



U7 MANAGERS GUIDE



Each year Innisfail Minor Hockey will assign players to each team.

The **U7 Director** is Shawn Jacobsen PH:403-396-8711 E: Jacobsen.shawn@gmail.com

Once your team has been picked your coaches will be named.

- You are required to have 1 Head Coach per team (even if just on paper)
- Your coaches will need to have all the appropriate paperwork into Innisfail Minor Hockey prior to being on the ice/bench.

Contact innisfailminorhockey@gmail.com and let them know you are going to be the manager of the U7 Team (___ color___) and that you require access to **TEAMSNAPE**. Once that is set up, you will be able to edit games, practices, etc. **TEAMSNAPE** is a mobile app that will contain all the times for practices, games and communication between parents and coaches.

Your team will need **2** people as signing authority on a bank account. Please open your account at the Servus Credit Union in Innisfail. Jenna is great and knowledgeable in setting up a team account. You will need to fill out the attached Bank Letter and have the Treasurer take it to the bank.

The Treasurer is required to send financials to the Director, Shawn, at Christmas and at the end of year. If any family wants to see the financials at any time, you are required to share the information.

When closing the bank account for your team, you will not be able to give out any money in the value of cash outside of the seed money (explained below). You will have to purchase gift cards or other things to use up the remainder of funds earned in the season (end of year player gifts, coaches gifts, etc).

Your team will need **1** Volunteer to help Coordinate the U7 Tournament with the other U7 Innisfail Teams.

Weekly, **2** parent volunteers from each team is required to help put the boards up before games as well as take them down after, if required. Rotate through the family's and email out a schedule (you can add a column on the game schedule) as well as assign in TEAMSNAPE.

Seed money will need to be discussed as to what amount will be suitable for your team (usually \$100 - \$125 per player).

What is seed money? Seed money helps get the team started. For example, when you apply for a tournament, there will be a cost associated with it. At the beginning of the year each family sends in their seed money to help with the initial costs. Throughout the year, with fundraising and your home tournament, you will raise enough funds to receive your seed money back at the end of the season.

Fundraising Ideas: Bottle Drive, Kernels Popcorn, Little Caesars, Skate-a-thon, Bear Tracks Ice Melt, Coco Brooks Inc, etc. If doing a raffle of any kind, you will need to obtain an AGLC license.

If asking for sponsorships for anything team related you are not allowed to ask the IMHA jersey sponsors. This list is on the IMHA website under sponsors.

Your **home tournament** will be organized by your **Home Tournament Coordinator**. Each family is required to donate a raffle item or contribute money to buy raffle items. The specifics will be disclosed by the Tournament Coordinator each year. Each family will also be required to volunteer time to work the raffle table, 50/50 draw, board setup, etc the day of the tournament, which again will be set up by the Tournament Coordinator.

Your tournament fees will pay for ice, swag bags, refs, tournament expenses. You should be close to breaking even with that money. All profit should come from raffles, 50/50, etc.

The tournament will need an AGLC license and that is required to be in a team or personal name, not IMHA.

Your Team is allowed **1 away tournament** for the year. You can go to www.hockeyalberta.ca website to locate posted tournaments. You are only allowed to go to Hockey Alberta sanctioned tournaments. The team will need a travel permit. You will submit a request with HA sanction # to executive director Darren Black via innisfailminorhockey@gmail.com.

Your Team is allowed to book **away exhibition games**. There is no specific number of away exhibition games that you are allowed, however, Hockey Alberta has a maximum of 25-30 games including tournament games for the year. Please keep your total amount of games to around 25. If you are going to an **away exhibition game**, you will not need a travel permit. However, please let the U7 Director, Shawn, know the date and place of the game so she can update the schedule.

Please note, you can only book an exhibition game if your team has a bye on the schedule. If you would like to book a game away on another week that you are scheduled to play, you will need to switch with another team's bye week to ensure all inhouse teams are playing. You can also book exhibition games on other days (ex. Sunday).

If you are **hosting an exhibition game**, you will need to send the U7 Director, Shawn, the following information -

Home team name

Visiting team HCR #, email, phone number and name of manager

Date, time and location (blue ice)

Please note, for hosting exhibition games, you are only able to schedule those games on ice times that you are noted as a practice on the schedule.

Contacts to try if wanting to book exhibition games:

Lacombe - lacombehockeyintro@gmail.com

Delburne - u7delburne@gmail.com

Eckville - secretary.emha@gmail.com

Blackfalds - pups.U7.blackfaldsbulldogs@gmail.com

Caroline - secretary@carolineminorhockey.com

Spruceview - svmh.u7@outlook.com

Please appoint a parent to be a liaison when you have husband/wife - coach/manager combo. Hopefully this person is never needed but just in case there is an issue, there needs to be someone they can talk to.

Name bars **will not** be placed on U7 jerseys.

A \$50 deposit, via post dated cheque, will be required for each player and will be reimbursed at the end of the season upon return of the jersey. Please have each family make their cheque out to IMHA and dated 03/31 of the following year. The manager will hold onto these cheques and return them to the family's as the jerseys are returned.

There will be an Apparel Night scheduled in October. This will be where families will have access to the TBS apparel to try on for sizing. There will be an email sent out with the date as well as the link to ordering apparel online closer to the date.

Epact login and registration will be sent out from IMHA. This needs to be completed by all team members and accessed by you, the Manager, and the coaches. This is used for children's medical information as well as emergency information. It is your responsibility to ensure parents complete this. If they are left incomplete, the players will **NOT** be allowed on the ice.

Some teams enjoy going to play at a Rebel's game. If your team would like to, you will need to sign up on their website ASAP. Spots go quick.