

# **SAMHA MANAGER MEETING**

**2021**





**SAMHA**

We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples. As treaty People, Indigenous and non-Indigenous, we share the responsibility for stewardship of this beautiful land.





# Agenda

1. Team Operations
2. Budget
3. Team Equipment
4. Website
5. COVID
6. Coach Qualifications
7. Scheduling Ice Allocation
8. Team Snap
9. Tournaments & Permits
10. Important Dates





# Team Operations

## Volunteer Roles

- Manager
- Treasurer
- Head/Coach
- Team Safety Person
- Timekeeping
- Social Committee
- Team Snap Coordinator
- Fundraising Coordinators



# Team Operations

## Parent Meetings

This is an opportunity for parents to understand what the expectations are for the season. The Head Coach and Manager work to develop the agenda for the meeting

Opportunity to share seasonal plan, expectations, safety procedures, and a preliminary budget – policy for budget



# Budget

## 1. Budget Template

- Available on the SAMHA website
- Teams must gain parent support of the budget

## 2. SAMHA Policy: Duties of Treasurers/Managing Team Financial Accounts

Period Ending Submission Date

**October 31** (Initial Budget) Within 7 days of established parent approved budget  
Year End **April 30**

**Budgets must be sent to [treasurer@samha.ca](mailto:treasurer@samha.ca) and [executivedirector@samha.ca](mailto:executivedirector@samha.ca)**

## 3. New 2021-2022

\$1000 Team Bond – Information available on SAMHA website.



# Website



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# WELCOME !

St. Albert Minor Hockey Association offers a wide range of programming for players of all abilities. We are excited to return to the ice and we look forward to seeing you at the arena soon.

[PROGRAMS](#)



# COVID



## Hockey Alberta's 2021-22 Season Plan - Youth activity - UPDATED September 29

Appendix A

### Access Requirements – REP and non-REP facilities

Facility Choice	Participants	Coach/ Official/ Volunteer	Spectators	
<b>REP</b> Implemented for all facility users, 12 years and older	All individuals aged 12 years and older must provide proof of vaccination/ negative test or medical exemption.	All individuals aged 12 years and older must provide proof of vaccination/ negative test, or medical exemption.	All spectators aged 12 years and older must provide proof of vaccination/ negative test, or medical exemption.	All spectators must wear face masks.
<b>REP</b> Exemption for youths 12-17 years of age participating in physical activity.	Participants in youth physical activity aged 12-17 years are exempt from providing proof of vaccination/ negative test, or medical exemption.  Individuals aged 12-17 years participating in adult sport must provide proof of vaccination/ negative test, or medical exemption.	Adult coaches and officials (18 years and over) must provide proof of vaccination or negative test, or medical exemption.  Volunteers/ coaches aged 12-17 years are exempt from providing proof of vaccination/ negative test.  Officials aged 12-17 years old are exempt from providing proof of vaccination/ negative test.	All spectators aged 12 years and older must provide proof of vaccination/ negative test, or medical exemption.	All spectators must wear face masks.
<b>Non-REP</b>	All facility users must mask and physically distance when not participating in physical activity.  Adult sport may operate if the program has required REP in place and all participants meet the criteria.	All facility users must mask and physically distance when not participating in physical activity.  Coaches and officials are exempt from masking when on the ice during physical activity.	Facility must only allow 1/3 of occupancy load as per Fire Code.	All spectators must mask and maintain 2 metres physical distancing.  Only seated with those from your family cohort.

**\*NOTE:** According to Order 45-2021 (Part 5), it is the obligation of the eligible participant (the operator of a discretionary business, entity or event) that implements the REP to screen every patron and attendee at the point of entry for proof of vaccination, proof of negative COVID-19 test in the past 72 hours, or an original vaccine medical exemption letter. Full details can be reviewed in the Order.





## COVID City of St. Albert REP



Masks are required indoors in these facilities (with the typical exceptions included: no masking under 2 years old, consuming food or drink, mask medical exception letter, etc.).

Youth under 18 who are **participating** in a sport, recreation or performance activity **will not be** required to provide proof of vaccination etc. at City recreational or cultural facilities.

Youth under 18 who are **observing** a sport, recreation or performance activity **will be** required to provide proof of vaccination, proof of privately-paid negative PCR or rapid test or a vaccine medical exception letter at City recreational or cultural facilities.



# Ice Allocation

Please read the [Ice Management Essentials](#) document for further information on the highlighted points below:

## Practice & Game Allotment

**U9 Community plays every Saturday and Sunday in St. Albert**

**U9 Interlock- U18 Interlock will go through tiering round in Oct and early to mid November then receive their second round schedule from Nov- February. Practices are allocated after the league game schedule is out. Please ensure your Team Snap website is up to date to avoid any conflicts in allocation.**



# Ice Allocation

## Practice & Game Rescheduling

For rescheduling games and practices always try administer the swap or trade on you own first.

For practices you do have access to the division practices and the contact names in the division if a conflict arises.

For a game you can access the league schedule via the EMHA website, you are able to swap games with other teams.

In any case of a swap or a reschedule please let me know once the swap has been agreed upon via email at [iceallocator@samha.ca](mailto:iceallocator@samha.ca) If you are really stuck do not hesitate to contact me and I will see if I can assist.



# Ice Allocation

## Contract Ice

**SAMHA will not be providing contract ice for sale this season. As an alternative we will be allocating our ice at the Garrison to all our teams.**

**Morning ice slots are still available, if you are interest in these please contact [iceallocator@samha.ca](mailto:iceallocator@samha.ca). The slots are \$112/hr.**

**Outdoor ice contracts are set to run again this season, information on the available arenas and the process for securing a spot will be available in mid November to coaches and teams in all divisions.**



# Ice Allocation

## Ice for Sale

Our ice for Sale site is under construction in our new website and should be completed soon, you will be able to buy and sell ice from this page. I will inform coaches/ managers once it is up and running. Alternate ice for purchase can found at

**CITY OF EDMONTON**

<https://ereg.edmonton.ca/COE/public/booking/checkavailabilitylocations/ARENASENDDATE>

Or subscribe to [calahooarena@gmail.com](mailto:calahooarena@gmail.com) to be added to the Calahoo and RQB ice for sale email



# Team Snap

## Make sure team knows to download Team Snap App to mobile account

ROSTER TAB Highlights- edit player information, add managers, add coaches and team staff

SCHEDULE TAB Highlights- viewing capabilities, export schedule, add and edit new games and events, enter results

AVAILABILITY TAB Highlights- important for coaches to track attendance of players and other coaches for preparation, can add a note too

ASSIGNMENTS TAB Highlights- assign team member duties for your games/ events

MEDIA TAB Highlights- upload photos/ videos to site

MESSAGES TAB Highlights- email entire team or choose specific players, you can chat through the app

MANAGER TAB Highlights- change team name, team logo add photo





# Team Equipment





# Coach Qualifications

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## COACH QUALIFICATIONS - 2021-2022

- SAMHA Policy: Maximum 5 Team Officials.
- To be added to **ANY** HCR roster for SAMHA, it is mandatory for all team officials to have a **VALID** criminal record check and also a **VALID** respect in Sport – Activity Leader Certificate.
- Team Officials can check any of their qualifications on [Hockey Canada's E-Hockey](#)
- The E-Hockey site is also where team officials can sign up for or find information on any [Hockey Canada Clinic](#).
- To apply for a Criminal Record Check for SAMHA, please email [registrar@samha.ca](mailto:registrar@samha.ca)
- If your HCR profile is not with SAMHA, we **require** full name and date of birth to transfer file from another association.
- If you are unsure what credentials you have or require please email [Andrew Chuckery](#), Development Director or [Seema King](#), Registrar.

All required courses must be completed by **November 15, 2021**.

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader <small>(completed prior to being on ice)</small>	Safety	Safe Return to Hockey
	U7	One Coach per 10 players					All Team Officials	One Coach per 10 players	One Coach per 10 Players
	U9								
A, B, C, D <small>(incl. female)</small>	U11		Head Coach			Head Coach	All Team Officials	One Team Official	Head Coach
	U13								
	U15								
	U18								
Elite Female	U15*			Head Coach		Head Coach	All Team Officials	One Team Official	Head Coach
	U18*								





# Permits and Tournaments

## MANAGERS

PERMIT APPLICATION FORM

REQUEST TO OPEN A BANK ACCOUNT

MANAGER RESPONSIBILITIES

PERMITS

CODE OF CONDUCT & MEDICAL FORMS

GOVERNING BODIES

BANKING, BUDGETS & FINANCE

GAME DAY ESSENTIALS

LEAGUES

TEAMWEAR & FANWEAR

ICE MANAGEMENT ESSENTIALS

Permits require 3-5 business days to obtain. Any permits applied for in less than the stated time cannot be guaranteed and may be denied. If you do not have all the necessary permits, you are NOT to play the game.

### Travel Permits:

- Travel permits are required for any tournament or exhibition game that your team plays that is not in St. Albert.

- Permits are not required for re-scheduled league games outside our zone.

- All travel permits, when approved, will be emailed to the person who has applied for the permit with instructions on how to handle the gamesheets following the game/tournament. Please read these emails carefully.

- Travel permits are also required for all practices outside of St. Albert. **Teams are not required to submit a permit request but must keep their SAMHA TeamSnap schedule up to date with all out-of-town practices listed.** Hockey Alberta may reference this list.

### Exhibition Game Permits:

- If your team is hosting an exhibition game, no matter where it is played (even in St. Albert) you need to apply for an Exhibition Game permit through SAMHA.

- As with travel permits approved results will be emailed to the person who has applied for the permit with



## Important Dates



SAMHA Friend and Family at the Oil Kings: **JANUARY 30<sup>TH</sup> @ 4PM**



**NOVEMBER 15<sup>TH</sup> ALL COACH  
QUALIFICATIONS MUST BE COMPLETED**

**SAMHA TEAM PHOTOS: OCTOBER**

**Thank you!**

