



## MANAGER INFORMATION GUIDE 2021-2022

Thank you for volunteering to manage your player's team! This information guide will help you to get the season started and give you information about each division. It will also direct you to additional resources should you require them.

### FIRST STEPS

- Prepare a **team survey** and send to parents. (survey monkey works great!) The goal of the survey is to make sure that the team is on the same page with regards to tournaments, cash call vs. fundraising, team travel etc. Team majority typically decides the direction the team takes. Consult with HC to ensure survey covers what they want. **SAMPLE TEAM SURVEY.**
- Send an **introductory email to team** and include the team survey. Also consult with Head Coach and send information for the first parent meeting. **SAMPLE INTRODUCTORY EMAIL.**
- Plan a **parent meeting** as soon as possible. The goal for the parent meeting is to cover coach philosophy, parent/player conduct expectations, 24 hour rule, fill volunteer roles, discuss team survey results, get deposits etc. (Some teams print out the Code of Conduct Pledges for Players/Parents/Coaches and get them signed) *Hand out medical forms to fill out.* **SAMPLE TEAM MEETING AGENDA.**
- **COLLECT Jersey Deposits** (\$200/player, dated March 1, 2022 payable to Crowfoot Hockey)
- **COLLECT Medical forms** and once completed, Place medical form in sealed envelope with players name on it, and place with/in the team first aid kit).
- **COLLECT Volunteer Deposit** (\$200/player, dated March 1, 2022 payable to Crowfoot Hockey). Each family is required to volunteer 10 hours/player. **CROWFOOT VOLUNTEER POLICY.**
- COLLECT initial CASH CALL** (Amount depends on level. See team finances section, as you also need a team bank account established).

\*CASH CALL: A cash call is when each family gives a designated amount/player for Team funds. These funds are used to get the season underway and deal with initial expenses that come up pending getting fundraising underway (if your team does fundraising, otherwise expect multiple cash calls). See Team Finances section for more information.

## **Team Level Volunteer Roles:**

These are common team level volunteer roles. You are able to create roles as you see fit for your team. The most crucial roles to get filled first are manager, treasurer, jersey parents, tournament coordinator, and tournament liaison (U7 level only)

- Manager: Manages off-ice issues. Coordinates team requirements (team level volunteers), team liaison between Coach/Association and team.

- Jersey Parents (2): 1 for home jersey's (Black), 1 for away jersey's (White). Launder and bring Jersey's to every game. (Game jersey assignment can be added to Team Snap). It is recommended you have both sets of jerseys on hand for every game. \*Do not put Jersey's in dryer, jersey's must be hung to dry. (This role is not applicable to U7. U7 teams wear their donated jersey's and socks for every practice and game).

- Treasurer: Manage team finances. Set up team bank account.

- Tournament Coordinator: Find & register team for tournaments, Coordinate hosted tournaments.

- Score/time keepers: Work timeclocks, and Fill out Game sheet.

- Penalty box volunteer: Work the penalty box door during games

- Fundraising coordinator: Coordinate team fundraising events.

- Social coordinator: Coordinate team socials.

- Volunteer Coordinator: Coordinates scoresheet/timekeeping and penalty box shifts. Can enter shifts into Team Snap so family's can sign up. Can enter game sheets into HC system after games.

- (U7 level only) Tournament Liaison: Member of the U7 Crowfoot Future Stars Tournament Committee (Crowfoot annual hosted Timbits tournament), Coordinates their U7 team tournament requirements (volunteers, gift baskets etc..)

Other roles that are sometimes done is team photographer, Health & Safety volunteer, volunteer tracker etc...

***Delegate and create volunteer roles as needed! Adjust roles as needed!***

## **ACCESS/REQUIREMENTS**

**Team Snap:** Your team will be uploaded on to Team Snap by the Crowfoot Administrator, and you will be given managerial access. Your practice schedule will be uploaded to Team Snap by the Ice Coordinator. You must enter any additional team functions onto Team Snap (exhibition games, tournaments, socials etc). Encourage families to fill out their profiles and player availability. The App is also great for Team Communication. Add volunteer slots for scorekeeping/timekeeping and penalty box as needed. There is also a 'tracking' checklist you can use.

This App is provided to teams at no cost by Crowfoot Hockey.

**Hockey Calgary Team Login:** Your Division Coordinator will email you Login information to access your HC team account. This is where you enter game sheets, request schedule windows, travel permits or tournament sanctions. After every game the paper game sheet information needs to be entered into this account and you will need to upload a photo/scanned copy. Some teams use this as another volunteer opportunity.

**Important Dates:** This document lists all the dates you need to be aware of. Teams may only attend tournaments at certain times etc... You need to refer to this often and not miss deadlines. **IMPORTANT DATES document.**

## **TEAM FINANCES**

Managers and treasurers are expected to provide clear and timely communication regarding team finances. Transactions should be conducted through a team specific bank account (opened by manager & treasurer) whenever possible. Receipts may be used to reimburse people for team expenses. The leadership for financial decisions is done by the Head Coach & manager with consultation of the Treasurer. It is recommended that larger financial decisions are discussed with all team families.

Teams are required to follow all federal and provincial laws, as well as AGLC laws.

Build your budget based on your team meeting/survey results. When you know how many tournaments your team wishes to attend, you can research tournament costs (different per division), and other team expenses. **SAMPLE TEAM BUDGETS.**

You will need an initial cash call at the beginning of the season, based off of your team budget. Typical cash call minimums for U7 & U9 are \$75-\$150, while U11/U13 is \$200, and U15/18 is \$250, however this amount is a team decision based off of the team's budget & upcoming expenses.

Your team will decide in the beginning of the season whether they want straight cash calls the entire season, or if they desire to have Team Fundraising.

At the end of the season if your team fundraised or made a profit off of tournaments, or received donations, it is possible to receive partial or full cash calls back. You may not reimburse a monetary

amount higher than the cash call given at the beginning of the season. There are however, some tournament expenses that may be reimbursed.

Should you require a letter verifying your team's non-profit sport's team status to open an account, please email [admin@crowfoothockey.com](mailto:admin@crowfoothockey.com)

(Example team expenses: Team practice jerseys, off-ice conditioning, extra ice, exhibition game fees, team apparel, social functions, end season gifts etc.)

Dissolution of funds: Consider how remaining funds are distributed at the end of the season. (partial/full cash call reimbursement, CMHA hardship fund). Must follow AGLC requirements if revenue from AGLC event.

## **GAMES**

**Exhibition Game:** Often near beginning of season an Exhibition game is played. This is to allow coaches to assess teams strengths and weaknesses in their division. These games MUST be sanctioned by Hockey Calgary IN ADVANCE. Once the game is approved referees will be assigned through Central Zone Referee and an invoice will be forwarded to you. You must pay the ref's in CASH at the game (usually prior to them stepping on the ice). **REFERREE FEE SHEET**

**Seeding & League Games:** Scheduled by Hockey Calgary. Refs paid for by Crowfoot Hockey. Schedule is loaded into Team Snap by Ice Coordinator. (not applicable to U7)

Timekeeper: (1) Provided by Home Team. (Shifts can be added in Team Snap)

Scorekeeper: (1) Provided by Home Team. (Shifts can be added in Team Snap)

Home team provides both penalty box volunteers.

**Before a Game:** Enter the roster etc. on the paper game sheet, and complete in full. You may wish to print ROSTER STICKER LABELS. (cross out any players/coaches absent from the game). Roster sticker labels that work for game sheets are Avery 05395 (8/sheet) and Avery 8923 (10/sheet). (not applicable to U7)

**ESSO Minor Hockey Week:** For minor hockey players, U11 and up, in Calgary, Esso Minor Hockey Week is an exciting week of hockey during the season. This week determines the best teams in every division. It is a bracket style tournament that runs from Jan 7- January 15, 2022. The U9 division does not participate in the tournament but has 2 games scheduled from Jan 7-9, 2022.

### **Length of Games:**

The following do not apply to U7 (Timbits) and U9. Please refer to the U7 (Timbits) and the U9 Development League documentation for details.

Permit length of periods 1, 2, and 3  
1 hour permit 13, 13, and 13 minutes  
1 ¼ hour permit 15, 15, and 15 minutes  
1 ½ hour permit 15, 15, and 20 minutes  
1 ¾ hour permit 20, 20, and 15 minutes  
2 hour permit or greater 20, 20, and 20 minutes

Games are stop time with no time outs. No game will exceed the permit time. If undue delays occur for any reason and the game cannot be completed within the permit time, the following procedure must be followed:

- (a) At the first stoppage of play after time reaches 5 minutes left on the permit, the timekeeper will notify the referee.
- (b) At this stoppage of play the clock will be reset to 2 minutes and the remainder of the game completed with stop time.

**After a Game:** Give the required paper game sheet copies to the visiting team. The 'Home' Team must enter the game sheets into Hockey Calgary Account within 24 hours of game completion.

**\*\*Please See [Hockey Calgary Gameplay Guidelines 2021-22](https://www.hockeycalgary.ca/assets/file/Operations/League_Management/Game_Play_Guidelines.pdf) for changes for this season\*\***

**[https://www.hockeycalgary.ca/assets/file/Operations/League\\_Management/Game\\_Play\\_Guidelines.pdf](https://www.hockeycalgary.ca/assets/file/Operations/League_Management/Game_Play_Guidelines.pdf)**

## **Tournaments**

U7 is the only division with Crowfoot Hockey that has a division wide tournament for all teams in that division. That tournament is called the Future Stars Tournament. All teams U9 & up are responsible for organizing their own tournaments and everything that it entails (sourcing ice etc...) Crowfoot Hockey does have draws every year for tournament ice for the other divisions, so good luck! A good resource for tournament information is: <https://www.hockeycalgary.ca/operations/tournaments/hosting-a-tournament> **TOURNAMENT PLANNING GUIDE**

Please also see: **2021-22 Hockey Calgary Tournament Policy:**  
[https://www.hockeycalgary.ca/assets/file/tournament\\_policy\\_%281%29.pdf](https://www.hockeycalgary.ca/assets/file/tournament_policy_%281%29.pdf)

**Finding Tournaments:** To find tournaments to play in go to the following sites (as a starting point) and search for tournaments in your specific age division and playing division. Your tournament Coordinator must do research and legwork to locate tournaments in other areas that may not be on these lists.

Hockey Calgary: <https://www.hockeycalgary.ca/tournament/listings>

Hockey Alberta: <https://www.hockeyalberta.ca/tournaments/>

## REFEREE INFORMATION

Referee's for Calgary and area are assigned by Central Zone Referee Committee (CZRC). This is the typical assignment of Ref's for games:

- U18 - 3 man
- U15 - 3 man
- U13 - 3 man
- U11 Tiers 1-3 - 3 man
- U11 Tiers 4-7 - 2 man
- U9 Tiers 1-2 - 3 man
- U9 Tiers 3-4 - 2 man
- U7 not applicable (coaches on ice)

Referee Fee Sheet: [http://czrc.ab.ca/files/2021-22\\_czrc\\_rates\\_for\\_hockey\\_calgary\\_-\\_final.pdf](http://czrc.ab.ca/files/2021-22_czrc_rates_for_hockey_calgary_-_final.pdf)

For more information please email [referee@crowfoothockey.com](mailto:referee@crowfoothockey.com) or go to <http://czrc.ab.ca/index.php>

## DIVISION SPECIFIC INFORMATION

This section outlines information specific to each division.

### **U7 (Timbits)**

There are many different regulations governing Timbits hockey. ALL regulations and requirements are listed in the U7 Timbits Operations Manual, which is located in the Intro to Hockey Resource Guide. There are a maximum amount of games and tournaments for both Jr. & Sr. teams. There are also timelines for when games are permitted to be played. The focus of this division is on FUNdamentals and developing physical literacy, motor skills and coordination.

Equipment: Blue pucks are used, as well as small nets when available.

Read the Timbits Operations Manual carefully as the requirements for a Jr. team is different than a Sr. team. U7 hockey is played cross ice and there are no scores kept and therefore no game sheets required.

Timbits Information: <https://www.hockeycalgary.ca/programs/u7-timbits-program>

The U7 Coordinator can be reached at [U7.Coordinator@crowfoothockey.com](mailto:U7.Coordinator@crowfoothockey.com)

Future Stars Tournament: Every year Crowfoot Hockey's Timbits teams host a large Timbit tournament called the Future Stars Tournament, the weekend before Christmas (Dec 17-19, 2021). A tournament Committee is made at the beginning of the season and each team has a liaison to coordinate their teams' involvement. This tournament gives Crowfoot teams a reciprocal invite to attend other tournaments. The email address for the Coordinator is [U7.Tournament@crowfoothockey.com](mailto:U7.Tournament@crowfoothockey.com)

Timbits Jamboree: Each year Hockey Calgary coordinates a 1-day Timbit jamboree to wrap up the season. More information can be found here: <https://www.hockeycalgary.ca/events/u7-timbits-jamboree>

## U9

There are many different regulations governing Timbits hockey. ALL regulations and requirements are listed in the U9 Development League Guide, which is located in the Intro to Hockey Resource Guide. There are tournament limits and out of town tournament limits for all U9 teams. Please read the guide carefully.

There are programmed shifts (1min30sec) in U9 and games are played split squad style on half-ice. There are referee's for games. There is a 'U9 Gamebook' that is filled out every game, and scores are kept in tally format for seeding and information purposes, but NO SCORE is kept on the scoreboard.

Equipment: Blue pucks are used, as are small nets when available.

There are only 2 face off's to start each half of the game. Each team is required to source their own ice and host their own tournament should they desire to do so. A maximum of 4 coaches (2/bench is permitted on the player benches.

Goalies: There are no permanent goalies but goalies are used. Players on the team rotate through the goalie position and use Crowfoot owned goalie equipment for the season. The goalie rotation form in the Appendix of the U9 Development League Guide MUST be used. Should a player not wish to play goalie they must sign the goalie waiver form.

Boards: There are U9 specific hard boards used for U9 gameplay when available. Set up/flood transition/tear down or bumpers will require 3-4 coaches.

- 2 coaches from the home team and 1 coach from the away team will be responsible
- Certified and registered coaches will be the only personnel permitted on the ice for board handling
- Coaches will be required to wear helmets when handling boards on the ice (skates are recommended)

\*MOUTHGUARDS become required equipment at this level. (goalies are the only exception)

U9 Information: <https://www.hockeycalgary.ca/programs/u9-development-league>

Please refer to the U9 Development Guide for all specific rules for this division. The U9 Coordinator can be reached at [U9.Coordinator@crowfoothockey.com](mailto:U9.Coordinator@crowfoothockey.com)

## **U11**

U11 is the beginning of traditional full ice hockey, and is the U11 Player Pathway model. Fair and equal ice time is emphasized at this level. All skaters should rotate through all positions to ensure each player can try each position (LW/C/RW/LD/RD). Playing Rules such as off-side, icing, face-offs, penalty procedure, line changes, and surface size are introduced at this level. More information on the U11 Player Pathway can be found here: <https://www.hockeyalberta.ca/players/u11-pathway/>

For goalies in U11, Hockey Calgary is continuing with the Hybrid Goalie position. This allows players to play as both a goalie and a player on a single team. This gives players who are not sure about being a goalie full time to try the position and continue developing as a player.

Maximum amount of games is 45.

The U11 Coordinator can be reached at [U11.Coordinator@crowfoothockey.com](mailto:U11.Coordinator@crowfoothockey.com)

## **U13**

Positions must be declared (Forward, Defence, Goalie) and may not change during the season. Dressing room procedures change.

Sec 18 (e) Hockey Calgary Regulations

At the U13 (11 years old) level and above the following conditions will apply in all co-ed team environments:

1. Females and males will change in separate rooms
2. Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
3. The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
4. The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
5. When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

The U13 Coordinator can be reached at [U13.Coordinator@crowfoothockey.com](mailto:U13.Coordinator@crowfoothockey.com)

## U15/U18

In the U15 and U18 age categories, Hockey Calgary will operate body checking Divisions 1-3 and non-body checking Divisions 1- 3, and 4 (if applicable). U15 and U18 non-body checking teams are not permitted to participate in body checking exhibition or tournament games.

The U15 Coordinator can be reached at [U15.Coordinator@crowfoothockey.com](mailto:U15.Coordinator@crowfoothockey.com)

The U18 Coordinator can be reached at [U18.Coordinator@crowfoothockey.com](mailto:U18.Coordinator@crowfoothockey.com)

**\*\*Your Division Coordinators are there to support you throughout the season. Please do not hesitate to reach out if you have any questions or require guidance. They will be able to forward inquiries on should it be required. Should you have questions about this document please email [secretary@crowfoothockey.com](mailto:secretary@crowfoothockey.com)**

This information is current as of the 2021-2022 Season\*\*

## IMPORTANT LINKS

Hockey Calgary Regulations:

[https://www.hockeycalgary.ca/assets/file/Operations/Regulations/2021\\_22\\_HockeyCalgary.pdf](https://www.hockeycalgary.ca/assets/file/Operations/Regulations/2021_22_HockeyCalgary.pdf)

U7 Timbits Program: <https://www.hockeycalgary.ca/programs/u7-timbits-program>

U9 Development League: <https://www.hockeycalgary.ca/programs/u9-development-league>

HC Important Dates:

[https://www.hockeycalgary.ca/assets/file/Operations/Important\\_Dates/Important\\_Dates\\_Community.pdf](https://www.hockeycalgary.ca/assets/file/Operations/Important_Dates/Important_Dates_Community.pdf)

Hockey Calgary Gameplay Guide 2021-22:

[https://www.hockeycalgary.ca/assets/file/Operations/League\\_Management/Game\\_Play\\_Guidelines.pdf](https://www.hockeycalgary.ca/assets/file/Operations/League_Management/Game_Play_Guidelines.pdf)

Crowfoot Hockey Tips for Manager Success YouTube videos (2019):

<https://www.youtube.com/channel/UCmBWbMxQWDNLZUJ5neTcT3g>

Crowfoot Hockey Manager Resources: <https://www.crowfoothockey.com/manager/>

HC Timekeeper/Scorekeeper Manual: <https://www.crowfoothockey.com/wp-content/uploads/sites/739/2017/07/timescorekeepersmanual.pdf>

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