



2022/2023 AMHA

CAHL and Female
Team Manager/Coach Kick-Off

Thank You!

On behalf of the Airdrie Minor Hockey Association (AMHA), thank you for volunteering for these very important roles and committing your time to make this hockey season a great success for your team. The effectiveness of the coaches and team manager often makes the difference between a good season and a GREAT season for our players and parents.

Agenda

- Introductions
- Coach Role
- Manager Roles
- AMHA Policies and Procedures
- Conflict Resolution/Chain of Command
- RAMP Staff Registration
- Coaching Requirements
- Coach and Manager Tabs
- Coaching Tools and Reimbursement
- Manager Resources/Leagues/Partners
- Apparel
- Equipment
- Tournaments
- Getting Started
- Team Bank Accounts
- Team Budget
- Sponsorship
- Fundraising
- Referee Information
- Roster and Affiliation Rules
- RAMP App
- Team Photos and Team Names
- Game Sheets
- Office Admin
- Volunteer Policy
- Important Deadlines
- New This Year
- Comments, Concerns or Questions?
- Conclusion

Introductions

Team Manager Coordinator:

- ❖ Robyn Sikorski

Coach Coordinators:

- ❖ Paul Brophy
- ❖ Mike Lawson

AMHA Staff:

- ❖ Cindy Kunitz
- ❖ Carol Luterbach

AMHA Executive and Full Board:

On [website](#)

Coach Role

- ❖ Essential to the team at every level
- ❖ A caring, enthusiastic, well-trained coach can be a positive influence to the players and no pressure but you could be the only adult that this player can go to for support.
- ❖ As Coach you will provide leadership, education, instruction and contribute to the growth of our athletes both on and off the ice.

[AMHA Coach Expectation Document](#)



Manager Role

- ❖ Central figure in the flow of communication between Parents, Coaches, Coordinators, AMHA, other teams, Officials and Referees, etc.
- ❖ Organizer of all, off ice tasks (delegate, delegate, delegate).
- ❖ Communication Guidelines:
 - more is better than not enough, continuous and transparent
 - 24hr cool off period as required and response time
 - use RAMP to broadcast information (*make parents aware that Ramp is not a chat*)
 - phone call/face to face for sensitive issues
- ❖ Helpful Hints: book tournaments and team building early; be prepared to not get into every tournament you apply to; get to know your team at the parent meeting and what the majority wants from the season ahead; get everyone involved and helping with various volunteering tasks
- ❖ Keep Player/Parent information and issues confidential



BEST
TEAM
MANAGER
EVER
★★★★

AMHA Policies and Procedures

Two Deep Method - [Locker Room Policy](#)

- ❖ If 2 Coaches can not be in the or around the dressing room at all times then the Team Manager or another volunteer parent may need to assist with this.
- ❖ All the [AMHA policies](#) are listed on our website and we suggest you take some time to familiarize yourself with them.
- ❖ Ignorance is NOT an excuse



Conflict Resolution and Chain of Command

This can be shared with your parents

WHO TO CONTACT:

- ❖ If something should arise during the hockey season, a parents first point of contact for resolution should always be your Team Manager/Coach. If the situation has everyone highly emotional and assuming there is no physical or mental harm or abuse, please allow a 24 hour cool down before meeting with your Team Manager/Coach.
- ❖ If the situation persists or is not being handled by your Team Manager/Coach or involves the team staff, your second point of contact will be your Division Coordinator.
- ❖ The third point of contact would be to your Division Director and should include your Division Coordinator and Team Manager/Coach. This point of contact is only if there are still unresolved issues after meeting with or addressing your concerns with the previous two points of contact. The Division Director may escalate some concerns to the AMHA Executive Committee or the Discipline/Risk Management Coordinator.
- ❖ In the event that your concern needs to be addressed immediately due to a concern for the safety of a player, parent, manager or coaching staff, please call one of the office staff cell phone numbers. Cindy 403-816-8551 or Carol 403-998-1461.

Ramp Staff Registration

- ❖ If you have not already completed the RAMP registration please go in and do it asap as it is Mandatory for you to be linked to your team. You will find the link [here](#).
- ❖ It take less than a minute and it has to be done so we can add you to your HCR roster.
- ❖ Once logged in with an email and password please select:
- ❖ Complete the registration in YOUR OWN NAME.
- ❖ Select the Division you are interested in volunteering with.
- ❖ And the role - Coach or Team Manager.
- ❖ Agree to and Sign the waivers and that's it.
- ❖ Pretty simple and it will really help us when rostering the teams.



All Coaching Staff must complete this registration before we can add them to the roster.
NO COACH should go on the ice until the office has been made aware so we can verify their qualifications.

Coaching Requirements

[Hockey Alberta Website](#)

- ❖ [HA Coaching Tab](#)
- ❖ [HA Coaching Requirements](#)
- ❖ **Important Deadlines**
 - RIS Activity Leader **before going on ice**
 - Valid **Criminal Record Check before going on ice**
 - **Nov 15/22 deadline** for coaches to have all coaching qualifications done
- ❖ [HA Coach/Manager Discipline Handbook](#)
 - Travel permits, game sheets, suspensions, etc.
- ❖ How to access your [Hockey Canada Profile - Spordle account](#) and find [Coach Clinics](#).

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader (completed prior to being on ice)	Safety
	U7	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	U9							
A, B, C, D (incl. Female)	U11		Head Coach			Head Coach	All Team Officials	One Team Official
	U13							
	U15							
	U18							
Elite Female	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*			Head Coach		Head Coach	All Team Officials	One Team Official
AA	U13			Head Coach		Head Coach	All Team Officials	One Team Official
	U15*			Head Coach		Head Coach	All Team Officials	One Team Official
	U18*			Head Coach		Head Coach	All Team Officials	One Team Official
AAA	U15				Head Coach	Head Coach	All Team Officials	One Team Official
	U16							
	U18 Female							
Accredited Schools	U18							
	All							
Junior	A				Head Coach		All Team Officials**	One Team Official
	B, C, Female							
Senior	Female						All Team Officials**	One Team Official
	Male							

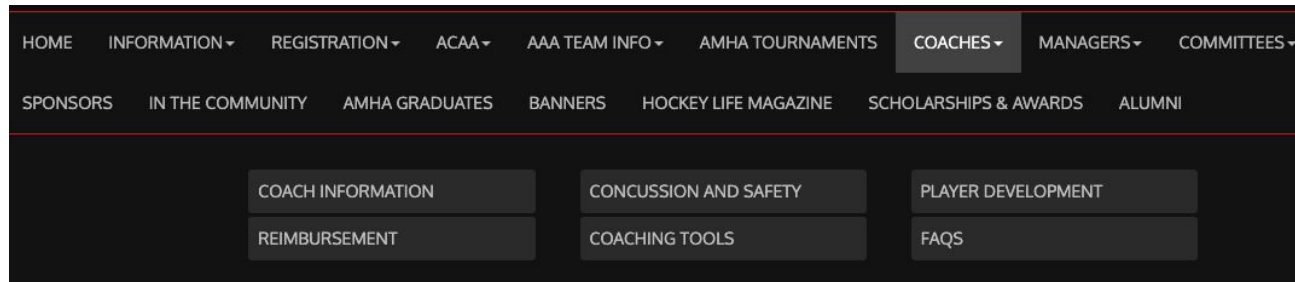
*For Bantam & Midget: AA, and Elite Female, where D1 is required, any HC that posses HIPI Certified will also be eligible.

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

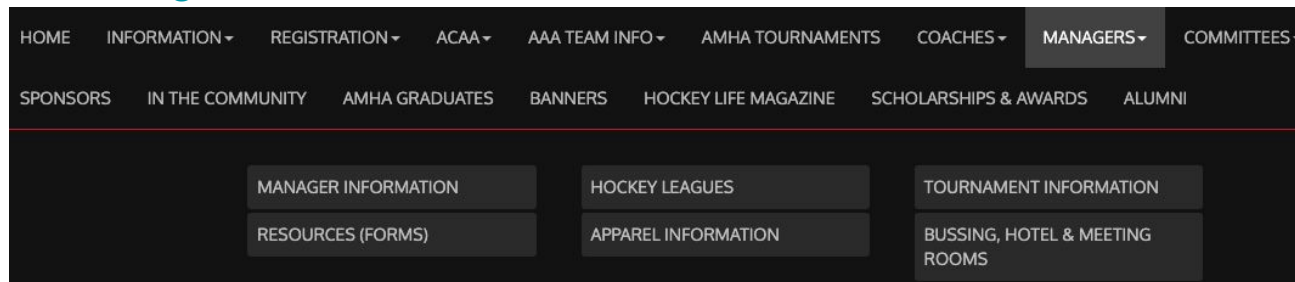
IMPORTANT INFORMATION	
Respect in Sport – Activity Leader	Must be completed prior to registration to a team (cannot be on ice without valid RIS). Must renew every 4 years.
November 15th	Deadline for coaches to have qualifications complete (except Respect in Sport – please see above). Team is ineligible 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 "trained" by November 15 th of current season, by following seasons November 15 th must be "certified" to remain eligible. Trained = attended classroom session Certified = passed all post task evaluations

Coach and Team Manager Tabs on Website

❖ [Coach Tab](#)



❖ [Manager Tab](#)



Team Manager Resources

- ❖ Download and save local copies of the files to work in.
- ❖ Please do not alter any of the forms or templates.
- ❖ Travel permits and home exhibition requests are under forms.
- ❖ There is a lot of information, please take some time to [look](#) through it.
- ❖ Suggestions and comments are welcome.

League Websites

- ❖ Central Alberta Hockey League for most teams: [CAHL Website](#)
 - For U16 CAHL or U11 HADP use this link: [CAHL](#)
- ❖ Rocky Mountain Female Hockey League: [RMFHL](#)
- ❖ Have a look for specific league deadlines, rules and regulations

AMHA Partners/Providers

- ❖ Ross MacLean Coach and Player Development
- ❖ Explosive Edge Goalie Development



Apparel

- ❖ Apparel Policy is the same as last year. You can find details on the Managers Tab under [Apparel Information](#).
- ❖ All teams will need to purchase their own matching socks with the exception of U11.
- ❖ Times Two Promotions, MMH Apparel and East Side Sports all have AMHA logo and we recommend using them.
- ❖ There are 3 Logos for AMHA, when ordering apparel be sure to specify which one you are wanting - ***Airdrie Lightning***.



Equipment

- ❖ At the end of the season, Jerseys need to be washed and put in numeric order before returning
- ❖ AMHA has added a jersey deposit to each person's individual registration this year, to be charged on April 17th if they do not return their jersey in reasonable condition.
- ❖ Managers will need to inform the Equipment Coordinator if they are missing any jersey's and they will let the AMHA office staff know if we need to charge anyone.
- ❖ AMHA still wants the team to assign one/two jersey parent(s) for the season.
- ❖ Goalie equipment must be sanitized after each player is done their goalie rotation. Sanitizer can be found in each of the goalie bags. Managers will look after refilling the sanitizer at the office.
- ❖ At the end of the season, Goalie equipment must be cleaned. Allow \$100 for this goalie equipment cleaning from your team funds.



Tournaments

Every year AMHA hosts a variety of tournaments with the divisions changing every second year.

Tentative Date and Divisions:

- ❖ U18 Travel and U18 Female = Dec 2 to 4/22
- ❖ U15 Travel and U15 Female = Jan 6 to 8/23

Each team will need to provide a volunteer to the Tournament Committee.

The Tournament Committee will be collecting \$500 and a raffle basket from each team and if everyone does their volunteering during the event the funds will be returned to the team.

of Teams and Costs:

- ❖ Managers for U15 and U18, Travel and Female get to invite 3 teams each to come to their tournament.
- ❖ The Tournament Coordinator will send an email with more information to all managers involved soon.



Getting Started

- ❖ Coaches select their Team Manager
- ❖ Send email to introduce yourself and plan and host a Parent/Team meeting.
- ❖ At team meeting: fill all volunteer positions, talk about volunteer policy, discuss and vote on tournaments, budget, cash call, hand out medical forms and contracts, found [here](#).
- ❖ Submit coaching staff to Division Coordinator and AMHA office including their names, emails and phone numbers.
- ❖ Open bank account.
- ❖ Complete budget and submit to TMC and your team parents by November 8th.
- ❖ Review and Hockey Alberta Intro to Hockey specific rules and policies.



Team Bank Accounts

- ❖ Must have 2 signing authorities and they can not be married. Both must be present to open the account.
- ❖ We recommend using Scotia Bank on Main Street by the library. They are offering the following services:
 - 2 Debit cards
 - 10 cheques
 - \$3.00 monthly fee (waived for first 3 months)
 - Draws for \$500 for teams who open their accounts with them. Draw will be November 15th
- ❖ Email Team Manager Coordinator at tmcoordinator@airdriehockey.com to let her know who the manager and treasurer are for your team.



Setting Team Budget

- ❖ Please use the [Budget and Bank Reconciliation document](#)
- ❖ Initial submission due by November 8th to Team Manager Coordinator and your team
- ❖ Interim Financial update with some actuals to budget due by January 8th
- ❖ Final update with actuals and balance on March 15th
- ❖ Please account for year end goalie equipment cleaning, if applicable
- ❖ All AMHA teams will need to purchase socks:
 - CAHL socks red and white
 - RHL teams black and white (Ottawa Senators)

Team Budget Items

Actual Costs

- ❖ Additional ice
- ❖ Referee Fees of Exhibition games
- ❖ Tournaments
- ❖ Transportation
- ❖ Team Equipment

Extras

- ❖ Hockey bags
- ❖ Extra tournaments, hotels
- ❖ Practice Jerseys
- ❖ Dryland
- ❖ Team parties, meals, team building events,
- ❖ Excess Apparel
- ❖ Player or coach year end gifts
- ❖ Etc.



Sponsorships

- ❖ All AMHA players will receive a skate sharpening card for Pro Hockey Life
- ❖ U13: Chevy Good Deeds Cup <https://www.chevrolet.ca/hockey.html>
- ❖ U7 to U11: Esso 'Aim High' Program
http://www.essomedals.com/e_program_overview.cfm
- ❖ If you want to obtain team sponsorship there is a letter, thank you and invoice on the website



Fundraising Ideas

- ❖ Bottle Drives
- ❖ Raffle tickets
 - Wine, booze or gift card survivor
 - Hockey pools online
- ❖ Teams who are submitting a raffle license must use their home address not the AMHA offices and obtain the AGLC license themselves



NOTE: AMHA will be doing another **rafflebox** 

Referee Information

- ❖ Book refs for exhibition games by emailing airdriehockeyrefassignor@gmail.com.
- ❖ In an emergency where refs are not showing up you can call Rod at 403-923-3841.
- ❖ If you do a game change or cancel a game you must inform Rod to cancel the refs or your team will be charged.

[Hockey Canada Playing Rules 2022-2024](#)



Roster and Affiliation Rules

- ❖ [AMHA Affiliation Policy](#)
- ❖ Confirm specific league rules about Affiliation too
- ❖ Players can only be used as an AP once they are on the Hockey Canada Roster (HCR)
- ❖ A player or goalie can only be affiliated to one team
- ❖ APs can not be used in tiering round unless special CAHL approval.
- ❖ APs can not be used for suspended players
- ❖ Emergency Goalie forms can be used if your AP is not available but have to be completed and approved before going on ice.

Official Team Roster

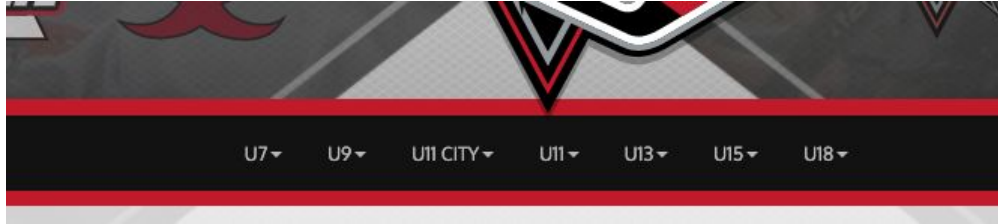
	Team: AIRDRIE U15-5 League: — Division: U15 Category: U15-HOUSE LEAGUE	#202141400053562 Conference: Class: HOUSE LEAGUE Type: Standard	Playoffs: — Tournament Number: — Season: 2021-2022 Print Date: 2022-07-15
---	---	--	--

PLAYERS

No	Last Name	First Name	Gender	DOB (yyyy-mm-dd)	HCR NUMBER	REGISTERED	POSITION	RELEASED	STATUS
12			M	2008-09-22	150000207283	2021-09-30	Forward		●
6			M	2007-02-05	150000010741	2021-09-30	Forward		●
7			M	2007-07-07	150000097207	2021-09-30	Defence		●
10			M	2007-03-29	150000132849	2021-09-30	Forward		●
14			M	2007-03-10	150000031082	2021-09-30	Defence		●
16			M	2008-05-28	150000032850	2021-09-30	Forward		●
11			M	2007-05-25	1500000919243	2021-09-30	Goaltender		●
8			M	2008-05-09	1500000410971	2021-09-30	Forward		●
13			M	2008-04-23	150000067054	2021-09-30	Forward		●
17			M	2008-11-03	1500000410935	2021-09-30	Forward		●
19			M	2008-05-16	1500000332883	2021-09-30	Defence		●
2			M	2007-03-13	1500000048462	2021-09-30	Defence		●
5			M	2008-01-05	1500000325049	2021-09-30	Forward		●
8			F	2008-07-28	150000089868	2021-09-30	Defence		●
11			M	2008-06-30	1500000619218	2021-09-30	Forward		●
3			M	2007-10-26	1500000636973	2021-10-14	Defence		●
31			M	2008-09-15	1500000126684	2021-09-30	Goaltender		●
21			M	2008-02-19	1500000320919	2021-09-30	Defence		●
12			M	2007-03-22	1500000499809	2021-09-30	Forward		●
			M	2007-08-29	1500000410810	2021-11-22	Defence		●
			M	2008-08-07	1500000314603	2021-11-22	Defence		●
			M	2007-10-06	1500000487967	2021-11-22	Forward		●
			M	2008-06-28	1500000109019	2021-11-22	Forward		●
			M	2007-12-13	1500000240066	2021-11-22	Defence		●
			M	2008-05-08	1500000332855	2021-10-08	Goaltender		●
			M	2008-06-19	1500000602446	2021-11-22	Forward		●
			M	2008-09-30	1500000619278	2021-11-22	Forward		●
			M	2007-12-02	1500000525335	2021-11-22	Forward		●
			M	2007-09-05	1500000320040	2021-11-22	Defence		●

RAMP App

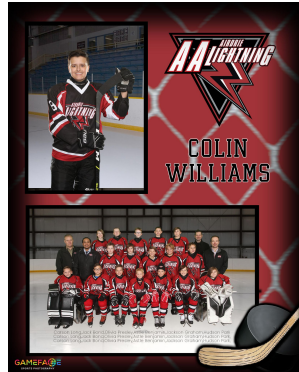
- ❖ We use RAMP for our registration and website
- ❖ You will find your team page on the Website under the logos.



- ❖ Please contact the office to get access to your team page.
- ❖ Please do NOT add any players or staff to the page.
- ❖ There are tutorials on the site to help with the RAMP app and it is recommended to be used as the communication and schedule tool for your team.
- ❖ **The ramp app and chat are not to be used for parents to chat about issues and concerns**

Team Photos and Team Names

- ❖ For the 2022/2023 season: AMHA team photos will be taken on the November 18th to 20th weekend at Explosive Edge on the mini ice
- ❖ More information and sign up details will be sent out to you at a later date
 - Teams should wear dark jerseys, if they have them
 - Make sure to verify the coach and player names, when you select a timeslot
 - Leave the team name as is:
 - U11 to U18 RMFHL teams will be the Lightning (ie. U13 Female Lightning)
 - U11 to U18 CAHL teams will be the Lightning (ie. U13 Lightning Tier 1, U13 Lightning Tier 2, etc.)



Office Admin - Cindy Kunitz and Carol Luterbach

- ❖ Manager documents from the office (coupons, etc.) can be picked up or dropped off from your team folder in the AMHA file cabinet located outside the office at Ron Ebbesen Arena.
- ❖ Call the office for the lock code.



Volunteer Policy

- ❖ Families are required to complete a minimum of **10 hours** of authorized volunteer work per family (not per child) and **2 hours of tournament** volunteer hours every year.
- ❖ This year to help we have added a payment to every registration dated March 31, 2023 for \$200.00. If the family completes their volunteer work we will cancel that payment, if we are informed by the Team Manager however that they did not complete their required hours we will let the payment go through.
- ❖ We will begin to tally and calculate hours on March 1st of each year.
- ❖ Managers will be tracking the hours. If there are any issues please contact the Team Manager Coordinator or the AMHA office staff.



Important Deadlines Summary

CAHL

- ❖ Season Start Date Oct 14th
- ❖ Tiering Round October 14th to Nov 6th
- ❖ Tiering Break Nov 11 to 13th
- ❖ Regular Season Nov 15th to Feb 19th
- ❖ Playoff Season Feb 17th to Mar 26th

Get your black out dates to the office by October 20th. If you have an AMHA tourney this year that counts as one of your dates.

RMFHL

- ❖ Season Start Date Oct 14th for U13 and U15 and Oct 21th for U11 and
- ❖ Tiering Round Oct 14 to 30th and Oct 21 to Nov 6
- ❖ Tiering Break Nov 4th to 6th and Nov 11 to 13th
- ❖ Regular Season Nov 11th and 18th
- ❖ Playoff Season Feb 12th and Feb 19th

ALL

- ❖ Christmas Break December 19, 2022 to January 5, 2023



New This Year



*Subscription is billed on a monthly basis and you may cancel at any time.

- ❖ Live barn is now in the Airdrie arenas so teams can give out info to their families so they can pass it onto loved ones.
- ❖ Use the promo code: **arde-arna** to receive 10% off your subscription
- ❖ <https://www.livebarn.com/en/>

Comments, Concerns or Questions?

We welcome your feedback on tonight's information as well as all of the Coach and Team Manager resources that we rolled out.

Please contact:

Paul at: coachcoordinatorhp@airdriehockey.com or

Mike at: coachcoordinatorcity@airdriehockey.com for any coach related questions.

Robyn at: tmcoordinator@airdriehockey.com for any manager related questions.

And of course the AMHA Staff at:

Cindy at: officeadmin@airdriehockey.com or Carol at: carol@airdriehockey.com



Conclusion

Thank you again for contributing to the success of this hockey season and for creating a great experience for the players in the Airdrie Minor Hockey Association.

We look forward to working with you and are here to help.

HAVE A GREAT HOCKEY SEASON!

