



## **Coach/Manager Guidelines 2020 - 2021**

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](mailto: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.

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 – Not allowed for the 2020 – 2021 season**

### **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 and members, she will send an invite for them to accept and away you go with your team communication tool. If there are any issues, please contact the coordinator.

## **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 (currently not allowed for the 2020 – 2021 season) 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. 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 must be returned two weeks in advance or the team will be billed.

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.

## **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**

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.

## **COVID CHANGES**

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

Leagues are working on schedules as best they can. NAI is hoping to start around November 6<sup>th</sup> and the AA league games are now posted.