

BAHA Managers

2021/2022 Season

U7 Information

- Saturday and Sunday Morning Practices
- No Scheduled league games
- Occasional Full Ice Practices – can be used for Exhibition Games but these games do not occur till after Christmas.
- Maximum of 3 Tournaments (mandated through HA)

BAHA Schedules – where to find them.

Divisions TAB

- Select team name
- See team schedule

Main Page Schedule

- Schedule
- Select Division - Team

BAHA Information

- Master Schedule

- [BAHA Webpage](#)
- Schedules are released 2-3 weeks at a time.
- Always reference website for most up to date schedules.

BAHA RAMP Website Login

- BAHA Website Login
 - To be given out by Exec. Admin
 - DO NOT change your password or username
 - DO NOT change BAHA assigned practices or League games – Exec. Admin will adjust any schedule changes.
 - Add any team events.
 - Update Team Roster.
 - Be aware that not all parents want their child's name on the website - get permission.
 - Add Photos - only if parents have signed the waiver.
 - Thank sponsors etc...

Team Parent Roles

Tasks to Delegate to Parents

Jersey Parent

Home Jerseys

- This year each player will keep their own jerseys in a jersey bag. A \$200 cheque will be issued to BAHA dated March 1, 2022.

Away Jerseys

This is not a team volunteer shift this year

Treasurer

- Bank Accounts - [Account Names](#)
- Example: *Beaumont U13-1*
- Community Accounts at local banks (ATB, BCU)
 - You will need approx. 10 cheques
- Set up 2 Sign Account – Manager and Treasurer
 - Contact Bank to find out what information they need to set up the account (usually 2 pieces of ID, along with other info).
 - Send in this info ahead of time to get account set up, before you go in to sign documents.

Tournament Coordinator

- Hockey Alberta Tournament Listings
 - <https://www.hockeyalberta.ca/tournaments/>
- Tiering for Tournaments
 - If unsure, contact Tournament Coordinator and ask how they determine tiering.
 - Keep in mind we tier by age group for IP

Fundraising Coordinator

- Will team do cash call only or fundraise?
- Coordinator will help with the BAHA Association Wide Raffle
- Fundraising Ideas
 - Bottle Drive
 - Team Raffle
 - Sponsorship

Team Social Coordinator

- Team Bonding Events
 - Corn Maze
 - Bowling
 - Etc...
- Parent gatherings
- Year End Party

Parent Liaison

- Important Role within the team
 - Help facilitate communications between Coaches, Managers and parents in case issues arise.

Parent Game Duties

- Assign parents to the following duties for league and exhibition games (cycle through roster).
- Penalty Box
- Score Clock
- Game Sheet
- HE states that Home team will supply all the people for the box.
- Educate parents as to how to fill in a game sheet and find out who can operate the score clock.
- *Tip: Ask knowledgeable parents to use a practice to show other parents how to work the clock.*
- Assign 4 people for the box all games.

Parent Meeting

- See Meeting Templates on Manager Info Page
 - <http://baha.ab.ca/content/manager-information>
- Go in prepared!
- Meet with coach to discuss expectations of the season.
- Have parents sign in to show attendance.
- Have a proposed budget set up to show the parents.
- If doing a cash call, ask parents to bring their cheque books!
- Confirm all contact information for parents and players.

Team Budget

- See Sample Budget Template
- Items to Include in Budget:
 - Proposed cash calls
 - Fundraising initiatives (if applicable)
 - Tournaments (how many? cost?)
 - Apparel?
 - Team Social Events
 - Year End Party/Gifts

Team Budget

Team Name:
Coaches:
Treasurer:
Budgetary Estimates
Season:

	<u>Budget</u>
	(estimates)
Tournaments (2 * \$700)	\$ 1,400
Team Apparel (17*\$81+\$80)	\$ 1,457
Social Events	\$ 750
Teamsnap.com (website)	\$ 80
Extra Ice (9 * \$110)	\$ 990
Refs for Exhibition Games	\$ 100
Total Expenses	<u>\$ 4,777</u>
Cash Inflows	
Cash Call (\$150 * 17)	\$ 2,550
Bottle Drives (estimate)	\$ 600
Fundraiser (estimate)	\$ 700
Corporate Sponsorship	\$ 400
	<u>\$ 4,250</u>

Team Budget

- Budget should be reviewed and approved by team parents.
- Discussion at parent meeting in regards to anticipated costs and level of fundraising and/or cash call required to support the budget.
- Must be approved by a majority of parents.
- Hardship cases – to be touched on at parent meeting.
- Any changes to approved budget **MUST** be reviewed and approved by team parents.

Team Budget

- At anytime, BAHA Board of Directors can request team financial statements or authorize BAHA treasurer to intervene on behalf of the Association.
- Treasurer should keep all receipts and documents until season is concluded.
- Account Must be closed out at the end of the season.
- Team Manager will ensure majority consensus is used to direct any expenditures.
- Any funds remaining will be collected and divided among parent group equally. Please remember you can not give back more than what the cash call was.

Team Budget

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

- U13,U15 and U18 Not to exceed \$13,000 Suggested Cash Call \$350-\$400
- U7 Minor & Major - Not to exceed \$5000.00 - Suggested cash call \$100.00 no more than \$150.00
- U9 - Not to exceed \$8000 - Suggested cash call \$250
- Atom - Not to exceed \$11,000 Suggested cash call \$300 - \$400

- Does not apply to AA Teams

Fundraising

- Raffles, bottle drives, pub night etc...
- Raffles hosted by teams are subject to Alberta Gaming Legislation. You will not be able to apply for a licence until after the association wide raffle is over and you will need to email Marcie for approval.
- Refer to www.aglc.ca for more information on compliance.
- BAHA believes all funds raised at the team level are done so in good faith and should be managed and spent accordingly.
- BAHA FUNdraising Together Association wide raffle is back again. Each team will receive \$1,500 for their team account.
- Each family will be required to sell a certain amount of tickets based on how many kids they have in BAHA.

BAHA Forms - <http://baha.ab.ca/content/manager-information>

- **Medical Forms** – to be kept on hand for all games and practices.
 - **Parent Conduct Code** – to be printed, and signed by all parents and kept on file by the Manager for the season.
 - **Players Pledge**
-
- There is a blank roster template form that can be used.

EAP – Emergency Action Plan

- Hockey Canada Downloads
 - <https://www.hockeycanada.ca/en-ca/hockey-programs/safety/essentials/downloads>
 - Review EAP info from Hockey Canada
 - Formulate an EAP with your parent group, assign EAP roles.

Team Fees

- Equipment Deposit
 - \$500 Deposit Cheque (issued to BAHA) to be cashed.
 - Due by Oct. 30/19
 - Deposit will be refunded at the end of the season, once jerseys and equipment are returned and in good order.
- Ice Deposit Fee
 - \$150 Ice Deposit (issued to BAHA) UNDATED
 - Due by Oct. 30/19
 - To be held – only cashed upon “no show” for scheduled ice times

****Important – Teams are required to give Exec. Admin minimum 10 DAYS notice if they are unable to attend a scheduled ice time.**

- You can try to swap ice slots with another team, if you cannot make a practice slot.
- If you have a shared practice, you may give the other team a full ice practice.
- ALWAYS inform Exec. Admin if you swap practice times or give up a shared practice.
- Failure to do any or all of the above will result in Ice Deposit Cheque being cashed.

Official Team Roster

- Submit a FULL team roster and submit to Karmen (Exec. Admin ASAP
 - MUST have roster submitted before league play begins
 - October 2,2022
-
- Once affiliations are in place, you will receive an official Hockey Canada Roster from Karmen.
 - Review and submit any changes immediately - once this roster is approved NO CHANGES can be made.

Any Questions so far?? Keep writing them down!!

HOCKEY MOM ANNOUNCEMENT

**LIFE WILL BE POSTPONED
DUE TO START OF HOCKEY SEASON
UNTIL FURTHER NOTICE**

Hockey Edmonton *New this year*

- Home team will wear dark Jerseys and the visitor team will wear white Jerseys.
- Home team will supply pucks for both teams
- Home teams will supply timekeepers and game sheet management along with penalty box helpers.

Hockey Edmonton realizes this will be a bit of a learning curve so they ask all teams to be respectful if everything doesn't go as planned with the new changes.

Hockey Edmonton Information U9-U18 House Teams

- You will receive a HE login username and pw
- Website will be used to enter game sheets information, game sheet verification and to apply for tournament and exhibition game permits
- **Hockey Edmonton Managers meeting will be posted to their website under the Managers tab in the next couple days**

Hockey Edmonton Information for U9

- Important Information for U9 Teams
 - 3 tournaments (maximum) - Hockey Canada/Alberta;
 - **Half-ice games ONLY**
 - **Half-ice/shared-ice practices ONLY**
 - Game Regulations: No faceoffs, off-sides, icings, etc. (see Hockey Canada/Alberta model);
1.5-minute shift buzzers during games
 - Quickcard Minor Hockey Week participation
 - No Play Offs – Novice Jamboree in March

Game Sheets

- Teams will get enough game sheets for regular season and exhibition games (Equipment Director)
- Home Team supplies the game sheets
- Managers **MUST NOT** sign game sheets!
- Ensure opposing team adds their labels
- Give to Off Ice Officials (score sheet parent)
- Give opposing team copy of game sheet

- Labels
 - 3 Labels/game sheet
 - See template in Manager Information
 - Add C's, A's and G's

1000
1000
1000
1000

ALL INFORMATION MUST be entered into Ramp as appears on game sheet's

No.	Name	No.	P	Time	Score	Asst	Asst
1	Must have complete	1	1	10:15	15	17	21
2	Full players name	2	2	9:00	17	21	-
3	as indicated on	3	3	9:31	21	-	-
4							
5	FOR HARD CARD						
6	(official team roster)						
7	(Labels ok - 1 on each page)						
8	Information						
9	As per						
10	Reference						
11	Do not change						
12	from what Ref						
13	tdo you!						
14	15 Brown, Joseph	15					
15	17 Carter, John	17					
16	21 Smith, Bobby Joe	21					
17	22 Cooney, Sidney "AEE"	22					
18							
19							
20							

Important



GAME TYPE
 Exhibition Tournament League Playoff

Date: 21 of October, 2017
 Played at: KNA - Kinsmen A
 Division: PW Category: 5
 Scheduled Game #: 10920 - Travel Permit #: CE 17-001
 Home Team: NW 133
 Visiting Team: SE 436

ALL GAME OFFICIALS MUST SIGN BEFORE FORWARDING

Referee: Most print name Signature: Must
 Linesman: and must be Signature: sign
 Linesman: legible Signature: (AFTER) game
 Official Timekeeper: PRINT + legible Signature: * sign after Refs *
 Time Game Started: 8:05pm Ended: 9:15pm
 If clock was stopped 2 minutes, please check here, record this list on game clock: 6:32

No.	P	Time	Score	Asst	Asst
1	2	8:00	10	9	8
2	2	8:01	9	8	
3	3	14:02	9		
4	3	8:00	10		
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

No.	Name	No.	Name
1	MUST have complete		
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11	from what Ref		
12	tdo you!		
13	15 Brown, Joseph		
14	17 Carter, John		
15	21 Smith, Bobby Joe		
16	22 Cooney, Sidney "AEE"		
17			
18			
19			
20			

Coach: Must be signed by Head Coach or "Acting" Head Coach

Coach: Full name of bench staff as per hard card

Manager: Must be signed by Head Coach or "Acting" Head Coach

Player: Must be signed by Head Coach or "Acting" Head Coach

FINAL SCORE

3

Home Team

Goalkeeper's Record - Actual minutes played G.A. = Goals Against

No.	1 Per	2 Per	3 Per	O.T.	Total	No.	1 Per	2 Per	3 Per	O.T.	Total
No.						No.					
G.A.						G.A.					
Shots						Shots					
No.						No.					
G.A.						G.A.					
Shots						Shots					

FINAL SCORE

4

Home Team

Coach: Must be complete as above + legible (Labels ok)

Manager: Must be complete as above + legible (Labels ok)

Player: Must be complete as above + legible (Labels ok)

Washed By: Head-Cover Bench Staff Head Coach or "Acting" Head Coach

ALL PENALTIES MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY

Per	No.	Sec	Offense	Mins	Off	Ref	On	Per	No.	Sec	Offense	Mins	Off	Ref	On
3	23	21	Benching	0	SFD										
3	23	23	Benching	10	BHD										
3	17	Misc	10	351											

ALL PENALTIES MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY

Per	No.	Sec	Offense	Mins	Off	Ref	On	Per	No.	Sec	Offense	Mins	Off	Ref	On
1	10	-	Trip	2	1000	1000	800								
2	9	-	Bench	2	832	832	800								
3	PM	85	T.M.M	2	500	500	300								

Sanctions/Suspensions will be levied if Game Sheets are not uploaded within 48 hours of game completion.

Draw a line through penalty box records (AFTER) Refs sign name effect

Game Sheets

- Review how to fill in a game sheet with your parents.
- *Tip: Email parents the sample game sheet to review.*
- League Games – games sheets must be entered on the HE website (through manager login)
- <http://www.hockeyedmonton.ca/content/managers-manual>
- HE Manager Meetings will provide crucial information on how to upload game sheet information
- Review game sheets at the end of the game before you leave the rink to be sure you can understand what was written!
- Upload game sheet info within 24hours (48 hours max.)
- Visiting teams **MUST** verify game sheet info.

Game Sheets - Sanctions

- Game sheet write ups.
- Any write ups must be uploaded to HE website when game sheets are entered.
- Email game sheets with write ups to Level Directors asap.

Game Sheets - Exhibition Games, Hockey Alberta

- For the 2021/2021 Season – Electronic Game Sheet Submissions
- Hockey Alberta requires ALL teams, at ALL levels to electronically submit game sheets for all exhibition games
- Includes Initiation!
- Team submitting for Exhibition Hosting Permit will receive a link to upload game sheets.
- <http://cloud.rampinteractive.com/bahahockey/files/Manger%20Information/Hockey%20Alberta%20Game%20Sheets.pdf>

Referee Payments

- League Games
 - Teams will receive a cheque from BAHA to cover their portion of League game ref fees and 3 playoff games.
 - Teams must have cash on hand to pay their half of ref fees for each League Game
 - *Tip: Give coaches pouches/baggies with exact cash in each for a number of games.*
- Teams playing more than 3 playoff games will be reimbursed refs fees, upon submission of receipts to BAHA treasurer.

Referee Payments

- Exhibition Games
 - BAHA covers ref costs for Exhibition slots set up by BAHA

Permits – Hockey Alberta (Insurance Purposes)

- Travel Permits
- Travel Permits MUST be submitted for all Tournaments both within Zone 4 AND outside of Zone 4.
 - Travel Permits MUST be submitted for all Exhibition Games and Practices (not scheduled by BAHA) both within Zone 4 AND outside of Zone 4.
 - Submit permits within 7 DAYS of event to guarantee permit will be submitted on time.
 - Last minute permit submissions will not be approved on time and teams risk not being insured in the event of incidents.
 - Travel Permits apply to ALL Age Levels.
 - Permits are approved upon receiving sanction #'s.

Permits – Hockey Alberta (Insurance Purposes and tracking)

- Exhibition Host Permits
 - Any team Hosting an Exhibition Game must apply for a hosting permit.
 - Hosting permits are granted immediately.
 - Supply visiting team with Exhibition Game Sanction # ASAP, once you receive it.
- How to apply for Hockey Alberta Permits?
 - BAHA Information – BAHA Permits
 - <http://baha.ab.ca/content/permits>

Permits – Hockey Edmonton

- Tournaments
 - All teams apply for tournament permits through their association but must also submit a game change request through Hockey Edmonton. This should be done as soon as your tournament approval is approved.
 - U7 Minor and Major need to apply for tournament permits through association only

Permits – Hockey Edmonton

- Exhibition Games
 - You do not need to go through Hockey Edmonton for this .

League Game Rescheduling

- In order to reschedule a league game you MUST submit a request through HE.
- Follow HE rules set out for rescheduling league games – info is being updated on the website.
- Game swapping is the preferred way to reschedule a league game.
- Game swaps will only be permitted within your tier.
- Contact Karmen for new ice slot if you have exhausted all game swap avenues.
- All teams involved in game swap must be contacted and have approved rescheduling before permit to reschedule can be submitted.

Exhibition Games

- Each team will receive exhibition slots for the 2021/2022 season.
- It is up to the manager/coach to find an opposing team for exhibition slots.
- How do I find opposing team?
 - IP teams – search for local associations.
 - Ex. New Sarepta, Strathcona, Devon, Wetaskiwin, Leduc etc...
 - Visit association websites and find contact info for Initiation team OR contact their Initiation Director and ask them to pass on your contact info to their IP teams
 - Be aware of how they tier teams and try to find teams of similar levels.

Exhibition Games

- U7-U18
 - Contact teams within your tier, or tier above or below your team.
 - Contact teams from Edmonton and surrounding areas
 - Note: Non-Contact Bantam/Midget Teams are not permitted to play in ANY contact exhibition games or tournaments!
 - Send out several invitations at a time – it can be difficult to find teams on such a short time frame.

Exhibition Games

- Once you have a team confirmed you MUST notify Exec. Admin and Referee in Chief with a Minimum of 4 DAYS notice to have refs assigned to your game!!
- If you do not use the exhibition slot for a game, you may use the slot as a full ice practice.
- Inform Karmen (Exec. Admin) ASAP, and be sure any refs are cancelled.

Quick Card Minor Hockey Week (MHW) U9-U18

- BAHA must fill upwards of 200+ volunteer shifts for MHW.
- Each team will be required to fill a certain amount of shifts over the course on MHW.
- Managers will assign these shifts to their parent group.
- MHW volunteer schedules will be released sometime in December/ early January.
- If any of your parents no shows for a shift, you will forfeit your equipment deposit

Team Equipment

- Many teams will already have jerseys, pucks and toolboxes.
- Equipment Director (Shaun Berube) will supply game sheets.
- All jerseys and equipment must be returned at the end of the season in order to receive your equipment deposit refund.
- No food and drink, other than water, is to be permitted in the dressing rooms!

BAHA Team Photo Day

- Booked with local Beaumont Photographer Scott Molnar Photography
- Booked for October 16th & 17th
- Photo schedules will be released once all league and practice schedules have been determined.

- NOTE: Players will NOT wear skates for team photos!
- Full equipment, including gloves and stick (no helmet/skates).
- Please submit photo day rosters to Scott Molnar, info@scottmolnar.com, in an excel format (make sure it is able to be copy and pasted once sent) with your team name as the subject line (i.e.: U9 4X Roster)

BAHA Apparel

- Red Wing and JJ's Screenprinting are BAHA approved vendors.
 - All team apparel must be purchased through approved vendors.
 - Logo cannot be altered or reproduced.
 - We are highly encouraging teams to purchase the pre-made stock through Red Wing so his inventory of our old logo can be moved through prior to our official rebrand
 - See BAHA Apparel Tab (under BAHA Information) to see apparel catalogs.
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- BAHA Logo – may be used for teams attending tournaments.
 - Teams are permitted to add sponsor logo to team apparel – see BAHA Apparel Page for more information.

BAHA Bash

- Annual Parents Party – Not to be confused with the Year End Coach's Tournament.
- This will be an evening for the parents for all teams and every member to attend.
- Tentatively booked for January 29th, it will be an opportunity for teams to purchase tickets and attend a night out with other association members to get together as a community.
- We will likely also have a silent auction at this years BAHA Bash as an additional fundraiser
- More details to follow.

Sponsorship

- The association is looking for sponsors for website advertising, board advertising and AA team sponsorship.
- Association wide Raffle
- This is evolving, however if anyone has any thoughts or leads for sponsors, to please forward to Amanda Nimmo, Fundraising Director. Fundraising-director@baha.ab.ca

Dressing Room Rules

1. No devices that can be used to take photos or videos may be used in dressing rooms.
2. Parents in dressing rooms MUST not check messages or take photos.
3. Players MUST not have cell phones or devices with cameras in dressing rooms.
4. Dressing room supervision: A lone personnel (coach) should never be alone in the dressing room with players at any time (coaches have to sign Two Deep Method Agreement)
5. Two adults/supervisors over the age of 18 are to be present in the dressing room together or within earshot of the dressing room door.
6. For female teams – one of the adults/supervisors MUST be female.

Team Snap

- Suggested means of communications for BAHA teams.
- Is free to use as part of your registration
- If needed, we may set up a Team Snap “how to” session, if anyone needs help setting it up.
- Health checks must be completed prior to kids and coaches hitting the ice. We are working on updating the questions to follow the new AHS guidelines. Please bare with us while we get this organized.

Manager Obligations – BAHA Rules and Regulations

Team Manager

He/she is responsible to the Head Coach. He/she shall be identified to the Beaumont Amateur Hockey Association and adhere to all Rules and Regulations.

He/she shall also be responsible to attend all Team Manager Meetings. He/she shall act as a liaison to the Board of Directors as well as a liaison between parents and coaches.

The Team Manager is responsible for maintaining the team financial records throughout the season and submitting a report at the end of the year to the Vice-President of Off Ice Operations. *this may be delegated to the team treasurer as well.

Manager Support – Email Marcie or Karmen anytime!

- Monthly Manager Emails
 - Used to touch base and inform managers of any news or upcoming events they should be aware of.
- Closed FB Group for Managers only
 - To be used to share ideas and have questions asked and answered.
 - Negative postings will be deleted.