Southwest Hockey Manager Meeting

2020 – 2021 SEASON

Welcome!

Thank you for volunteering to make this hockey season a **GREAT** one! **Welcome** new Managers, and **Welcome Back** to our veteran Managers!

With all of the COVID-19 guidelines, everything is rapidly evolving and the season will definitely remain ‘fluid’!

As we continue to move through this year, guidelines will be modified and changed.

What was a protocol today – may not be the same protocol tomorrow.

Managers must be understanding and flexible to these changing times, and support the Association! **P.S.** Don’t worry – when we say ‘flexible’, we don’t mean you have to do the ‘splits’! ☺

Section 1: Key Objectives and Initial Information

do it for the kids

Manager Meeting

Questions will be taken at the end of the meeting only. Please make note of your questions. If we run out of time, email questions to: admin@southwesthockey.ca to be followed up on.

The meeting today will only be able to cover ‘high-level’ points. You **will need** to do additional reading.

Following the meeting today, please review the following material in full:

1. **Manager Guide**
2. **HCAL – Return to Hockey** *(as of Oct 29 update)*
3. **HCAL / HA – COVID ‘Cheat Sheets’ & SWH Process**
4. **Facility Protocols**

Manager Guide

With the fluidity of this season, the guide will go through a number of updates as well. Versions of the guide will be tracked on Page 1 of the manual.

The manual has been broken down into “**Start of the Phase**”, “**During the Phase**” and “**End of Season**”.

Picture Day – January 24th

The date for Association pictures has rescheduled – again.

An information sheet will be emailed the Managers and/or posted to the website. Please ensure the information is shared with your entire team.

Follow the protocols! There will be a process in place and adherence to the rules will be of the utmost importance!

Your team photo time will be added to TeamSnap.

This year the Association wears WHITE jerseys!

Other Notable Dates

November 30th – Submit Team Rules to admin@southwesthockey.ca

Weekly – Manual & Error Correction Forms

November 30th – Submit Team Budget to asst-treasurer@southwesthockey.ca *(if applicable to your team).*

SW Hockey Website

The Manager tab on the website will remain a great source for resources and references.

The tab has been updated. If you are looking for something in particular and you don’t see it on the website, then please email admin@southwesthockey.ca

Roles & Responsibilities - Managers

These are available in the SWH Policies & Procedures.

While some of the Manager role will not be applicable this season (e.g. assisting with tournaments), please ensure you are completing ALL the other applicable responsibilities.

Managers this year will have a **BIG** role when it comes to Health Checks and Attendance.

Roles & Responsibilities – Team Ops

These are also available in the SWH P&P's. Team Operation positions will include:

1. Coaches / Assistant Coaches
2. Manager / Assistant Manager
3. Team Treasurer *(if applicable)*
4. Jersey Parents
5. Score & Time Keepers

Section 2: Start of the Phase

You’re the Team Manager! Now What?!

We want to take you from TO

A ‘quick-start’ guide has been created to get Manager’s going.

On one side there is the initial guidance and on the other side is a checklist.

Please ensure you share your cell number with your families!

You’re the Team Manager! Now What?!

Brief overview of the checklist:

1. Welcome Letter *(Head Coach receives, & you can request to review).*
2. Logins
3. Manager Binder
4. Parent Meeting
5. Review Manager Guide

Hockey Calgary ‘Return to Hockey’

The season was divided into 2 main phases; the ‘Development Phase’ and the ‘Competition Phase’.

The HCAL Oct 29th document provides an overview.

Development Phase

- Was to start Nov 15th. Unfortunately with the pause, this did not happen.

Team Training Phase

- As of November 28th, teams will hopefully be back on the ice.

Competition Phase

- December 1st until March 26th

Team Training

Traditional sized teams have now been formed.

With the government pause on sports teams, this ‘team training’ was to occur between Nov 16th and Nov 30th. This would have provided the 2-week ‘socially distant’ practice requirement prior to the ‘competition cohorts’ beginning.

Note: U7 are excluded from this phase, and follows a different format.

Note: U7 & HL would have been excluded from the ‘socially distant’ team training as they have been together since the start of the season.

COVID-19 Protocols

This season is unprecedented!

Bottom line – Players, coaches & families should **NOT** go to the arena if they are experiencing symptoms **OR** if they have been exposed to a positive case.

On **Page 8** and **Page 9** of the Manager Guide, there are charts laying out the illness reporting process. Please print these.

AHS has commended SWH with prompt actions that have taken place. There have been 2 cases. Each derived from outside of the Association.

Cohorts were proactively shutdown to support limiting the spread.

TeamSnap Health Check & Attendance

These two (2) tasks will be your main focus this season!

Not ‘glamorous’ tasks by any means – however **HIGHLY** important!

It is **MANDATORY** for families to complete these two tasks **PRIOR** to going to the arena. If these are not done, the player does **NOT** go on the ice. Plain & simple!

Health Checks and attendance are critical when it comes to tracing.

Manager / Assistant Manager – if you are not in attendance to physically confirm player presence, then you **MUST** re-confirm attendance with the Head Coach.

TeamSnap Health Check & Attendance cont.

If players are not going to practice, they do **NOT** do the Health Check.

We are anticipating an update to the TeamSnap questions – where they will be customizable. There is not an ETA, however hopefully soon.

Until then – families **MUST** answer honestly. If that ends in a “failed screen”, then you will follow up with the family and complete the **Error Correction Form.** These forms are submitted weekly to admin@southwesthockey.ca

Now that ‘regular’ teams are created, there should not be a need for manual forms going forward. However, if there is a technical issue then a **Manual Health Form MUST** be completed and submitted weekly to admin@southwesthockey.ca

Medical Forms

Medical forms are required, as per Hockey Canada insurance.

Families should have already submitted these to their cohort team, and should now have submitted them to their ‘new’ team. If not, this must be done ASAP.

Same rule will apply as per the Health Check and Attendance – if the medical form is not submitted by their next practice, the player is not permitted on the ice.

One copy is kept safe with the Manager, and another copy is kept in the first aid kit so the coach always has it with them.

HCAN Insurance & Injury Forms

HCAN is strictly a supplemental insurer. If a family has access to other insurance they must pursue that coverage first.

An Injury Form must be submitted **by the player's parent/guardian directly to Hockey Alberta.**

Hockey Alberta has a **STRICT 90-day** submission deadline.

Forms are available on the SW Hockey website:
Managers>Resources>Safety, Injury & Insurance

Managers are to use the **Injury Log** to track injuries to ensure proper Return to Play protocols are completed by the Head Coach.

Return to Play Document

The Return to Play Policy is intended to help support the Head Coaches when it comes to injuries, concussions, COVID etc.

When there is a significant injury, there are steps to return. For example; concussions have approx. 6-steps to complete prior to return.

While this is the Head Coaches responsibility to initiate, as the Team Manager who assists with ‘off-ice’ responsibilities it is helpful to support your Head Coach to ensure steps are not missed / overlooked.

This Return to Play Policy is available on the SWH website, in the Manager Resource section. The Return to Play guidance for COVID is to refer to the “Cheat Sheets”.

Emergency Action Plan (EAP)

EAP's are typically used for games.

Teams should utilize the template that is available on the SWH website.

These EAP forms should be kept in the Manager binder, as well as a copy in the First Aid Kit.

Manager's and Coaches should discuss this process (as indicated on the template), as your team is created – and PRIOR to the week of December 1st when games will begin.

Team Budget

Should teams wish to raise funds during this phase, they **MUST** abide by ALL relevant policies and procedures as per SW Hockey; including having an approved budget and bank account.

Team Treasurer must email admin@southwesthockey.ca to obtain a bank account authorization letter.

Budgets **MUST** have at least 75% approval.

Please be **MINDFUL** that families are struggling, and may not want to divulge this information. Be compassionate with regards to this season.

Further information is in the guide & on the SWH website.

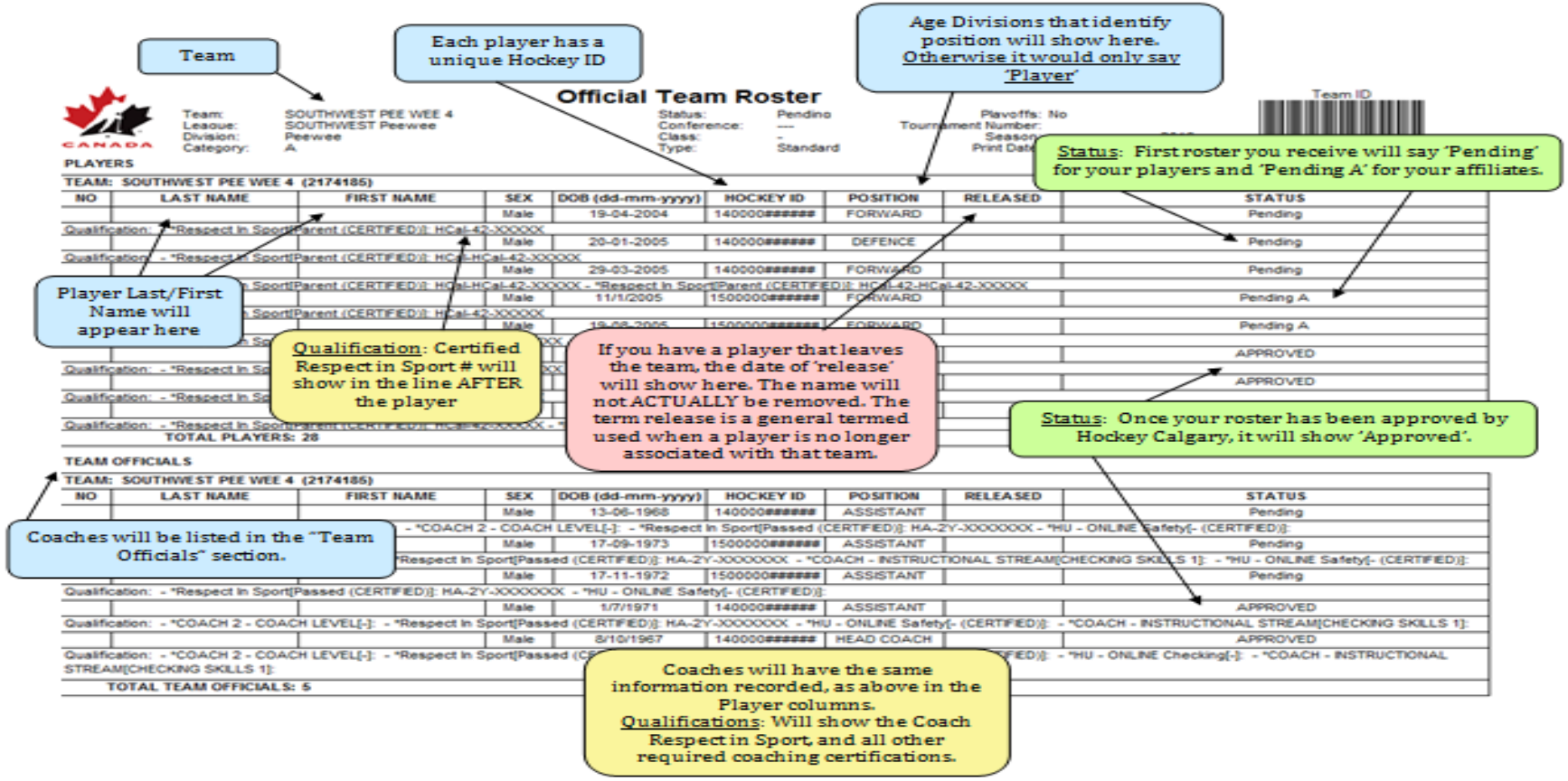
Hockey Canada Official Rosters

Official Rosters will now be provided to each team. Please review for accuracy.

There are **NO** affiliates for this season; due to COVID protocols. However, there is guidance being provided for teams who are missing goalies for games.

Managers & Coaches will receive a copy of their roster in the coming days. Then with the HCAL login, rosters will be viewable from there.

Hockey Canada Official Rosters



Game Jerseys

Distribution details are being finalized!

Instructions will be provided to teams – and care of jerseys must be treated with **CARE** and **RESPECT**!

There are two (2) jersey parents permitted for the season *(VB approved).*

If teams do not have jersey parents – then players would hold onto the jerseys **HOWEVER** → post-dated cheques **MUST** be collected from **EVERY** family and then submitted to the SWH Administrator.

Cheques are payable to: Southwest Hockey Association, $250 and dated December 15, 2020.

Apparel & Face Masks

Check out the SWH website for:

1. Face Mask Ordering.
2. ‘Cash & Carry’ items. Such as; pant shells, helmet decals & pop sockets.
3. Apparel – Adrenaline Source for Sports
   a) Items available in-store to try on.
   b) XMAS DEADLINE to order is **December 4th**.

Adrenaline link: https://swmh1920.itemorder.com/sale

Time & Score Keepers

The Time and Score Keepers are eligible for VB hours. It is **up to the volunteer to understand their role & responsibilities.**

The '**HOME**' team will provide **BOTH** the Time and Score Keeper. **Masks MUST be worn at all times!**

There are **NO** Penalty Box volunteers this season, except at Oakridge due to the configuration of that arena.

The Manager or Assistant Manager should set up the initial schedule; giving priority to those needing VB hours. If a parent can no longer work their slot – **THEY** must find a replacement.

Dressing Rooms

Families **MUST** follow protocols of the facility, or as enhanced by SWH.

U7 to U18 players **MUST COME** dressed. There is an exception for U15/U18 at Cardel ONLY – where they are permitted to dress at the arena.

ONLY coaches and players are permitted in the dressing rooms; in order to keep the ‘integrity’ of the cohort in tact.

The lobbies are used to put on skates. The player will then head to the dressing room to put on helmet and gloves. If players need help with their helmet, then of course this would happen in the lobby.

MASKS MUST BE WORN IN THE DRESSING ROOM, until the player has their helmet on! This is both a facility rule, and an ‘enhanced rule’ by SWH.

RESPECT arrival times, and the NO sibling rule!

‘2 Deep Rule’

Players should be supervised at ALL times.

A lone coach should not be in the dressing room with players at any time, especially if they are changing.

Two (2) coaches should be present together; this is called the “Two Deep Rule” of supervision.

If a 2nd coach has not arrived, the Manager or Assistant Manager can be in the doorway / vestibule area with the coach; monitoring the dressing room.

To maintain the cohorts ‘integrity’ – **ONLY** players & coaches are permitted in the dressing room.

Spectator Rules

SW Hockey has a **ZERO TOLERANCE POLICY** for any form of verbal or physical abuse by or towards coaches, players, other spectators, facility personnel or other volunteers!

Families are expected to follow the spectator rules **AT ALL TIMES**! Including the maximum numbers allowed!

We **DON'T** want to go from →

to this →

Dispute Resolution

Disputes sometimes happen!

SW Hockey's expectation is that all problems are to be addressed in a constructive manner with respect and courtesy.

There is an approved communication process (& chart) in the Manager Guide and on the website.

As unfortunate as it is, parents may be a bit more 'on-edge' due to COVID; however respectful behaviour is still expected.

If you have problems, please contact admin@southwesthockey.ca for further guidance.

Section 3: During the Phase

Regular Season

U9 to U18 teams will take part in four, 3-week cycles.

Each cycle will include one (1) game play week with 3 games (there will be 2 for U9) against the same partner team (from another Association) whereby creating a cohort, followed by 2-weeks of team practicing.

After the 2-week ‘practice isolation’, the teams will partner with a new team for another three (3) games. For U9 they will receive two games in the cycle.

Complete details are in the HCAL – Return to Hockey.

Regular Season cont.

Gameplay Structure – is available in the ‘Return to Hockey’.

Additional team restrictions:

1. Exhibition / scrimmages are **NOT** permitted when sharing ice with another SWH team as teams are now considered to be engaged in ‘**Competition Cohorts**’.
2. Travel is **NOT** permitted unless scheduled by the Association and approved by Hockey Calgary.

Team Schedules

Game schedules are currently being finalized by HCAL, and will be posted on Nov 24th.

Once game schedules are posted, then the practice scheduling will begin. The goal is to have practice schedules posted in/around Nov 25th / Nov 26th for the remainder of 2020.

Schedules will be posted to TeamSnap and Managers will have access through OneClickIce (OCI) now as well.

For those who don’t know, OCI is the scheduling software that I use.

Game Time!

There is a game day checklist provided on the website.

As noted in the guide, not everything will be the same as previous seasons – so please keep this in mind when reviewing the resources.

Managers to know & communicate facility protocols to your team!

Waiver follow up also required for visiting team.

Game Sheets & Labels

Game sheet instructions are provided in the Manager Guide, as well as suggested game day roster sticker labels.

The ‘Home’ team is responsible for supplying the game sheet.

Game Time! cont.

The SW Hockey Administrator will send out all HCAL logins.

This login is used to enter results of the game, including suspensions.

Suspensions

These **MUST** be reported immediately following the game to the Director & Assistant Director of Coaches and the HCAL League Chair.

coaches@southwesthockey.ca

asst-coaches@southwesthockey.ca

You must look on the HCAL website to find your League Chair contact and **KEEP** this handy!

Officials

Officials are only going to be assigned to the U11 to U18 age divisions.

U9 will continue to be officiated and managed by coaches.

Some games may have less than the normal number of Officials due to the ‘supply and demand’ issues, as well as potential isolation requirements.

Same rules apply in previous years – Officials are to be RESPECTED!

Section 4: End of Season

Team Wrap Up

End of season team special events will of course need to be reviewed closer to March.

Let’s keep our fingers crossed that we can get our teams to that time period.

If your team opened a bank account, ensure ALL financial protocols are being followed especially when it comes to publicly raised funds!

Game Sheets & Forms

All game sheets to be submitted to the SWH Administrator by April 30th.

By that date, all remaining manual health check forms and error correction forms are to also be submitted by April 30th.

Player Medical Forms are to be shredded. If you don't have a shredder, then include the forms **IN A SEALED ENVELOPE**, with the other forms, and they can be shredded for you.

Jerseys & Equipment

The **Head Coach** is responsible to return the game jerseys and all equipment (first aid kits) that were handed out at the start of the season.

Jerseys are to be returned to the Head Coach – washed AND DRIED properly!

Towards the end of the season, an Equipment Return date will be set by our Director of Branding.

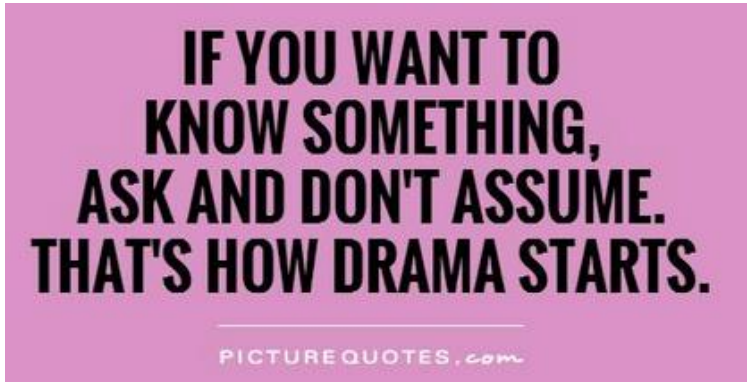
ASK Questions – Assume Nothing!

Administrator: admin@southwesthockey.ca

Ice Scheduler: ice@southwesthockey.ca

Director of Coaches: coaches@southwesthockey.ca

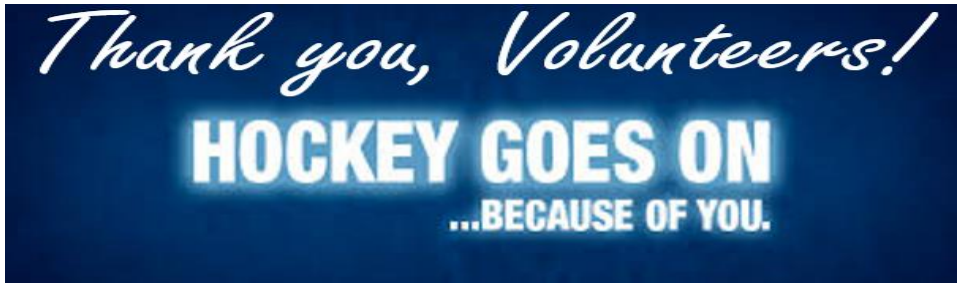
Assistant Director of Coaches: asst-coaches@southwesthockey.ca



F.A.Q's

As mentioned at the start of the meeting, if we have time for questions; we can open the Zoom call up.

We ask that you raise your hand if you have a question.

If we don't have enough time in the call, then please send your question(s) to: admin@southwesthockey.ca to be followed up on.

Questions and answers can be sent to the entire age division.