and ensures everyone knows what is expected of them.

Team Contact List

A team list needs to be developed and distributed to parents as early in the season as possible. This list should include: player's name and jersey number, home phone number, parent's names, emails, cell numbers, volunteer positions. This volunteer contact list can be posted on your team website page, under staff. Please be aware that many of our families have parents living apart. In this case, be considerate of the information that they wish to have presented to the team.

It is also recommended to create a laminated wallet size "cheat sheet" with the player names/jersey numbers/parent names/cell numbers. Please keep this small enough for parents to put in their wallet, and ensure that each parent knows what information is going to be on the card. ***form

One of the easiest ways to make this card is to use Avery Two-Side Clean Edge Business cards and business card size laminating sheets. These can be purchased at Staples and other stationary stores.

Team contact information **MUST** be updated in the website as we use the website as our main source of communication. It is recommended that all families complete the standard Contact Information form to confirm this information. ***form

Medical Information

Each manager must collect important medical information relative to each player in case of accident or injury when a parent is not in attendance. Medical forms are available on the website. It is strongly suggested to have medical forms filled out for each player and placed in a sealed envelope in case of emergency. These are normally kept by the manager; made available at all games and practices and must be returned to families at the end of the season. ***form

Please be reminded that the completed Medical Forms for each player on your team **MUST** be shared with your head coach. This information may be imperative to the way that a coach will coach a particular player based on the information in these forms. Please then keep this information confidential and with you at all games and practices, should an injury occur and you need to reference this information.

Please also ensure that you always have a copy of the Hockey Canada injury report on hand. If an injury requires medical referral and/or hospitalization, complete and submit a Hockey Canada Injury Report to your

Division Coordinator to be submitted to Hockey Alberta. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity. Please review this form before any such injury may occur. If a player has been instructed to abstain from hockey activities per a physician's request, please ensure that the player receives a doctor's note to return to hockey.

If you complete an injury report, please ensure that you send a copy to your division coordinator and keep the lines of communication open as to the outcome of the player and his/her recovery. Please be reminded that should you have to call an ambulance, this is not covered by McKnight or Hockey Canada insurance. This must be paid for by the family or the family's own medical insurance.

Below is information found on the Hockey Calgary website:

Hockey Canada has a program of General Liability and Accidental Medical Treatment insurance that are described in the Hockey Canada booklet "Safety Requires Teamwork". A reading of this booklet is recommended. It should be noted that the insurance provides coverage for registered players and Team Officials for certain limited medical/dental and disability claims. It is not a comprehensive medical or disability policy and will not pay complete medical expenses or loss of wages in the event of a disabling injury.

In the event of an injury, a Hockey Canada Injury Report must be completed and forwarded to Hockey Alberta. The report, along with any attachments should be mailed to Hockey Alberta at the following address:

HOCKEY ALBERTA 100 College Blvd, Box 5005, Room 2606 Red Deer, AB T4N 5H5 Tel : (403) 342-6777 Fax: (403) 346-4277 www.hockey-alberta.ca Hockey Canada Injury Reports must be submitted within 90 days of the date of injury in order for a claim for expenses to be made. The Hockey Canada Insurance program is the secondary insurer - this means that a claim must be submitted first to any other plan available through an employer or independent provider.

The "Safety Requires Teamwork" booklet can be found on the MANAGERS website page. It is recommended that you review this booklet! In this booklet there is important information outlining a sample Emergency Action Plan, which all teams should have on file. In this booklet you can also find the Hockey Canada Player Injury Log, which is a useful form for all coaches to manage injury information. These forms are attached below for your use. Also included in this booklet is the Concussion Awareness information, this outlines the steps to follow if a player has sustained a concussion, including steps to follow to return a player to the ice. Please note that the Hockey Canada Injury Report has recently been updated, the report on our website is the older version, please update your files with the new one, copy attached.

Please review and share this information with your head coach. Should you have any questions regarding the above, please do not hesitate to discuss it with your division coordinator.

Hockey Canada Fair Play Code

McKnight Hockey is committed to excellence and sets high standards of character and conduct for all of its members, participants, officials and fans. The "Fair Play Code" for Players, is to be reviewed and signed by each. These forms are to be kept by the manager, along with the medical information. Parent and Coach "Fair Play Codes" are completed online only. These forms can be returned at the end of the season.***form

McKnight Code of Conduct

McKnight has implemented standard code of conduct forms for many of its key volunteers: Board Members, Directors, Evaluators, Coaches, Managers are all required to complete the online Code of Conduct forms at the beginning of the season.

Communication

McKnight Hockey will periodically provide information to teams primarily through the Division Coordinator who will then pass on the information to the head coach and/or team manager.

Check the McKnight website often and encourage your team parents and players to do so as well. The McKnight website is our primary source of communication and we encourage all teams to use it to its fullest ability.

Division Coordinator

The Division Coordinator shall report to the Head Coordinator during the hockey season. The Division Coordinator's duties will include, but are not limited to:

- To communicate Association events to all teams in their division;
- To report to the Board through the Head Coordinator on a regular basis and in relation to any coach or team manager issues;
- To establish a high visibility among the parents of players and teams within their division;
- To attend as many games and practices of teams within the division to assess the relative seeding of the teams, suitability of practice ice utilization, and to ensure overall efficient operation of the program;
- To encourage team managers and parents to submit coaching evaluations at the end of the season to assist in assessing coaches and improving coaches selection;
- To serve as liaison for the Equipment Manager and their division;
- To handle and/or report player, parent, and coaching disputes, issues and questions throughout the year;
- To assist the McKnight Board as they might otherwise determine.

Hockey Calgary League Chairpersons

Hockey Calgary assigns a League Chairperson for every Division of hockey. The Chairpersons consist of volunteers from each Association, McKnight each year provides 3 Chairperson volunteers, who will be assigned to a specific division. They have the responsibility of supervising and directing the conduct of the teams within their division. Therefore, it is imperative that you know who your League Chairperson is and maintain regular contact with them.

The two most important duties that the League Chairperson has are:

- Handle the tabulation and recording of scores. Game sheets must be sent in to the Chairperson and scores must be submitted within 24 hours of the game finishing.

- Deciding of appropriate suspensions for infractions noted by the referees on the game sheet. The Chairperson, (not the Referee) decides how many games a player will be suspended and they do look at the past performance of a player.

The League Chairperson also attempts to attend a number of games for the teams within their divisions and are usually evident during Esso Minor Hockey Week and Playoffs. ***The Chairperson can also suspend, fine any team, team official, player or spectator if they feel it is justified based upon the behavior being exhibited.***

The League Chairperson should be approachable and available to team managers and coaches. They are a great resource when you have a situation or question you don't know how to deal with.

Teams may obtain verbal permission from the League Chairperson if they wish to play an exhibition game against any team. They must also obtain verbal permission to use an affiliate for any game. Teams must also obtain permission from the League Chairperson to attend any out of town tournaments.

Communication Flow Chart



Dispute Resolution Flow Chart



****** If a concern is brought to the McKnight President from Hockey Calgary – the President will start the process at an appropriate level based on the concern.

24 Hour Rule

The 24-hour rule works this way: If you have something to say to a coach/manager/parent, or they have something to say to you (that could be contentious) please wait 24 hours after the event or the game before discussing it. By this time, you have better perspective, they have better perspective and a lot of arguments naturally are eliminated in the process. Hockey is an emotional game. It's best to let the emotions simmer before talking to a coach/manager/parent, adult to adult, preferably away from the rink.

McKnight Volunteer Policy

McKnight Hockey recognizes that the contribution of hockey volunteers is immeasurable and without volunteers, minor hockey would not exist. Collectively, we have a profound effect on the experience of 600 young athletes every year and everyone needs to contribute as a volunteer.

A \$200 volunteer cheque will be required from each family. The Team Manager will be required to ensure the collection of the volunteer cheques and be in charge of monitoring parent volunteers. Volunteer cheques are to be forwarded to the McKnight Treasurer via your division coordinator. This volunteer cheque will be cashed at the end of the season if a family does not complete at least 10 hours of volunteer work. A volunteer sign-up form has been created to help you, ***those positions marked “full credit” DO NOT require a volunteer cheque to be submitted.*** ***form

Jerseys and Equipment

McKnight requires that 2 parents be responsible for the care of the team jerseys. One parent for home, and one parent for away. Ensure that the assigned parents are reliable. Both sets of jerseys should be brought to every game, at least 30 minutes prior to the start of the game. Please note that team jerseys are not to be worn for practices (excluding Timbits). All jerseys are the property of McKnight Hockey.

Timbits

Timbits jerseys are sponsored by Tim Hortons. Timbits players are allowed to retain their jerseys during the season and the jerseys are to be worn at all practices and games. Jerseys are to be returned to McKnight at the end of the season, unless otherwise noted by the Equipment Manager. Name bars and alterations to the jerseys are not permitted.

Novice

Novice jerseys are sponsored by the Calgary Flames. These Orange jerseys are to be worn at all games. In cases where there is a conflicting colour and at the request of the referee, then the home team must wear their home jersey (white). Name bars and alterations to the jerseys are not permitted. When the season has concluded the player can retain the jersey.

Atom

AtoMc jerseys are sponsored by McDonalds. The Orange jerseys are to be worn at all games. In cases where there is a conflicting colour and at the request of the referee, the home team must wear their home jersey

(white). Name bars and alterations to the jerseys are not permitted. When the season has concluded the player can retain the Orange jerseys. Non-competing sponsor logos can be added to AtoMc® Hockey jerseys in a less prominent location. Competing sponsors include all food-service establishments. The AtoMc® Hockey, Hockey Canada or Golden Arches logos cannot be obstructed by any other logos.

PeeWee-Junior C

These jerseys are sponsored by Country Hills Toyota. Teams are required to wear the sponsored jerseys for all sanctioned Calgary games.

House League

House League jerseys are specific to the North Central House League; all teams involved in the NCHL will wear these jerseys of different colours. AtoMc House League jerseys are sponsored by McDonalds. Name bars and alterations to the jerseys are not permitted. When the season concludes the player can retain the jersey.

Distribution and Care

For best results, wash jerseys as soon as possible before stains can set and are harder to remove. Jerseys should be washed inside out in cold water, this will help them last longer. Do not add bleach or fabric softener to the washer. Do not use hot water; it can cause fading, shrinking and damage. After removing from the washer, turn the jersey right side out. Jerseys should be hung to dry – NOT put in dryers. Do not put jerseys in the garment bag wet; this causes mold and mildew and shortens the life of the jerseys. Please use the fabric covered hangers that have been provided.

Absolutely no name bars, crests or permanent “C” or “A” is to be added to the jerseys. C’s or A’s sewn on must be a “light” stitch, no professional zig zag stitch or the use of glue on type as these leave stains.

Avoid ironing the jerseys because the high temperature will burn a hole or melt the jersey.

Third Jerseys

The following rules apply to the McKnight Third Jerseys:

Only the approved Third Jersey designs are to be worn in any sanctioned games within Zone 9, Calgary. These jersey designs have also been approved by Hockey Calgary, please refer to the Apparel website page for details on the approved jerseys.

- Teams are NOT allowed to make changes to the design of the approved third jerseys.
- Sponsorship can be added to the rear bum bar of the jerseys, with McKnight approval.
- McKnight has received significant funding from Country Hills Toyota as a sponsor for our standard jerseys; we encourage all teams to wear the standard jerseys as much as possible. Country Hills Toyota branding can also be added to the third jerseys.
- Teams are allowed to wear third jerseys during away games, and tournaments outside of Calgary.
- Third jerseys should not be worn at any home games, or during any McKnight hosted tournament unless the third jersey has the Country Hills Toyota logo on them.
- Any other jerseys that are created by teams are to be used as ***practice jerseys only***.

Practice Jerseys

Practice jerseys may be purchased by individual teams but must be subject to the following rules:

- Jerseys must be McKnight colours
- Jerseys must include the McKnight logo (as a minimum – a shoulder or arm patch)
- Jerseys must be purchased from approved suppliers
- Jerseys must be purchased from team funds. (All players must be included and cannot require additional cash input from players.)

Should you have any questions regarding the above, please direct them to your Division Coordinator.

Team Equipment Distribution

For most teams, two sets of jerseys will be provided, home and away. Pucks and first aid kits will also be supplied. Where the age category will not be using McKnight jerseys (Timbits/Novice/Atom), their jerseys may be provided through an alternate source. In addition to the above, for Timbits teams, McKnight will supply balls and pylons. For Novice and House League teams, McKnight will provide goalie equipment. If any equipment requires repair or replacement, please contact the Equipment Manager.

Each team receiving jerseys or goalie equipment may be asked to provide a \$200 deposit cheque made out to McKnight Hockey Association in order to pick up the McKnight equipment. The cheque may be a personal cheque and may be replaced by a team cheque before October 31. The Equipment Manager must receive the cheque prior to any equipment being handed out. ***There will be no exceptions.*** Cheques will be cashed. Teams will be provided a copy of the Equipment Penalty list indicating the cost to the team for equipment that is missing or damaged beyond repair. The cost will be deducted from your deposit.

When the hockey season is complete, equipment supplied to the team must be returned quickly and in good operable condition. The following are points to help make returns efficient:

- All jerseys must be returned washed, dried, and in numerical order. Do not put jerseys in the bag wet! This causes mold and mildew and shortens the life of the jerseys as well as making it unpleasant for the next team that may get your bag of wet jerseys. McKnight will not accept jerseys back until they are clean. Again, it is more pleasant for the team receiving these the following year if everyone complies.
- When there is a jersey that needs to be repaired, please advise the equipment manager at time of return.
- All teams are issued 40 pucks. Please return as many pucks as possible. We understand many will go missing through the season and some teams gain and some teams lose. We get that. However, when no pucks come back, there is an issue.
- All teams are issued a First Aid Kit. Please return what is left.
- Timbits teams will receive 18 small balls, 1 large ball, 8 pylons and 30 “blue” pucks.
- Novice, Novice House and Atom House teams will receive a complete set of goalie equipment, including:
 - Throat guard
 - Chest and arm protector
 - Blocker (left and right)
 - Catching glove (left and right)

- Leg pads (large and small set)
- Goalie sticks (2)
- Return all equipment at the same time. McKnight will not accept partial returns. It is too difficult to manage and control. Please remember that our Equipment Manager is also a volunteer.
- Do not leave equipment with any arena staff. It will not be passed onto McKnight and your team will be charged for missing equipment.

If your team cannot make any of the scheduled equipment return dates/times, it is incumbent on your team to make an appointment with the Equipment Manager to return your equipment. All equipment must be returned by April 30th.

Equipment Penalty List

Missing:

- | | |
|---------------------------------|----------------|
| • Puck bag and pucks | \$50 |
| • First Aid kit | \$10 |
| • Timbits bag (including pucks) | \$50 |
| • Novice goalie equipment | entire deposit |
| • Set of jerseys | entire deposit |
| • Single jersey | \$50/each |

Team Socks

Team socks are included in the cost of registration and can be picked up at Tuxedo Source for Sports at the beginning of the season. One team representative can pick up all of the socks for the team. Parents are not to pick up socks individually. If you require sample sizes for your team, please pick them up from Tuxedo. If you have any questions, please contact Tuxedo and ask for Kevin.

Coach Development

All coaches in all divisions require certification. Information on these requirements can be found on the McKnight Coaches website page and the Hockey Calgary website. All team officials listed on the official roster must complete the following:

McKnight Coaching Requirements for the 2016-2017 season:

- Respect In Sport-Coach program (mandatory)
- Police Information Check (mandatory)
- Hockey Canada online Safety program (mandatory)
- Concussion Awareness Training Tool (online) - C.A.T.T (mandatory)
- Coach Level 1 or 2 (mandatory) (Level 1 is for Timbits/Novice or Level 2 Atom-Junior C)
- Development 1 (PeeWee 1 Head Coach only)
- Coach Instructional Stream - Checking (Atom-Junior C Head Coaches only)

If you (the team manager) are listed on the official roster, you must also complete the above as well. McKnight Hockey Association will reimburse for fees associated with certification courses. Coaching clinics are to be completed by November 15th. Make a list of the certification courses that your coaching staff has available and keep it in your files. Please ensure that you have all coach certification information on hand at all games and

practices; ***Hockey Calgary may ask you to produce it.*** You may also require this documentation for tournaments. Please refer to the Coach Clinic certifications courses link on the Coaches website page

McKnight Coach Requirements

Below is a list of the mandatory and recommended coaching requirements for the season:

McKNIGHT HOCKEY ASSOCIATION COACH REQUIREMENTS

TIMBITS	NOVICE	ATOM	PEEWEE (HC Division 2 & Lower)	PEEWEE (HC Division 1)	BANTAM	MIDGET JUNIOR C
Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport	Respect In Sport
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Police Check	Police Check	Police Check	Police Check	Police Check	Police Check	Police Check
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program	Hockey Canada Safety Program
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool	Concussion Awareness Training Tool
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)
Coach Level 1	Coach Level 1	Coach Level 2	Coach Level 2	Coach Level 2	Coach Level 2	Coach Level 2
(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ALL COACHES)	(ASSISTANT COACHES)	(ALL COACHES)	(ALL COACHES)
				Development 1		
				Level or High Performance 1 (HEAD COACH)		
		Coach Instructional Stream – Checking	Coach Instructional Stream – Checking	Coach Instructional Stream – Checking	Coach Instructional Stream – Checking	Coach Instructional Stream – Checking
		(HEAD COACH)	(HEAD COACH)	(HEAD COACH)	(HEAD COACH)	(HEAD COACH)

McKnight Hockey Association Coach Requirements

NOTES:

- **Respect In Sport** - All registered team officials must be certified in the Respect in Sport - Coach Edition (not to be confused with the Parent module). The old Hockey Canada Speak Out Abuse & Harassment program certification is grandfathered and equivalent to Respect In Sport - Coach Edition.
- **Police Information Check** – All team officials must have a valid police check on file. All police checks are valid for 4 years.
- **Hockey Canada Safety Program** - All team officials must be certified in the Hockey Canada Safety Program.
- **Concussion Awareness Training Tool** - All team officials must complete the online concussion awareness program.
- **Coach Level 1 & 2** - The old Intro To Coach - now Coach Level 1 - and Coach Level 2 certifications are now separated. All team officials must either have Coach level 1 or Coach level 2 as noted in chart.
- **Checking Skills** – All Head Coaches of Atom and above teams must have completed the Coach Instructional Stream – Checking Skills certification. If you have previously taken the Hockey Alberta Checking Skills course then you are grandfathered for the new certification.
- **Development 1 Level or High Performance 1** – Only Head Coaches on the PeeWee 1 team are required to have this certification, if the team is placed in the Hockey Calgary Division 1.
- **Coaches without the minimum required certification will be removed from the bench until certification is completed.**

***IF YOU DO NOT KNOW WHAT CERTIFICATION YOU CURRENTLY HAVE
PLEASE LOGIN TO YOUR eHOCKEY ACCOUNT
OR CONTACT THE COACH QUALIFICATIONS COORDINATOR FOR ASSISTANCE.
Coaching-admin@mcknighthockey.com***

Deadline to complete your certification is November 15, 2016

Team Mentorship

McKnight encourages teams to participate in Team-to-Team mentorship programs. Teams are encouraged to work with their Division Coordinators to help set up mentorship practices. This mentorship must be reviewed and approved by the Head Coach. It is a great teaching tool for the players. The younger players look to the older players for guidance, and the older players learn valuable mentorship training. Last season we had some of our PeeWee teams visit our Timbits and Novice teams.

Recommended Team Alignment:

- Timbits with PeeWee
- Novice with Bantam
- Atom with Midget

Team Registration

Teams are registered with Hockey Calgary during the pre-season registration process. Team rosters information is available on the Hockey Calgary website. Official Team Rosters are available from the McKnight Registrars. Each team will be given a login and password. The rosters need to be verified for accuracy with any changes emailed to the McKnight Registrar as soon as possible. The Registrar will provide you with additional instructions, as needed. Please ensure that all parents sign your copy of the roster.

A copy of the Hockey Calgary official team roster must be available at all games as the referee has the right to review it in the case of a player dispute. Ensure you or your coach has a copy of this at all your games. You may also require this document for tournaments. Only those coaches listed on the official roster are allowed on the bench at games, to a maximum of 5.

Respect In Sport

One parent from each family MUST take the Hockey Calgary Respect In Sport – Parent program. Each family, prior to registration, is required to take this online course. There is a cost associated to this program, and it is not reimbursable by McKnight. RIS numbers will be posted on the official roster. RIS deadline date is October 15th. If an RIS number is missing, the player will not be allowed on the ice until it is rectified. Please contact the McKnight regarding any RIS discrepancies. Often times a parent has completed the program but has not properly linked their player profile to their family account. Please refer them to the Respect In Sport website page for instructions, found under the Parents Tab.

Game and Practice Schedules

The team manager is responsible for keeping the team informed of game and practice schedules along with additional team events throughout the season. The best method of communication is via the McKnight website. Please refer to the Website section on how to use the website. Practice schedules are posted approximately 4-6 times a year by the McKnight Ice Schedulers. If a change to the schedule is required after it has been posted, the team manager can enter the system to make the change. McKnight will also post game schedules for the seeding round, the first game in Esso Minor Hockey Week, the regular season, as well as the first game of playoffs. Game schedules are also available on the Hockey Calgary website. Each team manager is responsible for posting additional tournament/exhibition games, extra practices, and team events on their team webpage. Team website administration is handled by the team manager or Team Webmaster. These practice, game and event postings are directly linked to the New Family Account for calendar syncing. Please be sure to keep this information up to date for your parents' calendars on their computers and Smartphones.

Ice Scheduling

One Click Ice is a program that has been developed by our Ice Schedulers to manage the ice schedule for the entire association. This website is where the McKnight schedule originates from. If your team is unable to honor their commitment to the ice scheduled for your team, you have an option to “give back” or “swap” ice with another team. This program will also allow your team to “take” extra ice available in the system. If a team chooses to return ice or pick up additional ice, it is the team's responsibility to update the team website as well. McKnight only uploads the original schedule to team websites, any changes have to be updated so that families are aware of the change. Please check this program regularly if you are looking for extra ice.

Website access: <http://mcknight.oneclickice.com/Login.aspx>

Login: _____

Password: _____

Management and Assignment

The management and assignment of practice and league home game ice times shall be the responsibility of the Ice Scheduler. The Ice Scheduler will attempt to make an equitable allocation of ice times across all teams within a division and will not give preference to one division or any one team.

The Ice Scheduler shall be responsible for scheduling ice times for evaluations, conditioning camps, Association sanctioned tournaments, and special programs such as power skating, checking clinics, goalie clinics and other sanctioned programs as determined by the McKnight Board.

Unused Ice Times

It is the responsibility of each Head Coach or Team Manager to arrange to trade or swap any allocated ice that his/her team is unable to use. All trades or swaps must be within the McKnight association using the OneClickIce ("OCI") program. Teams must consult their Division Coordinator for assistance and not the ice schedulers.

Team Ice Cancellation Policy

Teams are allowed to cancel/return any ice time they do not wish to use without penalty provided they cancel/return the ice within the cancellation/return timeframe. ***We request that teams return ice at least 4 days in advance.***

To cancel/return an ice time without penalty, teams must return ice using the OCI program, at a minimum of 48 hours prior to the date of the ice time. All cancellations/returns are time-stamped in the OCI program. Teams that fail to cancel/return an ice time prior to the 48 hours will be subject to the following penalties if the ice is not utilized by them or another team, as outlined below:

The Head Coach shall be held responsible for any unused ice:

- First unused ice will be billed at \$210/hour
- Second unused ice will be billed at \$210/hour and will result in a loss of an ice time
- Third unused ice will be billed at \$210/hour and may result in suspension

Irregularities

Head Coaches and Team Managers should report any irregularities such as improper cleaning, late arena openings, or double ice bookings to the Ice Scheduler so that the Association may address the problem with the applicable arena personnel. Coaches, team managers and parents should promptly notify arena staff if they have witnessed any arena facility or equipment being damaged or vandalized.

McKnight Blackout Process

Teams can request blackouts by completing the online request form. Blackouts can be used for team fundraising, tournaments and events. Example: Team wants to do a bottle drive - request a blackout for that day and your team will not be scheduled for a practice. ***** This is not to be confused with the Hockey Calgary Scheduling Window Requests for the seeding & regular season.*** Teams must request blackout dates from Hockey Calgary according to Hockey Calgary rules, which prevents teams from getting games booked on those dates. If you request a blackout with Hockey Calgary, ***DO NOT forget to request the same blackout with McKnight.***

If a team requests a blackout with McKnight, practices and home games (where possible) will not be booked during the requested period BUT we cannot guarantee that away games are not booked at that time.

Rules for “making-up” lost practices due to a requested blackout:

- If you request 1 or 2 (weekday) blackout days – no lost practices
- If you request 2 (weekend), 3 or 4 blackout days – team forfeits 50% of practices for the blackout period
- If you request 5, 6 or 7 blackout days – team forfeits 100% of practices for the blackout period

If you would like to request a blackout date please send an email to ice@mcknighthockey.com as soon as your team needs that date. Teams still have the ability to trade with other teams for ice. The Blackout process will allow teams the option not to have to find trades because the team would not be scheduled on those dates.

Game Procedures

Your Division Coordinator will provide game sheets at the start of the season, if you require additional game sheets throughout the year, please contact your Division Coordinator. Game sheets are an important document that needs to be handled appropriately. The game sheet is the document upon which the player rosters are put, the time and scorekeeping is done, which the referees sign and enter their comments. Therefore it is important that it be filled out correctly and correctly handled.

The home team is responsible for providing and filling out the game sheet. Rather than filling out your roster for each game by hand, it is much easier to create a team list on labels to save time in your pre-game preparations. Be sure to put labels on all three copies of the games sheet. ***form

The head coach or manager should verify and sign the roster, pass it to the opposing team for roster and sign off. After the game the timekeeper, scorekeeper, and referees will sign the game sheet.

Following the game, the copies are distributed:

- White – Hockey Calgary
- Yellow – Winning team
- Pink – Losing team
- In the event of a tie, the yellow copy goes to the home team.

The home team is then responsible for reporting the final score and any incidents or suspensions to the league chair within 24 hours. All information on the official game report must be entered into the digital game sheet on the Hockey Calgary website within 24 hours after the game is completed. Please check with your league chair for any additional requirements for your division.

Exhibition Game Sanctions

All exhibition games must be sanctioned by Hockey Calgary, using a new automated online request form. Beginning in the 2013-2014 hockey season all exhibition games must be sanctioned by Hockey Calgary. By submitting this online form, communication will be handled through automatic email notifications to all necessary parties including referees. All referee requests are managed through Central Zone. Once a game is sanctioned, teams will be in compliance with Rule 24(b) of the Hockey Calgary Regulation Handbook. If the request is denied, the Head Coach and manager of teams that proceed without sanction may receive a

minimum three (3) game suspension. Please refer to the Hockey Calgary Exhibition Sanction Request Instructions. The Exhibition Game Request form is to be completed by the home team only and must be submitted no less than 48 hours from the start of the ice time to be used for the game.

The team contact entered into the HCR system is assumed to be the primary contact for your team regarding Hockey Calgary's website administration and will receive a Username. In most cases this primary contact is the team manager.

Website access: <https://www.hockeycalgary.ca/login>

Login: _____

Password: _____

Tournament Game Sanctions

Tournament games must either be approved by your League Chair (attending) or be sanctioned by Hockey Calgary (hosting). Please refer to the Hockey Calgary website for sanction instructions. Copies of the game sheets for all exhibition and tournament games must be sent to the League Chairperson within five (5) days of the game or completion of the tournament. Contact information for your League Chair can be found on the Hockey Calgary website.

Scheduling Windows

Calgary teams are not permitted to host tournaments during the seeding round, regular round or Esso Minor Hockey Week. If your team would like to attend an out of town tournament during one of the above, a scheduling window must be provided to Hockey Calgary. Please double check the Important Dates provided by Hockey Calgary prior to committing your team to a tournament. Requests for scheduling windows can only be made using the form available from the Hockey Calgary webpage. You will also require the tournament sanction number when applying for a scheduling window. Coaches, Team Managers or Hockey Associations may NOT reschedule games.

Travel Permits

Travel permits are required by Hockey Calgary for games played outside of Zone 9. Please refer to the Hockey Calgary website for more details. An online request form is available through your team login.

It is essential that all game sheets be turned into your Hockey Calgary League Chair immediately after the team returns from its trip (including end of season tournaments!). ***Failure to do so can result in penalties for sanctioning any further travel for the whole association.***

Hockey Calgary Score Sheet

For divisions Atom and up, teams will be required to enter their scores on to the Hockey Calgary website. Teams will have received their login/password information at the beginning of the season.

Timbits do not have to report their games to a League Chairperson. Novice teams do not have access to enter their scores on the Hockey Calgary website; this is done by the League Chair.

New this year! Novice teams are not allowed to publish their stats and standings to the public. If your team wishes to track this information privately, please contact the Communications Director.

Affiliations

Under NO circumstances are teams allowed to use affiliates without the approval of Hockey Calgary! Each team will be provided an approved list of affiliate teams/players by the McKnight Registrar. Before this list is formalized and approved, the Head Coach may be asked to advise on player affiliation.

For full list of rules and instructions regarding affiliate teams/players, please refer to the Hockey Calgary Regulations Handbook. A copy is on the COACHES website page for your convenience.

Procedure for use of Affiliated Players

Games are defined for the use of affiliates as Hockey Calgary scheduled league games, the first game of Minor Hockey Week (the second and subsequent games during Minor Hockey week do not count in the total for use of affiliates), playoff games, and Provincial Playoff games. All associations will follow the Hockey Canada regulation for Affiliations (Bylaws Book - Section (E), Rule 35-39). Please see www.hockeycalgary.com to download a complete Hockey Canada Bylaws book.

- A player of a team of lower division or category may play a maximum of ten (10) games. If the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.
- Exhibition and Tournament games do not count in the total for the use of affiliates.
- When a higher division club uses an affiliated player they **must signify same in writing** (a/p or AP) after the player's name on the official game report.
- When using an affiliate player, the higher team must obtain the permission of the lower team and have the sanction of the League Chair. Failure to obtain permission to use the affiliate player or to obtain the sanction of the League Chair may result in the loss of 2 game points and the coach of the higher team receiving a one game suspension.

Timekeepers & Scorekeepers

Each team must supply two (2) off-ice officials. The home team will be responsible for the timekeeper and home penalty box, and the visiting team will be responsible for the scorekeeper and the visitor penalty box. If no timekeeper is available, the referee will appoint someone.

For exhibition games and tournaments, the host team generally supplies both the Timekeeper and Scorekeeper. The visiting team may provide a team representative to handle the gate for the penalty box.

For parents new to these positions, the Hockey Calgary Off-Ice Official's Manual can be found on the website.
Here you will find information on how to use the various scorekeeping machines in the city.

Hockey Calgary Length of Games

<u>Permit length</u>	<u>Length of periods 1, 2 and 3</u>
1 hour permit	12, 15 and 15 minutes
1 ¼ hour permit	15, 15 and 15 minutes
1 ½ hour permit	15, 15 and 20 minutes
1 ¾ hour permit	15, 20 and 20 minutes
2 hour permit or greater	20, 20 and 20 minutes

Note: All games are stop time, no timeouts, with a 3-minute warm-up before each game. Please refer to the Hockey Calgary Regulations Handbook for further details.

Referees

McKnight Hockey pays the referee costs for all pre-season, regular season, Esso Minor Hockey Week and Playoff games. All exhibition and tournament games are the responsibility of the individual teams. All exhibition game requests require 72 hours notice as a minimum (see Exhibition Game Sanction). All tournament game requests require a minimum 7 days notice.

Suspensions

Suspension write-ups will see the game sheet travel to the referees' dressing room. The team manager must follow up with the referees. Suspensions need to be reported to your League Chairperson immediately so that you are able to determine a player's eligibility. If a player is serving a suspension, mark on the game sheet, example (serving 1/3). Please refer to the Hockey Calgary Regulations Handbook for more details.

Esso Minor Hockey Week

Esso Minor Hockey Week is the largest minor hockey tournament in the world, which includes all categories and divisions from Novice to Junior. Esso Minor Hockey Week sees over 8,500 kids, 507 teams, 2,500 coaches and over 4,000 volunteers. This Tournament is the Stanley Cup of minor hockey, which first kicked off back in 1970 and is still going strong today. Each year, the event begins the third weekend in January; please refer to Hockey Calgary's Important Dates.

Injury Reports

Hockey Canada provides an insurance policy that takes over when basic and extended medical insurance is exhausted. In case of accident or injury, a Hockey Canada injury report **MUST** be filled out immediately and sent to the address on the bottom of the form. These can be found on the Managers website page. Keep a copy available at all times. ***form

McKnight Hockey also requires all injuries, regardless of severity, be reported up to your division coordinator. This is for all injuries where the player misses the rest of the game or practice.

Insurance

All players and coaches listed on the official roster are covered for limited medical coverage under the Hockey Canada registration process. It is therefore imperative that all players and coaches be appropriately registered with Hockey Calgary through the team registration process. It is also important to note that McKnight is required to abide by certain guidelines to ensure that the insurance is valid. One of these requirements is the necessity to obtain the approval of your Division League Chairperson if you intend to participate in hockey practices or games outside the physical boundaries that Hockey Calgary covers. Failure to obtain such approvals may negate insurance coverage and lead to coach suspension.

Please note that all McKnight players and referees are covered under this insurance. Player mentors from other Hockey Calgary registered teams or officials are allowed to assist in McKnight practices at the discretion of the Head Coach.

Emergency Action Plan

It is recommended that each team have an emergency action plan.

For example:

- One coach will go onto the ice to check on a player that is down
- Coach will assess and see if the player can return to the bench under his/her own ability, with minimal assistance. Do not help the player up.
- If player is hurt and needs medical assessment, arms crossed signal.
- All coaches have taken a Safety program. If more medical attention is required, the manager or designate will call 911 and provide the address of the rink. (keep a list of all arenas and addresses on file, just in case)
- Team Manager or designate will meet ambulance personnel and direct to the incident.

Team Banking

The Team Treasurer will be responsible for the team banking, collecting, and dispersing team funds. McKnight Hockey has partnered with ATB Financial to make your banking easier. McKnight has set up and activated all team bank accounts with the McKnight Treasurer and the McKnight Assistant Treasurer as authorized signatures. You and your team Treasurer will be required to sign documents to be added as signing authorities on the bank account. All team bank accounts are set up with either or to sign. Each team will receive a bankcard for deposits and withdrawals. Teams are to keep strict records for all bank transactions.

Team bank accounts will remain open at the end of the season, and all team funds are to be withdrawn. Any funds remaining at the end of the season can be donated to the McKnight Financial Aid Program. Please complete the Donation of Funds form. Both the Team Manager and Treasurer will be removed as signing authorities when the season is over.

Cheques will be distributed; deposit slips will be not distributed to teams. Teams will have online access to view account information.

ATB ONLINE BANKING:

(Only the team manager and team treasurer should have access to this information)

Website access: <http://www.atb.com/Pages/default.aspx>

Access number: _____

Password: _____

Team Budget

The Treasurer is required to provide an update of the financial status to the team to show how much money has been spent, on what and how much more will be required. Any sponsors or donations should be acknowledged in a letter of appreciation from your team.

The team will require funds to operate during the season for numerous items including: tournaments, extra practice ice, exhibition games, specialized training, referees, team apparel, team social activities, year-end wrap up party, and year-end gifts. Generally all teams will start their account with a mandatory cash call for all players. \$50-200 depending on budget items is a good place to start. ***Please be sure to keep in mind that some of our families have applied for Financial Assistance and may not have access to as much funds as other families.*** McKnight has a standardized form available for all teams to use to report their budgeting.

***form

Copies of team budgets are be forwarded to the Board through your Division Coordinator at the beginning of the season and at the end of the season.

Fundraising

Fundraising is at the discretion of the team. ***Funds raised through gaming must be used on those items stipulated in your AGLC gaming license.*** All the funds at the end of the season must be used by the team or surrendered to the association. All fundraising activities should be conducted on an “ability to participate” basis, meaning items like corporate donations should be allocated amongst all team members not to the parent that accessed it.

Alberta Gaming and Liquor Commission (AGLC)

An AGLC license is required for all raffles and 50/50 draws. The AGLC determines eligibility for a raffle; however, the method in which licenses are issued is based on total ticket value. For raffles with a total ticket value \$10,000 and less, the license must be obtained from any Alberta registry agent, or online using your “AGLC Internet Account”. You must complete the “Eligibility for Raffle License Application form”, (and your “Internet Account Request form”). Once approved then you can apply online for the “Raffle License”.

Website access: https://www2.aglc.ca/aglc_secure/login.jsp

User ID: _____

Password: _____

If you choose to acquire your license at a registry office, the cost would be approximately \$25-45. ***All on-line licenses are free.*** Many teams for McKnight acquired licenses for their teams. Please check with AGLC to see if you can use a license from a past team, this could save you time and money. Example: If you are the fundraising coordinator for Novice 5 this year, check to see if Novice 5 has an account from last year, and update yourself as the Raffle Chairperson, etc. Please contact AGLC for more information and clarification.

Please be sure to review the AGLC website for requirements and rules governing your raffle or 50/50 draw.

All AGLC licenses require financial reporting. This information is time sensitive and must be submitted as soon as your raffle is complete. **Failure to submit this report may result in ALL McKnight teams and the McKnight Association being disqualified from any future AGLC licensing requests.**

Please remember that all AGLC Raffle License documents including ticket stubs, unsold tickets, etc. must be retained for two years after the final draw date. Once this two years has passed, please be sure to destroy any documents, ticket stubs that have personal information on them, do not just toss them into the trash.

Team Banners

Individual team banners may be purchased at the expense of the team. McKnight will purchase a communal banner each year commemorating the champions and finalists for each division for Playoffs and Minor Hockey Week. These banners will be hung in each of the McKnight Community Arenas (Thorndcliffe Greenview, West Mount Pleasant and Huntington Hills). If teams choose to purchase an individual banner, they must first make arrangements with a local hockey arena to hang the banner. Banners that are purchased must conform to the size and standards set out by McKnight.

An annual Banner Raising Ceremony will take place at the end of each season to commemorate the Champions and Finalists of the current season.

Hockey Calgary Website

Hockey Calgary has a website at www.hockeycalgary.com which you are encouraged to access to get up to date information on key dates, schedules, current standings, tournament information, arena listings, etc. The Rulebook, various forms and additional manager information are also available from the website.

Tournaments

Hockey Alberta sanctioned tournaments can also be found advertised on the Hockey Calgary website. If you are interested in participating in a tournament, it is recommended to contact the tournament organizers as soon as possible since most tournaments fill up quickly. Be advised that many tournament hosts are often looking for reciprocal opportunities. For out of town tournaments, be aware that the level of play is highly variable. It is recommended to discuss tier levels with the tournament organizers to ensure your team is entering a tournament at the appropriate level. (For example: An Atom 2 team may play in Hockey Calgary Division 3. You must quote what Hockey Calgary Division you are in to ensure proper placement.) If you are unsure of your Hockey Calgary division, refer to the SEEDING and RESEED tabs on your Division website page or contact your Division Coordinator.

Hosting Tournaments

Hosting a tournament is a big responsibility and you will need the cooperation of ALL families to make it a huge success:

1. Meet with your team to decide on time for your tournament (December or March)
2. The Tournament Coordinator will provide information on tournaments available in early October.
3. Complete the online Tournament Application Form. This application must be completed in order to be eligible for the lottery for a tournament.
4. Once selected for a tournament, you will need to submit your cheque to the McKnight Treasurer, this cheque will include the ice costs, as well as referee costs. You must also obtain a Hockey Calgary sanction number. The McKnight Tournament Coordinator obtains the tournament sanction numbers.
5. Teams are responsible for booking referees. Refer to the Referee Request website page and complete the online form. Please ensure that you have your sanction number available. Remember it is very important to book the officials as early as possible. Referee fees for McKnight Referees at Tournaments must be submitted when you submit your Tournament fees.
6. When your tournament is complete, be sure to submit all white game sheets to your League Chairperson within 3 days of the end of the tournament.
7. As part of our sponsorship agreement with Country Hills Toyota, all McKnight Hosting Tournaments require teams to wear the sponsored jerseys. Third Jerseys are not to be used for McKnight tournaments.

Note: Per Hockey Calgary Regulation 11(e): Teams from outside Calgary who are not required to wear mouth guards in their Home Association are exempt from wearing them while playing in Tournament games at have been sanctioned by Hockey Calgary.

Home Tournament Checklist

Here is a sample list of items you'll need to cover if you decide to host a McKnight tournament this year. Be sure to get your entire team on board to help out, hosting a tournament is a big responsibility. Be sure to delegate! Check out the Tournament forms on the Managers website page for more information:

1. Tournament Fees
2. Tournament sanction number, ensure your tournament is posted on Hockey Alberta
3. Book Referees
4. Invite teams
5. Business donation letter
6. Trophies/medals
7. Tournament program
8. Game poster/banner
9. Music/announcements
10. Snacks/gift bags/heart & hustle awards/special gift
11. Raffle license and or 50/50 license and tickets
12. Game volunteers/photographer

Away Tournament Checklist

1. Contact Tournament Coordinator to determine: dates and times, entry fee (amount and payable to whom), number of guaranteed games, other teams entered to assess caliber, tournament rules (period times, overtime), tournament sanction number.
2. Submit the "Request for Travel Permit" online to Hockey Calgary (if necessary).
3. Apply for a "Scheduling Window" to Hockey Calgary (if necessary).
4. Contact your team treasurer to have a cheque issued and mailed. Other items that may be necessary to send upon request: team roster, game sheet labels, team photo, McKnight logo, copy of the travel permit. If you are bringing affiliated players, a copy of the team roster will need to be in your possession. Approval for affiliate players.
5. Create a travel schedule for parents/players including: dates and times of games, accommodations (book a block of rooms), organize team meals and/or outings if needed; provide driving directions/maps to the accommodations and arena(s).
6. Upon arriving at tournament, meet with the tournament coordinator to confirm times, rules, etc.
7. Ensure players remain on their best behavior as representatives of McKnight Hockey.
8. When you return home, submit copies of all game sheets to your League Chairperson.

Special Event Sanction

A Special Event Sanction should be requested any time your team or Association plans to participate in an event or activity that is considered to be outside normal hockey programming. All Special Event Sanction requests are done using the Hockey Alberta on-line form. You can access this form via the Hockey Calgary website, along with additional instructions. For insurance purposes, a Special Sanction permit is required for travel outside the city to practice and for special events both inside and outside the city. If you purchase ice outside the city you will require a Special Sanction permit.

To request a Special Event Sanction, go to www.hockeyalberta.ca and click **Members**, then **Sanctioning and Permits**. Use the Hockey Calgary login, username: Hockey Calgary, password: calgary. A list of approved and non-approved events are posted on the website. ***form

If you have an exhibition game or tournament outside the city and have obtained your travel permit, the special events document is not required.

This unfortunately is not optional, if you attend an event and something happens and you and the event was not pre-approved there will not be any Hockey Canada insurance coverage.

Record Keeping Checklist

Each manager should have the following items on his/her possession at all times when at the rink:

- Team Contact List
- Team Schedule
- Player Medical Information
- Blank Injury Report forms
- Copy of Team's Official Roster
- Blank Game Sheets

- Team Roster Labels for Game Sheets
- Copy of Travel Permit when out of town
- Copy of Tournament Sanction when Hosting a Tournament

Resolution of Team Disputes

Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the head coach and parents to resolve issues. Be aware of any early stages of inappropriate behavior and deal with it at the team level. If the team manager and head coach cannot resolve the issue, he/she are required to contact the Division Coordinator who will assist in solving the problem or advise on the appropriate action. If satisfactory solution cannot be found at the team level or with the Division Coordinator, the Head Coordinator and the McKnight Board Representative will address the issue. Following that it may go to the McKnight Board and the Dispute Resolution Committee, as per the McKnight Policies and Procedures, and the McKnight Communication Process. The concerned parties have the option of taking the case to Hockey Calgary if still unsatisfied with the decision of the McKnight Board of Directors. If the above course of action has not been taken, Hockey Calgary will refer the issue back to McKnight Hockey Association.

The McKnight Dispute Resolution Committee will deal with any form of verbal or physical abuse by or at referees, coaches, players, spectators, or other McKnight volunteers with zero tolerance. Social media, cyber bullying, camera, cell phones and general ease of electronic dissemination of inappropriate content will be dealt with by the McKnight Discipline Committee with zero tolerance. Please refer to the McKnight Policies and Procedures Manual – Anti-Bullying and Respectful Hockey policies.

Parent Liaison

In the event that a head coach and team manager is related or in a relationship, the team is required to appoint a volunteer Parent Liaison. If a parent has an issue with either the head coach or team manager in this situation, then they can address their concerns with the Parent Liaison. If a satisfactory solution cannot be found at the team level, please contact the Division Coordinator for assistance.

Team Photos

Team Photos are scheduled for **November 5, 2016 at Country Hills Toyota**. The photo timetable will be published on the website and emailed association wide, when available. If your team has a discrepancy with your time slot, please contact the Team Photo Coordinator as soon as possible.

1. Location is at Country Hills Toyota (20 Freeport Way NE)
2. Players please arrive at least 15 minutes before the published team photo time, dressed in full hockey gear. Parent volunteers will be available to direct traffic.
3. Managers, will bring a printed team roster sheet complete with correct spelling of first and last names and jersey number of players. Please be sure to include the names of ALL coaches, whether they are available for the photo or not.
4. Wear "Away" (Orange) jerseys. The venue will be crowded, instruct your team to dress at home.
5. The photographer will provide order forms on photo day for additional orders. All players will receive a memory mate, included in registration fees.

6. Photos will be available for pick up from your Division Coordinator.

Apparel

Apparel may only be purchased through the approved suppliers for McKnight. These are the only suppliers that are to be used for ordering team apparel, unless otherwise approved by the McKnight Board. You may purchase any items from these companies providing the items fall within our Association colors of black and orange. Failure to follow these regulations may result in a disciplinary action. You must contact these suppliers on your own and understand that McKnight holds no responsibility for items that your team purchases that are incorrect.

Teams are required to have parents size their own children and have them initial their order for verification purposes. For questions regarding Apparel, please do not hesitate to contact us at marketing@mcknighthockey.com.

Feedback

Throughout the year, McKnight will be looking to families to provide valuable feedback. McKnight will send out surveys on Evaluations, Coaches and Team managers. Please encourage all parents to participate in these surveys.

Ice-Breaker Party/Silent Auction

The Thorncliffe Greenview Community Association will host the annual silent auction event this season on **November 12, 2016!** This will be an event to kick-start the season for McKnight Parents and provide fundraising money for each team. This event is for ADULTS ONLY. All teams are asked to participate. It's a great team (parent) event. All funds raised will go to McKnight Hockey. More information on this event is posted on the website. For questions regarding the silent auction, please do not hesitate to contact us at silentauction@mcknighthockey.com.

Year End Gala

The Year End Gala is an event to celebrate the season with McKnight parents. This event is for ADULTS ONLY. More information on this event will be provided during the season. All funds raised will go to McKnight Hockey. More information on this event is posted on the website. A Year End Gala event has not yet been confirmed for this season, please check the website for updates.

Flu Virus Protection

In light of the past flu epidemics associated with the H1N1 virus, the following precautions are greatly advised for all McKnight teams:

1. Under no circumstances should any player or bench personnel use or drink from another person's water bottle. Water bottles should be clearly marked with the player's name. After using the water bottle, it should be taken home and thoroughly washed.

2. Wash your hands. Use of soap and water for at least 20 seconds and then rinse. If this is not possible, carry a small bottle of disinfection hand wash.
3. Coughing and sneezing should be into the elbow or tissue and not into your hands. Tissues should be discarded immediately.
4. Equipment should be cleaned regularly.
5. Most importantly, if you're exhibiting any flu like symptoms – STAY HOME until you feel better.

McKnight Website – Team Page

The McKnight website is the primary tool used to communicate with its members! This is the tool that is to be used to communicate information to McKnight families. As a team manager you are given access with a username and password. You will be able to use its functionalities pertaining to your role as a team manager. A handout has been prepared to assist you when maneuvering through the website. You may choose to delegate a Team Webmaster for your team, if doing so, please ensure that you monitor all News Posts.

***form

Website access: Click on ADMIN Login link on www.mcknighthockey.com

Login: _____

Password: _____

Valuable Tips

A checklist should be maintained by the manager to ensure all parents have been informed about all issues. This will eliminate the chance of potential problems within the team where parents get upset because they were not told about a scheduling change or some other issue.

It is more effective to phone parents about scheduling time sensitive scheduling changes than an email notice.

It is more effective to tell parents what is happening versus asking them. Asking for a survey will take a lot of more time. (Example: Should we have an exhibition game on Saturday at 2pm? vs. We have an exhibition game Saturday at 2pm, can you make it?)

It is recommended that the team manager maintain and organized binder to keep all the paperwork and any other information handy. Extra copies of handouts should be kept in this binder for those parents that request another copy. The binder should be with the manager at all ice times.

Suggested tabs in the binder can include:

- Roster
- Parent contact list and duties
- Parent confirmation/checklist
- Player medical information
- Schedules
- Labels/game sheets
- Notices

- Injury form
- Arena map with arena contact phone numbers
- Opponent team manager contact information
- Silent Auction, Fundraising, tournament information
- Current budget

MOST IMPORTANT TIP ~ DELEGATE, DELEGATE, DELEGATE!

Notes