



MANAGERS MANUAL

- 2019-2020 Season -

TABLE OF CONTENTS

Welcome To Team Management!	3
Manager’s Role	4
First Parent Meeting	4
Team List.....	4
Medical Information	5
Team Registration.....	5
Game and Practice Schedules	5
Game Procedures	5
Timekeepers/Scorekeepers	6
Hockey Calgary Length of Games.....	6
Game Officials.....	6
Ice Scheduling	7
Team Funds	7
Injury Reports	7
Hockey Calgary Website	7
Tournaments	8
Hosting Tournaments	8
Away Tournament Checklist	9
Exhibition Games	9
Special Event Sanction	9
Record Keeping Checklist.....	9
Resolution of Team Disputes	10
Photo Day	13
Ice Breaker Party.....	12
Team Apparel	12
Fundraising	13
Social Media.....	13
Player of the Month	14
Privacy	14
Flu/Hygiene Protection	15

Welcome to Team Management!

Thank you for stepping up to fill this very important role of Team Manager! Managing a team is integral to the Association, the teams and the players!

Whether this is your first time or millionth time, Simons Valley offers a variety of resources available to assist you as you perform your role.

To start, this guide has been developed to assist you – it should help answer some of the most common questions as you start this new adventure.

Our www.svha.ca website is also a very valuable resource where you can find the most up-to-date information and documentation. Please review the documents listed under the Resources/Manager tab on the website: <http://svha.ca/manager/> It is especially important to familiarize yourself with the Members Handbook, while it is subject change, the most current copy will always be made available online.

Your Head Coach and Division Coordinator will work with you collaboratively throughout the season. The following are the Division Coordinators for this season:

Division	Name	Contact
Timbits Division Coordinator	Lee Isaak	timbit@svha.ca
Novice Division Coordinator	Frank Ventura	novice@svha.ca
Atom Division Coordinator	Bill Kuzik	atom@svha.ca
Peewee Division Coordinator	Chris Blood	peewee@svha.ca
Bantam Division Coordinator	Doug Palinkas	bantam@svha.ca
Midget Division Coordinator	Lisa McCallum	midget@svha.ca

If you have manager related questions, please feel free to reach out to:

Tanya Leukefeld

Manager Mentor

Email: mmentor@svha.ca

If you have feedback about this Managers Manual, the Member's Handbook or any other association communications, you can contact:

Elaine Wong-West

Director of Communications

Email: communications@svha.ca

Requests regarding ice times and scheduling can be directed to:

Stacy Baltzer

Director of Ice

Email: svice@svha.ca

Questions regarding volunteering and volunteer commitments can be also be directed to:

Robert Trumper

Director of Volunteers

Email: volunteer@svha.ca

MANAGERS ROLE

The Team Manager is the central figure in facilitating the flow of communication within the team (players, parents and coaches), between the team and the Association, Hockey Calgary League Chairs, other teams, referees, etc.

The Manager is responsible for ensuring all off-ice tasks are completed. By taking on the operational aspects of the team, the Manager enables the Coaches to focus on player development and on-ice instruction.

Each Manager must establish a primary relationship with the Head Coach. Discuss your role and expectations on both sides. It will vary with each Coach and each level. It is very important for the Manager and Coach to work collaboratively. Ultimately, the Head Coach is responsible for the overall operation of your team and will have the final say on matters that require a decision.

FIRST PARENT MEETING

A parent meeting should be set up shortly following the formation of the team to discuss the following:

- Introductions
- Coaching Overview: Have the coach provide information on the goals and objectives for the season and his credentials and philosophy.
- Outline Team Rules/Expectations
 - a. Expected time to arrive prior to games/practices.
 - b. Expected behavior of players.
 - c. Parent access to the dressing room before and after games
 - d. Dress code if decided by team/coach.
 - e. Code of conduct for the players, parents, and coaches.
- **Budget:** To operate for the season the team will require funds for numerous items including: tournaments, extra ice, exhibition games, referees, team apparel, team social activities, year-end wrap up party, and year-end gifts. SVHA highly encourages teams to use a questionnaire to come up with a TEAM consensus in order to establish a team budget. A Team Budget Questionnaire can be found under the Resources/Manager tab on the website.
- **Fundraising:** This is a decision to be made at the team level. Possible fundraising ideas: cash call, corporate sponsorship, silent auction, skate-a-thon, bottle drive, raffles etc.. This year there will be an association wide raffle to offset the increase cost of ice – details of this raffle will be communicated once available.
- **Tournaments:** The team needs to decide on the number of tournaments it will attend in total, how many of these will be out of town tournaments, and whether or not the team will host its own tournament. Simons Valley has a limited amount of tournament packages available and these are drawn through a lottery system. It is important to note that each division is limited to the number of games and/or tournaments they may play in a season as per Hockey Calgary guidelines.
- **Volunteer Positions:** There are a variety of team level positions that will promote the success of the season for the team. Volunteer positions that qualify toward the Association volunteer commitment at the team level are limited to Manager, Coach/Assistant Coach, Treasurer, Tournament Coordinator, Jersey Parents and Off Ice Officials (Scorekeeper and Timekeeper). Timbit teams can have 1 Head Coach and 7 Assistant Coaches, all other levels have 1 Head Coach and 3 Assistant Coaches and 1 Goalie Coach. Please refer to policy 09.0/09.0 Addendum and 09.1 in Members Handbook. Timbits and Bantam teams can have up to 2 volunteers per team as volunteers on their respective legacy tournaments.

TEAM LIST

SVHA has an account with Team Snap. This program can be accessed as an app or online. SVHA will upload each teams' player information for you – once this information is loaded, you will be given managers access and be able to edit information. Practices and games scheduled by SVHA will automatically be uploaded for you through out the season. This program also includes an availability component which many teams, especially coaches, appreciate. The monthly cost for

Team Snap is paid for by SVHA, not the individual team. You can also choose to make “cheer cards”, a handy little card that lists the players and their jersey numbers – these are provided to the parents to help them recognize and cheer for each player on team. A template for a Cheer Card can be found on the SVHA website under Resource/Manager.

MEDICAL INFORMATION

Medical information this year was collected during registration. Managers and Coaches are able to see the forms through Team Snap. If you are unable to locate a medical form, please reach out to admin@svha.ca and she will be able to assist you. You should print off a completed medical form for every player and place it in a sealed envelope. These forms are need in the event of an accident or injury where the parent may not be present. These are normally kept by the Manager or Safety Person and need to be destroyed in a confidential manner at the end of the season.

TEAM REGISTRATION

Teams are registered with Hockey Calgary by SVHA. This must be completed by **October 4, 2019**. Team rosters will be e-mailed to the Head Coach as soon as team and coach selections are finalized. The rosters need to be verified for accuracy with any changes emailed to admin@svha.ca as soon as possible.

A copy of the Hockey Calgary official team roster must be available at all games as the Referee has the right to review it in the case of a player dispute. Ensure you or your coach has a copy of this at all your games. You may also require this document for tournaments.

One parent from each family must take the Hockey Calgary “Respect In Sport” online course. This course must be completed before registering. You will have to complete this course every four years.

GAME AND PRACTICE SCHEDULES

The manager is responsible for keeping the team informed of game and practice schedules along with additional team events throughout the season. This should all be managed through Team Snap. Practice schedules are typically allocated to teams by the SVHA Director of Ice **on a monthly basis at the beginning of each month**. Game schedules will be available on the Hockey Calgary website after **October 16, 2019** for the seeding round and after **December 17, 2019** for the regular season and Esso Minor Hockey Week.

[Click here](#) for the Hockey Calgary Important Dates Calendar.

GAME PROCEDURES

You will be provided with the contact information for your League Chairperson prior the start of the seeding round. Your League Chair is a valuable resource for game count, affiliation rules and reporting.

The home team is responsible for filling out and providing the game sheet. Rather than filling out your roster for each game by hand, it is much easier to create a team list on stickers to save time in your pre-game preparations. There is a sticker template available on the website under the Resources/Managers tab. Labels can be purchased at Staples with team funds (AVERY #8163).

Following the game, the home team will keep the white sheet. The winning team also keeps the yellow copy of the game sheet. The losing team gets the pink copy. The home team is then responsible for updating the Hockey Calgary website with the game statistics, e-mailing the final score and reporting any incidents or suspensions to the league chair within 24 hours. The League Chair will review the procedure that he/she requires in their initial email to you. In the past, a pdf of

the white game needed to be uploaded on the Hockey Calgary website, however, this should be reviewed with your individual League Chair as procedures do change every year.

In the event of a tie, the home team keeps the white and yellow copies and is responsible for reporting the game results to the League Chair. Each manager will be given a Username and Password to login to the Hockey Calgary website to update their team's statistics.

Copies of the game sheet(s) for all exhibition and tournament games will also need to be uploaded.

TIMEKEEPERS/SCOREKEEPERS

For all Hockey Calgary seeding round, regular season and playoff games, the home team is to supply the Timekeeper and the visiting team is to provide the Scorekeeper. You should also provide another team representative to handle the gate for your penalty box.

For exhibition games and tournaments, the home/host team often supplies both the Timekeeper and Scorekeeper. Each tournament will vary.

For parents new to these positions, the Hockey Calgary Off-Ice Official's Manual can be found [here](#). This position qualifies towards the Association volunteer commitment and as such, the hours volunteered need to be tracked to ensure the minimum is met (10 hours). This may result in a limited number of available positions per team.

HOCKEY CALGARY LENGTH OF GAMES

<u>Permit length</u>	<u>Length of periods 1, 2 and 3</u>
1 hour permit	12, 15 and 15 minutes
1 ¼ hour permit	15, 15 and 15 minutes
1 ½ hour permit	15, 15 and 20 minutes
1 ¾ hour permit	15, 20 and 20 minutes
2 hour permit or greater	20, 20 and 20 minutes

If there is 5 minutes left in the permit and the game is not done the on-ice official will instruct the off ice- official to drop the clock to 2 minutes. This will occur at the whistle.

Note: all games are stop time, no timeouts, with a 3-minute warm-up before each game.

GAME OFFICIALS

All games for the Regular Season, Minor Hockey Week and Playoffs are paid by Central Zone.

For tournaments, the host team will receive an invoice from SVHA for the ice costs and referees. The invoice will need to be paid (to SVHA) prior to the tournament. If you receive an invoice from Central Zone, please DO NOT pay it as SVHA would have already paid it.

For Regular Season, Minor Hockey Week, Playoffs and Tournaments Atom divisions 1, 2 and 3 will be assigned a 3-man system. Atom division 4 and below are assigned a 2-man system. Pee wee, Bantam, Midget and Juniors are always 3-man systems.

Payment for exhibition games are the responsibility of the individual teams. Atom and Peewee divisions are assigned a 2-man system. Bantam, Midget and Juniors are always 3-man systems. Referees are to be paid cash prior to each game.

TIMBIT PLAY STRUCTICE

[Click here](#) to read about the Timbit Program.

NOVICE PLAY STRUCTURE

[Click here](#) to read the Novice Development League Resource Guide for 2019-2020 season.

ICE SCHEDULING

[Click here](#) to read about Ice Scheduling.

BLACKOUT WINDOWS

- A. Each team will only be allowed 1 blackout window during the seeding round and the regular season. This replaces the old Scheduling window form. Deadlines are still applicable. The deadline for seeding round is **October 7, 2019** and for regular season is **December 2, 2019**. If teams need other days off for team events or tournaments during this period, they will have to find trade partners for their assigned ice.

TEAM FUNDS

The Team Treasurer is responsible for collecting, banking, and dispersing team funds. This is done by setting up a team bank account. SVHA has set up bank accounts for all teams at ATB – Calgary Northpointe Branch (#800, 388 Country Hills Blvd. Phone: 403-988-7851. It is recommended the bank account be set up to provide for two signatures for withdrawals. It is also a good idea to periodically have the Treasurer provide a simple financial statement to the team to show how much money has been spent, what the funds were allocated to and how much more will be required. Any sponsors or donations should be acknowledged in a letter of appreciation from your team. There is a team questionnaire to assist in determining the team's budget.

Once your team treasurer has been selected, please email admin@svha.ca with their name and email address.

INJURY REPORTS

Hockey Canada provides an insurance policy that takes over when basic and extended medical insurance is exhausted. In case of accident or injury, an injury report must be filled out immediately and sent to the address on the bottom of the form. These can be found on the SVHA website site under the Resources/Managers tab. Managers should have blank copies on them at all times.

HOCKEY CALGARY WEBSITE

Hockey Calgary has a website at www.hockeycalgary.ca which you are encouraged to access frequently to get up to date information on key dates, schedules, current standings, tournament information, arena listings etc. The Hockey Calgary Regulations Handbook, Hockey Calgary related forms and additional Manager's information are also available from the website. You will use your team specific login info to assist in the administration of your team.

TOURNAMENTS

Hockey Alberta sanctioned tournaments can be found advertised on the Hockey Calgary website or the Hockey Alberta website. [Click here](#) for the Hockey Calgary Tournament listing. If you are interested in participating in a tournament it is recommended to contact the Tournament Organizers as early as possible since most tournaments fill up quickly. Be advised that many tournament hosts are often looking for reciprocal opportunities. For out of town tournaments, be aware that the level of play is highly variable. It is recommended to discuss tiering levels with the Tournament Organizers to ensure your team is entering a tournament at the appropriate level. Your Division Coordinator can also be a resource in determining if an out of town tournament is at a competitive level.

**Please note a request to Hockey Calgary for scheduling blackouts is required as outlined within the Important Dates.*

HOSTING TOURNAMENTS

SVHA has a limited number of tournament packages available. These will be drawn randomly and teams drawn to host will be contacted. If teams decline, a new team will be drawn and contacted.

SVHA has been successful in establishing a few legacy tournaments. Pee wee AA and Atom 1 co-host the Murray Copot Invitational taking place December 12-15th, 2019. This is ice we have secured for over 20 years primarily for these divisions. The Timbits Classic Tournament for all Timbit teams will take place over the Family Day long weekend, February 15-17. Lastly, SVHA will be hosting the Third Annual Bantam Kids Cancer Care Tournament in March 20-22, 2019. All Bantam teams are highly encouraged to support this tournament.

Apply to Hockey Calgary to Host a Tournament and they will issue you a sanction number upon approval. Go to www.hockeycalgary.ca and follow the Forms link.

The deadlines to submit a request to host a tournament are listed on the HC Important Dates document [here](#).

Teams requesting to host a tournament agree to abide by all the requirements set forth in the Tournament Sanction Request documents published by Hockey Calgary. For all Hockey Calgary sanctioned tournaments, the Tournament Organizer is responsible for adding the games and also entering the digital game sheet.

If you want your tournament listed on the Hockey Alberta's Tournament Listing you will need to request a sanction there as well. The log in for Hockey Alberta website is SIMONSVALLEY with the password simonsvalley.

- A. The Referees will be assigned by the Central Zone Referees' Committee (CZRC). Tournament games entered on the Hockey Calgary website will be sent to the CZRC on behalf of Tournament Organizers. Hockey Calgary will then approve and enter the game times into the Central Zone website. The team will pay Central Zone directly as Central Zone pays the referees.
- B. After tournament:
 - Submit all white game sheets electronically and the Suspension Form to your League Chairperson within 3 days after the end of the tournament. If there are any suspensions during any of the tournament games then the tournament coordinator must input and connect with the League chair within 24 hours.
 - Payment is due for ice times within 3 days of completion of tournament.

AWAY TOURNAMENT CHECKLIST

- B. Contact the Tournament Coordinator to determine: dates and times, entry fee (amount and payable to whom), number of guaranteed games, other teams entered to assess caliber, tournament rules (period times, overtime), and tournament sanction number.
- C. Log on to Hockey Calgary website and select “Play in a Tournament”. It will walk you through the required steps. If the form is submitted before the Scheduling Window deadline and the dates of the tournament are during the Seeding Round or the Regular Season it will ask you if you want to use your Schedule Window for this tournament.
- D. If a tournament is occurring outside Calgary then at the end of the tournament time frame it will electronically ask you to Finalize Travel Permit.
- E. Send an email to the SV ice director at svice@syha.ca and let them know you will be away so that time period can be blocked out for practice ice for your team
- F. Coordinate with Treasurer to ensure tournament fee is paid. Other items that may be necessary to send upon request: team roster, team photo, and Association logo. If you are bringing affiliated players make sure that you adhere to all the affiliation rules.
- G. Create a travel schedule for parents/players including: dates and times of games, accommodations (book a block of rooms), organize team meals and/or outings if needed and provide driving directions/maps to the accommodations and arena(s).
- H. Upon arriving at tournament, meet with the Tournament Coordinator to confirm times, rules, etc.
- I. Ensure players remain on their best behavior as representatives of Simons Valley Hockey.
- J. When you return home submit copies of all game sheets to your League Chairperson ASAP.

EXHIBITION GAMES

On the Hockey Calgary website, in the Team Manager Account, there is a Play an Exhibition Game Tab. This needs to be filled out by host and opposition teams. If the game is occurring in a Hockey Calgary Arena then the request is automatically sent to the appropriate referee assignor. If the game is not occurring in a Hockey Calgary Arena then once the game has been approved a Travel Permit is automatically issued. You will need to pay the referee with cash before the exhibition game begins.

SPECIAL EVENT SANCTION

On the Hockey Calgary website in the Team Manager Account there is a Special Events Tab that displays all Special Events and allows managers to request a Special Event. A Request should be put in any time a team plans to participate in an event or activity that is considered to be outside normal hockey programming.

Hockey Calgary will review the requests and an email will be auto-generated. If there are conditions placed upon the Sanction a note will appear at the top of the Sanction outlining those conditions. If a request is denied, it does not mean the team can't participate in the event, they just need to be aware that they are participating without coverage through Hockey Canada Insurance.

RECORD KEEPING CHECKLIST

Each manager should have the following items on his/her possession at all times when at the rink:

- Team Contact List
- Team Schedule

- Player Medical Information
- Blank Injury Reports
- Copy of Team's Official Roster
- Blank Game Sheets
- Team Roster Labels for Game Sheets
- Copy of Tournament Sanction when Hosting a Tournament

RESOLUTION OF TEAM DISPUTES

Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches etc. The parents should bring their concerns to the Team Manager who should work with the Coach and parents to resolve issues. If the Manager and Coach cannot resolve the problem, he/she should contact their Division Coordinator who will assist in solving the problem or advise on the appropriate action. If satisfactory solution cannot be found at the team level or with the Coordinator, then the issue will be escalated as appropriate in keeping with the outlined Chains of Communication. The concerned parties have the option of taking the case to Hockey Calgary if still unsatisfied with the decision of the Simons Valley Board of Directors. If the above course of action has not been taken, Hockey Calgary will refer the issue back to the Simons Valley Hockey Association. Anonymous inquiries will not be addressed as the opportunity to work collaboratively with a member is not available. (Members Handbook Section 14)

Please adhere to the 24 hour rule and the Communication Chain (Policy 19.0 SVHA Members Handbook) as shown on the next page.

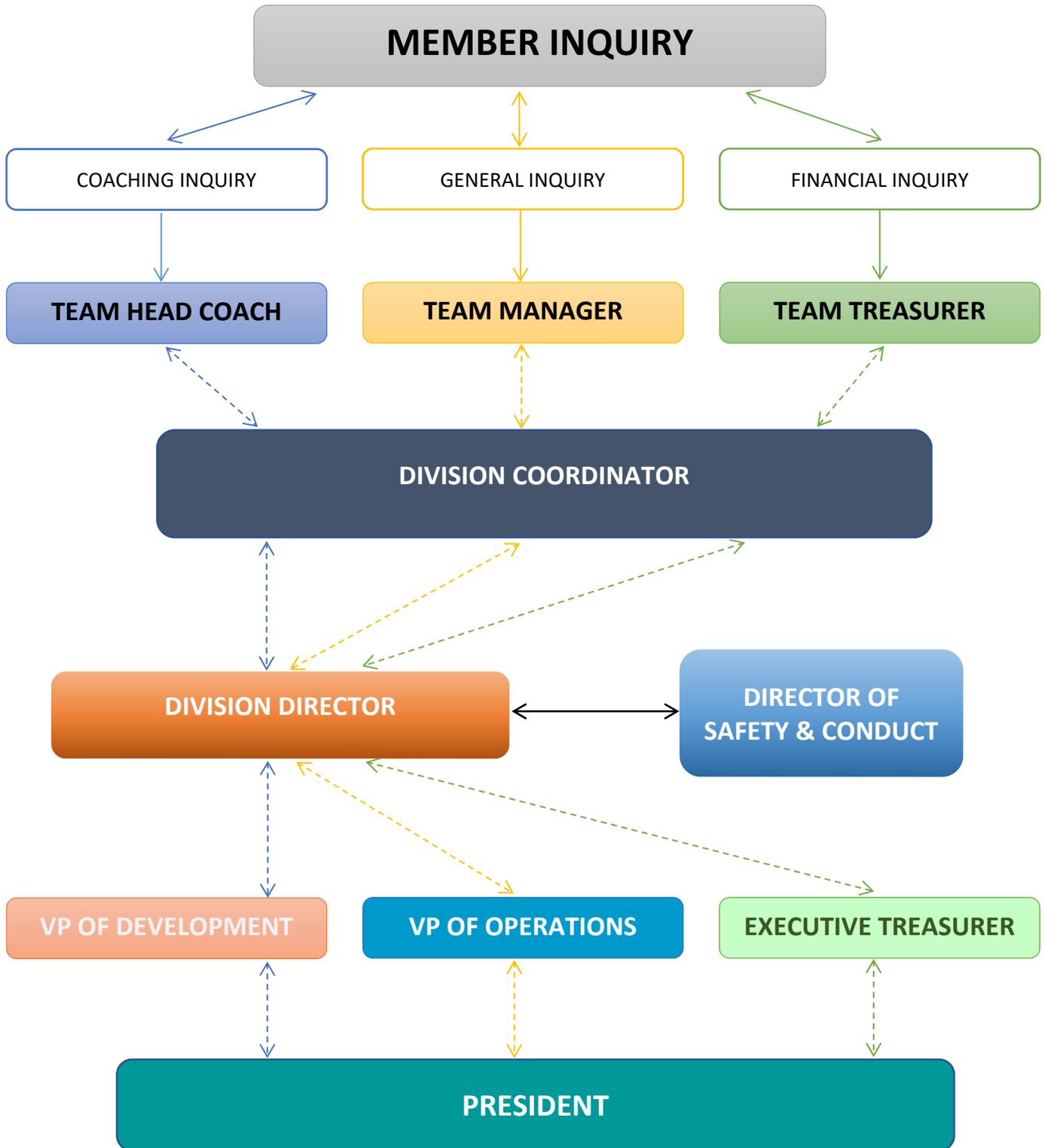
Excerpt:

19.0 SVHA Chains of Communication

In order to achieve effective communication throughout the Association chains of communication have been established. The nature of a member inquiry will determine which direction or link the inquiry takes by following the links that apply to a specific member inquiry it is anticipated opportunities to address the inquiry or issue can be identified as quickly and effectively as possible. The links of the chain will lead the inquiry through the levels required to reach conclusion.



Chain of Communication



Should the inquiry warrant increased privacy a written inquiry can be submitted directly to:

- potentially an ombudsman and/or
- Board Executive member.

*----- Arrows marked with incomplete lines represent potential levels of communication.

PHOTO DAY – OCTOBER 19, 2019

This year, our location is sponsored at Country Hills Volkswagon! The photo day process is new this year, managers will be able to go online and select a photo time as well as pre-populate their team info PRIOR to photo day. A link to register for photo day will be released once teams for ALL divisions have made. You will receive an email with additional information and instructions.

For now, here are some general guidelines regarding photo day:

- A. Players please arrive 10 to 15 minutes before the published team photo time. Expect pictures to take around 30 minutes.
- B. Volunteers will be available to direct traffic.
- C. Managers bring a printed team roster sheet complete with names/jersey number of players.
- D. Have your team dressed in their hockey equipment – Bring sticks, skates, gloves in hand.
- E. Skates are to be put on in the designated area.
- F. Wear “Away” (Black/Dark) jerseys.
- G. Bantam/Midget players. If you are wearing dress shirts rather than full uniforms remember to bring hockey gloves. Goalies are welcome to come in full equipment.
- H. Simons Valley Hockey will provide each player with a memory mate, which includes an individual and team photo. Optional photo packages are available for purchase and order forms will be emailed to the team manager to share with the team.
- I. Photos will be delivered on the second week of December in time for Christmas. A date will be advised for managers to pick up photos at the Vivo lobby.

ICE BREAKER PARTY

SVHA will be hosting an association wide parent party on November 1st, 2019 at The Topsy Pig in Evanston! This is a great opportunity to meet other parents from other divisions. This will be a Halloween party so please come dressed up! More details and tickets will be on sale soon – stay tuned!

TEAM APPAREL

Team promotional attire and fund raising is at the discretion of the team. Funds raised through gaming must be used on those items stipulated in your gaming license. All the funds at the end of the season must be used by the team or surrendered to the Association.

Promotional team wear design and vendors are also at the discretion of the team, however SVHA’s premier provider is **Tuxedo Source for Sports**. Team wear and embroidery must reflect the values of SVHA. We also require that if using the SV logo or STORM logo that you use the Association approved digital files, without alteration to colors. Tuxedo Source for Sports has the rights for the logo. Contact: theresa@tuxedosports.ca

Tuxedo has designed a 3rd jersey that has been approved by Hockey Calgary. ONLY the approved third jersey can be worn during a game as an exception to association provided jerseys. Teams can add the last name of the player and customized numbers for the 3rd jersey, however when reporting the digital file for each game, the team manager must ensure that the 3rd jersey number is reported for that game.

To access the online Tuxedo store – visit <https://tuxedo.itemorder.com/> , password is Storm20.

FUNDRAISING

There are several fundraising options out there. How much to fundraise and to fundraise or cash call are dependent on the team goals. This is a good time to use the questionnaire to direct the team. Some fundraising options: raffle tickets, selling sausages/wreaths/cookies, and bottle drives. Raffle tickets require a raffle licence from AGLC.

Alberta Gaming and Liquor Commission (AGLC)

SVHA teams need to apply for their own raffle license for any gaming/raffle under \$10,000. Teams can apply for AGLC number and raffle license using the following steps.

- A. Click <https://aglc.ca/gaming/licences/raffle-20000-and-less>
- B. Fill out applications “Eligibility for Raffle Licence” and “Internet Account Request”.
 - AGLC ID# - leave blank
 - Group’s Full Name - (eg. SVHA Novice 1)
 - Address - fill in the personal address the Raffle Chairperson
 - Number of Voting Members – Number of parents on your Team
- C. Send forms to AGLC via mail, fax, or email
- D. AGLC will contact you in 3 to 5 business days with your User ID and Password
- E. To obtain a licence, go to www.aglc.ca and click “login”
- F. Type in your User ID and Password
- G. Fill out the necessary information for your licence

This process will have to be done every year, by the Manager or Raffle Chairperson, specific to their Team. If you have any questions, please call AGLC at 1-800-272-8876.

Note: The AGLC and Simons Valley Hockey do NOT sanction any non-licensed gaming including Poker, Texas Hold’em Tournaments.

SOCIAL MEDIA

We love to know whats going on with our Simons Valley teams! Please fee free to send photos of your team events (tournaments, games, etc) to us and we can post them on our social media pages. Simons Valley reserves the right to use our discretion when posting content shared with us.

Simons Valley is present on Facebook (@simonsvalley), Instragram (@svha_storm) and Twitter (@simonsvalley). Be sure to follow us!

Please email pictures to Elaine Wong-West, Director of Communications at communications@svha.ca

PLAYER OF THE MONTH – *New this year!!*

SVHA in partnership with **Tuxedo Source for Sports** is proud to announce that we will be selecting a **Player of the Month** each month of the 2019/2020 hockey season (October to March).

The coaching staff of each team (Timbits – Midget) will nominate one individual each month based on the following selection criteria:

- Sportsmanship (respect coaches, officials, opponents, teammates)
- Commitment (toward practices, games and continued improvement)
- Honesty (playing by rules, character)
- Positive attitude and enthusiasm for their sport both on and off the ice
- Work Ethic
- Teamwork
- Focus and Discipline
- Perseverance (overcoming challenges)
- Volunteering and/or Community involvement (Giving back to the community)

The SVHA Board will select a winner from the pool of nominees for each division, their selection will also be based on the criteria listed above.

It should be noted that the Player of the Month may not, and should not, be merely the “star” player, but rather a team member who sets a good example for others and exhibits the greatest all-around attributes of leadership, character and teamwork.

Provisions:

- The Board reserves the right to reject a nominee due to concerns such as disciplinary issues, attendance concerns, etc. In this case, the Board will consider another candidate.
- Players who are selected will not be able to earn the award again.
- Nominations will not carry over from month to month, re-nominations are welcome.
- Only those who win the award will be recognized; other nominees will not be disclosed.
- As noted above, this award is for the Timbits to Midget divisions, one player per division will be selected for the month (from October 2019 to March 2020).

Award:

The selected recipients will be featured in our monthly STORM report, on our social media pages and receive a **\$75 gift certificate to Tuxedo Source for Sports**.

PRIVACY

If you are doing news stories about your games do not use a player’s full given name. This would also be applicable if you are using a team social media account such as Twitter, Facebook, Instagram etc.

As outlined under Section 09.1 in the Members handbook: *No member’s last name will be listed on SVHA website unless written consent (letter or email) has been given by the member who is over 18 years of age. Members under the age of 18 require consent from every person with the legal right to make major decisions on their behalf*

FLU / HYGIENE PROTECTION

The following precautions are greatly advised for all SVHA teams:

- A. Under no circumstances should any player or bench personnel use or drink from another person's water bottle. Water bottles should be clearly marked with the owner's name. After using the water bottle, it should be taken home and thoroughly washed.
- B. Wash your hands. Use of soap & water for at least 20 seconds and then rinse. If this is not possible, carry a small bottle of disinfection hand wash.
- C. Coughing and sneezing should be into the elbow or tissue and not into your hands. Tissues should be discarded immediately.
- D. Equipment should be cleaned regularly.
- E. Most importantly, if you're exhibiting any flu like symptoms – STAY HOME until you feel better.



Again, thank you so much for being a Team Manager. We know you are invaluable to the players experience and we hope it is also successful and fun for you. As you need to, please don't hesitate to access the resources in place for you.

Have a great season - Go Storm Go!