

BOW RIVER MINOR HOCKEY ASSOCIATION

Manager's Manual

(2023/2024)

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.

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.

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 Parent (Home & Away)

Timekeeper/Scorekeeper/Penalty Box

Social Coordinator

Tournament Coordinator

Fundraising Coordinator

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

Each family within a team will be required to report volunteer hours to the Team Manager before December 15th. Please see the revised Volunteer Policy.

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 invoiced to the members on or after January 15th.

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

Once completed the Manager may choose to upload a copy to TeamSnap for their convenience. Directions on how to upload this information is included under the "Manager's Office" on the Bow River website. Please ensure the directions are followed carefully to ensure the documents are uploaded as "private" so they are not viewable to anyone outside of the coaches and managers. Unfortunately, at this time these attachments are not viewable in the phone app and are only accessible through the browser version of TeamSnap.

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/PlayerDown/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-ActionPlan>) 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

Each team U11-18 will be provided two sets of Bow River Jerseys (Home/Away) Home team will wear dark (black) and away team will wear white (yellow). Bow River requires a parent be responsible for the care of the team jerseys. The goal is to use our jerseys for a 3-year cycle, and as such, must not be given to players to throw in their equipment bags. It is recommended that teams designate 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 must be sewn on, 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 practices and games that are assigned by Hockey Calgary to the team (excluding Esso Minor and City Championship). 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 Teams page of the BRBHA website to post ice that you are attempting to trade or sell.
- Contact the ice scheduler (Nick Parkyn) 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.

Affiliate Players

U9 and above are allowed to use Affiliate Players should a player from your roster be absent for any reason other than a suspension. You will not be permitted to use Affiliate Players until such time as they have been approved by Hockey Calgary and designated on your official roster in the Hockey Canada Registry. Please familiarize yourself with the process for using Affiliate Players beginning on pg 21 of the [Hockey Calgary Regulations Handbook](#).

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.

Team Photos – Sunday October 22, 2023 (Bowness Sportsplex Gymnasium)

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 League Chair 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

Sizing day has been set up during photo day – Sunday October 22nd at Bowness Sportsplex. There will be 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.

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.

Practice jerseys available to be ordered at the team Level. Jersey's available in four color options. \$18.50+tax/jersey + shipping. Estimated delivery is 4 weeks from the order date. For more information and to place an order email: bearwear@bowriverhockey.ca

Tournaments

Please familiarize yourself with the [HC Tournament Policy Guidelines](#) for the 2023/2024 season.

- There are **NO** Schedule Windows during seeding round Oct 21st – Nov 19th
- Teams are only permitted 1 Schedule Window during regular season Dec 4th – Feb 25th (excluding winter break - Dec 22nd – Jan 2nd)

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.

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 parent 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.

Tournament Ice – Opportunity to Purchase (U11-U18): Bow River will be raffling off two tournament slots available for purchase during the season break Nov 20 – Dec 4th. It is up to each individual team to run the tournament. Draw will be made week of October 10th. More details will be sent to Mangers in the coming weeks.

Hockey Schedule

For most of October, teams (U9 to U18) will only be scheduled practiced, it is up to the individual team to contact other communities to arrange exhibition games.

Seeding round runs from October 21st – November 19th (No tournaments will be allowed during seeding round). The Regular season begins December 4th with Esso Minor Hockey Week starting January 12th. All parents must be kept informed of where and when the games are during Esso Minor Hockey Week. The Esso Minor Hockey Week schedule will be available on the Hockey Calgary website, managers will be required to update TeamSnap.

Hockey Calgary Team Manger User Account

The association administrator will provide each team manager with Hockey Calgary login credentials for their perspective team. Within this account you will be able to submit game sheets, request sanctions for all non-Hockey Calgary scheduled exhibition games/tournaments as well as apply for travel permits. Instructions on how to complete these actions can be found Bow River website – on the Manager’s Office page or [here](#).

Game Sheet Submission

Enough game sheets will be provided to you for all of your home games when jerseys are distributed. If you require additional game sheets throughout the year, you may purchase some at a cost of 2\$/sheet. Contact the Bow River Hockey Administrator admin@bowriverhockey.ca to purchase extra.

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. Reference on how to upload Game sheets onto the Hockey Calgary website can be found [here](#).

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.

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 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.

Exhibition/Tournament Game Sanctions

All Non-Hockey Calgary scheduled tournament and games requires a sanction. Requesting a sanction will also create a request for referees. 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. Who pays for the refs should be decided when arranging the exhibition game.

Referees must be paid cash before every exhibition game starts. Sanctions for exhibition games must be submitted 48hrs before the scheduled game in order to referees to be assigned and game to be approved.

[Hockey Calgary Game Play Guidelines for the 2023/2024 Season](#) – Please familiarize yourself with this document for your division.

- Off Ice Officials
 - U11-18
 - Home Team – 1 Timekeeper/1 Penalty Box
 - Visiting Team – 1 Scorekeeper/1 Penalty Box
 - U9
 - Home Team – 1 Timekeeper/1 Scorekeeper
 - Visiting Team – 1 Scorekeeper

The Hockey Calgary website provides its deadlines on their website under ["Important Dates"](#).

Game & Tournament Maximums (U7/U9 & U11)

Jr Timbits

- 16 Game Max (8 Hockey Calgary scheduled)
- 2 Tournaments (1 out of town) excludes U7 Jamboree.

Sr Timbits

- 20 Game Max (8 Hockey Calgary scheduled)
- 3 Tournaments (1 out of town) excludes U7 Jamboree.

U9

- 32 Games Max (18 Hockey Calgary scheduled)
- 3 Tournaments (2 out of town)

U11

- 45 Games Max (18 Hockey Calgary scheduled) Excludes Esso Minor and City Championships
- 4 Tournaments (2 out of town)

Tournament games are included in total game counts. All other age groups are not limited by a number of games played. Manager is responsible to manage & maintain a record of this.

U7 & U9 Only

As a Manager in U7 & U9, you are expected to be familiar with the [NDL information](#) included on Hockey Calgary's website.

Association Run Tournaments

U7 Winter Classic Dec 27 – 29th – Tournament Coordinators Rhonda Hughes, Tarin Arndt, and Michelle Armanious.

U9 Spring Showdown March 13-17th – Tournament Coordinators Jolene Lukin and Deepthi Lakshmanan.

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.

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.
- TeamSnap Bow River Manager group will be created. Team Chat is an excellent resource to ask any questions and sell/trade ice.
- 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
 - [U11-U13 Off Ice Official Manual](#)
 - [U9 Game Sheet Instructions](#)

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.

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.**