

THE FOOTHILLS BISONS AA HOCKEY ASSOCIATION TEAM MANAGER GUIDE

1. Official Rosters

- Only players, coaches, trainers, and managers that are listed on your official roster can be on the bench during games.
- Coaches, trainers, and managers must be carded.
- Affiliates are not permitted until we arrive at the regular season phase. The deadline to add AP's is December 15th. All AP's must complete the named player affiliation agreement form and be added to the team's official roster prior to being on the bench for a game. Players are allowed to attend practices provided that the proper chain has been followed to ask permission. The head coach must ask permission from the AP's head coach first, then the parent can be asked.

2. Team Staff Certifications

- All staff, including trainers, need a valid RIS Activity leader course.
- All coaches must have coaching qualifications required by Hockey Alberta.
- All coaches, trainers, and managers must have a criminal record check on file and not be more than 3 years old.

3. Trainers

- Trainers are a requirement on the roster with a valid Safety course from Hockey Alberta Most often the trainer for the U13 team is a parent volunteer.
- For the U15 and U18 team, the association will reimburse up to \$5,000 per team on receipt of trainer invoices provided by the team.

4. Ice Scheduling, League, Practice, Exhibition

- All ice scheduling for league and practice is coordinated by Rachelle Jackson.
- All ice fees for league games and practices are paid for by The Foothills Bisons AA Hockey Association.
- Any ice booked for exhibition purposes is the responsibility of the team.
- All teams are required to schedule a home game in each of the minor hockey associations associated with the recruitment area of the Foothills Bisons (Claresholm, Foothills (Blackie or High River), High Country, Nanton, and Vulcan). Please note only U13 can play in Blackie.

5. Referees

- All referees are coordinated by Rachelle Jackson through ORA (Okotoks Referee Association).
- Managers receive weekly e-mails to approve and ensure scheduling is correct. Any referees for exhibition purposes are the responsibility of the team (booking and cost).

6. Equipment

- Please contact the Equipment Director to pick up your team bags, jerseys, and socks
- If name bars are used, please use a professional service for placement. This is an expense that is the responsibility of the team.

All name bars must be removed before jerseys are returned.

- i. CalCrest is a professional service in Calgary located at:
1239-45th Ave NE
Calgary, AB
T2E 2P2
403-291-9086

7. Tournaments

- Any tournament registration and fees are the responsibility of the team.
- Travel permits may be required for some tournaments – contact Rachelle for these (see item 14).

8. Coach Honorariums

- All coach honorariums are paid for by The Foothills Bisons AA Hockey Association.

9. Bank Accounts

- Team bank accounts to operate their team cash calls and expenses. Please ensure you have two team signers on the account.

10. Programs

- Programs are recommended and can be used as a great fundraising tool for the team.
- Programs are the responsibility of the team.

11. Fundraising

- Individual team fundraising is encouraged and is up to each individual team.
- Please ensure if your team is doing any fundraising that involves AGLC (50/50, raffles, etc.) that all the rules and regulations are being followed. When applying for the license you are applying for it as a team, not as the association. Please complete the application using the team's name as the association, the address of the parent applying for the license, and the name of the team/volunteer applying for the permit.
- The Foothills Bisons AA Hockey Association provides an opportunity for individual player fundraising with a meat sale fundraiser. This information is usually available mid-late November with delivery before Christmas. Dana Budd is the organizer.

12. Game and Conduct

- All game sheets for games must be submitted in accordance with AEHL guidelines (see online submission information), and photographed and e-mailed to your current AEHL League level director, the opposing team's manager, and your AA director. For tournaments, exhibition games, and referee reports must be forwarded to the Hockey Alberta Zone chairman.
- All incidents or items you feel you need assistance with should be discussed with your level director to hopefully resolve. If they cannot be resolved your level director will contact the necessary individuals.

13. Bussing

- Dana Budd is the bus coordinator.
- All bussing is booked by Dana and forwarded to each level director.

14. Exhibition games/travel permits

- All exhibition games and permits are to be submitted to Rachelle Jackson, Operations Manager. They are provided by FMHA.

15. Team Photos

- Photos are organized by FMHA and Rachelle Jackson.
- 1 memory mate is included with your registration fees with opportunity to order other prints at each player's individual expense.

16. Dryland

- This is highly recommended but is a team expense.

17. Development Budget

- The association will provide \$4,500 per team for development expenses on receipt of development invoices provided by the team.

18. Concussion Baseline Testing

- Will be organized and the cost covered by the Bisons Association.

19. Video Analysis

- as indicated by your level director

20. Expenses of the Team

- Hotel and meals for all coaches and trainers for away games and tournaments
- Team meals for players
- Dryland and team apparel (hoodies, shirts, shorts, etc.)
- Dryland
- Tracksuits are covered by The Foothills Bisons AA Hockey Association

21. Volunteer Positions

- Manager
- Jersey parents (Home and Away)
- Treasurer
- Data entry
- Time Box Volunteer organizer
- Hotel organizer
- Meal organizer
- Fundraiser coordinator
- Social media (Instagram) coordinator
- Bisons Day team representative
- Program coordinator

22. Social Media

- All posting on social media must be in accordance with AEHL Hockey Alberta policy. See website for guidelines
<http://www.foothillsbisons.ca/aehl-policies-and-procedures.html>
- Teams will be provided with a Foothills Bisons administered Instagram page for their level. Teams are encouraged to share all Bisons-related posts.

23. Communication

- All members must wait 24 hours before reporting or filing a complaint.
- Communication flow chart
 - i. Player/Parent
 - ii. Team Manager
 - iii. Team Coach
 - iv. Level Director
 - v. Bisons Committee
 - vi. FMHA
 - vii. Hockey Alberta
- Under no circumstances shall issues be advanced without first seeking resolution at the correct level. If a resolution cannot be secured at the appropriate level, the communication must be delivered as per the flow chart above.
- Your level director must be included in all team related communications as they relate to:
 - i. Games
 - ii. Game changes
 - iii. Tournaments
 - iv. Affiliations and any other roster additions
 - v. Suspension and referee reports