**All Divisions**

1. Will have a tournament coordinator, a coach, an assistant coach, a jersey carrier, a manager and at least one person will require their safety training.
2. All divisions will need to create a worker schedule (50/50, timeclock, score sheet, penalty box, on ice ref U7) for all home games
3. Jerseys will be carried by the jersey carrier and assigned to each player. These jerseys will not go home with players they will stay with the jersey carriers.
4. Teams can plan season end wind ups however MDMH does not cover any costs for this.
5. A safety binder should be kept for all groups. This binder should have Medical Information Sheets on each player.
6. Each team should have a first aid kit readily available.

**U7 Manager Responsibilities**

1. The manager will act on the direction of the coaches on what the season will look like. The coaches will decide approximately how many games to book, what type of teams to play (major/minor, older or younger if possible depending on the level of our team), how far to travel and attending/hosting tournaments. The manager will take the feedback and do their best to accommodate it.
2. The Manager is responsible for On Ice Management. Manage RAMP app/Association website app by adding games, practices, events, players ect. This lets the association know when games are being played, when the booth needs to be opened and when ice slots are being used.
3. Communicate on ice information to the team throughout the season (games, practices tournament info ect.)
4. Book home and away games. If it is decided the team is attending a tournament, the manager is responsible for consulting with the coaches and finding a selection of tournaments (by reaching out to managers from surrounding areas or looking on the Hockey Alberta Website) and consulting with the coaches on which one would be most suitable for their team to attend. Once a tournament is picked, the manager will work with the treasurer to ensure the host team receives the tournament fees. If it is decided that the team is hosting a tournament, the manager can pass along contacts to the tournament coordinator.
   * 1. Helpful tip – in your contacts, put the name of the town they manage for along with their name and a hockey stick emoji in front of the manager contact for easy access.
5. Create a parent schedule for workers for time clock/ 50/50 / on ice ref. Score is not kept nor are goals recorded.
6. Game play should be no more than 2 30 minute periods of straight time with the horn buzzing every 3 minutes for shift change. Length of periods can be pre-determined with the opposing team and home team. BLUE PUCKS MUST BE USED! No exceptions. Only a goalie stick is used for goalie equipment.
7. Apply to Hockey Alberta for permits and sanctions
   1. Home games:
      1. Go to [www.hockeyalberta.ca](http://www.hockeyalberta.ca)
      2. Login
      3. Go to **Account**
      4. Go to **Intro to Hockey**
      5. Go to **One-Time Event Sanction** – fill out the form and **Submit the Request** (Must have opposing teams email and the rink address)
      6. Log out and wait for your approval to be emailed to you.
   2. Away games:
      1. Go to [www.hockeyalberta.ca](http://www.hockeyalberta.ca)
      2. Login
      3. Go to **Account**
      4. Go to **Intro to Hockey**
      5. Go to **Travel Permit** – fill out form and Submit Request (need the sanction number to apply for this. You’ll get this from the hosting team)
      6. Log out and wait for your approval to be emailed to you

Note: A sanction or travel permit is needed for every game. Apply early in the week, at the latest, to ensure you are approved in time for the game on the weekend. The more notice you can give the better. Travel permits must be carried with you at all times for insurance purposes.

**U9 Manager Responsibilities**

1. The manager will act on the direction of the coaches on what the season will look like. The coaches will decide approximately how many games to book, what type of teams to play (major/minor, older or younger if possible depending on the level of our team), how far to travel and attending/hosting tournaments. The manager will take the feedback and do their best to accommodate it.
2. The Manager is responsible for On Ice Management. Manage RAMP app/Association website app by adding games, practices, events, players ect. This lets the association know when games are being played, when the booth needs to be opened and when ice slots are being used.
3. Communicate on ice information to the team throughout the season (games, practices tournament info ect.)
4. Book home and away games. If it is decided the team is attending a tournament, the manager is responsible for consulting with the coaches and finding a selection of tournaments (by reaching out to managers from surrounding areas or looking on the Hockey Alberta Website) and consulting with the coaches on which one would be most suitable for their team to attend. Once a tournament is picked, the manager will work with the treasurer to ensure the host team receives the tournament fees. If it is decided that the team is hosting a tournament, the manager can pass along contacts to the tournament coordinator.
   * 1. Helpful tip – in your contacts, put the name of the town they manage for along with their name and a hockey stick emoji in front of the manager contact for easy access.
5. Create a parent schedule for workers for time clock/ 50/50 / game sheet
6. Fill out the U9 Hockey Alberta Game reports or make your own that is similar and submit it in the event of a penalty.   
   [HA\_Novice\_Game\_Report.pdf (hockeyalberta.ca)](https://www.hockeyalberta.ca/uploads/source/Intro_To_Hockey/HA_Novice_Game_Report.pdf)   
   Goals are not recorded
7. Game play should be no more than 2 30-minute periods of straight time with the horn buzzing every 1.5 minutes for shift change. Length of periods can be pre-determined with the opposing team and home team. Blue or black pucks may be used. Goalie will wear full equipment.
8. Apply to Hockey Alberta for permits and sanctions
   1. Home games:
      1. Go to [www.hockeyalberta.ca](http://www.hockeyalberta.ca)
      2. Login
      3. Go to **Account**
      4. Go to **Intro to Hockey**
      5. Go to **One-Time Event Sanction** – fill out the form and **Submit the Request** (Must have opposing teams email and the rink address)
      6. Log out and wait for your approval to be emailed to you.
   2. Away games:
      1. Go to [www.hockeyalberta.ca](http://www.hockeyalberta.ca)
      2. Login
      3. Go to **Account**
      4. Go to **Intro to Hockey**
      5. Go to **Travel Permit** – fill out form and Submit Request (need the sanction number to apply for this. You’ll get this from the hosting team)
      6. Log out and wait for your approval to be emailed to you

Note: A sanction or travel permit is needed for every game. Apply early in the week, at the latest, to ensure you are approved in time for the game on the weekend. The more notice you can give the better. Travel permits must be carried with you at all times for insurance purposes.

**League Manager Responsibilities**

1. Manage RAMP app.  Add players, practices, games and events.
2. Communicate any information related to the team throughout the season.
3. Teams must be registered in NEAHL (league)/ECAFHL before the first game.  You should receive an email from your deputy governor of the league.  I would read over by-laws and regulations for all info regarding game play, rules, ref requirements ect from the NEAHL website.  [www.neahl.ca](http://www.neahl.ca) or ECAFHL website [ecafhl.com](https://ecafhl.com/). You should become familiar will league rules.  This will become handy throughout the season.
4. When registering your team on the NEAHL website or ECAFHL website, you may add affiliates (players from the team below that you pull up to play if short of players). League teams cannot use affiliates until after preseason tiering. Affiliates must have an assigned jersey number that they wear during the game.  They cannot wear someone else’s number as they keep track of all player stats by number.  It is helpful to use their jersey number then make it a number you can create with tape.  Ex.  10 becomes 70, 11 becomes 77.  This only needs to be done if their jersey number doubles up with a player on the team. \*\*Mark “AP” beside their name on the game sheet.  Affiliates are limited to a certain number of games or they have to become part of the team.  Keep track of the amount of games played by each affiliate.  You can include this on the game sheet if you want.  example 1/10. Ensure when using affiliates that you are using them as per the NEAL requirements.
5. Once players are entered and approved by Hockey Alberta you will receive a copy of the “Official Team Roster”.   This roster will need to be uploaded to the NEAHL or ECAFHL website.
6. If there is a scheduling meeting, be prepared with a schedule of game time slots as well as a tournament date.  May want to discuss tournaments with other teams BEFORE scheduling league games.  Once league games are scheduled it is sometimes hard to reschedule games for tournaments.  If rescheduling a league game, a NOTICE OF GAME CHANGE sheet will need to be filled out and signed by both teams then sent to your governor 5 days prior to game.  League games are usually done by mid February and then playoffs will begin.  All this info should be sent out to you at the beginning of the season from your governor.  If not, contact your governor.
7. Preseason usually starts mid October and will run for 3-4 weeks.  Re-tiering can happen during preseason.  Preseason weekend games are scheduled by the league and they are usually sent out by Tuesday.   During preseason there will be 2 games each weekend.
8. Game sheets are filled out by the home team manager and must be entered and uploaded on the NEAHL or ECAFHL website within 24 hours.  Remember to include game number (off the website), a signature under the roster from each team, officials names and signatures.  Shots will need to be recorded for each league game.  This information will need to be included on the game sheet and entered as well.
9. If hosting a home tournament, you must apply for a tournament sanction.  Log into Hockey Alberta under members, sanctions and permits.
10. If having any exhibition games throughout the season, you must apply for an exhibition game sanction.  Apply online through Hockey Alberta.
11. Any games/tournaments that are not part of the league must have a travel permit.  This is for any games out of our zone including out of province ex. Saskatchewan.  Apply online through Hockey Alberta.  If traveling out of province you must carry a permit with you for insurance purposes.
12. If a manager is not available throughout the season, the head coach will step in for on ice roles.