

WELCOME MANAGERS!

2025/2026 Season managers information session



Season Kick Off Meetings



COACH/MANAGER MEETING



- Should be scheduled immediately after Head Coach has named a manager. (Rule of thumb is this should happen with-in 24-48 hours of team being formed.)
- The Head Coach, Assistant Coaches, and the Manager should all be in attendance to start the season off all on the same age.

Coach/Manager Meeting Agenda

EXPECTATIONS – be candid with what your roles are and the expectations you have from each other.

COMMUNICATION – Discuss the frequency and methods you will communicate

BUDGET - Set your preliminary budget. Discuss the following with the coaches to present to your parents at the Team Parent Meeting.

Important items to consider when discussing your preliminary budget:

- Cash Call amounts – keep in mind the call maximums for your division
- The BAHA Team Bond amount – see next slide
- Coaches input for additional development & ice
- Team Apparel
- Tournaments, social events and other expenses
- Go through the Parent Meeting Agenda and ensure all the items are filled out. Such as core values, rules, expectations of players and parents.



BAHA's Team Bond Policy

- The Team Bond will operate as a deposit to BAHA on behalf of ALL individuals on the team.
- The Team will provide a postdated cheque issued from the team bank account dated March 1st of the current season in the amount of \$2500. The cheque will be due by the end of October.
- This Team Bond cheque take the place of the Ice Deposit, Raffle Deposit, and volunteer cheques for each family.
- The managers will collect the individual family deposit cheques from their parents to cover the families volunteer duties. The VP Admin will communicate through the season with the manager as to what families are still required to do their volunteer duties.
- The Bond is 100% refundable to the team at the end of the season provided the team has no chargebacks.

More details can be found on the BAHA Team Bond Policy

Budget Template

A budget template is now provided by BAHA for all managers to use.

BAHA requires ALL managers to use this budget template as it makes it easier for BAHA to review the budgets when submitted as they will all be the same.

If you find corrections or changes needed on the document please reach out to vp-admin@baha.ab.ca



Cash Call & Budget Policy

BAHA has implemented a cash call maximums for each age level. If a budget is found to exceed these maximums a team will be required to refund the overages back to their parents immediately and seek alternate ways to fund their team.

Coaches gifts and year end gifts should be included in the budget at the start of the season. Funds left in the account cannot be given back to team staff without clear 100% agreement from the parent group and written permission from the BAHA Treasurer and VP of Administration.

Team Parent Volunteer Roles

Treasurer (2 BAHA volunteer credits)

- May be selected by the Team Manager as they will work most closely with the Manager
- Treasurer will update and control the budget on behalf of the manager
- Will keep all receipts for a minimum of 60 days past the end of the season
- Will submit the team budget to the VP Admin when required. (Start of Season, December and End of season)
- Will Assist Manager in setting up bank account
- Will have joint signing authority over the team bank account with the Manager.
- May set up team bank account at any bank of their or the managers choosing.
- Will refund any monies left in the account at the end of the season evenly amongst all the parents. (Refunds cannot exceed the amount of the cash call. Anything above that must be given back in the form of a gift card.)

BAHA Raffle Coordinator (1 BAHA volunteer credit)

- In charge of handling all the raffle pick up and drop offs between BAHA and the parents.
- Ensures all parents have sold their allotted tickets
- Ensures all tickets are accounted for properly and assists if tickets get lost or destroyed.

Volunteer Coordinator (1 BAHA volunteer credit)

- This position is new this season
- This position will help alleviate some of the workload off the manager by being the main point of contact to the parents who are required to work volunteer shifts for the association.
- This position will assist the manager in ensuring the team volunteer shifts are covered for each tournament and game. (I.e. – scoreclock, time keeper shifts)
- They will assist the Tournament Coordinator in finding team volunteers for any shifts required for the BAHA tournaments.

Head Coach (ALL BAHA volunteer credits)

Assistant Coaches (2 BAHA volunteer credits)

Manager (ALL BAHA volunteer credits)

Team Parent Volunteer Roles contd.

Tournament Committee Member (2 BAHA volunteer credit)

- For U7, U11 & U13 teams only.
- New position this season.
- Will assist BAHA in planning and operating the coordinating HOME tournament hosted by BAHA.
- This shift is so important in order be able to offer the home teams the large discount for tournament entry.

Jersey Parent (1 BAHA Volunteer credit/set)

- In charge of the team jersey home or away.
- Washes the jerseys and ensure they are in good repair and present at each game.

Parent Liaison (2 BAHA volunteer credit)

- Will operate as the point of contact between the parents and the team staff
- Will assist if any conflicts arise.
- Allow parents to be anonymous if required.

Team Fundraising Committee/Coordinator (0 BAHA volunteer credit)

- Optional position for the manager/team if they so choose
- In charge of facilitating any fundraising opportunities the team chooses to pursue.
- Could help support the raffle coordinator if assistance is required

Social Committee/Coordinator (0 BAHA volunteer credit)

- Optional position for the manager/team if they so choose
- In charge of planning and executing any team social events
- Required to abide by the budget set out by the team

Team Safety Positions (0 BAHA volunteer credit)

- Call Person – A parent or coach who will be at majority of the team events who will be the one to call emergency assistance in the event of an emergency
- Charge Person – A parent or coach who will be at the majority of the team events who will take charge of an emergency situation – should have at least basic first aid
- Control Person – A parent or coach who will be at the majority of the team events who will control the scene in the event of an emergency.

Certifications & VSCs



Managers are asked to assist BAHA in ensuring all certifications for coaches and managers are up to date and submitted to BAHA in a timely manner. **THESE ARE ALL REQUIRED TO BE SUBMITTED BY NOVEMBER 15TH OF THE CURRENT SEASON OR THEY WILL BE RESTRICTED FROM PARTICIPATING IN ICE TIMES.**

- ALL BAHA coaches are required to submit a vulnerable sector check to BAHA. These can be uploaded directly to BAHA through the online form.
- These must be completed/updated every 3 years
 - Coaches can check their own status by signing into their spordle accounts. If they require assistance with this have them reach out to BAHA directly.
- BAHA provides a letter so the RMCP detachments will provide these free of charge. This letter is located on the BAHA website under the coach's requirement tab.
- ALL coaches are required to complete Respect In Sport for Activity Leaders. YES this is a different course than the player RIS.

All coaches reported to the BAHA Administration properly with expired certifications will be contacted directly.

Website/RAMP Login Credentials

BAHA RAMP Manager Login

- Each Manager will be issued a Username and password to login to the RAMP Website.
- Here you can update Team Schedule, Roster, Add Photos, Thank Sponsors.
- BAHA strongly recommends only listing Head Coach and Managers contact information on the website. This lessens the chances for phishing emails.

EFHL RAMP Manager Login

- Each Manager will be issued a Username and password to login to the RAMP Website.
- Here you will have access to your electronic game sheet codes
- All other important EFHL information will be listed here including team stats options.

Official Team Emails



This season all teams will be provided with a BAHA.AB.CA email address that they should use.

With this email address we ask the following:

EFT's be set up to auto deposit from this email address, if BAHA needs to etransfer a team \$ this is the email they will use.

BAHA Recommends using the OneDrive:

Please feel free to store any files and information that you feel the manager NEXT SEASON of this same tier and age division may use. Especially pertinent Tournament information – good ones, ones to avoid. ON the OneDrive that comes with the email address.

Deals on development or apparel orders.

Etc.

*This is not required but recommended for a more streamlined communication process.

Login information emails will be sent in the coming days.

Official Roster

One of the main jobs of the Manager and HEAD COACH is to ensure the roster is correct and submitted to BAHA properly and in a timely manner.

- Once the Head Coach has selected their Assistant coaches they must provide the MANAGER with their full names.
- The Manager will then fill out the online form provided by BAHA. Can be found on the BAHA website under the Managers Tab, under Permits & Forms, then Team Staff Roster.
- This form **MUST BE FILLED OUT WITHIN 1 WEEK OF THE TEAM BEING FORMED.**
- This is important information for BAHA to have to ensure all coaching credentials are up-to-date and correct.
- **Managers are not to add any team staff to TeamSnap. This will be done by BAHA's administration only this season. If a name needs to be added or removed please contact BAHA (Shea Hand or Marcie Kagi) If a team staff is added by the manager they will NOT receive their allotted volunteer credits.**
- Please include all the below information on your form
 - All team volunteer roles that receive a volunteer credit including (but not limited to) Parent Liaison, Tournament Coordinator, Assistant Coaches, Treasurer.
 - All players listed on the team with their position and jersey number
 - The chosen team name for the season
 - All players AND coaches complete date of birth.
- In early to mid-November affiliates will be added to the rosters, please ensure BOTH the HEAD COACH and the MANAGER are aware of ALL names on the affiliates list. BAHA recommends going through the names together. If any changes need to be made **it is vital to contact the Executive Administrator right away.**

Parent Meeting

NO team meetings are to be held until you have attended the managers meeting first!

Once you have your parent meeting scheduled please also ensure you submit your date and time to VP Admin at vp-admin@baha.ab.ca

IF YOU HAVE NOT MANAGED IN THE PAST 3 SEASONS - NO Parent meet can happen without a BAHA Board Member present.

- Take attendance of all parents and team staff present at the meeting.
- BAHA strongly recommends making the team parent meeting mandatory to all parents/guardians
- Ask a parent or another team staff member to take the minutes of the meeting.
- Go through each line item in the BAHA Team Parent Meeting Template
- Ensure you have a majority agreement with the budget, tournament and budget information with the parent group. If needed send out a survey after the meeting for voting.
- Go over the player medical forms and ensure they are either handed out electronically or in paper form and set a deadline to return.
- Go over all the required forms hand out and set deadlines to return: parent/athlete/coach/manager conduct & social media agreements. **Be sure to follow up and collect these in a timely fashion.**

TeamSnap for families

All teams are provided with a free TeamSnap account for Team management.

Please ensure you communicate to all families that TeamSnap will be the preferred method for team communications and schedule information.

- BAHA will have all the team players contact information listed in TeamSnap, but please ensure that it is all correct, and ask parents to update any information that may be out of date or incorrect.
- Inform your parents that they can add family members to the TeamSnap account so they can also receive the team schedule.
- Be sure to communicate to your parents that they download the TeamSnap app if they haven't already. It's available for iOS on the App store and Android devices through Google Play.

Tournaments

Be sure you communicate to your families the desired amount of tournaments you wish to participate in as a team.

Tournaments MUST be sanctioned by Hockey Alberta and will be listed on the Hockey Alberta Website.



TeamSnap for Managers



General TeamSnap Rules

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.**

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 Shea Hand and Marcie Kagi aware via email. Any staff added by the manger and not included on the roster form, will NOT receive their volunteer credits.

As the team Manager be sure you are double checked by yourself and *at least* one more individual. Cross reference these with the schedules posted on Hockey Edmonton and OneClickIce. This will help ensure no double bookings or missed ice slots, which could result in your team being charge a NO SHOW ice charge.

TeamSnap Manager Access

ROSTER TAB –

Here you find the list of all team members and parent contact information. Please correct any missing information. Reach out to families who need to update any information that is missing.

SCHEDULE TAB –

Here is where you will add any practices, games or events to the schedule. You will need to manually enter some team events, but games and practices will be automatically imported from OneClickIce by BAHA's Ice Allocator.

AVAILABILITY TAB –

Here you find players availability listed for each event in the TeamSnap Schedule. Ensure you recommend to your team and team staff members to update their availability for each item. This is extremely helpful for your coaches in planning.

TRACKING TAB –

Here you can track who has completed tasks or provided required forms. This will help you stay organized for the season if you choose to utilize this section. This could be a great place for volunteer coordinator to log volunteer shifts for BAHA.

MEDIA TAB –

Here you find a place to easily share video links and photos.

MESSAGES TAB –

Here you is where you and the team can communicate easily. It offers several different communications options such as email, chat, and text alerts.

FILES TAB –

Here you find a place to easily share and store pertinent team information. Such as but not limited to: Team Budget, parent Meeting minutes, Health and safety information, Tournament information, score clock instructions.

Scheduling, Ice Allocations and OneClickIce



Maintaining the team schedule is one of the primary tasks of the Team Manager.

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 can 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 teams expectations.

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.

OneClickIce (OCI)

This is the new ice allocation system used by BAHA to distribute ice. Each team will be able to independently access, swap, trade and return ice through their OCI Team Portal.

BAHA will provide each Team Manager with login credentials. Use this to double check the ice times imported into your TeamSnap account.

Be sure to report any conflicts or errors you find as soon as possible to the BAHA Ice Allocator.



Other Ice Information

SHARED ICE

Team of all ages may received shared practice times. Especially the younger age divisions. We ask that teams make all efforts to work cooperatively to best utilize the ice time.

30/30/30 ICE TIMES

New this season – this will primarily be used for our U11 group. Each team will practice full ice for 30 minutes then overlap for 30 minutes of shared ice. A teams full ice may come in the first 30 minutes of the ice time or the last 30 minutes of your ice time. This model guarantees each team at least 30 minutes of full ice per week for the U11 age division. If 90 minutes ice slots become available for teams to grab, they will not be given out to a single team they will be given out as 30/30/30 ice times.

NO SHOW AND RETURN POLICY

If an ice time allocated to a team by BAHA is not used by the team scheduled it will result in a now show fee being charged to the team bond. We encourage managers to use OCI to facilitate swaps with other teams if needed. You can return ice to BAHA with no fee with at least of 14 days in advance of the scheduled ice time.

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.

DOUBLE BOOKING PROCESS

BE RESPECTFUL OF STAFF AND OTHER USER GROUPS! Mistakes happen. Follow this process should a double booking happen:

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. If the ice Allocate is unreachable before a timely decision can be made, the facility will apply the following priority list:
 - 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.

Dressing Room Supervision



Make sure your coaches are aware that a carded Team Staff must be onsite to all team events to supervise the players, right from arrival to departure.

Users should not arrive more than 1 hour prior to their scheduled time, and stay no later than 30 minutes past their scheduled time.

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.**

***BE SURE TO Familiarize yourself and your coaches with the Rule of Two Document and BAHA's Dressing Room Supervision Policy & BAHA's Co-Ed Dressing Room policy.**

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.

The Use of electronic devices at sanctioned events for the express purpose of taking, recording, and storing of inappropriate images or videos is not permitted. These should **NEVER** be allowed out in the team dressing room. 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.

BAHA/Team Equipment





TEAM JERSEYS

U7 teams will be provided with 1 set of game jerseys, U9 and higher will receive 2 sets (home & away) of jerseys. The jerseys provided are the official uniform of BAHA and **must be worn for all sanctioned games**. No individual designs are allowed. A third jersey design is allowed if it matched the exact design of the BAHA red, white or black official jersey.

Jerseys are not to go home with players and they are to be handled by the team jersey parent.

NAME BARS

Name bars for all levels are optional and can be purchased and applied to the jerseys from our approved seamstresses. The cost for purchase and application and removal are to be covered by the team and must be accounted for in the team budget.

JERSEY REPAIRS

Jerseys may get damaged through the season, the team is responsible for getting them repaired, and must take them for repairs to our approved seamstresses.

TEAM SOCKS

For all levels to keep the uniform look across the association teams must wear the BAHA approved Game socks. These are made available for purchase exclusively through our Association. Should you require another pair through the season you may purchase them from Skate Smith located in the KNRRRC.

OTHER EQUIPMENT

BAHA will provide every U7 and U9 team with 2 sets of goalie equipment.

Each team will receive 1 First Aid Kit

Each team will be supplied with 1 bucket of pucks. If you require more you may request more



RECORD KEEPING

The Team Manager is the keeper of the Team's personal information.

Because no one knows when something will be required, BAHA will be providing Team managers with a binder to store all the information. Along with all the team manager handouts.

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)



Team Hard Cards

The Hard Card is 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. No uncarded individuals may enter the dressing room without a carded individual being present. 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.**

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

Player Affiliation

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

*Be sure the Team manager and Head Coach are BOTH double checking the affiliated player list and are aware of the affiliates.

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.

Medical Information

As the team manager please ensure that all the players have their medical information filled out and that you and the team safety person are familiar with all the player medications, medical conditions, injuries and keep the coaches updated regularly.

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

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**

Referees

The booking for regularly scheduled league games will be handled by the BAHA Ice Allocator and BAHA's Referee In chief.

If you swap or reschedule a game you must contact BAHA Ice Allocator to ensure that is properly 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.

If Refs do not show – in this case, a carded team official will be expected to act as the referee for the game.

Payment to refs – Each team will pay half of the ref costs in cash from team funds. BAHA will provide a cheque to cover all league games and 2 playoff games. For exhibition games, the ref costs are the sole responsibility of the team.

Paper Gamesheets

Despite the use of Electronic Gamesheets BAHA still recommends having gamesheets on hand just in case of failure of the electronic game system. Gamesheets are not required for U7.

Game Organization



PRE-GAME

1. Ensure timekeepers are arranged for and they have the gamesheet code and app and are aware of the Guidelines of play for your division
2. Gamesheet or code must be provided to coaches, and time keeper. If paper copy ensure labels are on the sheet
3. Ensure Affiliates have been added
4. Ensure any injured or suspended players are marked appropriately
5. Ensure jersey parents know to have BOTH sets of jerseys at the game
6. Ensure coaches have referee money

POST-GAME

1. If you are the AWAY team, ensure you get a copy of the finalized gamesheet. You will need to verify that the HOME team entered the gamesheet information correctly.
2. If a player is ejected from the game, you must ensure that you will receive the referee incident Game Report and notify your Division Director immediately. You will be notified by the league discipline coordinator of any game suspensions.

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 Hockey Edmonton website.

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.

SUSPENSIONS

All suspend able infractions must be reported to the BAHA Level Director and your Hockey Edmonton 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.

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.



EFHL Edmonton Federation Hockey League

All teams in BAHA U9 through to U18 participate in the Edmonton Federation Hockey League (EFHL)

As the Team Manager be sure to review the information regarding permits on the EFHL website. Also reference the EFHL coach & Managers manual for more detailed information.

EFHL WEBSITE SETUP

All EFHL game schedules, standings, player rosters and statistics are available through the Hockey Edmonton 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. Shea Hand, Executive Administrator, will give you a login USERNAME and PASSWORD at the beginning of the season to login and set up your site.

1. Visit hockeyedmonton.ca
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

LEAUGE GAMES

Your team’s EFHL league game schedules (including all the other teams in the league), will be posted to the Hockey Edmonton 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.

ENTERING GAME SHEETS

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

1. LOGIN to Hockey Edmonton Website
2. Click on LEAGUE GAMES and then click on GAME SHEET (i.e.: green box) for the game you are entering.
3. Add your final score and check off “Game is Finished”. Hit SUBMIT. (Score will now show on Hockey Edmonton Website)
4. Click “Roster” tab. Check off players for BOTH TEAMS that played that game. ADD affiliate players if required. Hit SUBMIT.
5. Click “Penalties” tab. Add “Home Penalties” and “Visitor Penalties”.
6. Click update # of rows and enter each penalty.
7. Click “save penalties”.
8. Upload game sheet. Note game sheet upload must be in PDF format.

If you are the AWAY TEAM, you are responsible for verifying the game as entered by the HOME TEAM, and that all information entered is correct. If there is a mistake, you can note it on the web page.

Do not verify until corrected or directed by your Level Director to do so.

***KEEP ALL GAMESHEETS FOR FUTURE REFERENCE AND TO MONITOR ACCUMMULATED PLAYER PENALTY MINUTES.**

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 Hockey Edmonton Season Calendar. Team requests for blackout dates will not be entertained. See Hockey Edmonton website for more information.

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.

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.

RESCHEDULING A LEAGUE GAME

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



EFHL Minor Hockey Week & 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.**





BAHA CONTACT INFORMATION

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 –BAHA's Ice Allocator –Please use this contact for any & all ice time related topics

vp-admin@baha.ab.ca – BAHA's Vice President of Administration– Please email this email for any team related or manager related questions.

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 – BAHA's social media coordinator – Please send us your photos throughout the season for us to share on our social media!

IMPORTANT LINKS

Important Links – Each manager should make themselves familiar with all of the content found on these pages (LINKS FOUND IN MANUAL ON BAHAs WEBSITE:

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>

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 Manager information tab - <http://www.baha.ab.ca/content/manager-information>



All links to policies and templates mentioned in this presentation are found in the managers tab on BAHA's website be sure to familiarize yourself with that page!



QUESTIONS?





Thank you!
And have a
wonderful
2023/2024 season!