

Innisfail Minor Hockey Association

MANAGER'S MANUAL

The purpose of this handbook is to assist the managers of all IMHA teams with their duties and familiarize them with the proper procedures for running their teams. This will help avoid confusion and make the job a lot easier.

As a manager, your job is to organize the activities of the team and work as a liaison between the players, parents, coaches and the executive director. If a parent has a concern regarding the team or coaching procedures they are to address it to the manager or one of the coach's attention. You can then handle it in a manner which most benefits the team or bring it to the division director if you are unsure how to settle the issue.

Discuss with the coach at the beginning of the season which duties will be assigned to each of you. If there is a relationship between the manager and one of the coaches, a parent can be asked act as a liaison in case there is an issue that a parent would like to discuss with a third party.

The team manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as Innisfail Minor Hockey, executive director, age group director, league governor and other teams. This does not mean that the team manager has to do it all; he or she needs to make sure that it gets done via delegation. As one person cannot do it all, there are many families on the team, and everyone should play a role to assist the team to run smooth.

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. For some this will be the first time they meet other players, parents and coaching staff. The team manager and the coaching staff should discuss team rules and present them at the first meeting.

At the beginning of the season the coach should meet with both the players and their parents to review his coaching philosophy, expectations, and the Season Plan. The coach should explain his coaching philosophy and how he will run the team. Will the focus be on winning, skill development, having fun, working hard etc. Will ice time be allocated evenly and if not how will it be allocated? Will all players play on the power play and penalty kill? If the team is losing at the end of the game will the coach shorten the bench?

Expectations for players such as attendance, dress code, and behavior should be clearly defined. Notification and approval protocols for missing team activities should be explained. Parent roles and responsibilities should be assigned and explained. The team budget and financial commitments should be reviewed and approved. Typically the team will ask for start-up fees for the team based on how many tournaments, etc. the team will be attending. Please be realistic based on the age group of your team and how many tournaments you would like to attend. Typically most teams like to attend one away tournament that a hotel stay may be required, along with a closer one that parents can choose to drive or stay. Most teams will be offered a home tournament weekend that IMHA will assign. It is important for the team to have a volunteer committee for this.

The IMHA player, parent and coaches code of conduct should be discussed at the meeting. As well as IMHA grievance policy and protocol for issues. Please be sure to include your age group director at the start up meeting or another board member if the age group director is not available. Please also invite your director or another representative of the board should you be having any meeting that there is an issue being discussed. The board of directors are here to assist the association, and should be a neutral party that can assist if necessary.

Keep your team updated on all information. Emailing is one way of doing this. Team Snap is also a great app that most hockey families are familiar with and many rely upon with multiple children in hockey. It can help to assist in getting all the information to parents and families can choose to add or update contacts as necessary. It can save the coaches and manager significant time in being sure all the proper family members are kept in the loop as to what is happening, and can be used to track attendance and duties if your team

chooses. Families can then share their account to keep extended family up to date on games, practices etc. It is very helpful in getting urgent messages to the team in case of weather conditions and sudden changes.

Team List and Jobs

- Make out a team contact list for each family or invite them to the app you are using
- Assign team duties to help lighten your load.

Example:

- ~Time Box – person to assign persons to run clock. (No kids under age of 18 to be in time box...no exception and a minimum of 2 volunteers)
- ~Treasurer – person to look after the team funds for tournaments, etc.
- ~Parent Liaison if the team needs one
- ~Tournament Chairman – to help organize the team's tournament.
- ~Jersey Parents – two families to keep track of jerseys
- ~Snack Parent – a family that can bring snacks all year or do a schedule

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Treasurer

The team manager is also responsible for the overall team's finances; however you should appoint someone to be the treasurer and have two signing authorities on the account. The treasurer may be responsible for collecting, banking and distribution of all funds. Funds left over at the end of the year shall be distributed between the parents and the bank account closed. You should present to your team the financial statements on a regular basis and a final one at the end of the year. Major team purchases should be discussed with the team.

Home Tournaments

IMHA may provide your team or division with a home tournament weekend. You can ask for volunteers to head and take care of the event or the team manager can do this with the help of other parents. If it only one team running it, you can use the same as your team treasurer and bank account. When making up your budget, your team will be responsible for all ice fees, refs and fees (refs must be booked by contacting the executive director), collection of fees, awards i.e. trophies or medals, and any fundraising items your team chooses to do. The team will keep the profits from the tournament. A copy of your tournament budget should be submitted to the IMHA Executive Director at the start of the season and a final report directly following your home tournament to the team. Sanction numbers must be given to the away team; these will also come from the IMHA Executive Director. Your team is responsible for getting teams to come to your home tournament and collecting the fees. You may need to send out emails to other team managers. Check the league schedule and links to other teams with contact info. Ensure payment from the visiting teams to secure their spot in the tournament. If you need help you can contact your director for tournament information, forms, etc. Submit tournament game sheets to the Zone Discipline & Sanction Coordinator within 24 hrs online. You will receive your sanction number from the IMHA Executive Director and it will have a link to submit e-gamesheets. Also, an email will be set up for each team for their tournament and must be used for communications. The password is not to be changed s will be reused each year. This will be sent out by the IMHA Executive Director.

Ice Time

Each team will be allotted specific ice times to practice and play their scheduled games. Make sure that your team is off the ice by the end of their designated time. If you must cancel any ice time or scheduled game it must be done as soon as possible to avoid being billed for the ice time and referee time. Remember that league games should take always precedence over all others. All ice bookings and cancellations are to be arranged with IMHA Executive Director at the Minor Hockey Office via email at innisfailminorhockey@gmail.com. The links to all the leagues are on the IMHA website, www.innisfailminorhockey.com. You may have to wait for the second half of your schedule depending on the league. Prepare a parent volunteer schedule to help with the following duties during the home games: snack parent, music, and 2 minimum for the time box 4 is better at the higher age groups. If people are consistently not fulfilling their roles, the team manager will need to speak to these people. If possible, it is a good idea to put someone new to a position with a veteran when creating the volunteer schedule. A course of action should be discussed regarding whom the parent is to contact should they no longer be able to work

one of their shifts – i.e. the parent may be responsible for swapping shifts or finding their own replacement. It is also helpful if a parent can be the time box coordinator as the manager is typically getting the game sheets ready. The coordinator can be sure the volunteers are there or find a replacement if there is an issue.

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Dressing Rooms

Dressing room supervision is the responsibility of team coaches/managers. There must be 2 adults in the dressing room at all times. Dressing rooms must be cleaned before leaving. Vandalism of any nature will be charged to the team and may result in loss of dressing room use. For home games your dressing room will be open 45-60 minutes before your game and you must vacate your room within 30 minutes after your game. Teams are not to step onto the ice until the Zamboni door is closed. Protocol for the dressing room should be discussed at the beginning of the season with respect to the code of conduct and cell phones etc.

Equipment and Uniforms

Your team will be supplied with game uniforms and equipment as designated by the equipment manager.

The Equipment Director is Murray Reay (403-391-6142). Note the players name with the jersey number he is assigned and keep for your reference for collection at the end of the season. Again, this year, each parent with a kid playing midget is required to give a uniform deposit of \$125; this cheque is dated for April 1, 2019 and will be cashed if jerseys are not returned. Over the past few seasons IMHA has had many jerseys not returned and this has become a very large expense. Choose two families to be responsible for ensuring that both home and away jerseys are present at all games and each family keeps one set. The jerseys will be washed, and hung to dry, when necessary by this person.

Name bars (if wanted) can be ordered from TBS hockey at the start of the year. Order name bars as needed, collect money from players and pay invoice to TBS from the team account. Name bars shall be sewn on by hand only as they need to be removed at the end of the year. You can include this as part of your start up fees as well or collect as necessary from those needing the item.

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Tournaments

Each team with the exception of Midget may have a home tournament. Your tournament information is included. The tournament coordinator must submit tournament plans including a budget and schedule a minimum of 2 weeks in advance of the tournament dates.

Your team may choose to enter tournaments in other towns. If you do, the entry fee is to come from the team funds and you must make sure the tournament is sanctioned with Hockey Alberta. You will find the sanction number on the Hockey Alberta website or the contact person should be able to give you it. You will need to get a travel permit and record the sanction number on it. Remember if you choose to go to any tournaments, your league game commitments come first and you are taking a risk in requesting to have league games rescheduled. Ice time and team schedules are tight and sometimes difficult to reschedule. You will put in a request to innisfailminorhockey.com for the travel permits and be sure you receive it before you attend your tournament.

We are in Zone 4 and it will take at least one week to obtain a Travel Permit from the IMHA executive director. When requesting a Travel Permit by email, please provide to the Registrar the sanction number, location and date of the away tournament. You will need to register your team and have the team treasurer pay to play in the tournament. Money may need to be collected from the parents if you do not have enough in the team account. If the destination is not familiar to the team, it is a good idea to print off an arena map and contact information prior to heading out. The websites www.arenamaps.com or www.mapquest.ca can be used to print off maps or obtain directions. A hotel block should also be set up for the team if attending an out of town tournament. It is best to not commit to the tournament unless you know you can secure a block of rooms for the team. If an infraction occurs during the away game, please send all documentation to the Zone Sanction & Discipline Coordinator. Please be sure to check your league rules to determine if there are any dates that your team cannot play tournaments and must play league games. Also check the rules for how many games you can reschedule.

50/50 and fundraising

Tournament raffles and 50/50 draws will require a special license to run the draws. These licenses can be purchased and obtained at the Registries office in Innisfail. IMHA does not allow any hockey pools that involve gambling or betting. Please ensure that all raffles have obtained proper permits.

Referees

All regularly scheduled league games will have referees scheduled. If you will be inviting a team in for an exhibition game, you must notify IMHA Executive Director with sufficient time for arrangement of referees.

IMHA Executive Director is the referee assignor for all exhibition, league, and tournament games and can best be reached via email @ innisfailminorhockey@gmail.com

Coach Certifications

Coaches are responsible to be aware of certification requirements and where necessary get registered in the proper clinics to ensure proper certification for the team. Hockey Alberta website has all the available clinics in the area listed. IMHA may be hosting several of the clinics. All coaches must have proper certification by November 15. Please be sure to request an updated HCR if your entire roster is not approved. Coaches must also provide a criminal record check to the association that will stay on file for 3 years.

Team Cards

Teams are allowed to card a maximum of 5 coaches/assistants this season. Managers only need to be carded if they are going on the bench. Important this year, any name that goes on your “sticky” for game sheets must be carded to your team, therefore if your manager is not carded he/she cannot go on the sticky and they cannot verify game sheets. Injured or suspended players must be listed on the game sheet with a note indicating their status.

Player Affiliation

Affiliation is done by a higher categorized team. This is done to ensure that when affected by injuries, illness, suspension, etc., the team is still able to fulfill their commitments. There is no guarantee that affiliated players will play with that team, as it is the coach's discretion as to who will be called up. A player may not play more than 10 league or provincial games with their affiliated team. Novice to Novice can only affiliate to a max of 5 times. Please advise IMHA Executive Director and age group director of whom the team has selected as affiliate players so registration may be completed and added to your HCR register.

Appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of an affiliate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.

Novice to Novice and Initiation to Novice Affiliation Only - When a Team has less than twelve (12) registered players Affiliated Players may be used to increase the number of players on a game sheet to a maximum of twelve (12) players (i.e. - when Affiliated Players are used in a game the maximum number of players allowed to be placed on a game sheet is twelve (12)). This maximum number of twelve (12) includes the total of both registered team players and Affiliated Players. Affiliations must be from a lower tier or age group within the LMHA, except: in LMHA's where ALL Novice Hockey Teams are equal (balanced), the teams MAY affiliate players from another equal novice team(s); there will be essentially a circle affiliation with the teams. 1 affiliates to 2, 2 affiliates to 3 and 3 affiliates to 1.

The proper protocol when needing an affiliate is to contact the coach of the affiliate team to see if they are playing and if it's ok to utilize that player, then either have their manager/coach contact them or contact the parent directly. Also please contact the other team for EACH game you need an affiliate.

Please see your league rules regarding affiliates. If playing within the same division, you do not need approval. If playing up a division, you will need approval from your governor. Also, no affiliates during tiering and do not play an affiliate until they appear on your HCR roster.

Please review this section on the Hockey Alberta website or contact your director if you need clarification

Permit Requirements

Hockey Alberta requires the acquisition for a permit for any game outside of League or Provincial play.

Exhibition and tournament games, whether at home or on the road, require a permit with a sanction # to be issued in advance. Please apply for permits a minimum of 3 business days before the game. Permit applications are handled by the Minor Hockey Office via email at innisfailminorhockey@gmail.com. Travel permits are also required now for any exhibition or tournament game away from your home arena. If any

player is suspended by the league for any reason, an exhibition game will **not** be counted as a game suspension served. They must serve their suspension in a league or tournament game only. The home team will submit all exhibition/tournament game sheets to the Zone Discipline & Sanction Coordinator within 24 hrs. You do not need to send in your game sheets for your travel permits anymore.

League Play

Innisfail teams play in three different leagues, Red Deer Novice League, Central Alberta Hockey League, and Rocky Mountain Female League. Please ensure you are familiar with each league's rules and be sure to submit game sheets and reports to the satisfaction of the league governor. There are blackout dates and dates that games **MUST** be played and cannot be rescheduled. If a team is intending to play provincials, please keep in mind that they begin in the middle of January so try to reschedule as many as possible and not leave to the end.

Provincial Play

IMHA teams may have the option of entering provincial play downs. Teams must be submitted according to the provincial ranking of our association. Team rankings are affected by numbers of players in each division, numbers of import players, and overall registration numbers of the association. Teams interested in provincial play downs should submit their request to their age group director before December 1st. Should teams make it to the provincial tournament, there will be additional fees that will be incurred to attend. Pee wee for 2018-19 will be following the new structure and the teams that win their tier in 1-4 will represent CAHL in the provincial tournament.

Game Sheets

Game sheets are a legal document and cannot be altered in any way after a referee has signed off after the game. Immediately following the game, the game sheet must be forwarded to the appropriate governor and/or entered into the league website. Fines may be assessed if game sheets are not submitted within 48 hrs. Once a game sheet has been inputted into the website by the Home team it will be the responsibility of the Visiting team to verify the accuracy of the input. This will include reporting any errors. Prior to a game, the game sheet must first be signed by both teams' coaches, after the game, it must be signed by all game officials. Ultimately the coach is responsible for all the information that is inputted onto the game sheet. If a player is suspended, make sure that you cross their name off and put suspension 1/1 or 1/3 or however many suspensions they received along with which one game they are serving. The head coach should always sign the game sheet, in his absence an assistant coach may sign. Make sure you indicate Affiliate Players, as well as the Captains and Alternates on the game sheet.

Suspension notices issued from a league game will be sent to the manager. Suspension notices from provincial, exhibition, or tournament games will be sent to the association. Players under suspension should be listed on the game sheet showing they are serving their suspension.

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Pictures

Basic picture package is included in fees for all players. IMHA will schedule a day for photos. Distribute the order forms and have the parents fill them out and bring them with the payment if they wish to purchase additional pictures. Ensure that your team's jerseys are brought to the picture location and all players have the same color of socks. More information will follow.

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Exercise Facility

Our exercise facility is located in the fitness room and is great for dry land practice before your team hits the ice! Players **must** be supervised by a coach at all times in the training room. The workout room must be booked through the minor hockey office.

Team Purchases & Celebrations

Start planning to purchase your big ticket items (i.e., coats, track suits, etc.) for the season so it can be implemented early in the year. (50/50's, tournament proceeds and parent contribution may pay for this.) We currently have a contract with Tom Bast Sports to purchase all of our equipment and apparel from them. Any items that have the IMHA log on them, **MUST** be purchased from TBS. Team celebrations are a great way to increase team spirit. The team manager's role is to ensure that all team members are included in the event and that the team continues to act in a respectful and sportsman-like manner as long as they are representing the team in public. A year end wrap-up party is a great way to thank all the parent volunteers and coaching staff for their dedication and assistance throughout the year. The team may want to consider creating or purchasing a thank you gift for those volunteers that went above and beyond to help the team. Please check with the executive director to see if you need a special event permit for what you are doing with the team.

IMHA will set up a fit night at the beginning of the year that TBS will come out and have product and sizes that the teams can look at.

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Complaints

If you have any complaints or concerns throughout the season, please feel free to voice them and every effort will be taken to resolve them. If a parent has a concern, they will first address it to you as manager or the coaching staff. If you are unsure how to resolve the situation your next step is to discuss it with the age category director. To have an issue considered by the board it must be submitted in writing using the proper channels of communication. If a parent is unsatisfied after presenting an issue to you, and you have not followed these steps, the parent may take these steps themselves.

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Rocky Mountain Female Hockey League

Rosters will need to be input onto your team's login. This is not done automatically for this league. There are also FOIP forms that will need to be signed.

Epact

Epact will be used for medical forms. Families who do not update by Nov 15th will be notified that their player will not play until completed.

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Respect in Sport Parent

This program now has an expiry date of every 4 years. Please have parents check their accounts. Players cannot be added to the Roster until completed. Players will not be allowed to play any games until completed or updated.

Injured Players

If a player is injured and given the ok by the doctor for a light skate, they MUST still be dressed in full gear. No exceptions. This is the same for being on a bench during a game. They must be in full gear and listed on the game sheet.

JR Coaches

Please get approval from the board for any junior coaches. There is a difference between a carded and jr coach. JR coaches can be used only during practices once approved, but must be in full gear to be on the ice. To be on a bench during a game, any coaches MUST be carded.

Hazing

Hazing will not be tolerated at all within our association. Hockey Alberta as well as IMHA treats this very seriously. Please have coaches discuss with ALL their team during the start of the season.

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Useful Websites

Innisfail Minor Hockey Association – www.innisfailminorhockey.com

Each team has their own page on the website, and it is up to you as manager to maintain this page or have someone assigned to update it on a regular basis. It should be the primary tool for communicating with your team and parents. Passwords are assigned by IMHA Executive Director and these can be changed at the manager's request at any time.

Hockey Alberta - www.hockeyalberta.ca

Rocky Mountain Female – www.rmfhf.com

Central Alberta Hockey League – www.cahlhockey.ca

‘Hockey For A Lifetime’