

## **Team Manager Package**



Thank you for volunteering your time to be the manager of your child's hockey team! The manager is essential for the success of each team's season and is the first point of contact for parents, essentially acting as the parent liaison for the team.

In this package you will find Northern Alberta Interlock (NAI) Manager Guideline link, Elk

Island Minor Hockey (EIMH) website link, EIMH bylaws and all required forms are found on the EIMH website . We are confident that the information you will require should found in this package or by accessing the linked websites or enclosed bylaws but, if you have any questions, you can contact one of the members of the executive via the contact link on the websites.

- NAI Manager Guidelines: <https://www.nainterlock.com>
- EIMH Website: <https://elkislandwild.ca>

Forms (please print and have the applicable ones signed):

- EIMH Bylaws – See Website
- Parent Pledge
- Child Pledge
- Coach Pledge
- Incident Report form
- Injury Report Form
- Medical Form
- Game sheet example - see NAI website
- Game sheet user guide -see NAI website

### **General Information (complete details in the NAI Manager Guidelines):**

- No one is able to be on the bench or on the ice prior to having their Respect in Sport certification and being added to the team's HCR (official roster) on the NAI website.
- Obtain a parent volunteer to act as the Team Safety Person to take Hockey Canada's safety course and ensure that you have a copy of their completion certificate.
- Ensure that all players have a medical form completed. The Safety Person will keep all of the medical forms for reference.

- Obtain a parent or parent volunteers to be responsible for jerseys (please note that jerseys are to be hung to dry after washing).
- Create a schedule for parents to run the clock and complete the game sheet (2 parents) and operate music (1 parent) for each home game.
- Prepare the game sheet in advance of every home game (helpful hint – prepare sticker labels for the roster of your team ... you will need 3 stickers per game). Prior to the game, coaches from both teams will need to verify/add the roster and sign the sheet.
- Enter / verify game sheets on the NAI website within 24 hours of the game (more details provided below) – when it is a home game, you are responsible to enter the sheet and when it is an away game, you will need to verify the information entered by the other team.
- Be familiar with the dispute resolution process, including the 24-hour rule (more details provided below).
- Notify ice scheduler and Ref in Chief as soon as possible if games are cancelled.

### **General Equipment:**

Each team will be given pucks, puck bag, pylons and first aid kit. Please contact The Equipment contact for any other inquiries

The jersey will be signed out and signed back in at the end of the season.

### **TeamSnap:**

TeamSnap is mandatory for all teams, parents, and coaches – no exceptions.

As the manager, you will need to ensure that the schedule for your team is added to the TeamSnap app. You can complete this yourself or you can solicit assistance from a parent volunteer.

It is imperative that every team event is added to the app as it will be the main tool used by the teams. You will need to ensure that all of your parents have the app and use the availability feature consistently to accurately report whether their child will be attending the event/practice/game or not.

### **Financials:**

Bank accounts for the teams can be held at any financial institution but they all require two signatures and meeting minutes from your specific teams ( to open an account for the U7 team requires meeting minutes from the specific parent meeting from U7 not the whole association meetings) At the end of the year, please close the account this is up to the specific teams not the executive.

## **League Information:**

We play in the NAI (Northern Alberta Interlock) League. The first thing to do is to contact your respective tier governor to request a username and login. Once received, you will need to manually input all of your player and staff information and upload a copy of the HCR to the website (will be provided to you by the Registrar and if you do not receive one please contact [eiwregistrar@gmail.com](mailto:eiwregistrar@gmail.com)). All of this MUST be done before your first preseason game.

Game sheet books will be given to you. All game information needs to be inputted into the NAI website and game sheet uploaded within 24 hours of a game. Make sure both the referees and the timekeepers have signed the game sheets. Sample game sheets attached along with a document on how to upload them. Remember the pink game sheet stays in the book and the yellow game sheet goes to the away team.

If you and your coaches feel that your team is not properly tiered (either too high or too low), or, if the team is not very successful in your pre-season schedule but you want to stay in the tier that you are playing, you must contact the Association Executive which be your association President or Vice President as soon as possible. Please be aware that Coaches are no longer allowed to request tier placements through the league as all tiering requests must come from the association representative for the NAI – no exceptions.

The first couple of weeks of preseason games has been posted to RAMP. If you haven't uploaded your team rosters, contact information including phone numbers, and a copy of your HCR, you must do so at least 24 hours before the first game. Managers should contact their governors to get login information and assistance if they need it.

I am also reminding you to check your schedule on the website often and watch your email for opponent changes. During preseason, it may adjust the initial team placement if necessary. NAI continually analyzes pre-season tiering information and observes results from pre-season tiering games.

NAI does not honor blackouts during preseason which is why the blackout form is not currently active. NAI will try to work around referee clinics by booking games around them. Understand that changes happen for a variety of reasons and though we try to keep the home ice slots the same, changes can occur. If manager and coach information is on the website, it will make it easier for someone to give a heads-up on any changes.

## **Dispute Resolution Process:**

Should any issues/disputes arise; the levels of communication shall be as follows:

Everyone needs to first take the 24hr rule. When you are upset regarding an issue/dispute, STOP taking 24hrs to cool off and think about the situation. If after 24hrs you still feel it is something that needs to be addressed, then please follow these steps....

1. Parent to Manager
2. Manager to Coach
3. Coach to Executive
4. Executive to Hockey Alberta
5. Hockey Alberta to Hockey Alberta Minor Council Chairperson
6. Minor Council Chairperson to Hockey Alberta Staff

**Penalty Minute Discipline Policy:**

Last year, NAI introduced an updated discipline policy with regards to penalty minutes. Players will get suspended after a certain number of penalty minutes (number determined by level of play), and coaches will be suspended after a certain number of team penalty minutes. The complete details of this policy are available in the NAI regulations found on the NAI website. Please review and become familiar with the details and ensure that all of your coaching staff does the same.