

**BEAUMONT AMATEUR HOCKEY ASSOCIATION**  
**TEAM MANAGER OPERATIONS MANUAL**  
VERSION 2023.7.5



**BEAUMONT AMATEUR HOCKEY**  
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## 1. Season Kick Off Meetings

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### 1.1 Coach/Manager Meeting

Team meetings are essential in the development of formal communication amongst a team, and encourages participation from all members.

The Coach/Manager Meeting should be set up immediately after the head coach is named and a manager is chosen. This meeting should happen within 24 hours of the team being announced. Parents will be eager to receive information once their team is formed.

The Head Coach, Assistant Coaches and the Manager should all be in attendance for this meeting so that your Coach/Manager team are all on the same page to start the season and conduct your parent meeting.

*NOTE: IF YOUR SPOUSE IS THE HEAD COACH OF YOUR TEAM, YOU ARE NOT ALLOWED TO MANAGE. IF YOUR SPOUSE IS AN ASSISTANT COACH, YOU ARE ALLOWED TO MANAGE.*

The following information should be discussed and agreed upon at this meeting.

For a Coach/Manger meeting template, please see:

#### *APPENDIX 1: Coach/Manager Meeting Agenda*

**Coach/Manager expectations:** Be candid with what your roles are and the expectations you have from each other. Discuss what the easiest way for you to communicate will be. Discuss how frequently you should be communicating.

#### **Budget**

A preliminary team budget should be prepared prior to the first team meeting. A discussion should be had with your parent group to determine which optional items you should eventually include or omit.

When creating your team budget make sure to have considered:

- The specific BAHA Team Budget/Cash Call Policy amounts for your division
- The BAHA Team Bond Policy amount
- Coach input (desire for extra ice; power skating; other)
- Team apparel; tournaments; social event expenses

*Managers are required to use the attached Budget Template.*



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### Team Bond

BAHA recommends that managers take a deposit cheque from each parent on their team made out to the team to cover any family volunteer duties that were not completed and therefore deducted from the entire team bond. **See Appendix 4: Team Bond Policy.**

At the team meeting, the team manager should invite any family who feels that a cash call is a financial hardship to contact the manager and coach in private. Where possible, the manager should attempt to reduce the stress on the affected family through installments on the cash call or through additional fundraising opportunities that the affected family can use to generate the funds. If an arrangement cannot be reached to assist the family the team manager shall contact the VP of Administration to explore other alternatives.

*APPENDIX 2: Budget Template*

*APPENDIX 3: Team Budget and Fundraising Policy*

*APPENDIX 4: Team Bond Policy*

### Treasurer

The team treasurer will be the next vital link to the success of your season. This position will likely be hand-picked by the manager as you will be working very closely throughout the season.

Once a parent group has agreed on and approved a budget, the team treasurer is required to submit a copy of the budget and team financials. The team treasurer is asked to notify the VP of Off Ice Operations of any significant changes or additions to the team financial plan. All money raised will stay within the team bank account. The treasurer should keep all receipts for a minimum of 60 days past the end of the season conclusion. Please use the team budget template to keep track of all your financials. You will be required to add your budget into team snap so everyone can see it and update it as needed. Also, you will be required to submit your team budget 3 times throughout the season: at your first official team meeting, January 1<sup>st</sup> and at the end of the season.

BAHA strongly suggests that there are two signatures required for the account. Once all team names have been sent into the VP of Off Ice Operations for approval, a document will be provided under the Managers Tab for team Bank Account names.

### Authority

You may set up an appointment with a bank of your choosing to create a community account. The treasurer and manager should be present.

At any time, the BAHA Board can request team financial statements or authorize the BAHA treasurer to intervene on behalf of the association.



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The team treasurer will be responsible for establishing a team bank account. The team treasurer will have signing authority on the account. All accounts will be empty of all funds as of April 1st or at the end of each season. The team treasurer will provide the parent group with regular financial updates including an updated Budget and Bank Statement throughout the season. The team manager will ensure a majority consensus is used to direct any expenditure.

Any funds that are remaining in these accounts will be collected and divided among the parent group equally. Cash can be refunded to families no greater than the amount of the cash call. Once cash call amounts are refunded, remaining funds must be returned in the form of a gift card.

*Discuss how you would like to assign all your parent volunteer positions. The coach and Manager may choose to handpick their parent volunteers or allow people to volunteer.*

You should now be well prepped and ready to host your first parent meeting.

## 1.2 Team Parent Volunteer Roles

The most important thing the Team Manager can do is delegate – it is almost impossible for a Team Manager to do everything without help. A strong parent base will make for a strong team. Most parents will be prepared to volunteer in some capacity; a good rule of thumb is that each family should take on at least one role.

Team parent volunteer positions may include, but are not limited to:

- Head Coach – All BAHA volunteer credits
- Assistant Coaches – 2 BAHA volunteer credits
- Manager – All BAHA volunteer credits (comanaging, 2 BAHA volunteer credits each)
- Treasurer – 2 BAHA volunteer credits
- BAHA Raffle coordinator – 2 BAHA volunteer credits
- Volunteer Coordinator – 1 BAHA volunteer credit (new this season)
- U7/U11/U13 Tournament committee member: 2 BAHA volunteer credits (new this season)
- Parent Liaison – 1 BAHA volunteer credit
- Team Fundraising Committee/Coordinator
- Jersey Parents - 1 BAHA volunteer credit home jerseys/1 BAHA volunteer credit away jerseys
- Tournament Coordinator – 2 BAHA volunteer credits
- Social Committee/Coordinator
- Call/Charge/Control Person

Appendix 5: Call/Control/Charge



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### 1.3 *Parent Meeting*

Once you have had a discussion with the Head Coach and/or entire Coaching staff, it is important to set up a team meeting as soon as possible.

***NO team meetings are to be held until you have attended the managers' meeting. There is pertinent information at these meetings that managers will need to relay to their team.***

**A BAHA BOARD MEMBER MUST ATTEND THIS MEETING.** Please send a meeting date to the VP of Administration, Marcie Kagi ([vp-admin@baha.ab.ca](mailto:vp-admin@baha.ab.ca)) to request a Board Member. We encourage teams to make the team meeting mandatory.

Prior to the first team meeting, discuss with the coaches what their core values, rules and expectations are for the season. Create an Agenda prior to the meeting taking place and ensure it is circulated to the parent group prior to or at the meeting. **This agenda must also be emailed along with your team budget to the VP of Off Ice Operations.**

#### *Appendix 6: Team Meeting Agenda*

When you conduct the team meeting it is imperative that you take attendance and keep the record of the attendance on file for the season, and have each person in attendance sign in. Ask a parent to take minutes and ensure that these minutes are kept for the season. The record of any voting that takes place should include the vote counts for each decision that is made. This helps as a reference point later in the season when issues arise.

Your roster will be uploaded to Team Snap. Please ensure all contact information is correct at your team meeting. Have everyone look over the contact list to ensure that all the information is correct. If there are families where co-parenting takes place, please be sure to include all co-parenting contact info.

By the second practice, as soon as coaches receive their jersey information, it is recommended that they decide on a process to determine players numbers for the season. Please ensure jersey numbers are entered correctly on your JotForm roster submission.



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### 1.4 *Coaching Certifications/Vulnerable Sector Check*

All team Coaches and Managers are required to submit a current RCMP VSC (Vulnerable Sector Check) when they are selected for their position. BAHA requires updating of VSC's on a regular basis. Please consult with Executive Administrator, Roxanne Robb, on the status of your most current VSC.

**All volunteers requiring a VSC must have them completed and submitted no later than November 15th of each season.**

As Team Manager, we ask that you help ensure that your team's coaches have submitted all required certifications. **This ensures that all certifications are done and submitted before the deadlines.**

**VSC (Vulnerable Sector Check) must be completed every 3 years.**

#### Appendix 7: *Vulnerable Sector Check*

Please provide these to each coach/volunteer that requires it, then they must present this letter to the local RCMP Detachment. *With the BAHA letter, there is no cost involved in obtaining your VSC.*

### 1.5 *Website/Ramp Login Credentials*

#### **BAHA RAMP Manager Login**

Each manager will be issued a Username and password to login into our Ramp Website. Once you receive the username and password, you will be able to update your team schedule, roster and add photos, thank sponsors, etc. *BAHA recommends ONLY listing your Head Coach and Manager's contact information onto the website as this lessens the chances for phishing emails.*

**Please note for your schedule, any ice time from EFHL, will be added to the RAMP schedule for you.**

**New this season: All BAHA allocated practice times will be automatically added to your TeamSnap account for you. Once times have been allocated, any changes to your practice times, swaps, or cancellations, will be your responsibility to update.**

You will also receive a second ramp login that will be for the EFHL website. This is for you to access the electronic Game Sheet codes and other EFHL information required.





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### 1.6 *Official Roster*

Once team staff has been made, the Head Coach has selected you as the manager, they must provide you with a full list of names of selected Assistant coaches. The Manager will then need to fill out the *JOT FORM* linked here, or on the BAHA website under the managers tab (Permits & Forms) named **Team Staff Roster**. This form must be filled out correctly in its entirety.

**THIS NEEDS TO BE PROVIDED TO BAHA WITHIN 1 WEEK OF THE TEAM BEING FORMED.** This is the information that BAHA uses to get your Hockey Canada approved roster.

This also starts the process for BAHA to ensure all coaches have attained the required credentials to coach and assistant coach. Once approved, BAHA will add them as coaches to your TeamSnap.

*Managers are not to add any team staff to team snap. This will be done by our administration. If a name needs to be added please let Marcie Kagi aware via email. Any staff added by the manger and not included on the roster form, will NOT receive their volunteer credits.*

**Please ensure the following information is included in your roster before you hit submit on the jot form.**

1. All team official's information. This includes anyone who will receive BAHA volunteer Credit for a role on the team. Head Coach, Manager, **ALL** Assistant coaches, Goalie Coaches, Team Treasurer, BAHA raffle coordinator, Jersey Parents (Home and Away), Parent Liaison, and volunteer coordinator. BAHA requires a contact email and phone number for EACH team official. **For U7 and U11, please include your Tournament Coordinator.**
2. All players on the team listed with their position and Jersey number.
3. The selected team name for the season.
4. All players' and coaches' complete date of birth

Pending timely submission, approved rosters will be emailed to you. If all team credentials are in place (including Respect in Sport Coach and Player/VSC for coaches) the Executive Administrator will issue an APPROVED roster from Hockey Canada to the Manager and Head Coach. Once again, a full review of this roster will need to be performed, ensuring that all information is correct with no omissions or deletions to the previously submitted roster. Team Managers will receive notifications if certifications are outstanding. If any changes need to be made, it is imperative that the Executive Administrator is contacted immediately to make these changes and make the roster correct.

In early to mid-November, affiliates will be added to rosters and a final copy will be sent out again to the Head Coaches and Managers. It is the Coaches and Managers' job to again ensure that all the information



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is correct, no one is missing, and positions are listed correctly. **If any changes need to be made, it is vital to contact the Executive Administrator right away to make those changes immediately.**

*Please see section 6.1 Team Hard Card and Section 6.2 Team Affiliates for more information*

### 1.7 *Medical Forms*

Parents are asked to complete medical forms for each player. Managers should ensure that medical forms have been submitted for each player. These forms are to be kept confidential and held by the team Manager/Head Coach in case of emergency. The Team Manager and coaching staff will need to be familiar with the information on these forms.

*Appendix 8: Player Medical Form*

### 1.8 *Parent/Player/Coach/Manager Conduct Forms*

Every Child and Parent in the BAHA membership will be required to sign a code of conduct form. These forms are to be returned to VP of Administration before your first league game.

***Discipline Issues:*** We recommend that as a team you try to solve issues at a team level first. If after the 24-hour cool-down period, the issue at hand cannot be resolved at the team level, then please bring it to the attention of your level director.

*Appendix 9: Team Conflict Policy*

***ALL PLAYER GUARDIANS MUST SIGN THE SOCIAL MEDIA POLICY.***

*Appendix 10: Athlete Conduct Form/Social Media Policy*

*Appendix 11: Parent Conduct Form/Social Media Policy*

*Appendix 12: Coach Conduct Form/Social Media Policy*

*Appendix 13: Manager Conduct Form/Social Media Policy*



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### 1.9 *Social Media Policy*

Technology advancements have allowed cell phones and personal digital assistants (PDAs) to carry functions such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a telephone number. Smart phones are immensely popular and widespread.

BAHA has a social media policy in place for all members, players included. Some key points that Managers should be aware of are as follows:

1. BAHA holds the entire BAHA Community who participate in social media, networking, and communication mediums to the same standards as it does for all forms of media, including radio, television, and print.
2. Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action.
3. It should be recognized that social media and comments such as "texting" are on record and can be instantly published and available to the public and media. Everyone, including the association, team personnel, players, corporate sponsors, and media can review social media communications.

Each team official and parent will be required to sign a social media agreement, we encourage managers and coaches to discuss the importance of proper social media use at their team meetings and parent meetings.

***ALL PLAYERS IN U11 AND HIGHER ARE REQUIRED TO FILL OUT A SOCIAL MEDIA POLICY FORM. ALL PARENTS U7-U18 ARE REQUIRED TO FILL OUT A SOCIAL MEDIA POLICY FORM.***

***ALL PLAYER GUARDIANS MUST SIGN THE SOCIAL MEDIA POLICY.***

***Please print off and have your families submit all conduct forms. Once all forms have been returned, please submit to Marcie Kagi no later than October 16, 2023.***

### 1.10 *TeamSnap*

All teams are provided with a free TeamSnap account for team management. Let team members know that TeamSnap will be the preferred method for team communications and schedule information. All player and parent contact information should already be listed in the TeamSnap roster profiles based on what was entered during registration, but make sure to let your parents know to update or add any additional email addresses or family members they want to receive team schedules and communications.

***For detailed TeamSnap usage information, see section 2 – TeamSnap***



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### *1.11 Tournaments*

All tournaments in the province must be sanctioned by Hockey Alberta and will be listed on the Hockey Alberta Website. Visit [hockeyalberta.ca/tournaments](https://hockeyalberta.ca/tournaments) for a complete listing.

*\*Please see section 7.6 Permits for information on how to apply for a tournament travel permit.*



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## 2. TeamSnap

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TeamSnap is the core operating system of BAHA. Registration and team management all operate through our TeamSnap Organization Account. As part of this, all teams are provided a free TeamSnap Account through BAHA. **Each team is required to utilize their BAHA supplied TeamSnap account, as this is how we communicate with teams and deliver schedules.**

Once team selections are announced, your roster will already be assigned to your TeamSnap account. BAHA, will send you a separate invite which provides you Manager permissions and access. Manager access provides you the ability to add events to the schedule.

*Managers are not to add any team staff to team snap. This will be done by our administration. If a name needs to be added please let Marcie Kagi aware via email. Any staff added by the manger and not included on the roster form, will NOT receive their volunteer credits.*

All player and parent contact information should already be there based on the information provided through registration, but let your parents know to add to their profiles any additional email addresses or family members they want to have access to the team schedules and communications.

**All team members should be encouraged to do the following so that they have access to the most up to date team information:**

### 2.1 *Download The App*

Make sure you and all your team members download the TeamSnap App if they haven't already. It is available for iOS on the App Store and Android devices through Google Play.

### 2.2 *Subscribe To Your Team Snap Schedule*

Easily add your TeamSnap schedule to your phone or desktop calendar application to ensure that no games or practices are missed.

All games, practices, and team events need to be uploaded into TeamSnap so your team has access to the information.

*\*Ensure that any games or practices that are uploaded to Team Snap are double checked by at least two individuals. Cross reference these with the schedules posted on Hockey Edmonton and OneClickIcE. This will ensure no double bookings or missed ice slots, which could result in NO SHOW ice charges for the team.*



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Once you have gained manager access to your account, you will have access to the following tabs:

### ***2.3 Roster Tab***

The Roster tab lists all team members and parent contact information. If you notice that any contact information is missing, reach out to that family and ask them to enter it through their own individual TeamSnap account.

### ***2.4 Schedule Tab***

The Schedule tab is where you will add any practices, games or events to the schedule. You will need to manually enter some team events, but game and practice schedules will be easily imported from OneClickIcE for you by the Ice Allocator.

### ***2.5 Availability Tab***

Be sure to recommend your team members update their availability before each game & practice. This is very helpful for coaches practice and game planning.

### ***2.6 Tracking Tab***

Sometimes you just need to track who has completed tasks or provided required forms. This tab lets you keep track of things like who has turned in medical releases, who has paid cash calls, or any other yes/no type of item. This would be a great place for the volunteer Coordinator to log volunteer shifts for BAHA.

### ***2.7 Media Tab***

TeamSnap makes it easy to share video links, photos and files with the entire team via a simple interface for uploading, organizing, and writing custom titles and captions.

### ***2.8 Messages Tab***

You can communicate with your team through this tab. TeamSnap gives you several different communication options including email, team chat, text alerts & message board posts. It is the easiest way to get messages to your team quickly and efficiently.



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### **2.9 Files Tab**

This is where you will store pertinent team information such as:

- Budget (Initial, mid-season and end of season)
- Parent Meeting
- Health and Safety (emergency action plan, team injury documents, Injury reports)
- Team Resources (Referee pay rate, EFHL Calendar, EFHL rules and regulations, Arena Abbreviations)
- Tournament Information (Welcome Packages, Rules etc.)
- Scoresheet and Score Clock instructions



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### 3. Scheduling, Ice Allocation and OneClickIce

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Maintaining the team schedule is one of the primary tasks of the Team Manager. Game & practice schedules will be made available to you via your TeamSnap account so that your team knows when and where to be.

Game schedules are set by the leagues, and practice ice is allocated directly to your team by the BAHA Ice Allocator. The Ice Allocator is responsible for allocating ice for over 45 teams, including all BAHA AA and Junior teams. Timelines for delivering practice ice is dependent on the delivery of game schedules by the leagues we participate in, which is outside of BAHA control.

Teams often get impatient waiting for their ice schedule to be released. It is important that team managers understand the process in order to manage their expectations. Based on the timelines the leagues operate under, it regularly occurs where game and/or practice ice schedules are released with only a few days' notice. This is normal and should be expected. Our Allocator works hard to deliver the schedules as soon as possible. Making inquiries does not make it come any faster.

#### **To briefly explain the ice allocation process:**

- Leagues determine the number of teams in each division based on tiering and number of games required.
- Leagues request game ice offerings from all member associations. This includes a 30% overage to facilitate schedule making.
- Association Allocators identify and provide appropriate ice slots to each requesting league.
- League schedulers build game schedules based off the times they choose from what was provided to them
- Draft schedules are provided to Association Allocators to check for errors or required changes.
- Changes are made, and finalized game schedules are posted to the league websites.
- League schedulers release unused ice slots back to allocators.
- Allocators load game schedules into their allocation system, then proceed to allocate practice ice.
- Allocators must balance and consider several different factors when allocating ice including availability, blackouts, session count, time between sessions, balance of desirable and undesirable ice and divisional requirements.
- Practice schedules are released to team managers through OneClickIce

At the beginning of a new round of play, during provincial playdowns, and during league playoffs, this ice distribution is not available well in advance. Teams should be aware that all efforts are made to have schedules ready promptly. Your cooperation and patience is essential in the smooth and timely delivery of the ice schedule.





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### **3.1 One Click Ice**

OneClickIce (OCI) is the new allocation system used by BAHA to distribute ice. Each team can independently access, swap, trade and return ice through their OCI Team Portal, which is located at [baha.oneclickice.com](http://baha.oneclickice.com)

At the beginning of the season, BAHA will provide you login access details. For information on how to access and use your OCI Team Portal [CLICK HERE](#)

Make sure that any games imported from TeamSnap are double-checked against the league website and report any conflicts to the BAHA Ice Allocator.

### **3.2 Shared Ice**

Teams of all ages might receive shared practice times, especially in the younger age divisions and during prime-time hours. Efforts should be made to work cooperatively to best utilize the ice time, and in some divisions a protocol is established for sharing ice.

**30/30/30 ice times:** New this year. We will primarily be using this practice model for our U11 group. Each team will practice full ice for 30 minutes then overlap for 30. Your full ice may come the first 30 minutes or the last 30 minutes of practice. This guarantees that every U11 team is guaranteed a minimum of 30 minutes of full ice per week.

If 90-minute ice times become available for extra practice, single teams will NOT be awarded a full 90 minute practice time unless no other team is available. Instead, the 30/30/30 model will be used at all age levels to fill this time slot. This is EXTRA time that will be allocated on top of your regular practice times.

### **3.3 No Show and Return Policy**

If an ice slot allocated to BAHA by the City of Beaumont, or any other location is not used, it is considered a "No Show". BAHA pays for all allocated ice, regardless of whether it is used or not. No-Show ice results in an additional penalty fee that must be paid to the city.

Should a team not show up for a scheduled practice or game and the ice is not used, the TEAM BOND will be charged, as per the Team Bond Policy. Ice must be returned at least 14 days in advance to avoid a no-show penalty. If you are unable to make the 14-day timeline, ice must be posted on OneClickIce and made available for another team to pick up.



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If permits are applied for in a timely manner, then many conflicts can be avoided; however, if a mistake is made in scheduling, the team must notify the Ice Allocator as soon as possible. Every effort must be made to avoid unused ice, so please give notice of any errors or conflicts asap.

### ***3.4 Inclement Weather***

BAHA will not charge fines if a team is unable to make their assigned ice time due to inclement weather. If the weather turns suddenly, the safety of the families in our community is first priority so please do not require your players to be on the road if conditions are truly unsafe.

### ***3.5 Double Booking Process***

***First and foremost, the rink staff and user groups should be treated with the utmost respect. BAHA will not tolerate any abuse to Arena staff and user group volunteers involved with any dispute arising from a double booking of ice.***

The following procedures should be followed by teams in the event two different users show up to use the same ice at the same venue:

1. Double check your teams' ice allocation on OneClickIce and TeamSnap
2. Talk to the facility operator to determine which minor ice user group (hockey, figure skating, ringette) is renter of the ice time. If the slot is contracted by BAHA, contact the BAHA Ice Allocator to inform them of the error. If it is not BAHA ice, there may be no recourse other than to go home. Talk to the ice allocator first– it could be a change was made and you are expected at a different rink or different time, or the flood schedule changes were not received in a timely manner. The rink staff can only operate based on the information we provide and the contracts that BAHA holds.
3. If the ice is, in fact, contracted to BAHA, have a team official contact the allocator immediately for clarification and resolution.
4. In the event the BAHA Ice Allocator is unreachable before a timely decision can be made, the facility will apply following priority list in this order:
  - i. Elite level games (Jr. B, Jr. C, AA)
  - ii. Games involving out of town teams (100km away)
  - iii. Provincial or playoff games
  - iv. Tournament games
  - v. Scheduled house league games
  - vi. Exhibition house league games
  - vii. Practice. Practice times can almost always be shared in the event of a true double booking.



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## 4. Dressing Rooms and Arenas

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### 4.1 *Coach Supervision*

Make sure your coaches are aware that Head coaches and/or carded designates must be onsite to supervise teams from arrival to departure. Users should appear not more than 1 hour before the scheduled ice time and will vacate the dressing room within 30 minutes after the ice time is over or when directed to do so by the arena operator. If coaches request players arrive earlier, they **MUST** be supervised by adult team staff members. Players should always be supervised. This goes a long way in minimizing dressing room bullying, horseplay, substance use or other inappropriate behavior. **A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together.**

All Coaches must sign the following "Rule of 2" Document

[Appendix 14: Rule of Two](#)

[Appendix 15: Dressing Room Policy](#)

### 4.2 *Damage to Dressing Rooms*

BAHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage proven to be caused to dressing rooms or arena facilities caused by a BAHA member is the responsibility of the team. Should a facility contact BAHA that a dressing room/facility has been damaged, BAHA will deduct the amount required for cleaning and/or repair directly from the team's bond.

### 4.3 *Electronic and Recording Devices*

- Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing of inappropriate images or videos is not permitted.
- The use of electronic devices for the purpose of capturing game film for personal or team use shall comply with the policy of the venue. (City of Beaumont, City of Edmonton etc.)
- The EFHL Discipline and Appeal Committees will not entertain receipt of, nor use of video of any nature or source in their review and decision of matters before them.
- Please familiarize yourself with Live Barn policies and make families aware that all of our facilities now live stream. Questions can be directed to the city of Beaumont.
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### *4.4 Co-Ed Dressing Room Policy*

Female players participating with BAHA U9, U11, U13, U15, and U18 on Co-Ed teams have the option of requesting a separate change room. If the facility is unable to provide a separate large dressing room for a female player than an alternative room (ie. referees' room, ladies' washroom, coaches' room, etc.) will be provided as determined by the building operator and in consultation with league or team officials, the player and her parents.

**At the U13 level and above, the following conditions will apply in all co-ed team environments:**

- Females and males will change in separate rooms
- Both genders shall congregate in one dressing room, fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated to be there earlier by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated to stay longer by the coaching staff.
- The gender in the majority shall not begin changing – helmets, gloves, and skates excepted – prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

The Head Coach is responsible for ensuring that this policy is adhered to by all and for ensuring that the lesser represented gender participates fully in all pre- and post-game and practice talks. A carded female representative must be present in all female change rooms.

### *Appendix 15: Dressing Room Policy*



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## 5. Team Equipment

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### 5.1 Team Jerseys

U7 Major and Minor teams will be provided with 1 game jersey per player. U9 and higher divisions will be supplied with a set of home and away jerseys at the start of the season. The jerseys provided are an official uniform of BAHA and **must be worn for all sanctioned games**. No individual designs are allowed. It is suggested that each team provide a dedicated jersey parent(s) volunteer. Please ensure that they understand the steps for proper care and washing of the jerseys. Jerseys are **NOT** to go home with players. Team jersey deposits are included in your BAHA Team Bond.

The BAHA Equipment Director will contact the team Head Coach via your Level Director when jerseys are ready to be picked up or dropped off at the beginning or end of the season.

*When assigning jersey numbers, assist your coaches by familiarizing yourself with the jersey numbers and the size of the jerseys ahead of time, as each jersey set has several different sizes. Do your best to make sure all players have a jersey that fits appropriately.*

### 5.2 Name Bars

Name bars for all levels are optional. Name bars can be purchased from Red Wing Sports. Teams must use the seamstresses that are on the list provided.

***NAMEBARS APPLIED BY ANY VENDOR NOT ON THIS LIST WILL RESULT IN THE LOSS OF YOUR JERSEY DEPOSIT. PLEASE BE INFORMED THAT SEEMSTRESSES ARE NOT ALLOWED TO USE GLUE ON THE NAMEBARS UNDER ANY CIRCUMSTANCE.***

#### Appendix 16: Approved Seamstresses

The cost for name bars, their application, and their removal, is a team expense and is not covered by the Association. Remember to include this cost in your TEAM BUDGET.

Once all name bars have been removed, jerseys must be washed prior to their return.

### 5.3 Jersey Repairs

Often during the season, a jersey may become cut or damaged. Any damage to a team jersey that happens during gameplay will be covered by BAHA. Teams must inform the Equipment Director of the damage, and with his/her approval, take the jersey to be repaired by an approved BAHA Seamstress.



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### ***5.4 Team Socks***

For all levels, teams must wear the official BAHA Approved Game Socks. These are made available for purchase exclusively through our Association. Should any player require a second pair of socks, please purchase them from Skate Smith at KNRCC. Please email Shaun Berube ([sberube@baha.ab.ca](mailto:sberube@baha.ab.ca)), equipment director if you need something that is unavailable.

### ***5.5 Goalie Equipment***

BAHA recognizes that the cost of purchasing equipment can be a significant barrier to the development of young goalies. We would like to see every child get the opportunity to play goalie without undue stress on parents trying to source equipment. To achieve this goal, BAHA provides each U7 and U9 team with 2 sets of pads, chest/arm protectors, gloves and sticks to share among the team. Parents and coaches can also access goalie equipment for individual players at any level (for a low rental fee).

Goalie equipment will be made available to U7 & U9 teams around the same time as jersey pickup. The Equipment director will communicate these times through your Level Director. To arrange individual equipment rental, have you goalie parents contact Shaun Berube ([sberube@baha.ab.ca](mailto:sberube@baha.ab.ca)).

### ***5.6 First Aid Kits***

BAHA will supply each team with 1 First aid Kit.

### ***5.7 Pucks***

Each team will be supplied with 1 bucket of pucks. If you require more pucks, please get in contact with Shaun Berube ([sberube@baha.ab.ca](mailto:sberube@baha.ab.ca)).



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## 6. Record Keeping

The Team Manager is the keeper of the Team's personal information. Because one never knows when a specific piece of information is needed, BAHA will provide team managers with a binder to store all team documents and handouts and a copy of the managers manual that can be taken to meetings, games, etc.

*\*Reminder that some of the information (especially on medical forms) may be of a sensitive nature so these forms need to be kept confidential.*

Documentation will have to be completed following all games as well, and it is a good idea to have extra forms/game sheets/team labels on hand. The team manager will want to become familiar with hockey terminology and acronyms to aid in reading and filling out forms properly.

Suggested documents to include in a binder:

- Roster/Contact List/Hard Card
- Budget
- Forms (game sheets, injury reports)
- Schedules (practices, games, parent volunteers)
- Tournament/Exhibition Information
- Arena information and Emergency Access (Appendix 6 – Arena Abbreviations)
- Team Apparel
- Player medical forms (familiarize yourself with any player allergies/other and inform Head Coach and Safety Person)

### 6.1 Team Hard Cards (Official Team Roster)

Team hard cards represent the official record of players and team officials for the purposes of registration with Hockey Alberta. Only players and team officials that are "carded" can go on the bench or ice during games, and on the ice during practices. Any other children or officials on the ice must be approved by the Division Director and require a Special Events Permit.

*Only players and coaches listed on the hard card can be on the bench or ice during a game/practice. There is a limit of five (5) team officials allowed on the bench during a game.*

*Additionally, no uncarded individuals may be in the dressing room without the presence of a carded official.*

The BAHA Executive Administrator will prepare the team hard cards for each team with information from the Divisional Director. The hard cards will be sent to the Manager and Coach for proof reading and verification. **Managers will need all players' and coaches' complete date of birth to verify.**



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Once information on the team hard card has been fully verified, it will be sent to Hockey Alberta for approval and will then be considered "locked." If a team hard card has been locked, no further changes can be made. Because of this, it is important to thoroughly review all information on the sheet. **This is a shared and serious responsibility, as any children not properly carded could possibly be deemed ineligible, and any coaches or assistants not properly carded could be suspended.**

Depending on your team's situation, managers may also be added to the hard card. To do so, the manager will be required to complete Respect in Sport – Activity Leader.

*Managers should always have a copy of the official team hard card with barcode at all games, exhibition games, and tournaments.*

## 6.2 Player Affiliation

Players may be affiliated with other teams as per Hockey Alberta Bylaws and Regulations. The goal of affiliation is to provide players an opportunity to compete and develop at a higher-level while providing the higher-level team a player to fill their roster for practices and games. Coaches of the affiliating team must obtain approval from the coach of the player's regular team before extending an invitation to the player or the player's parents directly to attend a practice, game or tournament. Coaches on the player's regular team can only decline participation if the player is under suspension (of any kind) or if the player has a regular season, playoff or tournament game commitment. Coaches must allow the player to compete with the higher-level team if there is a practice or exhibition game conflict. Coaches should consider relevant factors such as whether both games are of equal importance, or whether one team is significantly short of players. If there are extenuating circumstances that would weigh on the decision, the Divisional Director may be consulted for guidance; however, the choice to decline to participate with the higher team continues to rest with the player.

Initial selection of affiliates is completed by the Level Directors. The list is then submitted to the VP of On Ice Operations for review. Once the VP of On Ice Operations approves the list, it is forwarded to the Association President for final approval. Any conflict of affiliates will be resolved at this point and teams will be made aware of their final list.

Special consideration must be given to allowing a goalie affiliate to play on the higher-level team where the lower team has 2 goalies. In circumstances where the higher-level team has no available goalie, then the lower-level team will permit the affiliate to play with the higher-level team, unless there is no other alternative.

Providing affiliation has been properly filed, an affiliated player may play with the hockey team to which the player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated hockey player play more than ten (10) games with the hockey team to which the player is affiliated, he shall be considered an "Ineligible Player". However, if the player's





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registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.

The appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.

**Tracking of Affiliated Players** – note most directors do not want to be notified if an affiliate is being used unless there is an issue. The manager **MUST** keep a record of all games that the player is affiliated to. If they are nearing the (10) ten games, they need to be cautious to not go over that number.

\*Affiliation may occur between divisions, provided approval by VP of On Ice Operations. Players affiliated from U13 to U15 or U15 to U18 will only be to non-checking teams.

### Appendix 17: Hockey Alberta Affiliation

## 6.3 Contact Lists

Having the parent contact list and team volunteer list can aid the Team Manager during disputes by acting as an outline for where responsibilities lie. Distribution of the list at the beginning of the season allows it to be used by other team members to contact the proper party with questions or ideas, without first having to direct everything through the Team Manager. The team contact list can be distributed at the beginning of the season, or teams may decide to use Team Snap.

Please click here to be directed to the [BAHA CONTACT LIST](#)

## 6.4 Medical Information

Each BAHA participant will be asked to fill out a medical information sheet. It is important for the designated Safety Person/Manager to be aware of player medication, conditions, injuries, and to keep coaches regularly updated. Having the medical sheets close can provide important information in the case of an emergency, as well as provide contact information for family physicians and emergency contacts when the parents are unavailable.

At the very least, the medical information form should include:

- Player's Health Care Number
- Doctor's name and contact information
- Emergency contact information
- Important medical conditions / allergies

### Appendix 8 – Player Medical Form



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### 6.5 Accident and Insurance Reports

In the case of an incident/injury a report must be submitted immediately following the incident/injury to the Level Director as well as Hockey Alberta. (must be received within 90 days of the date of the accident). **If a volunteer is injured (coach/manager etc.) during hockey activities, the incident must also be reported to Alberta Occupational Health & Safety.**

[Appendix 18: Injury Report - Hockey AB](#)

### 6.6 Referees

**League Games:** Booking of referees for regularly scheduled games (including playoffs) is handled by the BAHA Ice Allocator and our Referee In Chief. If you have swapped or rescheduled a game, you must contact the BAHA Ice Allocator to make sure that that game change is accurately reflected in OCI and that the referee assignor for your division has been informed. Teams will be responsible for paying any uncanceled refs if teams do not properly inform the Ice Allocator.

No Show Referees – in the case that referees fail to show up for a game, a carded team official will be expected to referee. **Ensure that coaches always bring their helmet and skates to games just in case.** A good rule of thumb is to check the referee room 20 minutes prior to game start at all home games. If no referees are present, then you should phone your Division Director to alert them so that substitutes can be arranged by the assigner if possible. *\*This applies to all levels that compete in Hockey Edmonton.*

**Payment of Referees:** Each team pays half the cost of the referees in cash prior to the start of the game. It is recommended to have pre-made envelopes for each game. Coaches must hand the envelope to the referees on the ice.

**Referee Rates:** [EFHL/Hockey Alberta](#)

[NAHL Referee Fees](#)

**Referee Fees:** Teams will be reimbursed by BAHA for regular season and playoff games. Shea Hand, Executive Administrator, will inform you when these cheques are available. Typically, BAHA will provide a set amount at the beginning of the season that covers all regular season games and two (2) playoff games. If your team plays more than two playoff games, please keep all referee receipts, and submit for reimbursement.



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**Exhibition Games** - It is the home team's responsibility to book and pay for exhibition game referees. To book referees, please contact BAHA's, Referee-in-Chief at [referee-in-chief@baha.ab.ca](mailto:referee-in-chief@baha.ab.ca) He/she can direct you to the appropriate assignor. BAHA will also cover the cost of all exhibition home game referees. Please contact Shea Hand, Executive Administrator, for more details.

### **6.7 Paper Gamesheets**

U7 Major/Minor – There are NO game sheets required

U9-U18: Attached is a copy of a BAHA game sheet. Print on 11x14 paper should you require one.

#### *Appendix 19: Game Sheet Template*

### **6.8 Game Organization**

#### **Pre-Game**

- Ensure Timekeepers are arranged for – each team must provide 1 time/score keeper
- Ensure Timekeepers are aware of EFHL Guidelines of Play (period lengths).
- Game sheet provided and filled out by home team. \*Note that only carded team officials can be listed or allowed to sign game sheet.
- Make sure all AFFILIATES have been added.
- Make sure that any injured; suspended; affiliated or missing players or coaches are crossed off or marked appropriately (AP - affiliate player; INJ - injured; SUS - suspended)
- Jersey parents must always have both sets of jerseys at each game
- Home Jerseys – White; Away Jerseys – Black
- Ensure Coaches have referee money

#### **Post-Game**

- If you are the AWAY team, ensure you get a copy of the finalized game sheet. You will need to verify that the HOME team entered the game information correctly.
- If you are the HOME team, upload your game sheet as per EFHL requirements. **(See section 7.3)**



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- If a player is ejected from the game, you must ensure that you receive the referee Incident Game Report and notify your Divisional Director immediately. You will be notified by the league discipline coordinator of any game suspensions.

### **6.9 Scorekeeping**

Correctly filling out the score sheet while in the time-keepers box is essential to being able to correctly fill out the necessary items on the back end of the EFHL website. Please ensure that you are knowledgeable about scorekeeping so that they can assist the parents on their team who will be tasked with that position.

Please note parents should not engage with the referees unless it is related to game scorekeeping. Timekeepers and scorekeepers are encouraged to speak to referees to ensure their intent of a call/penalty is correct. They should not "GUESS" the penalty being called but seek clarification. Example: Is the penalty a 2-minute minor or a 5 minute major plus a game misconduct?

It is the scorekeeper's responsibility to ensure accurate game information is recorded on the game sheet for entering in RAMP by the team manager.

Referees must print and sign their names on the game sheet following the game.

#### *Appendix 20: Hockey Edmonton Penalty Abbreviations*

### **6.10 Suspensions**

All suspendable infractions must be reported to the BAHA Level Director and your EFHL Tiering Director. Copies of the game sheet and/or referee report must be forwarded via email to the Directors within 24 hours of the suspension.

The Hockey Alberta Regional Minor Discipline Coordinator for the North Central Zone determines suspensions for all pre-season, exhibition, provincial, and tournament games.

BAHA Level Directors enforce suspensions for any internal BAHA league play, and Hockey Edmonton Discipline Coordinator issues suspensions for teams participating in the EFHL. Hockey Alberta has minimum mandatory suspensions for certain penalties.

Contact information for all Hockey Alberta Discipline Coordinators can be found on the Hockey Alberta Volunteer Contacts page, under the "Minor Discipline Committee" tab.

Sitting Out Suspensions – when a player or coach has been given a suspension, they will be notified the number of games they must sit out. They will also be notified what type of game qualifies for serving the suspension. In most cases, exhibition games do not count towards serving a suspension; however, the player may not participate in ANY game, exhibition or otherwise, until the suspension is served. The player or coach must be listed on the game sheet of any game played until the suspension



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is served and must have "Suspended" listed beside his or her name to prove that the game was sat out. Copies of the game sheets must be forwarded to the Level Director and the proper Hockey Alberta Minor Discipline Coordinator.

Depending on the severity and nature of an infraction, a player or coach may be subject to further discipline by BAHA. Details and guidelines for additional action may be found in BAHA's Conduct Policy.

### NOTE:

- No suspended Player or Team Official is allowed on the bench, in the timekeepers/penalty box, dressing room or within 50 feet of the players' bench during a game. (Hockey Alberta Regulation)
- If you have not received notification of the suspension and you have a game, **DO NOT ALLOW THE PLAYER TO PARTICIPATE UNTIL THEIR SUSPENSION HAS BEEN CONFIRMED.** If they participate in a game when they are suspended, the Head Coach may face indefinite suspension!
- An affiliate player **CANNOT** be used in place of a suspended player.

## ***6.11 Provincials***

Provincials Teams who win their division title within the top four tiers of the Edmonton Federation Hockey League may be eligible to participate in the Hockey Alberta Provincial Championship tournament for their division.

If your team is deemed eligible to participate in provincials, you will be contacted directly by your respective BAHA – Level Director. More information on Provincials can be found [HERE](#)



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## 7. Edmonton Federation Hockey League (EFHL)

All BAHA teams U9 through U18 participate in the Edmonton Federation Hockey League (EFHL). Be sure to review the information regarding permits on the Hockey Edmonton website. Also reference the Hockey Edmonton Coach & Managers Manual for more detailed information.

### 7.1 Hockey Edmonton Website Setup

All EFHL game schedules, standings, player rosters and statistics are available through the EFHL RAMP Website. All participating teams are provided access to a team "mini-site". All teams must enter their player roster, team contacts, and all completed game information into this site. BAHA will provide you a login, USERNAME and PASSWORD, at the beginning of the season to login and set up your site.

1. Visit [efhlhockey.com](http://efhlhockey.com)
2. Click on ADMIN LOGIN (at bottom of main page)
3. Enter your USERNAME and PASSWORD
4. Select STAFF MEMBERS and then select ADD MEMBER – ensure that your contact information (EMAIL and PHONE NUMBER) and at least one Head Coach is entered. This information is crucial so that opponents may contact you to re-schedule games etc.
5. Select PLAYERS and enter your team roster, including jersey numbers

### 7.2 League Games

Your team's EFHL league game schedules (including all the other teams in the league), will be posted to the EFHL Website. Always be sure that your game schedule matches the schedule you received through OneClickIce. Contact the BAHA Ice Allocator immediately if any conflicts are noted. Managers will be required to upload game times to their TeamSnap Account.

### 7.3 Entering Game Sheets

The HOME TEAM is responsible for entering final game sheet information for each home game within 48 hours of game completion.

For all EFHL League Games, game sheets will be submitted via RAMP GAMESHEETS APP. Game sheet codes will be available on your team Ramp Login page.

Please [click here](#) for more resources from EFHL.

For all Exhibition games, please utilize RAMP GAMESHEET APP to create an exhibition game code. You will be able to access the game sheet the same way as a league game scoresheets.



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### ***7.4 EFHL Blackout Dates***

It is important to refer to these prior to organizing exhibition games/tournaments. The EFHL may establish blackout periods, during which no travel permits will be allowed. See EFHL Season Calendar. Team requests for blackout dates will not be entertained. See EFHL website for more information.

### ***7.5 Exhibition Permits***

To play an exhibition game, you must have a permit from both BAHA/Hockey Alberta. Before you apply for a permit, ensure that you have contact information for the opposing team including phone numbers and email addresses.

***New for 2023: When travelling for an exhibition game, you are NOT required to have a travel permit as long as the game is being played in Alberta. A Game Sanction Number is still required.***

To apply for an exhibition game, please use the following form:

***Appendix 21: Exhibition Game Permit***

***\*\* NOTE\*\**** U7 does not require refs. One Coach from each team should be on the ice to coach/officiate. U7 is not allowed to start exhibition games until December 1.

### ***7.6 Tournament Travel Permits***

In order to participate in a tournament, a travel permit **MUST** be obtained from BAHA. Prior to applying for the permit, ensure that you have all necessary information including Tournament Dates, Location, Host Association, Host Contact Info, # of games to be played, and Tournament Sanction #.

BAHA teams are allowed to participate in 3 sanctioned hockey tournaments in a season. If the team is entertaining a fourth tournament, you must receive approval from Marcie Kagi, VP of Off Ice Operations.

***YOU MUST HAVE 100% OF YOUR TEAM IN FAVOR OF ATTENDING A FOURTH TOURNAMENT.***

***Appendix 22: Tournament Permit***



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### **7.7 Rescheduling a League Game**

Below are the EFHL's instructions for requesting to reschedule a league game – follow them exactly as they are particular about how the request is submitted. Click here for more information from the EFHL Website: ***EFHL LEAGUE GAME RESCHEDULE PROCEDURE***

***Please note: You can apply for tournament black out weekends and League Game Reschedules for a fee. All the information can be found by clicking on the EFHL Game Reschedule Procedure link.***

#### **FOR GAMES SCHEDULED ON ICE PROVIDED BY HOCKEY EDMONTON**

- LEAGUE PLAY IS THE PRIORITY AND MUST COME FIRST
- League games must be rescheduled prior to permit approval and attending tournament.
- Swapping games within the same category is the most preferred option and should be attempted before rescheduling a game to a different time/location
- ONLY the team that is requesting the game swap/reschedule needs to apply for a permit.
- Only one permit submission per swap/reschedule is required.

#### **Steps to take BEFORE applying:**

- Contact the opposing team to inform them you would like to reschedule the game. They must agree before you proceed.
- Team rescheduling must provide ice for the make-up game and must be suitable to the opposing team.
- Opposing team MUST play an exhibition game and pay the referees on the original ice slot as Referees are already assigned and CANNOT be cancelled

***\*\*The final decision on the date of the rescheduled game is that of the League Governor so both teams are accommodated.***

***\*Forfeiting a game is strictly prohibited. You must swap/reschedule games that conflict with tournaments.***

#### **Game Rescheduling Request/Format**

On your Hockey Edmonton RAMP Login:

1. Click on the "League Game Reschedule" Tab
2. Enter all required information.
3. Click "Submit"
4. In the 'Additional Comments' section, provide as many details as possible, preferably in the following format:





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### Original Games:

Game #19999 - November 29 - SW999 @ EG111 @ RBA @ 17:15

Game #19998 - December 16 - SW999 @ SE222 @ MWB @ 19:30

### New Games:

Game #19999 - November 29 - SW999 @ SE222 @ RBA @ 17:15

Game #19998 - December 16 - SW999 @ EG111 @ MWB @ 19:30

\*Note game numbers stay with the arena and time. Only the teams move. If you require any assistance with permits or game swaps, please email Darcie Goudreau [manager-liason@baha.ab.ca](mailto:manager-liason@baha.ab.ca)

## *7.8 EFHL Minor Hockey Week and Playoffs/U9 Jamboree*

All U9-U18 teams will participate in Minor Hockey week in January. This is considered a blackout week, so no permits will be approved.

**Minor Hockey Week and Playoffs/U9 Jamboree are MANDATORY events for ALL BAHA teams.**

Our Minor Hockey Week Director, Jasmine Gurash, will contact you with more information, but be prepared as **parent volunteers are required from each team for this event.**

**These volunteer shifts are team volunteer shifts not BAHA volunteer credits.**



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## 8. Contact Information & Appendices

### *8.1 Communication From BAHA*

All communications from BAHA will be in the following places:

1. BAHA website
2. BAHA official social media pages
3. Emails from the association through TeamSnap

*New this season: We will be shutting down our managers facebook page. In lieu, we will create a manager Teamsnap Team. Here we can share information, files and easily message all managers with any new or pertinent information.*

#### **WHO TO CONTACT AND WHEN**

[ice@baha.ab.ca](mailto:ice@baha.ab.ca) – BAHA’s ice allocator – Please use this contact for any and all ice time related topics

[vp-admin@baha.ab.ca](mailto:vp-admin@baha.ab.ca) – BAHA’s Vice President of Off-Ice Operations – Please email this email for any team related or manager related questions.

[administrator@baha.ab.ca](mailto:administrator@baha.ab.ca) – BAHA’s Executive Administrator – Please use this email for any questions about payments or individual questions that are not related to your role as a manager or the team.

[social@baha.ab.ca](mailto:social@baha.ab.ca) – BAHA’s social media coordinator – Please send us your photos throughout the season for us to share on our social media!

*Click here for a full list of BAHA Executive and Board Members*

**Important Links – Each manager should make themselves familiar with all of the content found on these pages:**

EFHL Managers Manual - <https://www.efhlhockey.com/content/managers-manual>

Electronic Game Sheet Resources - <https://www.efhlhockey.com/content/efhl-electronic-game-sheet-resources>

EFHL Rules and Regulations - <https://www.efhlhockey.com/content/efhl-rules-and-regulations-including-respect-the-game>

U9 EFHL Rules and Regulations - <https://www.efhlhockey.com/content/introduction-to-hockey-rules-and-regulations-u9>



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EFHL League Game Reschedule Procedure - <https://www.efhlhockey.com/content/efhl-league-game-reschedule-procedure>

Referee Rates and information - <https://www.efhlhockey.com/content/referee-rates-and-information>

BAHA's Manger information tab - <http://www.baha.ab.ca/content/manager-information>

## ***8.2 Appendices***

**Appendix 1: Coach/Manager Meeting Agenda**

**Appendix 2: Budget Template**

**Appendix 3: Team Budget and Fundraising Policy**

**Appendix 4: Team Bond Policy**

**Appendix 5: Call/Charge/Control**

**Appendix 6: Team Meeting Agenda**

**Appendix 7: Vulnerable Sector Check**

**Appendix 8: Player Medical Form**

**Appendix 9: Team Conflict Policy**

**Appendix 10: Athlete Conduct Form/Social Media Policy**

**Appendix 11: Parent Conduct Form/Social Media Policy**

**Appendix 12: Coach Conduct Form/Social Media Policy**

**Appendix 13: Manager Conduct Form/Social Media Policy**

**Appendix 14: Rule of Two**

**Appendix 15: Dressing Room Policy**

**Appendix 16: Approved Seamstresses**

**Appendix 17: Hockey Alberta Affiliation Bylaw**

**Appendix 18: Injury Report – Hockey Alberta**

**Appendix 19: Game Sheet Template**

**Appendix 20: Hockey Edmonton Penalty Abbreviations**

**Appendix 21: Exhibition Game Permit**

**Appendix 22: Tournament Permit**

