



SGMHA MANAGER Information

Communication- The manager's role is extremely important for communication. The coaches need to be communicating with you on everything they wish to happen, and you need to be communicating with them and the team.

Team budget – to be prepared with the head coach **prior** to first team meeting for parents to sign. The budget should be emailed to parents PRIOR to the first parent meeting for them to review. **Have a printed-out budget at the meeting for all parents to sign. The signed budget must be forwarded to the office by October 31.**

Jerseys/Equipment (if applicable) – Dates will be announced to coaches from the equipment director for equipment season pick-up and end of the season returning SGMHA jerseys from/to SGMHA Equipment Director. Teams are required to give an equipment deposit which will be refunded back at the end of the year once all equipment is returned to the Equipment Director. U7 teams - \$250/team. U9-U18 - \$500/team. **PLEASE ONLY PUT NAME BARS ON THE JERSEYS THAT ARE BEING KEPT FOR THE SEASON. COLOUR IS DETERMINED YEARLY.**

Practice jerseys/alternate jerseys are NOT permitted to be worn during league games/tournaments/exhibitions without consent from the executive.

Ice Scheduling - Confirmation of practice and game schedule with SGMHA master ice schedule and team league schedule. Must be checked at the beginning of the season **consistently** due to changes. And must be checked on a bi-weekly basis throughout the entire season. **ICE MUST BE RETURNED PRIOR TO TWO WEEKS OR THE TEAM IS STILL CHARGED.** The facilities do not take ice back after the two-week mark so this is very important. If it is between this time frame, please contact other teams to swap.

- Distribution of team schedules to parents/players on the TeamLinkt app and team page. Be sure everyone is up and running on the app.

Travel - Arranging team buses and hotels for out-of-town travel. (If voted upon and applicable) See Hockey Alberta tournament information and where to find tournaments. This is recommended to do early as tournaments tend to fill up quite quickly. [HOCKEY ALBERTA TOURNAMENT PAGE](#)

- Requesting and submitting all travel and exhibition permit sanctions as per the process to be followed [PERMIT PAGE LINK](#)
- Ensure all league, tournament and exhibition game sheets are submitted/entered as required by the league and zone. ALL SGMHA PERMIT GAME SHEETS (exhibition games/tournaments) and any infractions are TO BE SUBMITTED according to your approved permit, and cc the office@sgmha.ca at all times. IF YOU DO NOT HAVE A PERMIT, YOU DO NOT GO.





Permits are for any out-of-league play (exhibition/tournament) or any practice ice that is not listed on our SGMHA master ice schedule. If you forget to apply for a permit and attend the tournament/exhibition game/out-of-town practice, you will receive a warning from SGMHA and will be responsible for any fines or repercussions from the league. Any time after that will result in a team fine of \$100 from SGMHA. Permits **MUST** be applied for properly and before 3 business days of the start. Please do so on the Permit page of the SGMHA website. **Do not apply for permits through EFHL.**

Team Resolution – Team managers assist with any player or parent conflict resolutions with the head coach or with the parent liaison, if required. Always try to deal with any issues IN WRITING and at the team level. Always have someone with you if speaking in person to avoid a he said/she said scenario.

Recordkeeping - Ensure all personal documentation is kept with you at all times (I.e. Medical forms, HCR, etc) either online or on paper. Shredding of all personal information at the end of the season is necessary. All forms can be dropped off at the office with the financial books at the end of the season and the office will handle the shredding if you prefer not to. The manager binder (if using one) is to be with you at team events at all times. Team events include, but are not limited to, practices, games, dryland, social events, tournaments, etc. The head coach will need the medical forms if the manager cannot be present at the rink at any time.

It is important to make a list of player's allergies/injuries/health concerns listed on their medical forms and inform all coaching staff.

Ice Booking – If the office has put ice aside for you as requested, please confirm within 24 hours if you will be taking the ice slot; otherwise, it will be placed back on the master schedule for pick up from other teams. We cannot hold slots longer than 24 hours max.

Teams are supplied one practice/week up to the end of league game play, excluding two weeks during Christmas holiday. Any ice wanted during the two-week break on the ice schedule is up to the team to pick up. Any ice wanted after league play (during playoffs) is up to the team to pick up.

Please BOOK EXTRA ice only through SGMHA. It is less cost to the team and will have our SGMHA insurance. There are times we have given back unallocated ice to the facilities, and it is not showing on our master ice schedule, so check with the office first if there is anything available before booking elsewhere or through the City directly. If you see an ice slot on the City ice schedule, contact the office and we will add it to our contract for you and add to your team bill. **PLEASE BUDGET FOR EXTRA ICE AS SGMHA WILL BE ENCOURAGING TEAMS TO PICK UP ICE**





Please note, if a practice is being cancelled at the last minute for any reason (other than outstanding circumstances of weather/facility issues), your team will be charged for the slot if it cannot be picked up by another team.

Game sheets – Please refer to the EFHL rules regarding game sheets. [Edmonton Federation Hockey League : Website by RAMP InterActive \(efhlhockey.com\)](http://Edmonton Federation Hockey League : Website by RAMP InterActive (efhlhockey.com))

End of year duties - Ensure all jerseys are collected from jersey parents (make sure jersey parents wash them and jerseys are completely dried prior to returning).

All personal player documentation is to be shredded or handed in to the office with the team financials and the office will handle the shredding.

All manager/coach contact information is to be removed from the league site (EFHL) and SGMHA/PAC site after the last team event is completed.

IMPORTANT GAME SHEET INFORMATION – PLEASE FAMILIARIZE YOURSELF WITH THE EFHL GAMESHEET INFORMATION ON EFHL WEBSITE

HCR - The HCR is the Hockey Canada Registry or also called a Hard Card. It is very important to review the HCR at the beginning when you receive it from the office to ensure all your players/goalies/bench staff are listed. Any time you receive a new HCR, please review to ensure who you have added as affiliates/bench staff has been added to the HCR.

NO ONE is to participate in any event on the ice unless they are on the HCR.

Players and bench staff will be marked as “Pending” on the HCR at the beginning of the season. Once our Zone Administrator through Hockey Alberta approves them, a new HCR will be forwarded to you. Always use the newest one for your records.

LEAGUE PLAY

As the league gets going, your team may want to go to tournaments. You would apply for the tournaments the team agrees to. The percentage of approvals for teams is the same as the financial side (10/13 families, 11/14 families, 12/15 families, 80% or more for higher rosters). That amount must agree to attend a tournament. No family is allowed to sway anyone to vote a certain way. If there is evidence of this, their vote will not be accepted.

ONCE ACCEPTED, you must apply for permits. This process must be followed as follows





1. Ensure you do not have a league game during the time of the tournament. If you do, you must reschedule your league game through the league you participate in: (EFHL tiered teams U9-U18) AEHL (all PAC teams and U11AA). [EFHL League Game Rescheduling](#)
 - a. U7 teams are to advise the team they share the ice with for that time that they will not be attending and cc the office in communication with the other team.
2. Apply for a travel permit through SGMHA on the website.

Once game rescheduling permits are approved by the league, please forward that approval to the office so your travel permit can be forwarded to you. You will not receive your travel permit until you forward the league approval of a game change. **DO NOT APPLY FOR A PERMIT THROUGH EFHL**

Apply for the tournament first before rescheduling league games. Only reschedule league games if accepted to tournaments.

PLEASE TRY TO SWITCH GAMES WITH ANOTHER TEAM FIRST. THIS KEEPS THE REFS BOOKED AND THE LEAGUE ICE FLOW SMOOTH.

If you cannot find any team that can switch and are having a hard time swapping, then contact the SGMHA office for ice available to switch your game to. This is a last effort! Please try to switch on league ice first.

MANDATORY SHIFTS - Only head coaches, managers, treasurers and a goalie coach are considered as fulfilling their mandatory shift, or others that have already been approved by the Board. All other positions on the team are team volunteer roles. These roles of Head Coach, Manager, Treasurer and Goalie coach will get credit for selling raffle tickets as per the mandatory shift page if members are interested, but that is not mandatory.

Raffle: The SGMHA raffle is part of the mandatory shift requirement and can be utilized by all families. If they choose to not do the raffle, there are other shift options available on the [Mandatory Shift Page on the website](#).

Team pictures: 4 Year Old – U11. these are booked through the Secretary of SGMHA. She works with the schedules of both the teams and the photographers to ensure a time works for all. Please understand rescheduling is sometimes not an option. And team NO-SHOWS will be subject to a cancellation fee enforced by the office and the photographer.

Bookkeeping:

Cheques are never to be written without money first being put into the account.

Receipts must be collected before any cheque can be used (ie if a parent pays for the team expenses for something, an official receipt must be supplied. If receipt is lost, a credit card statement or bank statement with all personal information blacked out must be used.)





INJURIES:

Any injury from a player or coach that results in seeking medical attention MUST have a doctor's note to return to play.

The injury report [here](#) needs to be filled out completely. If the attending physician charges for the form or note to be completed, please submit the receipt when sending the injury report into the office so it can be included with the report when sending to Hockey Alberta for reimbursement.

Any injury report OR suspension incident report MUST be forwarded to the office. Anything forwarded from the league to you MUST be forwarded to the office.

REF PAYMENTS:

Refs are paid cash at the EFHL league games by each team. Treasurers/managers can hand the cash in a mini envelope to the head coach prior to the game for the coach to hand to the ref before the start of the game. Each team splits the cost of the game reffing charge. Ref deposits will be put into your team account before the league starts as part of your registration fees.

Exhibition HOME games (games played and booked through SGMHA) will have the refs paid through the office and billed to your team. So if the opposing team is paying for the refs, please collect that money from them and deposit into your team bank account. Exhibition games use HOCKEY ALBERTA ref rates. [HA Ref Rates](#)

EFHL MANAGER'S MEETING LINK BEING HELD IN SEPT and OCTOBER – Always check the [EFHL Managers Manual](#) page for updates



