



CNN SPURS MANAGERS GUIDE – 2025/2026

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1. Introduction

Thank you for volunteering to manage a CNN team this year. This guide has been put together to help you throughout the year in the many tasks that a manager will do. If you need any further assistance, please do not hesitate to contact your Division Director.

2. First steps

Review your role: Please spend a few moments to review your role and the policies and procedures for the organization as found on the CNN website under About CNN Spurs / ***CNN Policies and Procedures***. There is also information specific to managers and teams in the ***North East Alberta Hockey League (NEAHL)*** under Managers. Anything in this document is a supplement to those rules and if there is a conflict, the policies or regulations will be the definitive guidance.

Meet / Talk to your coach: Have a conversation with your coach to understand his/her expectations, goals for the team and how they would like to see things managed. Ensure you agree on roles throughout the year and that all expectations as laid out in CNN's policies have been handled. You can also plan what you are going to cover at your first parent meeting (see below).

Ask questions: If you need any further clarification on what is expected for the year, do not hesitate to ask your Director or an appropriate CNN Board member. All CNN Board member contact information can be found on the CNN website under About CNN Spurs.

Coach Manager Meeting: The Coach / Manager meeting is held at the beginning of every season and is an opportunity for policies and procedures related to teams to be reviewed. Details from various CNN Board positions will be provided, including Fundraising, Equipment, etc. This is a great opportunity to ask questions and to meet the other team managers.

3. Getting things set up

a) TeamLinkt: You will be given manager access through TeamLinkt, the online platform that will be used to manage your schedule, team communications and other functions. If you do not have access, please ask your Director or the Registrar for access. Head coaches & assistant coaches, please use the registration link, which should have been shared in your chat & register as a coach on TeamLinkt. If you have any issues finding your HCR, let your Director know or reach out to the registrar at registrar@spurshockey.com

b) Parent Meeting: At your first or second practice, you and the Coach should hold a mandatory attendance team meeting. (This meeting may occur before a manager is picked depending on the Coach. You can cover any items at a subsequent meeting if they are missed.) Some points to cover would include:

- **Coach expectations** – The coach will be required to prepare a letter of expectation. The content of this should be reviewed with the parents and submitted to your Director by November 1.
- **Contact Information** – Ensure parents have confirmed their contact information in TeamLinkt is correct. Update any necessary information and check if any other emails need to be added. As this information comes from the HCR system, provide any updates to CNN's Registrar so that the system can be updated accordingly.
- **Volunteer positions** – The coach will pick his assistant coaches from those parents that have expressed an interest in helping. The team will also need the following:
 - Manager (if not already determined)

- Jersey parent if applicable (see more info below)
- Team treasurer (see more info below)
- Team trainer (at least one parent must have the Hockey Alberta Safety Course. This parent does not have to be on the bench). If females on team, we must have 1 female trainer as well.

b) Parent Meeting continued:

- **Medical forms** – Each player needs to have a medical form filled out. Make copies and ensure one copy is in a player's bag and the other is kept by the manager to be taken to each game or practice in case of an emergency.
- **Respect in Sport Player** – This must be completed once for every family. If a new child joins hockey, the parent will need to login to their Hockey Alberta profile and add that player to be considered complete.
- **Respect in Sport Coach and other Training requirements** – These will be reviewed in detail at the Coach Manager meeting. However, all team officials (Coach, Assistant Coach, Trainer and Manager) must take RIS Coach to be eligible to be on the roster in addition to any coaching requirements.
NOTE: RIS Player and RIS Coach will have to be renewed every three years.
- **Tournaments** – How many does the team want to do? Does the team want to travel to any tournaments and if so, how far are they willing to go? Expected timing of tournaments?
- **Spurring Positivity Forms** – Each player, parent (only one per family) and coach for EACH team must complete the online Spurring Positivity Forms. Details of the Spurring Positivity Program can be found in the Policies & Procedures Handbook and on the CNN website.
- **CNN Fundraiser Evening** – This is the main CNN Spurs fundraiser for the year. Information is distributed early in the season from the Fundraising committee. Donations are collected by the managers and each team is responsible for volunteering the night of the fundraiser as well as the next day for cleanup.
- **Other Club fundraisers** – this can include casinos or raffles, each of which requires parent volunteers. You may be asked to find volunteers for these events / activities. Please share the prepared CNN Fundraising Document (provided at the Coach/Manager meeting) to your parents with the season's information.
- **Team fundraisers** – You will need to decide as a team if you want to do a fundraiser or if parents would like to pay for any additional team costs. Any fundraising has to follow CNN's Fundraising policy. All fundraising requests must be submitted by October 15 (Initiation November 15) to the Fundraising Coordinator for approval. This includes bottle drives, battery drives and tournaments. A team budget will be required as part of that request. Proceeds from fundraising may only be used towards expenses that enhance player development or support team activities. See CNN Policies for list of approved expenses. The team will be required to submit an "Accounting Statement" of the event signed by the manager and treasurer within 30 days of the end of the event or of all fundraising raised during the year. The team will be required to submit 20% of any number of profits in excess of \$5000 to CNN Spurs Minor Hockey. Note that jersey sponsorships are handled at a CNN Board level. If you have a sponsor interested, please contact Vice-President 1.
- **Team start-up fee** – This money may be used to secure tournament spots before fundraising is completed.
- **Time clock / Game sheet** – Your team must complete the electronic game sheet and run the time clock for all home games. Decide if you are going to set up a schedule or look for volunteers. If parents need assistance in learning these processes, have a learning night at one of the practices early in the season.

c) Jerseys and Equipment: Your team will be assigned two sets of jerseys (white and dark), jersey bags, goalie equipment for U9 only, pucks, and a first aid kit. (Note that depending on the number of Initiation teams you may only be assigned one color jersey.) The CNN Equipment manager will arrange for equipment to be distributed at the beginning of the season. The coach and the manager are responsible for ensuring this equipment is returned during the equipment return day as set out by the Board. Final team reimbursements will not occur unless all equipment has been returned.

If any equipment needs to be repaired or replaced, please contact the CNN Equipment manager so that this can be

done on a timely basis.

Players will only drink water when wearing the jerseys. If teams require a jersey for an event such as a bottle drive, the club has sets of old jerseys that should be used. Contact the Equipment manager to sign out a set.

A jersey parent should be assigned that will bring the jerseys to each game. Please wash jerseys in cold water, turned inside out and hang to dry or dry on a cool cycle. U13 and up can have their own jerseys for the year, however a \$300 deposit must be collected at the beginning of the year.

Adding name bars to your jerseys is optional but not available for U7 & U9. Standard name bars should be ordered through CNN's clothing provider so that players can use the same names bars each year. If your team decides to sew name bars on the jerseys, these should be stitched in such a way so that they can be removed at the end of the season and no glue allowed. These name bars cannot interfere with any sponsor bars that have been put on the jerseys. The assigning of jersey numbers should take into account player preference as well as the size of the jersey and should be kept as fair as possible if more than one player would like a number.

4. Setting up your teams

- a) Websites:** Once teams and jersey numbers have been set, as manager access, you should be able to update their jersey numbers on TeamLinkt & this will be updated on our website. Please confirm your team rosters to ensure they match up on the website. If not, please reach out to Sr. Director or the Registrar.

For all divisions U11 and up, contact your level director and NEAHL Governor for the tier that your team has been entered in to obtain login information for your NEAHL team site. If you are not sure on the tier your team has been entered to, you can confirm with your Division Director. Each of the NEAHL Governor's information can be found on the NEAHL website under Governors.

The Governor will give you a login and password for the NEAHL Website. Note that any email addresses added to this site will receive all NEAHL email so you may want to limit that to the coach and manager. Full information on how to set this up and what needs to be included can be found at the end of this this guide under "**Website Tips**".

- b) Verifying the HCR:** All players, coach & bench staff must be registered in the Hockey Canada Registry to play on your team. Contact your level director to ask for your team roster if you did not receive a copy at the Coach Manager Meeting). This will detail every player and staff that has been assigned to the team. It must include all coaches, assistant coaches, and players. This report will tell you if team officials have the required qualifications including RIS Coach. Once this list has been verified, e-mail a copy to your Tier Governor and upload a copy to the NEAHL website prior to the first tiering game.

The HCR will be updated a second time with affiliate players (see more info on affiliates below). Once this occurs, send a new copy to your Governor, please ensure you let your level director know, so the registrar can get them added to the roster. Note that for purposes of Provincial Play, rosters must be locked down by January 10th. Ensure that any new players or injured players are properly added or removed from the roster.

- c) Team Treasurer:** Team treasurer duties are outlined in CNN's Policies and Procedures. All team funds should be managed through a team account with dual signing authority. This will include start up fees, fundraising proceeds, and year-end party activities. Regular reporting of team funds should be provided to parents throughout the year and at the end of the season. A final report must be provided to the CNN Treasurer by March 30th of each season.

5. November 1 documentation deadline

The following information must be received by the CNN Spurs Secretary by November 1 of the season or the team will not have an approved HCR and be able to play any games.

- Team letter of expectation prepared by the Head Coach
- Security checks (completed every 3 years for all team officials)
- Verification of Respect in Sport Coach and Hockey Alberta qualification for all team officials
- Completion of Spurring Positivity by all players, parents (one per family) and coaches for each team (ONLINE)

Note that all fees for coaching courses can be reimbursed by CNN Spurs by completing a CNN Spurs Reimbursement form as found on the CNN Spurs website & submitted to CNN Treasurer.

6. Games

a) Schedules: For all divisions except U5, U7 and U9, CNN Spurs teams play in the North East Alberta Hockey League. The NEAHL league is both a competitive and recreational hockey league. They believe that with closer co-operation, reduced travel, consistency in regulations and standardize tiering are in the best interest of all minor hockey players in Alberta, regardless of the location of their home league or geographical location in Alberta. As a result, certain games may be played against teams originally from another association. You may want to plan team activities around any travel to games that are farther away. All games are set by the Team Managers with the help from the league and are communicated through that website. The schedule on the NEAHL website can be linked to your team website. Instructions on how to do this can be found at the end of this guide under **“Website Tips”**.

The NEAHL season consists of a pre-season where tiering is completed, regular season and playoffs. A season timeline can be found on the Website and a copy should be printed for reference throughout the year. Tiering is normally a three-week process where teams will play at least 5 games to allow NEAHL and CNN to see if the teams are tiered competitively. Tiering games can include playing against teams in the same or different tiers. Any feedback on tiering should be sent through CNN's league representative so that this can be forwarded to the tiering committee. After the three-week tiering, another three-week schedule is usually released before the final schedule is completed. All schedules are released via the NEAHL website. If for some reason a schedule is released and your team is showing a “TBA”, it is the responsibility of the home team to schedule that game. This usually occurs because sufficient ice slots were not provided by the ice allocator of the other team.

b) Rescheduling Games:

Once you have your schedules, you may have to reschedule a game due to a tournament or other conflict such as fundraiser night. You must follow the game change process, and all rescheduling must occur before the game. If the game to be rescheduled is a home game, start by looking at your schedule and the other team's schedule to see if there is a common day you may both be able to play. Then contact CNN's Ice Allocator to see if there is any open ice on the day you have selected. If there is, then contact the other team Manager and see if this could be a fit.

If the game you need to reschedule is an away game, you will have to contact that Manager so that they can look for ice in their arena. Once you have agreement on a time slot, complete an email to your NEAHL governor and director with the game change notice and both parties agreement. ****Ensure you keep your referee director in the**

know.

In the case of inclement weather, you are able to re-schedule within 6 hours of the game. Penalties will be assessed by NEAHL for any games that are forfeited and can include a monetary fine, disqualification from playoffs and forfeiture of the bond provided by CNN.

For a home game you will also need to reschedule the referees by contacting CNN's Ref Assignor and telling them the game number, details of the game being cancelled, and the new game details. Note that NEAHL league play takes priority over exhibition and tournament play. The league can limit your team to reschedule 3 games per season.

- c) **Game sheets:** Managers are responsible for filling out and preparing the online game sheet prior to game start. Please put the following letters beside the appropriate player if it applies - Affiliated player - AP, Overage player -OA. A Coach must verify each game sheet by signing the names below.

It is the Manager's responsibility to ensure game sheets are filled out properly with all goals, assists, shots on net, change of goalie, correct time and offence for penalties etc. An example of a properly filled out timesheet is usually at the arena. Scorekeepers cannot add assists if the referee did not call them. The Manager is responsible for ensuring that the other team and referees have all confirmed the game sheet at the end for submission.

- d) **Shots on Goal:** Shots need to be counted for all levels of hockey from U11 and up. You can ask your timekeeper or another parent in the stands to count shots on both goalies. The definition of a shot on goal is any shot that enters the net or any shot that would normally have entered the net if not stopped by the goalie. Shots that deflect off the posts or crossbar and stay out of the net are not counted towards this number.

- e) **Things to enter include:**

- *Roster* – go into the roster tab and select those players that were on the game sheet. You are given the option to select all. Ensure any affiliate players are included as well.
- *Goals* – Goals for the home and away team must be entered and include details such as time of the goal, period the goal was scored in, jersey number of player who scored or assisted the goal and the type of goal (i.e. regular play, short-handed, power play goal, game winning goal).
- *Penalties* – Enter the home and away team penalties including who was awarded the penalty, who served the penalty, nature of the penalty and time of the penalty.
- *Upload the game sheet* – scan and upload a copy of the game sheet. If you do not have access to a scanner, there are many free apps such as Scan PDF that will convert a picture to a PDF to upload.
- *Goalie stats* – Enter the number of minutes played by one or more goalies. Also enter the shots and the number saves so that a save percentage can be calculated. You have to assign the win and loss to the correct goalie. Note that if more than one goalie plays in a game, the win or loss is assigned to the goalie in net when the winning / losing goal is scored.
- *Final* – once you are satisfied that everything has been entered, you can enter the final score and select that the game sheet is finalized.

Once this information is entered, the opposing team manager will verify that the information as entered is accurate. If you attend an away game you will have to verify what the other team has entered on a timely basis. No changes can be made to the game sheet once the referee has signed it. Note that the Head Coach can be suspended if game sheets are not properly entered and uploaded.

If suspensions are issued or issues arise during a home game, make sure the information on the game sheet (penalties etc.) and Referee's Incident Report are done correctly before they are uploaded. You must also complete a **Notice of Suspension Form and notify your governor immediately of any serious incidents.**

- f) At the Game:** For each home game, your team will need to provide a timekeeper, scorekeeper, and one volunteer for the home penalty box. Visiting teams must provide their own volunteer for their penalty box. During run time, minor penalties (normally 2 minutes) should be entered as 3 minutes. Major penalties (normally 5 minutes) should be entered as 7 minutes. If the time turns to stop time during the penalty, no change is made to the remaining minutes on the penalty. The home team is responsible for changing jerseys if colors conflict with the visiting team's jerseys.
- As per regulations, crowd, fan or spectator control is the responsibility of both the home and visiting team's Managers and Coaches. It is always best to try to diffuse situations before they become an incident of a more serious nature.**
- g) Paying Referees:** CNN now has an autopay system for ref fees. It is not up to the teams to cover these costs, unless you are booking exhibition games or anything outside of a regulated NEAHL event.
- h) Ice Times:** All ice is set up by the CNN Spurs Ice Allocator working in conjunction with arenas in the Town of Bon Accord and the Town of Gibbons. If you have to reschedule a game (as per the game change process) or will not need to use your practice ice because of a scheduled league game, please notify the CNN Ice Allocator. This applies even if you share the ice with another team. Notice for changes to weekend ice must be made by Tuesday noon or in the case of weekday ice, within 3 business days. If this does not occur, the team will be charged for the cost of the ice. CNN ice slots for games may differ from those you will play in other arenas. The chart below shows the minimum ice time required as compared to the ice scheduled for home games. As CNN will be paying for the ice, it is up to the Manager and the Coach to ensure that the entire ice slot is utilized. For U7 OR U9 games, a shootout could occur if extra time exists at the end of the game. The times below assume a 5-minute warm up.

Division	Tier	Minimum Ice NAI (in hours)	Ice Provided CNN (in hours)	Recommended Game Management
Initiation / U7	N/A	N/A	1.15	Run time, 1.5 minute shifts
U9 lower tier	N/A	N/A	1.15	4 on 4. 1.5 min shifts
U9 higher tier	N/A	N/A	1.15	Two periods run

				time, one period stop time
U11	1 - 3	1.50	2.00	Three periods stop time, flood between two and three
U11	4 - 6	1.50	1.50	
U13	1 - 5	2.00	2.00	Three periods stop time, flood between two and three
U15	1 - 5	2.25	2.00 - 2.50	Three periods stop time with two floods
U18	1 - 5	2.25	2.50	Three periods stop time with two floods

CNN insists that coaches, on-ice officials and off-ice officials discuss and agree on ice slot length, clock management and frequency of floods before every game. This can only be changed by the two coaches and the referee where the referee has the final say during the game. The league requires that the last three minutes (preferably five minutes) of each game is played as stop time. If during the regular season there is a goal differential of 3 goals or more, the total stop time may be adjusted. Off-ice officials (timekeepers) have no jurisdiction or input into the time management process. Ensure to let your rink attendant know if you plan to have any floods during your game.

- i) **Playoffs:** The playoff format and schedule will be determined by NEAHL and schedules released based on the season timeline. This schedule will indicate who you are playing and how many games to play. All games must be arranged by the Managers and follow the Game Change Notification process. The highest-ranking team in the regular season standings will have venue which means they have first choice in the game slots provided. If you do have venue, it may to your advantage to play your second game at home and your choice should reflect this.

Playoff format will be provided to the Managers & Directors by NEAHL as it may be different for each level. Ensure to be familiar with all NEAHL playoff rules. If your team is successful and wins in playoffs, they may be presented with a banner. The banner should be given to CNN with the equipment returns at the end of the season so that it can be hung in the arenas. CNN will order duplicate banners to be represented in each arena. Players and coaches are welcome to sign the banner.

- j) **Provincial Play:** Each year Hockey Alberta puts on a provincial play down tournament for all divisions starting at U13. Provincial tournaments are held normally on the third and fourth weekend of March. To enter provincials, your team must win the league playoffs. The tournament includes the winners of each of the seven zones as well as the host team. A provincial schedule will be provided to teams that will include who you are playing, when the games

must be completed and which team has venue.

- k) Exhibition Games:** If regular season play does not begin for a few weeks at the beginning of the season, you may want to try to schedule an exhibition game. You can start by asking if there is ice available through the CNN Ice Allocator. Then you can start emailing or calling other teams in your tier to see if they are interested in playing. Referees will have to be booked through the Ref Assignor. For all pre-season exhibition games, CNN will pay for the ice and referee fees. REGARDLESS OF ZONE/TRAVEL YOU NEED A SANCTION PERMIT IF YOU ARE HOSTING. If the team decides to play an exhibition game throughout the year, they will be responsible for all costs including the ice as related to that game. Game sheets for all sanctioned exhibition games are required to be uploaded within 24 hrs from the completion of the game by the host team. The how to guide for electronic game submissions is on the CNN website.
- l) Initiation:** The season for U7 begins September 20th and U5 begins September 27th. You will need to discuss with your Coach when he thinks your team will be ready to start games as it will depend on the experience of your players. Normally, one Initiation team is composed of first year players and games will start either late December or early January. Other Initiation teams based on numbers of players are composed of second and third year players and may be ready to start playing games as early as November or December. If the Initiation teams are of equal strength you can also play each other.

Ice timeslots will be confirmed for the Initiation and U9 teams at the start of the season noting weekend ice times may be moved or rescheduled due to tiering and/or playoffs.

Games can also be played using the half ice available during practice slots. It is then up to each Manager to set up games with other teams for these ice slots. Contact information for other Initiation and U9 teams can be found on each hockey association's website. Also, you can send your contact information to NEAHL to post on their website, and this is a good source of teams at a similar level. When setting up Initiation and U9, it is very important to speak with the other managers about the age of the players and the level of experience. Each organization divides their teams differently, so this conversation will give you an indication if your teams will be a good fit. ALL INITIATION AND U9 GAMES YOU ARE HOSTING REQUIRE SANCTION PERMIT

All Initiation and U9 games will be played as half ice. Bumpers will be set up to divide the ice and smaller nets will be used. As your ice slots are normally only one hour you will be able to run about 50 minutes of stop time if you have a 5-minute warm up and allow 5 minutes to shake hands and clear the ice. Games are run as 1.5-minute shift changes that are indicated by the timekeeper blowing the horn. You may also want to consider allowing enough time for a shootout so that every player gets a chance to shoot the puck. Normally teams do not dress as a goalie but will use a goalie stick.

- m) Injury:** If a player is injured at a game or a practice and they seek medical attention, the parents should take a copy of the Hockey Canada Injury Report and have the attending physician complete this at that time. Then the report will be available if the injured player incurs any costs (including dental) that are not covered by another health plan. These costs may be covered by Hockey Alberta and Injury Reports must be submitted within 90 days of the injury. You should carry a copy of the Injury form as found on Hockey Alberta's website with the medical forms. `

- n) **Suspensions:** Suspensions can be issued to a player, coach, trainer, manager or parent. Suspensions can be issued by CNN, NEAHL or Hockey Alberta. Suspensions should be explained to the player by the Coach and/or the Manager. Please refer to CNN, Hockey Alberta and NEAHL Regulations for further details on suspensions. Managers must make the scorekeeper and timekeeper aware of the Playing Rule to keep track of the number of stick infractions and advise the referee if the following occurs:

“A Game Ejection Penalty shall be assessed to any player that incurs a total of three or more stick infraction penalties during the same game. For the purpose of this rule, only high-sticking, cross-checking, slashing, butt-ending and spearing are considered stick infractions. Players penalized under this rule shall be ordered to the dressing room for the remainder of the game.”

If a fan is ejected from a game, the referee must provide an incident report which the home team will forward to the Governor and Discipline coordinator as they would for any player.

If in doubt if a player is eligible to play during a suspension, it is better to have them sit than play. Contact your Director for assistance in these circumstances.

- o) **Affiliation:** Player affiliation may be used when a team is going to be short players at an upcoming game. Affiliation must follow the rules as set out by Hockey Alberta in Section A, Part 8 of their regulations and by NEAHL. Ensure you and your Coach are clear on the affiliation rules.

To play in a game, the player must be listed on the HCR as an affiliate approved by Hockey Alberta by December 15. Within CNN, players will be named to the team that they are affiliated with. Normally, at each division level, the B team is listed as affiliates for the A team for that same level. Likewise the A team of a division such as U11 will be listed as affiliates for the B team for the next level (i.e. U13).

Under Hockey Alberta regulations, a player may affiliate up to a maximum of 10 games per season (5 for U9), excluding exhibition and tournaments. Once the regular season ends for that affiliate player, he/she can play an unlimited number of games.

NEAHL also sets out additional rules for affiliation. For Tier 3 and below, you can fill a roster spot only when a player is injured, ill, away or suspended up to the same number of players on the HCR. For U9 teams an affiliate can also be used to bring their total roster to 12 if the roster is small.

During playoffs, the NEAHL Governor must approve any affiliation. You must provide them with the player's name, league and division, stats with their own team, number of games played during the year with this team and the stats when they have affiliated. For Tier 3 and below, an affiliate can only play one game in a home and away or 3 game series or twice in a 5-game round robin. Back up goalies can play anytime during the year in accordance with other affiliation rules but during playoffs can only play when the registered goalie is injured, ill, away or ejected from the game. Ensure you carefully review any game sheet during playoffs and ensure the other team has properly approved affiliates. It is the manager's responsibility to track the number of affiliations used during the year to ensure that the affiliation rules have been followed.

7. Tournaments and Other

- a) **Attendance at Tournaments:** Your team may decide to attend one or more tournaments throughout the year. Any costs associated with the tournament are the responsibility of the team and attendance must not impact your league commitments. Check the Hockey Alberta website under tournaments and your division to see where tournaments are. Check back regularly as new tournaments are added all the time. **You will want to start doing this right away as they fill up fast.** When calling for tournaments, make sure the tournament is suitable for your team. Ask questions to make sure the players are of equal playing skills and include your Coach in the decision.

Things to remember if booking an out-of-town tournament include:

- How big is the town?
- What kinds of hotels, motels and restaurants are there?
- Does it have a conference / party room that could be used for a Saturday night pizza party / get together?
- Does the hotel have a pool with a waterslide (these hotels book up fast)?
- Will the hotel book a block of rooms so that all your parents are able to book together?

If you are seriously considering a tournament and are just waiting for confirmation from the team organizers, you may want to start looking for hotels. You can always cancel a block of rooms if you do not get accepted but it is difficult to find something at the last minute.

- b) **Travel Permits / Game Sanctions:** Travel permits and game sanctions ensure that any game played by CNN is covered under our insurance policies. If you play a game, travel to a tournament, or set up an exhibition game (including all Initiation and u9 games), you must obtain a travel permit or game sanction from CNN's Registrar. Requests must be made by Tuesday evening and should include your team, where you are playing, date (s) of play, and sanction number if it is a tournament. A copy of the travel permit and/ or sanction must accompany the team and there may be instructions on what to do with the game sheet after the game. You can find the online form for sanctions & Travel permits, on our website under Coach/Manager Resources – Managers Guide – Travel Permits & Sanctions. These forms must be submitted & will go to the registrars e-mail. The registrar WILL NOT be accepting e-mail request for travel permits & sanctions
- c) **Hosting a Tournament:** CNN has allocated time for annual tournaments for U7, U11 and U15. If your team is interested in hosting a tournament you must first get approval from the Fundraising Coordinator and then you need to secure ice from the CNN Ice Allocator. It is best to do this as early as possible in the year to have the best chance to be able to find available ice. Most tournaments are held at the Bon Accord arena as there is more room to set up your tournament fundraising. All costs for ice are the responsibility of the team. Once you have secured the ice you can then apply for a sanction number from CNN's Registrar through the online requests, which will post your tournament on the Hockey Alberta website. You will want to set up a tournament committee within your parents and split up the jobs of fundraising at the tournament, running the game sheets and score clock, providing items to teams and overall management of the schedule. Just like attending a tournament, you want to find teams that are equally matched to make it a fun and competitive experience for everyone involved. Any funds that you raise will be considered fundraising and a portion of profits will be due to CNN in accordance with the Fundraising policies.
- d) **Team Pictures:** These normally occur somewhere between October and November each season. You will be responsible for providing a team roster including the names of coaches, assistant coaches and manager, collecting forms from parents the night of pictures and distributing the pictures once they have been received. ** joint family photos are allowed; however they must be requested beforehand.
- e) **CNN Clothing:** The CNN Clothing Coordinator will organize the sale of CNN approved clothing near the beginning of the season. All purchases of clothing must be made through the Clothing Coordinator.

8. Communication

Your role as manager is critical to the team to ensure that information is passed down from NEAHL, CNN, your Directors, your Coach and others to the parents and players. Likewise, you will be that liaison between the parents and the organizations. It is extremely important to keep lines of communication open between players and parents throughout the season. It is recommended that every Coach has a minimum of 2 formal communication meetings during the season. One at the beginning of the season and one mid-season.

Team Managers provide a means of communication to occur with parents who are uncomfortable communicating directly to the coaching staff. If an issue arises that cannot be solved within your team, you should involve your Directors as soon as possible to determine the best course of action. For highly emotional issues, it is usually best to wait to meet until 24 hours after the incident occurred. This allows both parties to cool down, so that the problem can be dealt with rationally.

Ready Set Go

We hope that this guide has helped answer your questions to being a Manager. Have a great season!



APPENDIX I: Website Tips

CNN Website:

Monitored & updated frequently by the registrar & Sr. Director. All teams on the app as they are updated, will be updated on the CNN TeamLinkt Website.

Items that can be updated on the CNN website via TeamLinkt App:

- a) **Players:** All player's names and jersey numbers must be entered on TeamLinkt App & our website will automatically update. Once you've entered the players jersey numbers, let your director know, so the registrar can update them on the HCR, which will update on NEAHL
- b) **Staff Members:** Please ensure ALL head coaches fill out the coach registration form & roster themselves to their teams ASAP. If you are a head coach on one team & an assistant on another, please let your director know, so the registrar can add you to the team manually through HCR, as you can only roster on one team for TeamLinkt
- c) **Practices** – Practices can be entered as recurring for the year. If a practice needs to be cancelled for holidays or other reasons, this can be deleted on an individual basis.
- d) **Games:** Exhibition and tournament games can be added on the CNN site. League games are under a different menu option and cannot be modified. However, game sheets can be entered here and will update the site as long as you have linked your sites (see below).
- e) **Events** – An event can be set up for a fundraiser, tournament, team pictures, etc. Events will show up on the team calendar. You can also e-mail the team with details of the event when you create it.

We are still learning TeamLinkt & the capabilities of their website & the access for managers etc.
The Registrar will be having a teams meeting with the TeamLinkt team to see if there are logins for team admins to make website updates as previously with RAMP

Linking the CNN and NEAHL Websites

This is also being looked in to with TeamLinkt as it is a new transition this season. We will update with information as we have meetings with TeamLinkt & let your director know

Set up: Viewing the Schedule:

The Schedule on the CNN team website will now have two tabs labelled

- NEAHL League – Will be confirmed with TeamLinkt
- Team Games

NEAHL will include all preseason, regular season and playoff games. If you click the results game sheet, it will link you back to the NEAHL website. Team games will include any exhibition or tournament games that you add and game sheets can be included as well. Both types of games will be included on the team calendar.

Need more info:

- Review the Hockey Team Admin Manual under “Instruction Manuals”. This describes the full use of each function within the site.
- Contact the CNN Communications Coordinator or another team manager within CNN
- Send a support request to RAMP describing your problem.