

The background features a faded, grey-scale version of the University of Toronto crest. The crest is a shield-shaped emblem with a red border. Inside the shield, there is a stylized black silhouette of a beaver, which is the symbol of the University of Toronto. The beaver is positioned in the center, facing left. The shield is set against a light grey background.

TEAM MANAGER PRESENTATION

AGENDA

1. Introduction
2. Season Start Up
3. League games U7/U9
4. League games U11-U18
5. Exhibition Games
6. Away Tournaments
7. Play-off & Wrap up
8. CMHA Policies
9. Soft Skill Requirements
10. Resources



INTRODUCTION

Thank you for volunteering to play a very pivotal role in the organization and success of your team's hockey season. We are proud to have you as a representative of the CMHA and more specifically of your team and its division. The time you invest and relationships you build will pay off not only for you in the current season but in the seasons to follow.

The manager's position can be time-consuming and is best suited to someone with excellent organizational skills and someone that is comfortable delegating tasks.

The team manager is a parent from the team who is responsible for the operational aspects of the team. Team managers have responsibilities to both Cochrane Minor Hockey and whatever stream they're managing in:

Central Alberta Hockey League (CAHL)

Rockies Hockey League (RHL)

Rockies Mountain Female League (RMFHL)



SEASON START UP



Below is a list of Season Start Up tasks that need to be completed to ensure a successful season for your team. The Manager Documents on the website and the Team Start Up Checklist will be good resources:

Team Start Up Checklist: <http://www.cochraneminorhockey.com/content/team-start-up-check-list>

Managers Resources/Forms on the CMHA Website: <https://www.cochraneminorhockey.com/content/managers-documents>

Team Officials - Head Coach, Assistant Coaches, Manager

Once you are selected as a manager, you will receive an email from your director connecting you with your Head Coach (HC). The Head Coach will confirm the assistant coaches for your team. Managers will be given access to a Google Sheet where you must add all team staff. Once this information is submitted, we will verify that staff registration is complete and officially assign staff to your team.

RAMP Staff Registration

- All coaches and managers need to complete a RAMP Staff Registration. Once each team official has completed the RAMP Staff Registration they will be assigned to the appropriate team they are volunteering for and they will appear on the CMHA website. Prior to adding them to your google team sheet ensure that all your staff have followed the directions below. This will save time.
- To verify if your team officials have completed this step, or if they are not showing up when they should, email Shelly cmhaice@cochraneminorhockey.com. DO NOT MANUALLY ENTER TEAM STAFF TO YOUR CMHA RAMP WEB ADMIN.

SEASON START UP [CONTINUED]

- ❑ Instructions to set up a RAMP Staff Registration can be found in the Manager manual. It is very important that all staff complete this to ensure CMHA Office staff can assign them to the team through our RAMP registration platform which links to our website. At no time are managers to add Coaches or Players to their rosters on the website. This must be completed by CMHA Office staff.
- ❑ Clarify Duties/Expectations/Philosophy with your Head Coach prior to your parent meeting and establish and understand the chain of communication: Parent - Manager - Coach - Director and always use the **24 hour rule**.
- ❑ Our office staff will reach out to each Manager regarding what qualifications may be missing from your Team Officials.
- ❑ Send a welcome Email to your parents introducing yourself with sign up for various volunteer positions available to be filled. Please reach out to the office staff if you are having trouble getting parents to volunteer. Our office staff can look up what parents signed up for very quickly and let you know. It does not always work out that everyone gets what they chose to volunteer for but it important that all parents on the team do volunteer.



SEASON START UP [CONTINUED]



- ❑ You will receive your login information for your CMHA RAMP web admin access. You will need to login, select the subscription tab (on the left) and pay the \$25 fee (if applicable) to activate the team. Once you have activated your account, all players will be notified via email that they have been added to the team and need to download the app. The \$25 fee(if applicable) should be reimbursed through team funds. If you are not prompted to pay for this it may be that you have already done so the previous season and it is good for 12 months (we have asked RAMP to ensure that access will not expire until the season is done).
- ❑ Equipment Pick up - you will receive notification of when this will be and you will need to book a time slot with the equipment director to collect; jerseys, socks, first aid kit, pucks, game book (U11 and higher).
- ❑ Please use the google form that will be shared with you to input your jersey numbers and for U7/U9 and RHL teams you can add your team name here as well.
- ❑ Socks are included in player registration, so there will be no additional charge to the team. Managers must come prepared with their team sock order—that is, how many of each size will be needed—and should bring a bag or bin to transport the socks home at the time of pick-up. **We do not require U11 REP or U11 RHL managers to collect this information. Need to insert Sizing here**

SEASON START UP [CONTINUED]



- ❑ Game books will be available for pick up at the hockey office for teams that are not completing electronic game sheets for their respective leagues. An email will be sent out notifying team managers when these will be available.
- ❑ Schedule your Parent meeting and add it to your schedule ASAP following or prior to practice - meet in the stands, lobby, somewhere quiet. Meeting rooms for parent meeting will have to be scheduled directly through SLS bookings.
- ❑ Important things to touch on in Parent meeting:
 - Introductions
 - Tournament Expectations
 - Cash Call
 - Fundraising
 - Team Swag
 - Volunteer role assignments:
 - Treasurer
 - Jersey Parent U11 and up
 - Safety Person
 - Team Apparel
 - Social Coordinator
 - Tournament Coordinator
 - Clock and Game Sheet

SEASON START UP [CONTINUED]



- ❑ Medical forms need to be completed for players and Coaches
- ❑ Establish Method of communication, email, Whatsapp group chat, team snap etc
- ❑ Assigning Jersey numbers - discuss with coach a fair way to assign number to players, ponce assigned use the the Team Jersey /Player/Staff Record Template to submit to the registrar.
- ❑ Bank Account - please refer to the Team manual will all instructions for obtaining the team bank account.
- ❑ Team Photos - information will be under the Manager tab of the CMHA website
- ❑ Game Book Stickers - some may need these but many leagues have gone to electronic scorekeeping,those that are still using hard copies for games we have a great template for you to use to make your game sheet stickers. You will need some for tournaments and exhibition games.
- ❑ Team Swag - Adrenaline store links are on the website under Manager and parent tab.
- ❑ Affiliate players - when short players you can use AP's but you must ensure they have been assigned to your HCR. The registrar will be able to verify this with you and send you a copy of your HCR once AP's have been added.

SEASON START UP [CONTINUED]

- ❑ Tournaments - have a volunteer on your team on this the minute you get your team as tournaments fill up quickly. See manager manual for links to tournament postings
- ❑ CMHA hosted tournament and dates will be communicated to the U7, U9 and RHL teams through our Tournament Committee Chairperson



SEASON START UP [CONTINUED]



- ❑ Additional Notes
 - ❑ Coaches talking with players always have another adult in the room.
 - ❑ Female teams with male coaches always have a female parent in the room.
 - ❑ Make sure any allergies and/or medical issues are identified for player safety in the dressing room and for any team meals.
 - ❑ A binder or folder works great to keep all copies of forms and game sheets in. You may also want to include the regulations for the league you are participating in.

LEAGUE GAMES U9



HOME team responsibilities:

- Provide Music person, score sheet & score clock person.
- Some teams like to have 1 person for each penalty gate and to assist in catching goalie stats (if applicable). The opposing team may wish to provide their own person for their gate.
- Ensure your ref's have been assigned on the google doc shared out weekly by Shelly.
- Meet opposing team managers or coaching staff to have them complete their roster and staff details.
- Post game: provide the away team manager with her game sheet.
- Provide your data entry volunteer with a copy of the game sheet, this needs to be entered into RAMP as well as a scan of the actual game sheet uploaded in RAMP.
- Write ups: If there are any write ups, you will need to wait outside the refs room to retrieve the copies of the write up. Provide one to the AWAY team and a copy to the governor.

LEAGUE GAMES RHL U11 – U18



HOME team responsibilities:

- Provide Music person, score sheet & score clock person.
- Some teams like to have 1 person for each penalty gate and to assist in catching goalie stats (if applicable). The opposing team may wish to provide their own person for their gate.
- Ensure your ref's have been assigned on the google doc shared out weekly by Shelly.
- Meet opposing team managers or coaching staff to have them complete their roster and staff details.
- Post game: provide the away team manager with her game sheet.
- Provide your data entry volunteer with a copy of the game sheet, this needs to be entered into RAMP as well as a scan of the actual game sheet uploaded in RAMP. (HOME TEAM RESPONSIBLE FOR DATA ENTRY)
- Write ups: If there are any write ups, you will need to wait outside the ref's room to retrieve the copies of the write up.
Provide one to the AWAY team and a copy to the governor.

EXHIBITION GAMES

You are permitted to book ice at the cost of the team and notify Shelly that you require refs for a game. There is an exhibition sanction request form located in the forms section of the managers tab. [Exhibition Game Request](#)

- ❑ Exhibition game sheets are not required to be submitted but once they have been sanctioned you are required by HA to complete the game information upon completion of the game.



TOURNAMENTS



- Away tournaments require the following:
 - Add black out date to google forms listed in the Managers Manual.
 - Complete a travel permit [Travel Permit Request](#)
- Have someone book hotels AS SOON AS you are accepted and paid to your tournament. Some larger tourneys / centers have set hotels that you are required to stay at. This will be communicated to you by the tournament committee.
- Share all the tournament details with your team, expectations etc.
- 2 tournament blackout weekends max per team.
- Consider your meal options and request a meeting room to host a pizza party at your hotel (this can be challenging to commit to as you may not have a tournament schedule for some time). Dining out is an option but can be challenging to find a venue to accommodate a team, particularly if your tourney is in a smaller center and again, you're needing your tourney schedule.
- When you arrive at the tourney you will need to check in with the coordinator and receive any information and swag bags etc. Typically use some team funds or parent sign up to ensure that muffins, granola bars, gatorades, oranges / bananas are available for early games or post games.
- Any writes ups from the tournament should be sent to Hockey Alberta discipline immediately to rule on possible suspensions.
- Please be sure that you are only scheduling your tournaments during which times your league allows this. To confirm dates allowed find the critical dates listed on your league websites.



IDEAL WEEKENDS TO LOOK FOR TOURNAMENTS

- ❑ November 14 - 16th - CMH hosts a AA tournament this weekend and we are very limited with ice for exhibition games, CAHL teams are not scheduled this weekend as it is called the tiering break so you would not have to black out if your division is identified as this being the tiering break.
- ❑ December 12 - 14th - Cochrane Ringette hosts a very large tournament and we do not have many home ice slots assigned to the leagues, so it would be a great weekend to black out if you find a tournament.
- ❑ Jan 2 - 4th - CMH U9 tournament - we have some league ice assigned but it would be a good weekend to blackout to go to a tournament.
- ❑ Jan 31 - Feb 1st - CMH U7 tournament - we have some league ice assigned but it would be a good weekend to blackout to go to a tournament.

CAHL TEAMS ONLY

- ❑ Tournaments should not be booked during tiering rounds or during playoffs. CAHL teams CANNOT enter tournaments during tiering rounds which may vary depending on what division your team is in. Please review and know the CAHL Season Critical dates. [Central Alberta Hockey League powered by GOALLINE.ca \(cahlhockey.net\)](http://CentralAlbertaHockeyLeague.com).
- ❑ When selecting tournaments spend time discussing with the tournament coordinator the level of play of your own team as well as those being invited.



PLAYOFFS & WRAP-UP

- Expect Feedback Positive & Negative
- Understand playoff format and keep rules handy
- Jerseys need to be cleaned and returned along with pucks and first aid kits to the equipment manager.
- Plan a year end team wrap up party, April ideally is when all hockey is wrapped up and for some divisions it could be earlier.
- No parent Player games are permitted.





CMHA POLICIES

- ❑ Familiarize yourself with all policies however the following should be very clearly understood:
 - ❑ Game and Conduct & Zero Tolerance Plan
 - ❑ Acceleration Policy
 - ❑ Affiliate Policy
 - ❑ Concussion & Return to Play
 - ❑ Respect and Discipline Policy

Link to Policies: [Bylaws, Policies and Procedures](#)



SOFT SKILL REQUIREMENTS

- ❑ You will be exposed to the family's personal information, addresses, financial complications etc. This is privileged information that is not to be shared, period.
- ❑ Private player medical information: you are the keeper of this information- it is sensitive and PRIVATE. Share relevant information with coaches, relevant meaning if it will help a coach manage a player's medical, emotional, or psychological health while in their care.

RESOURCES



- ❑ Score Clock tutorial: <https://youtu.be/TjDzraZUW0E>
- ❑ RAMP Support: 1.866.607.RAMP (7267) Ext #1
- ❑ RAMP CMH- This account is used to communicate your scheduled games and practice, roster details, updating extra scheduled events etc. Games and practices scheduled by Cochrane Minor hockey and leagues that use RAMP are linked to the CMHA website, if your league is not using RAMP then your games all must be entered manually to show on your schedule. Any changes / updates are reflected in RAMP only.
- ❑ TeamSnap - Can be purchased by your team if interested. (Some find this platform better for communicating and attaching documents/ photos etc.). Note any schedule updates posted to RAMP will not update your team snap so someone needs to reconcile between those to ensure changes are updated in TeamSnap. Along with the SLS Centre schedule that will be shared under the Manager tab your RAMP schedule with arena Date, Time and Arena should all match.
- ❑ RAMP RHL - rosters and schedules all sync through HC Registry and CMH registry systems. You only have to input exhibition games manually to ensure games are synced to ref assignor.
- ❑ GOALLINE - CAHL uses goal line and is not synced with our RAMP, except for U16. All CAHL games must be entered manually into your CMHA RAMP to ensure you will have these games synced with the ref assignor.
- ❑ Spordle - this is the Hockey Canada Registry database. Here all coaches and players can login to their individual profiles and update addresses etc. Coaches are also able to view all their qualifications on their profile.



FAQS

- ❑ [CMHA General FAQ - 2023_2024 v2 \(rampinteractive.com\)](https://www.rampinteractive.com/cmha-general-faq-2023-2024-v2)
- ❑ We have put together a FAQ webpage with many questions that may be very helpful. Please take some time to review these before sending a question in as we may have it posted. It will be updated as well at times if we feel we need to add additional questions.
 - ❑ <https://www.cochraneminorhockey.com/faq>

QUICK LINKS

- ❑ [Team start-up check list](#)
- ❑ [Apparel](#)
- ❑ [Score Clock Instructions](#)
- ❑ [E-Game Sheet Instructions for Exhibition Games](#)
- ❑ [Spordle Help](#)
- ❑ [3rd party Incident Reporting](#)

FORMS



BANKING INFORMATION:

Letters will be handed out at the manager meeting, along with contact details for support. Each manager must collect their letter, review the contents, and follow the outlined ATB process by the deadlines provided. If you have questions, reach out to Finance Director.

If a letter is not received or has been misplaced, please contact the Finance Director to obtain a replacement and ensure the ATB process is followed correctly.

SAFETY FORMS

- [EMERGENCY ACTION PLAN INFORMATION](#)
- [CONCUSSION CARD](#)



MANAGER TOOLS

- ❑ [Jersey Record Template](#) - to be sent to registrar@cochraneminorhockey.com
- ❑ [Team Form Tracking Sheet](#) - (for managers records to track all forms have been completed and turned in)
- ❑ [Player Medical Information Sheet](#) - (start a binder with all players and coaches medical forms in it and it should be at all games and practices, you can make 2 copies and give coach a binder with all of this for his coaching bag)
- ❑ [Coaches Medical Information Form](#)
- ❑ [Printable Game Sheet](#)
- ❑ [Team Contact Card](#)
- ❑ [Game sheet stickers Template](#)
- ❑ [Hockey Canada Injury form](#)
- ❑ [Half Ice game sheet for Intro to Hockey U7/U9](#)



MANAGER TOOLS [CONTINUED]

- ❑ [HA tournament Listings](#)
- ❑ [Travel Permit Request Form](#) - All exhibition games must be sanctioned by the home team and all teams traveling for tournaments or exhibition games must submit a travel permit request. **Travel permit request forms must be submitted minimum 7 days prior to the date of game.**
- ❑ [Exhibition Sanction Request Form](#) - All exhibition games must be sanctioned by the home team and all teams traveling for tournaments or exhibition games must submit a travel permit request. **Exhibition game sanction request forms must be submitted minimum 7 days prior to the date of game.**
- ❑ [Certificate of Insurance](#)
- ❑ [Ice Flood Information](#)
- ❑ [Team Budget Sample spreadsheet](#)
- ❑ [AGLC Tip sheet](#)



RMFHL INFORMATION

- ❑ [Important Dates](#)
- ❑ [Manager's page](#)



RHL INFORMATION

- ❑ [RHL Supplemental Rules](#)
- ❑ [RHL Game Change Form](#)
- ❑ [RHL Game Reporting Process](#)
- ❑ [2025-2026 important dates](#)

CAHL INFORMATION

- ❑ [Data Entry Person Roles and responsibilities](#)
- ❑ CAHL Manager Handbook (Request this from your Governor)
- ❑ [CAHL Regulations and Bylaws](#)
- ❑ [CAHL Complaint Process](#)
- ❑ [CAHL Code of Conduct](#)





HOCKEY ALBERTA LINKS AND INFORMATION

- ❑ [Coach/ Manager Discipline Handbook](#)
- ❑ Minor Discipline Handbook - South Central - Home team is always responsible for reporting and entering game sheets for exhibition games. Cochrane reports to:
 - ❑ Roy Bowlby
 - ❑ Phone: 403-703-1088
 - ❑ Email: disciplinesouthcentral@hockeyalberta.ca
- ❑ [Player Safety](#)
- ❑ [Hockey Alberta Bylaws and Regulations](#)
- ❑ [Hockey Canada Referee Rule Changes & New Rulebook 2022](#)