

# RENEGADES MINOR HOCKEY

## MANAGERS HANDBOOK



2024-25.

# MANAGER HANDBOOK



## **INTRODUCTION**

This manual is intended to provide information for use to managers and coaches of Renegades Minor Hockey Association. Included are sections dealing with day to day team activities, RMHA policies and procedures, as well as relevant Hockey Alberta regulations and requirements. If there are questions or issues not addressed by this manual, please contact your divisional director.

## **RMHA PURPOSE**

To develop leaders in our community through the enjoyment of hockey.

## **RMHA VISION**

To provide the best skill development opportunity and environment for hockey players at the U13, U15 and U18 levels.

## **RMHA GOALS AND OBJECTIVES**

- 1) To keep kids in hockey and create a positive experience for all players.
- 2) To provide players, from all three communities, hockey that is at their appropriate individual skill level.
- 3) Cooperation to create an environment to allow players to develop at all skill levels, on and off the ice.

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## Section 1 – General Team Guidelines

### HEAD COACH RESPONSIBILITIES

The head coach is expected to be responsible, adhere to and promote the directives of the RMHA Board of Directors and administer the team within established policies and guidelines. As the chief team official, the head coach is fully responsible for all activities of his or her team. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged. However, ultimately responsibility for these activities rests with the head coach.

It is the responsibility of the head coach to:

- Adhere to RMHA's priorities, which include player enjoyment and player development; all players will be given equitable or fair ice time during games and practices to ensure that everyone has an opportunity to develop and learn skills as well as have fun and enjoy the sport.
- Review the Renegade Minor Hockey Association's Code of Conduct, and abide by it.
- At least one member of the coaching staff must complete the Hockey Canada Safety Course. Information can be found on the Hockey Alberta website. It is also recommended that a parent on the team complete the safety course.
- All coaching staff must complete the online RESPECT IN SPORT FOR ACTIVITY LEADERS course. Failure to complete this course will result in that coach's suspension until course completion.
- Ensure one parent per player completes the online RESPECT in SPORT PARENTS course. Failure to complete this course will result in that player's suspension until the course is completed.
- Ensure review and compliance of the dressing room policy.
- Develop a set of rules for the team, which are clearly communicated and enforced equally on all players.
- Medical Forms should be given to the Manager within one week. Failure to do so will result in coaches and/or players being unable to participate in any on ice activities. RMHA takes these conduct conditions very seriously and will take swift and decisive disciplinary actions against any coach, player, or parent that contravenes these conditions.
- RMHA teams are expected to behave appropriately while at any arena, and to leave dressing rooms tidy. Any damage caused to dressing rooms, arenas or arena facilities are the responsibility of the team, and ultimately, the coach. Team jerseys are NOT to be left on the floor at any time. They must be treated with respect and hung up when not in use.
- Ensure that anyone that is helping out on the bench or ice is properly recorded on the HCR and must have Respect in sport Activity Leader (Activity Leader?)

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## RESPONSIBILITY OF THE TEAM MANAGER

The team manager is expected to be responsible, adhere to and promote the directives of the RMHA Board of Directors and the approval of the team within the established policies and guidelines.

A helpful communication tool is the TeamSnap app. This allows Managers to efficiently communicate with parents and team members. TeamSnap is provided to all teams at no cost to the team

All Managers require a criminal background check to be completed.

## ADMINISTRATIVE DUTIES

The team manager is responsible for overseeing all administrative duties associated with the teams, including:

- Become familiar with the CAHL game regulations
- Complying and distributing team contact information
- Each team will have free entry to the home tournament; should you decide not to play this will be forfeited and not reimbursed for additional tournaments.
- Arranging volunteers to run the score clock and record game sheet information (home teams only)
- Providing game sheets for all "home" games (Pink and yellow are divided between the playing teams)
- Creating team labels for game sheets, players to be listed numerically with goalies at the top (unless otherwise specified by you CAHL governor)
- OPTIONAL: creating a team roster card, including parent contact information, for team families.
- Responsible to collect fees for the cost of socks provided at the beginning of the season \$25/pair. 2nd color socks and pant shells are available to purchase from Deker hockey [dekerhockey@gmail.com](mailto:dekerhockey@gmail.com) with the approved design only. This is a team decision. (Pant Shells - \$50/ea Socks \$22/pair)

## PICTURES

RMHA team pictures will take place on Nov 6<sup>th</sup> in Carstairs. Managers are to have all families notified of their team's time and be ready 15 minutes prior. With all forms completely filled out before your team enters the ice for pictures. Teams must be calm and in control - behavior deemed to be dangerous around ice without helmets can result in removal. No retakes. Each player will be provided a team and individual player picture covered by the association.

## TEAM TRAVEL

- Preparing, submitting and retaining copies of all team travel permits
- These can be arranged through the RMHA Registrar.
- Permits must be applied for two weeks prior to travel date

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- Permits are mandatory when traveling outside RMHA zone when not a league game
- When attending a tournament; tournament sanction number must be on the travel permit
- Managers may schedule exhibition games with out-of-town teams.
- Managers are responsible for booking and paying for ice times and game officials.

## EQUIPMENT

Coaches will be assigned a coach bag, inclusive of pucks, pylons, coach board, markers and first aid kit. They need to be handed back to the equipment coordinator promptly at the end of the season. Should supplies need to be replenished during the season please email the equipment coordinator

- Each team will be required to have a minimum of one jersey parent. Jerseys are not to be sent home with the individual player. Both sets are to be brought to each game in case a color conflict requires a change
- Pickup, proper care and return of RMHA jerseys
- Proper care instructions must be followed.
- When jerseys are returned to RMHA, they must be washed and rehung on hangers.
- No custom jerseys, teams must use RMHA provided jerseys.

## CONFLICT RESOLUTION

1. RMHA has a 24 hour conflict rule. In other words, parents or others who have an issue with the coach need to wait 24 hours before addressing their concerns to the manager/ coaching staff.
2. The person with the complaint should come to you first, since you are the liaison to the coaching staff
3. At times there may be a conflict that cannot be worked out with the coaching staff. At that time you should involve Dean Nielson the disciplinary Coordinator.

## **BANK ACCOUNTS - *Team Treasurer Required***

Each team is responsible for managing a Team Bank account. RMHA has created team accounts and will provide the details on how to access the account. DO NOT OPEN new accounts. The RMAA Treasurer will assist with account locations and information.

- Bank Accounts must be emptied to the amount of \$25.00 by March 31 of the current season leaving those funds to cover bank fees till next season.
- This applies to all RMHA divisions.
- Any cheques or donations to the team must be made out in the team name, not an individual

The team manager, with the assistance from the team treasurer, must retain all receipts of team revenues and expenditures and provide financial updates to the team parents

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throughout the year. The manager should also ensure that team fundraising initiatives are organized and comply with the team budget and the guidelines and policies of the RMHA.

Any team donations that are received by the team and are remaining at the end of the season CAN NOT be reimbursed to the parents. If such money exists it can be evenly distributed towards the cost of a player's hockey fees the following season, Cash call can be re-imbursed if funds remain.

## **SAFETY – (team safety person required)**

Each team is required to designate one person as the team Safety Person. This person will work closely with the Team Manager as well as the RMHA Safety Person. The RMHA safety person will follow up with all required courses including CATT certification <https://cattonline.com/>.

- All safety documents are to be held by the team manager.
- Medical forms need to be distributed and filled out by parents. These forms are to be kept by the Manager at all times.
- Any injuries you must inform the Safety coordinator immediately following the incident.

## **DATA ENTRY PERSON**

A designated Data entry person must be assigned to each team. This person must be able to enter all score sheets into CAHL within 12 hours of a game being played.

- Data entry person to be selected and forwarded to the RMHA Registrar.

## **Section 2 Pre-Season Requirements**

### **PARENT MEETING**

Teams are required to have a parent meeting as soon as possible following team formation (following the first or second practice). The meeting agenda should cover:

- The team budget
- The time commitment required by players
- Gathering of contact information
- Collect initial team contributions (ex. \$100/family) to start team fund (as agreed upon by parents)
- Coach's philosophy on player enjoyment and development
- Team goals
- Team communication protocol and conflict resolution
- Assigning team volunteer positions (jersey parents, treasurer, data entry,

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tournaments, timekeepers, etc.)

- Jersey and team equipment is to ONLY be used for RMAA games and other approved game functions, players are NOT allowed to manage their own jerseys.

Volunteer requirements for the association, team score. see Volunteer policy.

## TEAM BUDGET

The team budget should be presented to the parents as soon as possible following the initial team meeting. Parents should have an opportunity to amend the budget. The team budget, once finalized, must be approved by the majority of parents, for review and approval. Parents should receive regular financial statements from the team manager. Team budgets should follow Hockey Canada games and tournament guidelines.

## FUNDRAISING

1) All Fundraising activities must be approved by the RMHA board. To avoid community complaints regarding multiple teams from the same organization approaching the same businesses or individuals, RMHA must approve your fundraising activity prior to it happening. It is important we maintain the support of our communities and be respectful of how we approach them for fundraising. Please submit your request via email with the below information to [fundraising@renegadesminorhockey.com](mailto:fundraising@renegadesminorhockey.com)

*a) Your team name b) Individual who is organizing the activity (phone/email) c) Description of activity (ie. Bottle drive) d) Specific location of activity e) Date of activity*

RMHA will reply in writing to confirm/amend your request. For example if we have multiple teams wanting to do bottle drives then we would assign areas to each team so there is not overlap.

Each team will be required to obtain their own license(s) through the AGLC as required for their team fundraising events.

## CRIMINAL RECORD CHECKS

All team sheeted and/or carded Coaches, Assistant Coaches, Managers, and Trainers are required to submit a current (No more than 2 years old) RCMP criminal record check as soon as they are selected for their position. Criminal record checks should be completed and submitted to the RMHA Coach coordinator no later than November 1st of each season. These forms can be emailed from RMHA or will be available at the Coaches' Information Meeting. Failure to submit a Criminal Record Check will result in immediate suspension.

It is expected that all RMHA volunteers do not have a criminal record. However, RMHA realizes that there are extenuating circumstances surrounding all situations. If a volunteer's criminal record check reports that there may be "files" in the RCMP system, then the criminal record check process will accelerate to the next phase. A meeting with the RMHA executive will be held and the executive will determine the next steps.

The volunteer may not assume any volunteer role until this process is complete.

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## Section 3 League Games

### RESCHEDULING LEAGUE GAMES

League games are to be given priority over exhibition and tournament games. If a team wants to attend a tournament, and a league game needs to be rescheduled, then it is the responsibility of the team to first secure an ice slot to reschedule the league game within 14 days. Teams must contact [ice@renegadesminorhockey.com](mailto:ice@renegadesminorhockey.com) to determine available ice times and contact [refereecoordinator.carstairsmha@gmail.com](mailto:refereecoordinator.carstairsmha@gmail.com) for officials. However, if the team cancels a league game in order to attend a tournament without securing a future ice slot to play the game, then it will be the team's responsibility to purchase ice to make up the game, or forfeit the game.

Teams are only permitted two game changes during regular season with no game changes permitted throughout tiering. You may also request 2 blackout days for tournaments, which MUST be submitted to the RMAA registrar no later than October 27, 2024.

**NOTE: It is the team's responsibility to notify the referees and ice coordinator if a league game needs to be rescheduled.**

### GAME PLAY

It is the responsibility of the manager to:

- Ensuring all major penalties and suspensions are properly reported and served
- Communicate with the governor as required
- Distribute team schedules to parents
- ***Any complaints wanting to be filled with the CAHL league must be submitted to the [cahl@renegadesminorhockey.com](mailto:cahl@renegadesminorhockey.com) for review and if deemed a reasonable request will be forwarded to the appropriate CAHL representative. If this process is not observed it is likely RMHA will be fined. This fine will be forwarded to the offending team. Requests will only be looked at if the 24 hour policy is followed.***



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## IMPORTANT CAHL DATES

PLEASE REFER TO THE CAHL WEBSITE, [www.cahlhockey.net](http://www.cahlhockey.net), to get your schedule, team contacts, rules, etc

Christmas Break	December 23, 2024 to January 2, 2025
U13 Tier 1	October 12, 2024 (*if teams available) to February 16, 2025
	** No team movement after November 14, 2024
	<b>** No Tiering Break</b>
	Playoffs - February 17, 2025 to March 9, 2025
U13 Tiers 2, 3, 4	Tiering - October 18, 2024 to November 10, 2024
	Regular season - November 22, 2024 to February 9, 2025
	Playoffs - February 14, 2025 to March 9, 2025
U13 Tiers 5 & 6	Tiering - October 18, 2024 to November 10, 2024
	Regular season - November 22, 2024 to February 16, 2025
	Playoffs - February 17, 2025 to March 23, 2025
U15 Tiers 1, 2, 3 & NBC 1, 2, 3	Tiering - October 18, 2024 to November 10, 2024
	Regular season - November 22, 2024 to February 9, 2025
	Playoffs - February 14, 2025 to March 9, 2025
U18 Tiers 1, 2, 3 & NBC 1, 2, 3	Tiering - October 18, 2024 to November 10, 2024
	Regular season - November 22, 2024 to February 16, 2025
	Playoffs - February 17, 2025 to March 16, 2025

## TEAM CONTACT SHEETS

**1. Your team is allowed to have only 5 “Bench Staff”. This includes the only “non-players”** that your team is allowed to have on the ice at any time (for practices or for game times). Your coach must have decided who these people are by October 1, 2021. Make sure that your coach understands that only these 5 people are allowed. For example: You only have 2 of your “bench staff” at the game. One of your coaches gets kicked out for yelling at the referee. You CANNOT , AT ANY TIME have a parent come out of the stands and be on the bench for the kids. Hockey Alberta Insurance becomes null and void for the entire team

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if this occurs along with the suspension of the Head Coach. So it is very important that you only allow carded bench staff for games and practices.

2. Only carded (one of the 5) bench staff can sign the game sheets. For example if you are the manager but are never on the ice or the bench, then you will probably not be one of the people who are “carded”. The game sheet is to be signed by the Head Coach only. If the Head Coach is not available the Assistant Coach at the game can sign the game sheet

## GAME SHEET REQUIREMENTS

1. The manager of the Home Team must ensure that the data entry person is responsible for entering the game sheet results into the Goalline Scoring Application within 24 hours of the game being played. Manager must email all game sheets and Official Game Reports to the Governor within 24 hours. The Manager keeps original game sheets until mailing. Write Ups must be emailed immediately to the Governor for ruling.

2. All original game sheets and Official Game Reports must be emailed to the Governor within 2 business days.

3. All players must be listed on the Game Sheet. The players MUST be listed in NUMERICAL ORDER with goalies at the top.

4. Always mark your Captain and Assistants (“C” or “A”).

5. Ensure all suspended players of Coaches are marked “SUSP” clearly in the Game Sheet.

6. All affiliated players must meet Hockey Alberta (HA) and CAHL regulations. (SEE AFFILIATION SECTION BELOW) They must be marked “AP” on the Game Sheet.

7. All players must have the correct Jersey # on the Game Sheet.

8. If a player is absent, the name is to be crossed out with a single line and “ABS” written beside.

9. If a player is injured, the name is to be crossed out with a single line and “INJ” written beside.

10. For more than one goalie, mark “START” beside your starting goalie and “ALT” for the backup.

11. If you have an approved overage player they must be marked “OA” on the Game Sheet.

12. Ensure all information on the Game Sheet is legible. Failure to do so will result in a \$50 (Fifty Dollar) fine to the association which in turn will be handed to that team to pay.

13. All Game Sheets must have a START and END time and you must ensure that the time the clock was dropped is noted (for Drop Clock Communities). All highlighted areas on the game sheets must be filled in or your team will be fined by the CAHL League.

14. Ensure that the on ice Officials clearly print their name and # on Game Sheet.

Managers, please ensure that the Timekeeper and Scorekeeper are fully aware of their responsibilities. Pursuant to HA regulations anyone in the Timekeepers box understands that they are considered Off Ice Officials. They are to remain unbiased while performing their duties. They should not converse with players in the penalty box except to get information (jersey # for example). They should never make contact with opposing team players on the ice or coaches on the benches.



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If you receive a write up you need to submit it to your Governor and CAHL Discipline Coordinator ASAP.

- All 5 min penalty's and the 2 min CFB will have a write up + 10 min GM
- U18 - Brian Monkman – [discipline1@cahlhockey.net](mailto:discipline1@cahlhockey.net)
- U15 & U13 – Natasha Haluck – [discipline2@cahlhockey.net](mailto:discipline2@cahlhockey.net)
- For carryover suspensions - send the Governor a copy of the game sheet showing player served suspension. 1 of 2, 2 of 2 etc.

5.Suspensions have increased for the use of racial slurs.

## CAHL WEATHER POLICY

In the instance that a significant weather event has happened in the area which a visiting team must travel to or through to get to a scheduled CAHL game a team will not be fined for no show if the following occurs.

- a. There is agreement in writing (email is acceptable) that both CAHL members (both Team Managers/Coaches and both CAHL Directors or their designate) feel that it is not safe to travel and;
- b. A detailed written agreement (email is acceptable) is forwarded to the responsible Tier Governor, Division Lead Governor and Division Vice President that identifies the agreement and the efforts to reschedule the game happen as soon as practical and;
- c. Both parties split the costs evenly of the Ice and Referees for the game affected by the weather. The Home team Member will invoice the guest member for 50% of the game costs associated with the weather interruption.

## AFFILIATION PROCEDURE

CAHL has moved to a notification process for affiliation. This form is on the CAHL website under forms. Before completing the form you must ensure your player is listed on the HCR. If a team plays an ineligible player the coach will be suspended. Teams cannot exceed 10 games for any affiliate. \*Please see Hockey Operations Policy Section 6 for the full affiliation process of RMHA.

**Any further questions you may have now or throughout the season can be directed to the registrar@renegadesminorhockey.com**