



Canmore Minor Hockey Association Manager Information

The Team Manager is responsible for maintaining effective communication with each member of their team and coaching staff. They will correspond with the CMHA Registrar and Ice Coordinator on an ongoing basis as well with their respective League Governors. You will find all pertinent forms, CAHL/RHL Manager requirements, COVID information for visiting teams, label templates, etc., on the “Manager” page on our website: <http://www.canmorehockey.org/content/managers>

The Team Manager/Registrar:

- Will confirm the HCR (Hockey Canada Roster) is accurate and is accessible during all League/Exhibition Play/Meets all Requirements
- Arrange Travel Permits and Sanctions for Tournaments or Exhibition Games
- Organize/Oversee Team Volunteers including Data Entry, Fundraising, and Equipment (Jerseys)
- Manage Teamsnap, communicate Practice/Game schedule
- Understand the CAHL/RHL/RMFHL Manager Duties/Game Rules/Team Requirements
- Create Roster Labels

The Team Manager/Ice Coordinator:

- Communicate changes to practice/game times in Teamsnap
- Confirm ref assignments with Ice Coordinator weekly
- Ensure League/Association game information is accurate/without conflict
- Submit Tournament/Blackout Dates on time following the dates listed in the Blackout Dates information section below

General Information

HCR (Hockey Canada Roster): All hockey teams must be properly and duly registered with Hockey Alberta prior to their first League Game (including Tiering games) or by November 15th, whichever occurs first. All players/coaches participating on a hockey team must be registered in the Registry. Each player requires a valid Respect in Sport-Parent certificate (valid for four years) attached to their profile. Team Officials require their own credentials to be registered to the Team. Here is [Hockey Alberta's Coach Requirement Chart](#) to learn more about your specific age group. Lastly, each Team Official will also need to provide a Criminal Record Check every two years. You may take this [Volunteer Letter](#) with you to the RCMP station. Completed checks can be sent to the [CMHA Coach Coordinator](#). Team Managers will carry their current HCR with them to all games (electronically is acceptable). Any major changes in the Roster will require an update to be sent to both the team and the League.

Jerseys/Equipment: The team jerseys are the responsibility of the Team Manager or Jersey Manager. The jerseys should be kept clean and stored in the jersey bag provided and in the designated team locker. At the end of the season you are also responsible to have any jerseys that require attention sent to the Canmore Sweatshop for repair. Once the jerseys are collected, clean and organized, please send an email to the Registrar and Equipment Manager to arrange a drop off.

Data Entry: Every team is responsible for submitting the home game input and PDF of game sheets to their respective Governors. The CAHL/RHL and RMFHL will require a list of all Data Entry representatives from each team. Please ask the Data Entry representatives to complete the Team Contact Form as this information will be shared with the League and respective Governors. For exhibition games, the home team will submit the e-game sheets and the link to this will be provided along with the sanction number..

Teamsnap: All players have now been added to Teamsnap. Managers can edit/delete/add practices and games. It will be your responsibility to ensure attendance is marked, reminder emails may be sent. Parents should be able to edit their own information.

Roster Labels: A Label template is available on our website. Please ensure that you are following the League roster sticker preferences found in their info packages in the "Managers" page on the website, linked above.

League Expectations: It is the responsibility of the Team Manager to determine what the requirements are for your League. All team personnel should follow the CAHL/RHL/RMFHL Policies and Game Regulations.

Social Media/Device Use: Please read through and follow Hockey Alberta's Social Media Policy: <https://officials.hockeyalberta.ca/standards/social-media-policy>

Forms: Team Managers are responsible for ensuring that all forms are filled out and accessible during practices/games. The Medical Form and Banff User Form are to be filled out for each player on the team. If parents have more than one player in hockey, they only need to fill out one Banff Form and I will attach it to all members of the family. The Team Contact Form must be filled out for all Team Officials, including Managers, Data Entry, On-Ice Helpers and Coaches.

Affiliations/Substitute Goalie: There are no affiliations allowed for the 2020-21 season. Teams will be allowed to call up a Goaltender in an Emergency situation, however that Goaltender will be required to take a 14 day break from their normal cohort.

Game Changes: The Team Manager will notify their Governor and the opposing Team Manager and attach a completed Game Change Request Form. In the case that it is a home game here in Canmore, the Ice Coordinator must be informed as a new ice slot will need to be found. Please read through your respective League guidelines for more information.

Practice Times: CAHL/RMFHL teams receive two, 1.25 hour practices per week, RHL one, 1 hour practice per week. These practice times are subject to change due to Eagles games, other user group bookings, holidays, etc. You will be notified by the CMHA Ice Coordinator of any changes and you will be responsible to relay this information to the team.

Game Times: Check game schedules as soon as they are released. Check for early game travel time, conflicts with tournaments, missing games to schedule, etc. Contact the Ice Coordinator with any HOME game changes, contact opponent manager for away game conflicts.

Travel Permits/Sanctions: Any games outside of League organized play will require a Sanction Number from Hockey Alberta and a Travel Permit for the visiting team. This certifies insurance coverage. The home team will need to supply the Registrar with the game date, opposing team name, HCR #, and visiting team email. The visiting team will need to supply the Registrar with the sanction #, game date, location of game, and number of games.

Proper Flow of Communication: When issues come up there is a proper flow of communication that parents, coaches and managers should be aware of. The 24-hour rule is always in effect.

1. Parent to Manager
2. Manager to Coach
3. Coach to League Director (if necessary)

Fundraising: At the team meeting at the start of the season it is highly recommended that the team decides how they will pay for tournaments, exhibition ice, team gifts, a year end party, etc. The team may decide to do a cash call, fundraise, or a combination of both. The Team Manager or a designated Fundraising Manager will be in charge of the team budget and finances.

Tournaments: ON HOLD UNTIL STAGE 3

The race to secure a tournament can be a stressful time. Firstly you will need team commitment, and funds. It will be the team's responsibility to cover the costs associated with the tournament. Should you need temporary assistance with this, you may submit a [Tournament Request Form](#) to cover the cost. These fees are to be reimbursed by December 31st of that year or you can choose to do a cash-call or fundraise. If you are unsure of where to start looking, please reach out to the Registrar. You will need to consider the distance, hotel accommodations, food, and a Travel Permit. Here is a link to the list of sanctioned tournaments here in Alberta: <https://www.hockeyalberta.ca/tournaments/>. All tournament requests must be submitted by October 31st.

Blackout Dates: The CAHL/RHL and RMFHL require all Blackout Dates to be submitted by the end of October/beginning of November of each year so they know when they can not schedule your team. Each team is allowed two Blackout weekends in the year, this includes any home tournament dates. When you submit your Blackout Dates, please indicate first and second choice. **Tournament requests will not be granted for the first two weeks and last two weeks of regular season, and not during the tiering rounds.**

Important Dates:

Tiering Round: November 6, 2020 to December 20, 2020 (All Leagues)
Regular Season: January 8, 2021 to February 21, 2021(CAHL/RMFHL)
January 8, 2021, to March 28, 2021(RHL**Includes Playoffs)
Playoff Season: February 26, 2021 to March 28, 2021 (CAHL/RMFHL)

Final Note: Please visit the Manager page on our website and visit the different links to learn more about the role of the Team Manager. Hockey Canada's Team Manager Manual for instance, is a very thorough resource. Please reach out to the Registrar/Ice Coordinator at any point with further questions. Thank you for volunteering.