



ST. ALBERT MINOR HOCKEY ASSOCIATION

# TEAM MANAGEMENT

*Operating Directives*

**2024 -2025**

**Integrity | Innovation | Transparency | Consistency  
Collaboration | Responsive**

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**Welcome to St. Albert Minor Hockey!**

**GENERAL INFORMATION**

## **What is 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.

### **Why the Membership is important to minor hockey.**

Parents and Guardians have a crucial role in shaping the organizations their children are part of. The Association, thanks to the commitment of its Membership, can offer hockey programs that aim to enhance the enjoyment, development, and 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.

## **STA GOVERNING LEAGUE**

- 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 TEAM MANAGER MEETINGS

### EFHL

**Mandatory** attendance at the EFHL Coach and Manager meeting.

- Virtual Meeting
- Online Registration (September)
- Review EFHL *Coaches and Managers* tab on the [website](#).
- Review EFHL current season *Calendar* to key dates.

### SAMHA

**Mandatory** attendance at scheduled U7-U13 or U15-U18 STA Manager Meeting.

- In-Person Meeting
- Communication emailed by Association (September)

## WHO TO CONTACT, AND WHEN!

Association – *Primary Point of Reference*

- ✓ On/off – ice conduct concerns
- ✓ Home game officials
- ✓ Association issued practice and game ice
- ✓ Team Finance
- ✓ Player and/or parent information
- ✓ Equipment and Apparel
- ✓ Player Health and Safety

EFHL – *Secondary Point of Reference*

- ✓ Items and tasks outlined in EFHL Coach and Manager pre-season meeting

Hockey Alberta – *High-level Resource*

- ✓ [ITP](#)

Hockey Canada – *High-level Resource*

- ✓ [General Resources](#)

*How to contact us?*

### [2024-2025 Board of Directors and Staff](#)

**BEST PRACTICE:** STA Teams are required to use the Association channels for most questions and issues that arise during the season. Although contact information is available on the EFHL, Hockey Alberta, and Hockey Canada websites, the appropriate procedure is to contact the [Association](#) first.

## CODE OF CONDUCT

The [Association Conduct Policy](#) applies to all members of SAMHA including, players, coaches, managers, trainers and other team officials, board members, parents, or anyone else the public has reason to believe represents the Association or any of its teams. Conduct Policy is in addition to the rules of play established by Hockey Canada, Hockey Alberta, Hockey Edmonton and other such bodies having jurisdiction over the performance of individuals involved in the game of hockey.

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.

### Incident Reporting

- This happened on my team, [now what?](#)

**ASSOCIATION SUPPORT:** Director of Managers – Assists in verifying process

**RESOURCE:** EFHL Standards of Play, EFHL Discipline

## TEAM STANDARDS

It is essential for teams to have a set of guiding standards for the season. The Association supports coaching staff by offering multiple opportunities throughout the season and

provides a Team Standards template. This document aligns with the Association's Code of Conduct.

- ✓ Commitment
- ✓ Attendance
- ✓ Communication
- ✓ Practices and Games
- ✓ Dressing Room Conduct

## CONFLICT RESOLUTION

The Association spends a considerable amount of time recruiting and selecting coaches and believes it has the best available candidates for the position. The Association always requires positive support for its coaches from the players and from their parents.

The following procedure is intended to open and maintain dialogue to best reach a resolution to any issue or concern before it escalates to a serious problem.

1. **24-Hour Rule:** Members agree that they will not discuss any concerns from a game, practice, or team event with any member of team staff for a period of 24 hours post event.
2. **Initial Team Meeting:** At the beginning of the season, a meeting of the coaches, players, manager and parents is held to discuss the season plan. At this meeting, the coaching staff outlines team expectations and provides opportunity for questions. The head coach and manager will outline the team level process for handling conflict and/or issues.
  - a. The team manager is *not* responsible for conflict resolution; however, managers are utilized for ensuring the correct contacts and information is available.

## 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.

[SAMHA Policy and Process](#)

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
- ✓ Review *Important Dates* listed on Association and League websites

**MANAGER ROLE**

The Association will host 1-2 Team Manager meetings in September/October, with dates corresponding to division evaluations. This meeting is mandatory and does not replace the EFHL required meetings. Head Coach/Teams must appoint a **Team Manager** – it is a mandatory role.

The Manager role is viewed as one of the most important roles on the team. By handling the organization and administrative tasks, the coaching staff can focus on instruction and player development. Key responsibilities include:

- Preserve team integrity by maintaining player and coach confidentiality.
- Organize and lead team meetings, as required.
- Coordinate team operations, planning and scheduling – including permit applications, game changes and tournament registration.
- Organize and coordinate travel and accommodation for league games, tournaments and playoffs.
- Relaying information to and from the team, in a timely manner.
- Liaison between the Association, Operations Coordinator, League, Officials and opponents, and the team.
- Coordinate Team Management – Support Roles.

**TABLE 1**  
Manager Responsibilities

TASK	OVERVIEW
Team Operations	Work with Association staff, parents and coaches to ensure information is timely and accurate.
Team Finance	Coordinate budget development with Head Coach. Collaborate with Treasurer to ensure accurate and



	transparent financial management is presented to parents and Association.
Team Activities	Plan team events throughout the season that align with the budget. This may include attending tournaments, dryland development, additional ice, team parties or dinner.
Game Reporting	Ensure game sheets, and any discipline/incident or injury reports are completed and submitted in a timely manner. The manager is responsible for game changes and travel permits.
Communication	Schedule initial parent meeting and any meeting required during the season. Set communication expectations at the start of the season – weekly email updates, quick TeamSnap updates. Ensure all Association communication is shared with coaches and parents.
Player Information	Association gathers player and parent details during registration. During the first meeting, ask parents to update their TeamSnap profile with any additional emails or phone numbers.
Conduct Management	Present the Player, Coach and Parent Code of Conduct documents at the first parent meeting. While managers are not responsible for enforcing the Code, they must understand the importance of adherence.
Player Health and Safety	Plan, prepare and know what to do. Refer to Association resources for Player Injury, Return to Play along with Concussion Education and Protocol.
Equipment and Apparel	Coordinate pick-up and drop-off equipment as per communication. Team apparel is purchased at the team level and teams are invited to use Association partners for ordering.

**TABLE 2**  
Support Roles

TEAM ROLE	OVERVIEW	NOTE	TYPE
Treasurer	Daily/weekly/monthly cash management - including collecting team fees and paying team expenses. Ensures bank statements are accurate; reporting to Association or parents as required. Maintain bank account as 1 of 2	Adhere to reporting budget submission deadlines.  <b>Initial Budget</b> (projected income / expenses) due within seven	<b>Mandatory Role</b>  <i>Manager is not eligible to take on Treasurer role.</i>  <i>The Association reserves the right to remove</i>

	signatures on account and ensure opening and closing of account is complete, as required by Association.	days of initial team meeting – no later than October 31.  <b>Final Budget</b> (actual income / expenses) due by April 30.	<i>or appoint team Treasurers.</i>
Fundraising/Sponsorship	Unless the team elects to fund the team’s activities entirely through parent contributions, fundraising and/or sponsorship is a crucial aspect of the team’s season.	Association approval required for any alteration to STA Jersey’s (ex. Sponsor logo).	<b>Optional Role</b>
Minors Official (scorekeeper, timekeeper, penalty box, music)	Parent volunteers are required for home games. This role is responsible for ensuring the team's off-ice responsibilities are fulfilled.	Use “assignment” tab in Teamsnap for each game.	<b>Optional Role</b>  <i>Recommended to assign parents to assist for games.</i>
Jersey Coordinator	STA Jersey’s must be stored in provided garment bag after each game. Role may take responsibility for getting name bars applied and removed.	Responsible for washing and transporting jersey’s to/from games.	<b>Optional Role</b>  <i>Recommended to assign parent volunteer(s) to coordinate.</i>
Meal Coordinator (game snacks, event meals)	Arrange for game snacks or team meals during travel/tournaments.		<b>Optional Role</b>
Social media/Video	Create and manage an Instagram page for the team during the season. Game video and photography are optional.	Tag <i>hockey_sta</i> in team posts.	<b>Optional Role</b>

Team Events Coordinator	Plan any team meals or team building activities during the season.		<b>Optional Role</b>
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*Why isn't a Parent Liaison listed?*

- The Association made the Parent Liaison role optional for the 2023-2024 season. Moving forward the responsibilities of this role are included in the duties of a team manager. Should a third party be required, teams are asked to contact the Director of Managers for guidance.

**ASSOCIATION SUPPORT:** Administrator, Operations Coordinator, Director of Managers

**RESOURCE:** [STA Managers](#)

## TEAM OPERATIONS

**TABLE 3**

*MONTHLY CHECKLIST RECOMMENDATION, subject to age division*

<b>September / October</b>	<b>November to January</b>	<b>February / March</b>
<ul style="list-style-type: none"> <li>✓ Introduction email to parents</li> <li>✓ Attend mandatory meetings</li> <li>✓ Look for tournaments</li> <li>✓ First parent meeting</li> <li>✓ Open team bank account</li> <li>✓ Pick up equipment from Association</li> <li>✓ Submit initial budget</li> <li>✓ Team Pictures</li> <li>✓ First team building event</li> <li>✓ Arrange for namebar application</li> <li>✓ Look for additional ice, subject to budget</li> </ul>	<ul style="list-style-type: none"> <li>✓ Check TeamSnap schedule against league games and practice ice</li> <li>✓ Plan mid-season team event</li> <li>✓ Additional ice schedule, subject to budget</li> <li>✓ Schedule dryland, subject to budget</li> <li>✓ Watch for Minor Hockey Week communications</li> <li>✓ Fundraising and sponsorship plan</li> </ul>	<ul style="list-style-type: none"> <li>✓ Watch for playoff and provincial's communication</li> <li>✓ Association equipment return dates</li> <li>✓ Arrange namebar removal and jersey cleaning before return</li> <li>✓ Team wrap up event</li> <li>✓ <i>March:</i> begin closeout of bank account</li> </ul>

## SEASON START

At the start of each season, the head coach will call a Parent Meeting. This meeting's purpose is to make introductions, set out season and team expectations, review the

budget, communicate key Association policy and conduct resources. The following topics provide a strong start to the season:

**PARENT MEETING TOPICS:**

- 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
- Expectations of Player and Parent 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
- Discuss the team's social media exposure for the season and offer parents the chance to opt out. Inform parents that if they do not respond, it will be considered as approval to use their child's name and picture on social media.
- 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 team formation. This helps to ensure all parents understand the time and financial commitment before the season commences. The Manager, or parent volunteer, should take minutes as they serve to assist with any disputes or concerns later in the season.

**RESOURCE:** Team Budget Template

**ORGANIZING YOUR SEASON**

The Manager plays a key role in ensuring a successful season by aligning the off-ice team culture with the on-ice culture led by the Coaching staff. When players, parents, and team management work together, they create a memorable and rewarding season. While team stats are important, the overall experience of players and parents is essential for fostering growth and enthusiasm in minor hockey.

Tips!

- ✓ Book your first off-ice team building activity early in the season.
- ✓ Recognize team achievements throughout the season, via email or social media.
- ✓ Arrange team building activities in the community, suitable to age group.
- ✓ Coordinate coaching staff and player gifts for end of season, subject to budget.

## TEAM ROSTER

Commonly referred to as the hard card the official team roster is a summary of players and bench staff verified to play for the season. The Hockey Canada Registry (HCR) is a universal platform managing all Hockey Canada Participant registration.

*Why is this important for a team manager?*

- ✓ It is the official team record of players and coaches for the season, confirming and verifying eligibility to play and coach.
- ✓ The team manager must verify 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.
- ✓ All affiliated players must be listed on the official team roster to play for the team.
- ✓ The deadline to complete the required coaching certifications is November 15. Team Managers track and ensure team certifications are met prior to this deadline.

### Procedure:

1. Two-part approval for Bench Staff: **Association and Hockey Canada**
  - a. Submit [Bench Staff Summary – SAMHA 2024-2025](#)
  - b. Use the above form to submit Team Treasurer name. Subject to Association review and approval.
2. Association Registrar is responsible to prepare the Official Team Roster with information provided at player registration.
  - a. Player Affiliation Form is completed by the Head Coach.
3. The Registrar emails the completed roster to the Manager and/or Head Coach for proof reading and verification.
  - a. A maximum of (5) bench staff are permitted for games.
4. Once verified, the Manager will email the Registrar confirmation of review and approval to proceed with Hockey Alberta.
5. Once Hockey Alberta approves, the Official Team Roster is "locked" and no further changes can be made.

**BEST PRACTICE:** Managers should maintain care when emailing and practice document control (shredding) for outdated copies or at the end of the year.

**ASSOCIATION SUPPORT:** Registrar

**RESOURCE:** SAMHA Affiliation Policy, [Emergency Goalie Affiliation](#)

## COMMUNICATION

**TABLE 4**

*Communication Types*

<b>Formal Communication</b>	<b>Informal Communication</b>
<p>Intended for team updates regarding events, Association news, league reminders and task assignments. No immediate response required.</p> <ul style="list-style-type: none"> <li>• Use TeamSnap email function, best used on desktop version.</li> <li>• Weekly team email updates – including Association information, upcoming events and action items.</li> <li>• Creates consistency in approach and manages expectations for the season. Parents understand the information they require is sent out on a consistent basis.</li> <li>• For example: team email updates are sent every Friday – see sample below.</li> </ul>	<p>Intended for quick updates and immediate responses.</p> <ul style="list-style-type: none"> <li>• Use TeamSnap Chat.</li> <li>• Side TeamSnap Chat groups can be set up for fundraising or team social events. This limits the number of notifications all parents receive.</li> </ul>
<p><b><u>SAMPLE Weekly Email Team Update</u></b>  <i>Hello Team Name!</i></p> <p><i>Here is important and fun information for our team for the upcoming week:</i></p> <p><b>Home Game Assignments</b>  <i>Be sure to check TeamSnap game assignments.</i></p> <p><b>Team Event</b>  <i>Our team will attend the following event, date and information is in our TeamSnap schedule.</i></p> <p><b>Tournament Information</b>  <i>The team is excited to participate in tournament X, see below the message from the tournament with key information and hotel booking information</i></p> <p><b>STA Association News</b></p>	<p><b><u>SAMPLE Quick Update or Immediate Response</u></b></p> <p><i>When to use TeamSnap Chat.</i></p> <ul style="list-style-type: none"> <li>✓ <i>Disruption for parents driving to the game and/or practice – construction, vehicle collision, train delay</i></li> <li>✓ <i>Notify parents of weekly email sent (for the first 1-2 months of the season).</i></li> <li>✓ <i>Asking parents for quick response items – dinner numbers</i></li> </ul>

*The Association has shared the following news with our team.*

**Tips!**

- ✓ Never assume everyone reads the information; duplication is helpful for a manager.
- ✓ Avoid sending multiple emails with small pieces of information throughout the week. Instead, wait and compile everything into one comprehensive email.
- ✓ Use TeamSnap desktop email function to send emails.
- ✓ Always include yourself on the email the team receives.
- ✓ Use TeamSnap chat for immediate response or urgent updates.

**BEST PRACTICE:** The first team email should be an introduction and recap of the first Parent meeting. The Manager sets the tone of communication flow for the season. It is important to establish this expectation at the start of the season.

## TEAMSNAPE

After team selections are announced, your player will be automatically assigned to a TeamSnap team account. The Head Coach will provide the Association the Manager's name and email, after which Manager permissions will be granted.

### STA Manager and TeamSnap

- ✓ Enter in team activities, games, practices, tournaments and game assignments.
- ✓ Responsible for maintaining accurate contact information for parents and/or players.
- ✓ Ensure at least one parent/guardian email and phone number are attached to a player.
- ✓ Use TeamSnap email for sending Formal Communication.
- ✓ Use TeamSnap chat for quick updates.
- ✓ Ability to invite additional individuals to a player.
- ✓ Teams may add a name after the assigned Association team number (ex. SA402-Dinos).

- ✓ Do not delete the Association set team number (ex. SA402).

### Did you know?

- TeamSnap is used for scheduling, and all teams are required to use this platform to ensure insurance coverage and maintain Association consistency. The Association has access to all team accounts, including chat and email. Since some players have access to TeamSnap, please be mindful and remind parents to post content and comments appropriately.
- All STA Managers can join the current season's Managers TeamSnap, moderated by the Director of Managers. This is an excellent opportunity for managers to discuss questions and issues throughout the season.
- TeamSnap has customer support for basic troubleshooting issues. Desktop is the preferred method for resolving app or platform issues.

**ASSOCIATION SUPPORT:** Operations Coordinator, Administrator

### STA LOGO USE

- The STA logo is permitted for use by all teams with written authorization.
- High Resolution file.
- 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

Instagram Naming Suggestion: stahockey.**teamname**

- Team Instagram accounts close at the end of the season.

**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 must email the Manager directly. Some parents may allow pictures but request the players face be covered or blurred.

**RESOURCE:** SAMHA Social Media Policy

## 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.

## STA TREASURER

- Subject to Association approval.
- Financial or accounting experience is recommended.
- Familiar with spreadsheets.
- Not related to the coaching staff.

## TABLE 5

### *Treasurer Role*

Effective Date: September 2024 | Current Version: ASSOCIATION Team Management\_STA-V3\_August 2024  
Electronic copy found on the website will serve as the up-to date version, superseding previous hardcopy versions.

OVERVIEW	SUPPORT	NOTE
Essential for team management	Team Manager	Team Manager and Treasurer roles complement each other in providing oversight of team finances.
Track daily revenues and expenses	Team Budget	Template provided by Association
Team Bank Account	Team Manager	Open/close bank account for the season; two signatures mandatory
Participate in electronic vote of initial team budget	Team Manager	Prepare and electronic vote to gain approval of initial team budget
Submit Initial Budget and Final Budget	<a href="#">Team Finances</a> Association Treasurer Executive Director	Adhere to submission deadlines and report discrepancies between projected and actual budget by more than 20%

## 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 or Treasurer must submit both budgets by the defined date.

## TEAM FEES

Established by the Board and communicated by the Association at the beginning of the season, the team must follow set team fee guidelines. Please note that team fees are

separate from player registration fees.

### SCHEDULING THE CASH CALL

During the initial Parent Meeting, provide a schedule for team fee collections and stick to this schedule throughout the season. Any unused funds will be returned to parents at the end of the season. If the team plans to fundraise or seek sponsorships, do not include those potential funds in the budget until they are raised.

#### EXAMPLE:

TEAM: SA403  
 PROJECTED BUDGET (September/October) = \$10,000  
*\*based on ice, apparel, tournament, social events*  
 # OF PLAYERS ON TEAM = 17  
 TOTAL DUE PER PLAYER = \$600.000 (round up)  
 PAYMENT SCHEDULE:  
 October = \$200 *\*first cash call should be the highest*  
 November = \$150  
 December = \$150  
 January = \$100

**BEST PRACTICE:** Collect team fees in full at the beginning of the season, rather than using a pay-as-you-go approach. It's simpler to refund any surplus at the end of the season than to request additional payments later in the season.

### 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, ensure the license is closed out. Contact the

AGLC for assistance with reporting requirements.

**BEST PRACTICE:** Team fundraising is **not permitted** to require its members/parents to purchase or sell set quantities of raffle tickets or items of kind. *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

## GAME ORGANIZATION

### GAMESHEETS

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

## ICE MANAGEMENT

**TABLE 6**

*STA Manager and Ice Management*

SCHEDULE	SHARED ICE	RETURNED ICE	GAME RESCHEDULING
<p>Ensure TeamSnap schedule aligns with League game schedule and Association practice ice.</p> <p>Monitor Practice Spreadsheet provided by the Association.</p> <p>Completes and submits required forms.</p>	<p>All age divisions and levels receive shared ice.</p> <p>U9: Setting up half ice boards is <b>not</b> required for U9 practices.</p>	<p>Returned Ice is any ice a team is unable to use – “No Show” or “Notified Return”</p> <p>Notify Operations Coordinator 14 days (about 2 weeks) prior to ice time (minimum 72-hours)</p> <p>STA teams are <b>not</b> permitted to sell STA allocated practice ice.</p> <p>Association Allocated practice ice only.</p>	<p><a href="#">EFHL Game Rescheduling</a></p> <p>User fee is set by and payable directly to EFHL.</p> <p>Coordinates game swaps when possible.</p>

**SCHEDULING**

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.

**RESOURCE:** EFHL Tiering Policy Current Season (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.

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.

## RETURNED AND NO-SHOW ICE

If an ice slot allocated to the Association by the City of St. Albert is not used, it will be considered a “No Show”. A “No Show” results in a penalty fee charged by the City of St. Albert and passed on to the Association. The Association will invoice the team directly for this penalty, which is 1.5 times the cost of the practice ice slot.

Please note that any returned ice – “No Show” or “Notified Return” - will count against the season’s allocation and will not be rescheduled. If an error is made by the Association, the Operations Coordinator will arrange an alternate ice time.

## GAME RESCHEDULING

The Association may implement a game rescheduling fee at any point in the season; communication prior to implementation will be made to all teams. The Operations Coordinator does not arrange Away game changes.

Steps to take before applying for a home 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.

## ASSOCIATION SUPPORT: Operations Coordinator

## ICE INTERRUPTION

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.

**ASSOCIATION SUPPORT:** Operations Coordinator

## OFFICIALS - 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.

U9 - U13 EFHL Teams will follow the **Referee Rates and Information** found on the EFHL website.

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 (current season)

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

## TEAM TRAVEL

### 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**.
- 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 and, games.

**ASSOCIATION SUPPORT:** Administrator

**RESOURCE:** Association [Permit Request Form](#)

## ATTENDING TOURNAMENTS

- STA Teams are permitted to attend Tournaments
- Consider division, tier and location when selecting Tournaments
- Hockey Alberta lists sanctioned tournaments available in Alberta.
- 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.

## EQUIPMENT AND APPAREL

### 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 gameplay is covered by the Association. Provide pictures.

**ASSOCIATION SUPPORT:** Operations Coordinator

**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. All items are expected to be returned in good condition at the end of the season.

## PLAYER NAME BARS

The cost of name bars is included in player registration.

Name bar application to jerseys is optional and at the team's discretion 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.

Reminder!

- ✓ Yellow name bar – yellow jersey
- ✓ Navy name bar – navy jersey

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

## EQUIPMENT MANAGEMENT

**Start of the Season:** Age and draft schedule determines pick up. Arrangements are made by the Association Administrator to facilitate pick-up times.

Team Equipment Pick Up:

- Jersey Sets (Home & Away)
- STA Jersey Bag
  
- Goalie Equipment (U5/U7/U9)
- Pucks, pylons, bucket
- Socks
- First Aid Kit

### End of the Season

**Return Date:** March/April, at the conclusion of the season – please watch for Association communication

Equipment Items to return:

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

The Association reserves the right to invoice a team for damaged and/or lost player jersey(s). If any parent or guardian fails to return an STA Jersey, the Association may block registration for the following season.

**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 Administrator

## TEAM AND FAN APPAREL

- 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.

## PLAYER HEALTH AND SAFETY

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

Did you know?

- ✓ Teams who want to participate in a parent versus player game must ensure they have the proper approval and/or insurance in place before the game.

## 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 familiarize.

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.

**TABLE 7**

*Emergency Planning Reference – Plan, Prepare and Know what to do*

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

**ASSOCIATION SUPPORT:** Director of Managers, Director of Player Health and Safety

**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