

**Calgary Northstars
Hockey Association
(CNHA)**

**Team Manager Duties
2022-23**

Revision: Sept 10, 2022



Additional CNHA Team Manager Information / Duties

- 1) Chair and organize team meetings, including providing minutes of key decisions
- 2) Delegate team duties, as outlined in this document, or other, to parents within the team.
- 3) Game Sheets
 - a. The manager is responsible for the timely submission of game sheets, and management of player rosters, affiliations, injured players, and suspensions.
 - b. AA level (HC) and AAA level (AEHL) have unique game sheet management processes.
 - c. Ensure all game sheets are updated correctly
 - d. AA Game Sheet and Incident Books will be provided by the Director of Procurement
 - e. Hockey Alberta / Hockey Calgary (AA)
 - i. [Hockey Calgary Scorekeeping guide](#) (AA)
 - f. AEHL (AAA) - [HockeyTech](#)
 - i. [Link to a recording of the training session](#)
 - ii. [Knowledge Base \(FAQ\) for Scorekeepers](#)

4) Affiliation Policy

- a. Each team manager to work with the team coaching staff and CNHA GM to ensure affiliate players are assigned in a timely manner and according to the affiliation policies. Ensure affiliate players are registered and tracked. For any teams that affiliate to community teams consider distribution of players across multiple teams.
- b. Affiliation Policy – AAA. Stay tuned for updates on the affiliation process.

5) Suspensions

- a. The team manager needs to be aware of suspension processes for the league (AAA - AEHL or AA - Hockey Calgary).
- b. Note that Hockey Calgary, Hockey Alberta, AEHL, do not review video evidence. They will not overturn any decision previously made.
- c. [Hockey Calgary \(AA\) Minimum Suspension Guidelines](#)
- d. AEHL (AAA) [Discipline Handbook](#). Complete suspension procedures are outlined at this link.
- e. Affiliates can be used to cover League assigned suspensions but NOT Team discipline issues
 - ie. A player is being sat for missing practice

6) CNHA Ice Policy and Procedures

- a. Each team manager is to contact the CNHA Ice Director with your contact information (icedirector@calgarynorthstars.com).
- b. As each round of ice scheduling is being planned, each team manager will coordinate with the Ice Director requesting any blackout dates (i.e. team building, tournaments). The requested blackout dates are not guaranteed.
- c. Teams are not allowed to trade practices among themselves. Each team must contact the CNHA Ice Director with the requested ice trade details (date, time, duration, teams involved).
- d. CNHA reserves the right to charge teams for missed practices. The average ice cost for 2022 is \$230/hr.

7) Additional Games (Exhibition and/or Tournament)

- a. Hockey Calgary (AA) and AEHL (AAA) approval is necessary before proceeding with exhibition or tournament games. Contact HC / AEHL to ensure the sanctions / approval process is completed.
- b. AEHL (AAA) Pre-Season Procedure
 - i. The responsibility for arranging Exhibition and Pre-Season games lies with the individual clubs and not the league,
 - ii. All games must be pre-approved by the Divisional Governor
 - iii. The Home team must notify the Divisional Governor at least 72 hours prior to the start of the game, so that the game can be created and posted on the AEHL website.
 - iv. The Home team will be responsible to arrange for both on-ice and off-ice officials
 - v. The Home team will be responsible to ensure both teams' rosters are loaded and score the game through the Hockey Tech e-game sheet online system.
 - vi. Teams that travel out of province must obtain the applicable permits and approval prior to departure.
 - vii. Teams that play opponents not in the AEHL must have the applicable approvals prior to the game.
- c. Athletic Therapists
 - i. Teams will be responsible for paying the rate for CNHA AT's to attend exhibition games, tournaments (in town and out of town)

8) Booking Meeting Rooms

- a. Please contact the CNHA Ice director to book meeting rooms at Max Bell or NESS

9) Travel

- a. Refer to the [CNHA Travel Policy](#) for details on league travel, discretionary travel and supervision
- b. All league travel will be coordinated by the association with Canacomm Travel Services. Teams will be responsible for providing an itinerary and rooming list to Canacomm 10 days prior to departure
- c. League bus travel will be paid by CNHA prior to departure – CNHA will NOT cover Wifi charges on buses where available – Team will need to pay that on their own.
- d. Hotel Rooms will need to be paid by the team and then reimbursed by CNHA – please work with CNHA administrator if this will be an issue.

10) Referees

- a. CNHA pays all referee costs for all regular season and playoff games
- b. Referee payment is the responsibility of the team for all other games (exhibition, tournaments).
- c. Referee payment is in cash, payable before the game starts.
- d. Referee rate book
 - i. [Hockey Alberta Officiating Rates](#)
 - ii. [Hockey Calgary Officiating Rates](#)
- e. How to book referees - information pending.

11) AEHL (AAA) – Entrance Fees to League Games.

- a. It is the expectation of AEHL that entrance fees to AEHL league games is managed by the home team. This is a fund-raising opportunity for the team but is NOT mandatory

12) Team pictures

- a. Team manager to coordinate the scheduling of pictures. Details to be provided when available.

13) AEHL Website profile

- a. Team manager to coordinate player profile pictures and roster info for upload to AEHL.

14) Coordinate scouting and media

- a. Obtain permission from parents to share information with scouts, including contact information along with documented approval from the parents.

15) Coordinate game day programs *Optional**

- a. Recently many teams have started with online game day programs versus printed copies.

16) CNHA Opening Rally

- a. For 2022, the Opening rally will be held on Oct 5, 2022. Please do not book any team events during this day.

References

- 1) [CNHA Policies and Procedures](#) (refer to CNHA website for latest and complete set)
 - a. [Travel Policy](#) (Note: Under review)
 - b. [Coaches Code of Conduct](#)
 - c. [Player Code of Conduct](#)
 - d. [Parent Code of Conduct](#)
 - e. [Optimal Ice Time Policy](#) (Note: Under review)
 - f. [CNHA Yearbook](#)
 - g. CNHA Dispute Resolution Process (*To be referenced on CNHA website once available*)
- 2) [Hockey Calgary 2022-2023 Important Dates - Elite](#)
- 3) [Hockey Calgary \(AA\) Regulations Handbook](#)
- 4) [Hockey Calgary \(AA\) Minimum Suspension Guidelines](#)
- 5) [Hockey Calgary \(AA Teams\) Contacts](#)
- 6) [AEHL \(AAA Teams\) Contacts](#)
- 7) [2022-23 Changes to Elite Hockey](#)
- 8) [Hockey Calgary Scorekeeping Guide](#)
- 9) [Hockey Alberta Officiating Rates](#)
- 10) [Hockey Calgary Officiating Rates](#)