

**Calgary Northstars
Hockey Association
(CNHA)**

**Parent Overview
2022-23**

Revision: Sept 10, 2022



Season Kick-off

Once teams are finalized its important to get a manager in place as soon as possible. Once this role is filled season kick off meetings should be scheduled as soon as possible

CNHA Manager Meeting

The CNHA will hold a mandatory manager meeting via zoom or in person where an overview of all relevant processes and policies will be reviewed and an opportunity to ask questions/clarification will be available to all.

Manager – Coach Meeting. The Team Manager is to meet with the team coaching staff as soon as possible after the manager is assigned. During this session an outline of the upcoming Parent Meeting can be reviewed and updated to reflect the specific coach’s vision for the team and set expectations for the Manager-Coach partnership.

Manager – Parent Meeting. If it all possible book your parent meeting after the managers meeting as many questions asked by parents at the first meeting are answered during the managers meeting. This is likely the most critical meeting of the year. Clearly defining expectations to players and parents can alleviate many issues throughout the season. You can have an in-person meeting or zoom meeting as preferred. Provide a summary to the parents post meeting with the items discussed during the meeting. It is highly recommended to request your division VP (AA or AAA) to attend the meeting.

Parent Meeting Overview

The following are proposed agenda items for the parent meeting:

- 1) Coaching Staff
 - a. Coach/staff to provide information on the goals and objectives for the season along with their credentials and philosophy.
 - b. Coaches will also communicate any rules/expectations that they have communicated to the players to ensure all parties are aware of expectations and consequences - this might include things like attendance at off-ice conditioning, missing practices and other expectations.
- 2) CNHA Policies and Procedures.
 - a. Refer players and parents to [CNHA website](#) for the most current list and versions of policies and procedures.
 - b. Players to review, sign, and provide the [Player Code of Conduct](#) to the team manager by Oct 14. Missing submission by this date may result in suspension of practice and game activities.
 - c. Parents to review, sign, and provide the [Parent Code of Conduct](#) to the team manager by Oct 14. Missing submission by this date may result in suspension of parents from practice and game activities.
- 3) Communications
 - a. TeamSnap -once team is finalized, please make sure you contact information is correct in TeamSnap
 - b. Please remember that Group Chats on TeamSnap are to align with the CNHA parent Code of Conduct.
 - c. Communication Flow Chart

Parent/Player





- d. 24-hour “rule”. If you have something to say to a coach/manager/parent, especially something that could be contentious, wait a minimum of 24 hours.

4) Financial

- a. The team may require funds to operate during the season for numerous items, such as tournaments, team social activities, or additional team apparel.
- b. It is important to discuss with the entire team what if anything the team wants to do above and beyond what the association offers. Keep in mind that the development program offered by CNHA is quite robust and likely will not allow for significant additional scheduled events. Be prepared with some suggestions of options for the team to consider based on discussions with Coaches.
- c. After discussion at the parent meeting regarding additional expenditures the Manager and Treasurer should create a sample budget for each of the options which show the financial implications of each option so parents can vote with full information.
- d. The budget must be approved with a 75% approval – please ensure families can vote anonymously. Should the team want to attend an out of country tournament with a significant budget approval from the CNHA board will be required.
- e. CNHA registration fees cover all the associated travel costs with league games/showcase weekends – this includes Bus travel and Hotel Stays. Teams will be responsible for team meals while travelling.
- f. Pre-season (in this case before teams are finalized) exhibition and tournament fees are covered by CNHA.
- g. Coach apparel costs are funded by the association, not the team.
- h. Affiliated players are typically not charged any costs (food, bus, hotel, ice costs, or other).
- i. Registration Fee’s are payable via TeamSnap and can be paid all at once or in 4 equal installments. The final payment is expected to be due in January.
- j. The following are avenues each family can pursue for financial assistance with registration fees. Please be sure to keep in mind that some of our families have applied for Financial Assistance and may not have access to as much funds as other families.
 - [Flames Even Strength Program](#)
 - [Northstars Cares Fee Assistance](#)
 - [Hockey Canada Foundation](#)
- k. CNHA Fundraising Commitment. A \$500 fundraising commitment is due, either payable during registration (check off pay out fundraising) or can be subsidized by participating in the one, some or all the following:
 - Yearbook Ad’s –70/30 split to player/CNHA after \$500 is reached **30% goes to CNHA to account for the labour of creating the ad and yearbook
 - 50/50 Sales- all sold tickets will count towards \$500 – anything above that will go player’s individual account

- “Fill your freezer event” - all sold will count towards \$500 -anything above that will go to player’s individual account
- Sponsorship- Digital including social media and website, programs etc. Anything above \$500 will go towards player account. Please refer to the Sponsorship Tier Document for available packages

I. Bingo’s

- CNHA Each player will be responsible for 2 Bingo’s each season. Families can choose to work the Bingo during one of our assigned dates or can buy them out at \$75 per event.
- There will be an option to buy them out when paying your registration fees on TeamSnap.

5) Team Volunteer Positions

a. Parent Liaison *New*

- As of the 2022-23 season, this is a new and mandatory team role.
- This role will work with families to address concerns and provide direction on resolution, and help facilitate escalating the concern if required
- Will work directly with the Director of Parent Engagement

b. Treasurer

- Initiate and complete account transfer to new signing authorities- CNHA treasurer will help facilitate this
- Manage Cash Calls and pay applicable expenses.
- Allocate fundraising proceeds to players accounts
- Provide monthly summary of spend vs budget to team and CNHA Treasurer

c. Jersey Parents.

- Home and Away
- Coordinate name bar provisioning onto both jersey sets. Once Coach has determined numbers and the Captain and Assistants contact Great Plains Cresting (5655 10th St NE #403-291-2628) to arrange name bars and letters. Costs for this service will be covered by CNHA.
- Cleaning of jerseys throughout the season- **please make sure to hang dry Jerseys**
- Coordinate with Great Plains Cresting (5655 10th St NE #403-291-2628) to have name bars and letters removed at end of season
- Return of jerseys as indicated by Director of Procurement at the end of the season
- Inform Director of Procurement of any jersey damage or repair during the season

d. Fundraising Coordinator.

- Responsible for the execution and management of team agreed upon fundraising activities. Provide details of fundraising program, provide options for buyout where possible, determine and communicate if funds raised will be divided evenly between the team or based on individual player participation – eg. Bottle Drive proceeds divided evenly vs raffle tickets based on how many you sell
- Acquire any necessary AGLC licences for raffle tickets and 50/50. Make sure to complete all required paperwork at the completion of event.

e. Social Media Coordinator

- Details on social media expectations are outlined on the CNHA website, under [Policies and Procedures](#)
- Once a team representative has been selected, please have them review, sign, and return the CNHA social media policy to: socialmedia@calgarynorthstars.com.

- After receiving a copy of your signed social media policy your team representative will receive the login information (account name/password) for your approved CNHA team account.
- f. Travel/Tournament Coordinator. As/if needed, at the discretion of each team.
 - g. Northstar Cares
 - Coordinates with association level Northstar Cares CNHA Director. Please contact nscares@calgarynorthstars.com at the start of the season.
 - h. Bingo Coordinator
 - Responsible for distributing Bingo schedule provided by CNHA Bingo Director and having families sign up for dates
 - i. Penalty/Time Coordinator.
 - Each team, for home games, needs to provide, at a minimum, four volunteers. These include 1 time-keeper, 1 score-keeper, and 2 penalty box volunteers (one away, one home). This position will coordinate training to team members (receives training material and ensures distribution, manages master schedule for time, score and penalty box). Note there are different training materials for AA (Hockey Calgary) and AAA (AEHL). AEHL uses an electronic “live” scoring system while AA uses a paper-based system which must be uploaded within 24 hours.
 - Goalie Shots. The penalty box volunteers are responsible for tracking goalie shots. Volunteers that have their child playing goal must not track goals for their child/player. SOG stands for shots on goal. A SOG is registered if the goalie is required to stop the puck which otherwise would have resulted in a goal. Note: U13 teams do not have to track SOG.
 - Scoresheets will not be changed once signed by referees. This includes changing penalties, assists, goals, or goalie shots. Please remind parents not to reach out anyone to have this changed.
 - [Hockey Calgary Scorekeeping guide](#)
 - j. Mac’s Tournament Coordinator.
 - Each team is required to volunteer during the tournament which will run from 12/26-01/01 providing services such as selling admission tickets, working the penalty box, etc.
 - The Mac’s Coordinator is responsible for ensuring that the team’s obligations are met by the players and parents.
 - A link will be sent in early December where families can sign up for shifts
 - k. Yearbook Coordinator
 - Collect ads from families who are placing ads
 - Collect player profiles information
 - % of funds that go directly to player account (details to be confirmed at a future date)
 - l. Game Video/Recording (AA Only). AAA games are recorded as part of the AEHL league.
 - m. U13 Playoff Host representative.
 - CNHA is hosting the U13 playoffs in 2023 and will require a rep from each team for the committee.
- 6) Apparel
- a. Included in registration fees each player will receive the following:
 - Practice and Game Socks
 - Practice Jersey
 - Pant Shells

- Dryland Shirt and Shorts
 - CNHA Hoodie
- b. ***AAA teams will also receive, the CNHA branded gloves and helmet-
 - Returning AAA will get a credit after their registration is paid if they do not require a new helmet and gloves
 - c. Equipment Bags with new CNHA logo
 - All U13 and U15 players must have a CNHA bag with a new Logo. Players older than U15 can continue to use their old bag
 - d. End of year jersey purchases. A single jersey purchase (price TBD) is allowed under the following conditions:
 - Player is in last year of CNHA (aging out),
 - Player is anticipated to move on from CNHA in the following season
 - Team Manager will collect all names and funds of players wanting to buy their jersey and submit to Director of Procurement, CNHA Administrator and GM.
 - Note: For the 2022-23 season white jerseys will be the jersey available for purchase, for the applicable players only.
- 7) Development
- a. CNHA Director of Development Delivery (Development@calgarynorthstars.com), will work with each team manager to ensure consistent and timely delivery of the CNHA development plan. Each team will receive monthly updates on the sessions their teams have utilized
 - b. As part of registration fees, development includes practices, skills sessions, strength and conditioning and mental health sessions.
- 8) Athletic Trainer (AT).
- a. Concussion Testing
 - All players will receive concussion testing at the beginning of the season by Baseline Therapy- the cost to this program is covered in registration fees
 - b. AT's will have the final say on an injured players return to play
 - Please see the return to play document on our website (to be completed)
- 9) Connect Sport
- a. Each family will be required to participate in one Connect Sport session – it's a program designed to support coaches and families, recognize mental health challenges in athletes and provide tools and resources to support the player. The cost for these sessions is covered by CNHA and will be mandatory as Respect in Sport is.