

Northwest Warriors Hockey



Team Managers Info Session

October 9, 2014



Manager Meeting Agenda

1. Role of Team Manager
2. Team Roster
3. Team Schedule
4. Coach Roster and Courses
5. Volunteer Positions
6. Team Meetings
7. Fair Play Code, Pledges and Medical Forms
8. Discipline Issues
9. Emergency Action Plan
10. Insurance and Accident Reports
11. Games
12. Game Sheets
13. Suspensions
14. Timekeepers and scorekeepers
15. Referees
16. Travel Permits
17. Exhibition and Tournament Games
18. Hosting a Tournament
19. Team Affiliations
20. Special Event Sanctions
21. Team Finances and Fundraising
22. Web Sites
23. Respect in Sport
24. Links and Other Notes



Role of Team Manager

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Communicator	Coordinator
Coaches	Organize Volunteers
Parents	Tournaments
Players	Exhibition Games
League Chair	Travel Permits
Other Team Managers	Licenses
Referees	Scheduling Window Requests
Hockey Calgary	Special Event Sanctions



Team Roster

- Prepare and maintain a team roster:
 - Player name
 - Player jersey #
 - Address
 - Parent/guardian names
 - Phone numbers – home, work & cells
 - E-mail address – home & work
- Official roster received in October. Verify details
- HC official roster MUST be carried with the team at all times. HC rulebook, page 9, rule 3(a)



Team Schedule

- ❑ Using Team Snap or other software, prepare and maintain a team schedule, including:
 - Practice or game details
 - Location, address & map link
 - Ice time
 - Ready time
 - Full or shared ice?
 - Opponent
 - Planned player & coach absences
- ❑ If using Team Snap, onus is on parents to make sure it is current for player availability
- ❑ This will help coaches plan practices and game line-ups
- ❑ HC Important dates:
https://www.hockeycalgary.ca/assets/file/201415_Important_Dates_Community.pdf



Coach Roster and Qualifications

Coach courses are to be taken by November 15 to qualify

- EVERY coach must have RIS-Coach or Speak-out
- National Sports Academy
http://eshootscores.com/mandatory_nccp_hockey.php
- Speak Out' Abuse and Harassment Program is now the RIS Coach level course.
 - Speak-out does not expire and is still valid.
 - EVERY coach must have RIS-Coach or Speak-out
- Courses are reimbursed by WHA/CHA for 'carded' coaches
- The procedure for getting certification courses approved and submitted, and getting paid back requires the individual to complete the form on the NWW website under the coaches tab. They will be required to attach a copy of their receipt. Only courses deemed team requirements will be reimbursed. Detailed lists will be sent to the managers.



Coach Roster and Qualifications –HC rulebook, Section 4

<http://www.nwwarriors.ca/organizations/2072/pages/86755>

2014 / 2015 NWW and HC Chart of Certification Requirements

<u>AGE CATEGORY</u>	<u>POLICE CHECK</u>	<u>COACH STREAM⁽¹⁾</u>	<u>DEVELOPMENT LEVEL 1 ⁽¹⁾</u>	<u>CHECKING SKILLS ⁽¹⁾</u>	<u>RESPECT IN SPORT</u>	<u>SAFETY (HCSP) ⁽²⁾</u>
Timbits	All Coaches	Two Team Officials			All Team Officials	One Team Official
Novice	All Coaches	Head Coach			All Team Officials	One Team Official
Atom	All Coaches	Head Coach			All Team Officials	One Team Official
Pee Wee (Div 1)	All Coaches		Head Coach	Head Coach	All Team Officials	One Team Official
Pee Wee (Div 2 & Up)	All Coaches	Head Coach		Head Coach	All Team Officials	One Team Official
Bantam	All Coaches	Head Coach		Head Coach	All Team Officials	One Team Official
Midget	All Coaches	Head Coach		Head Coach	All Team Officials	One Team Official
Junior	All Coaches	Head Coach		Head Coach	All Team Officials	One Team Official

(1) Requirements for certification do not necessarily require that coach to be on the bench

(2) One registered team official with HCSP certification MUST be in attendance at all games



Volunteer Positions

- Jerseys, Home and Away (Jerseys are NOT to be kept by Players!)
- Timekeeper, Scorekeeper, Penalty Box, Music Coordinators
- Picture day Coordinator
- Referee Mentors
- Safety Coordinator
- Fundraising Coordinator
- Social Coordinator
- Tournament Coordinator
- Treasurer
- Casino Volunteers (CHA)
- Photographer
- Community Service



Team Meetings

- ❑ Each team shall hold two parent meetings – one at the outset and one mid-year
- ❑ First meeting:
 - Team coaches
 - Team volunteers
 - Philosophy And objectives
 - Game & practice routine – time before, girls changing etc.
 - Player behaviour and discipline
 - Player equipment
 - Tournaments
 - EAP
 - Finances and fundraising
 - Communications



Fair Play Code, Pledges and Medical Forms

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- Fair Play Code
(https://www.hockeycalgary.ca/assets/file/HCan_fair_play_codes.pdf)
- Forms to be collected:
 - Player pledge
 - Parent/spectator pledge
 - Coach pledge
 - Player medical forms
- Medical information s/b held in confidence but available at all times in case of injury.
- Keep forms in a sealed envelope and leave in medical bag or with manager or safety person
- Medical condition summary s/b prepared by a qualified person and provided in confidence to coaches and manager at outset of season for referral



Discipline Issues

- ❑ Fair Play Code: Spectator Pledge, Coach Pledge and Player Pledge all cover off what is acceptable behaviour and what is not
- ❑ Any form of verbal or physical abuse by or at coaches, players, spectators, other NWW volunteers will be dealt with by the Discipline Committee with zero tolerance
- ❑ Social media, cyber bullying, camera, cell phones and general ease of electronic dissemination of inappropriate content will be dealt with by the Discipline Committee with ZERO TOLERANCE
- ❑ Be aware of any early stage inappropriate behaviour and deal with it at the team level. If it cannot be resolved, bring to the immediate attention of the Age Group Coordinator > Age Group Director > President



Emergency Action Plan

- One coach will go onto ice to check on a player that is down
- Coach will assess and see if player can return to bench under his/her own ability with minimal assistance...don't help the player up!
- If player is hurt and needs medical assessment, arms crossed signal
- Safety person onto ice, assisted by a coach.
- Safety person will signal Manager/designate to call 911 if needed
- Manager/designate will call 911 and provide address of rink (another reason to have arena address in your binder!!) as you may be at an away game
- Manager/designate to meet ambulance personnel and direct to incident



Insurance and Injury Report

- ❑ Insurance for all players is organized through Hockey Canada
- ❑ Coach insurance is covered for up to 5 coaches, extras are \$50 per coach, and all course requirements are covered by the team.
- ❑ Hockey Canada Injury Report – When to submit?
<https://www.hockeycalgary.ca/forms/injury-report>
- ❑ A copy should be provided to CHA Administrator who will in turn forward to Hockey Calgary/Hockey Alberta as appropriate

In the event of an injury, a Hockey Canada Injury Report must be completed and forwarded to Hockey Alberta. The report, along with any attachments should be mailed to Hockey Alberta at the following address:

Hockey Alberta
1 - 7875 48th Avenue
Red Deer, AB T4P 2K1

Hockey Canada Injury Reports must be submitted within 90 days of the date of injury in order for a claim for expenses to be made. The Hockey Canada Insurance program is the secondary insurer - this means that a claim must be submitted first to any other plan available through an employer or independent provider.



Games - HC rulebook, page 30, community rule 18

- ❑ Timbits – per the Timbits manual:
https://www.hockeycalgary.ca/assets/file/Timbits_Manual.pdf
 - No formal games and or tournaments are permitted before November 30th each season. Each Timbits team is permitted to play a maximum of 12 games (4 x Dec, Jan & Feb) if they are in the Junior Division and 16 games if they are in the Senior division (4 Dec, 6 Jan, 6 Feb)
- ❑ Novice – Per Novice Development League manual:
https://www.hockeycalgary.ca/assets/file/NDL_Guide%283%29.pdf
 - Teams may play a maximum of 25 preseason, tournament & exhibition games during the season. Teams may not exceed the 45 game limitation With the exception of additional games played during EMHW.
- ❑ Atom - 55 games
 - The game count begins with the first Hockey Calgary scheduled game in the seeding round and includes all seeding and second round, exhibition, tournament, Minor Hockey Week and playoff games...sure you have enough games left in your count so you don't run out during your play off run!
- ❑ Pee wee and above, no game limits



Games

- Special rules for Timbits – see manual
- All are stop time
- No time outs
- Three (3) minute warm-up
- If time on clock starts to exceed permit time, Timekeeper must notify Referee at first whistle that follows five (5) minutes left on clock
- Timekeeper must have approval of Referee to move clock to two (2) minutes
- Permit length of periods 1, 2 and 3
 - 1 hour permit 12, 15 and 15 minutes
 - 1 ¼ hour permit 15, 15 and 15 minutes
 - 1 ½ hour permit 15, 15 and 20 minutes
 - 1 ¾ hour permit 15, 20 and 20 minutes
 - 2 hour permit or greater 20, 20 and 20 minutes



Game Sheets

- ❑ The home team is responsible for providing the game sheet
- ❑ Pre-Game
 - Fill out all the relevant information at the top
 - Team labels on all three copies (*label template on association websites*)
 - Note Suspended players (i.e. Susp. 1 of 2)
 - Note Affiliated Players (AP)
 - Coach or manager (if rostered) sign off
 - Pass to opposing team for roster and sign off
- ❑ Post Game
 - Referees will sign off (referee number)
 - Timekeeper will sign off (print name)
 - Scorekeeper will sign off (print name)



Game Sheets, con't

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- ❑ Suspension write-ups: referee may take to dressing room to write up. Manager to follow-up to obtain gamesheet.
- ❑ Coach or manager keep copies: white and yellow to winner, pink to loser. If a tie, home team takes white and yellow.
- ❑ Winning team to enter on HC website via login area
<https://www.hockeycalgary.ca/login>
 - Each team manager and/or coach will receive login information from Northwest Warriors administration.
 - White copies of score sheets for all exhibition, league, tournament, Minor Hockey Week or playoff games must be forwarded within 24 hours following the game, to the appropriate **League Chairperson** (via fax or scanned and emailed as directed by league chair)



Suspensions

- ❑ Suspension write-ups will see the game sheet travel to the ref's dressing room
- ❑ Suspensions need to be reported by the winning team of ANY GAME to the **League Chairperson** immediately so that they are able determine a player's eligibility. The team manager should also report just in case the main report is delayed.
- ❑ Usually best to scan the game sheet and email it to your LC.
- ❑ Your League Chairperson will notify you of their suspension assessment.
- ❑ Minimum suspension guidelines: HC pages 19-23, rule 29: table of suspensions that apply. No changes from last year.
https://www.hockeycalgary.ca/assets/file/2014_15_Minimum_Suspensions.pdf
- ❑ If a player is serving a suspension, mark on game sheet "susp 1/3" or so advised by LC opposite the player's name
- ❑ EXHIBITION GAMES DO NOT COUNT as served games and cannot be played while under suspension



Suspensions (con't) - HC Rulebook, rule 29

- ❑ When a player, team official or spectator has received a penalty or ejection that carries an automatic suspension (as described in the Minimum Suspension Guidelines) the Head Coach or his designate is responsible for informing the League Chairperson / Coordinator of the infraction and to automatically abide by the Minimum Suspension Guidelines.
- ❑ In the event of a suspended player playing in, or a suspended team official participating in a game, the game will be forfeited and the Head Coach will be suspended pending a hearing by Hockey Calgary
- ❑ The penalty for a Head Coach that allows a suspended player or team official to participate in any game is up to a three year suspension



Timekeepers and Scorekeepers

- ❑ The home team is responsible for providing the game sheet
- ❑ Each team must supply two off ice officials for all home games. Home Team will be responsible for the Timekeeper and Home Penalty box; the Visiting team will be responsible for the Scorekeeper and Visitor Penalty box. HC rulebook page 14, rule 18(b)
- ❑ Timekeepers must familiarize themselves with clock operations including goals, penalties, etc.
- ❑ All volunteers in the box (timekeepers, scorekeepers, penalty box door people) are all “Officials” and must remain respectful and neutral.



Referees - HC rulebook page 14, rule 18

- All major officials (referees and/or linesmen) will be assigned by the Central Zone Referees Committee (CZRC) in cooperation with Hockey Calgary for all levels of Bantam, Midget and Junior as well as Pee Wee Divisions 1 through 3.
- For Pee Wee Division 4 and lower as well as Pee Wee Girls, the CZRC will assign a Referee and the Home Association will be responsible for supplying two linesmen.
- In the categories of Novice and Atom the Home Association will be responsible for supplying all officials (minimum 2 man system) for their exhibition and regular season home games (including the seeding round).
- Community refs are handled by each association separately based on where the game is being played
 - Rob Kergan (CHA)
 - Murray Briceland (WHA)
- Central - assignors@czrc.ab.ca



Travel Permits - HC rulebook, rule 23

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- ❑ A travel permit must be obtained to play in any exhibition or tournament game outside Zone 9. (Zone 9 being the city of Calgary and the area defined as the Springbank Minor Hockey Association)
- ❑ Before a travel permit is issued by Hockey Calgary, the team requesting a travel permit must apply on-line at www.hockeycalgary.com and request through the team administration section



Exhibition and Tournament Games - HC rulebook, rule 24, page 17 ²³

- ❑ All exhibition games must be sanctioned on-line by Hockey Calgary.
- ❑ By submitting this online form, communication will be handled through automatic email notifications to all necessary parties, including CZRC or Community Referee Assignors.
- ❑ Once a game is sanctioned, teams will be in compliance with Rule 24(b) of the Hockey Calgary Regulation Handbook.
- ❑ If the request is denied, the Head Coach and manager of teams that proceed without sanction may receive a minimum three game suspension
- ❑ The Exhibition Game Request is to be completed by home team only and must be submitted no less than 72 hours from the start of the ice time to be used for the game.
- ❑ A team given permission to play exhibition or tournament games must use only those players registered with their team, except that eligible affiliate players may be added in accordance with Community 10-13
- ❑ Copies of the game sheet(s) for all exhibition and tournament games played by teams, must be sent to the League Chairperson/Coordinator within five days of the end of the tournament



Hosting a Tournament - HC rulebook, rule 25, page 17

- ❑ The application must be approved by Hockey Calgary and a tournament sanction number issued.
- ❑ Each team will be responsible for sanctioning their own event via the Hockey Calgary website. They will be sent their own login ID for their tournament. Using this they can upload their schedule and create a home page.
- ❑ Teams can also post their event on the Hockey Alberta website using the login: CROWCHILD and the password: CROWCHILD (all upper case)
http://www.hockeyalberta.ca/index.php/ci_id/4066/la_id/1/logout/1/
- ❑ ALL white game sheet copies are held by the hosting team and submitted to your LC as a package after the end of the tournament, along with a copy of the tournament draw...however compliance with reporting suspensions applies



Team Affiliations - HC rulebook page 26, rules Community 9 -13

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- ❑ Each team's roster will have the approved list of affiliate players on it.
- ❑ The maximum number of players, including affiliate players, which will be allowed to be shown on any game sheet must not exceed the total number of players registered on the team. Teams can replace injured players and/or absent players with affiliated players to bring the team up to their roster size.
- ❑ The team roster size will be reduced by one for each player that is under a suspension imposed by Hockey Calgary for that game. This reduction in roster size will not be less than 13 skaters in body checking divisions, or 11 skaters in non-body checking divisions.
- ❑ 11(a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games.
- ❑ However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times.



Team Affiliations - HC rulebook page 26, rules Community 9 -13

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- For goaltender exceptions see Community 13
- B.42, E.36 (b) In a tournament situation, the player being replaced **MUST** provide an email acknowledging that they are aware of the tournament and ok to replace.
- Exhibition and tournament games do not count in the total for the use of affiliates. Play-off games do count.
- When a higher division club uses an affiliated player they must signify same in writing (a\p or AP) after the player's name on the game sheet and get League Chairperson approval in advance and permission from affiliate player coach. Coach/mgr to coach/mgr communication protocol



Special Event Sanctions

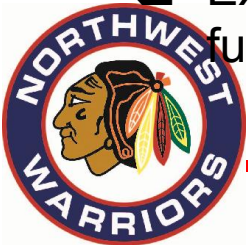
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- ❑ Any team conducting an event or activity that is considered to be outside normal hockey programming must apply for in advance and received a Special Event Sanction. Apply on-line at www.hockeycalgary.com and request through the team administration section



Team Finances and Fundraising

- Most teams will do an early season cash-call from families for \$100 or \$150, the purpose of which is to allow the team to purchase extra ice or enter tournaments prior to being able to undertake any fundraising activities
- Teams usually establish a team bank account at their discretion or direct the Treasurer to otherwise maintain bank finances (association letter for teams: <http://www.teampages.com/organizations/2072/pages/86751>)
- Accountable to parents with careful and sensitive budgeting
- Two types of cash calls:
 - Type 1 – Direct usage (ice time, tournament)
 - Type 2 – Other (apparel, travel, team building)
- Must have be required to participate in Type 1 only; where Type 2 is optional
- How funds are used are subject to a 2/3 approval by parents
- Excess funds at year end may be returned pro-rata to families (regardless of fundraising) or other 2/3 agreed upon causes



Respect in Sport – Hockey Calgary

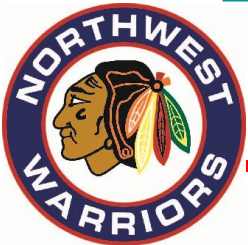
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- ❑ Mandatory Respect in Sport Program for Parents
- ❑ All Minor hockey parents (one from each family) must complete this online course no later than October 15.
- ❑ This 1 hour online program is designed to reinforce a parent's role in a child's activities, encouraging positive sport behaviors, and empowers parents to ensure the safety of their children, encourage positive and effective communication, and to enhance a child's fun and camaraderie of the activity.
- ❑ “Coach Level” RIS replaces the Speak-Out” certification requirement
- ❑ <http://hockeycalgary.ca/ris.php>



Links & Other Notes

- ❑ Hockey Calgary www.hockeycalgary.ca
- ❑ Hockey Calgary rule book
https://www.hockeycalgary.ca/assets/file/2014_15_HockeyCalgary.pdf
- ❑ Hockey Canada rule book
https://www.hockeycalgary.ca/assets/file/Hockey_Canada_2012_2014_Rulebook.pdf
- ❑ Page 19, rule 4: Coaching qualifications
- ❑ Page 39, rules 20 & 21 discuss end of game and game sheet procedures
- ❑ **Page 27, rule 28: The Head Coach will be responsible to ensure there is at least one and preferably 2 responsible adults in the team dressing room before and after each ice time.**
- ❑ Page 38, rule 17(e) From the age category of Pee Wee and older, separate change facilities must be utilized by all female players (or male players if they are in the minority) before and after all ice times. They may join their teammates in the dressing room after all players have completely changed.
- ❑ Team Manager Info located on NWW website
<http://www.nwwarriors.ca/organizations/2072/pages/86751>





Not just building hockey, we're building people!

