

Sturgeon Hockey Club

SHC Manager Handbook

2026/2027 Season



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Start of Season

Welcome all new and returning managers to the hockey season!

Please use this handbook as a guide and refer to it often & as needed throughout the season. Utilize the checklist in Appendix A/B to get started on tasks that need to be done at/close to season start. A digital copy is also available. You can create a copy and save for yourself if you would like to utilize the [Electronic Manager To-Do List](#).

Responsibilities

NOTE: Managers cannot reside with the head coach, & cannot manage multiple teams

- Act as the main liaison for all team matters with the SHC Manager of Administration & Communications
- As soon as possible, submit a finalized team roster for player/coach carding (max. 5 carded coaches per team) to admin@sturgeonhockeyclub.com
 - Players: legal first & last name, jersey number, position (if applicable)
 - Coaches: legal first & last name
 - Manager: full contact information
- Enter and maintain all team information on the EFHL RAMP webpage. Login information will be provided by SHC communications.
 - Add staff (coaches and managers) with names and email addresses
 - Add players' **legal** first & last names and jersey numbers
- Serve as a signing authority on the team bank account (see page 9 for details)
- Share all information and communications from Sturgeon Hockey Club with coaches, parents, and players as required.
- Collect [player pledges](#) and send them to game & conduct director.
- Apply for blackout dates, and obtain travel permits and sanctioning permits as needed (see page 8).
- Organize team photos. Information on SHC website under info hub – managers – [team photos](#).
- Communicate all team activities (practices, games, tournaments, events) via Team Linkt app/website
- Use Team Linkt for important updates only; consider a separate chat or send emails for key communications so messages aren't missed in the general chat.
- Ensure Home Team & Visiting Team responsibilities are completed (page 9).
- Complete injury/incident reports as needed. (forms available on SHC website under info hub tab – forms & documents). See page 6 for details.
- Be familiar with suspension procedures and guidelines. See page 6 for details.
- Clearly communicate the [mission, vision and values](#) of Sturgeon Hockey Club whenever possible.



Important Links & Dates

Sturgeon Hockey Club Website

[Sturgeon Hockey Club : Powered by TeamLinkt](#)

- Utilize throughout the **entire season**.
- [Executive Committee & Operations Committee Contact Information](#)
- [SHC Policies & Procedures](#)
- [Managers – Information on Manager Meeting & Required Team Cheques](#)
- Much more information. Especially explore your team page & info hub tab.

Edmonton Federation Hockey League Website (EFHL)

[Edmonton Federation Hockey League : Website by RAMP InterActive](#)

- Utilize throughout the **entire season**.
- [EFHL Manager Manual](#)
 - Meeting dates & recordings
 - Game Sheet information
 - Important forms
- Other important information
 - [Electronic game sheet information](#)
 - [Blackout & league game change processes](#)
 - [Affiliation rules](#)
 - [Suspension process](#) and [minimum suspension information](#) (found under “discipline” tab)
 - [Referee Rates & Information](#)
 - [Playoff Information](#)

Important Dates

- Explore the EFHL season [Calendar 2026-2027](#) for information on:
 - Tiering round dates
 - Season breaks
 - Blackout deadlines
 - Minor hockey week
 - Playoffs
 - ...And More

Edmonton Minor Hockey Week

- SHC teams participate in Edmonton minor hockey week as a part of EFHL. This tournament spans 10 days in January.
- Check dates early in the season on the EFHL calendar so you can avoid booking tournaments or other events during that time.
- Schedules for minor hockey week are usually released at the end of December/early January. More information will be sent out by EFHL and SHC closer to the scheduled time.



Initial Team Meeting Topics

Plan for shortly after team is formed. Meet with the Head Coach to review season plans, the preliminary budget, & expectations. Prepare an agenda. Send minutes out to team after. Topics to discuss:

Code of Conduct

Discuss behaviour at all team events (players, parents & coaches). Discuss locker room conduct (before/after games, clean-up, no cell phones). Discuss team attitude and expectations around respect, no harassment, drugs, alcohol & foul language.

Start-Up Fees (cash call)

A set cash call is collected at the start of the season from each family and must be approved by the team. Maximum amounts are dependent on age group and can be found in [SHC Policies pg 55](#). Deadline for parents to pay cash call is November 15, as per SHC policy manual.

Tournaments

Discuss how many to attend, and where (local or travel). Tournaments are extra cost & time and require blackouts to be submitted with EFHL. Discuss SHC tournaments (**See page 8 for more information**).

Ice Time (coach should communicate how ice time will be managed)

Equal ice time means players receive comparable minutes overall, while **fair ice time** allows adjustments based on game situations, such as power plays or penalty kills.

Dress Codes & Arrival Times

Review coaches' expectations for arrival times, dressing room rules (including parent access by age), game and warm-up attire. Reiterate use of closed washrooms or changerooms when players are not in base layers and reinforce that there are to be at least two screened and trained adults present during any dressing room interactions.

Team Communication

Clearly outline how the manager will communicate with the team, how short-notice changes will be shared, and who parents should contact if a player is late or absent.

Volunteer Roles

Discuss home game expectations (volunteers needed for game sheet, clock, penalty box, and music – **see page 9**) & other volunteer roles (treasurer, parent liaison, social media parent volunteer, fundraising, etc).

Disputes & Parent Liaison

Designate a Parent Liaison. Discuss dispute process (**page 7**).

Referees

- SHC deposits referee fees into team accounts, but early-season games may need to be paid out of pocket and later reimbursed once funds are available.
- A designated person (usually the treasurer) brings cash referee fees to each game. Rates vary by age group (see EFHL Referee Information).
- Teams are not required to pay ref fees during Edmonton Minor Hockey week.
- Playoff referee fees are paid upfront by the team and reimbursed by SHC after playoffs, as game counts vary. You may contact the SHC treasurer when your playoff games have been completed.

Accident/Injury Reports

The Team Manager should carry [blank injury forms](#) and complete them immediately. If medical care is required, the form should go with the player for the doctor or dentist to complete. Any accident or injury must be reported to Hockey Alberta within 90 days (address at bottom of the form).

Player Suspensions

When a suspension is issued, the League will notify the head coach and/or manager. If no notice is received, **do not allow the player to play** until EFHL confirms. While a player is serving a suspension, note it clearly on the electronic game sheet in the notes section (e.g., *John Smith – susp. 1 of 2*). Suspensions from exhibition games will come from Hockey Alberta Minor Discipline and may be reviewed by SHC, further discipline may be added if needed. Refer to [EFHL Suspension Info](#) for more information.

Disputes & Parent Liaison

Designate a **Parent Liaison** to serve as the link between parents and the Team Manager/coach. Parents should feel comfortable raising concerns with either the liaison or the manager (e.g., ice time, coaching, or conduct). The Team Manager works with coaches and parents to resolve issues at the team level through open communication and mediation. If unresolved, the matter is escalated to your **Level Director**.

Social Media Parent Volunteer

Each team will need to have a social media parent volunteer. See Appendix C for full information on what the role will entail. Each Social Media Volunteer will be given a welcome package including passwords, logins and more specific how-to guides.

The role is to showcase the players, coaches, families and fun that make the Sturgeon Sting community special. Keep it active, positive, engaging and on-brand.

Team Jerseys & Name Bars

- Jerseys will be picked up from SHC by manager or coach.
- Communicate jersey expectations to parents. Jerseys must be cared for properly and not worn at practices. Any damaged, lost, or unreturned jerseys will result in the jersey deposit cheque being cashed.
- Name bars must be ordered, sewn on, and removed at season end. Teams collect all related costs from families. Some returning SHC players may not need to order and may just need theirs sewed on.
- Team name bars can be ordered from Go Logo. Contact klayton@gologo.ca with your order. Phone is 780-426-5646 for questions. Address is 12722 St. Albert Trail NW.
 - Fillies – white with black writing
 - Mustangs U11 – black with white writing
 - Mustangs all other age groups – navy with white writing
- Sublimated name bars are another alternative. Order from Alberta Sportswear. Maria is the owner/manager. Phone number is 780-436-9437. Address is #100, 10323 178 St Edmonton.
- Professional sewing is required to avoid jersey damage when bars are removed at season end. We have some amazing local options to recommend:
 - Holly Will offers professional sewing for teams. Text 780-903-3986.
 - Eva (Penalty Box threads). Contact 825-965-3259.
- Jerseys must be collected at season end and returned to SHC by the date set by the equipment director (watch your email). Keep and return the original hangers. It is recommended to store the hangers with the jersey bags throughout the season; parents can use their own hangers during the season.



Tournaments, Exhibition Games, & Travel Permits

- Use the [Hockey Alberta Tournament Page](#) to find age- & tier- appropriate tournaments. You may also follow tournaments on social media. Only Hockey AB sanctioned tournaments are permitted so keep this in mind when searching.
- If booking tournaments during tiering rounds or the regular season, apply for blackout dates to avoid conflicting games. If you do not do so, and scheduled games conflict with tournament times, you are responsible for rescheduling and any related fees. (ice, rescheduling fees). Check season calendar on EFHL for blackout deadlines. The process for blackouts and rescheduling is linked [here](#).
- Tournament communications & applications can get overwhelming. You are welcome to use this tracker to stay organized if this is helpful for you:
 - [Fillies Tournament Tracker](#) (to edit, make a copy and save locally)
 - [Mustangs Tournament Tracker](#) (to edit, make a copy and save locally)
- Travel permits are required for all tournaments. Sanctioning permits are needed for hosted exhibition games; visiting teams must provide their HCR number. Permit forms and details are available on the SHC website (Info Hub → Forms & Documents → Permits). [Travel Permits & Sanctioning Application](#)

Sturgeon Hockey Club Home Tournaments

SHC hosts 4 home tournaments.

- U7 - Jamboree – Mustangs and Fillies – Saturday January 16th, 2027
 - All U7 Teams/Families are required to fulfill volunteer shifts for this tournament
- U9 - 4 The Love of the Game – Mustangs & Fillies – February 19th – 21st 2027
 - All U9 Teams/Families are required to fulfill volunteer shifts for this tournament
- U15 Sturgeon Holiday Classic – Mustangs – December 28th – 30th 2026
 - All U11-U18 Mustangs Teams/Families are required to fulfill volunteer shifts for this tournament as a part of receiving extra practice ice slots.
- U18 Fillies Tournament – November 27th – 29th 2026
 - All U11-U18 Fillies Teams/Families are required to fulfill volunteer shifts for this tournament as a part of receiving extra practice ice slots.

Team Volunteer Roles & EFHL Game Day Responsibilities

During home games, teams must provide volunteers for the time clock, electronic game sheet (RAMP app), and penalty box attendants; music is optional but must be assigned to be played. This applies to tiering, league, minor hockey week, and playoff games. Managers must also complete the visitor game sheet for away games. Volunteer roles can be assigned in a way that works best for the team, such as:

- Create a schedule for team roles, allowing families to trade dates as needed.
 - **Pros:** More organized
 - **Cons:** Less flexibility; may schedule unavailable families, requiring trades
- Allow families to self-sign up.
 - **Pros:** More flexibility for families
 - **Cons:** Less organized, uneven signups, and more follow-up required

Home Team Responsibilities:

- MANAGER: Enter roster & staff into the Home GameSheet before the game.
- Scorekeeping:
 - The home team is responsible for operating the GameSheet (scorekeeping) during the game. Record goals, penalties, and other events during the game.
 - Confirm the final score and penalties with the officials before leaving.
 - Officials code can be found on the home page of the game sheet.
- Provide a timekeeper and penalty box attendants.
- Game operations:
 - Home team provides warm-up pucks for both teams. (coaches)
 - Ensure the GameSheet is ready before warmup; note that some arenas may have limited internet, so access the GameSheet online at least once prior to game start to enable offline use.
 - Home team wears dark jerseys

Visiting Team Responsibilities:

- Ensure the team roster is entered into Visitor GameSheet prior to the game start.
- Review and verify the GameSheet (login to EFHL RAMP online) after the game to confirm that the score and penalties are correct.
- Visiting teams may provide a volunteer to manage their penalty box if desired.
- Visiting team wears light jerseys

Resource: [EFHL Electronic Game Sheet Resource Page](#) – Helpful information, tutorials.



Team Financials

The Team Treasurer manages all team finances, working with the Manager to budget and track income and expenses, and provides updates throughout & at end of season.

To start the season:

- Provide the SHC Treasurer with contact info for the manager & treasurer ASAP.
- You will receive an email from ATB financial with a Docusign form to complete.
- The team treasurer will receive an email from the SHC treasurer with detailed instructions on managing team finances for the season.
- E-transfer is the main method utilized for paying and receiving team funds.
- If cheques are made out to the team, they should be made out in the following format: SHC DIVISION + TEAM NUMBER – example: SHC U11 SU402.
- Always deposit monies received and issue e-transfer (or cheque) for expenses.

Budgeting (manager and treasurer work together & collaborate with team):

- Decide how required funds will be raised (cash calls, fundraising, and/or sponsorships). **IMPORTANT:** Full fundraising details and rules are available on the SHC website and must be **read in full**. [SHC Fundraising Information](#). Contact the Ways & Means Director with questions; they can also provide official sponsorship letters upon request.
- Decide how funds will be allocated throughout the season. Costs to consider:
 - Registration fees for tournaments
 - Team gear if desired (hoodies, track suits, dry land gear etc.)
 - Extra Ice costs (optional - extra practices, exhibition games). Ice will be billed monthly
 - Other miscellaneous expenses (team gifts, social events, etc.)
- SHC will not cover any costs that the team account cannot cover for any reason.

Ledger:

Each team must keep a Team Financial Ledger throughout the season. The ledger tracks all income and expenses, with automatic balance and category totals for easy year-end reconciliation. It is primarily maintained by the team treasurer but must also be shared with the team manager so both are up to date. The SHC treasurer will provide the ledger with detailed instructions to the team treasurer at the start of the season.

Development Funds:

Development funds are available annually for player and goalie development. Details, including eligible uses and cost limits, are covered at SHC manager meeting. Expenses are paid up front and reimbursed by the SHC treasurer.

Season Close:

Any remaining funds at season end may be refunded to parents, but **refunds cannot exceed each family's initial contribution** (cash call amounts). Fundraising proceeds are **not** considered parent contributions - **no exceptions**.



Appendix A – Manager Checklist – Early Planning

Electronic Version: [2026/27 Manager To-Do List Master Copy \(Make a copy and save\)](#)

Manager Checklist – Early Planning			
☐	ASAP	Team Linkt Admin Access (communications will set up, contact if needed)	Watch for email
☐	ASAP	Find out who needs name bars or not (Can use Team Linkt polls if desired)	Jerseys & Name Bars pg 7
☐	ASAP	Coordinate with the coach to schedule a team meeting, ideally before/after an early practice.	Initial Team Meeting Topics page 5
☐	ASAP	Discuss and designate roles of team treasurer, social media volunteer, & parent liaison	Team Financials - pg 10 & Disputes - pg. 6
☐	ASAP	Order name bars & arrange sewing	Jerseys & Name Bars pg 7
☐	ASAP	Apply for tournaments and track applications and communications. Avoid dates that conflict with dates when your team is required to volunteer at an SHC tournament.	Tournaments Info pg. 8
☐	TBD	Sign up for the EFHL manager Zoom meeting once the date and registration are posted; watch your emails for information	
☐	TBD	Attend SHC manager meeting. Dates will be emailed out & posted on SHC website	
☐	TBD	Begin planning fundraising as needed, book dates, and delegate organizing to other parents if desired.	See: Budgeting pg. 10
☐	When available	The manager or coach picks up jerseys from SHC and distributes them to players; coordinate with the coach, prioritizing proper fit over preferred numbers.	Jerseys & Name Bars pg 7
☐	When jerseys assigned	Submit a finalized team roster to admin@sturgeonhockeyclub.com	Details in Responsibilities - pg. 3
☐	When available	Enter practices & games into Team Linkt when available. Watch EFHL Website for when games are posted under your applicable age group/division.	
☐	TBD	Organize team photos. SHC website - team photos	Details in Responsibilities - pg. 3
☐	TBD	Discuss with coach - planning development fund use. Things get booked quickly. When booked, email admin@sturgeonhockeyclub.com to update.	Development Funds pg. 10
☐	When schedule available	Decide on format for volunteer tasks for home games.	Volunteer Role Details - pg. 9

Appendix B – Manager Checklist – What to Collect

Electronic Version: [2026/27 Manager To-Do List Master Copy \(Make a copy and save\)](#)

Manager Checklist – What to Collect			
☐	Early	Collect cash calls. SHC Policies pg 55. Deadline Nov 15 unless specific arrangements are made.	MAX: U7 - \$200, U9 - \$300, U11 - \$400, U13 - \$400, U15 - \$400, U18 - \$400. (From 2025 policies).
☐	ASAP	Collect jersey deposit & cash calendar deposit cheques from parents. Refer to SHC season checklist for age groups amounts, and due dates.	Cheques post-dated & made out to team. Example: SHC U11 SU402 . Change age and team name to apply to your team
☐	ASAP	Have parents fill & collect Medical Forms . Keep all forms for the season.	
☐	ASAP	Have players read Player Pledges. Sign and date at the bottom. Collect, and send in to scan in to gameconductdirector@sturgeonhockeyclub.com	Manager Responsibilities page 3 of handbook, SHC Player Pledge

Appendix C – Social Media Parent Volunteer Guidelines

Thank you for volunteering to help tell your team's story! Your role is to showcase the players, coaches, families and fun that make the Sturgeon Sting community special. Keep it active, positive, engaging and on-brand.

What to Post:

- Keep it positive, fun and team-focused.
- Feature the whole team - players, goalies, coaches, team staff, parents and fans.
- Share game days, tournaments, practices, team events, celebrations, community involvement and behind-the-scenes moments.
- Celebrate effort, sportsmanship, teamwork, milestones and great memories - not just wins and scores.
- Post as often as possible to keep families and the Sting community connected.

Keep it Sturgeon:

- Use the Sturgeon hockey brand templates provided in Canva whenever possible.
- Keep graphics, colours, logos and presentation consistent with the club brand.
- Use clear, appropriate photos and videos and keep captions upbeat, respectful and family-friendly.

Simple Rules:

- Never criticize players, coaches, officials, opponents, parents or the club, and no negative commentary about games, penalties, officiating, ice time or team decisions.
- Use good judgment when sharing names, photos, videos or personal information.
- Don't share confidential team info, injuries, discipline matters or private conversations.
- When in doubt, check with SocialMediaDirector@SturgeonHockeyClub.com before posting.
- Each Social Media Volunteer will be given a welcome package including passwords, logins and more specific how-to guides.

Livestreaming:

The club livestream tripod may be requested through the designated request form. Please submit requests as early as possible, as availability may be limited.

The Big Picture:

Have fun with it! Give people a glimpse of what it feels like to be part of the team and SHC. Show the personalities, friendships, excitement and team culture, and help us celebrate our players and hockey community.

