



## PARENT'S GUIDE

*(revised October 2017)*

## Welcome to Kitscoty Minor Hockey

Whether this is your first year in Kitscoty Minor Hockey, or your last, we have compiled this information for you to use as a resource for the upcoming hockey season.

Please read through and ensure you have an understanding of what is expected of you and your family.

If you have any questions or concerns, our board members (listed on the KMH website at [www.kitscotyminor-hockey.com](http://www.kitscotyminor-hockey.com)) will be happy to help you.

Unlike the Arena Board, KMH does not fall under the Ag Society. However, all KMH families are members of the Ag Society since KMH submits \$1.00 membership on their behalf at registration. The relationship between KMH and the Ag Society/Arena Board is “mutually beneficial” to both groups as we are the primary user group of the arena facility.

Each hockey team will consist of Coach(s), a Safety Person, Cash Parent, Sweater Parent, Tournament Committee, Manager, and Director. As per our bylaws, board members, managers, coaches, cash parents, safety people, trainers, refs and ice help all have to have their criminal records done. Your record check is good for 2 years from the date received.

Fair Ice Policy and Turning Point Program have been implemented as KMH policies and can be found on our website under KMH Information / policies. Please read through before you sign the attached documents that pertain to you.

## Responsibilities of Our Volunteers

**Coaches** have the important job of teaching our children the skill and love for the game of hockey. All coaches will be up to date on all certifications required for the level of hockey they are coaching. All necessary clinics will have to be completed before November 15th of each year, as per Hockey Alberta's ruling.

**Safety Person(s)** will take the necessary safety course and along with the coaching staff, ensure injury prevention and risk management are implemented for the team. The safety person has to be present at all games, so it is not a bad idea to have two people certified for this position.

**Sweater parent** will ensure all players are designated the necessary jerseys and arrange to have name bars sewn on all jerseys (name bars provided by parents). Sweater parent will collect jerseys at the end of every game and make sure they are clean for the next game. If they can't make a game, they must arrange for the sweaters to go with another parent.

**Tournament Committee** will be set up for each team to ensure the home tournament is run smoothly. Sponsors, raffle items, time clock schedules will be set up.

**Directors** are available to your team for direction and communication between the teams and the board.

**Managers** have the job of organizing their team. The “Go To” person for the parents and the coaches:

*Managers will be given a list of the home ice times and will schedule games / practices within the assigned times. When there is no home ice available to you (due to another home tournament or ice rental), take the opportunity to schedule an away game.*

*Schedule away tournaments. KMH will reimburse each team for one away tournament, not exceeding the value of our KHM tournament fee for that division. If the team decides to participate in more, the Manager will collect necessary funds from the parents. It is the manager’s responsibility to ensure all travel permits are in place.*

*Team schedules will be kept up to date, confirming games a week ahead of time*

*Schedules and parent contacts must be kept current on the Kitscoty Minor Hockey website. Managers will work with the web administrator and ice coordinator to ensure this is done effectively. This includes checking on ice availability, cancelling games and practices.*

*Communication is essential, whether you phone your families or send out mass texts/emails (via website), or use a team management app, everyone has to be kept informed of all activities pertaining to the team (fund-raising, social events, games, ice cancellations, etc.). Contact lists for all families need to be handed out to the parents at the start of the year.*

*Organizing social activities for your team; such as Christmas parties and year-end windups. Please note that such events are not sanctioned through Hockey Alberta and a Special Event Sanction Request form must be filed. (Obtained from Registrar)*

**Parents** have several jobs throughout the year including the following:

*Parents must obtain their “Respect in Sport”*

*All families have a weekend booth shift. See “Booth Shifts/Weekend” for more information*

*Each family will have to work time clock / raffle table shifts at the home tournament. Schedules will be determined by tournament committee*

*Raffle items / food hamper donations for the home tournament*

*Parents will work the time clock for the home games*

*Help with any fundraising activities organized by Minor Hockey or Arena board. This could include selling fundraising items or working a shift at a fundraising event such as the Hockey draft*

*Each team will take a turn giving the concession a thorough clean during a practise or an evening. Everything from the coolers / counters to the range hood will be disinfected to meet Alberta Health standards*

*The \$500 bond cheque to KMH will be cashed if a parent refuses to help with the fundraising or the team concession clean. If your cheque is cashed, you are no longer considered a member in good standing and will not be able to vote at KMH AGM’s.*

***The arena is not a day care; please ensure your children are properly supervised at all times upstairs and down. Horseplay, which results in damage to our facility, will not be tolerated.***

***Please remember to wait 24 hours after a conflict before addressing it. If you are not satisfied with the outcome then you can take it to your director. Failure to follow this protocol can lead to disciplinary actions at the discretion of the board.***

**Cash Parent** will be responsible for ensuring that there is enough cash and coin on hand for the concession during home games.

*If you are the first game of the day, you need to get the cash drawer out of the safe, and put the drawer in one of the tills under the ipads. Divide the cash between the two cash drawers.*

*Each cash parent, at their home game, should check in with concession to see if they need change, or have excess cash that can be dropped in the safe.*

*If you need change, you can 'buy' it from the cash box in the safe. Example: If you need a roll of quarters, take \$10.00 from the ipad till, put it in the cash box, and take a roll of quarters from the cash box and put it in the till.*

*If there is excess money in the tills, you need to drop that into the mailbox slot located in the bottom of the safe. Take the desired amount of money to drop, put it in a brown envelope (located beside or on the safe). Have someone verify the amount with you. Write the amount on the front of the envelope, and both sign the envelope before dropping it.*

*If you are the last game of the day, you need to bring the float back to the original starting amount. The starting float denominations can be found on the bulletin board beside the printer. If needed, you can buy more change from the cash box. Drop the remaining money in a brown envelope in the same manner as mentioned above.*

## **Booth Shifts / Weekend**

The Arena Concession has its own elected board of executive, which is governed by the Arena Board. Kitscoty Minor Hockey, and Can Skate are the primary user groups of the Kitscoty Arena. Every year profits from the concession are turned over to the Arena Board to help cover expenses directly related to maintaining and operating the arena. Without this funding, the Arena Board would have to look to us for money in the form of increased fees, and additional fundraising. So, although working in the booth may be perceived as an inconvenience, it does directly benefit all families.

### ***How was it determined which weekend my family will work?***

Family names were divided into 3 buckets. The first bucket contained only names of Atom families and KMH board members. Because the Atom families are responsible for Scheduling the weekends, they were separated out and drawn first to ensure that there would be at least one atom family scheduled per weekend. All other KMH and Can Skate family names were put into a second bucket which was drawn at random. Effort is made to minimize the number of inexperienced workers on a given weekend.

### ***When do my shifts begin and end? How many hours can I expect to work?***

The first shift begins Friday at 5:00 pm and the last shift ends Sunday when the teams have been fed and clean-up has been done following the final game of the day. Concession workers are not required to work Rec games. The exact number of shifts you will work varies from weekend to weekend depending on the number of games scheduled.

### ***How will we know what our schedule will be for our weekend?***

The Atom parent whose name appears first on your weekend is responsible for arranging the shifts for that weekend. They will contact you earlier in the week to find out what times work best for each family, and will notify you once the schedule is complete.

### *What if I can't commit to my scheduled weekend? Can I hire my shifts out?*

If your family was drawn on a weekend that does not work for you, and you are unable to commit to at least 50 % of your shifts, you must find someone within KMH or Can Skate to trade weekends with you. You MAY NOT hire out your entire weekend. In order to ensure that the booth runs efficiently there should be a minimum of 2 adults per shift. When parents hire out the whole weekend it makes scheduling shifts very difficult. If you are able to work most of your weekend, but still need to hire out the occasional shift there is list of trained, board approved people you may hire from posted at the arena. You MAY NOT hire anyone who's name does not appear on the list. It is your responsibility to pay the person you hire \$15.00/hr. You may of course ask another parent from within the organization to fill in for you if you prefer not to hire a replacement.

### *We are new to the community and don't know anyone we can trade with. What should we do?*

The first step would be to ask your Director or a parent from your group if they know of anyone who may be willing to trade with you. If you trade weekends please notify Jamie Schiller 780-205-5348

### *What are the consequences for families who choose not to fulfill their concession duties?*

In the event that a family does not show up for any of their shifts or fails to arrange a suitable replacement for the shifts they are unable to work, the Arena Board will cash their \$500.00 bond check. Please keep in mind that neglecting your concession duties selfishly increases the burden on the other families in your group.

*We understand that everyone is busy with work and family. Even though it may seem inconvenient the purpose of working our concession is to lighten the financial obligations of our members. If this is not a concern for your family then please look at your weekend as a chance to get to know members of our organizations that you may not otherwise have reason to engage, and as an opportunity to strengthen ties to your community.*

## **Atom Parents**

There are a number of duties that the Atom parents will be involved in. The atom teams will work together with the concession board to ensure that the concession is being maintained at a high standard. It is their responsibility to make sure schedules and required jobs are coordinated and delegated fairly.

Besides scheduling weekend booth shifts on your required weekend, atom parents are also responsible to ensure the concession is fully stocked for the weekend. This includes:

- Making candy bags
  - Stocking candy counter
  - Making sure there are cups, lids etc. If there are none in the cupboard, there are extra boxes above up above the counter.
  - Making sure supplies are stocked up in the lobby cupboards
  - Stocking the fry trays and popcorn chicken trays
- \*\*there are complete re-stocking instructions in the kitchen



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*All Minor Hockey parents must sign and date this form acknowledging that they have read the information provided.*

All forms will be handed into the managers, who will turn in to their directors to give to the board.

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Print Name

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Signature

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Date Signed

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Print Name

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Signature

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Date Signed

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Print Name

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Signature

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Date Signed

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Date Received by KMH Board