

Knights Hockey Managers Meeting

2022-2023



Welcome

Agenda

- Key Responsibility
- Team Meeting & Communication
- Coach Certification & Team Rosters
- Medical Forms
- Team Rosters
- TeamSnap, OCI Team Portals & Schedules
- Game Day Responsibilities
- Team Bank Account, Budgets and Fundraising
- Volunteer Bond
- uKnighthed Fund
- Special Events
- Sponsorship/Partnerships
- Team Building
- Apparel
- Picture Day



- Coordinate all off ice activities
 - Let the coaches focus on coaching!
 - Confirm all significant decisions (such as tournaments) with coaches before presenting to the team
 - Communicate with parents
- When in doubt.....ask
- Be familiar with all policies

Key manager responsibilities

2022-2023



- Prepare & maintain your team roster

- Ensure all details are completed

- Parent/Guardian Names

- Phone Numbers - Home - Work - Cell

- Email Address - Home & Work

Team Communication List



Escalation Tree



Knights Hockey Club Communication Escalation:

Parent



Manager



Coach



Age Group Coordinator



Knights Hockey Club Complaints Committee



Knights Hockey Club Grievance and Appeals Committee

24 HOUR RULE ALWAYS

Team Meeting

- ★ Introduction of Coaches
- ★ Philosophy and Objectives
- ★ Player Behaviour and discipline
- ★ Communications
- ★ Expectations - Player - Parent - Coach
- ★ Fill team roles:
 - ★ Manager
 - ★ Assistant Manager
 - ★ Tournament rep
 - ★ Fundraising coordinator
 - ★ Social events coordinator
- ★ Q & A - end of the meeting



Coach certifications

- 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 on the KHC website:
 - Resources - Coaches

| | | Coach 1 | Coach 2 | Development 1 | High Performance 1 | Checking Skills | Respect in Sport Activity Leader | Safety |
|------------------------------|---------------|------------------------|------------|---------------|--------------------|-----------------|----------------------------------|--------------------------|
| A, B, C, D (incl. female) | Initiation | 1 Coach per 10 players | | | | | All Team Officials | One Coach per 10 players |
| | Novice | | | | | | | |
| | Atom | | Head Coach | | | | All Team Officials | One Team Official |
| | Peewee | | | | | | | |
| Bantam | | | | | Head Coach | | | |
| | Midget | | | | | | | |
| Elite Female | Bantam* | | | Head Coach | | Head Coach | All Team Officials | One Team Official |
| | Midget* | | | | | | | |
| AA | Peewee | | | Head Coach | | Head Coach | All Team Officials | One Team Official |
| | Bantam* | | | | | | | |
| | Midget* | | | | | | | |
| AAA | Bantam | | | | | | All Team Officials | One Team Official |
| | Minor Midget | | | | Head Coach | Head Coach | | |
| | Midget Female | | | | | | | |
| | Midget | | | | | | | |
| Accredited Schools | All | | | | | | | |
| Junior | A | | | | Head Coach | | All Team Officials** | One Team Official |
| | B, C, Female | | | | | | | |
| Senior | Female | | | | | | All Team Officials** | One Team Official |
| | Male | | | | | | | |

*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that posses HP1 Certified will also be eligible.

**Only required if a Minor aged athlete is registered and/or affiliated to the team.

| IMPORTANT INFORMATION | |
|---|---|
| Respect in Sport – Activity Leader | Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years. |
| November 15th | Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible to compete after this date if Coach requirements are not fulfilled. |
| Assistant Coaches | Highly recommended to obtain training of what is required for Head Coaches in applicable level |
| Development 1 & High Performance 1 | Coaches must be “ <i>trained</i> ” by November 15 th of current season, by following seasons November 15 th must be “ <i>certified</i> ” to remain eligible. |
| | <i>Trained</i> = attended classroom session <i>Certified</i> = passed all post task evaluations |

Team Rosters



- ✓ Each team will be provided with an “official roster”
- ✓ Keep roster on hand for games (league chair may ask to see it)
- ✓ You will receive 2 rosters:
 - Team roster
 - Team roster with affiliates (once approved)

Medical forms



- ✓ Medical forms were submitted by the parents during registration
- ✓ Locate them in TeamSnap (click on players name, scroll down)
- ✓ Print off 2 copies of each
 - ✓ 1 for head coach
 - ✓ 1 for team manager
- ✓ Have on hand for every ice time and off ice activity
- ✓ Keep coaches copies in water proof sleeve

Team Schedules

Schedules will be posted to your team snap accounts.

Information will include:

- Location
- Ice time
- Full or Shared Ice

Practices - You can trade in OCI

Games - Can not be changed



OneClick Ice (OCI)



- ★ Program used to schedule practices
- ★ Each Manager receives team login to OCI - Team Portals
- ★ This is where you can:
 - ★ Download team schedule
 - ★ Give/take ice
 - ★ Request a trade ice with other teams
- ★ Instructions will be sent along with login to each manager

Schedule Windows & Important dates



To play in a tournament teams **MUST** submit a request in their Hockey Calgary team account.

- Scheduling window request must be submitted before the deadlines
- Tournaments are not permitted during the Seeding Round (Oct 22 - Nov 20).
- Teams are permitted to play in tournaments during the Season Break from November 21-December 4th and December 22nd-January 5th.
- To play in a tournament during the regular season (Dec 5-Dec22/Jan 6-Feb 26) you need to submit a scheduling window by November 14, 2022.
- Familiarize yourself with the Hockey Calgary “IMPORTANT DATES”
- If you apply for a travel permit, it will be approved at the same time as the scheduling window
- Contact the KHC Ice Scheduler to notify of dates your team will be attending a tournament

Schedules



- Scheduling blocks:
 - Pre-Seeding round - up to Oct 21
 - Seeding round - Oct 22 – Nov 20
 - Seasonal break (no league games) Nov 21- Dec 4
 - Regular Season round – Dec 5 - Feb 26
 - Playoffs - Feb 28 - Mar 22

U7, U9 and U11 have “maximum number of games” limits
learn and follow the rules:

- U7 – Jr max 16, Sr max 20
<https://www.hockeycalgary.ca/operations/timbits-program>
- U9 – 32
<https://www.hockeycalgary.ca/programs/u9-development-league>
- U11 – 45
- Game limits for U11 start once teams are formed



U7 GAME LIMITS

U7 Jr. Timbits - Age: 5 (2016 born)

| Introductory Phase | Development Phase | Game Play Phase |
|-----------------------|-----------------------|-----------------------|
| Sept 13 - Nov 26 | Nov 27 - Jan 30 | Jan 31 - Mar 27 |
| 11 16-22 0 | 8 12-16 6-8 | 8 8-12 8-10 |
| Weeks Practices Games | Weeks Practices Games | Weeks Practices Games |

Total Practices: 40-50

Total Cross-Ice Games: 12-16 max

Maximum 2 Tournaments/Jamborees (HC Jamboree Excluded)
Only 1 Tournament/Jamboree can be **out-of-town****

U7 Sr. Timbits - Age: 6 (2015 born)

| Introductory /Development Phase | Development Phase | Game Play Phase |
|---------------------------------|-----------------------|-----------------------|
| Sept 13 - Nov 12 | Nov 13 - Jan 30 | Jan 31 - Mar 27 |
| 9 14-18 0 | 10 14-20 8-10 | 8 8-12 10-12 |
| Weeks Practices Games | Weeks Practices Games | Weeks Practices Games |

Total Practices: 40-50

Total Cross-Ice Games: 16-20 max

Maximum 3 Tournaments/Jamborees (HC Jamboree Excluded)
Only 1 Tournament/Jamboree can be **out-of-town****

- ✓ Hockey Calgary Game Play Guidelines:
 - tells you everything you need to know about league games!

https://www.hockeycalgary.ca/assets/file/Operations/League_Management/Game_Play_Guidelines.pdf

Game Play Guidelines



Home team is responsible for providing the game sheet

Print off team stickers! *in managers tool kit*

Note any affiliates (AP)

Referee must sign at the end of the game

Enter into HC website within 24 hours of the game

Game Sheets



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
- U9 - The Home Team will be responsible for the Timekeeper and Scorekeeper 1; the Visiting team will be responsible for Scorekeeper 2.
- U11- U18 - Each team must supply two off-ice officials for all games.
 - The Home Team will be responsible for the Timekeeper and Home Penalty box; the Visiting team will be responsible for the Scorekeeper and Visitor Penalty box.

Create a volunteer schedule for your team!

Affiliates



- Sometimes a player needs to miss a game and the coach will want to affiliate a player
 - Affiliates CANNOT be used to replace a suspended player
 - Affiliates must be on the approved list – do not play an affiliate until you have the list!
 - You will see a list of available affiliates on your Hockey Calgary Dashboard. Name not there, cannot use.
 - There are limits to how many games an Affiliate can play
 - U11 – U18 = 10 games
 - U9 = 5 games
 - The League Chair must be informed BEFORE the game

Teams accounts are set up by KHC

Scotiabank will set up a desk in the Cardel Rec lobby on Thurs, Oct 6. Both signing authorities should come. Bring 2 pieces of ID.

Each account is to have two team reps on the account with signing authority. Most common is the Team Manager and Assistant Manager/Treasurer

Each cheque written from the team account must have two signatures on it. All team expenses must be paid for through this team account.

Team Bank Accounts



Teams must submit a proposed budget to the Vice President of Finance vpfinance@knightshc.ca for approval prior to October 31st

Budget template is in the Manager's Toolkit on the KHC Website

Teams must submit their final expenditure summary along with receipts at the end of the hockey season (before April 15th of each year)

Excess team funds will be considered to be donations to the uKnighthed Fund
The maximum budget for any team is \$10,000 for the season and 75 % of the budget must be allocated to hockey related expenses

Team Budgets



Plan for:

- \$3.00/month bank fees
- TeamSnap fee - \$35/team*
- Additional Coach roster fee - \$50 per additional coach*
- First aid kit - \$35/team*

Note: additional bank fees can apply if you go over the minimum number of monthly transaction

- teams are provided with 10 cheques, teams can order additional cheques, payable with team funds

*invoiced in January

Bank Account & Fees



Fundraise for:

- tournaments
- exhibition games
- extra ice
- development

Raffle licences must be obtained from AGLC for:

- 50/50
- Raffles
- Draw tickets

AGLC Raffle Licences must be in the TEAM NAME, not Knights Hockey Club

**Could jeopardize our Casino Licence*

Fundraising



Volunteer Bond



- We need everyone's help to make the season a success!
- Volunteer bond info: <https://knightshc.ca/volunteer-bond/>
- 15 volunteer hours per family
- Volunteer bond is \$500 per family
- Opportunities to volunteer at a team level and at an association level
- 2022-23 Volunteer Bond details are posted on website

Volunteer Bond



Approved Volunteer Roles Team Level Roles

- Team Head Coach – Full bond
- Team Assistant Coach – Full Bond – 3 assistant coaches & 1 goalie coaches
- Team Manager – Full Bond
- Assistant Manager/Team Treasurer – Full Bond
- Scorekeeper - Timekeepers – Penalty Box – 7 games = ½ bond – 15 games = full bond – For Hockey Calgary/Hockey Alberta sanctioned games only

Association Level Roles

- Board of Directors – Full Bond · Age Group Coordinators - Full Bond
- Age Group Tournament Coordinator - For KHC awarded tournaments – Full Bond
- Team Tournament Rep - For KHC Joust in the South awarded tournaments – Full Bond

Volunteer Bond



Association Events – Individual hours tracked through Sign-Up Genius

- Picture Day Volunteers – Hours individually tracked
- Apparel Day Volunteers – Hours individually tracked
- Casino Volunteers – one shift full bond
- Special board approved projects or committees - hours TBD

Evaluations - Individual hours tracked through Sign-Up Genius

- Evaluation Check in Desk Volunteer – Hours individually tracked
- Evaluators – Hours individually tracked
- On ice helpers – Hours individually tracked
- Bench - dressing room - clock during evaluations – Hours individually tracked

uKnighthed Fund



The uKnighthed Fund provides financial support in the form of registration fee support and cash call support to Knights Hockey Club families facing financial challenges or obstacles.

- Application deadline is October 15
- Information on our website - <https://knightshc.ca/uknighthed-fund/>
- Make families aware!
- Excess team funds will go to uKnighthed Fund

Knights Mentorship Program



Goal - build on the momentum and community spirit that emerged last year with our U9 house league player and U15 team

- provide our younger players with association role models to engage and inspire them early in their careers
- provide our older players with team and individual leadership opportunities
- to live our mission statement of Excellence in Community

Two components

- 1.) Evaluations - all U15 and U18 players were invited to participate as evaluation volunteers; all hours counted towards their volunteer bond
- 2.) Season Team Mentorship Pairs - each U7 and U9 team will be paired up with a U15 or U18 team. We ask that the teams do an event together - team building, younger players attend and cheer at older players' game, older players help to run a practice. Use your imagination and have fun with this! Managers will be paired up and introduced via email - watch for this from the mentorship@knightshc.ca email address

Any player that participates, in either individual or team events, can request a letter from Knights showing the hours they have volunteered, for employment or school purposes.

Questions??? Contact Jennifer or Charene at mentorship@knightshc.ca

Jerseys

Apparel

Equipment



Apparel/Jersey Reminders



- Team apparel is available only through approved vendors
 - Play it Again Sports
- No name bars or crests permitted on game jerseys
- “C” & “A” can be loosely tacked on. Penalty fee be charged if any visible damage.

Picture Day

Save The Date

- October 15th and October 16th
- Picture will be located at the Mid-Sun Community Centre
- 50 Midpark Rise Se, T2X 1L7
- A Google sheet will be set up with the master schedule. The link will be sent to all managers. Teams will be given access and can select a time that fits into their schedule
- All teams/players are to wear their DARK jerseys and team socks
- There are no retakes for teams that do not attend

ASK questions - Assume Nothing



KHC Executive

President - Corey Severtson president@knightshc.ca

VP Finance - Chris Willoughby vpfinance@knightshc.ca

VP Off Ice - Pearl Thai vpoffice@knightshc.ca

VP On Ice - Bruce Swan yponice@knightshc.ca

VP Safety & Governance - Dale Byrne governance@knightshc.ca

Director or Age Groups Charene Welsh-Mattson agegroups@knightshc.ca

KHC Administrator

Erin Boulet
admin@knightshc.ca

KHC Ice Allocations & Off Ice Operations

Lisa Rosier
ice@knightshc.ca

Resources



- TeamSnap Managers Chat
- Social Media Platforms
- @knightshckyclub - Instagram - Facebook & Twitter
- Website - www.knightshc.ca
- Hockey Calgary - www.hockeycalgary.ca

Thank you!!!

Managers are a key part of a great season!

Thank you for volunteering your time and efforts!