

# **BAHA Team Manager Operations Manual 2017-2018 Season**



**BAHA Manager Manual**

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### **BAHA Manager's Manual**

The following Manual will help BAHA Managers manage their teams throughout the hockey season. The information outlined within this manual is meant to be a resource and reference point with pertinent information to help ensure that our managers follow Hockey Canada, Hockey Alberta, EMHA and BAHA best practices from year to year.

Welcome To the 2017-2018 hockey hockey season. Please note, that all BAHA teams will be called the Beaumont Braves.

### **Hockey Canada Roster Template**

Once the teams have been formed, the BAHA Registrar will email the Head Coach an unofficial copy of the Hockey Canada Registry Official Team Roster in an Excel format. The information is confidential and it should only be used for team administration purposes. The unofficial roster contains sensitive personal information which could be used in identity theft, managers should electronically shred the document and any paper copies at the end of the season. The Coach will then look to fulfill the Manager role, and pass this document on to the manager as soon as the team is formed. The manager is then responsible to ensure that the Team Officials information is filled out completely (as the list of team officials will not be listed on this first document), and checking to ensure all information is correct, including ALL players are listed and their positions. The manager will email the completed document to the BAHA Registration Director [registration-director@baha.ab.ca](mailto:registration-director@baha.ab.ca). Only the team official's information needs to be filled out, and this includes the Head Coach, Manager, 3 Assistant Coaches, Goalie Coach/Assistant Coach and Trainer, including a contact email for each official.

Following the unofficial release of the roster, there will be a few more additions emailed to both the Head Coach and Manager over the next few months. Ensure that you keep the most recent document provided, and shred the older ones.

By November 15, all team credentials need to be in place (including Respect in Sport Coach and Player), at which time the registrar will issue an APPROVED roster from Hockey Alberta to the Manager and Head Coach. The same procedure applies - please ensure that there isn't any omissions or deletions, making sure all players and coaching staff are correct. If any changes

need to be made, it is imperative that the registrar is contacted immediately to make these changes and make the roster correct.

In Mid-November, affiliates will be added to rosters and a final copy will be sent out again to Head Coaches and Managers. It is the Coach's and Manager's job to make sure that all information is correct, no one is missing and positions listed are correct. If any changes need to be made, it is important to contact the registrar right away to make those changes and have everything correct.

Once we get final approval with coaching staff, players, and affiliates in place this will be your final roster and no further changes can be made with Hockey Alberta.

#### **BAHA Website Manager Login**

Each team will be issued a manager 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, add photos, thank sponsors, etc. Please note for your schedule, any ice time from EFHL, from our ice allocator, and any events from BAHA will be added to the schedule for you.

#### **BAHA Managers Meeting**

BAHA holds an annual coaches and managers meeting in early Late September/ early October to discuss the pertinent info for each season. It is mandatory that the Manager or their assignee attend this meeting. The dates for the meetings are always included in the Events tap on our Website, our Official Facebook Page, our Newsletter and on our BAHA calendar as well as emailed out to the coaches by the level directors

#### **Team 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. A BAHA Board Member must attend this meeting. Please send meeting date to the VP of Administration ([vp-admin@baha.ab.ca](mailto:vp-admin@baha.ab.ca)) to request a Board Member. As soon as a date, time and location has been set for the first team meeting, discuss with the coaches their seasonal plan, including their core values, and rules etc. We encourage the teams to make the team meeting mandatory. Do up an Agenda prior to the meeting taking place and ensure it is circulated to the parent group prior at the meeting. When you conduct the team meeting it is imperative that you take attendance, and have each person in attendance sign in. Ask a parent to take minutes, and ensure that minutes are kept that include the vote counts for each decision that is made. This helps as a reference point later in the season when issues arise. Please forward a copy the Coach expectations or general summary of what was discussed at the parent/coach meeting.

Below is a summary of some information that should be discussed at the first parents meeting:

- Parent Introductions
- Attendance
- Motion to Start Meeting

- **Head Coach**
- **Assistant Coaches**
- **Assistant Goalie Coach**
- **Manager**
- **Player Medical information sheets**
- **Team Contact List- Circulate to ensure info is correct**
- **Team Rules and or Team Operations Manual - Discuss pertinent info**
- **Coaches should discuss their coaching philosophies with parent group**
- **Determine how many tournaments, exhibition games and additional ice times parents want**
- **Team Apparel- decide if and what they want to do**
- **Team Budget- Identify a ballpark idea for budget based on items discussed above**
- **Determine Cash Call amount**
- **Fill team roles**
- **Determine number and type of fundraising events**
- **Determine team building activities to get a strong team dynamic including parent party**
- **Discuss fair play code as well as coaches philosophy on shortening bench during last few minutes of play, overtime, and shootouts etc.**
- *BAHA supports the Fair Play Code as outlined by Hockey Canada along with the Respect in Sport program that is enforced by EFHL and initiated by Hockey Canada. BAHA expects these guidelines will be a part of proper messaging and conduct when dealing with players, officials and parents while participating in any minor hockey event.*
- **Team Jersey Parents**
- **Team Fundraising Coordinator**
- **Assistant Manager**
- **Treasurer**
- **Tournament Coordinator**
- **Social Events Coordinator**
- **Motion to adjourn meeting (For each item that is discussed a motion should be made, voted upon and ensure whoever takes minutes includes the totals for the votes)**

Once the Manager has received all the Medical Information sheets, they are responsible for doing up a spreadsheet that includes all medical, and Allergy concerns etc. This information needs to be emailed to the coaches, as well as a copy of the sheet needs to be put into the Coaches Binder that he or she keeps on the bench, as well as one copy needs to be put into the First Aid Kit. Prior to the first team meeting, take the players contact information from the HC Roster and do up a contact list for the team. If this hasn't been given out yet by the association, bring a blank copy for families to fill in. Ensure to include a column for Community, so people have a reference when they are looking to find a family to assist with carpooling. 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. Either prior to, or just after the team meeting, as soon as coaches receive their jerseys, it is recommended that they decide on a process of how they are wanting to determine players numbers for the season. Once this is decided upon and everyone is happy, include the player's numbers on the contact list for the team. A lot of teams then take the player's number,

first and last name, and do up laminated cards for each family. If you do this, we recommend that you give each family 2-4 cards so that each parent has one, as well as an additional one for grandparents who attend a lot of the games. There is a template for both parent and player cards on the manager's section of the website.

### **Emergency Action Plan**

At the parents meeting it is important to notify every one of the teams Emergency Action Play for the season and ensure that the following positions are filled for the season. When you select these positions, please ensure you select people who will be in attendance for the majority of the games and practices. Please see link under Appendices for EAP Template on the manager tab.

### **Team Fees**

#### *Equipment fees*

Each team is required to issue BAHA a \$500 deposit cheque for your team equipment. This will be due October 30/17. Deposit will be refunded once jerseys and team equipment (including locker and door keys) are returned in good order.

#### *Ice Fee*

Each team is required to issue BAHA a \$150.00 (this cheque is NOT to be dated). This will be due October 30/17. This will only cashed if team does not show up for a scheduled practice or home exhibition game. Teams are required to give the ice allocator 10 business days prior to ice time if they are unable to attend. If you are unable to make your ice slot it is best to swap ice with another team. Another idea if you share iced practices is to let the other team have a full ice practice. Please the BAHA Ice Allocator know of this swap or give away. If you are unable to find someone to take the ice please let the BAHA Ice Allocator know. Your team will be charged for any ice if this procedure is not followed.

#### *Rep fees:*

**Rep fees for the 2017/18 Season are as follows:**

**Atom 1 - \$500.00**

**Atom 2 - \$500.00**

**Pewee 1 - \$500.00**

**Bantam 1- \$500.00**

**Midget 1 - \$500.00**

**\*\*AA Hockey Rep fees are included in the AA hockey competitive cost\*\***

**\*\*All cheques are payable to BAHA and can be dropped off in the BAHA Drop Box attention BAHA Treasurer\*\***

### **Team Budget**

Each team must prepare a budget for the upcoming hockey season. The Budget will include the proposed cash calls, as well as fundraising initiatives that the team wishes to take part in. Teams must decide what the monies raised will be allocated to. This needs to be addressed and documented in the team's minutes from the first meeting of the season. Once prepared, the budget must be reviewed and approved by the parents of the players on the hockey team. The review needs to include a discussion at a parent meeting of the anticipated costs of the team and the level of fundraising and/or cash calls required to support the budget and should be approved by a majority of the team's parents. At a 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. Once a parent group has agreed on and approved a budget the team treasurer is requested to complete the Team Financials Tracking document as attached. Please submit the team budget to the VP of Administration @ [vp-admin@baha.ca](mailto:vp-admin@baha.ca). The documents will be reviewed by the BAHA Executive Treasurer or designate to ensure guidelines are being met. The team treasurer is also asked to notify their BAHA Level Director 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 the receipts until the season has concluded. Please use the team Budget Template located in Appendices in the manager tab.

BAHA strongly suggest that there are two signatures required for the account. The account name must be Beaumont Braves - Level - Tier - Year (ex. Beaumont Braves Bantam 3 2017)

#### *Authority*

Each team is responsible for its own financial operations. All teams are required to have a designated team treasurer who will be appointed by the team manager. It is the responsibility of the treasurer to work with the coaches and manager to develop a team budget and base the cash call or team fundraising on the projected budget needs. The amount of money your team is attempting to raise should closely match the amount of money your treasurer has projected you will require to achieve your team goals.

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

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 regular financial updates including an updated Budget and Bank Statement throughout the season. The team manager will ensure majority consensus is used to direct any expenditure.

Any funds that are remaining in these accounts will be collected by divided among the parent group equally.

## *Benchmarks*

We have developed recommended fundraising benchmarks for teams playing at each age group level within BAHA. We recognize that some teams undertake additional commitments including out of province tournaments, significant added player development and training or other unique opportunities. We will continue to encourage and support our teams to provide our players these opportunities. These guidelines are not intended to limit or withhold any individual team, but rather to provide some basic guidance for coaches, managers and treasurers. At any time, teams can request permission to exceed the benchmark for their age group by a written request via email to their Level Director. These benchmarks do not pertain to our AA Program.

The following benchmarks are the range of approximate team costs for each age group:

**Peewee, Bantam and Midget Not to exceed \$12,000 Suggested Cash Call \$350**

**Initiation - Not to exceed \$5000.00 - Suggested cash call \$100.00**

**Novice - Not to exceed \$7000 - Suggested cash call \$250**

**Atom - Not to exceed \$9000 Suggested cash call \$300**

Examples of costs to include in the budget may include, but are not limited to: (amounts listed below are examples)

- Team BAHA apparel

(Team Tracksuits = \$120.00)

(Team Sweatshirts = \$60.00)

(Toques = \$15.00/player)

(Third Jerseys = \$130.00/player)

-Tournaments

(\$900-\$1800/team (plus travel/accommodations))

- Additional ice time above the ice time allocated by BAHA for practice or exhibition games

- Cost of on-ice officials for exhibition play not allocated by BAHA

- Team social events

- Travel costs

- Player Development (i.e. Dryland Training, etc.)

- Practice Jerseys (\$25/player)

- Year End Party/Gifts

- Bank Fees

## **Fundraising**

Many teams will host pub nights, bottle drives, silent auctions, meat sales, poker nights or other fundraising initiatives. Please note that any raffles organized and hosted by a team are subject to Alberta Gaming legislation. Please refer to [www.aglc.ca](http://www.aglc.ca) for more information on compliance. Team

managers are responsible for ensuring that their team is in compliance with all AGLC regulations. BAHA believes that all monies collected or raised at a team level are done so in good faith and should be managed and spent accordingly. Hockey is a very costly activity for many families and we want to ensure that we are all utilizing money responsibly. The amount of fundraising to be done is to be determined by the parents of each hockey team. There is no requirement to do any fundraising, however fundraising done by the team will reduce costs to the parents to cover team expenses.

#### **BAHA Fundraising Permit Request**

Teams can apply online on the AGLC website. You will get YOUR OWN number that is just for your team for this year. This can be used for any fundraising activities that require a licence.

1) Go to AGLC website

2) On top left in the search bar type "Form 5416"

3) Click where it says "eligibility for raffle licence and follow the directions. For the name and contact address you will put your own or whoever on your team is organizing the event. Teams are responsible for their own paperwork and submitting it back to AGLC in a timely manner. Should you have any questions or difficulty, please do not hesitate to contact our Director of Fundraising and Promotions or the AGLC directly.

#### **Ice Scheduling**

The BAHA ice allocator is in charge of scheduling all practices and home exhibition games. These ice times will be uploaded to each team's schedule. EFHL games will automatically be uploaded to each team's schedule. Please ensure if you have accepted away exhibition games, or are any hockey tournaments you let our ice allocator know via email. Swapping practices with other teams is permitted. You will be given a Manager Contact sheet for each team. Please contact the manager of the team you wish to change practice times with. Once you have agreed upon the change, please notify our ice allocator.

**\*\*Please note that Managers are not to delete or change practices on the RAMP Website\*\***

#### **Game Sheets and Game Tracking**

Team manager is responsible to track the number of games played and should not exceed the maximum number of available games as set out by BAHA. The BAHA Operations Team will determine the maximum amount of games/ice time appropriate for every level on a year to year basis. Each team will get enough score sheets for the seeding round, regular season and exhibition games. The game sheets (20 per each team) will be put into the manager's bag or put into each coach's locker prior to the start of the season. If they haven't received them yet, they will be handed out at the Coach/Managers meetings that take place in late September/early October. Prior to each game, the home team is required to do up a game sheet. They are required to fill out all the information on the game sheet including a designated G next the goalies name, as well as C and A next to the captains and assistants. Also put on your team's respective labels and have the coach sign the game sheet.

Please note, managers are not to sign the game sheet. For home games, ensure that other team fills out the game sheet and once it's done, ensure the off ice official volunteers get the game sheet prior to the game. Please keep a hard copy of the game sheet, once the season is complete, you will be required to shred them. Bantam and Midget teams are required to email a scanned copy of the game sheet to their level director.

#### **Team Labels**

Once the players have been determined it is the manager's responsibility to do up sticker labels for each game sheet. Labels can be printed from the BAHA Ramp Website. Game sheet protocol: Pink copy goes to the losing team, yellow copy goes to the winning team, white copy goes to the winning team as well. In the event that a game is tied, the yellow copy goes to the Home Team. For tournaments, the white copy goes to the tournament organizer. Be sure that you have all your referee signatures before they leave the ice. Please submit EXHIBITION GAME SHEETS and TOURNAMENT GAME SHEETS to your Zone Discipline Director as well as your level director.

#### **Game Sheet Management for EFHL**

Each team will receive a username and password to log into the Edmonton Minor Hockey Website in early October. This is to be used for updating the website after games. It is the manager's responsibility to enter each home game results on the EFHL website. Please refer to link provided under the manger tab for Game Sheet Management Instructions. It is imperative the home team updates the EMHA website within 24 hrs.

#### **Refs Payments**

Please see attached Ref Payment Schedule/Rates for the 2017-18 season under Ref Payments in Manager Tap. For all EFHL league games it is the team's responsibility to pay half the ref fees. A cheque will be provided by BAHA and given to each team at the beginning of the season once we receive ALL deposit cheques from each team. A great suggestion is to cash the cheque at your team's bank, break up the cheque into equal amounts and place in zip lock bags. All exhibition ice given by BAHA have no ref costs to the team.

#### **Off Ice Officials Rotation**

For Community hockey, each team must supply two off ice officials for home games. Home Team will be responsible for the Timekeeper and Home Penalty box; the visiting team will be responsible for the Scorekeeper and Visitor Penalty box. We recommend that each team does up a schedule outlining what families are required to work on what dates and times. Coaches and Managers are not to be included in this rotation.

#### **Request to Reschedule a League Game**

In the event you need a league game rescheduled, (usually due to tournaments) you must submit a request through EFHL. This link can be found on manager tab under important documents. Once

request has been approved, please send the permit number along with the game change date/time/arena to the BAHA ice allocator as well as your level director.

### **Special Event Sanctions**

Special Event Requests are no longer required. If you are unsure if your event that you would like to participate in is covered under the Hockey Canada Insurance please click here (<http://www.hockeyalberta.ca/uploads/source/Sanctioning%20Guidelines.pdf>) to review the policy and what is covered.

### **Tournaments/Exhibition Games/Host Permits/Practice Permits (not allocated by BAHA)**

Please refer to our Travel Permit document found under the Permits Tab [http://baha.ab.ca/page.php?page\\_id=34255](http://baha.ab.ca/page.php?page_id=34255) for important information on when to apply for a permit.

The number of tournaments and or exhibition games that the BAHA Braves wish to take part in will be discussed and decided upon at the first parent's meeting. The team will go with the majority vote for the team. Please remember to apply for Travel Permits and EMHA permits once your team is accepted into a tournament. Tournament listings for Alberta can be found here <http://www.hockeyalberta.ca/tournaments/>

For the 2017-2018 Season BAHA will host a Non Contact Bantam and a IP Tournament. All host tournament information can be found under the manager tab under "Tournaments".

### **BAHA Exhibition Games**

BAHA gives each team 1-4 exhibition ice slots per year. It is up to the team manager/coaching staff to find a team to play. When a team is confirmed, you must notify our RIC via email as well as apply for the appropriate permits. If you do not use your exhibition ice slot for a game, you may use it for a practice. Please ensure that you notify our RIC to cancel any refs. Please book refs with the Ref Assignor for your level (see BAHA website) If you decide to keep your exhibition ice as a full ice practice please let the BAHA ref know you will not be needing refs for your ice slot.

### **Team Equipment**

This usually takes place the first week of October. At this time the teams will receive their pucks, pylons, and jerseys. Please note that our jersey sets vary in size. When assigning a player their jersey number, it is encouraged to ensure that the jersey is the proper fit. For the Novice Age group the teams will receive their goalie gear at this time. Please ensure that the coaches and managers review the Goalie Equipment Policy. Each team is responsible to provide a jersey parent(s) for both home and away jerseys. They will be responsible to wash the jerseys and bring them to each game. Each team is responsible to clean the gear at the end of the season. The Novice, Atom, PW, Bantam and Midget teams will also receive C's and A's that be put on the jerseys. Please see Equipment Information under manager tab for more information on our BAHA equipment, and jersey care instructions.

## **BAHA Picture Day**

Please see Picture Day in the Manager tab for the latest information and schedule on Team pictures for the 2017/2018 season

## **BAHA Team Apparel**

Beaumont Minor Hockey Association Board has chosen and approved all items in an effort to establish a uniform brand within the association, and to improve cost effectiveness to teams and families. The BAHA logo cannot be altered or reproduced without the expressed written consent of the BAHA Board. Only approved vendors may have access to the BAHA logo for use on items and products approved by the BAHA Board.

Please see Apparel Tab for information of all BAHA vendors and apparel.

## **BAHA Third Jersey**

BAHA is allowing teams to purchase, at their own expense, an authorized 3rd jersey which can be worn for exhibition and tournament games only (no league or provincial games). Please see Third Jersey Document under manager tab for further information.

## **Affiliation Policy**

The following Affiliation Policy (- Rules and Regulation 11.0 -) has been developed to help our coaches and parents understand the affiliation guidelines for using their approved affiliates (named on official team roster) for a game and / or practice. Affiliates cannot be used until all affiliates have been approved by Hockey Alberta and have been listed on the team's official team roster. Once this has been completed, the team manager and head coach will receive an updated team roster which will include all approved affiliates. This is usually completed a week prior to the start of the season. No exceptions will be made to this rule, so please plan accordingly for all exhibition and or tournaments taking place prior to this time frame. BAHA can only affiliate to the number of positions listed on the Official Team Roster.

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

## **Discipline Policy**

Please refer to BAHA Rules and Regulations 19.0 BAHA CODES OF CONDUCT AND DISCIPLINE POLICY.



