



Coach/Manager Guidelines 2022 - 2023

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 coordinator.camrosehockey@gmail.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.

The Coordinator will email you the HCR roster and with CAHL, the Coordinator will email the roster along with jersey numbers which CAHL then uploads to their site.

AFFILIATION – Please read the rules in the HA bylaws and regulations regarding the use of affiliates (scroll to page 52) [Click Here](#)

CAHL – You must contact CAHL each time you use an affiliate and they will have a google form for these requests.

AA teams U13 and above must complete the attached form for any affiliation they want. Affiliation deadline has changed to January 15. [Click Here](#)

Any other team must complete the online form found on the CMHA website. [Click here](#)

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. If there are any issues, please contact the coordinator and we will work through it as it is new to most.

RAMP SITE – Camrose Minor Hockey

As we have gone to Team Snap, CAHL etc. there is no need to post information in two places. We will use the designated spots for each league a team plays in.

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. The old budgets can be found on the website.

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.

[CLICK HERE](#)

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.

If your team requires a Raffle License, you are no longer able to use the Camrose Minor Hockey #. All teams must get their own number and ensure that you submit your financial report after it has been completed.

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. [Click Here](#)

Submission for travel permits are to be requested asap. Once the travel permit is approved, it will show up in the manager’s email. Hockey Alberta has stressed that they want these requests done one week prior to the event taking place as they may not get them approved on time. Please note that with the Exhibition games elsewhere, you must obtain the sanction number for the exh game from your opposition before submitting the request.

SCORE BOOKS

All teams registered with their league will have one score book provided to them.

Please read over your particular league rules and regulations as to how to submit game sheets and enter them on their website. CAHL has requested the individual for each team that will be your Designated Data Entry Person for your team.

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. [Click Here](#) for the Hockey Alberta requirements. The minimum course that a person must have to be on the bench is the RIS-Activity Leader. If you are the head coach, you are responsible to get the required coaching certificates by November 15th. If naming coaches, ensure they have their requirements and each team must have someone with the “Safety” online training course. It does not need to be the head coach but anyone named on the roster. Each coach can go in and see what they have themselves.

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. 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 and once confirmed it will be placed in your team snap schedule. If you do not see it by Thursday, 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.

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 then texting your request. A paper trail is easier to keep track of.

PICTURES

CMHA will not be booking team pictures this season and will leave it up to the individual teams to book if they want them.

Team Jerseys and Equipment

It is 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 teams using the AtoMc Jerseys will be able to keep the white jerseys after this season.

Of note – pucks are currently found in the deck boxes in all three rinks. **The code to the deck boxes is 1587 (Border and Max McLean) and 158 for the lock in the Encana.** If you see that pucks are running low, please let the Coordinator know asap so that they can get replenished. We are monitoring this and if pucks continue to go missing, teams will be given 50 pucks at the beginning of the season and will be responsible to replace their own as needed.

CAHL Managers – Refer to their website or click here for a thorough [manager's guide](#)

CAHL also has [a sticker template](#) for use

Hockey Alberta has created a [new Coach – Manager Discipline Handbook](#)