



**MANAGER DOCUMENTATION
2016-2017 SEASON**

RESPONSIBILITIES

The team manager is responsible for ensuring the following “off ice” duties and activities are handled:

- Acting as liaison between the coach and parents
- Collecting team jerseys, game sheets and game socks from Association Equipment Manager
- Organizing team fundraising and administering team moneys
- Organizing exhibition games, tournaments and extra ice (if desired)
- Relaying ice times to families
- Working with the coach and parents on planning team building activities
- Ensuring parent group receives regular reports on team financial position and any other administrative issues.

At the beginning of the season it is important for the coach and team manager to agree on the division of duties. The manager should not try to do all off ice duties but should delegate as much as you can to other members of the parent group. Ultimate responsibility for these delegated duties remains with the manager to ensure they are being completed properly and on time

LIAISON BETWEEN THE COACH AND PARENTS

The manager should arrange a coach/parents meeting shortly after the team is formed. Items to be discussed and agreed upon should include

- Consent for distribution of parent contact list that will include guardian names, cell numbers and email addresses.
- Obtain medical information to be included in the game binder that the team manager has at each game and practice. The player medical information sheet is available for download at the Hockey Calgary Website (resources tab under team managers and scroll to the Appendices) www.hockeycalgary.ca
- Communication is most commonly done through email. It is the responsibility of the parents to check email to stay current with short notice changes.
- Does the team want more practices than it will be allocated by Glenlake? This will have to be funded by the team to purchase
- Do you want to enter into tournaments? If yes:
 - How many?
 - In town? Out of town?
 - When? Any over Christmas break?
- How does the team raise funds to pay for referees (for exhibition games) and any other extras such as buying additional ice, paying tournament fees, social activities, practice jerseys, other team wear?
- Which parents will volunteer to fill other roles as needed over the season such as:

- Phone parents (for very short notice changes that might be missed on email)
- Treasurer, tournament coordinator, team apparel acquisition, etc.
- Time Clock
- Penalty box
- Jersey care (including washing and bringing to every game)
- Social activities
- What are the team rules?
 - How long before games should players be in the dressing room?
 - When are parents welcome in the dressing room
 - How should game absences be communicated to the coach and manager
 - Behaviour rules in the dressing room, on the bench and on-ice
 - Parent conduct in the stands
 - 24 hour cooling off period for contacting coach with any issues

ISSUING OF SCHEDULES

The manager is responsible for ensuring that all players are made aware of the team schedule.

The Glenlake Ice Coordinator will assign practice ice up to 3 weeks at a time and league game schedules are posted on the Hockey Calgary Website at the beginning of the Seeding and Regular Season rounds. This plus any team events should be put together and communicated to the team. You may elect to make a team website and let the parents know to check there daily rather than use email. Most teams use TeamSnap for communication. If you are using a separate team website please still input your manager contact information on the Glenlake website. This will allow other associations to contact you in regards to tournaments and exhibition games

If a team event has been arranged (exhibition game, tournament), remember to notify the Ice Coordinator (see contact list at end of document) with sufficient notice so that you don't get allocated conflicting practice times.

Teams are expected to use their assigned practice ice. If your team has a conflicting event, you are responsible to ensure the ice does not go unused. You can arrange a trade within your own age category, give your half ice (if allocated as shared ice) to the team you are supposed to be sharing with, or return the ice to the ice coordinator for redistribution.

You may not under any circumstances miss a minor hockey league game. Hockey Calgary will not reschedule your games for tournaments if you did not get a scheduling window (more detailed information in section below), special events (Flames games, fund raisers, team parties), or because you have a short bench due to a long weekend.

SCHEDULING WINDOW REQUESTS

Scheduling windows must be applied for participation in any tournaments that fall during seeding round, regular season or playoffs.

If you are participating in a tournament prior to the start of the seeding round, you do not need to fill out any scheduling window forms.

In order to participate in a tournament that is within the seeding round (October 22-December 4, 2016) you need to submit a scheduling window by October 4, 2016. To play in a tournament during regular season (Jan 2 - Feb 26, 2017) you need to submit a scheduling window by December 6, 2016.

If the tournament you are participating in is out of Calgary (Zone 9) you need to obtain a travel permit. The tournament sanction number will be required regardless of where the tournament is taking place.

All teams participate in Esso Minor Hockey Week in Calgary. For the 2016-2017 season this is held on January 6-14, 2017. You cannot request a scheduling window during that time.

TEAM FUNDS

The team manager is responsible for collecting, banking and disbursing team funds. This is done by establishing a team bank account, collecting funds needed (cash calls) from parents and paying from this account for exhibition or tournament referees, additional ice, tournaments, social functions, etc. You may opt to have a different parent volunteer to take on the duties of Team Treasurer.

TEAM JERSEYS AND EQUIPMENT

It is the responsibility of the team manager to pick up puck bags, first aid kits, home and away jerseys and game socks from the equipment manager prior to the start of the season. The puck bag and first aid kit should be given to the Head Coach for the season. Once jerseys have been collected the manager should get one volunteer to take care of home jerseys and one volunteer to take care of away jerseys. You may opt to have one set of jersey volunteers for the first half of the season and one set for the second half of the season. Prior to the start of the season jersey numbers will need to be assigned. Ensure that the process of assigning numbers is as fair as possible. Typically the coach has ideas in regards to how they want this done.

At the end of the season it is the responsibility of the manager to ensure all jerseys are washed and returned to the equipment manager in good condition. If any jerseys are damaged or missing the manager must ensure the equipment manager is made aware of this. Puck bags and first aid kits also must be returned to the equipment manager at the end of the season.

TEAM REGISTRATION

Official team rosters are prepared by the Glenlake registrar. The team manager will receive a Hockey Calgary login once the team has been selected. The manager should ensure that all players and coaches are correctly identified on the hockey Calgary website and also input jersey numbers into the website.

RESPECT IN SPORT – PARENT REQUIREMENT

Respect in Sport is a 1 hour online program designed to reinforce a parent's role in a child's activities, encourage positive sport behaviors and empower parents to ensure the safety of their children and encourage positive and effective communication in hockey activities

One parent (or guardian) per player is required to complete this course by October 15. Players without a parent/guardian completing this course by Oct 15 will not be permitted to play hockey in any association governed by Hockey Calgary.

EXHIBITION GAMES

Exhibition games need to be set up so they do not interfere with any scheduled league games.

You need to give Hockey Calgary a minimum of 72 hours notice before game time. It is the responsibility of the home team to fill out the request (if both teams are governed by Hockey Calgary). The request form can be found on the Hockey Calgary website under Team Administration once you login. You will need to have the following information to fill out the form:

Opposing team, date, start time, duration, arena and number of referees.

Once you submit the form it will be sent to Glenlake's referee coordinator (Central Zone for PeeWee and above) who will arrange the refs. The ref fee schedule is attached on last page of this document. . If only one ref shows up they get the entire amount for the game. Payment should be made in exact cash.

You will receive an email notification once the request has been approved (or denied).

When the game is completed it is the responsibility of the home team to fill in the game sheet and upload a copy of the game sheet onto the website within 24 hours

LEAGUE CHAIRS

League Chairs are your liaison with Hockey Calgary. Most League Chairs will contact teams early in the season to outline how they want communication from teams. If you have not heard from your Division LC prior to your first game contact them yourself. A listing of league chairs for each group and division can be found on the Hockey Calgary website under About/Councils/Community Council/Contacts

GAME DUTIES (OFF ICE OFFICIALS AND GAME SHEETS)

Calgary Hockey requires two officials from each team for each game (including exhibition, seeding round, regular season, Esso Minor Hockey week and playoffs). Home team must provide the timekeeper and open gates in the guest penalty box. Away team must provide the scorekeeper and open gates in the home penalty box

Typically it is best to sign up volunteers as soon as the game schedule is available. This allows you to ensure that you have all volunteers ready for the game. You can also input into the team software you might use for tracking purposes.

The off- ice officials manual is available on the Hockey Calgary website. It includes instructions on all time clocks throughout city arenas and how to fill out game sheets. See link in resources section

The game sheet needs to be filled out with the roster for each team. A time saving approach to this is to create roster labels that you would put on each copy of the game sheet. Prior to the start of the game the coaches should both verify and sign the roster on the game sheet. Once the game is finished all off ice officials need to sign the game sheet.

The home team takes the two copies of the game sheet and the visiting team takes the bottom copy of the game sheet. In the event of a tie the home team takes the top two copies of the game sheet and the away team takes the bottom copy of the game sheet.

The home team must enter game sheet data into the Hockey Calgary system and a copy of the game sheet uploaded. Game sheets need to be submitted within 24 hours after a game has been completed.

AFFILIATES

Each team has affiliate players that can be called up if one of your players is injured, ill or away. The affiliate list is entered by the Glenlake registrar and approved by Hockey Calgary. The affiliate listing must be approved by Hockey Calgary before a team can call up an affiliate player. To call up an affiliate, the coach or manager must request permission from the League Chairperson and the coach of the affiliate player's team. If permission is granted then the player may play in the designated game. Review the Hockey Calgary rules for affiliates for further detail

OFFICIALS

The home team takes the two copies of the game sheet and the visiting team takes the bottom copy of the game sheet. In the event of a tie the home team takes the top two copies of the game sheet and the away team takes the bottom copy of the game sheet. The home team must enter game sheet data into the Hockey Calgary system and a copy of the game sheet uploaded. Game sheets need to be submitted within 24 hours after a game has been completed.

TOURNAMENTS

Participating in a Tournament

The tournament listing and all other tournament information can be found under the “Resources” section on the Hockey Calgary website. If you click on the tournament listing it will connect you directly to Hockey Alberta where all tournaments taking place in Alberta can be found.

If you are participating in a tournament prior to the start of the seeding round, you do not need to fill out any scheduling window forms.

In order to participate in a tournament that is within the seeding round (October 22-December 4, 2016) you need to submit a scheduling window by October 4, 2016. To play in a tournament during regular season (Jan 2 - Feb 26, 2017) you need to submit a scheduling window by December 6, 2016.

If the tournament you are participating in is out of Calgary (Zone 9) you need to obtain a travel permit. The tournament sanction number will be required regardless of where the tournament is taking place.

All teams participate in Esso Minor Hockey Week in Calgary. January 6-14, 2017. You cannot request a scheduling window during that time.

See tournament checklist at end of document

Make sure you let the ice coordinator know you are going to be participating in a tournament with ample notice so that you are not scheduled practice ice times during the tournament

Hosting a tournament

Information on tournament hosting is on the Hockey Calgary website
<https://www.hockeycalgary.ca/operations/hosting-a-tournament>

CONTACT LIST

Hockey Calgary login and roster set up - admin@glenlakehockey.com

Jerseys, socks, goalie gear (for novice teams) and game sheets –
Equipment@glenlakehockey.com

Glenlake website login – communications@glenlakehockey.com

Glenlake ice coordinator – admin@glenlakehockey.com

RESOURCES

Important Dates

https://www.hockeycalgary.ca/assets/file/201617_Important_Dates_Community.pdf

Hockey Calgary manager documentation

<https://www.hockeycalgary.ca/resources/team-managers>

Hockey Calgary Rule book

https://www.hockeycalgary.ca/assets/file/2016_17_HockeyCalgary.pdf

Off Ice Officials

<https://www.hockeycalgary.ca/assets/file/Timekeepersmanual.pdf>

PRACTICE ICE ALLOCATIONS

Glenlake Minor Hockey buys ice from a number of sources: FCA, Hockey Calgary (they have an allocation formula they use to give us a practice ice allocation every month), and we have a small amount of ice from outside sources (Westside, Norma Bush, Joe Kryzcka). Ice is expensive – ranging from approximately \$200 to over \$300 for 60-75 minutes. It is the largest cost item on our financial statements each year.

Ice is allocated mostly on a shared basis (except for Midget – due to the size and speed of players in this age group they are always allocated full ice for practice). Shared ice is allocated as ‘1’ and full ice is allocated as ‘2’. There are a number of factors to be considered when allocating ice: game schedules, tournament schedules, how early/late can a particular age group be on the ice, which teams should logically be paired together for shared ice, etc. If a team returns their allocated ice they do not receive a “credit” and if a team picks up ice from redistribution it does not go against their allocation. Each allocation usually covers a 2-3 week period and is sent out approximately 1 week prior to when the last allocation is ending (e.g. the allocation for the Oct 25-Nov 15 timeframe was sent out on Oct 19). Contrary to what most people think, I do not get months of ice in advance, I have to wait for it to be issued to me before I can allocate it. A summary of the ice allocations per team is given to the Glenlake Board every month.

If a team cannot use their allocated ice they can try to trade that ice with another team in their own age category. If they cannot make a trade, the ice should be returned to the ice coordinator with as much notice as possible. Returned ice will usually be put out for redistribution so that other teams have the opportunity to pick up unused ice. Teams should only attempt to pick up ice on a day that they do not already have a practice and they should refrain from trying to trade in what they already have for something they think is better than what they were originally given (i.e. no trading up!).

Every effort is made to allocate early morning, early mid week (4-5:00 pm starts) and late evening practices as fairly as possible. Every team will get some less than desirable ice during any given allocation but the expectation is that they will make every effort to use the ice they are given. Glenlake still pays for ice that is unused. It should be noted that any ice from 4:00 to 11:00 pm is considered “prime time” by most ice vendors. Teams should also be reminded that they are one of 62 teams at Glenlake (54 teams plus 8 house league teams) and it is the responsibility of the ice coordinator to look at the big picture and do what is best for all of the teams and not just individual teams.

TOURNAMENT PARTICIPATION CHECKLIST

The manager or team tournament coordinator, in conjunction with the coach, seeks out and applies for entry into tournaments or exhibition games based on budgeted funds and team approval. Once accepted by an outside Association for entry in their tournament or to play exhibition games, the steps involved in this process are as follows:

1. Contact the person in charge of the tournament/exhibition games to determine:
 - Dates and times,
 - Entry Fee - amount of the fee and payable to whom,
 - Number of guaranteed games,
 - Other teams that are entered to access caliber,
 - Tournament/Exhibition game rules – period times, overtime,
 - Tournament sanction number – required for travel permit.

2. Submit the ‘Request for Travel Permit’ online to Hockey Calgary.

3. Contact team treasurer to have a cheque issued and mailed. Other items that may be necessary to send upon request: team roster, team photo, Association logo, copy of the travel permit. If you are bringing affiliated players, a copy of their team roster will need to be in your possession.

4. Create a travel schedule for parents/players including:
 - Dates and times of games,
 - Travel arrangements – bus, carpool, etc.
 - Accommodations – if applicable,
 - Tentatively book a block of rooms,
 - Confirm with each parents as to their needs,
 - Finalize accommodations.
 - Organize team meals and/or outings if needed.
 - Provide driving directions/maps to the accommodation and arena(s).

5. Upon arriving at tournament/exhibition game, meet with the tournament/exhibition game coordinator to confirm times, rules, etc.

6. When you return home, submit copies of all game sheets to your League Chairperson ASAP.



2016-17 CZRC Officiating Rates for Calgary Assigned Hockey

These rates apply to all hockey assigned by Calgary-based assignors. For all other hockey in the Zone, refer to the Provincial Rates. Rates for Female and Male hockey are the same unless otherwise indicated. The rates below must not to be exceeded.

League	Regular Game Fee	Split
Novice 1 Official	38	n/a
Novice 2 Official	46	23/23
Novice 3 Official	54	24/15/15
Atom 1 Official	50	n/a
Atom 2 Official	60	30/30
Atom 3 Official	71	31/20/20
Pee Wee 1 Official	60	n/a
Pee Wee 2 Official	76	38/38
Pee Wee 3 Official	89	39/25/25
Pee Wee Rec 1 Official	45	n/a
Pee Wee Rec 2 Official	66	33/33
Bantam 1 Official	68	n/a
Bantam 2 Official	82	41/41
Bantam 3 Official	97	41/28/28
Bantam Rec 1 Official	52	n/a
Bantam Rec 2 Official	74	37/37
Bantam AA 3 Official	130	52/39/39
Bantam AAA 3 Official	140	56/42/42
Bantam AAA Female 3 Official	130	52/39/39
Midget 1 Official	82	n/a
Midget 2 Official	100	50/50
Midget 3 Official	117	51/33/33
Midget Rec 1 Official	65	n/a
Midget Rec 2 Official	86	43/43
Minor Midget 15 AAA 3 Official	165	67/49/49
Midget AA 3 Official	150	62/44/44
Midget AAA 3 Official	185	77/54/54
Midget AAA Female 3 Official	145	59/43/43
Junior C 2 Official	130	65/65
Junior C 3 Official	170	70/50/50
Junior B 2 Official	160	80/80
Junior B 3 Official	200	84/58/58
Junior Rec 1 Official	70	n/a
Junior Rec 2 Official	96	48/48
Junior Female 2 Official	116	58/58
Junior Female 3 Official	145	59/43/43

Please add \$10 to each official for games that end after 11pm or start before 7am. This also includes games that start before 5pm on weekdays (excluding tournaments). Note that tournaments (except Provincials) are subject to a \$6 per game assigning fee. Games that are 1.5 hours or longer will be charged the Provincial Rates.