

THANK YOU

for the time you have
given, and the time you
will continue to give, to
make this season
possible for our athletes
and the CAC.



Agenda:

- Welcome & Introductions
- Roles & Expectations
 - Managers
 - Treasurers
- Using the Manager's/Treasurer's Manual
- Game Day Procedures
- Team Budgets & Expectations
- Equipment & Apparel
- Tournaments
- Trainers & Player Safety
- Using RAMP
- Social Media Policy & Expectations





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Our Mission is “to provide a high-performance hockey development program built around our core values and supported by our long-standing history, strong governance, and progressive leadership”.

Managers

Roles & Expectations

- Communication
- Record Keeping & Distribution
- Volunteer Delegation



Managers

Roles & Expectations

Communication

- Keep parents informed throughout the season, passing along correspondence from the coach(es), the CAC, the league, etc...
- Keep the CAC informed throughout the season (fundraising requests, keeping the website up-to-date, etc)



Managers

Roles & Expectations

Record Keeping & Distribution (1 of 3)

- Compile a spreadsheet to be shared with the team parents: (Last name, First name, Cell phone number, email address) - Ensure you have contact information for all parents/guardians with whom the player may reside.
- Review the HOCKEY EDMONTON “Respect THE GAME” - PARENTS FAIR PLAY PLEDGES and ensure all parents have signed the Sign-off Form.
- Send a copy of the “Respect the Game” Sign-Off Form to the CAC Registrar (registrar@cac-hockey.com) along with a copy of the Team Contacts information spreadsheet



Managers

Roles & Expectations

Record Keeping & Distribution (2 of 3)

- Compile a spreadsheet with player information that is important to planning: Medical conditions requiring heightened supervision, allergies, dietary needs.
- Along with the Head Coach, facilitate the completion of **Player Affiliation forms**, after players have been identified as affiliates. Link to the form is in the manual
 - Affiliation forms must be completed and submitted to the Registrar prior to **October 15th**.
- Manage Gamesheets (See Game Day Procedures & Resources in the manual). Compile the gamesheets all season, in case they are requested by the league.



Managers

Roles & Expectations

Record Keeping & Distribution (3 of 3)

- Maintain Team RAMP website (Ensure schedule and statistics are up-to-date online)



Managers

Roles & Expectations

Volunteer Delegation

Organize parent volunteers to fulfill the following roles:

- Treasurer
- Jersey Person(s),
- Fundraising Chairperson
- Volunteer Coordinator(s)
- Social Committee
- Women's Community Society Representative(s)
- Penalty Box Gates
- Webpage Coordinator*
- Social Media Coordinator
- Additional Stats person
- Gate Receipt Person

You may wish to assign other jobs to parent volunteers, such as Tournament Organizers (making hotel reservations, organizing group meals, planning and arranging meals on the go, etc)

See the Manager's Toolbox for the Roles and their Descriptions.



Game Day Procedures

NAHL

U13
AA

U13
AA

U15
AA

U15
AA

U18
AA

Northern
Alberta
Hockey
League

REMHL

U16
AA

Rural &
Edmonton
Minor Hockey
League

AEHL

U15
AAA

U17
AAA

Alberta
Elite
Hockey
League



Game Day Procedures

Let's Check Out the
Manager's/Treasurer's
Manual



Treasurers

Roles & Expectations

- Team bank accounts shall be opened and named as follows:
 - CAC – Cutting Edge U13 AA Hockey Team
 - CAC – Sturni-Hueston U13 AA Hockey Team
 - CAC – Imperial Equities U15 AA Hockey Team
 - CAC – Think Green Alberta U15 AA Hockey Team
 - CAC – Volvo of Edmonton U15 AAA Hockey Team
 - CAC – United Cycle U16 AA Hockey Team
 - CAC – Gregg Distributors U17 AAA Hockey Team
 - CAC – Butchers & Packers U18 AA Hockey Team
- **Dual signing authority** is required for all team accounts, with coaching staff being ineligible to sign for team funds. The CAC Treasurer will provide a letter to each team, which will be needed to set up the Team bank account.



Treasurers

Roles & Expectations

- The team Treasurer shall produce a team budget for the year's activities.
- The budget shall be reviewed and approved by the parents in October, and a copy provided to the Hockey Committee and the CAC Treasurer.
- The team Treasurer shall regularly provide the team with written financial updates of the team finances.



Treasurers

Roles & Expectations

- Each team is required to provide to the Hockey Program Administrator and CAC Treasurer a financial statement listing all sources of income, expenses and the team account balance at the conclusion of the team's hockey season.
- The end of season statement should confirm that all funds have been dispersed to parents, account balance is zero and the account is closed. See forms F13, F14, F15 in Manager's Manual.

The club will provide some assistance to teams that qualify for provincial play when overnight travel is required.



Treasurers

Roles & Expectations

- The Treasurer will also do the following:
 - Monitor CAC transfers (sent monthly to cover league play expenses)
 - Inform parents of necessary Cash Calls
 - Collect and track Cash Call funds
 - Track spending, Collect receipts and Reimburse parents for expenses in a timely manner.
 - Prepare payment envelopes for Referees and Timekeepers.
 - Pay Trainers (upon receipt of timesheets/invoices)
 - Work with the Fundraising Committee to assist with tracking income and expenses



Treasurers

Roles & Expectations

- Collection of team fees (not registration fees) is the responsibility of the team Treasurer. CAC only manages CAC Registration fees and shall not be responsible for any team expenditure overruns or reimbursement of any team fees.



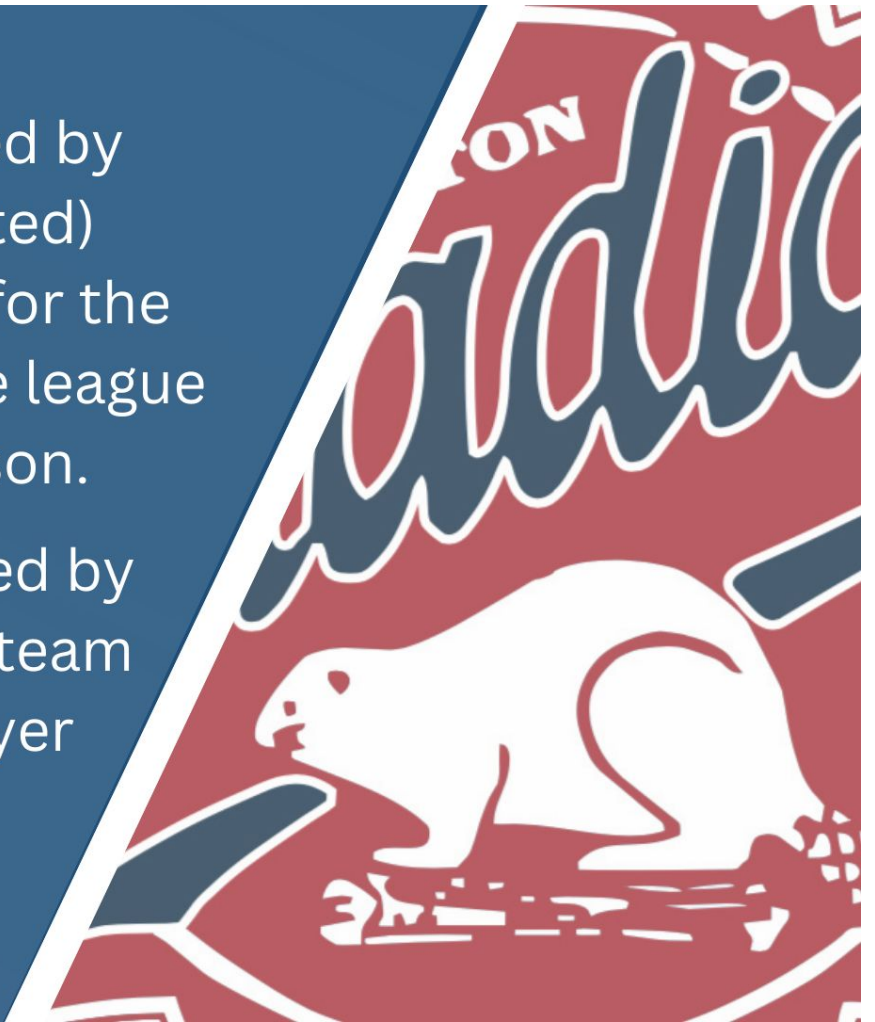
TEAM ALLOWANCES

with Michael Ferguson



"Team budgets are determined by adding the actual (or estimated) expenses incurred by the club for the operation of the team, as per the league schedule, for the regular season.

Total expenses are then divided by the number of players on the team to determine the actual player registration fee."



CAC Team Allowances

A Team Allowance is when the CAC sends the money collected from Player Fees back to the teams to cover operating costs.

The club will send a monthly allowance to each team to cover the costs of referees, trainers, timekeepers, and travel costs for hotels and meals (where applicable, league games only). See page 16-19 in the Manager's & Treasurer's Manual

Please note: the club is directly billed for ALL bus travel (league games and optional tournaments). Your team will need to advise the club in advance of any tournament travel and expected bus costs, and be prepared to reimburse the club upon your return.



Team Bank Accounts

If you have not already done so, please email the club treasurer (treasurer@cac-hockey.com) with the names of the two signing authorities who will be on your team account, so that a letter of direction can be prepared to authorize you to open a team bank account.

Your account must be named as follows:

- CAC – Cutting Edge U13 AA Hockey Team
- CAC – Sturni-Hueston U13 AA Hockey Team
- CAC – Imperial Equities U15 AA Hockey Team
- CAC – Think Green Alberta U15 AA Hockey Team
- CAC – Volvo of Edmonton U15 AAA Hockey Team
- CAC – United Cycle U16 AA Hockey Team
- CAC – Gregg Distributors U17 AAA Hockey Team
- CAC – Butchers & Packers U18 AA Hockey Team



As per the CAC manual, dual signing authority is required.

Team Bank Accounts

The club uses an electronic payment processing system called **Plooto**. (We do not issue paper cheques.)

Once you have your account set up, forward a void cheque (via a secure message service) to our bookkeeper so that we can begin sending your team its allowance.

Team allowances will be paid on the first banking day of the month.



Equipment & Apparel

The CAC Equipment Manager is **Brian Wright**. He is the contact person for all CAC merchandise and equipment.

Jerseys are to be retained by the team manager or a designated parent.

Jerseys shall not be altered or defaced in any way by removing numbers or adding name bars and additional advertising. **Name Bars are not allowed.**

Apparel should only be purchased through approved vendors. Logo and Colours should not be altered





Tournaments

- The CAC Category Director shall review, and if appropriate, approve all tournament requests for the teams within their category.
- All out of town games or out of town practices must have the approval of the CAC Category Director and a Hockey Edmonton travel permit sanctioned by the Hockey Edmonton Category Director.
- Once Approved by Hockey Edmonton, a Sanction Number will be issued. The CAC Category Director must approve all tournament applications and inform the HPA.
- Permits can be accessed via the Hockey Edmonton website –
<http://www.hockeyedmonton.ca/content/permits1>
- All AAA teams must apply to their appropriate AEHL league director for approval of exhibition games and tournaments.

Trainers, Safety & Injury Management Protocol



All CAC trainers are Hockey Canada Certified and hired by the Canadian Athletic Club Head Trainer. Each team from U13AA to U18AA will be supplied with a trainer for pre-season, league, post-season and tournament games.

U13AA - Trainers will be mandatory for all pre-season, league play and any tournaments within a 50 km radius of Edmonton, Alberta. Trainers are expected to attend all games as required and find substitutes as necessary. Trainers are expected to be at any Return to Play practices.

Fee: \$50/game

U15AA to U18AA - Trainers will be mandatory for all pre-season, league, post-season and tournament games. Overnight accommodations, per diem, and bus travel will be covered by each team individually. Trainers are expected to be at any Return to Play practices.

Game Fee: \$70/game

Return to Play Practice Fee: \$50/practice

Practice Fee: \$25/practice (Trainers are not mandatory for practices. Incurring this expense is a parent group decision.)

RAMP

- Team Schedules **MUST** always be up-to-date in **RAMP**.
- If practices and/or games are cancelled or rescheduled, RAMP should be updated within 24 hours.
- Game Data **MUST** also be entered into the CAC Team RAMP website within 24 hours.



Social Media -

A Social Media Representative from each team will be given the login and password/admin access to the team accounts for the season. (The passwords will be reset at the end of the season.)

Every post made by a CAC team MUST TAG the main CAC account - **@cac_hockey**. The CAC account administrator will then repost or share posts that are relevant/important to our main page.



Financial Support Options

- Note: It is the Club's Policy that no Player shall be refused placement on a team based on their financial position.
- The Registration Support Committee, on a one-to-one basis, will consider registration fee relief circumstances. (This is a confidential process.)
- There are also other channels available to access financial support, such as Kidsport, Hockey Canada, Hockey Alberta and Hockey Edmonton.



If any families on your teams have questions about the financial supports available, please encourage them to contact the CAC Registrar, Betty Chmilar (registrar@cac-hockey.com)

**Welcome to
the Club!**

**We're glad
to have
you on our
team.**



**Please join us
Sunday October 23rd
9AM to 12PM @ CAC**

Bring the whole family and get
to know other CAC families
(old and new).

Plus, meet coaches, directors
and CAC Executive members.



Hosted by the CAC Women's Community Society
cacwcs21@gmail.com

Upcoming Events

THE CAC WOMEN'S
COMMUNITY
SOCIETY IS PROUD
TO HOST THE 2ND
ANNUAL



**20
LOCAL
VENDORS**

Holiday Market

**November 19, 10-5
November 20, 10-4**

All proceeds from table
rentals go to the
**Lois Hole Hospital
Women's Society**

**Location:
CAC Arena
14615 142 St.**

**For more information
contact**

CACWCS21@gmail.com



(and all the special
ladies in our lives)

This February
CAC teams & families
are working together
to raise money & awareness
for the



A CAC Women's Community Society Initiative

Questions



Quick Contacts:



President - Rick McAdie
president@cac-hockey.com

Vice President/AGLC - Gary Ash
vp1@cac-hockey.com

Hockey Program Director - Pat Elliott
hockeyprogram@cac-hockey.com

Registrar - Betty Chmilar
registrar@cac-hockey.com

Treasurer - Michael Ferguson
treasurer@cac-hockey.com

Website Coordinator - Kim Patten
kpatten@cac-hockey.com

Equipment Manager - Brian Wright
equipment@cac-hockey.com 780-700-3054

Executive Member - Kim Corbett
communications@cac-hockey.com

Thank you for
coming.

