



# SOUTHWEST KC MANAGERS' MEETING

October 18, 2018

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**CANDACE COOK**

SOUTHWEST KC MANAGER MENTOR

[MENTOR@SOUTHWESTKC.CA](mailto:MENTOR@SOUTHWESTKC.CA)

# Introductions



# Agenda

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1. Managers' Manuals and Resources
  - Hockey Edmonton resources
  - Southwest KC resources
  - KC West resources
2. Team Administration
  - Managers' To Do List
3. Game management
  - Scoresheets
  - RAMP
4. Team building activities
5. Fundraising activities
  - Team level
  - Club level
5. Questions



# Manager's role

“The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association, Division Managers, League Managers, other teams, referees and officials. By taking on the operational aspects of the team, the manager enables the coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.”

- Hockey Canada Manager's Manual



# Managers' Manuals and Resources

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## **Hockey Edmonton Managers' Manual**

<http://www.hockeyedmonton.ca/content/managers-manual>

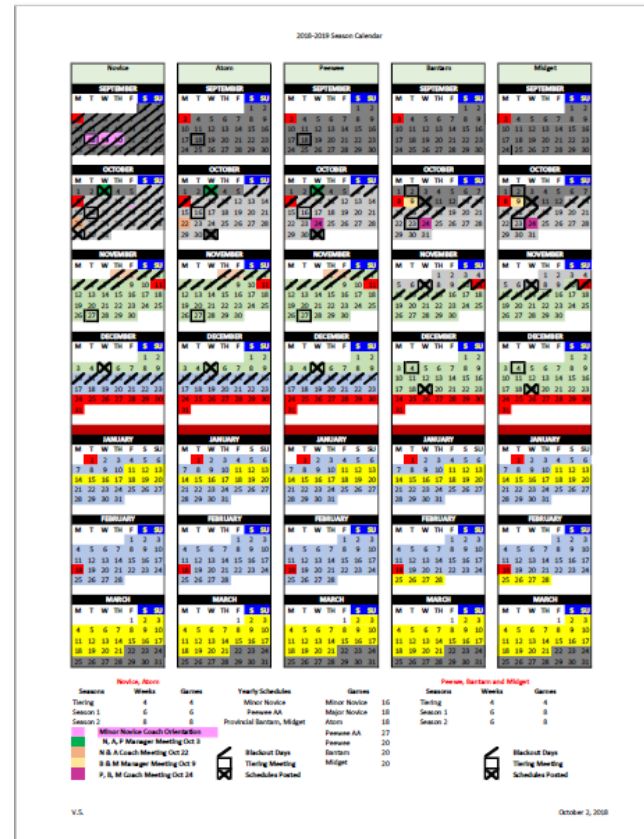
Includes:

- Example Game Sheet
- Penalty Abbreviation List
- Hockey Edmonton Manager's Meeting Presentation (October 3/9, 2018)
- Hockey Edmonton Travel/Event Permit Information



# Managers' Manuals and Resources cont'd...

## Hockey Edmonton 2018-2019 Calendar



# Managers' Manuals and Resources cont'd...

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**Southwest KC Managers Tab** <http://www.southwestkc.ca/>

Includes:

- Team Manager Handbook
- Team Manager To Do List
- Team Opportunities
- Sample Volunteer Sign-up Sheet
- Tournaments Info
- Sample Team Budget
- Sample Wallet Card



# Managers' Manuals and Resources cont'd...

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**KC West** Managers Tab <http://www.kcwesthockey.com/>

Includes:

- Team Manager Info - Getting Started
- Misc. Manager Forms and Resources
- Team Level Fundraising
- Tournaments





# Team Administration

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## Manager's To do list

- KCW and SWKC **To do lists** posted on websites
1. Team meeting
    - Volunteers
    - Team priorities (parties, extra ice, tournaments, etc.)
    - Team budget
    - Fundraising



# Team Administration cont'd...

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## Manager's To do list

### 2. Admin

- Name bars
  - order set of 2 name bars for those who need them
  - United Cycle or Rainbow Sportswear
  - Cost \$12 – \$20/set if stitching included



# Team Administration cont'd...

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## Manager's To do list

### 2. Admin

- Coach jackets (for new coaches ONLY)
  - SWKC – coach orders through online store by Oct 19, submits receipt for reimbursement to SWKC treasurer
  - KCW – manager collects sizes for new coaches and email to [communications@kcwesthockey.com](mailto:communications@kcwesthockey.com)



# Team Administration cont'd...

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## Manager's To do list

### 2. Admin

- Fair Play Pledge, Hockey Edmonton website



#### FAIR PLAY PLEDGES

It is the intention of this pledge to promote fair play and respect for all participants within Hockey Edmonton. All coaches, players, and parents must sign this pledge before being allowed to participate in hockey in the Edmonton Minor Hockey system and must continue to observe the principles of Fair Play.

##### COACHES FAIR PLAY CODE

1. I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
3. I will ensure all athletes receive equal instruction, support and appropriate, fair playing time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
5. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

##### PLAYERS FAIR PLAY PLEDGE

1. I will play hockey because I want to not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

##### PARENTS FAIR PLAY PLEDGE

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public.
9. I will support to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteers who give their time to hockey for my child.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by Hockey Edmonton.

I also agree to abide by the rules, regulations and decisions as set by Hockey Edmonton.



# Team Administration cont'd...

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## Manager's To do list

### 2. Admin

- SWKC Coach Expense Form
- KCW Cheque Request Form



# Game Management

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## 1. Game sheets

- Recruit volunteer(s) for scorekeeping/timekeeping duties
- Prepare game sheet roster stickers
- Ensure scorekeeper is assigned to each game
- Share Hockey Edmonton instructions for filling out game sheets with volunteers
- Enter game sheet results into RAMP if home team, or verify results in RAMP if away team



# Game Management cont'd...

## 1. Game sheets

ALL INFORMATION MUST be entered into Ramp as appears on game sheet

**Important**

**Hockey**  
EDMONTON

GAME TYPE  
 Exhibition  Tournament  League  Playoff

Date: 21 of October, 2017  
 Played at: KMA - Kramen A  
 Division: PW Category: 5  
 Scheduled Game #: 10920 Travel Permit #: CF 17-001  
 Home Team: NW 123  
 Visiting Team: SE 432

ALL GAME OFFICIALS MUST SIGN BEFORE FORWARDING

Referee: [Signature] Signature: MUST  
 Linesman: [Signature] Signature: SIGN  
 Linesman: [Signature] Signature: AFTER game  
 Official Timekeeper: [Signature] Signature: sign after Refs  
 Time Game Started: 8:05pm Ended: 9:15pm  
 If clock was stopped to 2 minutes, please check here, record time left on game clock: 6:32

Goaltender's Record - Actual minutes played G.A. = Goals Against

Home Team					Visiting Team						
No.	P	Time	Score	Assist	No.	P	Time	Score	Assist		
1	1	10:10	15	17	21	1	2	8:00	10	9	8
2	2	8:00	17	21	-	2	2	8:01	9	8	-
3	3	9:21	21	-	-	3	3	4:02	9	-	-
4						4	4	6:00	10		

FINAL SCORE: Home Team 3, Visiting Team 4

ALL PENALTIES MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY

Home Team														Visiting Team													
Pen.	No.	Sec.	Offense	Mins.	Off	Start	On	Pen.	No.	Sec.	Offense	Mins.	Off	Start	On	Pen.	No.	Sec.	Offense	Mins.	Off	Start	On				
3	22	21	Penalty	5	8:40			1	10	-	Tripping	2	10:00	8:00													
3	22	21	Penalty	10	8:40			2	19	-	Slap	2	8:52	8:00													
3	13	21	Minor	10	8:21			3	24	15	TUM.M.	2	9:00	8:00													

Sanctions/Suspensions will be levied if Game Sheets are not uploaded within 48 hours of game completion.

Draw a line through Penalty Box Advertisements AFTER Refs sign above sheet

Must be signed by Head Coach or "Acting" Head Coach

Must be complete as above + legible (Labels ok)

Must be complete as above + legible (Labels ok)

Must be complete as above + legible (Labels ok)

Must be complete as above + legible (Labels ok)



# Game Management cont'd...

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## 2. RAMP

- Game sheets must be entered into RAMP within 48 hours of game
- If not entered within 48 hours, your coach may be suspended
- Hockey Edmonton Managers Meeting Presentation has step-by-step instructions for entering game sheets into RAMP

<http://cloud.rampinteractive.com/hockeyedmonton/files/Website%20Information%20Presentation%20v2.pdf>





# Game Management cont'd...

## 2. RAMP

Ramp Interactive (Ramp Media Inc) [CA] | https://www.rampinteractive.com/msa/team/leaguegames

Apps St. John XXIII NOVICE 7A - BAHNS! SKYTREK ADVENTUR! Hockey Edmonton G BC Parks Reservation BC Camping Reservat Parks Canada GL knights\_soi\_2016\_flye

RAMP Team App  
Settings  
Logo  
Content Pages  
News Articles  
Events  
Ad Rotator  
Players  
Staff Members  
Mail  
★ League Games  
Games  
Practices  
Photos

### League Games

Game Type: All | Month: October | Year: 2018

View

Quick Search

#	Date	Home	Visitor	Arena	Finished	Verified	
11063	10/07/2018	KC080 - SW KC KODIAKS	R1016 - STRATHCONA	Kinsmen Twin Arenas A	Yes	🟢	📧 ✎
11073	10/11/2018	SA737 - ST ALBERT	KC080 - SW KC KODIAKS	Akinsdale Arena	Yes	🟢	📧
11082	10/13/2018	BE896 - BEAUMONT BRAVES	KC080 - SW KC KODIAKS	Ken Nichol Regional Recreation Centre Arena 1	Yes	🟢	📧
11091	10/14/2018	KC080 - SW KC KODIAKS	SA738 - ST ALBERT	Donnan Arena	Yes		📧 ✎

Hockey Edmonton....pdf ^ Show all X



# Team Building Activities

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1. Parties (Kick-off, Christmas, Wrap-up)
2. Community sponsors:
  - Dodge Caravan Kids (Novice only)
  - Chevrolet Good Deeds Cup (Peewee only)
  - Rogers Hometown Hockey Contests
  - Edmonton Oil Kings
  - U of A Golden Bears Kids in the Crowd



# Fundraising Activities

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## 1. Team Level

- SWKC and KCW both have excellent lists of fundraising opportunities on websites
- Recruit volunteers from team to help manage fundraising activities
- Review team budget to determine fundraising goals
- Setup team bank account to deposit funds



# Fundraising Activities

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## 1. Club Level

- Managers of combined KCW/SWKC teams tasked w managing both club level fundraisers
- May want to recruit a volunteer from each club to manage their club's fundraiser at team level
- Details of SWKC Silent Auction and KC West Pub night emailed to managers on Oct 16
- collection by Oct 27 (SWKC) and Oct 31 (KCW)



# Tournaments

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## 1. Local

- Discovery, Junior, and Senior TIMBITS
  - Fall Festival, December 15, Terwillegar
  - Winter Jamboree, March 16 – 17, Terwillegar
- Minor Novice Winter Jamboree, March 9-10, Terwillegar
- Novice Major, Atom, Peewee Quickcard Minor Hockey week, Jan 12 – 21, various rinks
- Automatic registration



# Tournaments cont'd...

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## 2. Out of town

- Inquire early, they fill up fast
- Team must pay tournament fees through fundraising or cash call, club will not cover cost
- Discuss with coach and team, decide how many tournaments the team will attend and set budget



# Tournaments cont'd...

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## 2. Out of town

- Search for appropriate tournament by tier and submit application/registration forms
- Hockey Alberta list of sanctioned tournaments  
<https://www.hockeyalberta.ca/tournaments/>
- Hockey Calgary tournaments list  
<https://www.hockeycalgary.ca/tournament/listings>



# Tournaments cont'd...

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## 2. Out of town

- Permits are required for out of town tournaments
  - Managers can apply for 4 different permits through RAMP (Exhibition Game Permit, Tournament Permit, League Game Reschedule Permit, and Out of Town Practice Permit)
  - Permit instructions can be found in Hockey Edmonton Managers Meeting Presentation
  - Out of province tournament permits are managed by Hockey Edmonton Discipline Chair





# Final Comments and Questions

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Thank you for coming!

