



# CR Knights

Team Manager's Handbook

v.2016

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Thanks for volunteering for the manager's position!

Remember that you are doing this for all of the children on the ice playing hockey.

Your job is very important and CRMHA and the team thank you in advance for stepping forward and taking on this task.

The manager is the main contact between the teams, the parents and coaches as well as the league and our board. The manager facilitates the many activities it takes to run a hockey team throughout the year.

You are encouraged to attend monthly board meetings to communicate team progress and team, parent, coach or player concerns. The board meetings are usually the first Monday of each month, but a date and time will be confirmed each month by email.

This manual and all resources can be found on the website in the Manager's Lounge.

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### Respect in Sports

Respect in Sports is an online course that is mandatory for at least one parent in each family to take as per Hockey Alberta Regulations. The course must be completed before the player will be allowed on the ice. The registrar will provide you with a list of all parents that have not yet completed the course. It is your job as a manager to ensure that these parents complete the course by the required date.

As a manager you are required to have the Respect in Sports – Coach Course. This course is on the Hockey Alberta website and managers and coaches will be reimbursed for the cost of this course.

Also, the manager is required to send to the Registrar their coach's roster ASAP as the coaches are required to have specific courses completed prior to November 1.

### Manager Duties

As a manager you will be required to guide the team in organizing team duties such as:

- Time Box Scheduler - Makes a schedule for score keeping and time box management that includes all parents taking an equal number of turns.
- Jersey Parent - Find volunteer(s) to have jerseys at the arena 45min before game time and then collect them after each game and care for them as per the Jersey Care sheet.
- 50/50 Scheduler – If so desired, team is required to obtain a license to sell 50/50 tickets with half the profits going towards the team. This person will make a schedule to ensure all parents participate.
- Tournament Organizer - Finding and organizing tournaments. The manager will need to reschedule games if they conflict.
- Treasurer - Keeping all money fundraised by the team. No team will be dealing with moneys other than those fundraised by the team. Teams may need to open bank accounts.
- Team Liaison - This position can be held by the manager or another parent. This person listens to any parent concern and presents it to the coach or manager.
- Attendance - This position can be held by the manager or coach. We are required to take attendance at all practices and games and submit this each month with our ice allocations.
- Shots on Goal - Shots on goal (SOG) are tracked by a parent and recorded on the game sheet as per 1660 guidelines stating "A shot on goal is a shot that either goes into the net or would have gone into the net if the goalie hadn't stopped it".



First and foremost, it is the manager's job to communicate the practice and game times. You can do that in whatever fashion works best for you and your team, however, we are encouraging all managers to use the CR Knights website where they can maintain the team schedule, as well as other information.

Keep in mind that not everyone has email and it has been very successful to text as well.

Team bonding is also an important part of team building. It has been beneficial to plan off ice activities to allow the players to bond. The better the team communicates off the ice the better they function as a team on the ice. Making a sincere effort to get to know all of the parents and make everyone feel a part of the team will lead to a successful year.

### Team Website

Once evaluations are completed and the teams have been compiled, you will receive a username and password to log in to your team micro-site. Your site will already have the players roster populated, your manager info entered as the team contact and your site will be synced to the 1660 website at [www.1660.ab.ca](http://www.1660.ab.ca) which is our hockey league. You will then be able to add practices and games and enter game sheets from your site. There are also a number of links in the Manager's Lounge area of the site to documents which will assist you with various other league related tasks such as game changes, incident report forms, etc. Please contact Wayne Starchuk at [admin@crknights.ca](mailto:admin@crknights.ca) for your team's password if you do not get it within two days after evaluations.

### Beginning of the Season

1660 Hockey League: All the teams registered with CR Knights are part of the 1660 Hockey League. As a manager you are required to be familiar with their Bylaws and League Regulations. A copy of the League Regulations must be carried by the managers/coaches to all games. 1660 has developed a Manager's Guideline section which is accessible from our Manager's Lounge. This will help guide new managers with their required duties within the 1660 Hockey League.

The 1660 and team website need to be updated to include the staff contact information, player's names and numbers. The team website will be automatically updated with the existing information we have available on the team rosters and contact information. Managers will need to verify the information.

Managers will also need to obtain the 1660 league website password for your team from your governor. Please email them for that information. You can then log on as administration with your username and password. It is important that all managers carry the 1660 Regulation package for reference which is available on the 1660 site.

Once you have the league website information for your team, you can copy the players that were manually uploaded to the league list of players.



### Tiering

At the beginning of each season you will be placed in a tier that the hockey board believes is best suited to your team's ability. The league will then set out four tiering games, usually with teams within your tier as well as perhaps one tier above and one tier below. There is a short time line for getting those games completed. Information regarding the time line for the entire league season is under the information tab on the 1660 website. Once the tiering games are completed, your coach should determine if you are in the appropriate tier. Any movement of your team to a different tier needs to be done through the league representative. Our league representative is Brent Parno.

### Hockey Alberta Requirements

The registrar, at the beginning of the season, will give you your Hockey Canada Roster (HCR). It is very important that you check and have your coach double check the list of players as well as the list of coaches. You cannot play a player who is not registered on the HCR. If you do it can result in a suspension of your coach and the player. Before your first preseason game the HCR must be provided to the league governor. Again, please ensure that you double check and have the coach check the list.

Coaches require certain coaching certification to be on the bench. Managers must be aware of this and contact their association registrar to find out what is required. All clinics must be completed by November 15.

At the beginning of the season as well as at the end of the season there may be information that is passed from the board to the teams via the managers. Again you are the best contact for the team as you are very well acquainted with all of the players and the parents by this time. If it is something that will require verification that the information was passed on, it may be useful to have a team list and have the parents initial when they receive the information and you keep a record of that. That way you will always know whether or not someone did in fact receive proper information.

### Game Sheets

Every team in the 1660 league is given a book for the official game record. There are three copies for each game. One copy the home team keeps (top original) and another copy is given to the opponents. The third copy is not normally used but it can be useful if you have someone inputting the data from the game sheet apart from you as the manager.

Each tier has its own governor as well as each level of the hockey has its own senior governor. On the 1660 website it will have the contact information for your governor.

A copy of the game sheet needs to be scanned and downloaded onto the 1660 Website. Please refer to 1660 Manager's Guidelines for specific instructions on how to download the game sheet. There is a free iPhone app called CamScanner that can help you to upload the game sheets from your cell phone to the 1660. It works just like your camera.



At every home game, the home team provides the game record. You will need to fill out the information including the time of the game, where it is located, the teams and the game number. The game number is found on your schedule on the 1660 website. Normally it is much easier if you have a set of shipping labels printed up with all of your team information including the team name, player names and numbers, and coaches and manager's names. There is an option to export your team information specifically for game labels on your team website.

The coach or manager must sign the game sheet before the game begins and this person must have the Respect in Sports course. Fill out the information and provide it to the opposing team's manager by leaving it in the dressing room if necessary and once completed your team will review the information and then pass the game sheet on to the time keeper and score keeper.

At the end of the game the referees will also sign the game sheet as well as the time keeper and score keeper and then return the book to the team dressing room or to the manager.

1660 requires that all games must be downloaded onto the website within 48 hours.

You will need to input the final score, who played at the game, who scored the goal and who received the assist, as well as the time of the goals. Penalties are also inputted. Please refer to the 1660 website for guidelines and requirements that pertain to game sheet input and time restrictions. All of these records will show up on the 1660 website.

When you have an away game, you simply take your stickers and if it is in Peewee or above tier levels of hockey, often times you give the stickers to the coach who would then place them on the game sheets as most times as a manager you do not go into the dressing room before the game. Remember to always bring home a copy of an away game sheet (and incident report if applicable).

**PLEASE BE SURE TO REVIEW GAME SHEETS PRIOR TO LEAVING THE ARENA AS NO CHANGES CAN BE MADE AFTER THAT TIME.**

### Incident Reports

If there is a game incident report that has been filled out by a referee with respect to major penalties such as hitting from behind or hits to the head, then you need to scan and download the incident report onto the 1660 website in the same fashion of the game sheet. An incident report must also be completed online (located under the forms tab then below the Governor forms). This will then be reviewed by the discipline committee who then issues all 1660 suspensions. Your Governor will contact you with the suspension results via email. The manager must reply in an email that the mentioned player will comply with the suspension and lists the games the player will be missing. Indicate on the game sheet beside the player's name that they are serving suspension for that game. ie- serving suspension 1 of 2. Please refer to



the 1660 Bylaws regarding suspension as the player is not allowed on the bench or in the dressing room while serving his suspension. If there is a possibility that the player may be suspended, sometimes which comes just from a hit from behind, you cannot play that player until the governor advises you as to whether or not a suspension will be in play. It is useful to remind your governor when your next game is so that they can reply to you as soon as possible. 1660 recommends that when in doubt do not play that player as severe suspensions can be handed out to a coach who plays a suspended player.

Note: email all suspensions to the CR Knights Registrar.

### Referees

When you have a home game and receive your home schedule you must contact Referee Coordinator Austin Majeau at [ymajeau@cruzinternet.com](mailto:ymajeau@cruzinternet.com) to book referees for either ROQB or Calahoo Arenas. Please let the referee coordinator know where your game is being played and he will arrange for the referees to be there. It is helpful to ask them to confirm they received your email or your request. Once you receive your schedule for the year, it is helpful if you provide the entire year schedule at the same time.

You will be given a schedule setting out the referee costs. When playing in ROQB and Calahoo, there should be no travel expenses for your referee. If it is an out of town referee, they will let you know any travel costs to be paid.

Normally we will have two referees at each game for regular league play and thus whatever the fee is you will divide it in two and provide the referee with the voucher before the game starts. Referee vouchers will be given to each manager to use to pay their referees. The vouchers are redeemed at the arena concession. There are two sides to the voucher, both need to be filled out. One side is given to the concession and they will provide you with the cash to pay your referee. The other half of the stub is kept for your records. If there is ever discrepancy, you will have that to fall back on. The treasurer, will then reimburse the concession for the referee's costs.

In provincial play, you need to let the referee coordinator know that it is for a provincial game as the number of required official change. Please familiarize yourself with the Hockey Alberta Provincial regulations as there are different time frame requirements at each level.

Referees must be paid in accordance with the Hockey Albert Provincial Referee's Rate Schedule which can be found on the website in the Referees section.

### Travel Permits

Any league games that you have do not require a travel permit. We are Zone 3. If you play an exhibition game, a tournament or any other game that is not a league game including provincials and you are not playing another Zone 3 team, you need to obtain a travel permit.





Please email your request for travel permits to Kim Coles @ [permits@crknights.ca](mailto:permits@crknights.ca) and include the date of expected play and the type of game it is (exhibition or tournament).

"A Guide for How to Obtain Hockey Alberta Travel Permits" is available in the Manager's Lounge on the website. You will need to provide the travel permit coordinator the following: location of the game, sanction number, and minimum number of games that you will be playing. It takes a few days to obtain a travel permit so please provide as much notice possible. They will forward to you a copy of the travel permit which you must carry to the game. On the team roster portion of the game sheet, you must indicate the travel permit number. After the game has been played or tournament has been attended, fax all the game sheets to our zone representative. Any suspensions as well need to be forwarded to our zone representative.

Hockey Alberta requires that all exhibitions game sheets also be emailed to our zone representative.

### Provincials

If your coach decides to enter provincials please be aware that they start in January. All team need to decide if they are entering provincials by Dec 1<sup>st</sup>. Provincial only begin at the Atom level. Each team can decide to opt out of provincials once the categorization is complete (within a specific timeline). You will be required to schedule a home and away game in a weeks' time along with your regular season's game. You are required to work with the opposing manager and your ice allocator to find ice times that you both agree on. Provincial regulations can be found on Hockey Alberta website.

### Playoffs

1660 will post the playoff schedule and indicate the opposing team you will be playing. They will note which team has the home venue and the timeframe in which the games need to be played. It is up to the managers to find available ice and give the opposing team 2 reasonable ice slots to choose from. Games cannot be forfeited for any unavailable ice or the team receives a fine and the coaches could be suspended. Further information is available on the 1660 website.

### Equipment Room

Each team will be given two sets of jerseys - usually a home and away set. They should also be given a set of water bottle carriers, first aid kit, and coaches clip board if required. All necessary team equipment will be distributed by the Equipment Manager.



### TBA Games/Rescheduled Games

Inevitably there will be one or two TBA games listed on your regular season schedule. These are to be announced games that will either show up as October 1<sup>st</sup> at 1:00 o'clock a.m. or January 1<sup>st</sup> at 1:00 o'clock a.m. These are not the dates that you are actually supposed to play these games; it is just games that the league was unable to schedule due to constraints on the times given for games. It is useful to contact the other team immediately and find out what days they may be available to reschedule this game. If you have no regular ice available, you can use your practice slots or contact Loreen Brenneis as the ice allocator to see if there is additional ice that may not be used during the season that could be utilized by your team.

Once you have secured a time by the ice allocator and the other manager, fill out the online Game Change form located on the 1660 Website. The governor will then update both teams' schedules on the website.

### Ice Allocation

Ice is very valuable and requires managers to manage their ice carefully. You are required to look at your schedule and know in advance what ice you will NOT be using and give that ice back to the ice allocator. The allocator requires 1 week notification to ensure ice can be allocated to other teams. Any extra ice practices will need to be purchased by the teams with fundraising money. It is Mandatory to return your team ice as soon as you know it is not going to be used which can be as soon as you receive your regular schedules.

### Tournaments

Every team is responsible for finding and managing their own tournaments. All ice used for tournaments must be purchased by the team with fundraising money. Hockey Alberta and 1660 website both list tournaments that managers can use to find appropriate leveled tournaments. Managers must move regular scheduled games to make room for tournaments and this requires planning. You will be required to contact the other team in advance and come to an agreement on alternative times. Each association has a 1660 league representative who can summit your tournament time so no 1660 games will be posted on your tournament weekend; Darren Fincaryk. You must have these time summit before preseason begins or shortly after. Once regular season games are posted all Managers are responsible for moving games. It is recommended not to book any January tournaments as playoffs and provincial take precedence and ice is limited.



### Final Comments

The duties of a team manager may appear overwhelming and although this is all under the heading of the manager's responsibilities, this does not have to be the case. Ask your parents for help!

It can be very useful to delegate a great number of these jobs to other individuals who may be more than willing to assist, but not take on the role of manager. For instance, someone may input the game sheet for the manager. The manager can delegate this position and just follow up to make sure there are no problems with it. Payment to referees can be done by someone else as well. Certainly jerseys and equipment can be handed out at the beginning of the season to other individuals who will then keep track of those jerseys and ensure they are returned at the end of the season.

In conclusion, we are all here to help each other in making this a most satisfying and rewarding experience for not only our children, but for ourselves as parents and fans. If there is ever any questions or need for assistance, please reach out and ask. Some managers have been doing this for years and are more than happy to provide tips and tricks to making things run smoothly.

Have a great season!