

Knights Hockey Managers Meeting

2024-2025



Welcome

Agenda

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





**Do you have questions or
need assistance?
Who should you contact to be
pointed in the right direction**

**Administrator
&
Registrar
Erin Boulet**

admin@knightshc.ca

Administration

Coach Certifications
Team Rosters
Affiliates
Corporate Sponsorships
House League

Registrar

Registration Fees
Player & Coach Registration
Development Camp Registration
uKnighthed Fund - Financial Assistance

**Ice Allocations
&
Hockey Operations
Lisa Rosier**

ice@knightshc.ca

Ice

Schedules & Scheduling Windows
Team Development Sessions
KHC Spring Program
Tournaments

Hockey Operations

Evaluations
Managers - HC Team Accounts
Apparel & Equipment
Volunteer Bond
Team Budgets



Key Manager Responsibilities



- 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

If you need assistance or don't know the answers to certain questions, contact Erin Boulet at admin@knightshc.ca or Lisa Rosier at ice@knightshc.ca. If they don't know the answer, they will look into it for you.

Escalation Tree



Knights Hockey Club Communication Escalation:



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



- All coaches who go on the ice must be on the roster!
- All rostered coaches must meet minimum certification requirements:
 - Respect in Sport for Activity Leaders
 - Police Information Check
- 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 Hockey Alberta:
 - [Coach Clinic Registration](#)



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



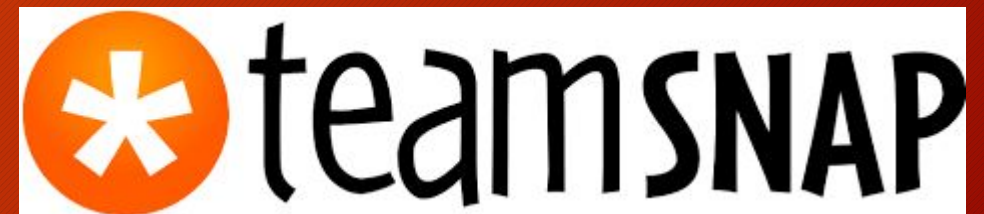
Schedules will be posted to your team snap accounts.

Information will include:

- Location
- Ice time
- Full or Shared Ice

Practices - You can trade in OCI

Games - Can not be changed



Schedules



- Scheduling blocks:
 - Pre-Seeding round - up to Oct 18
 - Seeding round - Oct 19 – Nov 17
 - Seasonal break (no league games) Nov 18- Dec 1
 - Regular Season round – Dec 2 - Feb 23
 - Playoffs - Feb 25 - Mar 19
 - Once scheduled are posted teams are responsible for the use of the ice.
 - Teams will be charged the full price for the ice if it goes burned

One Click Ice - Team Portals (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
 - Once schedules are posted, team are responsible for their scheduled ice times
 - Teams will be charged full price for any burned/unused ice
- Instructions for OCI - Team Portals will be sent along with login to each manager

Game Sheets



- 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

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 and 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!

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
- No tournaments are permitted during the Seeding Round (Oct 19 - Nov 17).
- Teams are permitted to play in tournaments during the Season Break from November 18-December 1 and December 23-January 2.
- To play in a tournament during the regular season (Dec 2-Dec 22/Jan 3-Feb 23) you need to submit a scheduling window by **November 11, 2024**.
- 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

What's new this season?



HOCKEY CALGARY



▶ **Additional Schedule Window**

- ▶ To provide more flexibility, Hockey Calgary is implementing an “Additional Schedule Window Pilot” for the 2024-2025 season that will allow U7 to U18 teams to access an additional schedule window (maximum of 2) during the Regular Season. The first Schedule Window will be complimentary, while the second Schedule Window will be offered for a fee. A portion of this fee will be donated to the Flames Even Strength Program.
- ▶ Note: U7 Teams will receive 2 complimentary Schedule Windows
- ▶ For more details, please see our [Tournament Policy](#)

What's new this season?



HOCKEY CALGARY



▶ Game Reschedule Policy

- ▶ To provide more flexibility, Hockey Calgary is implementing a 'Game Reschedule Pilot' for the 2024-25 season that will allow teams to reschedule a Seeding or Regular Season game for a fee. A portion of this fee will be donated to the Flames Even Strength Program.
- ▶ Note: Teams must meet the requirements outlined in the policy
- ▶ For more details, please see the full [Game Reschedule Policy](#)

Exhibition Games



- Exhibition game requests are made through your Hockey Calgary dashboard
 - ✓ Select “play in an exhibition game”
 - ✓ Minimum 72 hour notice
 - ✓ If the exhibition game is approved, Hockey Calgary will arrange refs (you will pay them cash directly)
 - ✓ You can use your full ice practices for exhibition games (1/2 ice for U7 & U9)

Game Limits



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 (2019 born)

Prep/Eval & Development Phase Sept 9 - Nov 28			Game Play Phase Nov 29 - Feb 23			End-of-Season Phase Feb 24 - Mar 31		
12	16-22	0	12	16-24	10-12	5	2-4	4-6
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40-50								
Total Cross-Ice Games: 16 max								
Maximum 2 Tournaments/Jamborees (HC Jamboree Excluded)								
Only 1 Tournament/Jamboree can be out-of-town**								

U7 Sr. Timbits - Age: 6 (2018 born)

Prep/Eval & Development Phase Sept 9 - Nov 14			Game Play Phase Nov 15 - Feb 23			End-of-Season Phase Feb 24 - Mar 31		
10	14-18	0	14	18-28	10-14	5	2-4	6-10
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40-50								
Total Cross-Ice Games: 20 max								
Maximum 3 Tournaments/Jamborees (HC Jamboree Excluded)								
Only 1 Tournament/Jamboree can be out-of-town**								

U7 Jr Teams
No games and or tournaments are permitted before November 29th

U7 Sr Teams
No games and or tournaments are permitted before November 15th



Game Play Guidelines



- ✓ 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

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



Substitute Goaltender Procedure

- Use if your designated goalie is sick, injured or suspended and affiliate goalie is unavailable
 - Must be from a team of equal or lower division or age category
 - Goalie from outside association can be used (not preferred)
 - Can not be used to have a “backup” on the bench
 - Procedure:
 - Email League Chair to request substitute goaltender
 - Include: name and team of requested goalie (if known), as well as confirmation of approval from SG’s head coach
 - League Chair will obtain approval from Governor
 - League Chair will notify you of approval
 - Write “SG” beside their name on game sheet
- ▶ https://www.hockeycalgary.ca/assets/file/Operations/Policies&Procedures/Hockey_Calgary_Substitute_Goaltender_Procedure.pdf

League Chairs



HOCKEY CALGARY

**GOVERNOR AND LEAGUE CHAIR
CONTACT INFORMATION**

WHO IS YOUR LEAGUE CHAIR?

Team Bank Accounts



- Teams accounts are set up by KHC
- Scotiabank will set up a desk in the Cardel Rec lobby on October 7th and 8th. 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.
- 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 Budgets



- Please remember that this is community hockey with a focus on making things affordable for all players
- 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 uKnights 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
- Please avoid excessive fundraising

Bank Account & Fees



Plan for:

- \$3.00/month bank fees (+ \$1 per etransfer fees). As a guide budget \$45/team
- 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

Fundraising



- 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*

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
- 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 coach
 - U7 & U9 - 1 Head Coach + 7 Assistant Coaches
- Team Manager & Assistant Manager – Full Bond
- Team Tournament Coordinator – Full Bond
- Scorekeeper - Timekeepers – Penalty Box - tracked hourly for Hockey Calgary/Hockey Alberta sanctioned games only

Volunteer Bond



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
- Other roles as directed by the Board of Directors
- Picture Day Volunteers
- Casino Volunteers
- Evaluation volunteers

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

Jerseys

Apparel

Equipment



Sponsorships/Partnerships/Apparel/Jerseys



Partnership

- KHC has partnered with both Adrenalin Source for Sports and Play It Again Sports Shawnessy.
- Apparel is available only through these 2 approved vendors.
- Joust in the South has partnered with Safeguard for swag.
- Use of the KHC and Joust in the South logos is strictly prohibited. Any team that does not follow these guidelines will be subject to disciplinary action.

Game Jerseys

- Jerseys are to worn only for games, not practices (except U7)
- No name bars or crests permitted on game jerseys
- “C” & “A” can be loosely tacked on. Penalty fee be charged if any visible damage.

Third Jerseys



- The Knights have approved third jerseys which teams can order and players can keep
- Name bars can be added to the third jerseys
- Cost is approximately \$130 per jersey
- If team funds are used this would be an off-ice expense
- Should a team wish to purchase a third jersey it must be approved through the vpfinance@knightshc.ca who will require the following:
 - If funded through sponsorship, confirmation from sponsor that they are willing to pay for this and the amount of that sponsorship
 - If funded by parents outside of team accounts, confirmation that 100% of parents have approved of this cost in a silent vote

Picture Day



Save The Date

- October 19th and October 20th
- Picture will be located at the Bishop O'Byrne gym #3
- 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

KHC Programs Update



1) I Got Mind weekly mini-presentations - will begin late October/early November

2) After evaluations

- Mentorship Program - team pairings assigned; email mentorship@knightshc.ca for questions
- Rewards Program launch - email rewards@knightshc.ca to participate
- Junior Coach program - watch for email and social media posts for program launch info,

including dates and application form

3) Player Profile sheets - please print these off just as you do for the medical forms and give to your coaches; we will provide a blank one as well

4) Any comments/questions - please email Charene at programs@knightshc.ca

ASK questions - Assume Nothing



KHC Executive contacts

President - Aaron Joyes president@knightshc.ca

VP Evaluations - Ryan Nagy vp evaluations@knightshc.ca

VP Finance - Will Christensen vp finance@knightshc.ca

VP On Ice - Kirk Cullen vponice@knightshc.ca

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

KHC Board of Directors contacts

Director of Jr Coaches - Aaron Hesla jrcoaches@knightshc.ca

Director of Sr Coaches - Randy Boomhour srcoaches@knightshc.ca

Director of Development - Noah Whyte development@knightshc.ca

Director of Jr Evaluations - Chris Oliver jrevaluations@knightshc.ca

Director of Sr Evaluations - Ron Loeffler srevaluations@knightshc.ca

Director of Programs - Charene Welsh-Mattson - programs@knightshc.ca

KHC Administrator
Erin Boulet
admin@knightshc.ca

KHC Ice Allocations & Hockey Operations
Lisa Rosier
ice@knightshc.ca

Resources



- Social Media Platforms - socialmedia@knightshc.ca
- @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!