



# 2022/2023 AMHA

**U7 and U9**

Team Manager/Coach Kick-Off

# Thank You!

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

- Introductions
- Coach Role
- Manager Roles
- AMHA Policies and Procedures
- Conflict Resolution/Chain of Command
- RAMP Staff Registration
- Coaching Requirements
- Coach and Manager Tabs
- Coaching Tools and Reimbursement
- Manager Resources/Partners
- Apparel
- Equipment
- Tournaments
- Getting Started
- Team Bank Accounts
- Team Budget
- Sponsorship
- Fundraising
- Referee Information
- RAMP App
- Team Photos and Team Names
- Game Sheets
- Office Admin
- Volunteer Policy
- Important Dates
- 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](#)

# 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, 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; 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



BEST  
TEAM  
MANAGER  
EVER  
★★★★

# AMHA Policies and Procedures

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

- ❖ If 2 Coaches can not be in the 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

***This can be shared with your parents***

## **WHO TO CONTACT:**

- ❖ If something should arise during the hockey season, a parents first point of contact for resolution should always be your Team Manager/Coach. If the situation has everyone highly emotional and assuming there is no physical or mental harm or abuse, please allow a 24 hour cool down before meeting with your Team Manager/Coach.
- ❖ If the situation persists or is not being handled by your Team Manager/Coach or involves the team staff, your second point of contact will be your Division Coordinator.
- ❖ The third point of contact would be to your Division Director and should include your Division Coordinator and Team Manager/Coach. 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

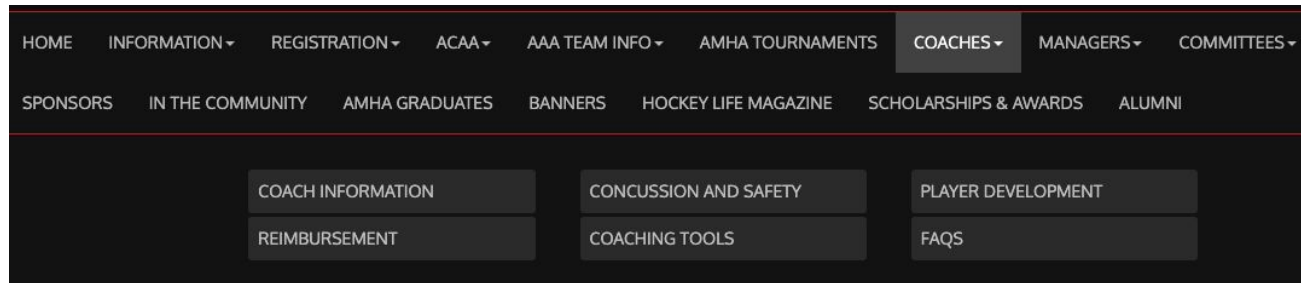
\*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that possesses HPI1 Certified will also be eligible.

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

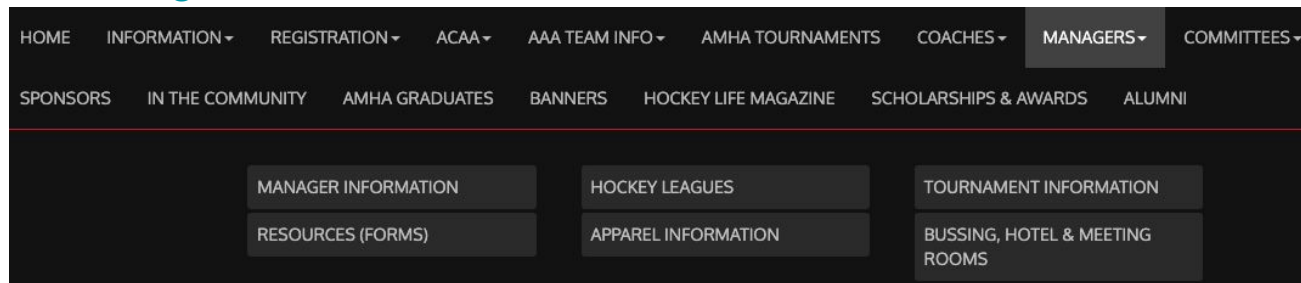
IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15 <sup>th</sup>	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team 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 <sup>th</sup> of current season, by following seasons November 15 <sup>th</sup> must be “certified” to remain eligible.
	Trained = attended classroom session      Certified = passed all post task evaluations

# Coach and Team Manager Tabs on Website

## ❖ Coach Tab



## ❖ Manager Tab



# Team Coaching Tools

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

# Coaching Reimbursement of Courses

- ❖ AMHA will cover the cost of your HA Coach Courses
- ❖ Please submit your receipts as per the [instructions](#) 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.
- ❖ There is a lot of information, please take some time to [look](#) through it.
- ❖ Suggestions and comments are welcome.

## AMHA Partners/Providers

- ❖ Ross MacLean Coach and Player Development
- ❖ Explosive Edge Goalie Development and U9 Mini Ice
- ❖ Lynnell Moss Power Skating Coach for U9



# Apparel

- ❖ Apparel Policy is the same as last year. You can find details on the Managers Tab under [Apparel Information](#).
- ❖ All teams will need to purchase their own matching socks with the exception of U7.
- ❖ Times Two Promotions, MMH Apparel and East Side Sports all have AMHA logo and we recommend using them.



# Equipment

- ❖ At the end of the season, Jerseys need to be washed and put in numeric order before returning
- ❖ AMHA has added a jersey deposit to each person's individual registration this year, to be charged on April 17th if they do not return their jersey in reasonable condition.
- ❖ 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.
- ❖ 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.
- ❖ At the end of the season, Goalie equipment must be cleaned. Allow \$100 for this goalie equipment cleaning from your team funds.



# Tournaments

- ❖ Every year AMHA hosts a variety of tournaments with the divisions changing every second year.
- ❖ Each team will need to provide a volunteer to the Tournament Committee.
- ❖ The Tournament Committee will be collecting \$500 from each team and if everyone does their volunteering during the event the funds will be returned to the team.

## **Tentative Dates for U7 Jamboree and U9 Tournament:**

- ❖ March 17-19/23





# 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.
- ❖ Open bank account.
- ❖ Complete budget and submit to TMC and your team parents by November 8th.
- ❖ Review and Hockey Alberta Intro to Hockey specific rules and policies.



# 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](mailto:tmcoordinator@airdriehockey.com) to let her know who the manager and treasurer are for your team.



# Setting Team Budget

- ❖ 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
- ❖ Please account for year end goalie equipment cleaning, if applicable
- ❖ All AMHA teams will need to purchase socks with the exception of U7, they will be provided with socks.

# Team Budget Items

## Actual Costs

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

## Extras

- ❖ Extra tournaments, hotels
- ❖ 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
- ❖ U7 to U11: Esso 'Aim High' Program  
[http://www.essomedals.com/e\\_program\\_overview.cfm](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 **rafflebox** 

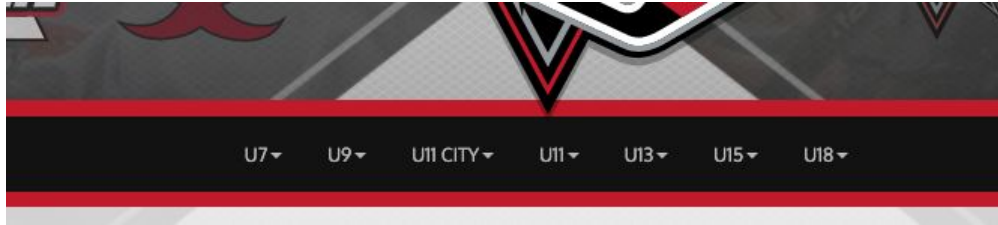
# Referee Information

- ❖ Book refs for exhibition games by emailing [airdriehockeyrefassignor@gmail.com](mailto:airdriehockeyrefassignor@gmail.com).
- ❖ In an emergency where refs are not showing up you can call Rod at 403-923-3841.
- ❖ Referees are only used for U9



# RAMP App

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

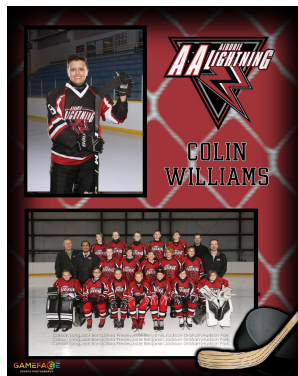


- ❖ Please contact the office to get access to your team page.
- ❖ Please do NOT add any players or staff to the page.
- ❖ For U7 and U9 you can add Jersey #s if you want as we don't do that.
- ❖ There are tutorials on the site to help with the RAMP app and it is recommended to be used as the communication 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 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
  - Leave the team name as is:
    - U7 and U9 team names will be given names - please don't change them.



# Game Sheets

- ❖ Game report sheets are found on the AMHA website under the Managers tab.
- ❖ They can be filled out for each game and just kept by the manager.
  - [Hockey Alberta U9 Half Ice Game Report](#)

# 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 (not per child) and 2 hours of tournament volunteer hours every year.
- ❖ This year to help we have added a payment to every 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.
- ❖ We will begin to tally and calculate hours on March 1st of each year.
- ❖ Managers will be tracking the hours. If there are any issues please contact the Team Manager Coordinator or the AMHA office staff.



# Important Dates Summary

**U7** and **U9** City start date is October 3, 2022

Year end Jamboree March 17 - 19, 2023



# New This Year



\*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:

Paul at: [coachcoordinatorhp@airdriehockey.com](mailto:coachcoordinatorhp@airdriehockey.com) or

Mike at: [coachcoordinatorcity@airdriehockey.com](mailto:coachcoordinatorcity@airdriehockey.com) for any coach related questions.

Robyn at: [tmcoordinator@airdriehockey.com](mailto:tmcoordinator@airdriehockey.com) for any manager related questions.

And of course the AMHA Staff at:

Cindy at: [officeadmin@airdriehockey.com](mailto:officeadmin@airdriehockey.com) or Carol at: [carol@airdriehockey.com](mailto: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!**

