



2021/2022 AMHA

Team Manager Kick-Off

Thank You!

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

Agenda

- Introductions
- TM Roles and Responsibilities
- Team Equipment
- Apparel
- Getting Started
- Bank Accounts
- Budget
- Sponsorship
- Fundraising
- New This Year
- Team Photos, Names and Game Sheets
- Office Admin
- Team Manager and Parents Tab
- Volunteer Policy
- Affiliations
- Important Deadlines
- Questions and Feedback

Introductions

Jackie Strang - Team Manager Coordinator

Cindy Kunitz - AMHA Staff

Carol Luterbach - AMHA Staff

Manager Role

- Central figure in the flow of communication between parents, coaches, coordinators, AMHA, teams, officials and refs, etc.
- Organizer of all, off ice tasks (delegate, delegate, delegate). This allows the coaches to focus on development and on ice training.
- Communication Guidelines: more is better than not enough; 24hr cool off period as required and response time; use RAMP to broadcast information; phone call/face to face for sensitive issues; keep continuous and transparent communication.
- Helpful Hints: book tournaments and team building early; be prepared to not get into every tournament you apply to; 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

Equipment

- AMHA will be collecting a deposit cheque upon the release of the jerseys. The cheque is to be a personal cheque from the head coach, manager or jersey parent dated April 1st 2022 for \$500 made payable to AMHA.
- Cheque will be returned when equipment is returned.
- Please assign one/two jersey parent(s) for the season.
- Goalie equipment must be sanitized after each player is done their goalie rotation. Sanitizer can be found in each of the goalie bags. Managers will look after refilling the sanitizer at the office.
- Jerseys need to be washed and in numeric order before returning at the end of the season and goalie equipment cleaned. Allow \$100 for this goalie equipment cleaning.

Tournaments

Date and Divisions

- U11 City is Nov 26-28 2021
- U13 & U11 Female and U13 Travel is Dec 17-19 2021
- U13 City and U11 Travel is Feb 11-13 2022
- U9 is March 11-13 2022
- U7 Jambory is March 11-13 2022

Cost TBD

- Managers for U11 and U13 City get to invite 1 team each to come to their tournament.
- Managers for U11,U13 Travel and Both Female divisions get to invite 3 teams each to their tournament.
- Michelle will send an email to all managers involved a more detail email asap.

Apparel

- Apparel Policy is the same as last year. Under the Apparel Tab.
- All teams will need to purchase their own socks with the exception of Initiation and Atom City.
- Times Two Promotions, MMH Apparel and East Side Sports all have AMHA logo and we recommend using them.
- There are 3 Logos this year, AA, travel and city. When ordering apparel be sure to specify which one you are wanting.

Getting Started

- Contact Coaches and prepare parents meeting and send email introducing yourself
- Submit coaching staff, data entry person and team jersey numbers to division coordinator and AMHA office
- Complete the team meeting. Fill all volunteer positions and talk about volunteer policy. Discuss tournaments, budget, cash call, and hand out medical forms
- Open bank account. Need 2 signers and they can not be married.
- Complete budget and submit to TMC by November 8th
- Review League Policies
- Re-submit budget and volunteer hours by January 8th and again March 15
- 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.

Team Bank Accounts

- Teams can select which bank they want their account at
- 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)
 - 6 draws for \$500 for teams who open their accounts with them. Draw will be November 15th
- Email Team Manager Coordinator at tmcoordinator@airdriehockey.com for the bank letter

Setting Team Budget

- Please use the template online
- Initial submission due by November 8th to TMC
- Budget update due by January 8th and again on March 15th
- Please account for year end goalie equipment cleaning, if applicable
- All AMHA teams will need to purchase socks with the exception of Atom City, they will be provided with white socks. Travel socks red and white, City teams black and white. (Ottawa Senators)

Setting Team Budget

Actual Costs

- Additional Ice
- Ref Fees
- Tournaments
- Transportation
- Team Equipment

EXTRAS

- Rooms
- Bags
- Excess Tournaments
- Excess Hotels
- Practice Jerseys
- Dry Land
- Team Meals
- Team Party
- Parent Party
- Excess Apparel
- Player “Gifts”

Sponsorships

- All AMHA players will receive a skate sharpening card for Pro Hockey Life
- **PeeWee:** Chevy Good Deeds Cup
<https://www.chevrolet.ca/hockey.html>
- **All:** Esso 'Aim High' Program
http://www.essomedals.com/e_program_overview.cfm

Fundraising Ideas

- Bottle Drives are discouraged but bottle drop offs can be done
- Selling paper raffle tickets door to door is discouraged but can do raffles with a contactless way of getting tickets to people
- Wine, booze or gift card survivor
- Hockey pools online
- Use common sense and fundraisers with minimal contact
- AMHA will be doing Rafflebox this year - sharing

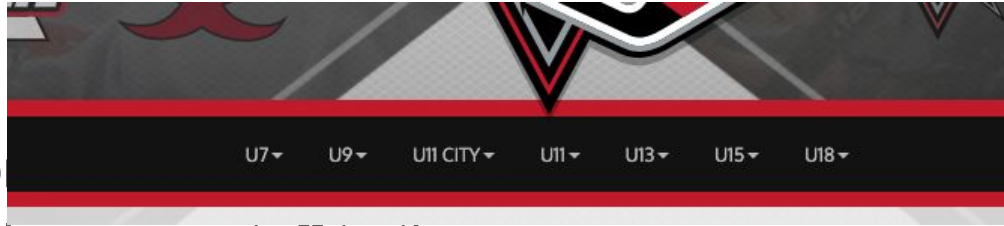
New This Year

- Masks are to be used by all parents when in the dressing room and the stands.
- Team Managers are to discuss the arena guidelines with opposing teams.
- Teams who are submitting a raffle license must use their home address not the AMHA offices and obtain the AGLC license.
- Players under the 18 do not have to show proof of vaccine when on the ice.
- Anyone 12 and over entering the arenas to spectate must show proof of vaccine and identification.
- Please make sure that coaches are locking the cages after their practice.

after

RAMP

- We have moved to RAMP this year for our registration and we
- You will find your team page on the Website under the logos.



- Please go to your team page and to add any players or staff to the page.
- For U7, U9 and U11 you can add Jersey #s if you want.
- There are tutorials on the site to help with the RAMP app.

Team Photos

- For the 2021/2022 season, AMHA team photos will be taken November 19th to 21st at Genesis
- More information and sign up details will be sent out to you at a later date

Team Names

- Initiation, Novice and Atom City will be given names
- City Peewee, Bantam and Midget will all be the lightning.
Ex. Peewee Lightning A, Peewee Lightning B and so on.

Game Sheets

- All teams in SCAHL, CAHL, RMFHL and RHL will receive game sheets or game books from their league.
- U11 Atom City has already received their game sheets with their jerseys.
- 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.
- U9 Novice and U7 Initiation game report sheets are found on the AMHA website under the Managers tab.

Office Admin - Cindy Kunitz and Carol Luterbach

- Manager documents from the office (gamesheets, reimbursement cheques, 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.



Team Manager Tab

- 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.

Volunteer Policy

A \$200.00 deposit cheque is required by each family (Head Coach excluded). This cheque will be cashed at the end of the season (March 15th) only if the family does not complete a minimum of 10 hours of authorized volunteer work (per family - not per child) and 2 hours of tournament volunteer hours. We will begin to tally and calculate hours on March 1st.

Each team manager will collect your post-dated cheque by November 15th. If you have not supplied your team manager with a cheque your child will not be allowed on the ice. If getting a cheque is an issue, please contact the office directly (403-912-2680 or officeadmin@airdriehockey.com) to determine a different method.

Managers will be tracking the hours. If there are any issues please contact myself.

Affiliations

- Affiliates have to be affiliated first through the AMHA office before they can step on the ice with their affiliate team.
- A player or goalie can only be affiliated with one team.
- Emergency Goalie Forms can only be used if your affiliates are not available and it has to be done before they can play and approved by Hockey Alberta.
- Affiliates can not be used for suspended players.
- Refer to the affiliate policy 8.11 on the website regarding the process to get an affiliate.

Important Deadlines Summary

CAHL

- Season Start Date October 15, 2021
- Tiering Round October 15, 2021 to November 7, 2021
- Tiering Break November 12-14, 2021
- Regular Season November 19, 2021 to February 21, 2022
- Christmas Break December 20, 2021 to January 6, 2022
- Playoff Season February 24, 2022 to March 29, 2022

RHL

- Season Start Date October 22nd
- Tiering Round October 22 to November 7th
- Regular Season November 12 to February 21
- Christmas Break December 20 to January 6th Playoffs February 25th to March 20th

Novice Initiation and Atom City already started

Comments, Concerns or Questions?

I welcome your feedback on tonight's information as well as all of the Manager resources that we rolled out! Please give me a call or email me at tmcoordinator@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.

I look forward to working with you and am here to help!

Please feel free to contact me with any questions or concerns.

HAVE A GREAT HOCKEY SEASON!