NEAHL - Managers Handbook

**As agreed at the NEAHL AGM, we have implemented a change for this 2018-19 season where the <u>Home Team</u> Manager (or delegate) will be inputting all gamesheets. This handbook is intended to give all team Managers some guidance on the process and league expectations. It is recommended that you review and print a copy of the NEAHL Bylaws and Regulations (found on the website) and use it as a reference throughout the season. If you have any further questions after reading this handbook, please contact your association director for clarification or work with your Deputy Governor.

Dear Managers,

The NEAHL would like to thank you for volunteering. It is with the teamwork and cooperation of everyone that helps to make our hockey league successful. This document is intended as a guide for team managers explaining the responsibilities you have with the NEAHL. Please read and understand the NEAHL Bylaws and Regulations found on the website (www.neahl.ca).

➢ The Team Manager is the primary link between your team and the league Deputy Governor.
➢ Any problems with scheduling, gamesheets, suspensions must be brought to the Deputy Governor's attention through the team manager throughout the season.
➢ Understand the NEAHL Communication Protocol and ensure your team and parents follow it.
➢ The contact information for the Deputy Governor will be located on the website at the top of the page for your Division.
➢ The Deputy Governors are in charge of the game schedules and suspensions for all team players. Suspensions to coaching staff is handled by the division Governor.
➢ Ensure your complete team information is uploaded and that you keep it current on the website, this includes coaching staff contact information including email and cell phone number.
➢ You also need to ensure that your team is properly registered with Hockey Alberta prior to season start. This includes any Coaches, Assistants, or anyone else who will be on the bench during games. Have the conversation with your association registrar and ensure all those who may be on the bench at any games are added to your HCR (Hockey Canada Registry). A sample of an HCR can be found at the end of this document.
➢ At the beginning of the season, you will need to upload a copy of your HCR on the website (1 week prior to playing a game) and update it if there are any changes to players or coaching staff throughout the season (this includes when players change from pending to approved).
➢ Players that are affiliated with your team must also be included on your HCR as well as registered on the website with "AP" beside their name. Your HCR must always match the player list on the website and on all game sheets.
➢ Necessary communication and proper procedure for rescheduling, postponing or forfeiting games is essential. Any changes to scheduled games (date and/or time) must be discussed with your opponent & agreed upon. Email a signed copy of "Notice of Game Change Form" which is available on the website under forms to your Deputy Governor to approve the change and update the schedule on the website.
➢ Know how to properly fill out a game sheet & train those people working in your time box. Incomplete or unclear gamesheets will not be accepted. Please fill out <u>every</u> section and make sure it is printed clearly.
➢ Gamesheet stats need to be completed by team Manager within 24 hours of game end. A copy of each original gamesheet will need to be uploaded onto the website as part of this process. Team managers will receive the team's login and password on RAMP website prior to season start.
➢ If there is an "Incident Report Form" (referee write up) during a game, email it to your Deputy Governor <u>immediately</u>.

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1. Familiarize yourself and teach your team to use the website: www.neahl.ca
- Front End of website - What all users see - Parents/ Players
- Locate your division / tier / team for team and player stats
- Any league news or updates will be communicated here – check it often!
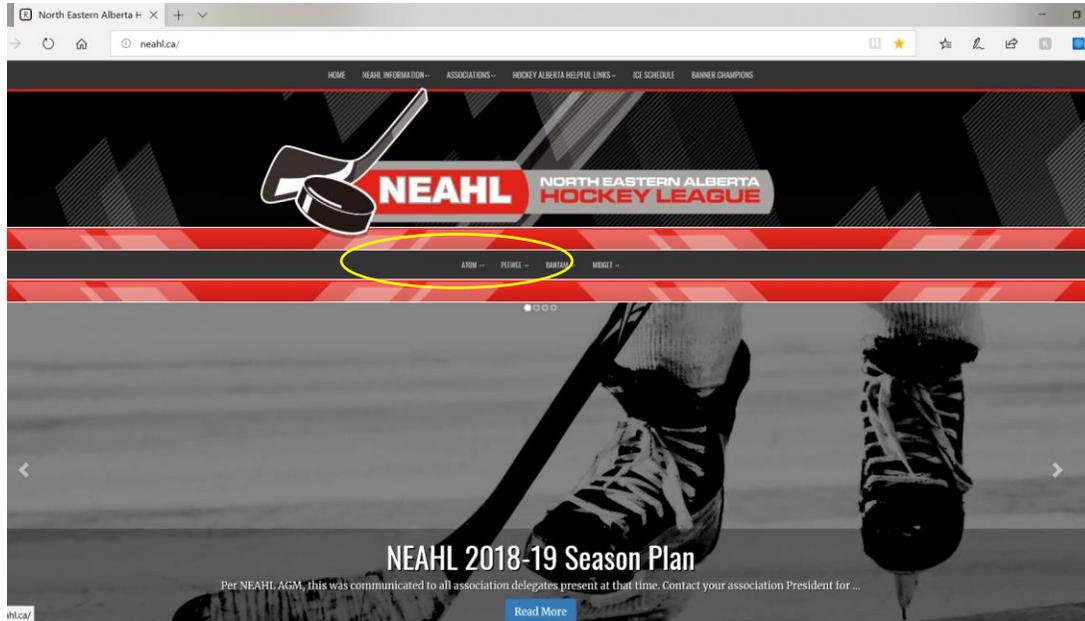
**Managers, if your Minor Hockey Association uses RAMP as it's website provider, all your league games can link to your team page calendar. Your association webmaster will be able to provide you with your teams' login information for your home association website. Use this login to sign into the RAMP website and input your team's contact information. Ie: Coach, manager email address and phone number, and players names and jersey numbers.

[Sign into team association page with the login provided by your home association, click on the League Tie in tab on the bottom right-hand side. Choose which league, Which level/tier, then enter the NEAHL team login information and click submit. All league games will tie into your home associations webpage and show up on your calendar. It is important to check both the NEAHL website and your home Association website to ensure the information is duplicated on both websites. Sometimes the information does not transfer over and you will have to log into the NEAHL website to enter the same information.

2. Back End/Administrators site – for Association Administrators
- (must have login and password, will be provided to you by website administrator)
- Go to the NEAHL website www.neahl.ca
- Click on the "Admin Login" located at both the top and the bottom of the homepage
- Enter your given login and password
- If you have not received a username and password, first check with your association registrar
  Some associations have chosen one person to maintain all team information, so passwords may not be provided - speak with your registrar** otherwise, contact the website administrator so this can be completed.

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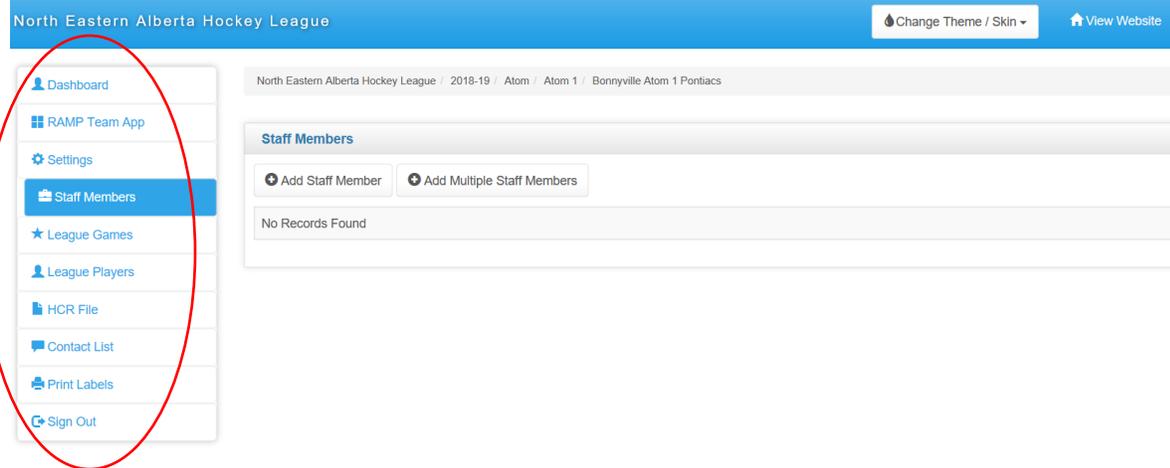
- Enter all your team staff contact information under Staff Members (anyone on your HCR or who may be on the bench at any time)
- Enter all your team information, player's name and jersey number
    - Jersey numbers should NOT ever change throughout the season (stats will be affected)
- Prior to the start of the pre-season, game schedules will be loaded into the system by the Deputy Governor
- Some teams will not have home ice available by pre-season time so they may be playing in a different arena. The ice arrangements should have been made previously with your ice allocator and the League Scheduler (which is your Division Governor).
- All scheduled games MUST be completed as scheduled.

3. How to upload your team's HCR Roster:
- Per NEAHL Bylaws, it is mandatory that each Governor has access to a current copy of the HCR Roster from each team PRIOR to the first preseason game, as per Hockey Canada bylaws and regulations. The team manager can obtain HCR rosters from their Association Registrar.
- **Association Administrators and Team Managers need to ensure that team roster information for each of team is input onto the website accurately and that HCR Rosters match exactly and that the HCR is uploaded onto the website.
- Click on the HCR File button, click choose file, locate the HCR Roster on your computer then click submit.
- HCR Rosters are provided by Hockey Canada and ensure that everyone is insured, playing on the correct team.
- Each time a team's line-up changes, the new HCR needs to be uploaded to the League website. Managers need to keep a current copy of these HCR Rosters and cross reference them to ensure that teams are playing only the approved players for each game.
- Once the regular season starts, each Manager needs to ensure that the Governor and Deputy Governor have current and approved HCR Rosters from each team (Team Managers are responsible for this).

4. Print Labels:
- Labels for gamesheets can be printed off directly from the website.

5. Entering and Verifying Gamesheets:
- Prior to each game, managers are to ensure that the game sheet is filled out properly and home managers are to ensure that timekeepers and scorekeepers are familiar with their role and duties. Both Home and Visiting teams will sign the gamesheet prior to game start to confirm the roster is accurate.
- People in the time box are "Off-Ice Officials" and are expected to act appropriately – they should not to be verbal in the box nor approached by anyone other than the officials during the game.
- The **Home team manager** is responsible to enter ALL the gamesheet details and upload a copy of the original the game score sheet and referee report as soon as possible, within 24 HOURS after the game. Visiting manager will need to verify the information.

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- The home team manager/coach must retain all of the original white copies of the game score sheets and the referee incident reports until the end of the season. The originals are to be made available at any time upon request.
- **Login** to the website using your provided username/password.
- Click on "League Games" on left sidebar.
  - o Choose your division (Atom, Peewee, Bantam or Midget).
  - o Enter Game Type (pre-season, regular season or playoff)

  - o Find your game# that you are entering stats for
  - o Click on the green "Gamesheet" tab

  - o Enter the final score
  - o Select the players that played the game. If a player does not play, they need to be 'unchecked'. This is especially important for Affiliate players, as they can only play a certain number of games.
  - o Enter in the goals and penalties.
  - o Choose the appropriate penalty and player(s) exactly as shown on the game sheet.
    - ▪ Record any minor penalty as 2 minutes in the website.
    - ▪ Record any major penalties as 5 minutes (*you should have an Incident Report for ALL majors)
  - o Enter in the final score.
- **Upload a copy of the original game sheet to the website.**
  - o Keep the game title simple (example: 41098.pdf)
  - o Simply Browse your drive on your computer to select the saved gamesheet (PDF is best) and then upload. Be sure to select the type of upload as well.
  - o You can also supply any notes to the upload.
  - o RAMP will not accept file names that use any symbols.
  - o Gamesheets and Incident reports CANNOT have the following special characters in the file name, otherwise, the file will be corrupted.
  - o ***UNUSABLE File Name Characters - ! @ # $ % ^ & * ( ).**
  - o Uploaded gamesheets must be clear and legible otherwise, you will be asked to upload again. Look at all the tabs and make sure all the information is entered in each cell such as time, referee names, scorekeepers, etc.
  - o When a file is uploaded the name of the file is highlighted blue ie: 41098.pdf
  - o ***Do not forget to click completed and submit on that first page or you will have to do it all over again.**
  - o Log out & go to the website to double-check that it looks right before you walk away.

    IMPORTANT** If you have any suspended players, make sure that you check off that player and the suspension box (they need to be indicated as not playing if crossed off on a gamesheet with 'susp' beside their name).

- When a player gets a major penalty, you can expect an **incident report**. The home team manager that received the report from the referee will immediately email a copy to the Deputy Governor to address and serve the suspension.

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- If you suspect your player is suspended, it is up to the coach to not let the player play another game unless you hear back from the league, otherwise the coach will be suspended. **"If in doubt – sit them out"**

- **Visiting team managers**, *depending on your level of access in the website, you may not have the ability to verify gamesheets.*

#	Date	Home	Visitor	Arena	Finished	Verified		
44001	10/19/2018	Cold Lake Atom Ice 4A	Cold Lake Atom Ice 4B	Cold Lake Energy Center	Yes	⊘		

- In the event you do not have the access to verify, your tier Deputy-Governor will check the validate Box once the gamesheet has been entered, and you will then be able to view the stats on the front-end view of the website (like anyone else), and see if there are any errors. The association Admin access will allow view of the 'verify' gamesheet Box. This is done to ensure that all game details are input correctly.
- In the event you have access to verify:
    - Login to the website and look at the game sheet once it has been posted.
    - In the back end (Team Admin) side of the website, click the verify button. It will open a page showing all the inputted stats.
    - Cross-reference with your copy of the game sheet.
    - At the bottom of that page, you can check off whether you 100% agree or whether there is an error.
    - Once you click on the verify, the visiting manager has the option to say the inputted stats are the same as the gamesheet or whether it has errors. Once the game is verified by the visiting manager, you will see a green check mark. If it is not verified, everyone will see a red exclamation mark. All games must be verified and have the green check mark before playoffs start.
    - Type the errors into the box, and hit submit. Sometimes it is just a typo - entering in a 6 instead of 16 - but sometimes it is not. (ie: a ref gave credit for a goal to the wrong player.) There is nothing you can do about this. The game sheet is not changeable. If you absolutely must, and both teams managers agree, you may edit it on the website, but put notes as to the error! The only time something can be changed on a game sheet is at the arena, before everyone leaves & the refs and timebox officials correct & initial it on everyone's copy.
    - The home manager will notice a yellow triangle on when viewing the games list on the back end of the website. This is an indicator that the visiting manager has verified the stats and there is an error or missed uploading the incident report. Change the errors, this process is repeated until the game stats are correct and a green circle with a check mark appears.
    - If you have any questions, please contact your tier Deputy Governor.

6. Scanner APPs for iPhone/Smartphones:
- Should a scanner not be available, the easiest way to be able to send the game sheet or game incident reports is to use one of the FREE apps that SCAN to pdf. Pictures from a phone are often not legible and cannot be used. A PDF is simply a format that can be uploaded to the website and is a reasonable file size. Upon game completion, the SmartPhone can be used to scan the gamesheet and email it to yourself or upload directly from your smartphone, you need to make sure that it is clear and legible.
- If an incident report was completed the Game Sheet and Incident Report can be emailed directly from your phone to both yourself and to the Deputy Governor. Once you are at your computer you will be able to simply save the files from your email and then upload to the website during the gamesheet input.
- A few FREE Apps that were tested to be useful for this purpose were:
    - ScanToPDF Mobile
    - CamScanner
    - Adobe scan
    - TinyScanner

- Both the above have FREE versions that create multipage PDF Documents in a single file. There are several other APPS that may work as well. We will ask that everyone confirm the file quality before uploading or sending to the Deputy Governor.

7. Pre-season reminders:
- Pre-season will run from October 19 to November 4 (3 full weekends)
  - Exhibition games can count towards pre-season analysis – make sure to send your Governor a copy (need to be sanctioned by Hockey Alberta as usual). Pre-season games are considered <u>league</u> games (<u>not exhibition games</u>).
- ****Teams will <u>NOT</u> be allowed to participate in Tournaments during the pre-season timeline (Oct 19-Nov 4) in order to best determine placement and proper tiering for Regular Season play in the league****
- All pre-season games will be scheduled by the Division Governor
- Teams will be playing a minimum of 6 to a maximum of 9 pre-season games
- Pre-season ice allocations must be provided to respective Division Governor by October 10th
  - For pre-season, all associations will need to provide 20% more home ice slots than teams they have registered in the division (this will provide Governors the required flexibility to schedule all pre-season games)
  - for example: number of home ice slots to be provided per pre-season weekend based on number of teams:
  - [1 team=2 ice slots; 2 teams=3 ice slots; 3 teams=4 ice slots; 4 teams=5 ice slots; 5 teams=6 ice slots; 6 teams=8 ice slots; 7 teams=9 ice slots; 8 teams=10 ice slots; 9 teams=11 ice slots; 10 teams=12 ice slots]
- In pre-season we will be striving for parody, not geography.
- Expect to play 2-3 games per weekend during pre-season, with short notice as to who and where you play.
- Teams will know who and where they are playing weekly by Tuesday at NOON so they will be able to release their ice if not required.
- Teams may be playing against teams from different tiers to determine where they best fit.
- Regular season may take geography into account at Governor's discretion (ie: using a North/South sub-division to help reduce travel- if number of teams in a tier allows this. We need a minimum of 10-12 teams in a tier for N/S to work effectively).
- TOTAL number of games for pre-season and regular season will be around 20-24 games, based on number of teams/tier (playoff games are not included in this count).
- Pre-season games will NOT count for Atom & Peewee
- Pre-season games will count for Bantam & Midget (but only games for teams who remain in same tier after pre-season.

8. Regular Season:
- Regular Season scheduling meeting will take place in Vermilion on Saturday, November 10th
- Regular Season Timeline:
  - November 10-February 16 (Atom & Bantam)
  - November 10-February 23 (Peewee & Midget)
- Playoff Season timeline:
  - February 18 to March 10 (Atom & Bantam)
  - February 25 to March 16 (Peewee & Midget)
- TIERS: based on the total number of teams registered per Division (striving for approx. 8-10 teams per tier)
- Atom & Peewee divisions will have 4-5 Tiers (Tier 1-5)
- Bantam division will have 3-4 Tiers (Tier 2-5)
- Midget division will have 3 Tiers (Tier 2-4)

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SAMPLE OF an HCR:

Official Team Roster

Team:	
League:	NORTH EASTERN ALBERTA HOCKEY LEAGUE ATOM
Division:	Atom
Category:	X

Status:	Pending
Conference:	A
Class:	-
Type:	Standard

Playoffs:	No
Tournament Number:	
Season:	2016
Print Date:	

Team ID

PLAYERS

TEAM: IRMA ATOM (2171631)

NO	LAST NAME	FIRST NAME	CONTACT	SEX	DOB (mm-dd-yyyy)	HOCKEY ID	REGISTERED	POSITION	RELEASED	STATUS
05				Female			10-05-2016	PLAYER		Pending
06				Male			10-02-2016	PLAYER		Pending
07				Male			10-05-2016	PLAYER		Pending
09				Male			10-05-2016	PLAYER		Pending
11				Female			10-02-2016	PLAYER		Pending
12				Female			10-21-2016	PLAYER		Pending
14				Male			10-02-2016	PLAYER		Pending
18				Male			10-05-2016	PLAYER		Pending
19				Male			10-05-2016	PLAYER		Pending
30				Male			10-05-2016	PLAYER		Pending
	TOTAL PLAYERS: 10									

TEAM OFFICIALS

TEAM:

NO	LAST NAME	FIRST NAME	CONTACT	SEX	DOB (mm-dd-yyyy)	HOCKEY ID	REGISTERED	POSITION	RELEASED	STATUS
				Male			10-05-2016	ASSISTANT COACH		Pending
				Female			10-05-2016	ASSISTANT COACH		Pending
				Male			10-05-2016	COACH		Pending
				Female			10-05-2016	MANAGER		Pending
	TOTAL TEAM OFFICIALS: 4									

SUMMARY

	Affiliate	Import	Tryout	Release	Regular	Total Cards
Player	0	0	0	0	10	10
Coach	0	0	0	0	3	3
Bench	0	0	0	0	1	1

TeamHub! 100% FREE hockey team management tool clubhockeycanada.ca

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