

Blackfalds Minor Hockey Association



Team Manager Handbook

U11-U18

Blackfalds Minor Hockey Association

Manager Handbook - U11 to U18 Age Groups

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Welcome to Blackfalds Minor Hockey Association

Thank you for stepping up as a team manager this season! Your role is important in keeping everything running smoothly on and off the ice and in keeping everyone connected—players, parents, coaches, and all the individuals who support us like the Minor Hockey Association, Division Directors, and League Officials/Referees. Your dedication and hard work will make a difference to your team's experience this season. We look forward to working together for a successful and enjoyable season!

Manager Responsibilities:

The Team Manager's responsibilities include:

1. **Off-Ice Tasks Management:**
 - Ensure all off-ice tasks are completed, delegating as needed to team volunteers (e.g., Treasurer). This allows coaches to focus on player development and on-ice instruction.
2. **Hockey Canada Roster Review:**
 - Review the Hockey Canada roster when received from the Registrar. Provide a copy to the head coach for verification of player names and birth years before the first game.
3. **Communication Hub:**
 - Relay information and communications from BMHA to coaches and parents as required.
4. **Travel Permits for Away Tournaments:**
 - Obtain travel permits for away tournaments. Contact the BMHA Registrar for guidance if needed.
5. **Effective Communication:**
 - Maintain clear and timely communication with coaches and parents regarding games, practices, tournaments, and other team events. Utilize platforms like Ramp app or Team Snap for effectiveness (note: Team Snap has a fee).
6. **Familiarity with Rules:**
 - Be knowledgeable about Hockey Alberta and CAHL Rules. Keep these accessible for quick reference on your phone, computer or print a copy and keep with you.
7. **Maintain a Positive Atmosphere:**
 - Foster positivity even in challenging situations. Address parent concerns or misunderstandings sensitively, emphasizing the broader benefits of sportsmanship and player development.
8. **Promote Team Spirit:**
 - Encourage team spirit and camaraderie through off-ice activities, which often contribute to on-ice success.
9. **Manage Tournament Blackout Dates:**
 - Submit blackout dates using the Tournament Blackout Dates By Team Form to the ice coordinator. Ensure no tournaments are scheduled during tiering rounds or specific blackout weekends in the regular season.

These responsibilities are crucial for ensuring the smooth operation of the hockey team and fostering a supportive environment for players, coaches, and parents alike.

If you have any questions, need manager related help, or need clarification throughout the season, please contact the Manager Liaison at manager.blackfaldsbulldogs@gmail.com.

You can also find more info at <https://www.blackfaldsminorhockey.ca/content/managers>

Important Contact Information

BMHA President:	president.blackfaldsbulldogs@gmail.com
BMHA Vice President:	vp.blackfaldsbulldogs@gmail.com
BMHA Secretary:	secretary.blackfaldsbulldogs@gmail.com
BMHA Treasurer:	treasurer.blackfaldsbulldogs@gmail.com
BMHA Registrar:	registrar.blackfaldsbulldogs@gmail.com
BMHA Ice Scheduler:	icescheduler.blackfaldsbulldogs@gmail.com
BMHA Fundraising Coordinator:	fundraiser.blackfaldsbulldogs@gmail.com
BMHA Referee Assignor:	refassignor.blackfaldsbulldogs@gmail.com
BMHA Tournaments:	tournaments.blackfaldsbulldogs@gmail.com
BMHA Coach Liaison:	coachliaison.blackfaldsbulldogs@gmail.com
BMHA Equipment Manager:	equipment.blackfaldsbulldogs@gmail.com
BMHA CAHL Director:	CAHLdirector.blackfaldsbulldogs@gmail.com

Division Directors:

BMHA Pups/U7 Director:	pups.U7.blackfaldsbulldogs@gmail.com
BMHA U9 Director:	U9.blackfaldsbulldogs@gmail.com
BMHA U11 Director:	U11.blackfaldsbulldogs@gmail.com
BMHA U13 Director:	U13.blackfaldsbulldogs@gmail.com
BMHA U15 & U18 Director:	U15.U18.blackfaldsbulldogs@gmail.com

Other Contacts:

BMHA Referee in Chief:	refinchief.blackfaldsbulldogs@gmail.com
BMHA Manager Liaison:	manager.blackfaldsbulldogs@gmail.com
BMHA Diversity & Inclusion Director:	inclusion.blackfaldsbulldogs@gmail.com
Goalie Director	goaliecoach.blackfaldsbulldogs@gmail.com

Hockey Alberta Central Zone Discipline Reps:

Daryl Pickering (Intro to Hockey, U11 & U18)	disciplinecentral1@hockeyalberta.ca
Jim Wood (U13 & U15)	disciplinecentral2@hockeyalberta.ca

Section 1 – Initial Parent/Coach Meeting

1.1 Team Meeting Information

Team Meetings are essential in the development of communication within the team. An initial meeting should be set up shortly following the formation of the team – for some, this will be the first time they meet other players/parents/coaching staff. **The initial team meeting should include agenda items such as: seasonal plans, parent volunteers/expectations, coaches/player/parent conduct, safety, and preliminary budget.** This helps to ensure that all parents understand the commitment, both time and financial (including tournaments), up-front and before the season commences. Work with your coach on creating a meeting format. You **MUST** invite the President/Vice President to your team meeting.

A Team Meeting template is attached at the end of this document, as [Appendix A](#). You can use that document or create your own...some coaches may have their own template already. Some of the following points should be discussed:

1.1 a) Volunteers:

- A team cannot run without the help of parent volunteers. Please see Section 2 for more information on roles and what volunteer positions a team will need.

1.1 b) Budget (you can work with your coach and team treasurer on this):

When creating the team budget, be sure to discuss the following:

- Do you want extra power skating, training (input from the coach/coaches)?
- Team Apparel (sponsored or not – no canvassing for this)
- Away Tournaments
 - CAHL will only allow 2, an away and your home tournament. IF a tournament falls on a blackout weekend, you could potentially attend 3 tournaments
- Any Fundraising (to bring in money for away tournaments) or Slush fund monies

1.1 c) Team Snap/RAMP Team App:

- Decide as a team how you want to communicate. It really all depends on the team on whether you use the Team Snap App or RAMP Team. It will be up to the manager to get whichever app is chosen up and running for their team. **IF you decide on Team Snap, decide in the budgeting if you want to use the free version or a paid version (keeping in mind that the free version only allows around 15 players on your roster (including coaches) and no availability tracking). If team snap is chosen, you can always ask the team about using some money fundraised to pay you back for the purchase.
- Once an app is decided on, ensure that all practices and games are uploaded. * * You will need to double check games & practice ice throughout the season, to make sure they haven't changed.
- You will need to get all parents email addresses if they wish to be part of Team Snap or RAMP. These usually come on the team list you are provided from the Registrar.

1.1 d) Respect In Sport:

- Ensure ALL families on your team have completed Respect In Sport Parent. The BMHA Registrar will have a list of the families needing to complete this. If a parent has not done the RIS Parent, the player is **NOT** allowed on the ice (practice or games) until it has been completed by a parent.

1.1 e) Code of Conduct:

- Continuing for the 2024-25 season: Manager Pledge forms.
- The code of conduct should be discussed as part of the expectations for parents & players during that first team meeting. Some topics for the code of conduct could be:
 - Conduct at practices, games, team events/functions – players & parents
 - Locker room conduct & procedures (for before and after games/practices)
 - Team attitude (coaches/players and parents)
 - RESPECT
 - Harassment
 - Foul Language, Rule 11 (Hockey Canada)***
 - Cell Phone policies (**NO cell phones allowed in the dressing rooms...period!**)

1.1 f) Disputes:

- Any issues that come up, should be dealt with **AFTER a 24 hour** cooling period! After that cooling period, the issue should be brought up to the team manager first, then the coach can be brought in if necessary. IF the issue cannot be dealt with at a team level, the manager will reach out to the division director for the next appropriate step.

1.1 g) Name Bars on Jersey's

- At this time, BMHA will not allow name bars or any altering to BMHA game jersey's. This decreases the life of the jersey and jersey's are not cheap. However, this is tabled for further discussion at future board meetings.

Section 2 – Team Volunteers & Delegations

2.1 Team Parent Volunteers

One of the most important things the Team Manager can do is delegate!! Most parents will be prepared to volunteer in some capacity. Parent volunteer positions include:

1. Team Treasurer
2. Fundraiser
3. Safety Person
4. Grievance Person
5. Jersey Parent or Parents
6. Tournament Rep(s)
7. Picture & Apparel Parent
8. Data Entry (Recommended for U11 and up)
9. Bingo & Casino Night(s)

Once volunteers have been selected, the team manager should circulate a volunteer position list to all parents. This will help direct information and ideas to the proper person. The Team Manager should be aware of or be involved in the operations of these sub-committees and should pass along updates to the rest of the team. Should a volunteer not carry through with their tasks, this supervision and monitoring will ensure the problem is caught early on.

Here is a breakdown of the volunteer positions with a small description:

2.1 a) Team Treasurer

The team treasurer will take care of all money for the season. This is a 2-person signing account, meaning any cheques written need 2 signatures. Typically, the treasurer and manager will be on the account. The Treasurer on the Executive will give all teams a copy of the minutes in order to go change the signors from the previous year. This document will need to be taken to Servus Credit Union in Blackfalds. Once they have it, they change the information and will email documents to both signors to sign via docusign.

The team treasurer will be responsible for making up a spreadsheet to keep track of the money made from fundraising, etc. and the money spent (going to tournaments, apparel, etc.). Each team will be given 50 cheques and a deposit book. Leftover cheques and the deposit book Must be returned to the BMHA Treasurer at the end of season; along with a statement of account by March 31st of that hockey season. The team accounts need to be under \$10.00 by April 1 of that hockey season. Any monies left in the account after April 1st, will go back into BMHA.

At the team meeting, you will need to decide on whether or not you will collect seed money from the families on your team. IF you enter an away tournament that is early in the season and you need to pay for that tournament, OR you would like to order team apparel, you have the option to ask parents for seed money. This money could be given back at the end of a season once you have had a chance to fundraise or find a team sponsor.

2.1 b) Fundraiser

The fundraiser, with help from the team parents, will decide on what fundraising they would like to do for the season, if any. **You MUST contact the BMHA Fundraising Coordinator** with ALL plans for fundraising (including bottle drives) so they can moderate which teams are doing what, this includes bottle drives. Any licensing needing to be pulled (i.e. Booze Baskets) are the team's responsibility to obtain from AGLC (after you have approval from the BMHA Fundraiser).

Determining what funds can be spent on – Please see [Appendix E](#) – Gaming & Non-Gaming Money for examples of what fundraising can be spent on, depending on if it's a licensed (gaming) or non-licensed (non-gaming) fundraiser. If there any questions regarding this, please contact the BMHA Fundraiser at fundraiser.blackfaldsbulldogs@gmail.com.

*Families on your team that have opted out of the BMHA Fundraising still have to participate in Team Fundraising. That option when they signed up is ONLY for the BMHA lead fundraising (BMHA 50/50s, Bingo's and Casino's).

2.1 c) Safety person – Mandated by Hockey Alberta

Please see [Appendix G](#) for Safety Rep Info

2.1 d) Grievance Rep / Parent Liaison

Grievance Rep is a parent on the team that will work to resolving issues that may arise throughout the season, with the assistance of the Division Director. Grievance is for your own team! Read more on the [Grievance Procedure](#).

2.1 e) Jersey Parent or Parents

You can ask for 1 or 2 volunteers for this position. Some teams have a Home Jersey Parent and an Away Jersey Parent (although, both sets of jersey's should be at every game, just in case 1 set is forgotten....yes it has happened!!). Jersey parents are required to bring washed, clean jersey's to the games. Washing after every game (at higher levels especially) is recommended. Jersey parents will also ensure that all jersey's are handed in at the end of the year. **Players are NOT allowed to take jersey's home with them.**

2.1 f) Tournament Rep(s)

The tournament Rep(s) will be in charge of planning the HOME tournament for their child/children's age group. Depending on how many teams are in that age group, this could be 1 or 2 volunteers from each team to be on this planning committee (to be safe, have a main volunteer and a second or back up, just in case 2 is needed). This committee will be led by the BMHA Tournament Rep; they will help and guide to ensure a successful home tournament. You will need to email the tournament rep the name(s) of your volunteers so they can contact them when needed (tournaments.blackfaldsbulldogs@gmail.com).

Home tournament dates & information can be found on the BMHA website under BMHA Information, then BMHA Hosted Tournaments and Jamboree's.

2.1 g) Picture & Apparel Parent:

➤ **Picture Night:**

- Volunteer (usually the manager) will be the one to fill out the team information once the pictures are taken. Usually, the photographer will send the team photo and have you identify each player/coach in order on the picture.
- All players will receive a photo mate at no cost.

➤ **Apparel:**

- BMHA has created a guideline that must be followed when ordering team apparel, such as colors of track suits/jackets, stitching colors, etc. For Apparel expectations and Preferred Apparel suppliers, please visit the BMHA website and click on BMHA Information, then Apparel (please note that TBS has rebranded to Legacy Branding Co).
- Teams can purchase team apparel...either through non-AGLC fundraising monies, sponsors for the team or having each parent buy their own.
- If your team decides to place a team order, this person will be the one to connect with the store and get sizing samples, write each player's sizing down, help collect the money for the apparel (if needed) and pick up the order.
- If you get team sponsorship (if a company wants to sponsor apparel for all the kids on your team), you will have to figure out what clothing options are in the price range of the sponsored amount. It could be hoodies, toques, track suits or just a jacket or pants. That is up to you to decide with the sponsor.



2.1 h) Data Entry

Data entry person will help the manager by entering the scores/penalties from each HOME game. These must be entered as is on the game sheet, you **cannot** make changes once the refs have signed off on them! Send them with the home copy of the game sheet to do this. The games Need to be entered by midnight on the Monday following the game, or a \$50 fine could be sent to your team from CAHL.

The registrar will need to send in a form to CAHL for the Data Entry Person (just letting them know who it is). Please let the Registrar and/or Manager Liaison know who your team data entry person is, along with their contact info as soon as you have it. Contact the Manager Liaison or Registrar with any questions.

2.1 j) Association Bingo's & Casino Night(s)

BINGO: Your team will need to secure 4-10 people to work a bingo. Once the BMHA Fundraising Coordinator has dates and times for the bingo's for the year, they will determine which teams are working which dates and send an email to all team managers, letting you know your date. If you share a date with another team, you would need to have 4-5 parents volunteer. If your team has their own bingo date, you will need 8-10 volunteers. Names of the volunteers need to be sent to the BMHA Fundraising Coordinator at least 2 weeks prior to your bingo date.

IF a volunteer that signed up, can no longer work the bingo, they are responsible for covering the shift or to pay someone else to work the bingo on behalf of your team. You as manager, are not responsible for finding someone else to fill that spot.

CASINO: Every 3rd year, BMHA gets a Casino night. The BMHA Fundraising Coordinator will send an email out to team managers asking for 1 volunteer per team. From the names they receive from each team, they will then do a draw for the 10 volunteers needed and the BMHA Fundraising Coordinator will contact those managers and let them know their volunteer was chosen. The shifts are usually 3 pm to 1 am and most likely on a weekday.

Section 3 – Record Keeping

3.1 Player Affiliations

U11 – U18 can have UP to 10 affiliates listed on their rosters. These affiliates must be from lesser tiered teams in your age division OR the age division below yours, depending on your tier. For example, if you are U13-2, you can affiliate up to 10 players from U13-3, U13-4, (you can never affiliate from a team higher than you). Your affiliates **MUST** be on your HCR & approved by CAHL to play in a game, or they do not get to play. You must let the BMHA Registrar know who your coach has chosen as affiliates so they can add them to your roster. Ask the Registrar for an approved copy of your HCR if you don't receive one. NEW for 2024 - you can use affiliates to replace suspended players this season. There is now a form you can fill out to check what levels you can pull from: <https://survey.zohopublic.com/zs/iECUHP>. The Hockey Alberta affiliate photo's are attached as **Appendix F**.

Playing a player that is ineligible (not on your roster) will result in your coach being suspended indefinitely, or if you fail to notify CAHL and confirm with your Tier Governor, your team could be fined up to \$300.

You may only use affiliate players to replace missing players; you may not go over your original number of players or strengthen your team. If this is the case, your team could be fined up to \$300 from CAHL and other Sanctions could apply (5. L in 2023- 24 CAHL Game Regulations). There is a google form to fill out every time you need to use an affiliate player (CAHL website, under forms-Affiliation Forms). Just click on your division and fill out the form: http://cahlhockey.net/page.php?page_id=63466. This form will need to be filled out and submitted EVERY time you want to use an affiliate. You only get to use the same affiliate player a maximum of 10 times throughout the season.

3.2 Suspensions & Fines

The Coach and Manager of ALL CAHL Teams have a few additional responsibilities to ensure timely reporting and completion of all CAHL and Hockey Alberta Game Suspensions.

All suspensions may be served in any CAHL scheduled games or sanctioned Hockey Alberta Games (in Provincials or Sanctioned Tournaments) but NOT in exhibition games. Any Suspensions received in a Tournament or Hockey Alberta Games **MUST** be reported to your CAHL Governor **within 24 hours** of being notified they have a suspension to serve. Paperwork showing the suspension has been served from Hockey Alberta's Zone discipline coordinators must also be forwarded to the Governor to show it has been partially or completely served and the player is eligible to return to play in CAHL games. Suspended players are still allowed to practice with their teams.

If there is any question at all if the player is suspended and you have not received a suspension notice, **please do not allow the player to play in a game until you have received confirmation from either the CAHL Governor or association President.** IF the player is serving a suspension, please ensure that it's marked on the game sheet roster beside his/her name (ex. Connor McDavid, susp 1/1 or susp 1/2), on all 3 stickers.

Please see the CAHL Game Regulation for detailed requirements around reporting of suspensions and potential suspensions.

Actions for Suspended Players or Coaches

1. Should one of your players or coaches receive a penalty that results in a 5 minute Major penalty and/or a game ejection and you are unable to contact or have not heard back from a CAHL Governor or Lead Governor responsible for the Tier/Division to receive a ruling on the infraction, **DO NOT LET THE PLAYER OR COACH PLAY OR BE INVOLVED IN ANY FURTHER GAMES UNTIL IT HAS BEEN RULED UPON!**

It is the Coaches responsibility to ensure ineligible players are not playing. Playing an ineligible player could lead to forfeiting games and indefinite suspensions for Coaches, and possibly Managers and Players.

2. Should one of your players or coaches receive a penalty resulting in a suspension, that player or coach shall not be permitted to be involved in any game activity until the suspension, as handed down, has been served in its entirety. You MUST make sure “SUSP 1 of 1 (or 1 of 2, etc.)” is noted on the Game Sheet, this provides documentation that the suspension was served.
3. Any suspended Player or Coach is not permitted to go into the dressing room, go within 50 feet of the player’s bench or communicate in any way with the Team bench while serving a suspension during any game as per Hockey Canada requirements.

3.3 Grievance Process

If there is a grievance of any kind, it will try to be worked out within the team first. If it cannot be resolved, then we move to the grievance process. If you would like more information on grievance’s, please go to the BMHA website, under BMHA Information - Policies, Procedures, Forms - and then under Additional Resources – Grievance Procedure.

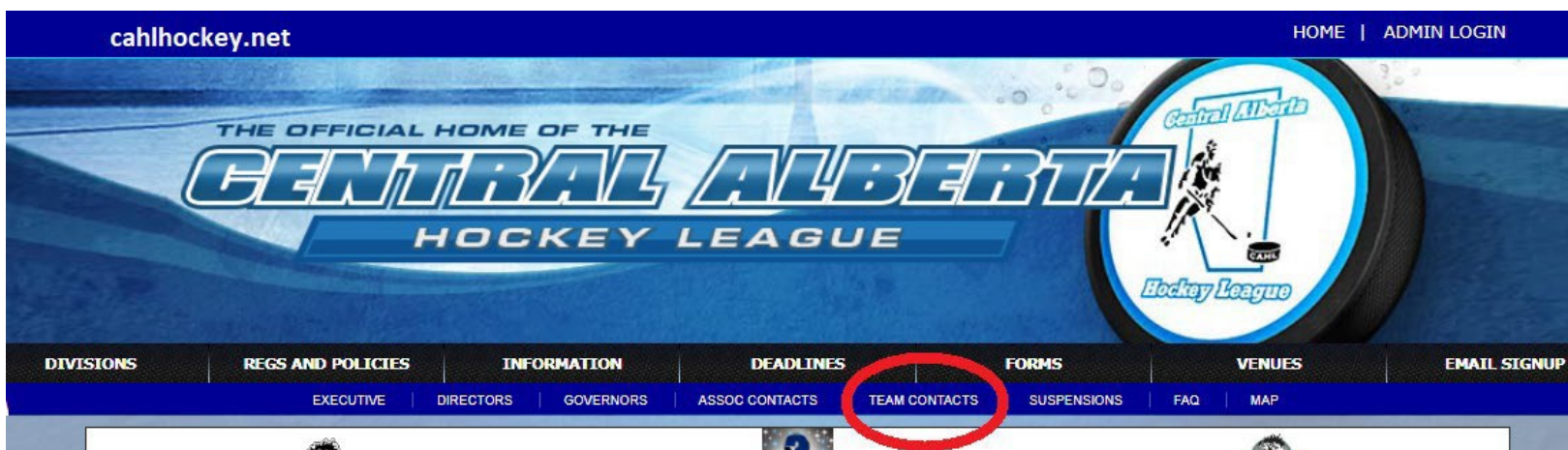
Section 4 – Organizing Games

4.1 Game Rescheduling, Postponements, Cancellations & TBA's

It is important that the Team Manager understand the requirements, to be available and follow the CAHL game schedule. Your team MUST be available to accommodate for any game changes during the tiering round and for the first two (2) weekends and the last weekend of regular season. Your team is welcome to go to tournaments on the tiering break weekend in November and weekend(s) you have submitted to the League Scheduler that have been approved.

Rescheduling games is sometimes required, for various reasons. All that is required is that you follow the game postponement or change procedures and policy. CAHL will allow you two (2) game changes per regular season. If you need to reschedule a home game, you need to ask the Ice Scheduler for dates/times to offer the other manager. You will then contact the manager from the opposing team to offer the dates from the Ice Scheduler (same process for away, but you will be offered the ice from the other manager). Once a date has been set, please fill out the game change form and sign it, along with the other manager signing and then send it to you CAHL Governor for signature/approval. These forms can be found on the CAHL website under Forms, Other Forms (Game Change Form - http://cahlhockey.net/page.php?page_id=63466). A copy of the form is attached in [Appendix B](#).

You can find a list of the managers for other teams on the CAHL website as well. If you go to <http://cahlhockey.net> and click on the Team Contacts section (see picture below). You can select what town or city you want to see contact info for (just make sure you select the right Team/Tier). For example, if you want to find the Managers contact info for Olds U11A, you would go under Team Contacts/Olds/ U11T1-OldsA. The Coaches and Manager's names, email and phone number should be listed.



Weather Related Game Issues (from the CAHL website) - You do not have the authority to cancel a game. Please follow the policy below:

- Officially the CAHL does not tell a team they have to travel and they do not cancel or postpone games either because of weather. They are not in the vehicles that have to travel to the other locations; the travelling teams need to decide not CAHL.
- So Governors will not approve any cancellation of any games due to weather; as well not advise any team they have to travel. The travelling team must decide if it is safe to travel or not.
- Officially; The CAHL Weather Policy is: Game Regulations section 9 L part 4:
In the instance that a significant poor or bad weather event has happened or imminently will happen in the area a visiting team must travel to or through to get to a scheduled CAHL game, Section 9 L, part 4 / 4a above and the remaining portions of this policy will not come into affect if:
 1. there is agreement in writing (email is acceptable) that both CAHL members (both Team Managers/Coaches **and** both CAHL Directors or their designate) feel that it is not safe to travel and
 2. a detailed written agreement (email is acceptable) is forwarded to the responsible Tier Governor, Division Lead Governor and Division Vice President that identifies the agreement and the efforts to reschedule the game happen as soon as practical and
 3. both parties split the costs evenly of the Ice and Referees for the game affected by the weather. The Home team Member will invoice the guest member for 50% of the game costs associated with the weather interruption.
 4. The Visiting team member will have 30 days to pay the invoice, or the remaining portions of the rule below may apply.

4.2 Manager Role for Home Games

4.2 a) U11 to U18 Home Game Information

Assign (or ask your parents) volunteers for the time box. You will need 4 volunteers per home game: 1 for the clock, 1 for the game sheet and 1 for each penalty door (usually one of the door people do music as well). If you are assigning for each game (which is the easiest way to do it), you should try and do a few weeks at a time, so that parents know when their turn to work the box is coming. If you do a schedule, make sure to tell your parents that if they cannot work the shift you have assigned them, that it is up to THEM to find someone to switch with or take their shift. This is not on you, as manager, to find replacements for the game. ****NO Children are allowed to be in the timebox during games!!!**** ****Please make sure that parents in the box and adults on the bench are not talking about players, officials, or making comments about the game. Blackfalds has installed Live Barn and there are microphones by the box and near the benches, everything can be heard.****

Pre Game

- Prepare a game sheet for the game. The visitors usually complete the game book first and then the home team (but it's not required). Make sure the visiting coach has signed the game sheet!
- Once you have the game book, put your sticker on each of the 3 pages and fill out any information required for the game details. You can find the game numbers on the CAHL website under your Team Schedule (see sample of game sheet in [Appendix C](#)).
- Find your coach and have them cross off any missing/suspended/injured players/coaches. The coach **MUST** sign the gamebook under the roster sticker.
- Ensure your coach has game pucks available (needed for your team and visiting team for warm up prior to a game).

Post Game

- Once the game has finished, get the gamebook from the timebox volunteer. Ensure that ALL information has been filled out properly (goals, penalties, start & end times, etc.) and that ALL Officials have signed in their designated spots. Please note, that the drop clock section will never need to be filled out. We are not a drop clock association!
- Take a picture of completed game sheet in a scanner app on your phone (ex: Simple Scanner or “Notes on an iPhone”) so you can send a picture to your CAHL Governor. You must email a copy to your Governor within 24 hours of the game.
- Find the team manager (or coach) from the away team to give them their copy of the game sheet and/or any write ups if necessary.
- Give the home team copy of game sheet to the Data Entry person to take home and enter the information.

Referees/Linesman Info

The BMHA Ref Assignor will schedule officials for all home games, as long as they are entered on the CAHL website (CAHL will enter, you just need to go in and make sure all games are there) & RAMP. Any games not on RAMP, the Ref Assignor cannot see. You MUST let them know if you have an exhibition home game or if you change or cancel a home game. Officials need at least 24 hours notice to cancel a game. Remind your players/parents/coaches to RESPECT officials! There is ZERO Tolerance!

Officials may not be a head ref in any CAHL game if they have an immediate family member (parent, sibling, child, etc.) participating in that game. They can be a linesman, as long as the opposing team is given notice of this prior to the game with both teams agreeing and signing off on the front of the CAHL Game Sheet to that fact (4. D in 2023-24 CAHL Game Regulations).

4.3 Manager Role for Away Games

4.3 a) U11 to U18 Game Information

- When you go to an away game, you will need to search out the manager from that team to get the game book. Once you have the game book, you will need to put your team roster stickers on each of the 3 pages and have your coach cross off any absent/injured/suspended players/coaches (on all 3 copies) and have them SIGN the book.
- After the game is over, the away manager should find you again to give you your copy of the game sheet (and/or any write ups that may happen) - Make sure you don't leave without a copy of the game sheet and/or write ups. You don't need to send the away game sheets to your CAHL Governor, as the home manager is responsible for that. Just keep your copy for your records.
- Once the Home team data entry person has uploaded the game data, confirm it is accurate with your copy of the game sheet.

4.4 Game Sheet Labels & CAHL Game Sheet Requirements

Labels Game Sheets: U11 – U18 Teams

Once you have a roster with jersey numbers, you will want to make and print labels for your season. **Keep in mind, that you will need 3 labels every game you play!**

If you go on the CAHL website, under Information, you will see under Tools “*Label Maker for Rosters for Game sheets*”. When you click on that, it will open an Excel sheet, with the instructions on top in blue. There are 2 tabs; The first tab is “Master Input & Instructions”. You will put in the player numbers and names as shown (LAST name ALL CAPS, First Name regular) on this tab, along with the HC & ACs as the Team Management spots (**DO NOT put your name as manager on the team labels**).

Once you complete that, click on the “Master Label Sheet” tab to see your stickers. Add your Team name, as registered with CAHL to the column at the top of the master label sheet. To do this, delete the column between the 2 sets of stickers and add the new one at the top of the left side labels. The right side already has the column at the top! You may need to format that new column to make it the same size as the other columns.

You can print these on Avery 5153 Shipping Labels. Always print 1 page on plain paper first to make sure they will line up with the actual label, especially with larger teams. I also suggest not to print a pile of game sheet labels until you have your HCR complete. See [Appendix D](#) for an example.

****NOTE**** Managers are **NOT allowed** to have your name on the team labels and **NOT allowed** to work in the timebox during a home game. The only exception to have your name on labels is if you are also on the HCR as a coach. No coaches are allowed to be off-ice officials, so cannot work in the timebox.

Exception for timebox is for home Exhibition games – because exhibition games are not CAHL scheduled games (they are Hockey Alberta managed), managers can be in the timebox, but still not deemed necessary (good practice to stay out).

IF you need help with creating labels, or have questions, please contact the Manager Liaison at manager.blackfaldsbulldogs@gmail.com.

CAHL Game Sheet Requirements

Managers, please ensure that the Timekeeper and Scorekeeper are fully aware of their responsibilities. Pursuant to Hockey Alberta and Hockey Canada Regulations, anyone in the Timekeepers box understands that they are considered Off Ice Officials. They are to **remain unbiased** while performing their duties. **They should not converse with players in the penalty box** except to get information (jersey # for example). They should never make contact with opposing team players on the ice or coaches on the benches; Time recorded on the game sheets is as it appears on the clock. Do not subtract from 20:00; No swearing or profane music in the time box; Do not question the referees call. You may ask them to repeat or explain the signal. The only exception would be if they have awarded a point to a player that is not on the roster.

Please see the [CAHL Off-Ice Officials Manual](#) for additional instructions and specific requirements for game sheet details. Every effort must be made to ensure the accuracy, legibility and content of game sheets when completed is accurate and complete. Failure to do so will result in fines from the CAHL as per the [policies and regulations](#).

4.5 Exhibition Games

At the beginning of the season, your team may decide to take part in some exhibition games with other teams nearby. IF you would like to play exhibition games (home or away), you must do the following:

- **Home Exhibition Games:** you **MUST** ask the ice scheduler if there is any open ice (game times are usually longer than the hour of practice that are scheduled):
icescheduler.blackfaldsbulldogs@gmail.com.
- For home exhibition games, you also need to contact the ref assignor for officials:
refassignor.blackfaldsbulldogs@gmail.com.
- For home exhibition games, you are still responsible to obtain the Exhibition Game Sanction. Email the registrar to obtain this.
- For **AWAY Exhibition Games**, just have your game roster stickers available, and you will have to get the coach to sign the game book before the game.

NOTE: Any players that are injured or not playing (other than serving a suspension, which they cannot be near the bench) in a game or practice **MUST** wear full equipment if on the bench.

Exception for timebox is for home Exhibition games – because exhibition games are not CAHL scheduled games (they are Hockey Alberta managed), managers can be in the timebox, but still not deemed necessary (good practice to stay out).

4.6 Provincials

If your team makes Provincials, they will be played at the end of the season. Your team will need to be prepared to play on various occasions and locations, pending your tiering placement through playoffs. More information will come closer to that point in the season from CAHL.

Section 5: BMHA Ice Information

Proper communication flow regarding ice will come from the **Manager ONLY!!** Contact BMHA Ice Scheduler via email at icescheduler.blackfaldsbulldogs@gmail.com.

5.1 Practice Ice

- Teams are responsible for their designated ice slot (weekday and weekend), unless it is given back with a **minimum 10 days notice**. Teams will be charged the BMHA rate plus applicable taxes and fees, if ice is not correctly returned and as a result, the ice goes unused. If an alternate user is found, or at the discretion of the Ice Scheduler, the team will not be held responsible.
- Morning ice will be scheduled. It may be returned but will not be made up.
- Blackfalds ice times will take priority over outsourced venues whenever possible. Practices or Games will not be booked at an outsourced venue if a Blackfalds ice time has been offered and there is no reason why it cannot be accepted
- Ice Scheduler will enter and edit all practice slots for each team. Managers have access via RAMP team login; **DO NOT edit or delete any practices that are on schedule.**
- Practices are assigned as Shared Ice or Full Ice appropriate to each level and Hockey Alberta recommendations.
- Practices will be assigned as equal as possible throughout the season. BMHA will schedule 2 practice slots per week. Practices may never be equal due to Holidays, Tournaments and team cancellations or modifications. Practices may not always be the same day or time each week, so Managers are responsible to check schedule frequently. Managers, please inform the team you are managing to also frequently check schedule.
- Ice times will be age appropriate unless otherwise agreed upon. Reasonable requests will be at the discretion of the Ice Scheduler.
- Teams will be allowed 1 final ice time after their season has come to an end for one last practice/team windup.
- Teams still in tournaments after their season has ended will be scheduled regular ice times until the completion of their tournament or ice is no longer available to BMHA.

5.2 Game Ice

- Ice Scheduler will provide CAHL game slots per team; CAHL will then allocate the game slots to BMHA teams and upload to CAHL Website.
- Games do trump practices; there may be some circumstances where practices are cancelled due to needing that ice time for a game. For those teams that may lose a practice, the ice scheduler will try and make it up if ice is available. Games will take priority over weekend practices. Weekend practices may be cancelled on short notice.
- All teams must be available to play during League Tiering, League Blackouts, Provincial Playdown time frames specified by Hockey Alberta and League Playoffs. NO exceptions will be made.
- If your designated Game slot is changed, your team will still be required to use the ice as a practice unless there is a conflict or there is enough time to return it. **Don't forget to notify the BMHA Referee Assignor if a game is cancelled.**
- CAHL Tiering, Regular Season and Playoff Games are entered by the League and cannot be modified in by the Ice Scheduler. Please follow all CAHL policies and procedures for their assigned games for any changes. ****Please contact your Ice Scheduler ASAP if you need to offer times due to a game change.****

- **All U11-U18 Exhibition, League, and Provincial Playdown Games will be entered in RAMP by the Team Manager.**
- All Home Tournaments will be entered by the Ice Scheduler. Do not enter away tournaments in RAMP.
- Check your League websites for Blackout & Holiday dates. Tournaments and Exhibition games are not to be played during Blackouts and only Exhibition games can be played during Holidays. CAHL will only allow for 2 Tournaments to be submitted without game change requests (#1 being BMHA home tournament and #2 being team choice).
- Tournament submission is up to the Manager to submit to the ice scheduler. For 2024, the date to submit to CAHL is October 27, 2024 by 11:30 pm. So the ice scheduler will want the tournament dates by October 23, 2024 so they have time to compile the dates.
- Best efforts will be made to fill all Open Ice with practices, exhibition games or offered to other user groups.
- All ice offering procedures for Provincial Playdowns, League Playoffs and Game changes can be found under Managers on the BMHA website. If you cannot find the info there it will be in your League Manuals. Each League is different.

5.3 Game Slot Ice Allocation & Pathways

U11 Games

- 120 minute (2 hour) time slots with 1 flood between the 2nd and 3rd period
- 5 minute warm up
- Three 20-minute stop time periods (No Drop Clock Allowed)
 - The U11 Player Pathway provides an environment that helps all players at the U11 age level (9 and 10 years old) to realize their full potential. Hockey Canada strongly believes that the needs of the player should be at the forefront of the programming. The U11 Player Pathway delivers numerous benefits to participants and their families.
 - **FAIR AND EQUAL ICE TIME** is a key principle of the **U11 Player Pathway**. Fair and equal ice time is designed to ensure that all players get the same opportunity to contribute to the outcome of games, regardless of skill or ability.
 - A coach's responsibility is to develop all players to contribute.
 - **Shortening of the bench is not permitted.**
 - All players should receive as close to equal ice time as possible, including opportunities on special teams (power play and penalty killing).
 - All skaters should rotate through all positions to ensure each player can try each position (LW/C/RW/LD/RD)
 - Full-time goaltenders are allowed. If a team has two goalies, they should rotate for equal playing time and the goalie not playing should be allowed to play out as a skater. Any player on the team is also allowed to play goalie for a game. If a goalie evaluates as a goalie, they **MUST** get at least 50% of the games.
- **More on the U11 Pathway:** <https://www.hockeyalberta.ca/players/u11-pathway/>

U13 Games

- 120 minute (2 hour) time slot with 1 flood between the 2nd and 3rd period
- 5 minute warm up
- Three 20-minute stop time periods (No Drop Clock Allowed)

U15 & U18 Games

- 135 minutes (2 hours 15 minutes) time slot with 2 floods (2.5 hours will be scheduled for Provincial Playdown and League Playoff Games)
- 5 minute warm up
- Three 20-minute stop time periods (No Drop Clock Allowed)

Section 6 – Applying for Away Tournaments

CAHL will only allow 2 tournament dates to be submitted per team; 1 away tournament and your home tournament. Keep in mind that **you CANNOT enter into tournaments during tiering round OR the first TWO weekends or the LAST weekend of regular season!** Black out dates can be found on the CAHL website: http://cahlhockey.net/page.php?page_id=63464_20Deadlines. Managers will submit their blackout dates (tournament dates) to your ice scheduler, who will compile and submit all of the BMHA teams away tournaments to the CAHL scheduler. IF you can find a tournament on a blackout weekend (Nov 15 weekend, for example), you could potentially participate in 3 tournaments.

A lot of tournaments fill up quickly, so you are going to want to start looking and applying in the first couple of weeks of your team forming. If you are at an age group where tiering is happening, your coach should have a general idea of where you might fall (ex: Tier 3 / Tier 4). You will need to know this when applying for tournaments. You may want to apply for some of each tier the coach believes you may land, just to be safe (you can decline a tournament invite easier than trying to get in late). You can find a list of tournaments for your age group on the Hockey Alberta website: <https://www.hockeyalberta.ca/tournaments/> and select your age division. Clicking on the + sign on the right, will give you more information about each tournament. It will also tell you the contact person or the way to apply for the tournament. Make sure you apply for a few tournaments, just in case you don't get in to the one you are hoping for (always good to have a back up).

Once an away tournament is confirmed, you will want to book a hotel (as they book up quite quickly). You can call hotels and book a block of rooms for the families on your team. You then give that information out to the families, and they call in and book their room in the block you have saved.

Once you have an away tournament or jamboree booked, please email the Registrar for a Travel permit. You can find more information about travel permits and what information you need to provide in the next section (Section 7).

Once the registrar submits the information, you will receive an email stating that a request has been submitted (from Hockey Alberta), as long as you were entered as a secondary email in the request. Once approved, either Hockey Alberta or the Registrar will email you a copy of the approved travel permit. It's recommended that you print this and take it with you to your tournament, just in case.

Section 7: Travel Permits

Travel Permits – If you book an out of town tournament/jamboree, you need to get a travel permit from the Registrar. You will need to provide the following information:

- Tournament/Jamboree Sanction Number (might have to ask the rep from the away tournament/jamboree you applied for). Usually starts with **HA-12345678**.
- Date(s) of tournament/jamboree.
- How many games are guaranteed.
- Location of the tournament.
- Your contact info (name, email and phone number).

Section 8 Team Activities

Team activities can be things like Player Development or Team Building sessions. If your coach is interested in having some player development, there are a couple of companies you can look into: Cross-Ice Developments and Val Norrie are two well-known ones.

If you want to look at any Team Building activities (for example, the team going to Trailhead Climbing or something), please see the links below for proof of insurance and Sanctioned Guidelines that will be useful when booking team building activities.

Please see the link below for the form for proof of insurance:

<https://www.hockeyalberta.ca/members/insurance/>

Here is the link for Sanctioning Guidelines for events (dryland is covered on page 7):

https://www.hockeyalberta.ca/uploads/source/Insurance%20Forms/2021_2022HCSanctioningGuidelines.pdf

Section 9: BMHA Fundraising

BMHA does 3-4 Association wide 50/50 draws through the season. Tickets are \$2 each with a chance to win up to \$10,000 if it sells out! This will be on the fundraiser on your team to pick up tickets, handle the money and hand it all back in once the time comes. Please make sure that all books are intact and please make sure that you have counted all the money. ****All books and monies NEED to be returned by the date on the sign out sheet****

The BMHA Fundraising Coordinator will be keeping track of who sold tickets and who didn't...for those families that signed up for hockey under the Fundraising option! If you have any families on your team that opted out of the BMHA Fundraising, it will be noted or blacked out on your team list from the fundraiser when you pick up the 50/50 tickets. Reminder that families that opted out of the fundraising is only for the BMHA fundraising and they should still participate in team fundraising.

Section 10: Diversity & Inclusion

10.1 Hockey Alberta's Statement on Equity, Diversity & Inclusion:

Hockey Alberta acknowledges there are systemic challenges in our sport involving equity, diversity & inclusion.

- All forms of discrimination and maltreatment are unacceptable and must be removed.
- Hockey Alberta is committed to removing the challenges to ensure we are:
 - Creating a safe sport environment free of racism, discrimination, harassment and bullying for all participants.
 - Acting decisively to improve equity, diversity and inclusion so that our sport is accessible to all.
 - Nurturing a positive hockey culture where inclusiveness and belonging are expectations, not options.

Find more on Hockey Alberta's Commitment to Nurturing a Positive Hockey Culture through this link:

<https://www.hockeyalberta.ca/about-hockey-alberta/equity-diversity-inclusion/>

10.2 Hockey Canada Equity, Diversity & Inclusion (EDI) Path Forward:

Hockey Canada has published its first Equity, Diversity and Inclusion (EDI) Path Forward, which includes a Commitment to Action statement that summarizes the organization's ongoing work to drive long-term, sustainable change within the hockey ecosystem in Canada.

The entire Equity, Diversity and Inclusion Path Forward can be downloaded [here](#).

10.3 Hockey Alberta Independent Third Party Complaint Process:

Hockey Canada and its Members want to end the culture of silence that exists in parts of hockey.

To help ensure that we are a safe space for raising concerns, Hockey Canada has established a new, fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming. This reporting mechanism is known as the Independent Third Party and is led by Brian Ward and Jahmiah Ferdinand.

For more information, follow this link: <https://www.hockeyalberta.ca/members/maltreatment-bullying-harassment/independent-third-party/>

*****Rule 11 from Hockey Canada** is a very important rule to familiarize yourself with! Please remind your parents that this zero tolerance also applies to the entire parent group as well. To read Section 11 of the Hockey Canada Rulebook in its entirety, please [CLICK HERE](#).***

Appendix A – Team Meeting Template Sample

Agenda



1. Introductions
 - Welcome to the season
 - Parents (Introduce themselves & who their child is)
2. Coaches
 - Head Coach/Assistant Coaches, head coach to introduce himself and his assistant coaches.
 - Philosophy – the coach can go through if they want, not necessary though
 - Mission/ Vision - the coach can go through if they want, not necessary though
 - Season Goals
3. Expectations for Parents
 - Complete medical forms
 - Communication of concerns – come to the manager with concerns, it's our job as managers to deal with parents, so coaches can coach the kids
 - Support all kids
 - Benefit of the doubt
 - Game Day Expectations (how early to arrive, warm ups, attire, etc.)
 - Notification of absences
 - ABUSE OF TEAMMATES, OPPONENTS, AND OFFICIALS WILL NOT BE TOLERATED
4. Volunteer Positions
 - Team Treasurer -
 - Fundraiser -
 - Safety Person -
 - Grievance Person -
 - Jersey Parent – Home Jersey's -
 - Jersey Parent – Away Jersey's -
 - Tournament Rep (1 or 2, Tournament Executive will let you know) -
 - Picture & Apparel Parent -
 - Data Entry (Recommended for U11 and up) -
 - NEW ** Golf Tournament Volunteer (summer tournament, usually August) -
 - Association Bingo (Dates TBA) -
 - Casino Night (every 3rd year) -
5. Team Expectations
 - Rules and respect
 - Dressing room rules
 - Social Media
 - Music
 - Communication path
 - Referees and Officials

6. Team Budget

- Apparel – team sponsors or purchase individually? Where to purchase from (There are a few companies/rules listed on the BMHA website under BMHA Information/Apparel)?
- Seed money – Are we collecting seed money to pay for away tournaments?
- Fundraising – what is our monetary goal?
- Away Tournament – yes or no? Top 3 area's to look into?

7. Fundraising Ideas

- Get some ideas from the team for the fundraiser to start with! **Don't forget you MUST run your fundraising ideas through the BMHA Fundraising Coordinator!!** This includes bottle drives.

Feel free to contact me (manager) anytime by cell _____ or email _____.

Determine if coach wants contact info shared as well? Parents should talk to the manager first, as it's their job to "deal" with parents.



Appendix B – Game Change Form

(sample only as the form is an Excel document on the CAHL website)

Central Alberta Hockey League Game Change, Postponement or Reschedule Form

Use this form when requesting a game postponement,
rescheduling a game or to set the date for a TBA game.

Division: _____ Tier _____

Manager or Coach Making Request

Name: _____

Team: _____

Original Scheduled Game

Check if this is a TBA Replacement Game

Home Team: _____

Game # _____

Visiting Team: _____

Date: _____

Location: _____

Time: _____

- Check if this is a Postponement Request and reasons for your request below.
- Check if this request is allowed under CAHL Game Regulations 9 (m)

Replacement Game Slots (2) offered to team - unless teams agree on the first offered game

Date: _____

Date: _____

Time: _____

Time: _____

Location: _____

Location: _____

New Scheduled Game

Home Team: _____

Game # _____

Visiting Team: _____

Date: _____

Location: _____

Time: _____

Comments:

Both teams agree with the change as stated above.

Home Team Manager

Visiting Team Manager

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Governor has approved the change. Yes No

If not approved, please state reason.

Name: _____

Signature: _____

Date: _____

Appendix C – Game Sheet Example

Scoresheet must be filled in including officials' information. CAHL will impose fines to home team if information is missing. Head Coach must verify roster.

Central Alberta Hockey League Official Score Sheet

Game # _____

Home:

#	Name (Last, First)
31	Smith, David
1	Jones, Brad (C)
2	Thomas, Tim (A)
3	Johnson, Jeff (OA)
4	Daniels, Douglas (AP)

Tier: 1 2 3 (4) 5 6 7 8
 Training: U9 U11 U13 U15 U18
 Arena: Smithville Red Arena
 Date: December 20, 20XX
 W/U start: 8:00 AM (PW) (Game start 8:05 AM (PW))
 Clock drop: 9:57 AM (PW) (Game end: 10:00 AM (PW))

Referee: David Stevens
Linesman: Brad Dufour
Linesman: Denise Clark
Timekeeper: Tom Hicks
Scorekeeper: Dan Swanson
Penalty Keeper: Kyle Hanson
 Other: _____

Home Scoring

Period	Time	G	A	A
1	4:22	2	3	4

Visitor Scoring

Period	Time	G	A	A
1	8:17	4	6	29

Home:

HC	AC	AC	Tr	Mgr
Surter, Brian				

Home Goalie Stats

P	#	On	Off	Shots
1	31	0:00	20:00	35

Time Out

Team	Period	Time
H	1	9:10
V	2	15:30

Visitor Goalie Stats

P	#	On	Off	Shots
1	29	0:00	15:30	22
1	30	15:30	20	37

Visitor Scoring

Period	Time	G	A	A
1	8:17	4	6	29

Visitor:

#	Name (Last, First)
29	McDonald, Terry
30	Taylor, Dennis
2	Harper, Doug (C)
4	Danison, Tim
6	Morris, Brian (AP)

HC: Cox, Jamie
AC:
AC:
Tr:
Mgr:

Team Signoff

H. Coach Name: Brian Surter
 Signature: *[Signature]*

Home Penalty

P	#	Sv/d	Offense	Min	Start	End
1	31	4	SL	2	6:35	4:35

Team Signoff

H. Coach Name: Jamie Cox
 Signature: *[Signature]*

Visitor Penalty

P	#	Sv/d	Offense	Min	Start	End
2	6	4	CFB	5	10:16	15:16
2	6	6	GM	10	10:16	N/A

* Signatures

Any Misconduct penalties require an Official's Report

Appendix D – Game Sheet Label Creation

REMEMBER - NO MANAGER NAMES ARE TO GO ON THESE LABELS, UNLESS THEY ARE ALSO AN ASSISTANT COACH!!

Fill out the sheet below and the Master Label Sheet will Automatically be filled out for 10 - 5153 Labels. Print from the Master Label Sheet.

Use 5153 Shipping Labels

Each page will give you 10 - 2" * 4" labels

For Team Management Use:		For Players Use:	
C	Coach	The Players Number in the # Column	
AC	Assistant Coach	Fill out the team Roster Below	
T	Trainer	Print the Master Label Sheet to 5153 Shipping Labels	

If No Number and Name Please Enter A Space

Enter Information Below in the Gray Shaded Cells

Players Position	#	Name
Goalie	#33	ONE, Goalie
Goalie	#30	TWO, Goalie
Out Player # 1	#2	ONE, Player
Out Player # 2	#3	TWO, Player
Out Player # 3	#4	THREE, Player
Out Player # 4	#6	FOUR, Player
Out Player # 5	#8	FIVE, Player
Out Player # 6	#10	SIX, Player
Out Player # 7	#14	SEVEN, Player
Out Player # 8	#17	EIGHT, Player
Out Player # 9	#18	NINE, Player
Out Player # 10	#20	TEN, Player
Out Player # 11		
Out Player # 12		
Out Player # 13		
Out Player # 14		
Out Player # 15		
Out Player # 16		
Out Player # 17		
Out Player # 18		
Team Management # 1	C	COACH, Head
Team Management # 2	AC	COACH, Assistant
Team Management # 3	AC	COACH, Assistant
Team Management # 4	AC	COACH, Assistant
Team Management # 5	AC	COACH, Assistant

NOTE: Please list your roster in numerical format as that is how the rosters will appear on data entry screen!

ALSO: LIST YOUR LAST NAME, THEN FIRST NAME

eg. #2 TURNER, Chris
 #3 BOSS, Wesley
 #4 SAWYER, Ben
 #5 TURNER, Jodi

Master Input & Instructions | Master Label Sheet

Blackfalds U18T3	Blackfalds U18T3	Blackfalds U18T3	Blackfalds U18T3	Blackfalds U18T3
ONE, Goalie	#33 ONE, Goalie	#33 ONE, Goalie	#33 ONE, Goalie	#33 ONE, Goalie
ONE, Player	#2 ONE, Player	#2 ONE, Player	#2 ONE, Player	#2 ONE, Player
TWO, Player	#3 TWO, Player	#3 TWO, Player	#3 TWO, Player	#3 TWO, Player
THREE, Player	#4 THREE, Player	#4 THREE, Player	#4 THREE, Player	#4 THREE, Player
FOUR, Player	#6 FOUR, Player	#6 FOUR, Player	#6 FOUR, Player	#6 FOUR, Player
FIVE, Player	#8 FIVE, Player	#8 FIVE, Player	#8 FIVE, Player	#8 FIVE, Player
SIX, Player	#10 SIX, Player	#10 SIX, Player	#10 SIX, Player	#10 SIX, Player
SEVEN, Player	#14 SEVEN, Player	#14 SEVEN, Player	#14 SEVEN, Player	#14 SEVEN, Player
EIGHT, Player	#17 EIGHT, Player	#17 EIGHT, Player	#17 EIGHT, Player	#17 EIGHT, Player
NINE, Player	#18 NINE, Player	#18 NINE, Player	#18 NINE, Player	#18 NINE, Player
TEN, Player	#20 TEN, Player	#20 TEN, Player	#20 TEN, Player	#20 TEN, Player
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
COACH, Head	C COACH, Head	C COACH, Head	C COACH, Head	C COACH, Head
COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant
COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant
COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant
COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant	AC COACH, Assistant
Blackfalds U18T3	Blackfalds U18T3	Blackfalds U18T3	Blackfalds U18T3	Blackfalds U18T3
ONE, Goalie	#33 ONE, Goalie	#33 ONE, Goalie	#33 ONE, Goalie	#33 ONE, Goalie
ONE, Player	#2 ONE, Player	#2 ONE, Player	#2 ONE, Player	#2 ONE, Player
TWO, Player	#3 TWO, Player	#3 TWO, Player	#3 TWO, Player	#3 TWO, Player
THREE, Player	#4 THREE, Player	#4 THREE, Player	#4 THREE, Player	#4 THREE, Player
FOUR, Player	#6 FOUR, Player	#6 FOUR, Player	#6 FOUR, Player	#6 FOUR, Player
FIVE, Player	#8 FIVE, Player	#8 FIVE, Player	#8 FIVE, Player	#8 FIVE, Player
SIX, Player	#10 SIX, Player	#10 SIX, Player	#10 SIX, Player	#10 SIX, Player
SEVEN, Player	#14 SEVEN, Player	#14 SEVEN, Player	#14 SEVEN, Player	#14 SEVEN, Player
EIGHT, Player	#17 EIGHT, Player	#17 EIGHT, Player	#17 EIGHT, Player	#17 EIGHT, Player
NINE, Player	#18 NINE, Player	#18 NINE, Player	#18 NINE, Player	#18 NINE, Player
TEN, Player	#20 TEN, Player	#20 TEN, Player	#20 TEN, Player	#20 TEN, Player
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

Master Input & Instructions Master Label Sheet



Appendix E – Gaming & Non-Gaming Money

Blackfalds Minor Hockey Association

Team Fundraising Information

Non-Licensed Activities



*****All Team fundraisers need to be registered with the BMHA Fundraising Coordinator before going forward (fundraiser.blackfaldsbulldogs@gmail.com). This ensures that we do not have multiple teams doing the same or similar fundraising at the same time.**

For Non-Licensed (no license required) fundraising for your team, you may choose to raise funds through other means. These could include:

- Collecting Seed money from each player on the team at the start of the season. This is usually the case if you are applying for tournaments that are scheduled early in the season, before you get any fundraisers going.
 - The amount of seed money collected, should be decided at your parent meeting, so all parents have a say.
 - If you have siblings on your team, unfortunately, they will have to pay the seed money for each player.
 - At the end of the season, with any left-over funds...you would pay your parents back the seed money.
- Company sponsored funds.
 - If a family on your team works for or knows a company that wants to sponsor your team, find out from that company what they would like the money to be used for (clothing with their logo on it, tournament fees, etc.).
- Selling products that do not require a gaming license. Examples are below.

Fundraising ideas that Do Not require a license:

- Bottle drives (you MUST email the fundraising executive with a date, so that we don't have multiple teams out on the same day or week)
- Silent/Live Auctions
- Fundraising Sales – beef jerky, mom's pantry, etc.

Non-Licensed funds Can be used for (examples):

- Tournament entry fees
- Ice rental fees
- Team meals or team training
- Out of town travel costs (bus expense, etc.)
- Team apparel
- Ref/official fees
- Team social events (team bonding, wind up parties, etc.)
- Coach & assistant coaches, players, manager and/or volunteer appreciation gifts

*****Team funds CANNOT be spent on alcoholic beverages OR be given back to families if NO seed money was collected (no personal gain)*****

If you have questions, please contact the BMHA Fundraising Coordinator at fundraiser.blackfaldsbulldogs@gmail.com

Blackfalds Minor Hockey Association

Team Fundraising Information

Licensed Activities



*****All Team fundraisers need to be registered with the BMHA Fundraising Coordinator before going forward (fundraiser.blackfaldsbulldogs@gmail.com). This ensures that we do not have multiple teams doing the same or similar fundraising at the same time.**

The following are things that you **MUST** have an AGLC license for:

- 50/50 & Raffle Draws
- Wine Survivor
- Gift Basket Draws
- Christmas Cheer Draws
- Table Draws
- Poker Rally
- Squares Draw

It will be up to the fundraising rep on your team to apply for the AGLC license & follow all guidelines in the AGLC [Charitable Gaming Policies Handbook](#).

Here is how to apply for a license:

- To apply for approval to conduct raffle licenses fill out the [Eligibility for Raffle License \(Total Ticket Value \\$20,000 and Less Only\)](#) which includes an Internet Account Request Form to get your AGLC ID Number. There is no fee to apply for eligibility or the internet account. **Return completed forms to AGLC at gaming.licensing@aglc.ca or Fax: 780-447-8911.** **This application takes anywhere from 3 to 5 business days to review and they contact you if you're missing any information.

Once you have your license, please forward to the Fundraising Executive.

The fundraising team rep MUST close the license within 5 days of the fundraiser being complete (so within 5 days of a raffle draw being drawn, for example).

The Gaming License application will require:

- A description of the gaming activity
- A list of the dates, times and locations of all draws
- The cost of the individual tickets
- The color of the tickets to be used
- The number of tickets available to be sold (at each event)
- The percentage of prize distribution (50% for a 50/50) OR value of the prize(s) being awarded
- Estimated expenses for operating the draws (cost of buying rolls of tickets, advertising, etc)

Funds received through a gaming license have restrictions on what you can use them on. Here is what you **CAN** use gaming funds for:

- Tournament entry fees
- Ice rental fees
- Referee/Officials fees
- Team Meals during an AWAY tournament ONLY
- Team Training – so power skating practice, etc.
- Equipment that will remain the property of BMHA (not personal player equipment)

Gaming funds **CANNOT** be use for:

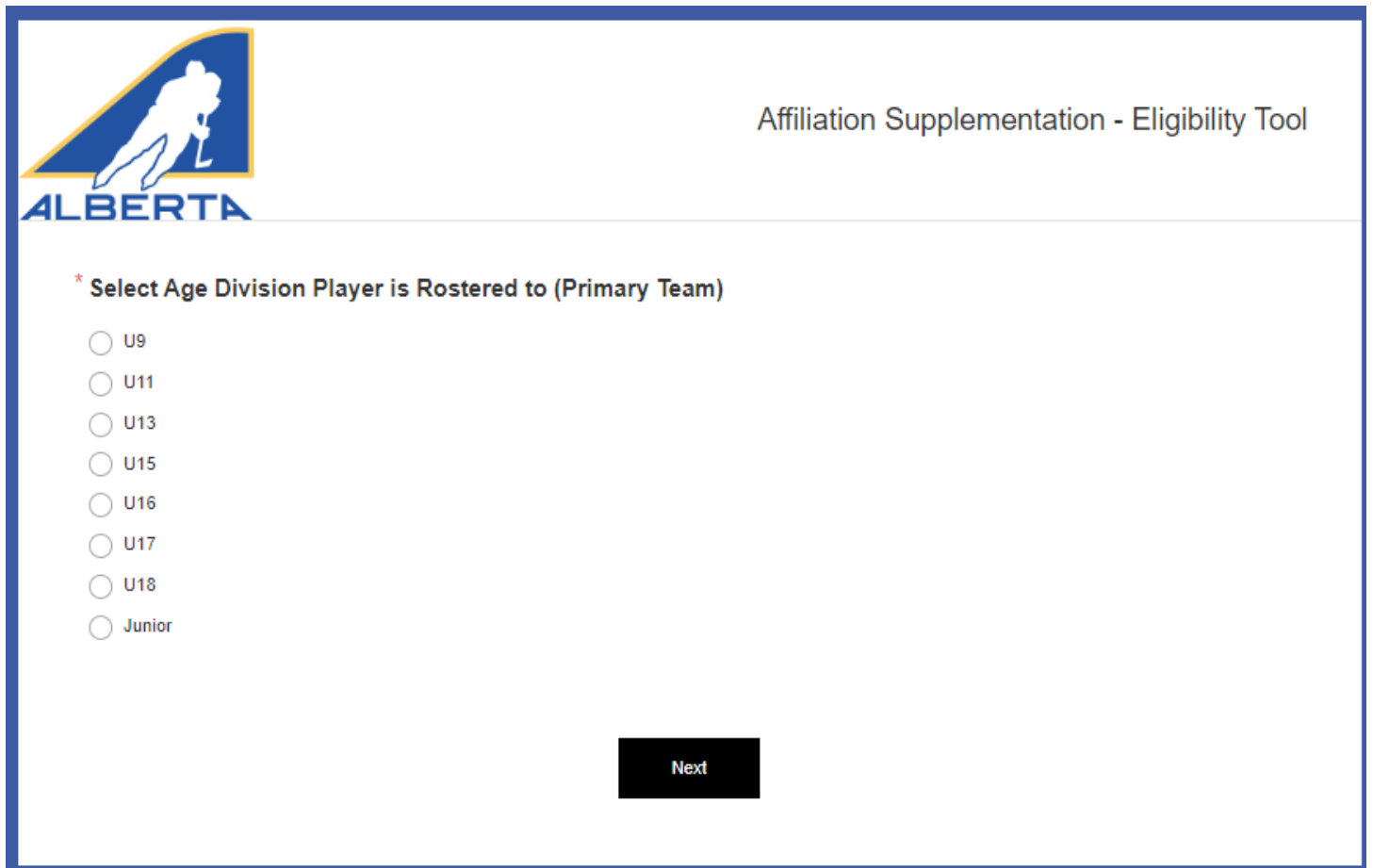
- Team Apparel
- Team Social Events of any kind
- Coach/Team/Volunteer Appreciation Gifts
- Alcoholic Beverages


Funds CANNOT be given back to families, period! Contact the BMHA Fundraising Coordinator with any questions.

Appendix F – Hockey Alberta Affiliations

There is now a form you can fill out to check what levels you can pull from for affiliations.

<https://survey.zohopublic.com/zs/iECUHP>



 Affiliation Supplementation - Eligibility Tool

* Select Age Division Player is Rostered to (Primary Team)

U9

U11

U13

U15

U16

U17

U18

Junior



U13 Hockey

*** U13**

Category of team for 2024-25 season.

- AAA
 - AA
 - A (Tier 1)
 - B (Tier 2)
 - C (Tier 3)
 - D (Tier 4, 5 & 6)
 - Female AA
 - Female A
 - Female B
-

U13 B (Tier 2) - Eligible to affiliate to the following Division(s) and Tier(s).

- U13 AAA
- U13 AA
- U13 A
- U13 Female A (Cross Stream Female Only)
- U15 AAA
- U15 AA
- U15 A, B, C or A NBC
- U15 Female A or B (Cross Stream Female Only)

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Appendix G – Safety Rep Information

Team Safety Reps

- 1 - Coach with Safety Certification
- 2 - Call Person
- 3 - Control Person

Responsibilities for each role

Coach

1. Complete the Safety course from Hockey Canada
2. Create Emergency Action Plan for team
3. Identify Parents that have First Aid training that can be of assistance
4. Collect Medical History of each player
5. Record injuries, report injury logs to BMHA
6. Recognize and report safety issues at arenas
7. Check player equipment for defects and proper fitment
8. Implement return to play protocols
9. Attend to injuries using Emergency Action Plan (Charge Person)

Call Person (should be in attendance at all function but not on the bench)

1. Test phone in the facility prior to event - find alternate phones in facility if necessary
2. Aware of address of facility
3. Phones 911 if required
4. Arrives at injured player and gives additional information to 911

Control Person

1. Be aware of location of AED and first aid kit or any other emergency equipment at facility
2. Retrieve AED or first aid kit if needed
3. Direct crowd and participants if needed to clear the area
4. Seek medical/first aid personnel in the arena if emergency help required before paramedics can arrive
5. Make sure path to injured player is clear and accessible
6. Meet ambulance at the arena entrance and direct EMS to injured player