



Coach/Manager Guidelines 2021 - 2022

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. Additions of bench staff can be added at any time but players must be on the roster prior to your first league or exhibition 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.

Hockey Alberta has contracted with RAMP to look after the HCR rosters and they will be uploaded from the coordinator directly to the league. Still working on the process and if there are any issues, the team will be contacted to work through getting the roster uploaded. 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 –

TEAM SNAP ACCOUNTS

Camrose Minor Hockey has purchased the Team Snap application for registration and for all teams to be able to use for their team. Once the coordinator knows the name of the manager, she will send an invite after all players have registered with Camrose Minor Hockey. AA teams must have their players registered with Camrose Minor Hockey before the manager will get the invite. Manager will then accept and away you go with your team communication tool. If there are any issues, please contact the coordinator and will work through it as it is new to most.

BUDGETS

It is the policy of CMH that all representative, B teams and female teams submit a budget by the end of December. 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 / EXHIBITION GAMES

If your team decides to attend a tournament or host/go to an exhibition game, a permit must be obtained from the CMHC. Please click on the link on the front page of the CMHA website and complete the information requested.

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

All teams registered with their league will have one score book provided to them. As games were not completed last season, we have asked for all books to be returned. If you are missing a book, please let me know as people were still looking and returning from last season.

Please read over your particular league rules and regulations as to how to submit game sheets and enter them on their website. NAI is looking at doing egamesheets so that you can complete it online during the game. This is not compulsory but if you wanted to try it, go ahead.

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.

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.

The City of Camrose has implemented a new policy that ice must be returned 14 weeks in advance if we do not want to be charged. If it is less then this time frame, the team will be billed if the ice goes unused.

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.

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! When requesting ice slots, please use email rather than texting your request. A paper trail is easier to keep track of.

PICTURES

We are looking at booking Pro-Sports in to do pictures and at this time, no dates are set as trying to determine the Covid Process of being able to get this done. It may not be until early December and the priority is not to have pictures returned by Christmas but just to get some pictures done.

COVID CHANGES

With the Covid Rules and Regulations, please refer to the City of Camrose guidelines as well as Hockey Alberta. These are always changing and it is best to refer to their particular sites.

Team Jerseys and Equipment

After the abrupt end to the season last year, it was evident that jerseys are to be looked after by one or two people on each team. They are not to be given out to individuals to look after during the season. All jerseys are to be hung to dry. There should be no need to put them into a dryer.

The only teams that can have them remain with the players are the U9, U7 and U5 groups. U11 – Team 3 (B), 4A and Team 4B, the black jerseys will be given out at the end of the season.

Of note – pucks are currently found in the deck boxes in all three rinks. We are going to trial it for this season to not put pucks into team lockers. Teams were taking them from the deck boxes anyways. If you see them running low, email the CMHC and they will get replenished.