



2022/2023 AMHA

AAA and AA
Team Manager/Coach Kick-Off

Thank You!

On behalf of the Airdrie Minor Hockey Association (AMHA) and the Airdrie Cochrane Athletic Committee (ACAA), thank you for volunteering for these very important roles and committing your time to make this hockey season a great success for your team. The effectiveness of the coaches and team manager often makes the difference between a good season and a GREAT season for our players and parents.

Agenda

- Introductions
- Manager Role
- AMHA Policies and Procedures
- Conflict Resolution/Chain of Command
- RAMP Staff Registration
- Coaching Requirements
- Coach and Manager Tabs
- Coaching Tools and Reimbursement
- Manager Resources/Leagues/Partners
- Getting Started
- Team Bank Accounts
- Team Budget
- Referee Information
- Roster and Affiliation Rules
- RAMP App
- Team Photos and Team Names
- Game Sheets
- Office Admin
- Volunteer Policy
- New This Year
- Comments, Concerns or Questions?
- Conclusion

Introductions

Team Manager Coordinator:

- ❖ Robyn Sikorski

Coach Coordinators:

- ❖ Paul Brophy
- ❖ Mike Lawson

AMHA Staff:

- ❖ Cindy Kunitz
- ❖ Carol Luterbach

AMHA Executive and Full Board:

On [website](#)

ACAA Committee:

- ❖ Bob McLean - Chair
- ❖ Matti Paquette - Treasurer
- ❖ U18 AAA - Travis George
- ❖ U17 AAA - Mark Fleming
- ❖ U16 AA - Mark Gelinas
- ❖ U15 AAA - Darcy Campbell
- ❖ Presidents of both AMHA & CMHA
- ❖ Drawzone Rep - Sara Spreen Horne

Manager Role

- ❖ Central figure in the flow of communication between Parents, Coaches, Coordinators, AMHA, other teams, Officials and Referees, etc.
- ❖ Organizer of all, off ice tasks (delegate, delegate, delegate).
- ❖ Communication Guidelines:
 - more is better than not enough, continuous and transparent
 - 24hr cool off period as required and response time
 - use RAMP to broadcast information *(make parents aware that Ramp is not a chat)*
 - phone call/face to face for sensitive issues
- ❖ Helpful Hints: book tournaments and team building early; get to know your team at the parent meeting and what the majority wants from the season ahead; get everyone involved and helping with various volunteering tasks
- ❖ Keep Player/Parent information and issues confidential
- ❖ For AAA all financial transactions will be done with Matti any coach issues will be dealt by the Director.



BEST
TEAM
MANAGER
EVER
★★★★

Coach Role

- ❖ Essential to the team at every level
- ❖ A caring, enthusiastic, well-trained coach can be a positive influence to the players and no pressure but you could be the only adult that this player can go to for support.
- ❖ As Coach you will provide leadership, education, instruction and contribute to the growth of our athletes both on and off the ice.
- ❖ For U16 and up players should be dealing with coach initially, parents will deal with directors



AMHA Policies and Procedures

Two Deep Method - [Locker Room Policy](#)

- ❖ If 2 Coaches can not be in or around the dressing room at all times then the Team Manager or another volunteer parent may need to assist with this.
- ❖ All the [AMHA policies](#) are listed on our website and we suggest you take some time to familiarize yourself with them.
- ❖ Ignorance is NOT an excuse



Conflict Resolution and Chain of Command

WHO TO CONTACT:

- ❖ If something should arise during the hockey season, your first point of contact for the player/parent should always be your Team Manager. If the situation has you highly emotional and assuming there is no physical or mental harm or abuse, the parent should allow a 24 hour cool down before meeting with your Team Manager.
- ❖ If the situation persists or is not being handled by your Team Manager or involves the team coaching staff, your second point of contact will be your High Performance Division Coordinator for AA or the applicable ACAA division Director.
- ❖ The third point of contact would be to your VP and or the EC. This point of contact is only if there are still unresolved issues after meeting with or addressing your concerns with the previous two points of contact. The Division Director may escalate some concerns to the AMHA Executive Committee or the Discipline/Risk Management Coordinator.
- ❖ In the event that your concern needs to be addressed immediately due to a concern for the safety of a player, parent, manager or coaching staff, please call one of the office staff cell phone numbers. Cindy 403-816-8551 or Carol 403-998-1461.

Ramp Staff Registration

- ❖ If you have not already completed the RAMP registration please go in and do it asap as it is Mandatory for you to be linked to your team. You will find the link [here](#).
- ❖ It take less than a minute and it has to be done so we can add you to your HCR roster.
- ❖ Once logged in with an email and password please select:
- ❖ Complete the registration in YOUR OWN NAME.
- ❖ Select the Division you are interested in volunteering with.
- ❖ And the role - Coach or Team Manager.
- ❖ Agree to and Sign the waivers and that's it.
- ❖ Pretty simple and it will really help us when rostering the teams.



All Coaching Staff must complete this registration before we can add them to the roster.

NO COACH should go on the ice until the office has been made aware so we can verify their qualifications.

Coaching Requirements

[Hockey Alberta Website](#)

- ❖ [HA Coaching Tab](#)
- ❖ [HA Coaching Requirements](#)
- ❖ **Important Deadlines**
 - **RIS Activity Leader before going on ice**
 - **Valid Criminal Record Check before going on ice**
 - **Nov 15/22 deadline** for coaches to have all coaching qualifications done
- ❖ [HA Coach/Manager Discipline Handbook](#)
 - Travel permits, game sheets, suspensions, etc.
- ❖ How to access your [Hockey Canada Profile - Spordle account](#) and find [Coach Clinics](#).

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
	U7 U9	1 Coach per 10 players					All Team Officials	One Coach per 10 players
A, B, C, D (incl. female)	U11 U13 U15 U18		Head Coach			Head Coach	All Team Officials	One Team Official
Elite Female	U15* U18*			Head Coach		Head Coach	All Team Officials	One Team Official
AA	U13 U15* U18*			Head Coach		Head Coach	All Team Officials	One Team Official
AAA	U15 U16 U18 Female U18				Head Coach	Head Coach	All Team Officials	One Team Official
Accredited Schools	All				Head Coach			
Junior	A B, C, Female						All Team Officials**	One Team Official
Senior	Female Male						All Team Officials**	One Team Official

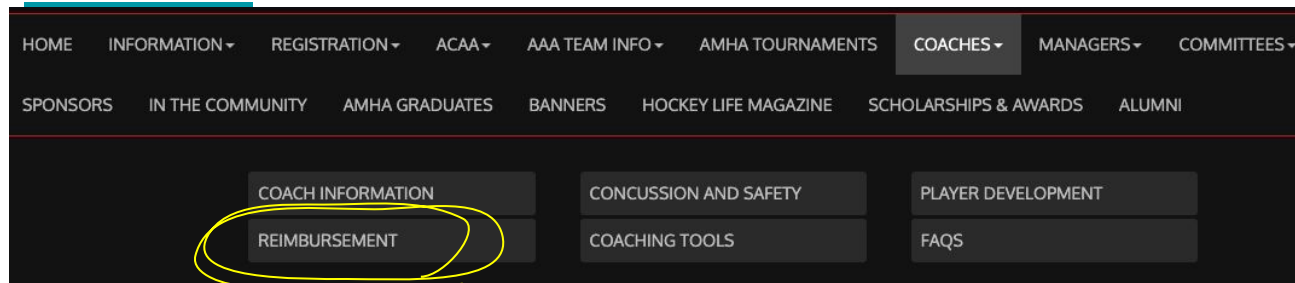
*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that posses HPI1 Certified will also be eligible.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15 th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled.
Assistant Coaches	Highly recommended to obtain training of what is required for Head Coaches in applicable level
Development 1 & High Performance 1	Coaches must be “trained” by November 15 th of current season, by following seasons November 15 th must be “certified” to remain eligible. <div> Trained = attended classroom session Certified = passed all post task evaluations </div>

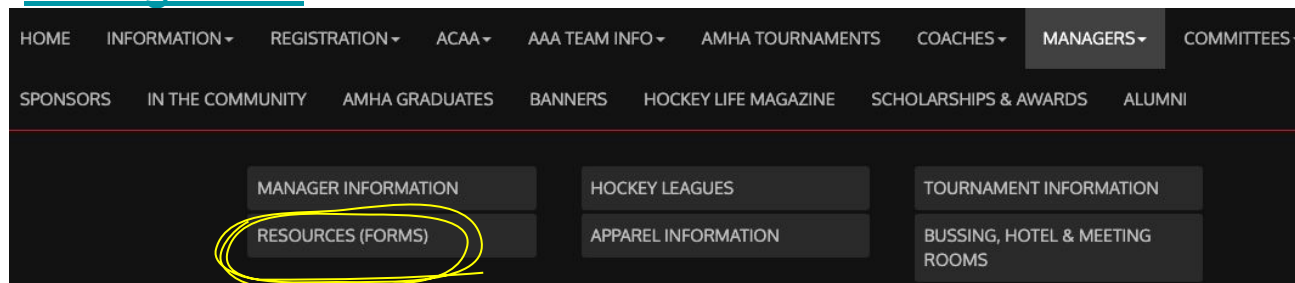
Coach and Team Manager Tabs on Website

❖ Coach Tab



AMHA will cover the cost of Coach courses.

❖ Manager Tab



Travel permit and exhibition game forms are found here.

Team Coaching Tools

- ❖ At each arena there are tools and resources for coaches to use.
- ❖ **Please ensure they get put back in the storage cages at the end of each practice and that the cage is locked.**



Team Manager Resources

- ❖ Download and save local copies of the files to work in.
- ❖ Please do not alter any of the forms or templates.
- ❖ Travel permits and home exhibition requests are under forms.
- ❖ There is a lot of information, please take some time to look through it.
- ❖ Suggestions and comments are welcome.

League Websites

- ❖ [AEHL](#) (Alberta Elite Hockey League)
- ❖ [AFHL](#) (Alberta Female Hockey League)
- ❖ [SCAHL](#) (South Central Alberta Hockey League)
- ❖ Have a look for specific league deadlines, rules and regulations

Getting Started

- ❖ Once a Team Manager has been selected we need to know.
- ❖ Use AMHA Coach and Manager emails - contact office for your email if you haven't already
- ❖ Send email to introduce yourself and plan and host a Parent/Team meeting.
- ❖ At team meeting: fill all volunteer positions, talk about volunteer policy, discuss and vote on tournaments, budget, cash call, hand out medical forms and [AA contracts](#) or [AAA Elite Player Agreement](#).
- ❖ Submit coaching staff and data entry person to your Coordinator and AMHA office staff.
- ❖ Send Jersey numbers to AMHA staff asap.
- ❖ Open bank account.
- ❖ AA complete budget and submit to Team Manager Coordinator and your team parents by November 8th. For AAA and Havoc Matti will be doing this for you.
- ❖ Review your league specific rules and policies.



Team Bank Accounts

- ❖ AAA team accounts are already open so discuss with Matti.
- ❖ AA teams can select which bank they want to open their team account - NO personal accounts can be used.
- ❖ Must have 2 signing authorities and they can not be married. Both must be present to open the account.
- ❖ We recommend using Scotia Bank on Main Street by the library. They are offering the following services:
 - 2 Debit cards
 - 10 cheques
 - \$3.00 monthly fee (waived for first 3 months)
 - Draws for \$500 for teams who open their accounts with them. Draw will be November 15th
- ❖ Email Team Manager Coordinator at tmcoordinator@airdriehockey.com to let her know who the manager and treasurer are for your team.



Setting Team Budget

- ❖ For AA teams, please use the [Budget and Bank Reconciliation document](#)
 - ❖ Initial submission due by November 8th to Team Manager Coordinator and your team
 - ❖ Interim Financial update with some actuals to budget due by January 8th
 - ❖ Final update with actuals and balance on March 15th
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- ❖ For ACAA teams, Matti Paquette the ACAA Treasurer will be getting in touch with you to review your team budget.



AA Referee Information

- ❖ Book refs for exhibition games by emailing airdriehockeyrefassignor@gmail.com.
- ❖ In an emergency where refs are not showing up you can call Rod at 403-923-3841.
- ❖ If you do a game change or cancel a game you must inform Rod to cancel the refs or your team will be charged.

AAA Referee Information


- ❖ Refs are booked through the AEHL league but you may want to confirm that for Exhibition games.

[Hockey Canada Playing Rules 2022-2024](#)



Roster and Affiliation Rules

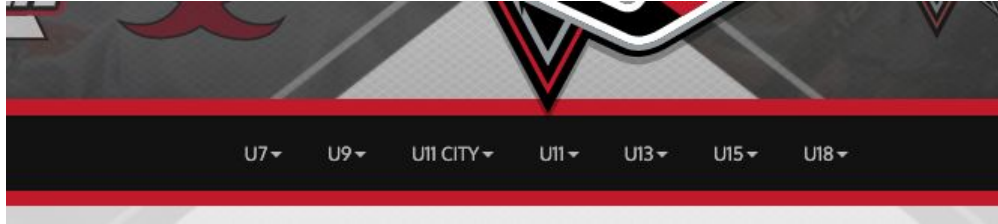
- ❖ [AMHA Affiliation Policy](#)
- ❖ Confirm specific league rules about Affiliation too
- ❖ Players can only be used as an AP once they are on the Hockey Canada Roster (HCR)
- ❖ A player or goalie can only be affiliated to one team
- ❖ APs can not be used for suspended players
- ❖ We need a special form signed for APs for AAA and AA - [Named Player Affiliation Agreement](#).

		Team: AIRDRIE U15-5	Conference: #202141400053562	Playoffs: ---
League: ---		Division: U15	Class: HOUSE LEAGUE	Tournament Number: ---
Category: U15-HOUSE LEAGUE		Type: Standard	Season: 2021-2022	Print Date: 2022-07-15

PLAYERS									
No	Last Name	First Name	Gender	DOB (yyyy-mm-dd)	HCR NUMBER	REGISTERED	POSITION	RELEASED	STATUS
13			M	2008-06-23	1500000507283	2021-09-30	Forward		✓
1			M	2007-02-05	1500000507741	2021-09-30	Forward		✓
7			M	2007-07-07	1500000097507	2021-09-30	Defence		✓
18			M	2007-03-29	1500000132849	2021-09-30	Forward		✓
12			M	2007-03-10	1500000131882	2021-09-30	Defence		✓
19			M	2008-09-15	1500000132850	2021-09-30	Forward		✓
1			M	2007-05-25	1500000416141	2021-09-30	Forward		✓
1			M	2008-05-09	1500000412971	2021-09-30	Forward		✓
11			M	2008-04-23	1500000366754	2021-09-30	Forward		✓
17			M	2008-11-03	1500000412925	2021-09-30	Forward		✓
19			M	2008-05-16	1500000132883	2021-09-30	Defence		✓
6			M	2007-07-13	1500000245462	2021-09-30	Defence		✓
1			M	2008-01-05	1500000125049	2021-09-30	Forward		✓
1			F	2008-07-28	1500000080864	2021-09-30	Defence		✓
18			M	2008-04-30	1500000459258	2021-09-30	Forward		✓
1			M	2007-10-26	1500000836973	2021-10-14	Defence		✓
31			M	2008-09-15	1500000134664	2021-09-30	Goalkeeper		✓
2			M	2008-02-19	1500000125070	2021-09-30	Defence		✓
12			M	2007-03-22	1500000498896	2021-09-30	Forward		✓
			M	2007-06-29	1500000410830	2021-11-22	Defence		✓
			M	2008-08-07	1500000134625	2021-11-22	Defence		✓
			M	2007-10-06	1500000497967	2021-11-22	Forward		✓
			M	2008-06-28	1500000410929	2021-11-22	Forward		✓
			M	2007-12-13	1500000240506	2021-11-22	Defence		✓
			M	2008-05-08	1500000132852	2021-10-08	Goalkeeper		✓
			M	2008-05-19	1500000440246	2021-11-22	Forward		✓
			M	2008-09-30	1500000459278	2021-11-22	Forward		✓
			M	2007-11-02	1500000052335	2021-11-22	Forward		✓
			M	2007-09-05	1500000125040	2021-11-22	Defence		✓

RAMP App

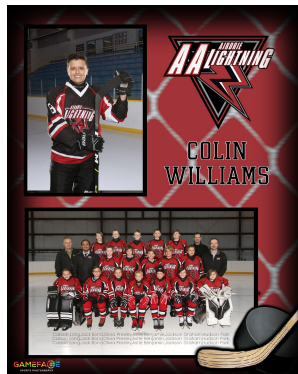
- ❖ We use RAMP for our registration and website
- ❖ You will find your team page on the Website under the logos.



- ❖ Please contact the office to get access to your team page.
- ❖ Please do NOT add any players or coaching staff to the page. If you want to add a coach contact the office. You can add other volunteers (jersey parent, treasurer, etc.)
- ❖ There are tutorials on the site to help with the RAMP app and it is recommended to be used as the communication and schedule tool for your team.

AA Team Photos

- ❖ For the 2022/2023 season: AMHA team photos will be taken on the November 18th to 20th weekend at Explosive Edge on the mini ice
- ❖ More information and sign up details will be sent out to you at a later date
 - Teams should wear dark jerseys, if they have them
 - Make sure to verify the coach and player names, when you select a timeslot



Game Sheets

- ❖ All teams in SCAHL have received game sheets from their league, they are in filing cabinet.
- ❖ These sheets are for league and playoff games only.
- ❖ Exhibition game sheets need to be purchased by the team. East Side Sports sells single game sheets.
- ❖ AAA Teams will be using the Hockey Tech to do their game sheets online. It is important to get someone trained on this system as soon as possible and make sure you have some back ups for unforeseen circumstances.
- ❖ AAA also has to have all games videoed via Hockey TV so make sure you have someone in line to do that for every home game.

Office Admin - Cindy Kunitz and Carol Luterbach

- ❖ Manager documents from the office (coupons, etc.) can be picked up or dropped off from your team folder in the AMHA file cabinet located outside the office at Ron Ebbesen Arena.
- ❖ Call the office for the lock code.



Volunteer Policy

- ❖ Families are required to complete a minimum of 10 hours of authorized volunteer work per family.
- ❖ This year to help we have added a payment to every AA registration dated March 31, 2023 for \$200.00. If the family completes their volunteer work we will cancel that payment, if we are informed by the Team Manager however that they did not complete their required hours we will let the payment go through.
- ❖ For AAA you will just need to get every family involved. (Mac's Tourney, U17 AAA Showcase weekend, etc.)
- ❖ Managers will be tracking the hours. If there are any issues please contact the Team Manager Coordinator or the AMHA office staff.



New This Year



- ❖ Live barn is now in the Airdrie arenas so teams can give out info to their families so they can pass it onto loved ones.
- ❖ Use the promo code: **arde-arna** to receive 10% off your subscription
- ❖ <https://www.livebarn.com/en/>

For AAA and U18 AA Female all games will be streamed on [Hockey TV](#).

Comments, Concerns or Questions?

We welcome your feedback on tonight's information as well as all of the Coach and Team Manager resources that we rolled out.

Please contact:

Your High Performance Director or ACAA Director for support.

Paul or Mike at: coachcoordinatorhp@airdriehockey.com or coachcoordinatorcity@airdriehockey.com for any coach related questions.

Robyn at: tmcoordinator@airdriehockey.com for any manager related questions.

And of course the AMHA Staff at:

Cindy at: officeadmin@airdriehockey.com or Carol at: carol@airdriehockey.com



Conclusion

Thank you again for contributing to the success of this hockey season and for creating a great experience for the players in the Airdrie Minor Hockey Association.

We look forward to working with you and are here to help.

HAVE A GREAT HOCKEY SEASON!

