Mavericks Hockey Association
Managers Meeting

September 2017

“excellence in hockey; excellence in community”
Mavericks Manager Meeting Agenda

1. Role of Team Manager
2. Team Communication List
3. Official Roster
4. Team Schedule
5. Coach Roster and Qualifications
6. Team Meeting
7. Volunteer Bond & Approved Positions
8. Fair Play Code, code of Conduct and Medical Forms
8. Insurance and Injury Reports
10. Discipline Issues
11. Games – Rules & Limits
12. Games – Length of Games
13. Game Sheets
14. Team Affiliations
15. Suspensions
16. Time Keeper & Score Keeper
17. Officials
18. Travel Permits
19. Exhibition & Tournament Games
20. Hosting and Association Tournament
21. Team Finances
22. Team Fundraising
23. Jerseys and Equipment
24. Links and Other Notes
Team Manager Duties

DUTIES/ACTIVITIES:

The following are the responsibilities of the Team Manager and Team Assistant Manager. These roles are to be allocated between the two positions:

- Coordinate off-ice activities to assist and support Head Coach and Assistant Coaches;
- Arrange travel permits and sanctions for tournaments;
- Oversee other team coordinators;
- Fundraising Coordinator for the team;
- Communications Coordinator for the team;
- Uniform Coordinator for the team;
- Tournament Coordinator for the team;
- Social Coordinator for the team;
- Develop budget based upon team goals and activities and as required by Mavericks policies and procedures.
Team Manager Duties cont’d

• Maintain team website with Mavericks website program;
• Coordinate communication of team schedule changes;
• Communicate scheduling windows to Mavericks Director of Ice Allocations and Hockey Calgary;
• Provide financial statements to parents, Coaches and Mavericks at least bi-monthly during hockey season;
• Create Parent/Player name cards;
• Create team roster listing for game sheets;
• Report game results and upload load game sheets for Hockey Calgary
• Scheduling of scorekeepers and timekeepers;
• Payment of expenses from team account; and
• Submit medical forms as necessary.
Team Communication Lists

- Prepare and maintain a team list – see Mavericks website for temple
  - Player name
  - Player jersey #
  - Parent/guardian names
  - Phone numbers – home, work & cells
  - E-mail address – home & work

- Mavericks Website
  - Players will be assigned to teams
  - Managers are asked to update the email contact information for players as this is the associations method of general communication
Official Rosters

- Official roster will be received from Mavericks Administrator in October.
- Teams cannot play exhibition games until the roster is entered. Only players and coaches/assistant coaches listed on the roster can participate in sanctioned games. NOTE – teams cannot participate in any unsanctioned game.
- Rosters (pdf) will be sent to Head coach & team manager only
- Manages & Head coach are asked to VERIFY information on the roster.
- Roster status will remain as “pending” until January 10th when the Hockey Canada roster lock down is implemented.
- If a player/coach is released from the team, the name will always remain on the roster BUT a release date will be listed. These players can never be included in a team count.
- HC official roster MUST be carried with the team at all times. HC rulebook, page 9, rule 3(a)
OFFICIAL ROSTERS cont’d

- **Coach/assistant coach**
  - Minimum requirements to be added to a roster are Satisfactory & current Police Information Check and the Coach Respect in Sport Certificate
  - Roster will include the list of qualifications for each coach/assistant coach
  - 1 head coach (no co-coaches) – 1 person must take responsibility for the team
  - 4 assistant coaches
  - If a team wants more than 5 (total) they can list others as on-ice assistants and pay $50.00 for each extra person. Minimum qualifications must be met and these roles are NOT permitted on the bench at sanctioned events.

**Players**

- Minimum requirement to be added to a roster are Parent RIS qualification and submission of PAD document to the Association
- Rosters will include player contact information
- Rosters will include player position
  - timbits & novice are all players;
  - atom – midget will include assigned position of goalie, forward or defense
OFFICIAL ROSTERS cont’d

- IF THE COACH OR ASSISTANT COACH IS NOT LISTED ON THE ROSTER . . . . .

  THEY CANNOT PARTICIPATE IN PRACTICES AND OR GAMES

- IF THE PLAYER IS NOT LISTED ON THE ROSTER . . . . . .

  THEY CAN PARTICIPATE IN PRACTICES BUT NOT GAMES
Coach Roster and Qualifications

- Coach Qualifications MUST be completed by November 15 to qualify the team. Teams that are not fully qualified by this date will be suspended from play or practice by Hockey Calgary.
- Information on signing up for coach clinics can be found at this link http://midnaporehockey.ca/page.php?page_id=41181
Team Schedule

- Official game schedules are posted in Hockey Calgary website
- Game and practice schedule will be posted on the Mavericks website

- Mavericks will offer teams a free account to RosterBot (similar to TeamSnap) to assist teams with scheduling, communication and organization of the following:
  - Practice or game details – official Hockey Calgary schedule will be uploaded by the supplier.
  - Location, address & map link
  - Ice time
  - Ready time
  - Full or shared ice?
  - Opponent
  - Attendance, Planned player & coach absences
- If using RosterBot or a software that has the availability function, onus is on parents to make sure it is current for player availability. This will help coaches plan practices and game line-ups.

- Hockey Calgary Important dates:
  https://www.hockeycalgary.ca/operations/important-dates
Team Meetings

- It is recommended that each team hold two parent meetings – one at the beginning of the season and one mid-year
- Initial Team Meeting Agenda is posted on MHA website:
  - Agenda
  - Introductions of Team Coaches
  - Philosophy and Objectives
  - Game & practice routine – time before
  - Player behaviour and discipline
  - Player equipment
  - Tournaments
  - Finances and Fundraising
  - Communications
  - Volunteers and Volunteer Bond
  - Expectations – Coach/Player/Parent
  - Q and A at the end of the meeting
Volunteer Bond and Approved Positions

- Official list posted on Mavericks website
- see SignUp.com for dates and time to register for Association hosted volunteer shift that fit into your personal schedule
- Official List of MHA Approved Volunteer Roles
  http://midnaporehockey.ca/page.php?page_id=26587
- Sample Volunteer Positions
  - Evaluation Volunteers
  - Coach/Assistant Coach/Goaltender Coach
  - Manager/Assistant Manager/Webmaster
  - Timekeeper/Scorekeeper/Penalty Box
  - Tournament Coordinator/Team Tournament Rep for Association hosted tournament
  - Picture Day Coordinator and Volunteers
  - Apparel Sales Volunteers
  - Casino Volunteers (CHA)
Fair Play Code, Code of Conduct and Medical Forms

- Forms to be Collected and kept with Team Binder
- MHA Code of Conduct
- Player Medical Forms
- Fair Play Forms
  - Coach
  - Player
  - Parent

(https://www.hockeycalgary.ca/assets/file/HCan_fair_play_codes.pdf)

Keep forms in team binder, it is recommended to make a second copy to keep in the coaches bag

Note: Medical information are to be held in confidence but available at all times in case of injury.
Insurance and Injury Report

- Insurance for all players is organized by the Association through Hockey Canada and is regulated by the team roster.

- Hockey Canada Injury Report – In the event of injury it is optional (but recommended) for a player to submit an injury report. It is the responsibility of the parent/player to submit the Hockey Canada Injury report [https://www.hockeycalgary.ca/forms/injury-report](https://www.hockeycalgary.ca/forms/injury-report)

- Hockey Canada Injury Report – When to submit?
  - Hockey Canada Injury Reports must be submitted within 90 days of the date of injury in order for a claim for expenses to be made. The Hockey Canada Insurance program is the secondary insurer - this means that a claim must be submitted first to any other plan available through an employer or independent provider.
Discipline Issues

- The Safety and Governance Committee oversees Disciplinary hearings
- Any form of verbal or physical abuse by or at coaches, players, spectators, other Mavericks volunteers will be dealt with by the Discipline Committee with zero tolerance
- Social media, cyber bullying, camera, cell phones and general use of electronic dissemination of inappropriate content will be dealt with by the Discipline Committee with ZERO TOLERANCE
- Be aware of any early stage of inappropriate behaviour and deal with it at the team level.

If issues cannot be resolved, bring to the immediate attention of the Appropriate Age Group Coordinator > Director of Safety & Governance
Games – Rules and Limit

- All age groups must follow the Hockey Calgary Rules
- **Timbits** – per the Timbits manual
  - No formal games and or tournaments are permitted before November 30th each season. Each Timbits team is permitted to play a maximum of 12 games (4 xDec, Jan & Feb) if they are in the Junior Division and 16 games if they are in the Senior division (4 Dec, 6 Jan, 6 Feb)
  - [https://www.hockeycalgary.ca/operations/timbits-program](https://www.hockeycalgary.ca/operations/timbits-program)
- **Novice** – Per Novice Development League manual:
  - Teams may play a maximum of 25 preseason, tournament & exhibition games during the season. Teams may not exceed the 45 game limitation With the exception of additional games played during EMHW.
  - [https://www.hockeycalgary.ca/operations/novice-development-league](https://www.hockeycalgary.ca/operations/novice-development-league)
- **Atom** - 55 games
  - The game count begins with the first Hockey Calgary scheduled game in the seeding round and includes all seeding and second round, exhibition, tournament, Minor Hockey Week and playoff games…sure you have enough games left in your count so you don’t run out during your play offs
- **Peewee-Midget** - no game limits
Games – Length of Games

➢ All are stop time, no time outs are permitted
➢ Three (3) minute warm-up
➢ If time on clock starts to exceed permit time, Timekeeper must notify Referee at first whistle that follows five (5) minutes left on clock, the clock will be dropped to 2 minutes
➢ Timekeeper must have approval of Referee to move clock to two (2) minutes
➢ Permit length of periods 1, 2 and 3
  • 1 hour permit 12, 15 and 15 minutes
  • 1 ¼ hour permit 15, 15 and 15 minutes
  • 1 ½ hour permit 15, 15 and 20 minutes
  • 1 ¾ hour permit 15, 20 and 20 minutes
  • 2 hour permit or greater 20, 20 and 20 minutes
Game Sheets

- The home team is responsible for providing the game sheet.

- Pre-Game
  - Fill out all the relevant information at the top
  - Team labels on all three copies *(label template on MHA website)*
  - Note Suspended players (i.e. Susp. 1 of 2)
  - Note Affiliated Players (AP)
  - Coach or manager (if rostered) sign off
  - Pass to opposing team for roster and sign off

- Post Game
  - Referees will sign off (referee number)
  - Timekeeper will sign off (print name)
  - Scorekeeper will sign off (print name)

- Suspension write-ups: referee may take to dressing room to write up. Manager to follow-up to obtain game sheet.

- Coach or manager keep copies: white and yellow to winner, pink to loser. If a tie, home team takes white and yellow.

- Winning team to enter on HC website via login area
  - https://www.hockeycalgary.ca/login
  - Each team manager and/or coach will receive login information from Mavericks (do not contact Hockey Calgary)
  - White copies for all games must be entered on the HC website within 24 hours following the game and PDF sent to the appropriate League Chairperson
Team Affiliations

- Each team’s roster will have the approved list of affiliate players on it. The player status will be followed by an “A” for affiliate.

- The maximum number of players, including affiliate players, which will be allowed to be shown on any game sheet must not exceed the total number of players registered on the team. Teams can replace injured players and/or absent players with affiliated players to bring the team up to their roster size **BUT cannot** replace released players.

- The team roster size will be reduced by one for each player that is under a suspension imposed by Hockey Calgary for that game. This reduction in roster size will not be less than 13 skaters in body checking divisions, or 11 skaters in non-body checking divisions. 11(a) A player of a team of a lower Division or category of the same club, or of an affiliated team, or a specially affiliated player, may affiliate to a team or teams of higher Divisions and categories at any time, to a maximum of ten (10) games.
  - However, if the player’s registered team completes its regular season and playoffs before the player’s affiliated team or teams, the player may thereafter affiliate an unlimited number of times.
Team Affiliations cont’d

➢ For goaltender exceptions see Community 13 B.42, E.36 (b)

➢ In a tournament situation, the player being replaced MUST provide an email acknowledging that they are aware of the tournament and ok to replace.
  • Exhibition and tournament games do not count in the total for the use of affiliates. Play-off games do count.

➢ When a higher division club uses an affiliated player they must signify same in writing (a\p or AP) after the player’s name on the game sheet and get League Chairperson approval in advance and permission from affiliate player coach. Coach/mgr to coach/mgr communication protocol
Suspensions

- Suspension write-ups will see the game sheet travel to the ref’s dressing room.
- Suspensions need to be reported by the winning team of ANY GAME to the League Chairperson immediately so that they are able determine a player’s eligibility. The team manager should also report just in case the main report is delayed.
- Your League Chairperson will notify you of their suspension assessment.
- Minimum suspension guidelines: See Hockey Calgary Regulation Handbook
  - [https://www.hockeycalgary.ca/assets/file/Minimum_Suspensions_2016_17_HockeyCanada%282%29](https://www.hockeycalgary.ca/assets/file/Minimum_Suspensions_2016_17_HockeyCanada%282%29.pdf)
- If a player is serving a suspension, mark on game sheet “susp 1/1, 1of2, 2of2“ The first # is the number if game the player is serving, the 2nd # is the number of games the player is suspended.
- **EXHIBITION GAMES DO NOT COUNT** as served games and cannot be played while under suspension.
- When a player, team official or spectator has received a penalty or ejection that carries an automatic suspension (as described in the Minimum Suspension Guidelines) the Head Coach or his designate is responsible for informing the League Chairperson / Coordinator of the infraction and to automatically abide by the Minimum Suspension Guidelines.
- In the event of a suspended player playing in, or a suspended team official participating in a game, the game will be forfeited and the Head Coach will be suspended pending a hearing by Hockey Calgary.
- The penalty for a Head Coach that allows a suspended player or team official to participate in any game is up to a three year suspension.
Timekeepers and Scorekeepers

- The home team is responsible for providing the game sheet.
- Each team must supply two off ice officials for all home games.
  - Home Team is responsible for the Timekeeper & Home Penalty box.
  - Visiting team is responsible for the Scorekeeper & Visitor Penalty box.
- Timekeepers must familiarize themselves with clock operations including goals, penalties, etc. before the start of the game.
- All volunteers in the box (timekeepers, scorekeepers, penalty box door people are all considered off “Officials” during the game and must remain respectful and neutral.
Officials

- All major officials (referees and/or linesmen) will be assigned by the Central Zone Referees Committee (CZRC) for all levels of Bantam, Midget and Junior.

- All major officials (referees and/or linesmen) will be assigned by the Central Zone Referees Committee for Pee Wee Divisions 1 through 3.

- For Pee Wee Division 4 and lower, the CZRC will assign the Referee and the Association, for the specific arena, will be responsible for supplying two linesmen.

- For Novice and Atom Hockey, Community assignors will be responsible for assigning all officials (minimum 2 man system) for all exhibition, tournament and league games at the assigned rink.

- Mavericks Hockey assigns officials for all games at CRS #1, CRS #3 and Rose Kohn.
Travel Permits

- A travel permit must be obtained to play in any exhibition or tournament game outside Zone 9. (Zone 9 being the city of Calgary and the area defined as the Springbank Minor Hockey Association)

- Before a travel permit is issued by Hockey Calgary, the team requesting a travel permit must apply on-line at www.hockeycalgary.com through the team website and request through the team administration section.
Exhibition & Tournament Games

- All exhibition games must be sanctioned on-line by Hockey Calgary.
  - By submitting this online form, communication will be handled through automatic email notifications to all necessary parties, including CZRC or Community Referee Assignors.
- Once a game is sanctioned, teams will be in compliance with Rule 24(b) of the Hockey Calgary Regulation Handbook.
- If the request is denied teams are not permitted to play the requested game, if the Head Coach and manager of teams that proceed without sanction may receive a minimum three game suspension
- The Exhibition Game Request is to be completed by home team only and must be submitted no less than 72 hours from the start of the ice time to be used for the game.
- A team given permission to play exhibition or tournament games must use only those players registered with their team, except that eligible affiliate players may be added in accordance with Community 10-13
- Copies of the game sheet(s) for all exhibition and tournament games played by teams, must be entered on the Hockey Calgary website under the Team Administration tab and a pdf copy must be uploaded
Hosting an Association Tournament

- The application must be approved by Hockey Calgary and a tournament sanction number issued.
- Mavericks will be responsible for sanctioning the event
- Each Team must provide a team tournament rep
- The Team Tournament Rep will be sent their own login ID for their tournament.
  - Using this login they are required to upload their schedule
  - Teams can also post their event on the Hockey Alberta website
  - using the login: Mavericks and the password: Mavericks
  - [https://www.hockeyalberta.ca/members/permits-sanctionin](https://www.hockeyalberta.ca/members/permits-sanctionin)

- ALL white game sheet copies are held by the hosting team and submitted to your LC as a package after the end of the tournament, along with a copy of the tournament draw...however compliance with reporting suspensions applies
Team Finances

Bank Accounts
- Teams are provided a team account set up by the Association.
- Each account is to have two team reps on the account with signing authority. Most common is the Team Manager and Assistant Manger.
- Each cheque written from the team account must have two signatures on it. All team expenses must be paid for through this team account.

Budgets
- Each team must submit a proposed budget of expenses for the upcoming season to the Vice President of Off-Ice Operations at vpfinance@maverickshockey.ca and office@maverickshockey.ca before October 31st of each year. All budgets will be review by the Vice President of Finance and the Vice President of Off-Ice Operations. The budget template is in the Manager’s Corner on the Midnapore Hockey website and all teams are expected to use this template.
- Each team must submit their final expenditure summary along with receipts at the end of the hockey season (before April 30th of each year). Any funds remaining the team bank account at this time will be considered to be donations to the Midnapore Hockey Association.

Cash Call and Team Funds
- Most teams will do an early season cash-call from families for the purpose to seed the team bank account of which is to allow the team to purchase extra ice or enter tournaments prior to being able to undertake any fundraising activities.
- If a family is struggling financially, use the utmost discretion and ask them to write a cheque for a lesser amount and have them help out in other ways throughout the season to make up for it. If additional assistance is required by a family have them contact the administrator@maverickshockey.ca for assistance.
- Discuss with the team/parents how they would like to raise and spend money. i.e. Cash call, sales drive, bottle drive, sponsors, tournaments, extra ice, team social, party, practice jerseys etc.
- If the team has a surplus of money at the end of the season, you may refund the families who responded to the cash call up to the same amount they provided to the team (not more than the amount they provided throughout the season). Any remaining funds must be either donated back to the Midnapore Hockey Association and/or to the Midnapore Hockey Financial Assistance Program.
- You may collect money and goods and services from sponsors.
Team Fundraising

- Generally each team is permitted to fundraise $5000.00 for the season. If additional funds are collected these must be detailed and explained in your proposed budget.

- If your team is interested in having a raffle, 50/50, toonie stick or any type of draw in which tickets are sold for a person to win a prize, you must complete the license forms from the Alberta Gaming and Liquor Commission. To apply for eligibility, please see the link to the Alberta Gaming and Liquor Commission in the Manager’s Corner on the MHA website. Once this eligibility is approved, you must contact the Vice President Finance to sign off on the license. You may then purchase your license from an Alberta Registry agent. All Raffle follow up and financial forms must be completed and reported to the Alberta Gaming and Liquor Commission. You must keep the records for two years after the date the prize was handed out.

- NOTE: RAFFLE LICENSES ARE TO BE TAKEN OUT IN THE NAME OF THE TEAM NOT MIDNAPORE MAVERICKS HOCKEY.

- Copies of all raffle licences must be submitted to the VP Finance and Off Ice Operations.

- Note: Silent Auctions do not fall under this category as you are not selling tickets for the chance to win a prize.

- REMEMBER – If you pay for the chance to win – then you require a licence.

- All money raised from fund raising must be spent on Team hockey related expenses. i.e. additional practice ice or tournament registration fees. You cannot purchase specific items that players personally will receive and keep e.g. jackets, hoodies with these funds.
Jerseys & Equipment

- Each player was required to submit a PAD agreement (Pre-Authorized Debit Agreement Form) for a jersey deposit. If this has not yet been completed by a family, the player's name will not be listed on Roster. That player CANNOT participate with the team until this is completed and the player has been added to the roster.

- PAD agreements will only be processed if jerseys are not returned or are returned with excessive damage. Jerseys are to be returned at the request of the team manager, on time, in good condition, washed and hanging on a hanger. Any jersey deemed un-useable due to misuse will be subject to the player losing their deposit.

- It is the responsibility of the Coach/Manager to return the full set of team jerseys at the end of the season. Clean, on wire hangers and in numerical order. A list of all missing jerseys (player name, parent name contact information and jersey number) is to be provided when jerseys are returned. Jersey return dates will be set at the end of each season.

- Coaches/Managers will be responsible for the return of team goalie equipment (if applicable). It is to be returned cleaned with a receipt for professional cleaning at the same time as the jersey collection.

- Coaches/Managers are responsible to return the safety kits with the jerseys. Any team not returning the safety kit will be charged for a replacement kit.
Enjoy the Season

Contact

Administrator – Mary Watkins
administrator@maverickshockey.ca

Ice Allocations – Lisa Rosier
ice@maverickshockey.ca

Off Ice Operations – Lisa Rosier
office@maverickshockey.ca
Link

- Mavericks Hockey website – www.maverickshockey.ca
- Hockey Calgary – www.hockeycalgary.ca
- Hockey Alberta – www.hockeyalberta.ca
- Central Zone – www.czrc.ab.ca