

BOW RIVER MINOR HOCKEY ASSOCIATION

Manager's Manual (2021/2022)

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.

Health Checks

Symptom Screening - [Alberta Health Daily Checklist](#)

All participants are required to go through the above daily checklist on their own to ensure they are fit to participate in a scheduled activity. Proof of completion is not required. If a participant answers YES to any of the questions, they are not to attend, and must complete all AHS and Government of Alberta Isolation Requirements prior to returning to hockey.

COVID Isolation Requirements/Contact Tracing

As per AHS, isolation is still legally required for people who have COVID-19 symptoms or tested positive. Quarantine is no longer legally required for close contacts of positive cases, unless directed to do so by local public health officials. However, anyone who is a household contact and is not fully immunized, should stay home for 14 days (i.e. not attend work, school or other activities). Therefore, Hockey Calgary will not have a strict contact tracing protocol. However, out of an abundance of caution, if there is an instance where Hockey Calgary or its member associations are made aware of a potential exposure, the team(s) will be notified.

Mask Mandate

Mandatory Mask Requirements as of September 4th 2021, per AHS, masks are mandatory in all indoor public spaces and workplaces.

Players are required to wear masks upon entering the arena and in the dressing room area. Players should remove their masks only immediately prior to putting on their helmet and entering onto the ice surface.

All coaches and team staff are required to wear a mask at all times while off the ice. This includes the dressing room area, and the player's bench. Coaches are permitted on ice without a mask when distancing from players, but must wear a mask on the ice when in close contact (inside 2 meters) of any player, coach, and/or official.

Rink Guidelines and Spectator Management

In an effort to reduce the amount of close contact away from the game, the following best practices are recommended by Hockey Calgary: Please note that these best practices/recommendations are trumped by any facility specific restrictions.

Entry & Exit time – players are recommended to arrive pre-dressed for ice-times. It is recommended that players not arrive earlier than 30 minutes prior to their ice time for practices, and 45 minutes prior to their ice time for games. Players should vacate the facility within 15 minutes of the end of their ice time.

Dressing Room Usage – Anyone in the dressing room must wear a mask. Physical distance is recommended (if possible).

Fountains – it is recommended that players fill their water bottles before arriving at the arena.

Spectators – **All person's 12+ entering recreational facilities within the City of Calgary will require proof of vaccination (or proof of medical exemption or a negative Covid-19 test in the last 72 hours) effective September 23, 2021.** Moving forward each facility (arena) within Calgary will have different protocols in place as to how they monitor and verify this information. Some facilities will check each person upon entry; some facilities have put the onus on the 'User Group', (the Hockey Associations), to verify the status of all participants, coaches, and volunteers. The Association encourages all participants to carry proof of vaccination (or other) at all times, to ensure entry to the facilities.

As managers we are responsible for working with our families to ensure the rules are followed. If teams are not following facility rules, it will put our Association's access to ice at risk. Hockey Calgary does it's best to manage Facility Protocols which can be accessed via this [link](#).

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. **Due to current COVID status it is best to facilitate this meeting via Zoom or outside.**

Team Finances

See the Team Finance Guidelines 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, treasurer and team families to ensure the BRBHA Finance policies are followed. **BRBHA has set the maximum cash call to \$250/player.**

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. Parents/guardians of players are members of BRBHA, and all members are required to volunteer in some capacity at the team and/or association level in an approved volunteer role. The expectation is that each member shall perform a minimum of 10 hours of volunteering/player in a season, with variations depending on a chosen role. Managers are asked to do their best to provide opportunities for all families to obtain their volunteer hours.

Approved Volunteer Roles

Coaches

Manager

Treasurer

Safety Coordinator x 2

Jersey Parents

Timekeeper/Scorekeeper/Penalty Box

Social Coordinator

Tournament Coordinator

Fundraising Coordinator

Volunteer Tracker

Association Wide Volunteer Opportunities: Picture Day, Bow River Bash, ect.

If volunteer commitments (10 hours/player) for the current hockey season are determined not to be on track to meet the volunteer obligations by mid-December a charge of \$300 per player will be applied to the members TeamSnap Account on or after January 15th.

Failure to pay the Non-Volunteer Payment will impede registration for any further BRBHA Activities. All payments collected for not fulfilling volunteer commitments will be directed to the BRBHA legacy fund.

Medical Information

A "Player 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.

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. Managers should print a hard copy of the form for all players and these should be maintained in the safety binder. These forms contain confidential information and should be kept in a sealed envelope and only accessed in case of incident.

Safety Requirements

There is a prescribed safety knowledge and roles course defined by Hockey Canada that at least one coach per team must have completed.

(<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Player-Down/Safety-Person-Trainer.aspx>.)

It is also required that coaches and managers along with the safety coordinators define an Emergency Action Plan

(<http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Player-Down/Emergency-Action-Plan>) which should be laid out in your safety binder.

The safety coordinators are responsible for completing the arena check form at the beginning of every ice time. It is recommended to always have two safety coordinators in case one is not able to attend.

Safety binders will be returned along with the jerseys at the end of the season. Please ensure that all information related to your team has been removed from the binder and any personal information has been shredded prior to the return.

Mouth Guards

The use of a mouth guard is mandatory for all players except goaltenders from U9 to U21. Coaches are required to monitor their players for the use of mouth guards for the purpose of minimizing dental and mouth injuries. If a team continues to disregard this regulation additional sanctions may be put in place for that team.

Insurance and Accident Reporting

In case of an accident or injury, an injury report should be filled out immediately and sent to the BRBHA Safety coordinator at safety@bowriverhockey.ca. The forms are available on our website under the 'Managers Office' tab and have been included in the team safety binders.

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. Bow River policy is to try to resolve disputes at the team level first.

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. If a satisfactory solution cannot be found at the team level or with the coordinator, the matter will be referred to the Association discipline committee.

Dressing Rooms

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

A minimum of two coaches must be present in the dressing room at all times.

Parents should only be in the dressing room if a player needs assistance getting skates tied or helmets on and should immediately vacate afterwards, provided that two coaches are present. For U13 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.

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

Team Jerseys/Equipment

Bow River Hockey requires 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. **For the safety of our players, jerseys must be washed after every game that they are worn.** A bin has been provided with each set of jerseys for players to put the dirty jerseys into after a 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 (U7 and U9), 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.

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 that are organized by the teams should be added to TeamSnap by the manager.

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 homepage 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 exhibition games. Please send tournament dates only.

- Dryland times are treated the same as ice time.

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 have a copy of the roster at all your games. The TeamSnap roster is not sufficient. This will be distributed to the team manager from the age group coordinator as soon as the teams are entered in the Hockey Canada Registry.

Submission of Game Sheets to Hockey Calgary

Game sheets will be provided when the jerseys are distributed. 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. 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 in the Managers Tab 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 or coaches are missing. If the player or coach is missing due to suspension, this must be indicated on the game sheet.

Timekeepers/Scorekeepers – SUBJECT TO CHANGE

A timekeeper and scorekeeper will be required for all games during the 'Regular Season' and 'Playoffs'. To limit potential contact, the following protocols will take place:

- 1 Scorekeeper – Provided by the Home Team
- 1 Timekeeper – Provided by the Home Team
- 2 Penalty box volunteers – Provided by the Home Team

Masks must be worn by these volunteers at all times. For guidelines on these positions, the Hockey Calgary Off-Ice Official's Manual can be found on the Bow River website under the Manager's Office.

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, general information, etc. The Rulebook and many forms are also available from the website. You will receive a Hockey Calgary website login specific for your team from your age group coordinator. You will need this to enter score sheets, apply for permits, or sanction exhibition games or tournaments.

Officials/Exhibition Games

All games for the regular season, Esso Minor Hockey Week and Playoffs are included in your player's fees. 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.

Tournaments *New Hockey Calgary Tournament Policy for 2021/2022 Season*

Please familiarize yourself with the new [HC Tournament Policy Guidelines](#) for the 2021/2022 Season on the Bow River website – "Manager's Office" page.

Teams wanting to host their own tournament will be required to secure their own ice. Every minor hockey tournament must secure a tournament sanction prior to the event. Managers will need to review Hockey Calgary's rules as to WHEN & WHERE you are permitted to play in tournaments, sanction rules, etc.

New this season. Each association may host up to 5 tournaments/weekend. To help the Association facilitate the process please send an email to BRBHACommunityOfficer3@gmail.com with your intended tournament date. Team Tournament dates will be logged in the order received. We don't anticipate over subscription issues and will manage accordingly at the team level in the event of conflicts.

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/timekeepers.

If you would like to attend a tournament that is taking place during the regular season you need to apply for a scheduling window from Hockey Calgary by the predetermined deadline listed in the "important Dates" document that can be found on our "Manager's Office" page or on the Hockey Calgary website. No exceptions will be made by Hockey Calgary on these deadlines.

Travel Permits

Should your team choose to play a game/tournament 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 homepage. 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.

Hockey Schedule

For most of October, teams (U9 to U18) 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.

Seeding round begins October 23rd – November 22nd (No tournaments will be allowed during seeding round). The Regular season begins December 6th with Esso Minor Hockey Week starting January 7th. 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

Game & Tournament Maximums

A maximum of 32 games for U9 and 45 games for U11 (excluding EMHW & playoffs) may be played per season. The Timbit game limitations can be referenced in the [Intro to Hockey Resource Guide](#) 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.

U9 Only

U9 Development League (NDL) - As a Manager in U9, you are expected to be familiar with the [NDL information](#) included on Hockey Calgary's website.

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.

Team Photos – Sunday October 24, 2021 (Montgomery Community Hall)

Please be aware of the annual photo date 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 U13 and below. For U15 and U18 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.

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 Bow River's 1st VP and the Hockey Calgary Age Group representative as soon as possible and 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.

BearWear

Two sizing days have been set up - Tuesday October 12th from 6:30-8:00pm at Bowness Sportsplex and on Photo Day, Sunday October 24th, 2021 at the Montgomery Community Association. Sizing will be available including a **LIMITED** number of toques, hats, skate guards and t-shirts available to purchase with **CASH** or **E-transfer** on a first come first serve basis.

Team Bearwear orders can be placed by the manager via the bearwear@bowriverhockey.ca email and shipped directly to the team manager.

Individual player orders placed via the website will be shipped to the Bearwear Team and a pick-up time at the Bowness Sportsplex will be scheduled.

New This Season practice jerseys available to be ordered at the team Level. Jersey's available in four color options. \$16.50+tax/jersey + shipping. Estimated delivery is 4 weeks from the order date. For more information and to place an order email: bearwear@bowriverhockey.ca

Valuable Tips

- Utilize email through TeamSnap for all communications and summarize in person meetings through follow up emails.
- Utilize TeamSnap's availability function to determine whether to move ahead with 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 include:
 - Team Roster
 - Game Sheets/Game Sheet Stickers
 - Parent contact list and volunteer duties
 - Permits for any additional ice purchases

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 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.