

CROWFOOT MINOR HOCKEY ASSOCIATION

Team Manager's Manual

2018/2019 Season



www.crowfoothockey.com

Introduction

Thank You for volunteering to be the Manager of your team. This role is vital to the success of the team and your involvement is greatly appreciated.

The purpose of this role is to ensure the smooth operation of the team and allow the coaches to concentrate on the 'on ice' activities. The team manager will act as a liaison between the head coach and parents, Crowfoot Hockey and Hockey Calgary (HC) and to keep everyone well informed. Allocating responsibilities to parents is also of utmost importance.

The Crowfoot Hockey website has a "Manager" section under the "Resources" tab that contains more information and items for your use. This document is intended as a guideline to help make things run as simply and smoothly as possible. Your Division Coordinator and the Crowfoot Hockey Administrator are also available to assist you anytime.

Items/Tools found on the website:

- Team Roster Label Template
- Player Info Cards for Parents Template
- Crowfoot Hockey Incident Report Form
- Time Keeper/Score Keeper Manual
- Hockey Calgary Important Dates

This Manager Manual is a 'work in progress' and feedback and corrections are welcome at any time. The goal is to make this a helpful and accurate resource for you.

If you have questions, concerns or recommendations, please feel free to contact me anytime.

Lynne Cook
Crowfoot Hockey Administrator
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Important Dates for the 2018-2019 Season

September 12	KEY DEADLINE: October tournament sanctions
October 05	KEY DEADLINE: Schedule/Window Request: Seeding Round
October 14	Novice Teams may now travel outside Hockey Calgary for games
October 17	Seeding Round schedule posted to Hockey Calgary website
October 15	Team Rosters finalized.
October 21	<i>Crowfoot Hockey Picture Day</i> – at the DCA one of two date assignment
October 27	Seeding Round Games Begin
November 2	<i>Crowfoot Hockey Picture Day</i> – at the DCA one of two date assignment
November 12	KEY DEADLINE: December Tournament Sanctions (Dec 10 to 31)
November 15	Team Official (Coach) Certifications are to be completed and listed on roster.
November 15	Senior Timbit teams may begin playing formal games
November 30	Junior Timbit teams may begin playing formal games
December 01	KEY DEADLINE: Out of Town Tournament Requests (Jan 2 to Feb 25)
December 03	KEY DEADLINE: Schedule/Window Request: Regular Season
December 09	Seeding Round ends
December 18	Regular Season and EMHW schedule posted on the HC website
January 02	Regular season begins
January 12	KEY DEADLINE: February Tournament Sanctions
January 11	Esso Minor Hockey Week (EMHW) starts
January 19	Esso Minor Hockey Week (EMHW) finals
February 01	Playoffs schedule available at HC website
February 12	KEY DEADLINE: March tournament sanctions
February 24	Regular season ends
February 26	Playoffs begin
March 21	Playoffs end

(This list was modified to reflect important dates for Crowfoot Hockey. The full listing of Hockey Calgary important dates is found on their and our website.)

[Crowfoot Practice Scheduling ends Sunday December 16^h and resumes January 2nd. If teams wish to practice during the Christmas break, they are to purchase ice on their own. The \[crowfootarena.com\]\(http://crowfootarena.com\) website has postings of available ice.](#)

Crowfoot Picture Day dates for 2018– Either Sunday afternoon, October 21st or Friday evening November 2nd, held at Dalhousie Community Centre. Managers will be emailed information from Cindy Ly, Picture Coordinator. Her email is pictures@crowfoothockey.com.

Where do I start? - First Steps and Tips

Once you receive your team list ad/ or at your first practice - introduce yourself to your players/parents; confirm contact information and start the flow of communications.

Schedule your team parent meeting as soon as possible.

Seek out other volunteers and delegate! Try not to take on all of the 'off ice' duties as it can be very overwhelming as well as time consuming.

Organize your paperwork; roster; contact lists; game labels; player cards; injury reports;

Develop a Manager Binder or other reference tool for yourself for key documents and information to take to the arena for every practice or game.

You will receive these items at the very start from your Division Coordinator (or Administrator):

- Ice Schedule
- Hockey Calgary Team Account Login and Password
- Team Snap info
- ePact (online medical form) info and invite

Enjoy yourself! You are a vital part of the team!

Hockey Schedule

Timbits have a set schedule as distributed by the Crowfoot Timbits Coordinator.

In **October**, Novice to Midget teams have practice ice times. There are no games, other than the ones you schedule by contacting other communities to arrange for **exhibition games**. You may need to trade half ice practices or trade ice in order to have a full sheet (Novice to PeeWee). The host team normally arranges to get referees. This and who pays for the refs should be decided when arranging the exhibition game. The home team is to supply the game sheet as well as the score and time keeper.

Season Dates as indicated on page 2.

Note that during the Christmas break of December 17th to January 1st, Crowfoot doesn't allocate teams practice ice. Teams are on their own to find ice if they wish to practice during this period. If you want to book ice at Crowfoot Arena in late December or late March and early April, contact Ian Brownlee, Arena Manager, cfarena@shaw.ca. Their website is crowfootarena.com and lists open ice times available for sale, though almost all prime time youth ice is designated for Crowfoot Hockey Teams.

The manager or delegate should be responsible for ensuring that all players are made aware of the team's schedule.

Initial Parent Meeting

The Head Coach and/or Manager should arrange a **Parent Meeting** as soon as possible.

Agenda of the items should include, but are not limited to:

1. **Welcome and introduction**
2. **Coach staff introduction**, credentials, philosophy and objectives.
3. **Plan for the Season**
4. **Game and Conduct Management**
 - 4a. **Expectations of the Players** – have a written handout
 - Conduct at practices, games, road trips and team outings,
 - Respect for all players, team officials, referees, opposition players and parents,
 - Dressing room procedures – time before games/practices and cleaning,
 - Disciplinary action for not following rules,
 - Dress code if decided on by the team/coach,
 - Commitment – time and effort.
 - 4b. **Expectations of the Parents** - have a written handout
 - Respect for all players, team officials, referees, opposition players and parents,
 - Aid players by: getting to practices/games on time, following dress code and enforcing behavior. Respect the time when no parents are to be in the dressing room for 'Coach Talk' before and after games.
 - Support Coach's disciplinary measures when rules are broken.
 - Support the Coach's coaching of the team.
5. **Team Budget** Present an outline of expected costs. Budget may include extra ice, exhibition games, jersey washing and other items to be agreed upon including items #6 to 9.
6. **Ice Time**. How much hockey does the team want to play, which may require the team to purchase additional ice if available.
7. **Tournaments** – how many and where? The team tournament coordinator would be assigned to look for tournaments to participate in and/or organize the hosting of a tournament.
8. **Clothing/Team Apparel/Dress Code**.
9. **Social Activities**. What activities does the team want either for parents or players? Does the budget include year-end wrap up/year-end gifts?
10. **Fundraising** – based on the budget and items agreed upon. How does the team raise funds and/or does each family contribute at set time points (cash calls)?
11. **Jersey and Cheque Deposit Requirement**
12. **Medical Info requirement, now an online app provided to all members - ePAC**
13. **Volunteer Positions** should be one job per family, suggested roles are:

* Head Coach	* Assistant Coaches (3)
* Manager	* Jersey Parent(s) (2)
* Treasurer	* Timekeepers (2-3)
* Scorekeepers (2-3)	* Tournament Coordinator
* Fundraising (0 – 2)	* Social Coordinator (1-2)
* Photographer	*Volunteer Hour Tracker
14. **Question and Answer Period**.

The parent meeting should be summarized with a copy given/emailed to each parent. This often saves disagreement later in the season and ensures everyone knows what is expected of them.

Items provided to Teams from Crowfoot Hockey

All teams will receive the Team Snap app for their families.

All teams will receive the ePACT app, the online medial form.

Teams Socks will be provided from Crowfoot. (One pair to Timbits and Novice, home and away for Atom and up. More information on this is on page 9.)

Hockey Calgary (HC) Team Account

Your Division Coordinator or Administrator will provide you with a login and password for the team account used with Hockey Calgary. This is used for obtaining exhibition and tournament game sanctions, travel permits and entering the Digital Game Sheet.

Team Contact List

A summary of players' names, phone #, parents' names, email addresses and duties of each parent should be distributed to parents as early in the season as possible to promote communication.

Team Registration

Teams are registered with Hockey Calgary by the Crowfoot Hockey Administrator. This is completed by your Administrator by October 15th. (the listing of players and roster listed coaches). Team rosters will be emailed to the coach and manager as soon as team and coach selections are finalized. The rosters need to be verified for accuracy by the manager. Any changes should be sent by email to admin@crowfoothockey.com as soon as possible.

Hockey Calgary (HC)

As a reminder, Hockey Calgary www.hockeycalgary.com is our governing body and you are encouraged to access HC to get up to date information on key dates, schedules, current standings, tournament information, travel permits, etc. The Rulebook and many forms are also available from the website.

Game Time – What do I do?

- Assign one parent to be the timekeeper/scorekeeper and of for the penalty box for each game.
- Have your labels and game sheets ready ahead of time. Keep extra roster labels and game sheets with you. It is a good idea to give the coach a sheet of labels and a few blank game sheets just in case you can't be at every game.
- Have a copy of the team roster at each game. Officials/Referees have a right to review the roster in case of a player dispute.
- Teams often have unique door signs (attached to the arena dressing room door) to make it easy for players and parents to find the correct dressing room. It is not required, but it can be fun.
- Only coaches that are listed on the official roster are permitted to be on the bench or on the ice during games.

- If a player is injured, he or she may sit on the bench as long as full gear is worn.
- If a player or coach is suspended, they are not allowed on the bench or near the team dressing room until their suspension has been fully satisfied.

Resolution of Team Disputes

Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve issues. **Please remember to abide by the 24 hour rule in situations like this.**

If the manager and coach cannot resolve the problem, he/she should contact their Division Coordinator who will assist in solving the problem or advise on the appropriate action. Crowfoot policy is to try to resolve disputes at the team level first. If satisfactory solution cannot be found at the team level or with the Coordinator, the Hockey Operations Director will recommend a course of action to the team and to the Board. The Board will make the final decision on any action to be taken and is the final court of appeal with Crowfoot Hockey. The concerned parties have the option of taking the case to Hockey Calgary if still unsatisfied with the decision of the Crowfoot Board of Directors. As Hockey Calgary has a high volume of work in this area, it is suggested the best course of action is to follow the above process as the probability for a satisfactory conclusion is higher than by-passing the system and going straight to Hockey Calgary.

A list of our Directors and other Coordinator contacts can be found on the Crowfoot Hockey website.

Submission of Game Sheets to Hockey Calgary (HC)

Game sheets will be provided with your team's jersey/team equipment pickup. If you require additional game sheets throughout the year, contact the CF Administrator admin@crowfoothockey.com. Game sheets are also available from a Crowfoot Hockey rink attendant.

After each game, the Home team enters the game sheet, win or lose, in the Hockey Calgary team account so this team takes the top copy as it's the easiest to read and scan for upload. Each team gets a copy and which colour of the copy doesn't matter. Your League Chair will be reviewing your game sheets.

20180-0Novice Minor may have a different process, refer to the NDL Guide.

If you host a tournament, you are responsible for entering all scores and game sheets.

Tip for the Home Team Manager: Take a picture of the game sheet with your phone and save it as a pdf using some of the free aps available (eg Genius Scan, Turbo Scan). This pdf needs to be uploaded on your Hockey Calgary Team Account. Note to check and scan/photograph the back page as some refs may continue to add comments.

It is important that the scores are entered and games sheets are sent over as quickly as possible since scores are needed to evaluate the seeding round and calculate Division positions for playoffs. Game sheets also identify such things as suspensions for penalized players. In addition this information is used for the standings that are posted on the Hockey Calgary website.

****Note that the referees as well as each team must sign the game sheets.**

Game Sheet Label Template/Stickers

As a significant time saver, it is recommended to create roster labels for your game sheets. A label template for game sheets can be found in the Managers Tab of our website. This fits on Avery (5163/8163) labels which can be purchased at Staples. Novice Minor teams use score cards as provided by HC, not fitting this template.

Medical Information

Medical information will be collected using the online app, ePACT. The CF Administrator uploads all players connected to their team and will send out the first email to parents with information needed to complete this online form. CF Admin will also do mass reminders to those with incomplete submissions. Managers will be sent invites from the CF Administrator with 'manager' access to their players.

A common practice for many Managers will be to print the player forms and place them in the first aid kit or an enclosed file folder. This is a decision at the team level.

Note that some parents may not want to use this app, and they can complete the hard copy ePACT form sealed for your records.

Insurance and Accident Reporting

Both Hockey Calgary and Crowfoot Hockey carry insurance that protects volunteers and players in case of accident. In case of an accident or injury, an injury report should be filled out immediately and sent to the Crowfoot Hockey Operations Director.

Each team must have a coach or parent at all games who has been certified with the Hockey Canada Safety Program through Hockey AB

<https://www.hockeyalberta.ca/coaches/clinic-information/hockey-canada-safety-program/>

This Safety Program certification is valid for 3 years. A minimum of one (preferably more) Safety Certified coaches/parents need to be listed on the team roster. If not a coach, a parent will also need the Coach RIS. All certification costs can be reimbursed, email receipt of fees paid to admin@crowfoothockey.com.

Team Funds

The team manager or the assigned team treasurer is responsible for collecting, banking and disbursing team funds. This is done by establishing a team bank account, collecting funds needed from parents and paying from this account team expenses as decided on at the Parent meeting. Expenses can include referees, exhibition games, additional ice, tournaments, social functions, team clothing, etc. It is recommended that the bank account be set up to provide for two signatures for withdrawals. It is a good idea to periodically email to parents a simple financial statement to show how much money has been spent, on what and how much more will be required.

Any sponsorship or donations should be acknowledged in a letter of appreciation from your team.

Banks will require a letter from the Association, email admin@crowfoothockey.com with the particulars including bank and branch, team name as written on the account, and the names of the two signers.

Team Fundraising

Fundraising remains a decision made at the team level. It is recommended that fundraising be discussed and voted on at your team meeting. If decided upon, fundraising should be done by the entire team.

Teams interested in raffles must get approved with Alberta Gaming. Teams are to get their own license number and not use Crowfoot Hockey's Gaming number. Further information is found on the AB Gaming website, <https://aglc.ca/gaming/charitable-gaming/licences/raffle-10000-and-less>

Note that funds raised as a team are not to be refunded back to parents at season end; only cash calls collected from our parents can be reimbursed.

Team Jerseys/Equipment

Crowfoot Hockey recommends that a parent be responsible for the care of the team jerseys. Ensure that the assigned parent(s) are reliable. Teams may allocate one parent to look after the set of home jerseys and another parent to look after the set of away jerseys. Both sets of jerseys should be brought to every game.

Please note that team jerseys are not to be worn for practices. These jerseys should be hung to dry – not put into dryers. Absolutely no name bars or crests are to be added to these jerseys with the exception of the Novice and Atom sponsored jersey. Info will be provided to the Novice and Atom managers regarding this.

Other items such as goalie equipment (for Novice), pucks, and first aid kits are issued to each team from Crowfoot Hockey. If additional equipment or equipment repair is needed, please contact the Equipment Coordinator, equipment@crowfoothockey.com. You will be informed at season end as to the collection dates of the jerseys and team equipment.

Team Apparel/Crowfoot Clothing

We have partnered with Tuxedo Sports for our new Coyotes Team Apparel. Manager Order Info is found on our website – Manager Section. We encourage our teams to use this supplier for consistency with product.

If you would like to have a copy of our logo, email admin@crowfoothockey.com and indicate what file format you need.

Team Socks

Timbits: Matching sock will be provided to the provided Tim Hortons Jerseys of various colours.

Novice: is a sponsored division by the Flames Foundation and players are given one set of socks matched to their kept jersey. These socks are worn for both home and away.

Atom: Is a sponsored division by atoMc. Crowfoot will provide home and away socks with jersey pickup.

PeeWee, Bantam and Midget: One team designate will pick up home and away socks for their team at Tuxedo Source for Sports, 2520 Centre Street.

The provisions from Crowfoot are the knit socks. Manager or team delegate are to contact Tuxedo with their order (size and quantity). Contact Ryan R at Tuxedo, you can also call or email

ryanr@tuxedosports.ca Phone 403-695-4469

If a team wishes to purchase poly socks, the team pays Tuxedo the difference. Note that Tuxedo has limited inventory and there may be a delay on when they can provide you with what your team is requesting.

Knit Sock Prices not including gst: XS - \$9, Small, Medium and Large - \$10

Knit Sock Sizes are: X-Small- 21" Small – 24", Medium – 28", Large – 32"

Poly Sock Prices: Tyke and Junior - \$20, Intermediate and Adult \$21 plus gst.

Deposit Cheques

Team Managers will collect \$200 Volunteer Cheques and \$200 Jersey Deposit cheques from each of their families. These cheques will be dated March 1st, 2019. Cheque is to be made payable to *Crowfoot Hockey Association*. Managers can kept these cheques are hand them in to the Administrator, blue drop off box in the Crowfoot Arena lobby.

This deposit cheque will be cashed at the end of the season if the family does not complete at least 10 hours of volunteer work as authorized by the Association. It is at the discretion of the Manager and Head Coach as to which families on their team are delinquent with not volunteering. Manager and Head Coach can decide if donating to the team funds in lieu of volunteering is a suitable option for the team.

See the last page of this manual for a chart of volunteer jobs and credits allocated.

Crowfoot Hockey would like the team managers to delegate as many duties as possible and be open to any new ideas.

Officials

All games for the regular season, Esso Minor Hockey Week and Playoffs are paid for by Crowfoot Hockey. Exhibition and tournament games are the responsibility of the individual teams. Use your HC team account to enter/sanction your exhibition and tournament games. This online submission will notify either the Community Referee Coordinators or Central Zone to book your refs.

It is advisable to also email our Referee Coordinators, James and Helen Mills at referee@crowfoothockey.com to let them know of your game(s). The team will be invoiced by Central Zone for their assigned referees. Teams are to pay Central Zone directly.

Timekeepers/Scorekeepers

For all Hockey Calgary seeding round, regular season and playoff games, and the home team is to supply the timekeeper and the visiting team is to provide the scorekeeper. You should also provide another team representative to handle the gate for your penalty box. Info is also found on our website, under the "Resources", "Manager" tab.

For exhibition games and tournaments, the home/host team often supplies both the timekeeper and scorekeeper.

Travel Permits

Should your team choose to play a game or practice outside of Calgary, you will require a travel permit from Hockey Calgary. Use your HC Team user account to apply for a travel permit.

It is essential that all game sheets be uploaded to Hockey Calgary immediately after the team returns from its trip. Failure to do so can result in Hockey Calgary not sanctioning any further travel for the whole Association. This is particularly important for end of the season games as often with the windup of the season, some of these important tasks get forgotten.

Tournaments

Home (in Calgary) tournament information can be found on the Hockey Calgary website. Links to Associations outside of Calgary can also be found on this website when searching for away tournaments.

If you are interested in participating in a tournament, it is recommended to contact the tournament organizers as early as possible since most tournaments fill up quickly. Be advised that many tournament hosts are often looking for reciprocal opportunities. For out of town tournaments, be aware that the level of play is highly variable. It is recommended to discuss the tiering levels with the tournament organizers to ensure your team is entering a tournament at the appropriate level.

When your team is invited to a tournament, scheduling and communications between the host team and the parents on your team is critical to ensure you have enough support from your team. The tournament fee must be paid promptly and a team roster is given to the host team. You should confirm that the host team is supplying all the referees and score and time keepers. See the appendix on for additional information on 'Away' tournaments and games.

**Hockey Calgary allows these dates to host or attend tournaments
– December 10 to January 1, and March 22 onward.**

If you would like to attend a tournament that is not on these dates, you need approval of a 'window schedule' from Hockey Calgary. See their website www.hockeycalgary.com to apply for a 'window schedule'. Only one schedule window is granted per team during the seeding round and one per team during the regular season.

Note the deadline to 'Request a Schedule Window' for the January to February regular season is December 3rd at noon to Hockey Calgary.

Further tournament information including applications and deadlines are found on the Hockey Calgary website. Their 'Tournament Hosting Information' is a comprehensive package that will help you host a successful and enjoyable event.

Crowfoot Hockey Coyotes Logo

If you require the Crowfoot Logo for the tournament brochure, trophies or letterhead contact admin@crowfoothockey.com

New for 2018 - Tournament Draw for Crowfoot Arena home ice and other Tournament Ice

The Tournament Draw for Crowfoot Arena ice for *December 10th to 23rd 2018 and March 2019 year end ice will be held on October 5th, 2018*. If your team is interested, submit this request to our Administrator, admin@crowfoothockey.com. Managers will be emailed the tournament availability.

Information and Communication from Crowfoot Hockey

Crowfoot Hockey will periodically provide information to the teams primarily through the Division Coordinator who will then pass on the information to the head coach and/or team manager.

If a player on your team has been suspended for some infraction of the Hockey Rules, you must notify your Crowfoot Division Coordinator within 24 hours of the incident. There is a possibility that Crowfoot Hockey may feel additional action may be warranted, particularly for repeated offences.

Additional Questions:

Please contact your division coordinator who can assist you with managing your team. We appreciate your feedback also.

Lynne Cook,
Crowfoot Hockey Admin
admin@crowfoothockey.com

Valuable Tips

- ◇ A check list should be maintained by the manager to ensure all parents have been informed about all issues. This will eliminate any chance of potential problems within the team where parents get upset because they were not told about a scheduling change or some other issue.

- ◇ It is more effective to phone parents about scheduling changes than to hand out or email notices. If sending an email of a schedule change, ask for a reply from them that they received it. This will ensure that everyone received your message.

- ◇ It is more effective to tell parents what is happening versus asking them. Asking or taking a survey will take a lot more time. (ie. 'Should we have an exhibition game on Sat at 2 pm? vs We have an exhibition game at Bow River – Can you make it?')

- ◇ It is recommended that the manager maintain an organized binder to keep all the paperwork and any other information handy. Extra copies of handouts should be kept in this binder for those parents that request another copy. The binder should be with the manager at all ice times.
 - Suggested divisions in the binder are:
 - Roster
 - Parent contact list and duties
 - Parent confirmation/check list
 - Schedules
 - Notices
 - Fund raising, tournament information

- ◇ Most important tip – DELEGATE, DELEGATE, DELEGATE!

Appendix A – AWAY TOURNAMENTS AND EXHIBITION GAMES

The manager or team tournament finder, 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.
 - If any mementos – eg. lapel pins are exchanged.
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. Ensure players remain on their best behavior as representatives of Crowfoot Minor Hockey.
7. When you return home, submit copies of all game sheets to your League Chairperson asap.

Appendix B– Crowfoot Hockey Association Volunteer Policy

Crowfoot Hockey imposes a 10 hours of volunteering requirement per child (not per family).

Crowfoot Hockey recognizes that the contribution of hockey volunteers is immeasurable and without volunteers, minor hockey would not exist. Collectively, we have a profound effect on the experience of 800 young athletes every year. Due to the lack of volunteers for key and team positions, this policy has been established.

Parents must volunteer 10 hours minimally on each of their child's team.

Exemptions to this rule are Head Coaches, Team Managers, Association Coordinators and Board Members.

Team Managers will collect \$200 Volunteer Cheques and \$200 Jersey Deposit cheques from each of their families. These cheques will be dated March 1st, 2019.

This deposit cheque will be cashed at the end of the season if the family does not complete at least 10 hours of volunteer work as authorized by the Association. It is at the discretion of the Manager and Head Coach as to which families on their team are delinquent with not volunteering. Manager and Head Coach can decide if donating to the team funds in lieu of volunteering is a suitable option for the team.

Crowfoot Hockey would like the team managers to delegate as many duties as possible and be open to any new roles that the team agrees to.

Volunteer Credit Information

<i>Volunteer Position</i>	<i>Credit</i>	
Association Positions		
Board of Directors	Full Credit	
All Coordinators	Full Credit	
<i>Board & Coordinators as listed on website.</i>		
League Chairperson (Hockey Calgary)	Full Credit	
Picture Day Volunteers	Per Hours worked.	as authorized by Picture Coordinator
Fundraising Committee	Per Hours worked.	
Equipment Committee	Per Hours worked.	as authorized by Coordinator
On Ice Assistants	Per Hours worked.	as authorized by Head Coach
Casino	First Quarter 2019	Not applicable.
		Now a registration credit
Team Based Volunteers		
Head Coach	Full Credit	1 per team
Assistant Coaches	Full Credit	4 per team
Team Manager	Full Credit	1 per team
Team Score Keeper	Per Hours worked.	
Team Time Keeper	Per Hours worked.	
Team Jersey Parent	Full Credit	
Team Treasurer	Per Hours worked.	
Team Tournament Organizer	Per Hours worked.	
Team Social Parent	Per Hours worked.	
Team Volunteer Tracker	Per Hours worked.	
Additional Assistant Coaches	Per Hours worked.	
Team Website	Per Hours worked.	
Team Fundraising	Per Hours worked.	
Team Equipment	Per Hours worked.	
Team Clothing	Per Hours worked.	
Other Team positions	Per Hours worked.	as agreed upon with Team Manager and Head Coach

Families are given six months to complete their volunteer requirement of at least 10 hours per child/team.

The success of our hockey program is only as good as the TEAM of our volunteers.

Let's get involved. It involves OUR kids.