

Simons Valley Hockey Association



Managers Manual

2021-2022 Season

WWW.SVHA.CA

TABLE OF CONTENTS

Welcome To Team Management!	3
Manager's Role	4
First Parent Meeting	4
Team Contact List	5
Medical Information	5
Team Registration	5
Game and Practice Schedules	6
Game Procedures	6
Timekeepers/Scorekeepers	6
Hockey Calgary Length of Games	7
Game Officials	7
Ice Scheduling	8
Team Funds	8
Injury Reports	8
Hockey Calgary Website	9
Tournaments	9
Hosting Tournaments	9
Away Tournament Checklist	10
Exhibition Games	11
Special Event Sanction	11
Record Keeping Checklist	11
Resolution of Team Disputes	12
Raffles - Alberta Gaming and Liquor Commission (AGLC)	14
Fundraising and Team Apparel	15
SV Website – Team Pages	15
Flu / Hygiene Protection	16

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 also supports the Managers with the role of Manager Mentor. She can be contacted at 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. 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
 - 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
- 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
- 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, 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. Note: when applying to attend a tournament they are often looking for a reciprocal opportunity. At home tournament ice is allocated through a lottery. Contact Director of Ice, Bill Kuzik for more information at 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 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
- Treasurer
- Tournament Coordinator
- Fundraising Coordinator
- Jersey Parent (2 maximum)
- Off Ice Officials (Scorekeeper and Timekeeper)
- 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.

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 Team Snap. 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 cell 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 Team Snap. 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 medical forms are available on the SVHA website, access under the Manager Office Tab.

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 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. 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. You will have to complete this course 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 13, 2021**. The regular season schedule will be released **November 24** for the regular season and the Esso Minor Hockey schedule will be released **December 10, 2021**. A link to the Hockey Calgary Important Dates page can be found here as well as on the Manager Tab. [202122_Important_Dates_Community.xlsx \(hockeycalgary.ca\)](#)

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 Managers 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 will also be 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 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.

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. This position qualifies towards the Association volunteer commitment and as such hours volunteered require tracking to ensure the minimum is met (10 hours). This may result in a limited number of available positions per team.

Facilities

The home team is also responsible for contacting the visiting team to let them know the arena's protocols. For instance: VIVO only allows one spectator per family. Please let the manager on the other team know this BEFORE game day

[Facility Protocols - Hockey Calgary](#)

Hockey Calgary

Changes to the Hockey Calgary Game Play Guidelines was updated for the 2021-2022 Season. 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 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

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 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 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 \(hockeycalgary.ca\)](#)

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

[202122_Important_Dates_Community.xlsx \(hockeycalgary.ca\)](#)

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). SVHA Administration has a bank card and further details which they will email 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. 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 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 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. Additionally, the Hockey Calgary Handbook will have updated information regarding current restrictions, return to play rules and facility specifics. The link can be found here as well as on the Manager Tab. [Return_to_Play_August_2021.pdf \(hockeycalgary.ca\)](#)

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 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 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. Unfortunately, the Murray Copot Invitational hosted by U13 Team 1 and U11 Team 1 will not occur this year.

The Timbits U7 Classic Tournament for all U7 teams will take place in February 2022.

Lastly, SVHA will be hosting the Annual U15 Kids Cancer Care Tournament will take place in March 2022. All U15 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.

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 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 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 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.
- 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 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

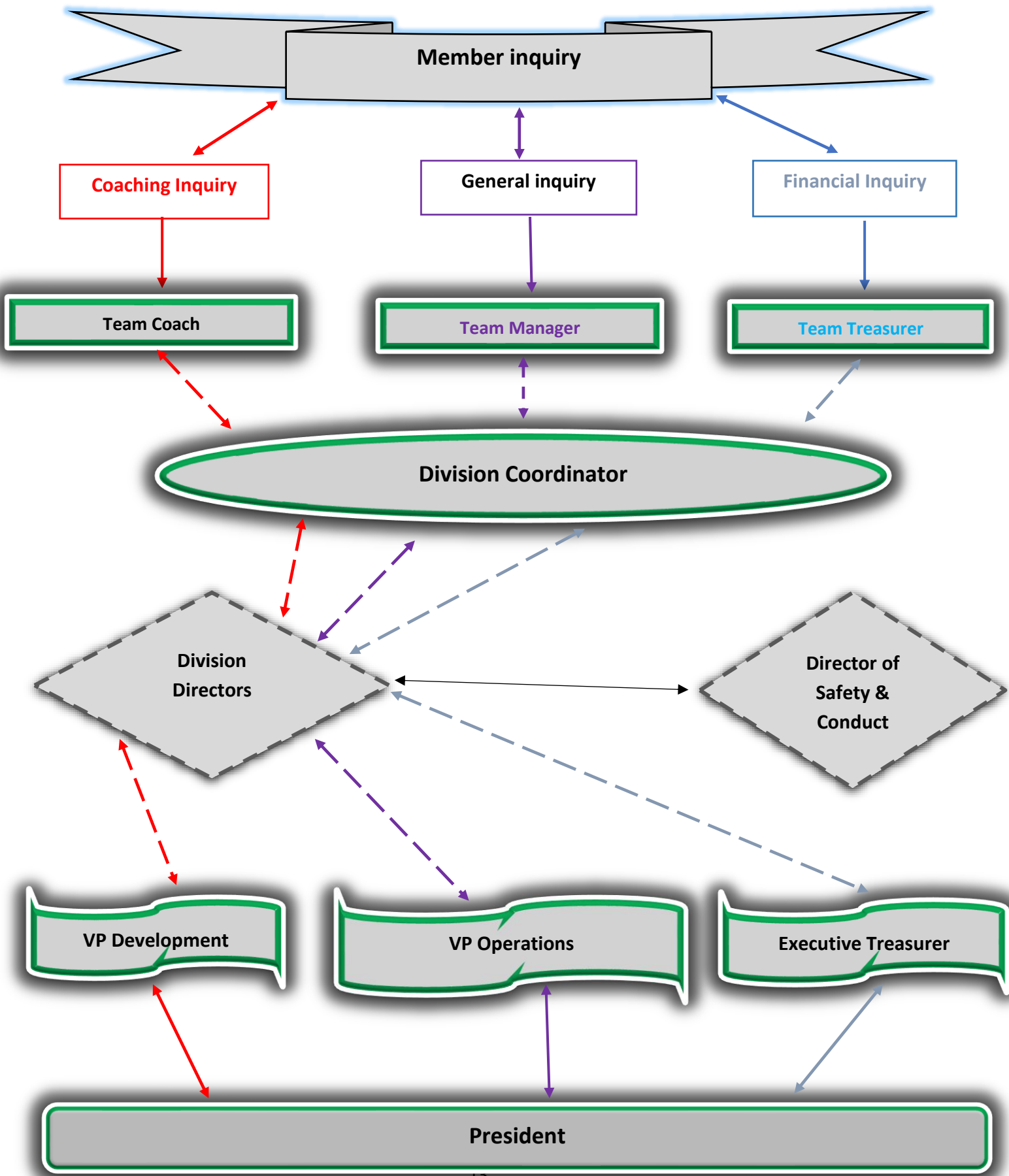
Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches etc. The parents should bring their concerns to the Team Manager who should work with the Coach and parents to resolve issues. If the Manager and Coach cannot 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 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)

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.



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
- Fill out applications "Eligibility for Raffle Licence" 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 licence, go to www.aglc.ca and click "login"
- Type in your User ID and Password
- Fill out the necessary information for your licence

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 13, 2021

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.

- Location is Country Hills Volkswagon is donating the space upstairs for pictures
- 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.
- Instructions on how to order additional photos will be sent out to Managers before Picture Day

K. Photos will be delivered in December 2021. A date will be advised for managers to pick up photos at the Vivo lobby.

Ice Breaker Party

SVHA has held an adult party over the past several years. Unfortunately, due to Covid-19, large group events are not permitted.

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

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.

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.

SV Website – Team Pages

User Id's – Each Team Manager/Webmaster is assigned a unique user id and password that allows you to have access to your team's web page. The use of the web page is optional, but you should be advised that your practice schedules as well as minor hockey league games will be uploaded Association wide. You as the Webmaster are responsible for making any changes to practices, exhibition games or tournament games. To get your team's user id and password contact admin@svha.ca

Responsibilities – Due to privacy laws the public view of your players is restricted. If you are doing news stories 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*

Coaches – Please add your Coaches, Assistant Coaches, and Managers, with contact information, to the team page. This assists other members as well as people outside the Association in finding the appropriate contacts for their inquiries.

Players – Add the players as you normally would. The system will ask for a birth date, you can just let it default to any date. As mentioned above the public view needs to be restricted.

Practices and Regular season games – Practices and Regular season games published by Hockey Calgary will be uploaded by the Association. Changes to these at a team level are your responsibility.

Exhibition / Tournament games – Are your responsibility to add/edit/delete if you choose.

Adding visiting teams – Teams should be added by their Association name. If you need a team added please contact admin@svha.ca.

Adding venues – Avoid duplication. If you need a venue added, email admin@svha.ca to request or use TDB.

Player Statistics – You may add your player's game stats, again with restricted identifiers. You can view the Regular, Exhibition and Tournament season on the public view of your player statistics page. It has not been a frequent practice to add player statistics.

News – Feel free to add news stories, again respecting privacy and ensuring any disclosure of personal information is restricted. If you are uploading pictures, please ensure parental permission has been confirmed.

If you have any news that you would like to publish the association, contact Tanya Leukefeld, Director of Communications at communications_volunteers@svha.ca

Flu / Covid Hygiene Protection

The following precautions are greatly advised for all SVHA teams. These are in addition to the requirements that are expected by your team Health & Safety Coordinator.

- A. Masks **MUST** be worn by players until helmets are put on
- B. Masks **MUST** be worn by ALL spectators for the entirety of your players game. ALL venues require masking
- C. Please be prepared to show proof of vaccination and picture ID at all venues, this includes ALL players over the age of 12
- D. 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.

- E. 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.
- F. Coughing and sneezing should be into the elbow or tissue and not into your hands. Tissues should be discarded immediately.
- G. Equipment should be cleaned regularly.
- H. Most importantly if you're exhibiting any flu like symptoms – STAY HOME until you feel better.

Post Game Procedures

No postgame handshakes. 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

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!!