

# Simons Valley Hockey Association



## Managers Manual 2022-2023 Season

[WWW.SVHA.CA](http://WWW.SVHA.CA)

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## **Welcome to Team Management!**

Thank you for stepping up for this very important role. It is integral to the Association, the teams and the players!

There are a variety of resources available to assist you as you perform your role. Tanya Leukefeld, the Director of Communications, Volunteers & Events also supports the Managers with the role of Manager Mentor. She can be contacted at [communications\\_volunteers@svha.ca](mailto:communications_volunteers@svha.ca) and is able to help with any Manager related questions. Your Head Coach and Division Coordinator will work collaboratively with you throughout the season. The name and contact information of your Division Coordinator can be found on the SVHA website or click this link: [SVHA – Simons Valley Hockey Association](#)

This guide has been developed to assist you. On the SVHA website there is a Manager's Office Tab with some quick links (Some links require [Adobe](#) reader PDF, Excel XLS or Word DOC). We ask that you familiarize yourself with the Members Handbook, which is subject to change on an ongoing basis. Please do not hesitate to access the resources available to you! If you require assistance, please ask!

**SVHA wants this to be a great experience for you!!**

## Manager's 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, discussing each of your roles and expectations. 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 after the formation of the team to discuss the following:

- Introductions
- Coaching Overview: Have the Head Coach provide information on the goals and objectives for the season and his credentials and philosophy.
- Outline Team Rules/Expectations
  - Expected time to arrive prior to games/practices
  - Expected behavior of players
  - Parent access to the dressing room before and after games
  - Dress code if decided by team/coach
  - Code of conduct for the players, parents, and coaches (ensure paperwork is complete)
- Budget: To operate for the season the team will require funds for numerous items such as tournaments, extra ice, exhibition games, referees, team apparel, team social activities, year-end wrap up party, or year-end gifts. SVHA highly encourages teams to use a questionnaire to come up with a TEAM consensus to establish a team budget. A Team Budget Questionnaire can be found under the Manager's Office Tab or by clicking here [http://svha.ca/page.php?page\\_id=952](http://svha.ca/page.php?page_id=952)
- Fundraising: This is a decision to be made at the team level. Possible fundraising ideas: cash call, corporate sponsorship, silent auction, bottle drive, raffle etc.
- 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 the team will host its own tournament. At home tournament ice is allocated through a lottery. Contact Director of Ice for more information at [svice@svha.ca](mailto:svice@svha.ca)
- 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
    - U7 teams can have 1 Head Coach and 7 Assistant Coaches, all other levels are limited to 1 Head Coach, 3 Assistant Coaches and 1 Goalie Coach.

- U7 teams may also have 2 parents assigned to organizing and maintaining the bumpers before, during and after each game.
- Please refer to policy 09.0/09.0 Addendum and 09.1 in Members Handbook
- Treasurer
- Tournament Coordinator
- Fundraising Coordinator
- Jersey Parent (2 maximum)
- Off Ice Officials (Scorekeeper and Timekeeper) (10 hours per family)
- U7 and U15 teams can have up to 2 volunteers per team as Coordinators for their respective Legacy Tournaments
  - These tournaments are division wide and are seen as flagship tournaments representing SVHA.
- U11 HADP and U13 Team 1 can have up to 2 volunteers per team as Coordinators for their respective Legacy Tournament
  - This tournament is co-hosted by the two teams and is seen as a flagship tournament representing SVHA. (This tournament is not division wide)

A Team Level Position Request Form will be distributed to each team. Each team is to assign a parent to each of the required roles for their divisions. IF your team has more players than the allocated positions, please contact the Director of Volunteers at [communications\\_volunteers@svha.ca](mailto:communications_volunteers@svha.ca) to discuss the potential options available. Please note: each family can only fill ONE position per team.

### **Team Contact List**

A team list needs to be updated for early in the season as possible. This list may include player's name and jersey number; home phone number; home address; parent's names and cell numbers; email address; and volunteer positions. SVHA has an account with TeamSnap. This program can be accessed as an app or online. SVHA will upload your team's player and schedule information for you to then use to manage contact information and additional scheduling for the team. Encourage parents to update their profile to include cel phone and email for communication and emergency purposes. 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.

It is essential that all personal information is confirmed before being distributed. For ease, some teams prefer to make "cheer cards" instead of just Teamsnap. A template for a Cheer Card can be found on the SVHA website under the Manager Office Tab.

## Medical Information

Each player fills out a medical form when registering. This form is then uploaded on Teamsnap by SVHA. Managers will have access to this form and should familiarize themselves with any important medical information relative to each player in case of accident or injury when a parent is not in attendance. In the event of an incident, Hockey Canada Incident Forms are available on the SVHA website, accessed under the Manager Office Tab. If there is an incident, the form must be completed and submitted as soon as possible to the following: Director of Safety & Conduct; Jeff Walker, Hockey Calgary/Alberta, the parents, and the Manager should keep a copy for their records. Any questions can be directed to [safetyandconduct@svha.ca](mailto:safetyandconduct@svha.ca)

## Team Registration

Teams are registered with Hockey Calgary by SVHA. The Official Team Rosters will be e-mailed to the Head Coach as soon as team and Coach selections are finalized. The roster needs to be verified for accuracy with any changes emailed to [admin@svha.ca](mailto: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 and/or your Coach has a copy of this at all your games. This document is especially important to have on hand if your Coach has requested affiliated players to play up for a game. Additionally, the Hockey Calgary League Chair may attend a game and could ask to see the form. 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. This course must be completed every four years.

## Game and Practice Schedules

The Manager is responsible for adding any additional events, practices, exhibition games or tournaments into Teamsnap. All other ice time will be allocated by the Director of Ice and uploaded by SVHA. Seeding round game schedules will be available on the Hockey Calgary website on **October 14, 2022**. The regular season schedule will be released **November 23, 2022** for the regular season and the Esso Minor Hockey schedule will be released **December 9, 2022**. A link to the Hockey Calgary Important Dates page can be found here as well as on the Manager Tab. [202223\\_Important\\_Dates\\_-\\_Community\(1\).pdf \(hockeycalgary.ca\)](#)

## 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 under the Manager's Office Tab on the website. Stickers can be purchased at Staples with team funds (AVERY #8163).

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 also need to be uploaded.

### **Jersey Colors (U9-U21)**

- The home team will be required to wear dark colored jerseys, while the visiting team will be required to wear light colored jerseys
- In the event of a conflict or a third jersey, the team requesting the change must bring it forward to the opposing team for approval
- If conflict persists between the two teams, the corresponding League Chair will make the final decision

### **Timekeepers/Scorekeepers**

Effective September 2021, the home team is responsible for filling the roles of Timekeeper, Scorekeeper and both Penalty boxes. The home team keeps the white sheet, the away team will receive the yellow. There is no longer a pink copy. The home team is then responsible for updating the Hockey Calgary website with the game statistics, uploading the final scoresheet, and reporting any incidents or suspensions to the League Chair within 24 hours. The League Chair will review the procedures that he/she wants/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 and expectations can change every year or with different League Chairs.

For parents new to these positions, the Hockey Calgary Off-Ice Official's Manual can be found on the SVHA website under the Manager's Office Tab. The timekeeper/scorekeeper position qualifies towards the Association volunteer commitment and as such hours volunteered require tracking to ensure the minimum is met (10 hours). It is suggested that a group (4-6) families be allocated as the time/scorekeepers for the season. That way enough hours can be accrued by each family, and they are not left short of the required hours at the end of the season. Please note, the Penalty Box position is not an Association level volunteer requirement, this position is a team expectation. Any questions regarding volunteer hours and expectations can be directed to Tanya Leukefeld, Director of Communications, Volunteers & Events at [communications\\_volunteers@svha.ca](mailto:communications_volunteers@svha.ca)

### **Hockey Calgary**

Changes to the Hockey Calgary Game Play Guidelines were recently updated. They can be found here as well as on the Manager Tab on the SVHA Website. [Game\\_Play\\_Guidelines.pdf \(hockeycalgary.ca\)](#)

### **Length of Games**

<u>Permit length (U7-U9)</u>	<u>Length of periods 1, 2 &amp; 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

## ***Key Changes to the Length of Games for 2021-2022***

### **Period Lengths (U11-U18)**

- 1-hour Permit Games – Period minute lengths are 13-13-13
- 1.5-hour Permit Games – Period minute lengths are 15-20-20

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

For tournaments the host team will receive an invoice from Central Zone and are required to pay Central Zone Directly (Central Zone handles the payment to the referees).

For Regular Season, Minor Hockey Week, Playoffs and Tournaments U11 Divisions 1, 2 and 3 will be assigned a 3-man system. U11 Division 4 and below are assigned a 2-man system. U13, U15, U18 and U21 are always 3-man systems.

Payment for Exhibition games are the responsibility of the individual teams. Referees are to be paid cash prior to each game.

For Exhibition games all U11, U13 and U15 Divisions are usually assigned a 2-man system. U18 and U21 are always 3-man systems.

For U9 only 2 officials will be on the ice at a time, one on each end.

### **U7 and U9 Play Structure**

All details regarding U7 and U9 Play Structure can be found in the following Hockey Calgary document. This document can also be found on the Manager Tab on the SVHA website. [Game\\_Play\\_Guidelines.pdf \(hockeycalgary.ca\)](http://hockeycalgary.ca/Game_Play_Guidelines.pdf)

### **Ice Scheduling**

Under the Manager's Office Tab, our Director of Ice has put together a couple of very informative documents to help answer all your questions regarding Ice Scheduling and everything you wanted to know about ice. Please take some time to review these and become familiar with the policies. Under that tab you can find a link to One Click where you can check the number of practices that have been assigned by SVHA.

### **Important Dates**



Hockey Calgary important dates are listed on the below link. Please be sure to look at this document to see dates as to when your division requires certain information to be submitted

[202223 Important Dates - Community\(1\).pdf \(hockeycalgary.ca\)](#)

### **Team Funds**

The Team Treasurer is responsible for collecting, banking, and dispersing team funds. SVHA has set up bank accounts for all teams at ATB – Calgary Northpointe Branch (#800, 388 Country Hills Blvd. Phone: 403-988-7851). The SVHA Administrator will email further details to the Manager once the season starts. 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. There is a team questionnaire to assist in determining the team's budget as well as a template for a budget on the website under the Manager Tab.

### **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 here as well as under the Manager's Office Tab on the SVHA webpage and Managers should always have a hard copy. [Hockey Calgary Injury Report - Hockey Calgary](#)

### **Hockey Calgary Website**

Hockey Calgary has a website at [www.hockeycalgary.ca](http://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. A link to tournament listings is available under the Manager's Office Tab on the SVHA website. 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. Remember also to apply for a Travel Permit if you are leaving the Province of Alberta.

**Please note a request to Hockey Calgary for scheduling blackouts is required as outlined within the Important Dates Form. Please be sure to check the deadline for blackouts during the seeding round.**

## Hosting Tournaments

Any team that wants to apply to host a tournament using SVHA ice will need to apply by sending [admin@svha.ca](mailto:admin@svha.ca) and [svice@svha.ca](mailto:svice@svha.ca) an email. In the email, please indicate in the subject line "Hosting a Tournament" and then note your team name and contact information. SVHA will be drawing teams from each division to host tournaments. This could happen even before the division teams are formed. If the winning team declines the tournament, SVHA will re-draw for that division.

Be advised that most U9 tournaments will occur late February to mid-March as they do not have playoffs. You must also notify [admin@svha.ca](mailto:admin@svha.ca) and [svice@svha.ca](mailto:svice@svha.ca) when hosting a tournament not involving SVHA ice. There is no deadline when a team is securing their own ice.

SVHA has been successful in establishing a few legacy tournaments. Tournament Committees will be made for all SVHA Tournaments where team representatives and SVHA Board members will work together to plan the event.

The Murray Copot Invitational will return for the 2022-2023 season. This tournament is co-hosted by the U11 HADP and U13 Team 1 (only Tier 1 is eligible). This tournament will take place in December 2022.

The Timbits U7 Classic Tournament is co-hosted by all U7 teams and will take place in February 2023.

Lastly, the annual U15 Kids Cancer Care Tournament will take place in March 2023. All U15 teams are involved and highly encouraged to support this tournament with its fundraising efforts.

To Host a Tournament, apply to Hockey Calgary and they will issue you a sanction number upon approval. Go to [www.hockeycalgary.ca](http://www.hockeycalgary.ca) and follow the Forms link.

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 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 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.

### A. 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 Manager must input and connect with the League chair within 24 hours.

- Payment is due for ice times within 3 days of completion of the tournament.

### **Away Tournament Checklist**

- A. 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.
- B. 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.
- C. 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.
- D. Send an email to the SVHA Director of Ice at [svice@svha.ca](mailto:svice@svha.ca) and let them know you will be away so that time period can be blocked out for practice ice for your team
- E. Coordinate with the Treasurer to ensure the 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.
- F. 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).
- G. Upon arriving at the tournament, meet with the Tournament Coordinator to confirm times, rules, etc.
- H. Ensure players remain on their best behavior as representatives of Simons Valley Hockey.
- I. 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 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 always have the following items on his/her possession when at the rink:

- Team Contact List (Teamsnap)
- Team Schedule (Teamsnap)
- Player Medical Information (Teamsnap)
- 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 solutions 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)

#### **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 a conclusion.



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.

### Raffles - 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.

- Click [http://www.aglc.ca/pdf/gaming/gaming\\_forms/5416.pdf](http://www.aglc.ca/pdf/gaming/gaming_forms/5416.pdf)
- Fill out applications "Eligibility for Raffle License" and "Internet Account Request".
  - AGLC ID# - leave blank
  - Group's Full Name - (eg. SVHA U9 1)
  - Address - fill in the personal address the Raffle Chairperson
  - Number of Voting Members – Number of parents on your Team
- Send forms to AGLC via mail, fax, or email
- AGLC will contact you in 3 to 5 business days with your User ID and Password
- To obtain a license, go to [www.aglc.ca](http://www.aglc.ca) and click "login"
- Type in your User ID and Password
- Fill out the necessary information for your license

This process will have to be done every year, by the Manager or Fundraising Coordinator, 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.

### Photo Day – November 12, 2022

Photo times will be between 8:00am – 6:00pm. We will do our best to work around practices and games. A website will be developed for each Manager to book at time. This information will be distributed to each Manager before Picture Day. Please note: this event is an association level volunteer opportunity and will be uploaded onto the volunteer database for sign up.

- Location is to be determined
- Players, please arrive 10 minutes before the published team photo time
- Volunteers will be available to direct traffic
- Managers bring a printed team roster sheet complete with names/jersey number of players
- Have your team dressed in their hockey equipment – Bring sticks, skates, gloves in hand
- Skates are to be put on inside the building. NO HOCKEY BAGS
- Wear "**Home**" (Black/Dark) jerseys.
- U15/U18 players. If you are wearing dress shirts rather than full uniforms remember to bring hockey gloves. Goalies are welcome to come in full equipment.
- 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.

- J. Instructions on how to order additional photos will be sent out to Managers before Picture Day
- K. Photos will be delivered in December 2022. A date will be advised for managers to pick up photos at the Vivo lobby.

### **Ice Breaker Party**

SVHA has held an adult party in the past. We are happy to announce that the Ice Breaker will return this year. Tentative date is scheduled for October 29, 2022. An event committee will be formed, and details will be sent out to the Manager once more is known. Please note: this event is an association level volunteer opportunity. A committee will be developed to help with organizing the event. Please have your team contact Tanya Leukefeld, Director of Communications, Volunteers & Events if they are interested in helping. ([communications\\_volunteers@svha.ca](mailto:communications_volunteers@svha.ca))

### **Fundraising and 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 SVHA 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](mailto:theresa@tuxedosports.ca)

Tuxedo has designed a 3<sup>rd</sup> 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 3<sup>rd</sup> jersey, however when reporting the digital file for each game, the team manager must ensure that the 3<sup>rd</sup> jersey number is reported for that game.

Under the Manager's Office Tab on the SVHA website is a link to instructions on ordering apparel through Tuxedo Source for Sports called "Ordering Team Apparel Through Tuxedo". This will help you with any questions you may have as well as provide you with the links for browsing the online catalogue of Storm Apparel they carry for us.

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.

Pro Hockey Life is also a sponsor for SVHA. Managers will receive discount cards to give to their families once the teams have been made.

**Responsibilities** – Due to privacy laws the public view of your players is restricted. If you are doing news stories or social media posts about your games do not use a player's full given name.

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 / Covid 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.

### **Post-Game Procedures**

All players are expected to show some form of sportsmanlike appreciation such as lifting of sticks, tapping sticks on the ice or clapping at the end of the game.

Home team collects the white game sheet, and the visiting team receives the yellow.

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.

Have a great season!!