



THORSBY MINOR HOCKEY ASSOCIATION

TEAM ORGANIZATION GUIDE

Abbreviations

TMHA - Thorsby Minor Hockey Association

HA - Hockey Alberta

HCR- Hockey Canada Registries

This guide is considered a supplement to TMHA Rules and Regulations, which will also need to be reviewed by all team officials.

Coach's Responsibilities

1. Most important make sure your players are learning and having fun!
2. Hold a Player-Parent meeting ASAP:
 - a. Outline what your expectations are as a coach and your goals for the team.
 - b. Outline any rules and expectations for the parents and the players.
 - c. Assemble team positions: Assistant Coaches, Manager, Tournament Coordinator, Treasurer, Jersey Parent, Team Ref Backup and any other position you feel may be beneficial. Notify the Registrar ASAP who your Team Manager is, and of any additional assistant coaches.
 - d. Advise your parents regarding the Parent Liaison Committee.
 - e. Follow TMHA Rules and Regulations regarding follow up meetings during the season.
3. The Registrar will send you a copy of your HCR Roster. This must be reviewed , any corrections added and signed and sent back to the Registrar as soon as possible. The Registrar will then send you a clean copy of your roster for your manager to forward to your 1660 governor. Your 1660 roster must match the HCR Roster. All of this must be completed prior to your first league game.
4. Familiarize yourself with Hockey Alberta's regulations. If you have any questions, ask TMHA.
5. Make sure you and your assistant coaches have all the coaching courses required. A list of courses are listed on the HA website.
6. Ensure the safety and proper behavior of your players on and off the ice during practices and games, including dressing rooms.

7. Write out practice plans as per Hockey Canada Skills Manuals for your team's level every practice. Manuals can be found on line.
8. To the best of your ability, improve all your players individual skills and team skills throughout the season.
9. Mentor coaches are available should you wish to have one. Please note that mentors must be registered with your team on your HCR roster as volunteers. Mentors can be registered to more than one team. Should you wish to add a mentor, please contact the Registrar prior to any participation with your team.
10. No player is allowed on the ice until he or she has filled out and returned a registration form with proper payment to the Registrar.
11. Head Coach is responsible to ensure that at least one parent from each family has completed the Respect in Sport Parent program. NO EXCEPTIONS! Players will become ineligible without this certification.
12. Only play players that are registered or affiliated with your team and on your HCR Roster as provided to you by the Registrar. The affiliated players must follow HA guidelines and regulations. Not doing so could earn you an indefinite suspension from TMHA or HA. You must supply a jersey for the affiliated players.
13. Set up an action plan for your team with your assistant coaches, manager and parents, in case of player injury or other emergencies.
14. DO NOT play a player that is suspended. As the coach, you will get an indefinite suspension from HA. If you are not sure, do not play the player.
15. If you have any questions or concerns, contact one of the TMHA executive.

** The above items are the responsibility of the Head Coach of each team. If any of these duties are delegated to another team official, the Head Coach still takes responsibility that these items will be addressed appropriately**

Manager's Responsibilities

1. Have good communication with the coach, the parents and the players.
2. Manager is responsible to ensure - Coach's Pledge, Parent's Pledge and Player's Pledge are all signed and handed in to Registrar in ONE package. These should be distributed during your first practice, and returned to the Registrar in a complete package before your team's first league game.
3. Websites: www.1660.ab.ca - 1660 Hockey League; www.hockeyalberta.ca - Hockey Alberta website; www.arenamaps.com - Arena website for all arenas in Alberta
4. Contact your Governor in the 1660 Hockey League (information on the website) and obtain the username and password for your teams page on the 1660 website. You must obtain a copy of your coach approved roster from the Registrar and enter same on the website. Using your login and password, go on the 1660 website and log in under Administration Login. Go to staff and roster and click add. Staff Information must be entered prior to 1660 schedules being posted. See the season timeline on the 1660 website.
5. **GAMESHEETS-** Make sure game sheets are completed properly and signed by the refs, timekeeper, scorer and a representative from both teams verifying the roster. A sample gamesheet has been attached. Managers will keep original copies of ALL gamesheets until the end of the season.

1660 League Games

- game number must be written on gamesheet
- a copy goes to visiting team
- home manager keeps other copies, submits gamesheet per 1660 gamesheet handling process (attached), and inputs game results into 1660.
- visiting team manager must go into 1660 website after home manager has entered game results, to verify the entry as done by the home manager. Only then will a game entry be complete.
- Make sure you get your gamesheet copy as the visiting team manager, so you can verify the other team's entry!

Exhibition Games (any game not scheduled by league)

- **PERMITS MUST BE OBTAINED** from HA for any exhibition game
- home team manager obtains the permit
- Email the TMHA Registrar at least one week prior to any exhibition game. When the permit is granted, the Registrar will forward a sanction number that must be written on

your gamesheet (enter in game number area). No exhibition game may be played without a sanction number, this is now an insurance requirement.

- visiting team gets a copy of the gamesheet
- **within 24 hours of game completion-** home manager scans and emails gamesheet to Zone Permit and Discipline Coordinator.
- Any away game that you had a travel permit to attend- you must send copies of these gamesheets (with your travel permit number written on them) within 24 hours of the completion of the game to Zone Permit and Discipline Coordinator.

Tournament Games

- tournament sanction numbers must be written on all gamesheets
- these sanction numbers have already been obtained by TMHA- contact the Registrar for your Sanction Number.
- each team gets one copy of the gamesheet (original kept by TMHA team hosting)
- within 48 hours of the completion of the tournament- all gamesheets (including sanction number) must be scanned and emailed to Zone Permit and Discipline Coordinator.
- for away tournaments, managers must ensure they get copies of all gamesheets. Any away tournament that you had a travel permit to attend- you must send copies of these gamesheets (with your travel permit number written on them) within 24 hours of the completion of the tournament to Zone Permit and Discipline Coordinator.

Provincial Play Down Games

- copy goes to visiting team
- email HA's Manager of Operations the final score of the game
- home manager sends gamesheet within 24 hours of the completion of the game to Zone Permit and Discipline Coordinator.

Major Penalties / Incident Reports- any games with major penalties and/or incident reports, suspensions must be sent immediately after game to league governor and Zone Permit and Discipline Coordinator.

6. **Travel Permits-** any exhibition game (tournament or otherwise) that your team will play outside of Zone 4's boundaries, you must apply for a travel permit. Email TMHA's Registrar at least one week prior to the game or tournament with your name, phone number, when and where you are going, and the name of the team you are playing. When the permit has been granted, you will be sent a permit number for travel. When the game/tournament is complete, you must send copies of these gamesheets (with your travel permit number written on them) within 24 hours of the completion of the game/tournament to Zone Permit and Discipline Coordinator (2012/2013- Sherry Haarstad- shaarstad@wolfcreek.ab.ca)

7. Initiation Managers - must book games with other teams as there is no league for this level. For contacts, ask your coach, last year's managers or contact other associations. Most contacts are on the 1660 website under links. If you need help or have questions, you can ask one of the TMHA executive. Permits must be obtained for every game, you must have a sanction number for each game which must be recorded on the gamesheet. Contact the Registrar for permit application process. Gamesheets must be sent in, according to exhibition instructions above.
8. Novice to Midget levels are in a league. The league sets your schedule. If you need to change games you have to follow league rules regarding the Notice of Change of Game forms (these forms can be found on the 1660 website). Make sure you have the league rules. Contacts for other teams may be found on their team page, in the Staff section.
9. **Refing-** You must contact the TMHA Ref Coordinator to advise of all games requiring officials, with at least one week's notice for all home games, and two week's notice for all tournament schedules. Referees are required to be at the arena 30 mins prior to scheduled game start time. Each team will be responsible for finding a replacement referee if the scheduled ref fails to show up at your game. A contact list for local refs will be provided to you. Any changes from originally scheduled refs MUST be reported to the Ref Coordinator, for payroll purposes.
10. Coaches may ask you to book tournaments or exhibition games. Information is listed on the HA website. Remember, all exhibition games must now be sanctioned/approved. Contact the Registrar at least seven days prior to the game.
11. Hand out or email game and practice schedules to players (parents) monthly and any changes throughout the month. Also make parents aware information is on the website and they should be checking routinely.
12. Atom to Midget levels are usually involved in Provincials. TMHA, coaches and managers decide which teams will participate. As manager you will have to schedule the provincial play down games. This is done through HA. TMHA will help you if its your first time.
13. **ICE-** If your team is not using your ice time, you must email the TMHA Ice Coordinator with at least ONE WEEK notice of the cancellation. The Ice Coordinator will confirm that they have received your cancellation. If you do not receive this confirmation please follow up by calling. Any additional ice time that your team may require must also be requested through the TMHA Ice Coordinator. No Manager or Coach is to contact the Complex Staff directly. Additional ice time may be granted, at the discretion of the TMHA Executive. These measures have been put in place to avoid unused ice expenditure and keep access to ice fair for all teams.

14. A time clock and score keeper schedule has to be set up. At least two people are needed per game (some of the higher levels may find it beneficial to have an additional person to help open doors). There are instructions on how to run the clock in the time box.
15. The team manager is responsible for bringing Hockey Canada Injury Reports (copy attached, and found on HA's website) to all practices and games, and ensure that they are filled out in a timely manner after any incident. This form must be completed and sent in within 90 days of the incident. We are insured through HC. More information is available on the HA website
16. Have each player fill out a medical form (attached). Keep all copies with you at every game in a sealed envelope in case of medical emergency.

Treasurer:

1. Set up a ledger to keep track of all money taken in and disbursed.
2. You will look after the monies for your tournament as per TMHA tournament report.
3. No other team fundraising unless approved by TMHA.

Team Ref Backup: You will be responsible for finding replacement referees if for some reason the scheduled refs do not show up at your home game. A contact list will be provided for you.

Jersey Parents: You will be responsible for making sure the jerseys are at each game as well as the care of same.

Tournament Coordinator: You will be responsible for organizing your tournament. Coaches will help with the scheduling of games. All contacts can be found on the 1660 website. Guidelines can also be found in this package.

Parent Liaison Committee: (information also contained in addendum to the Rules and Regs, which will be published on TMHA's website)

If a written complaint is submitted to a member of the Parent Liaison Committee, it will be handled as follows:

1. Distribute a copy of the complaint to each member of the committee.
2. Each member will individually rank the complaint on a scale of 1-5 with one being minor and five being major.
3. The combined rankings will determine the next steps:
 - a. A combined score under 9 – the complaint will be resolved within the Liaison Committee with input from involved parties as required.
 - b. A combined score of 9 or higher – the Liaison Committee will contact all involved parties to determine the facts.
 - c. A score of 15 – the complaint will be brought to the executive.
4. The Liaison Committee will respond to all complaints in writing.

The Parent Liaison Committee will consist of 3 members from the Thorsby Minor Hockey Association. It is recommended that one of these members have coaching experience. Members of the executive will not be permitted on the committee. The executive will request members to volunteer and in the instance of too many volunteers, the executive will determine the committee members.

If a member of the Parent Liaison Committee is involved in the complaint, that committee member will not be involved in the resolution process.

The executive also has the authority to remove a member of the Parent Liaison Committee. Each coach will be required to submit their team to the Parent Liaison Committee at the beginning of the year. This will help the committee to resolve minor complaints more easily