



Coach/Manager Guidelines 2019 - 2020

Welcome to Camrose Minor Hockey. We thank you for volunteering your time to make this an enjoyable year of hockey. Following are guidelines to use throughout the year and if you have any further questions, do not hesitate to contact Colleen at 780-781-6261 or email questions at kings@camrosehockey.com.

REGISTRATION OF YOUR TEAM (TEAM HCR ROSTER):

Once your team has been selected, whether it is non-rep or a representative team, the Camrose Minor Hockey Coordinator (CMHC) will enter this into the HCR database along with a list of the coaches, assistant coaches, managers, and trainers. A roster (HCR) will be forwarded to you and we ask that you look the roster over and ensure that the names of all players and staff that will be on the bench during a game are on the roster. There will also be a time when you would like to have affiliated players on your team and once you have those names and completed the applicable Affiliation form, forward to the CMHC and a new roster will be forwarded to you. Additions of bench staff can be added at any time but players must be on the roster prior to your first league game.

With the list of coaches, assistant coaches, trainers and managers, **please include their name, date of birth and the position** they will be having with the team e.g., trainer or manager. CMHA will only pay for 4 bench staff. Any numbers beyond this, the team must pay insurance fee which is set each year by Hockey Alberta. Contact CMHA Coordinator for costs.

NAI requires you to upload this roster when there are changes made to it and should be done asap. All managers are to obtain the password to the NAI site from their applicable governor and you must upload your contact information prior to your first tiering game. This is to enable teams to contact you if changes need to be made. Highly recommended that the coach and manager read over their guidelines that they have on their website.

AFFILIATION

Forms can be found on our website. Pee wee, Bantam and Midget AA must complete the applicable AA affiliation form by October 15. All other teams will use the CMHA Affiliation form. It will be a requirement to get the coach and parents to Initial that they have seen the request for their son/daughter to be affiliated. A teams have until October 31 and then it is open for all the other teams.

Affiliates can only be played for a total of 10 games (excludes exhibition and tournament games).

BUDGETS

It is the policy of CMH that all representative, B teams and female teams submit a budget by the end of November. This can be forwarded to the CMHC via email or left at the office. This can be done in any format you want.

CELL PHONES

It is highly recommended that all cell phones be collected at the dressing room door prior to any practice or game. Hockey Alberta has a strict policy on any type of “hockey” related information that may be posted on Social Media and suspension of the player and/or coach can happen.

MEDICAL FORMS

Medical Forms are to be completed for each player and can be found on the CMHA website. It is recommended that they be kept by the manager and/or trainer. Hockey Alberta Rules regulate that the form be completed and kept with the manager at all times in cases where a child may have a health issue come up and coaches and managers should be aware of what to do.

FIRST AID KITS

It is not the responsibility of CMHA to provide First Aid Kits to the teams. It is suggested that the team purchase a kit and have it handy at all times by the coaches/trainers. If possible, the medical forms could be kept in the same area.

FUND RAISING ACTIVITIES

Camrose Minor Hockey supports the idea of fund raising for the representative teams. House league teams are requested to submit a proposal to the board as to what kind of fund raising they would like to do and what they will be using the money for. We do not want the community to be infiltrated with teams trying to fund raise. It is common courtesy that if a team has a tournament, other teams are not to sell their “products” unless it has been agreed upon by the host tournament team. Bottle drives are booked at the discretion of the team and can be done in Camrose or with any other bottle depot but you do not need to contact the CMHA Coordinator.

TRAVELLING

If your team decides to attend a tournament or an exhibition game, a permit must be obtained from the CMHC. Please forward the dates you will be attending the tournament and the sanction number of the tournament. All sanction numbers can be obtained from the Hockey Alberta Website, www.hockeyalberta.com. Look under Tournaments and there should be a tab indicating sanction numbers. If you are looking for the sanction number for a tournament your team is hosting, this can also be found in this area. If you are hosting an

exhibition game, you will be given a sanction number that must be sent to the opposition team in order for them to obtain a travel permit.

Submission for travel permits are to be requested asap. Once the travel permit is approved, it will show up in the manager's email.

SCORE BOOKS / CANCELLING GAMES

All teams registered with their league will have one score book provided to them. House league teams will also have a score book provided for the year and we ask that they be returned at the end of the hockey season.

Please read over your particular league rules and regulations as to how to submit game sheets and enter them on their website.

COACHING CLINICS

In the past, it was not regulated whether or not a coach had certain coaching courses. Hockey Alberta is now regulating that there must be someone on the bench with designated coaching courses. Please refer to the Hockey Alberta website for requirements.

CMH will reimburse any coach for attending a clinic that is required to meet their obligations for the current year. If you want to take a course and it is not a requirement for your current position, Camrose Minor Hockey will not cover this cost.

Upcoming clinic information can be obtained under the Hockey Alberta website.

ICE SCHEDULING/CANCELLATION

Please refer to the policies on the CMH Website.

Ice Scheduling is a very time consuming job and every effort is made to accommodate a teams request for changes. It is to be noted that when teams are taking part in provincials, these games are to be played before regular league games. There is a limited time frame for provincial games to be played and at that time, it may be necessary to bump teams from their regular spot. In general, it would be teams that have two ice times that would see them reduced to one.

All rescheduled games and exhibition games must be booked in by Monday evening. Ref assignments begin on Tuesday morning. Ice that a team cannot use can be returned as late as Thursday morning and the city is then notified of returned ice.

Confirmation of extra ice booked will come from the Coordinator. If you do not see it by Thursday on the main ice schedule, please contact the Coordinator.

If a game is cancelled due to inclement weather, please contact the Coordinator asap and the refs can be cancelled but if it is less than 24 hours notice, they will need to be paid. Ice can be returned unless you decide to use it and will be billed for an extra practice.

NAI is very strict about getting games done when scheduled and cold temperatures is not a reason for cancelling a game. Blizzard or icy roads would be acceptable for cancelling.

Teams that want an exhibition game will be invoiced for the ice and refs.

TOURNAMENTS

Do not use your league game sheets if hosting a tournament. CMHA will put game sheets in your locker prior to the tournament and extra pucks can be found in the Deck Boxes and are to be returned after the tournament is completed. There is a deck box in each rink and the key that unlocks the equipment room can be used to unlock these boxes.

EMAILS

When sending emails, please ensure the Subject line reflects what you are asking or requesting. If you reply on a previous email, we may not place importance on it!

PICTURES

SDI has been scheduled to come November 26 and 27th. These are the only dates they will be coming and teams will be booked in by the Coordinator. Practice times are taken into consideration and also the age level of the team. Younger team are generally booked in earlier in the evening and the older teams will go later. If anyone cannot be there, they can go directly to SDI in St. Albert to have their pictures done and can pay to have themselves photo-shopped into the team picture.