

# Managers Guidelines

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## TABLE OF CONTENTS

<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
<b><u>TEAM MANAGER'S ROLE</u></b>	<b>3</b>
<b><u>GENERAL INFORMATION</u></b>	<b>4</b>
TEAM MAILBOX	4
CARDING	4
ALBERTA HOCKEY TEAM REQUIREMENTS	4
SCHEDULE	4
TREASURER	5
JERSEYS	5
EQUIPMENT AND SOCKS	5
LEAGUE GAME SHEETS	6
PERMITS	6
HOME TOURNAMENTS	7
AWAY TOURNAMENTS	7
EXHIBITION GAMES	7
DRESSING ROOMS	8
GAME CANCELLATIONS	8
TEAM PURCHASES & CELEBRATIONS	8
TEAM APPAREL AND KEEPSAKES	8
TEAM PHOTOS	8
<b><u>NSMHA EXECUTIVE / NSMHA 1660 LEAGUE REP</u></b>	<b>8</b>
<b><u>CHECK LIST</u></b>	<b>9</b>
<b><u>APPENDIX – FORMS</u></b>	
JERSEY ASSIGNMENT	10
TEAM TREASURER'S REPORT	11
50/50, TIME-BOX & MUSIC	12
TOURNAMENT REGISTRATION FORM	13
MANAGERS LOCKER AND EQUIPMENT USE	14
PLAYER / PARENT / COACH PLEDGE FORMS	15/16



## **Team Manager's Role**

It should be noted that some coaches may take on some of the activities that the Manager is normally responsible for overseeing. Discuss with the coach which duties will be assigned to each of you. This manual provides information to aid team managers in the smooth operation of the team by identifying key topics that the team manager will need to address.

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 New Sarepta Minor Hockey, referee scheduler, ice scheduler, concession, arena caretaker, league reps 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.

Team meetings are essential in the development of formal communication amongst a team and they encourage participation from all members. For many 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. There may come a time where a team manager will have to act as a liaison between the team parents and coaches to resolve disputes. The parent should be comfortable knowing they can bring concerns to the team manager for any reason - equal playing time, coaching tactics, harassment, etc. The team manager should work with the coach and parents to first try to resolve disputes at the team level. At all times, the team manager involved should do their best to be positive in front all other players and parents.

Keep your team updated on needed information. Emailing is an efficient and timely way to do this. You could also print handouts and/or monthly calendars if preferred. Having information in handout form for parents to take away will assist with the retaining of dates and details. You can have two people in charge of phoning the parents with changes in information if this works for your team.

- ❖ **Utilize the 1660 website as much as possible for information. Ensure you read the 1660 Managers Guidelines @**

**<http://www.1660.ab.ca/default.aspx?p=managersguidelines>**

## **General Information**



### **Team Mailbox**

Check your team mailbox in the hockey office for needed information on a regular basis. Empty the team mailbox at the end of the season.

### **First Aid Kit**

All NSMHA medical forms should be kept in your first aid kit at all times. At the end of the year, please remove and hand them back in with your manager's binder that you received at the beginning of the season. They will be shredded at that point. The first aid kit must be taken to all games and practices.

### **Carding**

Anyone who will be on the bench, i.e., coach, assistant coach, safety, even for those opening and closing the doors on the bench; they will need to be registered (carded) with the league. This is done through the NSMHA registrar. The coach/team manager will need to give a list of all individuals to the NSMHA registrar. Each team is allowed to card up to 5 people. Please submit all names, emails and phone numbers to the Registrar right away, so that they can be entered onto the HCR list. The manager does not need to be carded unless they will be going onto the bench at any time. Anyone not on the HCR team roster form will not be allowed on the ice or to play games. If someone is missing from the team roster, please check with the registrar as to why. If your team allows a child on the ice that is not on the roster, the coach could be suspended from Hockey Alberta for having an ineligible player. Always carry a copy of the HCR list with you to all games.

### **Alberta Hockey Team Requirements**

Coaches must complete all mandatory courses by November 15<sup>th</sup>. One person must have their "Safety Course", the Safety person must be with the team at all the times, so it might be beneficial to have two with the course. This course can now be taken online. Everyone that is carded must have the Respect in Sport Coach Course. Pee wee coaches and up must have the checking course. This includes female teams as well.

### **Schedule**

Print a copy of the game schedule from your league website. Distribute this to parents through email or as handouts. The links to all the leagues are on the NSMHA website. Prepare a parent volunteer schedule ([see appendix](#)) to help with the following duties during the home games: 50/50, music, and 2 for the time box. The team manager should be prepared on occasion to fill in when someone has to cancel. 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.

### **Treasurer**



The team manager is also responsible for the team's finances; however you may want to appoint someone to be the treasurer. The treasurer is 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 will be turned back over to the association. You should present to your team the financial statements on a regular basis and to the Association as required. (see appendix)

### **Jerseys**

Keep a list of which jersey is assigned to each player (see appendix) to ensure that all the jerseys are returned at the end of the season. Provide your NSMHA Equipment Manager with a copy of this list for their records also. Choose a parent to be responsible for ensuring that both home and away jerseys are present at all games. The jerseys will be washed, and hung to dry, when necessary by this person. The white jerseys require someone with city water or a cistern to prevent discoloration. At the end of the year, the jerseys shall be put back in the locker from smallest number to largest number. This is done to help the Equipment Manager with the huge yearend inventory. The team locker should also be cleaned at the end of the season. If you are adding letters to the jerseys (C's and A's) please use a long baste stitch when doing so. Removal and return of the letters at the end of the season is the responsibility of the team manager.

Note: Any willful damage done to any jersey will be billed back to the person responsible.

### **Equipment and Socks (see appendix)**

Should you require goalie equipment for any player wishing to try at that position, please get in contact with your designated level equipment manager for equipment use.

Hockey socks will come from the NSMHA equipment manager. Each player will be given one pair of both home and away colors each. If anyone requires extra pairs, they can order those through the designated level equipment manager and they will be responsible for the cost.

Name bars are not permitted on the jerseys.



## League Game Sheets

Immediately following each game the home team is required to input the game sheet into the league website within 24 hours of the completion of the game. 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. Only use the league game sheets for league games; use the generic game sheets for exhibition games. Please note: Any Games that result in an Incident Report (see 1660 website for forms) must also be emailed to the governor, in addition to being submitted to the league website, within the specified time period in the regulations. This will be different for Non-League games (exhibition, tournament or provincials) as the infractions, suspensions, or incidents will be sent to the zone discipline coordinator at Hockey Alberta to find out the number of games that the player or coach is suspended for. (These procedures may vary with each league, you MUST check with your league to ensure you are following the correct procedure.) Ultimately the coach is responsible for all the information that is inputted onto the game sheet. Note: if a player is absent do not cross their name off of the game sheet until the end of the game. If they are a suspended player make sure that you cross their name off and put suspension 1/1 or 1/3 or however many game suspensions that they have received and which one they are serving.

## Permits

Permits are required for all non-league assigned games. You must apply for a permit and it must be approved through Hockey Alberta before any player steps on the ice. Please contact the NSMHA Secretary to apply for one of the following permits:

- Exhibition game permit – Required for any home exhibition game
- Travel permit – Required for any game or tournament you are travelling to outside zone 7
- Tournament Sanction – Required for your home tournament to invite teams

You will be given a Sanction Number which must be put at the top of all game sheets. The visiting team (if travelling from outside of zone 7), for example Beaumont, will be required to put their travel permit number at the top of the same gamesheet. It is the responsibility of the home team to submit all Exhibition gamesheets to Hockey Alberta within 24 hours of completion. All tournament game sheets may be inputted within 24 hours of the completion of the tournament.

Please submit all gamesheets to:

Kevin Gallaway

403-575-1244

[kevgallaway@telus.net](mailto:kevgallaway@telus.net)



### Home Tournaments

Check the NSMHA website for your assigned tournament date. When registering your home tournament please see the example tournament registration form ([see form attached](#)). Fill out the form and forward to the NSMHA Secretary ASAP so they can apply for your Tournament Sanction and also advertise your tournament on the Hockey Alberta website. When making up your budget, your team will be responsible for all ice fees, refs and fees (refs must be booked by contacting the referee assignor), collection of fees, awards i.e. trophies or medals, and any fundraising items your team chooses to do. Each team will also be required to donate \$500.00 of their tournament profits back to NSMHA (\$100.00 will go back to the team account for the beginning of next season and \$400.00 will be given to Player Development). **PreNovice & below do not need to pay the association \$400 from their tournament as they don't do clinics but still need to provide \$100.00 for their team account.** Sanction numbers must be given to the away team; these will also come from the NSMHA Secretary. 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 of tournament completion.

### Away Tournaments

Notify ice scheduler, ref scheduler, arena caretaker and concession manager that your team will be away if you have ice scheduled for that week. Reschedule any league games with other teams if necessary. Travel Permits are required for a team to play in tournaments outside of their zone. We are in Zone 7 and it will take at least one week to obtain a Travel Permit from the NSMHA Secretary. When requesting a Travel Permit by email, please provide to the Secretary 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](http://www.arenamaps.com) or [www.mapquest.ca](http://www.mapquest.ca) can be used to print off maps or obtain directions. If an infraction occurs during the away game, please send all documentation to the Zone Sanction & Discipline Coordinator. The game sheets will be submitted by the team hosting the tournament.

### Exhibition Games

League games must be played ahead of exhibition games. If there is not a scheduled league game, and your scheduled ice slot is available or taken by another team, feel free to schedule an exhibition game. You will need a Sanction # from Hockey Alberta. Please make that request at least one week in advance from your NSMHA Secretary by email for the sanction number, give location and date. If the game is in New Sarepta notify your team, the ice scheduler, arena caretaker & concession manager. Call the ref assignor to book referee and linesmen. Ref fees are the responsibility of the team to pay. (Typically you would ask that the away team cover the ref fees as you will be covering the ice costs). Most teams are fine with that. For away games give the necessary information to the team. If the exhibition game is out of our zone, you must obtain a travel permit from the NSMHA Secretary. 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. Submit all exhibition game sheets to the Zone Discipline & Sanction Coordinator within 24 hrs. (see permits page 6)



### **Dressing Rooms**

Ensure that the parents and players know that the dressing rooms both home and away, must be left in good condition. (All garbage picked up and equipment/personal items are to be removed.) The coach and team manager will complete final checks on the rooms.

### **Game Cancellations**

Contact all players when a cancellation has been initiated. If the cancelled game is a home game and you are not scheduling another game in its place, contact the ref assignor, concession manager and arena caretaker. Contact the ice scheduler ASAP if you are not using your scheduled ice slot, 14 days' notice is required.

### **Team Purchases & Celebrations**

Start planning to purchase your big ticket items (i.e., coats, track suits, Oil Kings game, etc.) for the season so it can be implemented early in the year. (50/50's, tournament proceeds and parent contribution will pay for this.) 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 registrar to see if you need a special event permit for what you are doing with the team.

### **TEAM APPAREL AND KEEPSAKES**

Please see NSMHA website for Identity Management Guidelines.

### **Team Photos**

NSMHA will schedule a day for photos. Distribute the order forms and have the parents fill them out and bring them with the payment to picture day. Ensure that your team's jerseys are brought to the picture location and all players have the same color of socks.

### **NSMHA Executive, Division Directors and Arena Contacts**

If anyone has any other questions or concerns, please feel free to contact anyone on the NSMHA Executive. All Executive e-mail addresses are listed on the NSMHA website.

### **1660 LEAGUE REP'S**

League Reps - Any inquiries, complaints or concerns regarding the league should be brought forth to the NSMHA 1660 League Rep which can be found on the NSMHA website. [1660rep@nsmha.ca](mailto:1660rep@nsmha.ca)





## **Check List**

- Team meeting to discuss rules, coaching philosophies, and assign duties (team treasurer, jersey parent, tournament coordinator) see example attached for startup letter.
- Get player names and contact information from NSMHA's registrar. Distribute copies to players and coaches.
- Have each team fill out necessary forms & hand in to appropriate Level Directors:
  - Code of Conduct (Parents, Players and Coaches) (see appendix)
- Give info for carding to the registrar
- First aid kit must be on the bench for practices and games. Medical forms are to be kept in a Ziploc bag in the first aid kit.
- League schedule for players & coaches as well as:
  - copy to ref scheduler
  - copy to ice scheduler
  - copy to arena contact
  - copy to concession
  - also keep all the above updated on game changes/cancellations/rescheduled games throughout the season
- Assign parents to be in charge of jerseys.
- Assign jerseys to the players. Give a copy of the Jersey Assignment Sheet to the Equipment Manager.
- Assign one parent to be the treasurer (you want to have two people with signing authority – usually it's the manager and treasurer). Inform parents of account status on a regular basis.
- Prepare parent schedule for 50/50, music and time box. (see appendix)
- Check mail box on regular basis.
- Submit the league game sheet immediately after each game to the League Website.
- Ensure dressing room is clean after each game (take a picture for proof)
- Enter away tournaments (obtain a travel permit from NSMHA Secretary)
- Prepare for your home tournament.
- After your home tournament is completed, submit a cheque to the Association Treasurer in the amount of \$500.00.
- Book exhibition games (get Sanction numbers from NSMHA Secretary).
- Distribute order forms for team photos.
- Plan team purchases (i.e.: coats) and/or celebrations.
- Utilize the 1660 website as much as possible for information. Ensure you read the 1660 Managers Guidelines @ <http://www.1660.ab.ca/default.aspx?p=managersguidelines>









## **TOURNAMENT REGISTRATION FORM**

DATE: \_\_\_\_\_

DIVISION: \_\_\_\_\_

TOURNAMENT: \_\_\_\_\_ (how many games)

TOURNAMENT SANCTION PERMIT \_\_\_\_\_

COST: \$ \_\_\_\_\_

VENUE: New Sarepta Arena

PLEASE MAKE CHEQUES/MONEY ORDER PAYABLE TO:

\_\_\_\_\_

MAIL CHEQUE TO: \_\_\_\_\_

\*\*\*\*TEAMS WILL ONLY BE CONFIRMED WHEN A CHEQUE IS RECEIVED. DEADLINE FOR  
REGISTRATION IS \_\_\_\_\_. NO REFUNDS WILL BE MADE  
AFTER \_\_\_\_\_.

Please e-mail this completed form and a team picture with names and team logo to

By signing this registration form, the Team Manager and Coach release New Sarepta Minor Hockey Association , all officials and volunteers associated with the New Sarepta Tournament, from any liability or accident which may be incurred by any player or team official while attending or travelling to/from, and participating in this tournament.

SIGNATURE OF TEAM MANAGER: \_\_\_\_\_

SIGNATURE OF TEAM COACH: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_

DATED: \_\_\_\_\_



## **Managers Locker and Equipment Use**

We are pleased to inform you the equipment room is ready and fully stocked with what you will need for the season. Each team has been assigned a locker with a combination lock. The only members on your team that will receive the combination are the manager and head coach. In your locker you will find, Jerseys, 1<sup>st</sup> Aid Kit, Whiteboard, Managers Binder, and Practice Jerseys. If you need to replenish your 1<sup>st</sup> aid kit with ice packs or anything please contact your equipment manager.

**INJURY REPORTS AND PLAYERS MEDICAL FORMS:** Managers, have your parents fill out the Player's Medical forms and keep them in the team's 1<sup>st</sup> aid kit. In case of an injury during a game, a copy of the Injury Report should go to the hospital with the child. Have the doctor fill out the "Physician's Statement" portion of the form and make sure it is signed at that time. It can be next to impossible to track down a doctor at a later date. If there is a cost to fill out the form, make sure you get a receipt and the association will reimburse.

**JERSEYS:** Please inform your players and parents that they cannot expect the same jersey numbers each year as each level has different numbers. **DO NOT** glue or tape anything to the jerseys or the team will be responsible for the replacement cost of \$60+GST. When sewing on your "C's" and "A's" please use a long baste stitch as these are to be removed at the end of the season. **JERSEYS ARE FOR GAME USE ONLY.** Once the jersey numbers are assigned please fill out the Equipment Sign out Sheet and leave a copy in the Equipment Managers mailbox in the Managers room. Also, we ask that the parents of the white jerseys have city water versus well water for washing. Well water will yellow the white jerseys.

**SOCKS:** \$18 a pair. Every player will receive a black and white pair of socks at the beginning of the season. These are for game use only. Encourage your players to wear the old socks for practices. We have old socks available for a cost of \$10. If a player misplaces or ruins their game socks or practice socks, the team manager can collect the money and order a new pair from their equipment manager.

**GOALIE EQUIPMENT:** Goalie equipment will be supplied for Atom and below. If your team is looking to borrow goalie equipment please contact your equipment manager. Goalies for Peewee and above are required to supply their own equipment, however in the event a player from peewee and above teams require goalie equipment for the season must supply an undated \$250.00 deposit cheque with the equipment manager, which will be returned when the association has received this equipment back.

**GAME SHEETS:** 1660 supplies all league game sheets. If your team is hosting a tournament or an exhibition game, contact your equipment manager for game sheets.

At the end of the season all equipment will be returned to the lockers by the spring AGM. If there is anything missing after that date your team will be charged for the replacement of the item(s).

Your equipment managers:

**Atom and below - [atomandbelowequipment@nsmha.ca](mailto:atomandbelowequipment@nsmha.ca)**

**Peewee and above, [peeweeandaboveequipment@nsmha.ca](mailto:peeweeandaboveequipment@nsmha.ca)**



### Players Pledge

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All players **must** sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

#### Code of Conduct

1. **I will** play hockey because I want to, not because others or coaches want me to.
2. **I will** play by the rules of hockey and in the spirit of the Game.
3. **I will** control my temper – fighting or "mouthing-off: can spoil that activity of everyone.
4. **I will** respect my opponents
5. **I will** do my best to be a true team player.
6. **I will** remember that winning isn't everything– that having, improving skills, making friends, having fun and doing my best are also important.
7. **I will** acknowledge all good plays and performances – those of my team and my opponents.
8. **I will** remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of this CODE as set and supported by this association. I also agree to abide by the rules, regulations and decisions as set for this Association.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### PARENTS PLEDGE

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All parents **must** sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.

#### Code of Conduct

1. **I will not** force my child to participate in hockey
2. **I will remember** that my child plays hockey for his or her own enjoyment, not mine.
3. **I will encourage** my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. **I will teach** my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. **I will** make my child feel like a winner every time by offering praise for competing fairly and hard.
6. **I will never** ridicule or yell at my child for making a mistake or losing a game.
7. **I will remember** that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. **I will never** question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
9. **I will support all efforts** to remove verbal and physical abuse from my child's hockey games .
10. **I will respect and show appreciation for** the volunteers who give their time to hockey for my child.

I agree to abide by the principles of this CODE as set and supported by this association. I also agree to abide by the rules, regulations and decisions as set for this Association.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
PARENT SIGNATURE

\_\_\_\_\_  
DATE



## Coaches Pledge

It is the intention of this pledge to promote proper behavior and respect for all participants within the Association. All coaches must sign this pledge in order to participate in hockey and must continue to observe the principles of Fair Play.

### Code of conduct

1. **I will be reasonable** when scheduling games and practices remembering that young athletes have other interests and obligations.
2. **I will teach** my athletes to play fairly and to respect the rules, officials, coaches, opponents and teammates.
3. **I will ensure** all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
4. **I will not ridicule or yell at** my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. **I will make sure** that equipment and facilities are safe and match the athlete's age and ability.
6. **I will remember** that children need a coach they can respect. I will be generous with praise and set a good example.
7. **I will obtain** proper training and continue to upgrade my coaching skills.
8. **I will support all efforts** to remove verbal and physical abuse from my teams' hockey experience.

I agree to abide by the principles of this CODE as set and supported by this association. I also agree to abide by the rules, regulations and decisions as set for this Association.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Team Name