

2023/2024

Team Manager/Coach Season Start Up Meeting



On behalf of the Airdrie Minor Hockey Association (AMHA), 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 - UPDATE WITH NEW SLIDES

- Introductions
- Coach Role
- Manager Roles
- AMHA Policies and Procedures
- Conflict Resolution/Chain of Command
- RAMP Staff Registration
- Coaching Requirements
- Coach and Manager Website Tabs
- Coaching Tools and Reimbursement
- Manager Resources & Leagues info
- Safety First
- AMHA Partners
- Apparel
- Equipment
- Tournaments
- Getting Started

- Team Bank Accounts
- Team Budget
- Sponsorship
- Fundraising
- Provincial Bids
- Referee Information
- Roster and Affiliation Rules
- RAMP App
- Team Photos and Team Names
- Game Sheets
- Office Admin
- Volunteer Policy
- Important Dates and Deadlines
- Scholarships
- LiveBarn
- Comments or Questions?
- Conclusion

Introductions

Team Manager Coordinator:

Rachel Cobble

Coach Coordinators:

- Mike Mullenix
- Robyn Buchart

AMHA Staff:

- Cindy Kunitz
- Carol Luterbach

AMHA Executive and Full Board: On website

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.

AMHA Coach Expectation Document



Manager Role

- Central figure in the flow of communication between Parents, Coaches, Coordinators, AMHA, other teams, Officials and Referees, etc.
- Organizer of all, <u>off-ice</u> 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; 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
- Keep Player/Parent information and issues confidential
- Vote for larger money items and 70% is the majority



AMHA Policies and Procedures

Two Deep Method - Locker Room Policy

- 2 of the Coaching staff must be in or around the dressing room at all times to ensure that nothing bad is going on with the players.
 - New HC Dressing Room Policy re: Minimum clothing requirements, we are still waiting for more guidance from HA.
- All the <u>AMHA policies</u> 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

This can be shared with your parents

- If something should arise during the hockey season, a parents first point of contact for resolution should always be your **Team Manager**
- Please allow a 24 hour cool down period

*

- 2nd point of contact Division Coordinator
- 3rd point of contact Stream Division Director
- 4th point of contact the Executive Committee who may involve the Discipline/Risk Coordinator
- If safety is a concern for a player, manager or staff member please call the office staff cell phone numbers: Cindy 403-816-8551 or Carol 403-998-1461

❖ For each league there are also designated 1st contacts for communication for CAHL, RMFHL, RHL and SCAHL leagues - Follow their CHAIN OF COMMUNICATION too

WHO TO CONTACT

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.



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 15/23 deadline for coaches to have all coaching qualifications done
- HA Coach/Manager Discipline Handbook
 - Travel permits, game sheets, suspensions, etc.
- How to access your <u>Hockey Canada Profile Spordle account</u> and find <u>Coach Clinics</u>.



2023-24 Coaching Requirements - Must be completed by November 15, 2023.

	IMPORTANT INFORI	MATION				
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). The 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 at the applicable level.					
Checking Skills	Highly recommended training for U9 coaches.					
Development 1 & High Performance 1	Coaches must be "trained" by November 15 th of the current season, by the following seasons November 15 th must be "certified" to remain eligible. Example – Coach takes HP1 in 2023 they have until Nov 15 th 2024 to complete Certification.					
	Trained = attended classroom session	Certified = passed all post-task evaluations				

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety	
ALL	U7	1 Coach per					All Team	One Coach per	
	U9	10 players					Officials	10 players	
	U11					Head Coach	All Team Officials	One Team Official	
TIERS 1 - 6 (Incl. female)	U13		Head Coach						
	U15	3	ricau cuacii						
	U18								
ELITE FEMALE	U13*			Head Coach		Head Coach	All Team Officials	One Team Official	
	U15*								
	U18*			Couch		0.000.000.000			
	U13*		-	Head		Head Coach	All Team Officials	One Team Official	
AA	U15*	9							
PA.	U16*			Coach					
	U18*				-				
AAA	U15					7			
	U17				Head Coach	Head Coach	All Team Officials	One Team Official	
	U18 Female								
	U18								
ACCREDITED SCHOOLS	All	8-							
JUNIOR	A	(1)	-		Head Coach		All Team	One Team	
	B, C, Female				1		Officials**	Official	
SENIOR	Female	1					All Team	One Team	
	Male						Officials**	Official	

^{*}For all AA and Elite Fernale teams, where D1 is required, any Head Coach that possesses HP1 will also be eligible. Coaches are to be either CERTIFIED or be within their one-year TRAINING period. **Only required if a Minor-aged athlete is registered and/or affiliated with the team.



AMHA Safety First

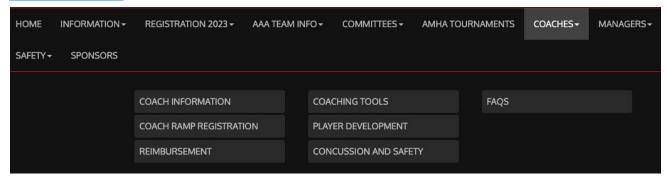
- Each team needs a Safety Coach
 - 1 Assistant Coach (carded to the team) designated as the Safety Coach
- Information and implementation will be given out at the Safety Coach meeting
- New Safety Binder and information on the website as well.

Safety Tab on the Website

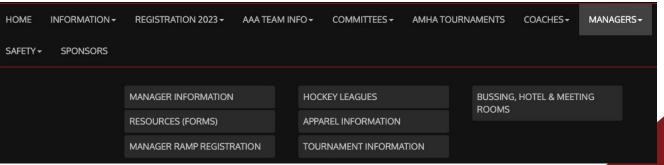


AMHA Website Info Tabs

Coach Tab



Manager Tab



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.
- AMHA now subscribes to Ice Hockey Systems (IHS) which is a resource for practice planning https://www.icehockeysystems.com/

Coaching Reimbursement of Courses

- AMHA will cover the cost of your HA Coach Courses
- Please submit your receipts as per the <u>instructions</u> found on the website.

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.
 - ➤ New Rules this year. Travel Permit only required for Tournaments or Exhibition games out of the province.
- There is a lot of information, please take some time to <u>look</u> through it.
- Suggestions and comments are welcome.

League Websites

- RHL Rockies Hockey League
- CAHL (Central Alberta Hockey League) for U11 HADP and U16 T1 use https://cahlhockey.ca/
- RMFHL (Rocky Mountain Female Hockey League)
- * AFHL (Alberta Female Hockey League) for female AA teams
- SCAHL (South Central Alberta Hockey League) for mixed AA teams
- ❖ <u>AEHL</u> (Alberta Elite Hockey League) for mixed AAA teams

Have a look for specific league deadlines, rules and regulations

AMHA Partners/Providers

- Explosive Edge Goalie Development
- Ross MacLean Coach and Player Development
- Power Skating with Chalsie Dorion







Apparel

- Familiarize yourself with the Apparel Policy. You can find details on the Managers Tab under <u>Apparel Information</u>.
- All teams will need to purchase their own matching socks with the exception of U11.
- Times Two Promotions, MMH Apparel and East Side Sports all have AMHA logo and we recommend using them.
- OneClick also has helmet stickers, reusable C's and A's, etc for purchase
- When ordering apparel be sure to use the Airdrie Lightning Logo.



Equipment

- At the end of the season, Jerseys need to be washed and put in numeric order before returning
- Familiarize yourself with the <u>Equipment Management Policy</u>.
 - New this year
 - Name Bars sewn on only big stitch
 - Jersey costs if missing or damaged now \$100/jersey in April will be added to their RAMP account and HCR profile.
- Managers will need to inform the Equipment Coordinator if they are missing any jersey's and they will let the AMHA office staff know if we need to charge anyone.
- AMHA still wants the team to assign one/two jersey parent(s) for the season.
- AMHA is aware of potential jersey quality issues. Please follow care instructions carefully!



Tournaments

Every year AMHA hosts a variety of tournaments with the divisions rotating every second year.

Tournament Date and Divisions:

- ❖ U11 HADP and U11 Tier 2 to 5 = November 10 to 12/23
- U11 RHL and U13 RHL = January 5 to 7/24
- ◆ U11 Female, U13 Female and U13 Tier 1 to 5 = February 2 to 4/24
- U9 = March 15 to 17/24

Each team will need to provide a volunteer to the Tournament Committee and submit your Home Tournament as a Black Out Weekend.

The Tournament Committee will be collecting \$500 and a raffle basket from each team and if everyone does their volunteering during the event the funds will be returned to the team.

of Teams and Costs:

- Managers for U11 and U13 RHL teams will get to invite 1 team each to their tournament, CAHL and RMFHL get to invite 3 teams.
- The Tournament Coordinator will send an email with more information to all managers involved soon.



Getting Started

- Coaches select their Team Manager
- 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 contracts, found here.
- Submit coaching staff to Division Coordinator and AMHA office including their names, emails and phone numbers.
- Send jersey numbers to AMHA staff asap.
- Open bank account.
- Complete budget and submit to Team Manager Coordinator and your team parents by November 8th.
- Review your league specific policies or for U7/U9 review the Hockey Alberta Intro to Hockey specific rules and policies.



Volunteer Policy

- The <u>Volunteer policy</u> has changed this year.
 - ➤ Hi-lites:
 - 10 hours per <u>player</u>
 - Sign up at the beginning of the season.
 - Manager will track and let AMHA know if family needs to be charged.
 - \$300 charge if volunteer hours not completed.
 - All fees collected will go back to the team to use.
- Managers will be tracking the hours. If there are any issues please contact the Team Manager Coordinator or the AMHA office staff.



Team Bank Accounts

- 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

- Please use the <u>Budget and Bank Reconciliation document</u>
- 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
- Please account for year end goalie equipment cleaning, if applicable
- All AMHA teams will need to purchase socks with the exception of U11 RHL, they will be provided with socks.



Team Budget Items

Actual Costs

- Additional ice
- Referee Fees of Exhibition games
- Tournaments
- Transportation
- Team Equipment

Extras

- Hockey bags
- Extra tournaments, hotels
- Practice Jerseys
- Dryland
- Team parties, meals, team building events,
- Excess Apparel
- Player or coach year end gifts
- Etc.



Sponsorships

- All AMHA players will receive a skate sharpening card for Pro Hockey Life
- For U13: you can apply for the Chevy Good Deeds Cup https://www.chevrolet.ca/hockey.html
- For U7 to U11: You can get medals to give out from Esso 'Aim High' Program http://www.essomedals.com/e_program_overview.cfm
- If you want to obtain team sponsorship there is a letter, thank you and invoice on the website



Fundraising Ideas

- ❖ Bottle Drives
- Raffle tickets
 - Wine, booze or gift card survivor
 - Hockey pools online
- ❖ Teams who are submitting a raffle license must use their home address not the AMHA offices and obtain the AGLC license themselves



NOTE: AMHA will be doing another:



Provincial Bids

- AMHA has set aside \$10,000 each year to assist a team in their provincial bid application.
- ❖ If your CAHL or AA team is interested in trying to host a provincials please contact the office for more information. Ensure that your parents are all onside with this as it is a lot of work.



Referee Information

- Book refs for exhibition games by emailing <u>airdriehockeyrefassignor@gmail.com</u>.
- ❖ 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.

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).
- New this year a player or goalie <u>may</u> be able to be affiliated to more than one team.
- APs can not be used in tiering round unless special CAHL approval.
- APs can not be used for suspended players, except in AAA.
- We need a special form signed for APs for AAA and AA <u>Named Player Affiliation Agreement</u>.
- Emergency Goalie forms can be used if your AP is not available but have to be completed and approved before going on ice.

You can only bring affiliates to the total number of your original roster (excluding any suspended players).
Official Town Parks

MHA	Team: League:	AIRDRIE U15-5		#202141400053562 Conference:		Playoffs: Tournament Number: Season:		2021-2022	
Division:		U15		Class:	HOUSE				
*	Category:	U15-HOUSE LE	AGUE	Type:	Standard	Print Date:		2022-07-15	
LAYERS									
io Last N	icte	First Name	Gender	DOB (yyyy-mm-dd)	HCR NUMBER	REGISTERED	POSITION	RELEASED	STATUS
3			м	2008-06-22	1500000507283	2021-09-30	Forward		0
			м	2007-02-05	1500000510741	2021-09-30	Forward		ō
			м	2007-07-07	1500000097507	2021-09-30	Defence		ō
2			м	2007-03-29	1500000332849	2021-09-30	Forward		-
4			м	2007-03-10	1500000351682	2021-09-30	Defence		0
5			м	2008-05-15	1500000332850	2021-09-30	Forward		0
			M	2007-05-25	1500000619243	2021-09-30	Coaltender		0
			м	2008-05-09	1500000410971	2021-09-30	Forward		0
			м	2006-04-23	1500000366754	2021-09-30	Forward		0
,			M	2008-11-03	1500000410935	2021-09-30	Forward		0
			м	2008-05-16	1500000132883	2021-09-30	Defence		0
			м	2007-07-13	1500000245452	2021-09-30	Defence		0
			м	2008-01-05	1500000325049	2021-09-30	Forward		0
			F	2008-07-28	15000000990968	2021-09-30	Defence		0
			м	2006-04-30	1500000659258	2021-09-30	Forward		0
			M	2007-10-26	1500000636973	2021-10-14	Defence		0
			м	2008-09-15	1500000126664	2021-09-30	Goaltender		0
			м	2008-02-19	1500000325070	2021-09-30	Defence		0
2			M	2007-03-22	1500000499909	2021-09-30	Forward		
			м	2007-06-29	1500000410830	2021-11-22	Defence		67
			м	2008-08-07	1500000324625	2021-11-22	Defence		0.4
			м	2007-20-06	1500000497957	2021-11-22	Forward		Ø-A
			м	2008-06-28	1500000410929	2021-11-22	Forward		
			м	2007-12-13	1500000240056	2021-11-22	Defence		0.7
			м	2008-05-08	1500000332855	2021-10-08	Goaltender		0.7
-			м	2008-06-19	1500000460246	2021-11-22	Forward		0.4
			м	2008-09-30	1500000659278	2021-11-22	Forward		O.A
			м	2007-12-02	1500000525335	2021-11-22	Forward		0.4
			M	2007-09-05	1500000125040	2021-11-22	Defence		

RAMP App

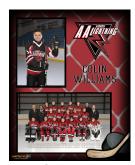
- We use RAMP for our registration and website
- You will find your team page on the Website under the logos.



- Please contact the office to get access to your team page.
- Please do NOT add any players, staff or jersey numbers to the page.
- 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.
- The ramp app and chat are not to be used for parents to chat about issues and concerns

Team Photos and Team Names

- For the 2023/2024 season: AMHA team photos will be taken on the November 18th to 19th in the football locker rooms at Genesis Place.
- ❖ 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
 - Leave the team name as is:



We are also always looking for submissions for our digital trophy case TV in the RE lobby.
Please send your fun team pics or media submissions to:

president@airdriehockey.com

Game Sheets

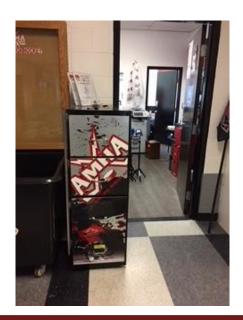
- All teams in RHL will be using an electronic game sheet this season. You can use this link to watch a tutorial on how to use them. You will need to download an app. https://www.youtube.com/watch?v=mH9lWiNPAFM&authuser=0
- All teams in CAHL/SCAHL/RMFHL have received game sheets from their league, they are in filing cabinet.
- For <u>U9 Game Report Sheets</u> can be found on the AMHA website under the Managers tab. They can be filled out for each game and just kept by the manager.
- ❖ AFHL AA Female Teams will be using electronic game sheets.

NOTE: Any league Game 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.



Office Admin - Cindy Kunitz and Carol Luterbach

- Manager documents from the office (coupons, gamesheets, 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.





Important Dates for Intro to Hockey

U7 and U9

- Practices start week of October 9th
- Practice and Game Christmas Break December 22nd to January 7th
- ❖ Jamboree March 15-17



Important Dates and Deadlines for RHL

RHL

- Practices start week of October 2nd
- Tiering Round Oct 13th to Nov 5th
- Regular Season Nov 10th to Feb 18th
- Practice Winter Break December 22nd to January 7th
- League Game Winter Break December 18th to January 4th
- Playoffs Feb 23rd to Mar 24th (your team may not go to the end if they are knocked out)

Make sure you get your blackout dates done with this <u>link</u>.



Important Dates and Deadlines for RMFHL

RMFHL

- Season Start Date October 2nd
- Please visit the <u>RMFHL Website</u> to view all important Season dates as they vary by division and Tier.
- Practice Winter Break December 22nd to January 7th
- League Game Winter Break December 18th to January 4th



Important Dates and Deadlines for CAHL

CAHL

- Season Start Date Oct 2nd
- Please visit the <u>CAHL Website</u> to view all important Season dates as they vary by division and Tier.
- Practice Winter Break December 22nd to January 7th,
- League Game Winter Break December 18th to January 4th

Get your black out dates to the office by noon October 27th. If you have an AMHA tourney this year that counts as one of your dates.



Please ensure NO tournaments are entered during tiering round.

Also, NO tournament entries are allowed for the first TWO weekends or the LAST weekend of regular season!

Important Dates and Deadlines for SCAHL

SCAHL

- Season as already started
- * Refer to your league schedule at SCAHL Website.
- Practice Winter Break December 22nd to January 7th,
- League Game Winter Break December 18th to January 4th
- For Playoffs refer to the website or contact your SCAHL Governor



U18 Teams with 3rd year players

Scholarships Available this year

- More information to follow
- There will be an application process





*Subscription is billed on a monthly basis and you may cancel at any time.

- 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/

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:

Mike at: coachcoordinator1@airdriehockey.com or

Robyn at: coach related questions.

Rachel 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!

