

BOW RIVER MINOR HOCKEY ASSOCIATION

Team Manager's Manual (updated 2019)

www.bowriverhockey.ca

Introduction

The role of a team manager is an integral part of a successful coaching team. The purpose of this role is to ensure the smooth operation of the team and allow the coaches to concentrate on the 'on ice' activities. The team manager will act as a liaison between the head coach and parents to keep everyone well informed and allocate responsibilities to parents.

The Bow River Hockey website has a "Manager" section that contains this manual and other information. The following information is intended as a guideline to ensure things run as simply and smoothly as possible.

The Manager ultimately answers to the Head Coach. The Head Coach will make all executive decisions regarding the team and inform the manager to facilitate these decisions accordingly.

Parent meeting

The manager should arrange a **Parent Meeting** shortly after the team is formed. This is the first time the parents and coach staff formally meet. A sample agenda of the items to be discussed and agreed upon by the team is included on the BRBHA website on the Manager's Office page. A summary of the meeting information and discussions should be circulated to the team following the meeting.

Issuing of Practice and Game Schedules

The manager or delegate should be responsible for ensuring that all players are made aware of the team's schedule and any changes that occur. TeamSnap will be populated by the association for games and practices that are assigned to the team. The team manager should be checking TeamSnap against the Hockey Calgary website to ensure the game schedules agree. Any additional practices, events and games that are organized by the teams should be added to TeamSnap by the manager or delegate.

There will be no accommodation for teams that book their own ice. Bow River ice takes precedence.

- Please ensure you are aware of your Bow River scheduled practices. If you have booked your own ice and it conflicts with your Bow River ice please make arrangements to trade or offer that ice to another team. **If BRBHA ice sits vacant, your team will be charged for the cost of the ice.**
- A schedule exists on the home page of the BRBHA website to post ice that you are attempting to trade or sell.
- Contact the ice Scheduler at ice@bowriverhockey.ca to advise of any tournament dates for your team in order for these to be factored into your team practice schedule. No consideration will be given to additional practices purchased or exhibitions games. Please send tournament dates only.
- Dryland times are treated the same as an ice time.

Resolution of Team Disputes

Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve issues.

If the manager and coach cannot resolve the problem, he/she should contact their Age Group Coordinator who will assist in solving the problem or advise on the appropriate action. **Bow River policy is to try to resolve disputes at the team level first.** If a satisfactory solution cannot be found at the team level or with the Age Group Coordinator, the Association Discipline Committee will recommend a course of action to the team and to the Board. The Board will make the final decision on any action to be taken and is the final court of appeal within Bow River Hockey. A list of Executive & Board members and other Coordinator contacts can be found on the Contact Us page of the Bow River Hockey website.

Association Volunteer Policy

Bow River Hockey recognizes that the contribution of hockey volunteers is immeasurable and without volunteers, minor hockey would not exist. Collectively, we have a profound effect on the experience of our young athletes every year.

A \$300 volunteer deposit cheque will be required for each Bow River player and should have been provided to the Age Group Coordinator at evaluations. No player shall join team skates until the \$300 volunteer commitment payment is received. This deposit cheque will be cashed by January 15, if the family does not complete a minimum of 10 hours of volunteer work either at the team or association level (post evaluations) during the season. This will be tracked by the Team Volunteer Coordinator and reported to the association's Volunteer Coordinator. Any volunteer deposit cheques that are cashed will go to the Legacy Fund. Managers are asked to do their best to provide opportunities for all families to

obtain their volunteer hours.

Medical Information

A "Medical Information" form from Hockey Canada can be found on the Bow River website – on the Manager's Office page. Each player should complete this form as soon as possible once the teams are formed. A copy of these forms should be with the safety coordinator, the manager and the coach. Managers and coaches should review these forms for information that may impact the players in the season (ie: injuries and allergies, etc.) and plan accordingly. These forms contain confidential information and should be kept in a sealed envelope and only accessed in case of incident.

Insurance and Accident Reporting

Both Hockey Calgary and Bow River Hockey carry insurance that protects volunteers and players in case of accident. In case of an accident or injury, an injury report should be filled out immediately and sent to the BRBHA Safety Coordinator at safety@bowriveryhockey.ca. The forms are available on our website on the Managers Office page.

Team Finances and Fundraising

See the Finance policy document located under the Manager's Office page on the BRBHA website. Managers are expected to be familiar with these policies and are required to work with the coaches, the treasurer and the team families to ensure the BRBHA Finance policies are followed.

Dressing rooms

No cell phones are permitted to be used in the dressing rooms at any time.

A minimum of two adults should be present in the dressing room at any time.

Dressing rooms should be locked when the team is on the ice.

For Peewee and above, female players will be provided their own dressing room. For 15 minutes prior to and 15 minutes following ice times, female players will join the rest of the team in the dressing room for coach/team discussions. Latecomers must change elsewhere.

Team Jerseys/Equipment

Bow River Hockey recommends that a parent be responsible for the care of the team jerseys. Teams may allocate one parent to look after the set of home jerseys and another parent to look after the set of away jerseys. Both sets of jerseys should be brought to every game.

Please note that team jerseys are not to be worn for practices. These jerseys should be hung to dry – not put into dryers. Any name bars or crests added to the jerseys may not cover any existing sponsorship and must be removed prior to returning the jerseys at the end of the season.

Other items such as goalie equipment (Timbits and Novice), pucks, and first aid kits are issued to each team from Bow River Hockey. If additional equipment or equipment repair is needed, please contact the Equipment Coordinator. You will be informed at season end as to the collection dates of the jerseys and team equipment.

- **MANAGERS MUST PROVIDE POST-DATED CHEQUE TO BRBHA BY OCT. 31 FOR \$200 FOR EQUIPMENT SUPPLIED**
- Cheques should be made out to BRBHA and provided to your Age Group Coordinator.
- Cheques will be cashed by BRBHA and refunds will be issued when equipment is returned in good order.

Team Rosters

A copy of the official team roster must be available at all games as the referee has the right to review it in the case of a player dispute. Ensure you or your Coach has a copy of the roster at all your games. You may also require this document for tournaments. The Team Snap roster is not sufficient.

Submission of Game Sheets to Hockey Calgary

Game sheets will be provided at the start of the season at either the Coach or Manager's meeting. If you require additional game sheets throughout the year, contact the Bow River Hockey Administrator_ BRBHAadmin@bowriverhockey.ca.

After each game, it is necessary for the home team to enter the score into the Hockey Calgary website within twenty-four (24) hours of game time and upload a PDF copy of the game sheet to the HC website.

It is important that the game score be entered as quickly as possible since scores are needed to evaluate the seeding round and calculate Division positions for playoffs. Game sheets also identify such things as suspensions for penalized players. In addition, the standings are posted on the Hockey Calgary website and this can only be done after the game scores have been entered.

If a coach or player is written up on the game sheet during your game, you must email the Hockey Calgary League Chair for your division with the details and a copy of the game sheet and copy your BRBHA Age Group Coordinator.

Note that the referees as well as each team must sign the game sheets.

Game sheet Label Template/Stickers

As a significant time saver, it is recommended to create roster labels for your game sheets. A label template for game sheets can be found on the Managers Office page of our website. This fits on Avery (5163/8163) labels.

It is important that all players and coaches on the bench must be included on the game sheets so label templates may have to be adjusted if players are called up from affiliated teams or if players or coaches are missing. If the player or coach is missing due to suspension, this must be indicated on the game sheet.

Officials/Exhibition Games

All games for the regular season, Esso Minor Hockey Week and Playoffs are paid for by Bow River Hockey. All exhibition and tournament games are the responsibility of the individual teams. Exhibition games and tournaments require a sanction and this can be requested by completing a form on the Hockey Calgary website. Requesting a sanction will also create a request for referees. Referees must be paid cash before every exhibition game starts.

Who pays for the refs should be decided when arranging the exhibition game. The home team is to supply the game sheet as well as the score and time keeper, unless otherwise arranged.

Timekeepers/Scorekeepers

For all Hockey Calgary seeding round, regular season and playoff games, the home team is to supply the timekeeper and the visiting team is to provide the scorekeeper. You should also provide another team representative to handle the gate for your penalty box.

For parents new to these positions, the Hockey Calgary Off-Ice Official's Manual can be found on the Bow

River website under the Coach's Corner Tab.

Travel Permits

Should your team choose to play a game outside of Calgary, you will require a travel permit from Hockey Calgary. www.hockeycalgary.com

The team requesting a travel permit must apply online with Hockey Calgary and select 'Travel Permit' link under the 'Forms' tab which can be found on their home page. The permit will automatically be returned to the person requesting it. The permit will also be forwarded to the Hockey Calgary Office where it will be forwarded to the Association President and League Coordinator.

It is essential that all game sheets be uploaded to Hockey Calgary immediately after the team returns from its trip. Failure to do so can result in Hockey Calgary not sanctioning any further travel for the whole Association.

Tournaments

Teams wanting to host their own tournament will be required to secure their own ice.

See Tournament Guidelines on the Bow River website for assistance in planning your own tournament. Every minor hockey tournament must secure a tournament sanction prior to the event. Please visit the Hockey Calgary website for Tournament Sanction information. Managers will need to review Hockey Calgary's rules as to WHEN & WHERE you are permitted to play in tournaments, sanction rules, etc.

Home (in Calgary) tournament information can be found on the Hockey Calgary website. Links to Associations outside of Calgary can also be found on this website when searching for away tournaments.

If you are interested in participating in a tournament, it is recommended to contact the tournament organizers as early as possible since most tournaments fill up quickly. Be advised that many tournament hosts are often looking for reciprocal opportunities. For out of town tournaments, be aware that the level of play is highly variable. It is recommended to discuss the tiers with the tournament organizers to ensure your team is entering a tournament at the appropriate level.

When your team is invited to a tournament, scheduling and communications between the host team and the parents on your team is critical to ensure you have enough support from your team. The tournament fee must be paid promptly and a team roster is given to the host team. You should confirm that the host team is supplying all the referees and score and time keepers. See the appendix on page 11 for additional information on 'Away' tournaments and games.

The Hockey Calgary website provides its deadlines on their website under "Important Dates".

If you would like to attend a tournament that is taking place during the seeding, regular season or play-off rounds you need approval from Hockey Calgary. See THE BRBHA TOURNAMENT GUIDE FOR DETAILS.

In Calgary, hosting a tournament can be scheduled when the seeding or regular season/playoff games are completed. Further information including applications and deadlines are found on the Hockey Calgary website. Their 'Tournament Hosting Information' is a comprehensive package that will help you host a successful and enjoyable event.

Information and Communication from Bow River Hockey

Bow River Hockey will periodically provide information to the teams primarily through the Age Group Coordinator who will then pass on the information to the head coach and/or team manager. Check the Bow River Hockey website (www.bowriverhockey.ca) often and encourage your team parents and players to do so as well.

If a player on your team has been suspended for some infraction of the Hockey Rules, you must notify your Bow River Age Group Coordinator within 24 hours of the incident. There is a possibility that Bow River Hockey may feel additional action may be warranted, particularly for repeated offences.

Safety Requirements

There is a prescribed safety knowledge and roles course defined by Hockey Canada (<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Player-Down/Safety-Person-Trainer.aspx>).

All Head Coaches must take the program.

It is also required that coaches and managers define an Emergency Action Plan (<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Player-Down/Emergency-Action-Plan>)

Team Photos

Please be aware of the annual photo date(s) when planning tournaments and social events. Photo times will be scheduled around allocated practices and games. It is up to the managers to ensure the teams receive this information.

- Full gear, including skates, to be worn with the exception of a helmet for teams Peewee and below. For Bantam and Midget teams, the team is to decide if they will wear dress clothes in lieu of full equipment. Jerseys are required.
- An individual picture as well as a team picture will be taken on the team's designated photo day.

Hockey Calgary

As a reminder, Hockey Calgary has a website at www.hockeycalgary.com which you are encouraged to access to get up to date information on key dates, schedules, current standings, tournament information, travel permits, etc. The Rulebook and many forms are also available from the website.

Hockey Schedule

For most of October, teams (Novice to Midget) only get practice ice times. During the first part of October, there are no games, other than the ones you schedule by contacting other communities to arrange for exhibition games.

The Seeding round generally begins at the end of October. The Regular season begins in early January with Esso Minor Hockey Week shortly after. See Hockey Calgary's Important Dates on the Hockey Calgary website for details. All parents must be kept informed of where and when the games are during Minor Hockey Week. The Esso Minor Hockey Week Schedule will be available on the Hockey Calgary website, managers will need to update TeamSnap.

LEAGUE GAMES & TOURNAMENTS

A maximum of 32 games for Novice (see NDL guide on Hockey Calgary website for breakdown) and 55 games for Atom games may be played per season. The Timbit game limitations can be referenced in the Timbits Manual on Hockey Calgary's website. All other age groups are not limited by a number of games played.

Manager is responsible to manage & maintain a record of this. All non-Hockey Calgary scheduled games need a sanction from Hockey Calgary.

NOVICE ONLY:

NOVICE DEVELOPMENT LEAGUE (NDL)

As a Manager in Novice you are expected to be familiar with the NDL information included on Hockey Calgary's website.

NOVICE – GOALTENDERS

Hockey Calgary has strict rules about goaltending. Each player must have the opportunity to play goal before any player can play a 2nd time. Players can choose to skip their turn in goal, but they must have a parent sign off that they don't want to play in goal. In other words, no child can play twice until each child's rotation box on the chart is filled in with either the date they played or a parent signature declining to play. A goalie rotation sheet is posted on the Bow River website. The manager must have this sheet at all games and will need to have completed each game. This goalie rotation will be spot checked by a Hockey Calgary liaison to ensure your team is following the NDL rules.

Valuable Tips

- ◇ Utilize email through TeamSnap for all communications and summarize in person meetings through follow up emails.
- ◇ It is more effective to tell parents what is happening versus asking them, after consultation with the head coach. Asking through a survey will take a lot more time. Utilize TeamSnap's availability function to determine whether to move ahead with tournaments or events. Ensure you give people a deadline to update.
- ◇ It is recommended that the manager maintain an organized binder to keep all the paperwork and any other information handy. The binder should be with the manager at all ice times.

Suggested items in the binder are:

- Roster
- Parent contact list and volunteer duties
- Player Medical Information
- Schedules
- Notices
- Safety forms

Appendix A – AWAY TOURNAMENTS AND EXHIBITION GAMES

The manager or team tournament finder, in conjunction with the coach, seeks out and applies for entry into tournaments or exhibition games based on budgeted funds and team approval. Once accepted by an outside Association for entry in their tournament or to play exhibition games, the steps involved in this process are as follows:

1. Contact the person in charge of the tournament/exhibition games to determine:
 - Dates and times,
 - Entry Fee - amount of the fee and payable to whom,
 - Number of guaranteed games,
 - Other teams that are entered to assess caliber,
 - Tournament/Exhibition game rules – period times, overtime,
 - Tournament sanction number – required for travel permit.
2. For tournaments outside of Calgary, submit the 'Request for Travel Permit' online to Hockey Calgary.
3. Contact team treasurer to have arrange for payment. Other items that may be necessary to send upon request: team roster, team photo, Association logo, copy of the travel permit (if applicable). If you are bringing affiliated players, a copy of their team roster will need to be in your possession.
4. Create a travel schedule for parents/players including:
 - Dates and times of games,
 - Travel arrangements – bus, carpool, etc.
 - Accommodations – if applicable,
 - Tentatively book a block of rooms,
 - Finalize accommodations.
 - Organize team meals and/or outings if needed.
5. Upon arriving at tournament/exhibition game, meet with the tournament/exhibition game coordinator to confirm times, rules, etc.
6. Ensure players remain on their best behavior as representatives of Bow River Minor Hockey.
7. **When you return home, upload copies of all game sheets to Hockey Calgary immediately.**

If you have questions or comments about this Manager's Manual or any duties related to the Team Manager position, please forward them to the Age Group Coordinator.