



STA HOCKEY

TEAM MANAGEMENT

Integrity | Innovation | Transparency | Consistency
Collaboration | Responsive

OPERATING DIRECTIVES	
Document Owner:	St. Albert Minor Hockey Association (ASSOCIATION)

ST. ALBERT MINOR HOCKEY ASSOCIATION

VISION

The vision of the St. Albert Minor Hockey Association is to be recognized as a leader within the minor hockey community in Alberta.

MISSION STATEMENT

The mission of the St. Albert Minor Hockey Association is to provide a full range of hockey programs to enhance the abilities of participants at all levels.

VALUES

The St. Albert Minor Hockey Association shall value the game of hockey and strive to operate under a set of Bylaws, policies, and operational guidelines to provide a fair and equitable hockey program for the development of participants at all levels. The Association shares the value of its volunteers and staff, a committee approach to the operation of the Association and open communication to the membership.

INTRODUCTION

Parents and Guardians have a crucial role in shaping the organizations their children are part of. The Association, thanks to the commitment of its volunteers, is able to offer hockey programs that aim to enhance the enjoyment, development, and overall experience of every player, both on and off the ice. The success of the Association's programs and the delivery of high-quality instruction to our players relies heavily on the generosity and dedication of our volunteers.

Every season, the Association, in collaboration with its members, strives to promote the game of hockey by focusing on skill development, fostering strong leadership qualities, emphasizing teamwork, and promoting good sportsmanship. All of this is done in an environment that is fun, safe, and positive for all minor hockey players.

Welcome to St. Albert Minor Hockey!

TEAM MANAGEMENT

The Head Coach is responsible for *all activities* of their team and establishing the direction for the season. Operational management is the responsibility of the Team Manager, enabling the Head Coach to focus on player development and on-ice instruction. Collaboration and consultation between the Head Coach and Team Manager is essential.

The Team Manager is responsible for organizing team operations while facilitating key information between Association and League with coaches, parents, and players. This role is responsible for supporting the Head Coach and is essential to balance team dynamics while maintaining a positive experience for season success.

Key Association Resources to support the Manager:

- ✓ Association Operating Policy: Section 1
- ✓ Association Operating Policy: Section 2
- ✓ Association Hockey Operations: Section 3

All Membership is encouraged to review Association Bylaws.

EDMONTON FEDERATION HOCKEY LEAGUE (EFHL)

St. Albert Minor Hockey Association is one of the 33 Minor Hockey Associations who make up the EFHL. Operating under the direction of Hockey Alberta (HA) and Hockey Canada (HC), the EFHL is responsible for delivery Hockey Operations in the Edmonton Capital Region.

STA Hockey Team Managers will utilize many resources found on the EFHL website: www.efhlhockey.com. At the start of the season, Team Managers are encouraged to review information found on this site. **It is mandatory for Team Managers to attend the EFHL Coach and Manager Meeting**. Registration for this event is found on the EFHL website, with information released in early September with dates and times.

STA Manager Resources – EFHL Site Tabs:

- Operations
- Coach and Manager
- Discipline

Role Responsibilities:

- Preserve team integrity by maintaining player and coach confidentiality;
- Organize and lead team meetings, as required;
- Coordinate team operations, planning and scheduling;
- Organize and coordinate travel and accommodation for league games, tournaments and playoffs;
- Dissemination of information to and from the team;
- Liaison between the Association and team;
- Liaison between the Operations Coordinator and team;
- Liaison between the League and the team;
- Liaison between the Officials and the team;
- Liaison between opponents and the team.

Task Assignment:

- Organizational and administrative tasks; allowing the Head Coach to focus on instruction and player development.
- Coordinate budget with Head Coach prior to first Parent Meeting.
- Enter in all team activities, game changes, tournaments or Association events into TeamSnap.
- Coordinate league game reporting requirements; gamesheet, discipline reports etc.
- Coordinate all volunteers (timekeeper, scorekeeper, penalty box, music) for home games.
- Ensure the financial requirements of the Association are completed.
- Establish and foster communication with all parents or guardians.
- Establish and maintain timely communication with the Head Coach and Treasurer.
- Schedule Parent Meetings.
- Collaborate with the Head Coach and Treasurer to complete the team budget.
- Initiate a fundraising and sponsorship plan.
- Monitor the collection and disbursement of team funds with the Treasurer.
- Present Financial summaries to parents as requested.
- Secure Tournaments and arrange for entry and travel.
- Secure additional ice, as requested by the Head Coach.
- Confirm changes to team schedule and ice times.
- Collect Player medical information relating to food allergies or pre-existing medical conditions the Head Coach needs to be made aware of. Hockey Canada Medical Forms are not mandatory.
- Coordinate Team Apparel.

Mandatory Team Roles:

- **Assistant Coaches**
- Treasurer

Potential Team Roles:

- Trainer
- Parent Liaison
- Social Media Coordinator
- Team Apparel Coordinator
- Social Coordinator
- Fundraising Coordinator
- Sponsorship Coordinator

ASSOCIATION SUPPORT: Director of Managers

PARENT MEETING

At the start of each season, the head coach will call a Parent Meeting. The purpose of this meeting is to make introductions, set out season and team expectations, review the budget and communicate key Association policy and conduct resources. The following topics should be covered, but are not limited to:

- Introduction of the Head Coach and coaching staff
- Introduction of the Team Manager
- Code of Conduct review
- Brief round table introduction of parents in attendance
- Player Expectations
- Dressing Room Expectations
- Communication Protocol
- TeamSnap Use and Expectations
- Tournaments
- Fundraising and Sponsorship
- Team Apparel
- Team Events (social, dryland, extra ice time)
- Review and assignment of Potential Volunteer roles for team
- Review of the budget; present the budget to parents for approval – gain majority approval is required and can be done in the meeting or through email vote following. If the budget approval is done in the meeting, minutes must reflect parent attendance (1 vote per player).

BEST PRACTICE: Initial meeting should take place within two weeks of formation of the team. This helps to ensure all parents understand the time and financial commitment before the season commences. Initial **Team budget** discussion and selection of a **Treasurer – see Team Finance**. The Manager, or parent volunteer, should take minutes as they serve to assist with any disputes or concerns later in the season.

RESOURCE: Association Code of Conduct, Team Budget Template, Parent Meeting Template (form)

ADMINISTRATION

Communication

Formal: this type of communication is intended for team updates regarding upcoming events, Association news, league reminders and task assignments. No immediate response required.

- Use TeamSnap email
- Weekly team email update – suggested
- Create consistency

Informal: this type of communication is intended for quick updates and/or responses.

- Use TeamSnap chat
- Multiple chat conversations may be used for fundraising, social planning etc.

BEST PRACTICE: The Manager sets the tone of communication flow for the season. It is important to establish this expectation at the start of the season.

- Update players contact information and encourage parents to check phone numbers and email for accuracy.
- Send out an introductory email to introduce yourself as Manager; request a response in the chat to ensure the email is received by all parents.

Register for the current season **Managers** Association led TeamSnap; the Director of Managers moderates this account all Managers are encouraged to ask questions in this group first.

ASSOCIATION SUPPORT: Operations Coordinator (registration link)

TeamSnap

Once team selections are announced, your player will already be assigned to a TeamSnap team account. The Head Coach will communicate with the Association Administrator the name and email of the season Manager; following this Manager permissions are granted.

The Association uses TeamSnap for scheduling and all teams are required to use this platform. For insurance purposes and consistency team activities, games, practices and tournaments must be recorded in the schedule.

Team Managers can send additional invites to family members.

BEST PRACTICE: Maintain accurate contact information for parents and/or players. Managers must ensure at least one parent/guardian email and phone number are attached to a player.

BEST PRACTICE: Contact TeamSnap platform for basic troubleshooting issues. Desktop is the preferred method for resolving app or platform issues.

The Association sets Team Numbers for all teams (ex. SA###); no modifications permitted. Teams may add a name (ex. SA### - Sharks).

ASSOCIATION SUPPORT: Association Administrator

RESOURCE: TeamSnap Operating Guidelines

PERMITS

Permits are required by Hockey Alberta to ensure players are properly insured during travel and exhibition games. Failure to obtain a permit could result in the suspension of coaches and/or the Manager or future permits unapproved by the Association, or Hockey Alberta. More importantly, not obtaining a travel permit means that players are not insured. Permits are approved by Hockey Alberta, but teams apply through the Association.

Travel permits are *not* required for League games (regular season or playoff).

Travel permits are *not* required for STA assigned practice times.

Travel permits are *not* required for games in Edmonton Minor Hockey Week.

Travel permits are required for attending Tournaments.

Teams wishing to schedule an Exhibition Game must obtain a **Host Permit**; applied through the Association.

Contract ice, additional ice does not require a permit; however, it must be entered into TeamSnap schedule.

Permit Application Process:

- Complete the Permit Request Form.
- Permits application turnaround is 3-5 business days.
- Approved travel permits are emailed to the application contact.
- Managers are responsible for having the travel permit during travel.
- In the event of a player suspension, the Manager is responsible to submit the officials report to the listed **permit discipline contact** and conduct@samha.ca
- Contact Association Administrator if a permit is not received within 24 hours of travel departure.

BEST PRACTICE: Submit Permit Request Form minimum 7 business days before scheduled game. Retain a copy of the permit during travel and ensure TeamSnap is updated with permit application details; date, location, games.

ASSOCIATION SUPPORT: Association Administrator

RESOURCE: Association Permit Request (form)

Association Logo

The STA logo is permitted for use by all teams.

Written authorization is required, and a limited use agreement will be provided upon request. Examples include printing logos in brochures for tournaments, team apparel etc.

RESOURCE: Limited Use Agreement (form)

ASSOCIATION SUPPORT: Association Administrator

Team Pictures

Association schedules and coordinates Association team pictures. This information is emailed to the team Manager and head coach in September/October. It is the responsibility of the Manager to notify the team of equipment requirements, date and time, and enter the event into TeamSnap.

If any individual is unable to attend, there will be an opportunity to reschedule directly with the Photographer.

Social Media

Social media is essential to the Association and in building team exposure. It is a powerful tool to enhance communication, promote activities, build community and gain support. Beyond this, teams benefit through promotion and awareness for fundraising and sponsorship. Consider the following to enhance player and family experience:

- Game highlights and video
- Upcoming league games and events
- Off-ice community and team building events
- Team achievements at tournaments
- Share other team information or Association news as posted by:
 - Raiders Instagram: st.albertraidershockey
 - STA Instagram: hockey_sta
 - Tag hockey_sta in first team post

Instagram Naming Suggestion: stahockey.***teamname***

- Team Instagram accounts close at the end of the season. Individuals posting on any STA Team Account must follow the Associations Code of Conduct and social media Policy.

BEST PRACTICE: Social Media is a valuable tool with the potential for positive impact; however, it is essential that personal player information be respected. Do not share the following information on any social media platform:

- Full Name (first, middle, last)
- Date of Birth
- Address or Phone Number
- School

BEST PRACTICE: At the parent meeting, state that an assumption of permission is made unless otherwise notified. Parents who do not grant permission of Player picture and/or name posted to social media are required to email the Manager directly. Some parents may allow pictures but request the players face be covered or blurred.

Before posting to any social media platform ask: Does this need to be posted? Does this need to be posted by me? Does this need to be posted right now?

RESOURCE: Association Social Media Policy

TEAM APPAREL AND FAN WEAR

- Association STA Logo is restricted to official material and approved by the Board.
- STA Logo remains the ownership of the Association.
- Teams are not permitted to alter the STA Logo.
- Association colours include navy, white and yellow; or as approved by the Board.
- STA Logos can be supplied through the Association upon request.

BEST PRACTICE: When planning the season apparel order, consider branding with only the STA logo. Team logos are permitted; however, the cost and future use should be considered for all families.

ROSTER MANAGEMENT

Hockey Alberta requires each team to hold proper certifications and teams are not considered approved until all certification requirements are met. The deadline to complete the required certifications is November 15. Team Managers track and ensure team certifications are met prior to this deadline.

ASSOCIATION SUPPORT: Association Registrar

RESOURCE: Association Hockey Operations – Section 3, www.samha.ca > Coach

Official Team Roster

The official team roster is the record of players and team officials for the purpose of registration with Hockey Alberta. Only players and team officials listed/rostered on the Official Team Roster are permitted on the bench or ice during games. Individuals not listed on the Official Team Roster are *not* permitted in the dressing room without the presence of a rostered official.

Procedure:

1. Two-part approval for Bench Staff: Association and Hockey Canada
 - a. Submit **Bench Staff Summary – SAMHA 2023-2024**
2. Association Registrar is responsible to prepare the Official Team Roster with information provided at player registration. *Follow Player Affiliation process for this step as well.*
3. Registrar emails Roster to the Manager and/or Head Coach for proof reading and verification.
4. Once verified, the Manager will email the Registrar confirmation of review and approval to proceed with Hockey Alberta.
5. Hockey Alberta approval “locks” the Official Team Roster; no further changes can be made.

BEST PRACTICE: Important to verify completely all player, coaching and trainer information listed. Players may be deemed ineligible if inaccurate information is listed, and any coach not properly rostered may be suspended. Managers must retain a copy of the official team roster at all games, exhibition games, and tournaments. The information listed is confidential and used for team administration purposes only. Managers should maintain care when emailing and practice document control (shredding) for outdated copies or at the end of the year.

ASSOCIATION SUPPORT: Association Registrar

RESOURCE: Hockey Alberta, Bench Staff Summary (form)

GAME ESSENTIALS

TEAM EQUIPMENT

Team Jerseys

The jerseys provided are an official uniform of STA Hockey, representing the Association, and must be worn for all sanctioned games. No individual designs or jersey modifications are permitted. Failure to adhere to this may result in a financial penalty assigned by the Association.

STA Community Hockey

- U5/U7 teams are provided with sponsor supplied jerseys and socks.
- U9, U11, U13, U15, U18 team are provided with STA Jersey sets and socks for use during the current season.
 - HOME – Navy
 - AWAY – Yellow
- STA Jersey sets must be returned washed with name bar and/or sponsorship removed at the close of the season.

BEST PRACTICES:

- Review sizes with player numbers; **assign based on size of player not desired number.**
- Wash jerseys regularly and hang them to dry. Teams may select a Jersey parent role.
- Jersey sets must be stored in provided bags. Players are not to store jerseys in bags.
- Work with Association partners for any name bar, letters or sponsorship branding.
- Enter player numbers into TeamSnap; helpful when collecting jerseys at the end of season.
- No modification or alternation of the jersey permitted.

During the season a jersey may incur damage. Any damage to a team jersey that happens during the course of gameplay is covered by the Association. Provide pictures.

ASSOCIATION SUPPORT: Equipment Director

ASSOCIATION RESOURCE: Jersey Care Guidelines

Team Socks

STA Hockey approved socks only. Handed out at the beginning of the season for players to use and keep. If additional socks are required, please contact the Association Administrator.

Goalie Equipment

The Association recognizes the cost of purchasing equipment. To remove this cost barrier to the development of young goalies the Association provides each U5/U7 and U9 team with two (2)

sets of: pads, chest/arm protectors, gloves and sticks to rotate through players during the season.

BEST PRACTICE: Ensure the equipment is kept together and assigned to players throughout the season. It is expected that all items will be returned in good condition at the end of the season.

Name Bars

2023-2024 Season: Player name bar included in cost of registration. Replacement name bars is a cost to the player.

Name bar application to jerseys is optional and at the discretion of the team for STA Hockey. If a team selects *not* to use name bars for the season, ensure that all players (parents) receive it for future season use.

BEST PRACTICE: Application and removal cost of name bars is captured on the Team Budget as an expense. No glue adhesive on jerseys.

BEST PRACTICE: Communicate with your team that name bars move with players from season to season.

Equipment Management

Start of the Season: Age and draft schedule determines pick up. Arrangements are made between the Equipment Director and/or Association Administrator to facilitate pick-up times.

Team Equipment Pick Up:

- Jersey Sets (Home/Away)
- Goalie Equipment (U5/U7/U9)
- Pucks, pylons, bucket
- Socks
- First Aid Kit
- 2023-2024 Name Bars

End of the Season

Return Date: March/April; conclusion of the season – watch for Association communication

Equipment Items to return:

- Jersey Set (Home/Away)

- Goalie Equipment (U5/U7/U9)
- Pucks, pylons, bucket
- First Aid Kit

After all attempts are made to return full team jersey sets and individual jerseys remain outstanding, please contact the Equipment Director to aid in the return process. Players (parents) who do not return jerseys have the next season registration blocked until they are returned.

BEST PRACTICE: Take an inventory of all equipment items received. A full jersey set is issued at the start of the season and remains with the team until the end of the season.

ASSOCIATION CONTACT: Association Equipment Manager, Association Administrator

REFEREES

Season Process: Association Operations Coordinator will work with Association Assignors to ensure the EFHL schedule is uploaded into the RAMP system. Game codes will be provided automatically, and if the EFHL makes a change, assigned referees will be automatically notified.

Regular League Games: referees/officials are booked by Association Operations Coordinator in coordination with Association Referee Assignors.

Game Changes: Teams are responsible for booking referees for game changes. Following league approval, confirm with Association Operations Coordinator that all information in the system accurately reflects the change.

- Three points of contact > League Schedule, Referee Assignor, Association Operations Coordinator

Teams are responsible to compensate uncancelled referees if due notice is not provided.

No Show Referees: In the event referees/officials fail to show up for a game, a rostered team official is expected to referee the game. **BEST PRACTICE:** check the referee room minimum 30 minutes prior to game start. The Head Coach from each team must agree on a suitable replacement(s) from the coaching staff. Outlined in Hockey Canada Playing Rules 5.2k.

Payment of Referees: Each official must receive exact funds in an individual envelope. Keep track of all cash payments in the team budget using game date as the reference. Home team (except. U9) is responsible for payment of referee. Review the Referee Rates on the EFHL Site under Operations.

U7 and U9: Provided from the Bench

U11 to U18: At 30-minute check in

Exhibition Games – The home team is responsible for booking and paying for exhibition game referees.

LEAGUE RESOURCE: EFHL Referee Rates and Information (2023-24)

ASSOCIATION CONTACT: Association Ref in Chief; U9/U11, U13, U15 and U18 Designated Referee Assignors

GAME ORGANIZATION

In partnership with Hockey Alberta, the RAMP system is used for Electronic Game Sheets in the EFHL. **Links and references are available on the EFHL website.**

- EFHL Electronic Game Sheet Management – U9
- EFHL Electronic Game Sheet Management – U11 to U18

BEST PRACTICE: Managers are encouraged to attend *all* EFHL training provided.

RESOURCE: EFHL U9 Electronic Game Sheet Management, EFHL U11-U18 Electronic Game Sheet Management

Post-Game Responsibilities

- If a player is ejected from the game, ensure you obtain a copy of the Referee Incident Report and notify conduct@samha.ca with subject line: **“Team Incident Report SA####”**
- League Discipline Coordinator will notify of any game suspensions following review.

RESOURCE: Hockey Edmonton Guidelines of Play, EFHL Electronic Game Sheet Management

ICE MANAGEMENT

Initial Tiering Round: October to mid-November

League Schedule Release: Late-November to end of February

Blackout Requests

- Apply directly with the EFHL prior to the start of scheduling; teams request blackout weekends (no league games scheduled) to attend confirmed Tournaments.
 - User-fee service, payable to EFHL: \$100 (2023-2024 rate)

- RESOURCE: EFHL League Game Reschedule Procedure at www.efhlhockey.com

Scheduling

Maintaining the team schedule is the responsibility of the Team Manager. The schedule includes games, practices, social events, tournaments and more. Ice management includes working with Association Operations Coordinator, third-party practice ice and the League.

Game schedules are set by Leagues and all Association practice ice is allocated directly by the Association Operations Coordinator. Timelines for delivering practice ice is dependent on receiving League game schedules. To manage ice allocation expectations Team Managers must ensure an understanding of the following process.

High-level Ice Allocation Process:

- Leagues, outlined in Hockey Alberta Tiering Model, determine the number of teams in each division based on tiering and number of games required.
- Leagues request game ice from member Associations.
- Association Allocators identify and provide ice times to requesting leagues.
- Draft schedules are provided to Association Allocators to review.
- Requested changes are made, and finalized game schedule is posted to the league website.
- Allocators balance and consider several different factors when allocating ice, including availability, blackouts, session count, time between sessions, balance desirable and undesirable ice and divisional requirements.
- At the beginning of a new round of play, playdowns, and during league playoffs ice distribution is not always available well in advance.

Team Manager Responsibility:

- Double check TeamSnap against League schedule and Association assigned practice ice
- Monitors google sheet of practice slots, provided by the Association
- Coordinates game swaps
- Updates TeamSnap schedule
- Completes required forms regarding game changes and practice ice use

RESOURCE: EFHL Tiering Policy 2023-2024 (Information Purpose Only)

Shared Ice

Teams of all ages receive shared ice practice times. Efforts should be made to work cooperatively to best utilize the ice time. Teams should avoid using shared practice ice for inter-squad scrimmages.

U9: Setting up half ice-boards is not required for U9 practices.

It is the responsibility of the City of St. Albert staff to manage the half ice boards, coaches are not to move or try and disassemble the boards. The boards are requested weeks in advance, coaches cannot request the boards to be added or deleted at the arena.

No Show and Return Ice – Association Allocated Practice Ice only

If an ice slot allocated to the Association by the City of St. Albert is not used, it is considered “No Show”. No-Show ice results in a penalty fee payable to the City of St. Albert; a cost passed onto the team responsible for the No-Show.

2023/2024 “No-Show” Penalty: 1.5 times cost of the practice ice slot. Teams are invoiced directly from the Association.

NOTIFICIATION:

- Email Association Operations Coordinator 14 days prior to ice time; minimum 72-hours before.
- If an error is made by the Association, alternate ice is scheduled by Ice Allocator.
- STA teams are not permitted to sell STA allocated practice ice.

Game Rescheduling

STA Teams may request to change games where an ice time is cancelled, and a new ice time is added to the league schedule.

- User-fee service: \$50.00 per request and payable directly to the EFHL
- RESOURCE: EFHL League Game Reschedule Procedure at www.efhlhockey.com

The Association may implement a game rescheduling fee at any point in the season; communication prior to implementation will be made to all teams.

Steps to take before applying for game reschedule:

1. Contact the opposing team to request a game change. The opposing team must agree before proceeding. Game swaps are free of charge.
2. Team requesting the change must provide the ice
3. Ensure all EFHL League Game Reschedule Procedures are followed

4. Complete STA Home Game Change Form

RESOURCE: EFHL League Game Reschedule Procedure

ASSOCIATION SUPPORT: Operations Coordinator

The Association Operations Coordinator does not arrange game changes for Away games.

Ice Interruption Procedure

Ice interruption may be unavoidable and changes in allocation may be necessary. Examples include, not limited to ice plant failure, facility power outage, Zamboni breakdown, facility safety concern.

Issues that do not immediately affect safety can be managed in the following manner:

1. Facility staff first ensure safety for participants and themselves.
2. Team Manager contacts Operations Coordinator, in consultation with facility staff, to determine the plan of action regarding delayed or cancelled ice slots.

RESOURCE: EFHL League Game Reschedule Procedure, Association Home Game Change (form)

ASSOCIATION SUPPORT: Association Operations Coordinator

ROSTER MANAGEMENT

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ASSOCIATION SUPPORT: Association Registrar

RESOURCE: Association Hockey Operations – Section 3, www.samha.ca > Coach

Official Team Roster

The official team roster is the record of players and team officials for the purpose of registration with Hockey Alberta. Only players and team officials listed/rostered on the Official Team Roster are permitted on the bench or ice during games. Individuals not listed on the Official Team Roster are not permitted in the dressing room without the presence of a rostered official.

Procedure:

6. Two-part approval for Bench Staff: Association and Hockey Canada
 - a. Submit **Bench Staff Summary – SAMHA 2023-2024**
7. Association Registrar is responsible to prepare the Official Team Roster with information provided at player registration. *Follow Player Affiliation process for this step as well.*
8. Registrar emails Roster to the Manager and/or Head Coach for proof reading and verification.
9. Once verified, the Manager will email the Registrar confirmation of review and approval to proceed with Hockey Alberta.
10. Hockey Alberta approval “locks” the Official Team Roster; no further changes can be made.

BEST PRACTICE: Important to verify completely all player, coaching and trainer information listed. Players may be deemed ineligible if inaccurate information is listed, and any coach not properly rostered may be suspended. Managers must retain a copy of the official team roster at all games, exhibition games, and tournaments. The information listed is confidential and used for team administration purposes only. Managers should maintain care when emailing and practice document control (shredding) for outdated copies or at the end of the year.

ASSOCIATION SUPPORT: Association Registrar

RESOURCE: Hockey Alberta, Bench Staff Summary (form)

TRAVEL AND ACCOMODATION

Attending Tournaments

- STA Teams are permitted to attend Tournaments
- Consider division, tier and location when selecting Tournaments
- Check www.hockeyalberta.ca > Tournaments for a complete listing
- Other resources exist; however, STA Teams are not permitted to attend non-sanctioned Tournaments; the Tournament must provide each Team with a Tournament Sanction Number.
- Adherence to Association restricted dates and participation in Edmonton Minor Hockey Week
- Adherence to Permit requirements
- Adherence to Association Travel Policy

- Build a clear travel and tournament itinerary, communicate to parents well in advance of departure
- Work within established and agreed upon Budget outline from start of the season
- Ensure all tournament games are entered into TeamSnap

BEST PRACTICE: Discuss Tournament expectations at initial team meeting.

TEAM FINANCE

Team finances remain the responsibility of the team. The Association holds no liability or responsibility in the daily management of accounts or team budgets; however, all teams must adhere to Association Operating Policy and submission requirements. Individuals/volunteers selected for the role of Treasurer accept the responsibility for operating within the Association guidelines.

Team Treasurer

Assigning a Treasurer is an essential role for team management. This role/volunteer is responsible for tracking all team revenues and expenditures, as well as managing the team budget and bank account. Team Managers provide oversight into team finances, help guide decisions and serve as secondary signing authority on all transactions, as required.

- Financial or accounting background is recommended;
- Familiar with spreadsheets.

Responsibilities:

- Arrange addition of Team Manager and Treasurer signatures team ATB bank account
 - Association provides ATB Account information at the start of the season
 - Association, Team Manager and Treasurer are signatures on account
 - Account remains open at the end of the season; balance of zero
- Track all revenues and expenses
- Reconcile bank statement against receipts and other
- Complete record keeping of all receipts and invoices
- Complete and fulfill within three business days any parent or guardian request to review current budget
- Compare actual revenues and expenses against approved budget
 - Discrepancies between projected and actual impacting approved budget by more than 20% must be reported to Association Executive Director and Association Treasurer with supporting detail.
 - This must be reported at the time it is discovered.

RESOURCE: ATB Account Information, Association Hockey Operations – Section 3, Association Budget Template

ASSOCIATION SUPPORT: Executive Director, Treasurer

Team Budget

A preliminary team budget is best prepared and presented at the initial parent/guardian meeting and shared with all parents **no later than October 31**. During this meeting, parent/coach discussion to determine which optional items should be included or omitted: i.e.. additional ice, tournaments, apparel, dryland etc.

A budget is considered approved for the season once the following conditions are met:

1. Team budget is presented to all parents/guardians - at initial team meeting or through email communication using TeamSnap. Parents/guardians not in attendance at the team meeting must receive a copy of the team minutes.
2. Team budget is voted on with majority support (85%) using an electronic format. Each player counts as one-parent/guardian vote.
3. Team Budget and copy of vote results submitted on or before October 31.

All teams must submit a final budget on or before April 30; outlining actual costs incurred and allocation of revenue and expenses. The Manager should submit both budgets by the defined date.

ASSOCIATION SUPPORT: Association Treasurer, Director of Managers

RESOURCES: Association Hockey Operations - Section 3, Budget Template

Team Fees

Set by the Board and communicated by the Association at the start of the season.

Cash call

Communicate at the initial Parent Meeting a schedule for team fee cash calls. This schedule should continue as initially planned for the duration of the season, the remaining funds at the end of the season should be returned to parents in good standing.

Fundraising and Sponsorship

Adherence to all Association Sponsorship and Fundraising guidelines is required for all teams in sourcing additional revenues to support season objectives; including:

- Bottle drives
- Product Sales (ex. chocolate, meat, catalogue sales etc.)
- Raffle ticket sales – requires AGLC License
- 50/50 sales – requires AGLC License
- Program, Jersey, Banner advertising
 - Teams must have pre-approval prior to using STA Logo

It is the responsibility of the team Manager to ensure all AGLC Licensing Requirements are met, and funds are allocated accordingly with stated purpose on application. The Association assumes no liability or responsibility to AGLC on open team licenses.

BEST PRACTICE: Fundraising and sponsorship must be listed on the team budget and identified as Revenue. **After the raffle event - a reminder to close out all raffle licenses with AGLC; follow directions outlined on the website.**

BEST PRACTICE: Team fundraising is **not permitted** to require its members/parents to purchase or sell set quantities of raffle tickets. *Example:* each parent is assigned a set quantity of tickets to sell (10, 20, 100); therefore, assuming the shortfall as a default purchase by the parent.

Cannabis is not permitted in any fundraising or sponsorship team activities.

RESOURCE: Alberta Liquor, Gaming and Cannabis – Licenses, AGLC: Section 7, Association Operating Policy: Section 2, Sponsorship Letter Template

DISCIPLINE AND CONDUCT MANAGEMENT

Team Managers play an important role in supporting the Head Coach and Association regarding conduct and discipline matters. During the Parent Meeting, the Player, Coach and Parent Code of Conduct documents are presented. Each outlines expected behavior, sportsmanship, and respect for teammates, opponents, coaches, officials, and spectators.

Responsibility of the Manager:

- Work closely with coaching staff, league designates and/or Association representatives to provide accurate information and resources.
- Work under the direction of Head Coach, Association Board, League Discipline, or Other, as required.

- Ensure players and coaches are aware of the consequences of rule violations and disciplinary actions that may be imposed.
- Assist with reporting, as required.
- Maintain an open line of communication with all stakeholders.
- Foster awareness and understanding while promoting a positive team culture.

The team Manager is not responsible for imposing corrective or disciplinary action.

ASSOCIATION SUPPORT: Director of Managers – Assists in verifying process

RESOURCE: EFHL Standards of Play, EFHL Discipline

PLAYER HEALTH AND SAFETY

Player Health and Safety

RESOURCES: Hockey Alberta Mental Health Resources, Maltreatment, Bullying & Harassment Education Resources, Association Partners for Player Nutrition

Practice and Game – Emergency Planning

STA Teams play within and around the City of St. Albert and the City of Edmonton and area. Each facility is prepared with an evacuation plan, and it is the responsibility of the team Manager to communicate this to the Head Coach and team.

A medical emergency is a life-threatening or serious injury. Call 9-1-1 in the event of any medical emergency.

Non-emergency St. Albert contact numbers include:

RCMP or Municipal Enforcement – 780.458.7780

Sturgeon Community Hospital – 780.418.8200

Emergency Action Plan – Away Games

- Manager reviews posted Emergency Plans at Arena, notifying coach.
- Follow all posted Facility Emergency Plans in the event of evacuation due to fire, threat or extreme weather.

BEST PRACTICE: Head Coach and Manager outline an emergency response plan in the event of an injury.

ROLES FOR CONSIDERATION:

Trainer / Charge Person	Call Person	Control Person
<ul style="list-style-type: none"> ○ Initially takes control of the situation. ○ Secure the area. ○ Instructs player to lay still and bystanders, such as other players, not to move player. ○ Do not move the player. ○ Assess the injury status of the player, decide if an ambulance/medical care is required. ○ Serious injury warrants immediate attention that most trainers are not qualified to provide; make signal to call person, control person for next steps. 	<ul style="list-style-type: none"> ○ Makes call when emergency assistance required, this allows trainer/charge person to remain present with injured player. ○ Ideally at all games and practices and not involved on the bench. ○ Access to list of emergency phone numbers in the facility. ○ Access to facility address for proper directions to medical personnel. <p>NOTE: In the event this call person is a family member of the injured player, this role should be delegated to another.</p>	<ul style="list-style-type: none"> ○ Pre-determine the location of the AED and other emergency equipment in the facility. ○ Retrieve the AED and/or first aid kit, as requested. ○ Seek facility assistance, as requested. ○ Advise opponents, on-ice officials, facility staff and parents of steps. ○ Ensure ambulance and medical staff have a clear path to ice surface. ○ Meet the ambulance on arrival and direct EMS to the injured player.

Plan | Prepare | Know what to do

What is the address? What is the phone number you are calling from? What is your name? What happened?

ASSOCIATION SUPPORT: Director of Managers

RESOURCES: Player Injury (form), Return to Play (form), Association Emergency Action Plan, Concussion Education and Protocol, Return to Play Guidelines, Hockey Alberta Concussion Policy and Resources