


# WOLVERINES HOCKEY CLUB

MANAGER  
TREASURER  
PARENT REP  
MEETING  
2022/2023



# AGENDA

- MANAGER RESPONSIBILITIES
  - TREASURER RESPONSIBILITIES
  - PARENT REP RESPONSIBILITIES
  - QUESTIONS AND ANSWERS
  - THANK YOU!
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# 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

KEY MANAGER RESPONSIBILITIES

2022-2023



- ▶ All teams have a TeamSnap account
- ▶ Head Coach is the “owner”
- ▶ Head coach assigns manager and assistant coaches
- ▶ Schedules will be automatically uploaded
- ▶ DO NOT CHANGE TEAM NAME!
- ▶ Schedule points:
  - ▶ Access your practice and game schedule
  - ▶ Practices can be changed, games can not
  - ▶ Does not “communicate” with OneClick
- ▶ Teams will be invoiced for \$35.00

# EQUIPMENT



- All equipment should have been picked up by now....
- Contact your Age Group Coordinator if you are missing equipment
- Equipment Deposit of \$500 - cheques will be cashed November 15, so you have until then to exchange personal cheques with team cheques. Etransfer is best!!
- Jerseys MUST be washed before they come back
- Ensure equipment is returned on time (by April 30) to avoid fines
- Damage penalty list will be available when jerseys are picked up

- Prepare & maintain your team roster

- Ensure all details are completed

- Parent/Guardian Names

- Phone Numbers - Home - Work - Cell

- Email Address - Home & Work

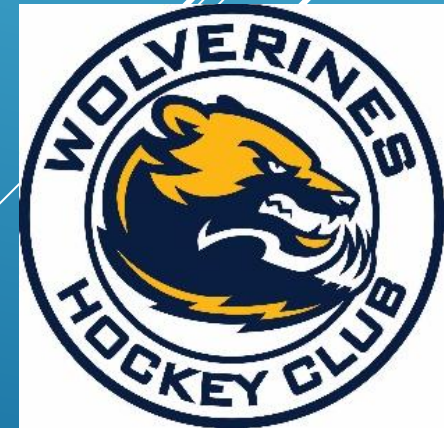
# TEAM COMMUNICATION LIST



- TeamSnap group chat!
- [www.wolverineshockey.ca](http://www.wolverineshockey.ca)
  - Standing Policies and Procedures
  - Team Admin Manual
  - Hockey Calgary Important Dates
  - Manager/Treasurer Presentation
- [www.hockeycalgary.com](http://www.hockeycalgary.com)
  - Managers manual and checklist
  - Important Dates

MANAGER RESOURCES

2022-2023







- ▶ Introduction of Coaches
- ▶ Philosophy and Objectives
- ▶ Player behaviour and discipline
- ▶ Communications
- ▶ Expectations - Player - Parent – Coach
- ▶ Q & A - end of the meeting

## TEAM 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 Hockey Alberta website:
  - <https://www.hockeyalberta.ca/coaches/clinic-information/>

		Coach 1	Coach 2	Development 1	High Performance 1	Checking Skills	Respect in Sport Activity Leader	Safety
	Initiation	1 Coach per 10 players					All Team Officials	One Coach per 10 players
	Novice							
A, B, C, D (incl. female)	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				Head Coach	Head Coach	All Team Officials	One Team Official
	Minor Midget							
	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 15 <sup>th</sup>	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 <sup>th</sup> of current season, by following seasons November 15 <sup>th</sup> 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)



- ▶ 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

## TEAM SCHEDULES

# ONE CLICK 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 in your Team Managers documents in TeamSnap

- ▶ 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

## MEDICAL FORMS





Coaches submit signed fair play codes directly to Age Division Coordinator  
Parents (ALL parents) and Players Fair Play Codes are submitted to the manager

- Forms were submitted during registration. Managers can view these forms in TeamSnap.
- Collect any that are missing.

No later than 3 days before Seeding round begins Age Group Coordinators will provide list of outstanding Coach, Parent and Player Codes to Director of Coordinators and Game and Conduct Directors

## FAIR PLAY CODES





## 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

## 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)

# 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

- ❖ Schedules are automatically loaded into your TeamSnap account
- ❖ Practices can not be scheduled until games are released. If you are wondering when you will get your practice schedule, look on HC Important Dates to see when game schedules are released.

# Game Play Guidelines

- ✓ Hockey Calgary Game Play Guidelines:
  - tells you everything you need to know about league games!
- ✓ Will be in your managers team documents

[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)



# 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

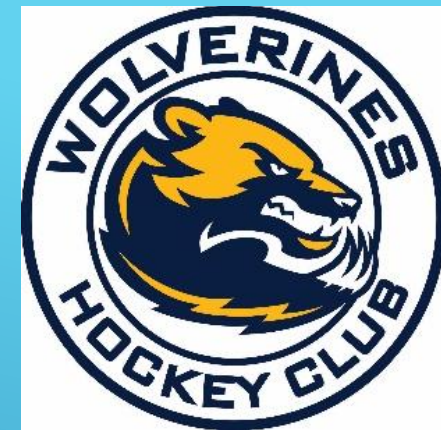




# U7 GAME LIMITS

U7 Jr. Timbits - Age: 5 (2016 born)								
Introductory Phase			Development Phase			Game Play Phase		
<u>Sept 13 - Nov 26</u>			<u>Nov 27 - Jan 30</u>			<u>Jan 31 - Mar 27</u>		
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 <b>out-of-town**</b>								
U7 Sr. Timbits - Age: 6 (2015 born)								
Introductory /Development Phase			Development Phase			Game Play Phase		
<u>Sept 13 - Nov 12</u>			<u>Nov 13 - Jan 30</u>			<u>Jan 31 - Mar 27</u>		
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 <b>out-of-town**</b>								

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



# GAME SHEETS

Home team is responsible for providing the game sheet

Print off team stickers! \*in managers resources\*

Note any affiliates (AP)

Referee must sign at the end of the game

Enter into HC website within 24 hours of the game



# 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
    - Atom – U21 = 10 games
    - Novice = 5 games
  - The League Chair must be informed BEFORE 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; the Visiting team will be responsible for Scorekeeper 2.
- U11- U21 – 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!

## ► WHC Policies and Procedures - Unauthorized Apparel and Merchandise Penalties

- Any team purchasing apparel, merchandise or other items with the Wolverines name and/or logo other than from an authorized WHC supplier will face a penalty. Current penalty is loss of two practice ice times.
- Any team that uses any unauthorized uniform item will result in immediate suspension of Head Coach and Team Manager.

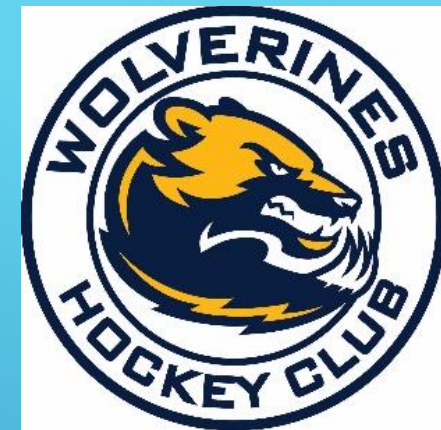
<https://wolverineshockey.ca/apparel/>

APPAREL POLICY



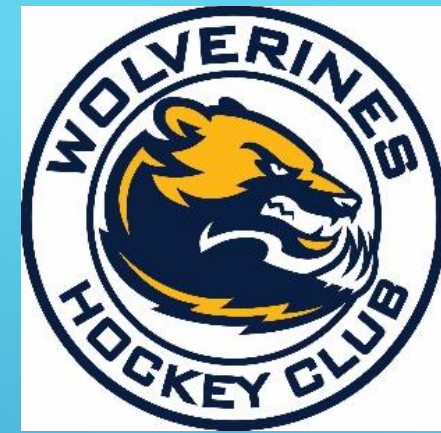
# APPAREL REMINDERS

- ▶ Team Apparel is available Adrenalin Source for Sports or Level 2 Sportswear
- ▶ Our logo can only be used by approved suppliers
- ▶ No name bars or crests on WHC jerseys
- ▶ Penalties will apply for non compliance



# IMPORTANT REMINDERS

- ▶ Teams will be invoiced in January for:
  - ▶ TeamSnap fee - \$35 per team
  - ▶ Additional coach roster fee - \$50 per additional coach
    - ▶ 5 coaches are covered by WHC



# PICTURE DAY

- ▶ Picture day will be Oct 15
  - ▶ Millican-Ogden Community Centre
  - ▶ Managers will receive a link to a google sheet to sign up for their preferred time
  - ▶ If a player can't make it, they can:
    - ▶ Pop in at any other time
    - ▶ Attend the make up session at Lifetouch offices

# WOLVERINES PLAYER ASSISTANCE FUND

- ▶ The Player Assistance Fund provides financial support in the form of registration fee support and cash call support to Wolverines families facing financial challenges or obstacles.
- ▶ Make your families aware that they can apply if they are struggling with cash calls etc
- ▶ Applications will be available on our website
- ▶ Consider donating extra team funds at the end of the season
  - ▶ Every bit helps!!!





# TREASURER RESPONSIBILITIES

# TEAM BANK ACCOUNT

- ▶ You must have at least one other parent with signing authority on the account (two to sign, NOT related)
- ▶ Simplified process if you choose to bank with RBC
- ▶ Email Erin for Letter of Direction
  - ▶ TEAM NAME
  - ▶ NAMES OF 2 SIGNING AUTHORITIES
  - ▶ MAILING ADDRESS FOR THE TEAM



# MAKE PAYMENTS

- ▶ Keep receipts
- ▶ Try to pay by cheque not cash whenever possible (must pay refs in cash. Keep records!
- ▶ ALL team funds should go through the bank account - try to minimize cash transactions
- ▶ You MUST provide an equipment deposit to Wolverines (\$500 for all teams)
  - ▶ Your coach may leave a personal cheque, a team cheque must be received by November 15<sup>th</sup>. On Nov 15<sup>th</sup>, remaining personal cheques will be cashed
  - ▶ The team cheque WILL be cashed
- ▶ Do not pay for alcohol with team funds



# PARTICIPATE IN FUNDRAISING

- ▶ Develop a fundraising budget
  - ▶ What costs will you incur (Third Jersey? Jackets? Tournaments? Extra ice time?)
    - ▶ Agree with parents BEFORE fundraising starts
  - ▶ Do NOT over fundraise.....
    - ▶ You may refund “cash call” to parents
    - ▶ You may pay for (a portion of) hotel or food costs at tournaments
    - ▶ You may NOT give excess funds to families at the end of the year
- ▶ Excess funds at year end will be returned to WHC

# FUNDRAISING LIMITS

- ▶ All monies raised through fund raising must be disbursed through the team's hockey operations.
- ▶ Teams may fundraise no more than \$15,000 per season
- ▶ Teams wanting to raise funds above \$15,000 will be required to submit a written proposal to the Wolverines Treasurer and request approval.
- ▶ Teams can request seed money (cash calls) from parents with the expectation that the funds will be returned to the parents at the end of the season.
- ▶ Cash calls can not exceed the following amounts, unless permission is obtained from the Wolverines Treasurer. It is mandatory, unless pre-approved by the Wolverines Treasurer, that any approved cash calls in excess of the limits listed below are to be returned to parents at the end of the season:
  - o U7 & U9 - \$100
  - o U11 & U13 - \$150
  - o U15 & Up - \$250
- ▶ Excess funds at the end of the season may be returned to parents only to the extent they represent a refund of parent direct contributions (i.e. seed money).

# TYPES OF FUNDRAISING

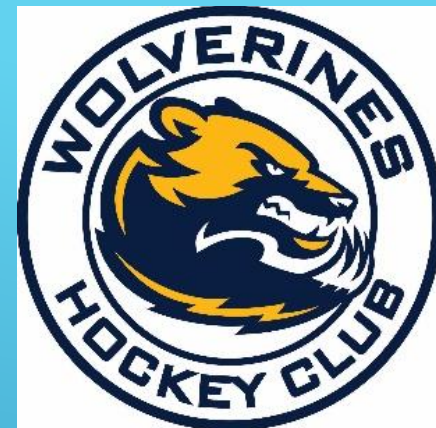
- ▶ Permitted
  - ▶ Cash call from parents
  - ▶ TeamFund:  
<https://fundraisers.myteamfund.ca/p/packages/alberta/calgary-and-area>
  - ▶ Bottle drives – check with community association
  - ▶ Raffles (including 50/50, puck toss, Grey Cup or SuperBowl tickets)– You **MUST** obtain a licence from the AGLC **USING YOUR OWN TEAM NAME**  
([www.aglc.ab.ca](http://www.aglc.ab.ca))
    - ▶ You can **ONLY** spend gaming money on things approved in your licence (no liquor, no clothes)
  - ▶ If you use the Wolverines licence your team will be fined your full equipment deposit amount
    - ▶ **This could cost us our casino – it's a big deal!**
  - ▶ Do NOT use the Wolverines logo on any tickets



- ▶ Your team may accept donations
- ▶ WHC is NOT a registered charity and we cannot issue charitable tax receipts
- ▶ It's nice if the team sends a thank you letter signed by the players
- ▶ Some corporate donations need to go through WHC – that's okay – we can help

# DONATIONS



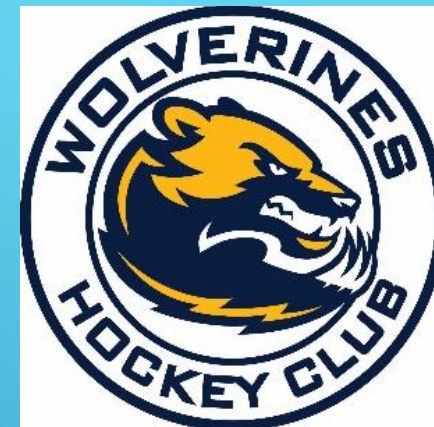


# FINANCIAL STATEMENTS

- ▶ Twice a year, prepare and submit financial statements
- ▶ At December 31
  - ▶ Email the statements to ALL team parents and cc [treasurer@wolverineshockey.ca](mailto:treasurer@wolverineshockey.ca)
  - ▶ Use a format you are comfortable with – see suggested format at <https://wolverineshockey.ca/templates-and-tools/>
  - ▶ Show all cash inflows and outflows

# YEAR END FINANCIAL STATEMENTS

- ▶ Email statements to all parents and [treasurer@wolverineshockey.ca](mailto:treasurer@wolverineshockey.ca) with team name in subject line (eg U9 1 Blue Year End Financial Statements)
- ▶ Have one parent forward that e-mail to the treasurer saying they approve the statements (that counts as the signature)!
- ▶ Show the equipment refund as if it was received
- ▶ Describe how excess funds will be spent
  - ▶ Refund ONLY to the extent parents put in money for cash call
  - ▶ Donate remainder back to the Wolverines
- ▶ Attach a pdf of the most recent bank statement




# EQUIPMENT DEPOSITS

- ▶ Return equipment as soon as the team is finished playing
  - ▶ Fines/penalties for damaged or lost items
  - ▶ Full deposit will be forfeited for any violation of Gaming rules
  - ▶ Equipment must be received by April 30 (or an extension requested from [info@wolverineshockey.ca](mailto:info@wolverineshockey.ca))
    - ▶ \$50 penalty for first week overdue; \$25/week thereafter
- ▶ After the equipment deposit is received AND the final financial statements are received, your refund will be processed (less any penalties noted above)
- ▶ If the final financial statements are not received by May 15<sup>th</sup> (or an extension required) the deposit will be forfeited



# PARENT REP RESPONSIBILITIES

# PARENT REP

- ▶ Liaise between parents, coaches and WHC if necessary
  - ▶ Adhere to the Wolverines Game and Conduct process
  - ▶ Get familiar with the process!
    - ▶ Read the Standing Policies and Procedures
  - ▶ Don't ignore team issues – be proactive!
  - ▶ Let's work together to resolve things before they become problems
  - ▶ "It's not my job" or "I didn't think it would be this hard" is not an appropriate response
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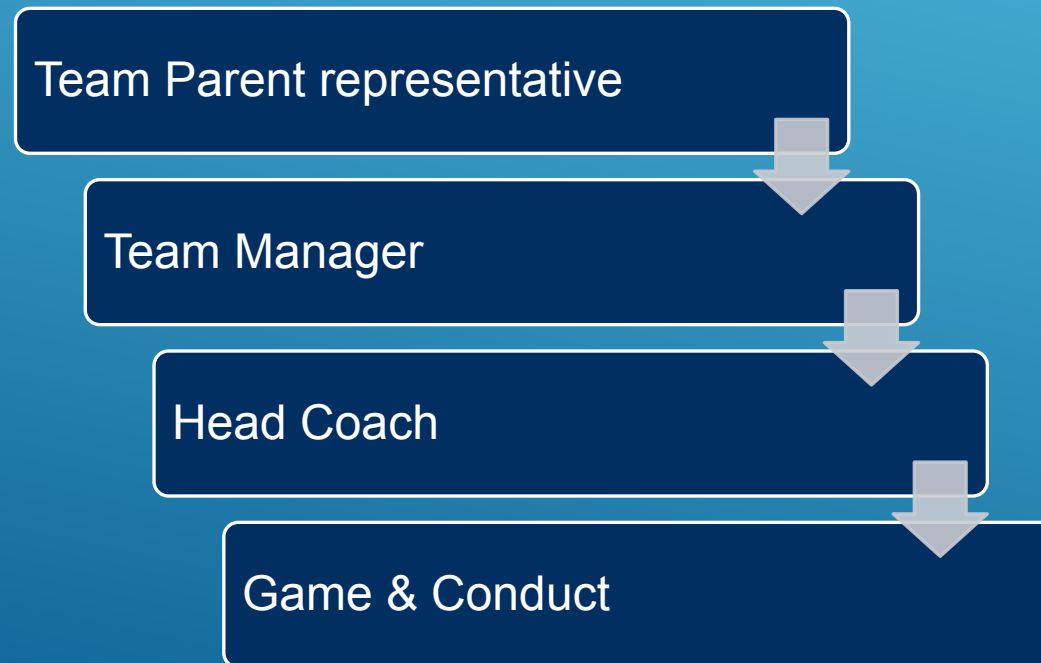
# PARENT REP

- ▶ **It is important to choose a parent rep carefully, shouldn't be friends with the coach.**
- ▶ Parent representative should be ensuring fair play code and respect in sport principles are being followed by players, coaches, and parents alike.
- ▶ Wolverines Policies on the Prevention of Harassment, Bullying and Abuse
- ▶ Player, Parent and Coach Fair Play Codes
- ▶ 2 responsible adults, preferably coaches, in the dressing room at all times.  
**100% of player on player issues occurred with no adult supervision.**  
Head Coach is responsible for dressing room up to 1 hour pre and post ice time.



# ESCALATION TREE

From time to time, issues may arise on an individual team. This may include safety issues as described above, or other team management issues including perceived concerns with fair play or financial concerns. Should an individual have any team related issues to be addressed, they shall involve (in this order)






# GAME AND CONDUCT

- ▶ Wolverines Hockey Club has 2 Directors of Game & Conduct
  - ▶ [gameandconduct1@wolverineshockey.ca](mailto:gameandconduct1@wolverineshockey.ca)
  - ▶ [Gameand\\_conduct2@wolverineshockey.ca](mailto:Gameand_conduct2@wolverineshockey.ca)
- ▶ If the parent rep needs advice or support with an issue they should contact Game and Conduct
  - ▶ It would be rare for anyone other than the parent rep to contact Game and Conduct directly

# GAME AND CONDUCT

- ▶ If after meeting with the AGC the issue is not resolved THEN involve Game and Conduct
    - ▶ In RARE situations, go straight to G&C if a parent feels threatened by someone in the process
  - ▶ All incidents reported to G&C will be reported to the Executive on an anonymous basis
  - ▶ If G&C cannot resolve an issue it will go to Discipline Committee
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# GAME AND CONDUCT

- ▶ Refer to Page 8 for Game and Conduct and Page 10 for Disciple Committee of the WHC Procedures Some Key Points
  - ▶ Follow the 24 hour rule
  - ▶ Follow the protocol for escalation
    - ▶ Parent Rep
    - ▶ Manager
    - ▶ Head Coach
    - ▶ Game and Conduct

# ASK QUESTIONS - ASSUME NOTHING

President – Georgina Anderson – [president@wolverineshockey.ca](mailto:president@wolverineshockey.ca)

Age Group Coordinators

First Vice President – Trevor Gardener – [firstvp@wolverineshockey.ca](mailto:firstvp@wolverineshockey.ca)

Second Vice President – Jordan Witzel – [secondvp@wolverineshockey.ca](mailto:secondvp@wolverineshockey.ca)

Administrator – Erin Boulet – [info@wolverineshockey.ca](mailto:info@wolverineshockey.ca)

Managers are a  
key part of a  
great season!

Thank you for  
volunteering  
your time and  
efforts!

THANK YOU!!!