

**SANGUDO MINOR SPORTS
MANAGERS HANDBOOK**



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Do not be afraid to ask questions?

Manager's Role

The team manager is responsible for ensuring all the off-ice tasks are completed. This does not mean that the manager has to do it all; he or she needs to make sure it gets done either themselves or via delegation.

Getting Contact Info

It is very important as the manager to get all of your teams contact information. You will need the names of both parents and whomever the player resides with. You need their email addresses, home phone, and cell phone numbers. See page 6 for template info.

Head Coach Manager Relations

You are the head coach's right hand man/woman. It is very important that you have a good working relationship with each other. Make sure you are always communicating. Any decisions the coach makes about a game, or for example, calling up a player, you should be the first to know. Also make sure to CC your coach in any emails that pertain to the team.

Initiation

Initiation follows some different guidelines. None of your games are sanctioned with Sturgeon Pembina Hockey League or NAI, so you need to contact your Systems & Development Director from SMSand get sanction numbers from them. They will also give you travel permits if you are traveling outside of your zone. All game sheets need to be emailed to the Hockey Alberta Discipline Director minordisc3@hockeyalberta.ca

Contact Sturgeon Pembina Hockey League

Sturgeon Pembina Hockey League is the hockey league SMS participates in. You will find all your game info on the website www.sturgeonpembinahockey.com One of your first jobs as manager is to go the Northern Alberta Interlock (NAI) webpage and find out who your Governor is. Click on “Governors” on the homepage and go to your selected tier. If you are unsure of which tier you are in, contact the Senior Governor of the age division and they will help you. When you contact your Governor it is always good to introduce yourself. We recommend to give them a call the 1st time. You definitely want a good working relationship with them. You will send your governor your HCR Roster that you will get from the Registrar; they will then provide you with a NAI website login and password.

As soon as you have this information, login to NAI (Admin Login) and enter in your team’s roster under League Players. This is how you will access your team’s game and stats management. You will need this for the entire season so keep it handy. If by chance after preseason, you are put into another tier you will need to contact your new tier Governor and get a new login and password.

Your NAI tier Governor is who you will be contacting if you have any questions or concerns when it comes to league play. Always CC them in your correspondence with other associations when you are discussing game changes.

Please take the time to read the Manager Guidelines found at www.nainterlock.com

Important Contacts

Throughout the season you will talk to many people from SMS. The following is a list of those you will be in contact with the most. Each year the people in those positions may change, however their emails will not.

Level Delegate - you will find your Directors name, plus the others on our website www.sangudominorsports.com You will contact the Director for any questions or grievances you may have.

Ice Allocator - The ice allocator will be your best friend. Please do your best to keep their job as easy as possible. Remember you are not the only manager they

are dealing with. It is another nice gesture to introduce yourself and let them know which team you are representing. Any game changes, playoffs and provincials are scheduled through the Ice Allocator. The contact info is on our website.

Registrar – This is who you will send your team list to (HCR Roster). Ensure it includes Coach, Assistant Coach(s) (maximum 4 carded team officials/team) and includes names and jersey numbers. Team managers (who do not go on the bench) Do NOT have to be added to HCR Rosters. The HCR Roster is used for players and bench staff only, not team management. Once the completed roster is received from the Registrar, ensure all information is correct. The registrar can be contacted at dharapchuk@yahoo.com. You will also go through this person for tournament and exhibition games. Travel permits out of zone will go through the Registrar.

The registrar will also inform you as to when the affiliate process can begin.

Hockey Alberta Discipline- You need to send all game sheets to this director, as well as incident reports. If you have any questions about penalty calls or suspensions you can contact this person and they will help you. Contact them at minordisc3@hockeyalberta.ca

Items to do

Jersey sign up – Parents are asked to volunteer on a monthly basis to be responsible for either the home/away jerseys. This includes washing after every 2nd or 3rd game and hanging the jerseys to dry, DO NOT PUT IN DRYER and ensuring that both sets of jerseys are at home/away games. No name bars on any jerseys.

Game Volunteers - Help from parents is always a must in hockey. Some managers wish to assign jobs; others like to have an honor system. This should be discussed at the first team meeting as to which method you are going to use.

Roster labels - Roster labels need to be on all 3 game sheets when you are at home or away, so always make sure they are at every game. Those listed on game sheets must be the names that appear on the HCR Roster. **A manager, who does not help on the bench, SHOULD NOT be listed on the game sheet and/or game sticker.** Suggestion is to have them in the team first aid bag as that is always at every game. A generic mailing label is what the program is made for. When you have an affiliate player just write their name on the label and put AP beside their name. Also put an A or a C beside the names of your captain and assistants.

Tournament Search

As a manager it is your job to search for tournaments, (you can always delegate someone for this job too) unless someone else like a coach wants to do it. The Hockey Alberta website www.hockeyalberta.ca will give you a list of tournaments. Know that tournaments only get posted after the association has gotten a sanction number so not all tournaments are posted till closer to their date. See SMS Registrar for sanction number.

At the first team meeting, the team can decide how many away tournaments they wish to attend and the specifics (overnighters or just within driving distance). It is important that the team is in agreement.

Game Entry

Game sheets need to be signed by the Head Coach of the team, not the manager, because it is the head coach that is responsible for the results on the game sheet and the one that would face any repercussions after the game. Once a game is over, **home managers** have 48 hours to post it online (24 hours during playoffs) unless you hear otherwise from your Governor. **ALL OF YOUR GAME STATISTICS AND GAMESHEETS MUST BE ON THE WEBSITE.** This may need to be done quicker in the cases of tiering games played on the last day of pre-season or during playoffs. The home manager is responsible for posting ALL the information that is on the game sheet. Look at all the tabs. Select the players that played the game. Enter in the goals, enter in the shots, enter in the penalties. Enter in the final score. Upload a copy of the original game sheet to the website. If there is an incident report, upload that too. Do not forget to click completed and submit on that first page or you will have to do it all over again. Log out & go to the website to double-

check that it looks right before you walk away. You cannot make changes to the game sheet after it has been signed off by the refs. Sometimes the wrong child is credited for a goal or assist, but if it is not brought to the attention of the ref then, it will stay as they said. The scorekeeper should have used the abbreviations from the bottom of the score sheet for the penalties, to make it easier for you to enter.

If it is an away game you will have to go in the same way and review the game sheet that the other team entered. Use your game sheet to confirm everything is correct and approve it. Gamesheet must be entered by 7 pm on the first Monday after game is complete.

NEW* Now you must email ALL game sheets to the Hockey Alberta Discipline Director minordisc3@hockeyalberta.ca

Game Change

Throughout the season you may find TBA games or need to change a game because you are gone to a tournament that weekend etc. Please note the maximum number of teams affected with the game change's and let them know you need to change the game, (remember to cc your tier governor and coach). Communicate with your ice allocator 1st and ask for 2 different game times that you can offer the team(s).

Once both teams have agreed to the change the team hosting the game will complete the game change form found under managers on the NAI website. Make sure you get an approved email from your NAI tier Governor before proceeding with the game.

Sometimes the ice allocator may contact you to move a game up on the same day, which you can decide if it is worth going through the trouble of a game change form.

Tournament/Exhibition Game

If you are attending a tournament/exhibition game or hosting, please contact SMS Registrar. For a sanction number and possibly a travel permit, if outside your zone.

Suspensions

It is the responsibility of the team manager of the impacted player to complete this form after an incident has occurred. The home team manager will also attach the copy of the incident report with the game sheet entry.

When a player is serving a suspension, make sure to write beside the player's name on the roster label what game number they are serving and of how many. (ex. S 1of 4) The same applies for coaches.

NEW *The incident report and all the game sheets that pertain to that player's suspension need to be emailed to the registrar. You can do this all at once when all their games have been served. Games can only be served if it is a regular sanctioned league game or tournament. Exhibition games do not count towards suspensions. Also if a suspended coach assists on several teams, they are not allowed to go on any team bench until the suspension is served.

Affiliate Players

SMS affiliates players to teams of higher levels in order to ensure that teams have adequate numbers of players for games, and to help players have the opportunity to experience playing hockey at a higher level. You must speak with our Registrar about adding affiliates to your HCR Roster. Remember you can only call up an affiliate when someone from your team is unable to make a game (i.e. sick, injured, and suspended). In accordance with Hockey Alberta rules a player can only be affiliated to one team per season. In accordance with Hockey Alberta rules teams can only affiliate players from a lower division or category. In most instances, teams can only play an affiliated player if they have a player missing. Make note that you are only allowed to affiliate the same player up to 10 games, after that they are no longer allowed to assist your team unless their regular team is finished in league, playoffs and provincial playoffs. Please see the NAI Manager Guidelines for more detail about affiliates and exceptions at the Novice level.

11. AFFILIATIONS

Quoted from Hockey Alberta Regulations- Section 3. Minor (pg 42)

3. Affiliation

The Alberta Development Model determines Affiliation regulations for players involved in participation of Teams within the Elite Hockey stream (see Appendix IV and V).

The AA Hockey Model determines Affiliation Regulations for Teams involved in participation within the AA Hockey stream (see Appendix III).

HA Regulations pertaining to Affiliation for Minor Female can be found in Appendix "II".

7.1 Affiliation must be declared and filed with the Executive Director or his designate(s) prior to the affiliated Player being allowed to participate in any game with the Hockey Team to which he is affiliated. Affiliations will be accepted and endorsed by the Executive Director or his designate(s) up to and including December 15 of the current Hockey Season.

7.2 Affiliation will only be recognized where:

- (a) Players are added to Teams in the Registry and identified as "Affiliates";
- (b) the Executive Director or his designate(s) acknowledge receipt and identify said players as approve prior to an affiliate Player participating any game with the Hockey Team to which he is affiliated;
- (c) the affiliation has been endorsed by the President of the applicable LMHA. Note: All affiliations shall terminate at the end of the current playing season.

7.3 Any Player participating in any game as an affiliated Player without the approval of the Executive Director or his designate(s) shall be considered an Ineligible Player and team officials subject to discipline in accordance with Minor Regulation 12.

7.4 A Hockey Team may have affiliated with it one or the other of:

- (a) one (1) Hockey Team from a lower Division or Category within their LMHA;
- (b) up to nineteen (19) Specially Affiliated Players from a lower Division or Category within their LMHA.

7.5 Affiliations will not be deemed to have taken place automatically, i.e. Hockey Team to Hockey Team without filing said affiliation with the Executive Director or his designate(s).

7.6 (a) Hockey Teams may affiliate Players from a Hockey Team within their Association in a lower Division or Category. These Players may participate in League, Exhibition, Tournament, and Provincials;

(b) Players registered on teams within the Division of Initiation are not eligible to participate as an Affiliate Player in Provincial games.

(c) Players participating on teams that involve two (2) or more LMHAs based on a need to create one (1) Team in a Division for the area (lack of Players) are permitted to affiliate with a team of a higher Division from their own Resident LMHA. Players are only eligible to affiliate to one (1) Team. This request must be made in writing from the LMHAs involved in the request to the Hockey Alberta Minor Administration Coordinator for approval or non-approval. Upon approval from Hockey Alberta, the requesting LMHAs would be given the allowance.

Example: Centre A has seven (7) Bantam Players, Centre B has six (6) Bantam Players so

Centre A and B combine to field a Team of thirteen (13) Players that are registered out of Centre A. If there is a Midget team in Centre B, the six (6) Bantam Players from Centre B now registered in Centre A will be able to affiliate with the Midget Team from Centre B. This affiliation will be on a named player basis and Players are only eligible to affiliate to one team.

7.7 Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an Ineligible Player. However, if the players registered team completes its regular season and playoffs before the players affiliated team, the player may thereafter affiliate an unlimited number of times.

7.8 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 alternate 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.

Playoffs and Provincial Play

Playoffs begin once regular season play is over. This is when you and the ice allocator will become best friends. NAI/SPHL will give you a schedule and format for playoffs but all games will be TBA. It is your responsibility to contact the team you are playing against and offer 2 ice slots. Once games are agreed upon you will enter a game change form, and always remember to let your ice allocator know which time was agreed upon.

Provincial play is the same method. You will get an email from Hockey Alberta showing you how the play downs work, and who you will need to send game sheets to. Reminder Provincial play is for Atom and up, and consists of best of 3 games against teams in your zone or two game total points. Hockey Alberta decides which level you will be competing in which is determined by how big our association is and how many players are at the level.

Maintenance

At the end of the season you will hand in all game sheets with your equipment return, as well as incident reports. Print off the preseason list of games, and then attach all the game sheets for that list. Print off regular season game list. Do the same for that grouping. Then finally print off the playoffs game list and attach all

the game sheets for them. Put all game sheets in a folder and hand it in with your equipment to the equipment director. Being organized is always the easiest and less stressful.

Another good habit is to remove your game sheet from the book after each game. No sense helping the other team out when they take your book to put their rosters on and have a look at how your previous games. They can go online to do that.

Refer to the Manager's Guidelines on NAI website for more information.

Code of Conduct

Always remind your players and parents that they are not only representing their team but they are also representing SMS and also their town. Make everyone proud!! Remind parents to follow the code of conduct. If it is not followed in the appropriate manner, disciplinary action may follow.

