

Breakers' Hockey Program

**Team Manager's Manual
2018-19 Season**



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Introduction

The role of a team manager is an integral part of a successful team. The purpose of this role is to ensure the smooth operation of the team and allow the coaches to concentrate on the 'on ice' activities. The team manager will act as a liaison between the head coach and parents, keep everyone well informed and allocate responsibilities to parents. The Manager ultimately answers to the Head Coach. The Head Coach makes executive decisions regarding the team and informs the manager to facilitate these decisions accordingly. At the beginning of the hockey season the team coach and manager should agree on a division of duties. As there are many off-ice responsibilities, managers are encouraged to delegate as much as possible. However, the overall responsibility lies with the manager so it is important to remain in close contact with volunteers to ensure delegated duties are completed. The team manager is responsible for or delegating "off-ice" responsibilities and activities such as:

- 1) Acting as liaison between the coach and the parents
- 2) Coordinating jersey sizing and assigning Jersey Parents
- 3) Collecting medical information forms from parents
- 4) Organizing team fundraising
- 5) Administering team funds with an assigned Treasurer
- 6) Organizing exhibition games, tournaments, extra practice ice (if desired)
- 7) Relaying schedule information to parents - plan other team activities (i.e. dryland, team building, social, parent meetings, etc.)
- 8) Ensure parents receive regular status reports on team financial position and other administrative activities
- 9) Applying for scheduling window requests, travel permits, exhibition game sanctions, special event sanctions, etc
- 10) Submitting game sheets or other league recording mechanisms as required by Hockey Calgary.

Resources:

The Breakers website has a Policies/Procedures/Forms section that contains this manual and other important information.

The [Hockey Calgary](#) has a great deal of information important for all managers – including a list of [important dates](#) and the [Hockey Calgary rules & regulations](#). Please also see the Hockey Calgary Manager Manual in the "Resources" section of their website.

For managers in Timbits – please refer to the [Hockey Calgary Timbits Operations Manual](#) for specific Timbits rules (i.e. game limits & timing, etc.)

For managers in Novice – please refer to the [Hockey Calgary Novice Development League](#) website for specific Novice rules (i.e. game limits, goalie rotation, etc.)

For managers in Atom – Bantam please refer to the [Hockey Calgary Regulations](#).

The [Hockey Alberta](#) website includes information on Tournaments and Provincials, and playing rules.

The following information is intended as a guideline to ensure things run as simply and smoothly as possible. There may be sections or points included that seem obvious or unnecessary to experienced managers, but which might be very useful to first-time managers. The document is also intended as a reference for frequently asked questions and issues. Please consult the applicable governing Hockey Canada or Hockey Calgary rulebooks for information and interpretation of specific rules & regulations.

If you are unable to find an answer to your question, please contact your Age Group Coordinator.

Summary of Important Dates:

October:

October 1 – Games start counting in ATOM towards the 55 game maximum
October 5 - Hockey Calgary Schedule Window Requests for seeding round
October 12 – DEADLINE November tournament sanctions
October 18 - Seeding round schedule available at HC website
October 27 – Seeding round begins
October 21 - Breaker Team Picture Day

November:

November 12 – DEADLINE December tournament sanctions
November 15 – Deadline for team official certifications to be completed
November 15 – Senior Timbit teams permitted to begin playing formal games
November 30 – Junior Timbit teams permitted to begin playing formal games

December:

December 3 – DEADLINE Schedule Window Requests – Regular Season
December 9 – Seeding Round ends
December 10 – Novice Minor teams may begin participating in tournaments
December 12 – DEADLINE January Tournament Sanctions (timbits only)
December 19 – Regular Season & EMHW schedules available at HC
December 10 – 16 Christmas Cruncher Tournament

January:

January 2 – Regular season begins
January 11 -19 – Esso Minor Hockey Week
January 10 – Hockey Calgary team rosters locked
January 12 – DEADLINE February Tournament Sanctions

February:

February 1 - Playoff schedules available at HC
February 12 – DEADLINE March Tournament Sanctions
February 24 – Regular Season Ends
February 26 – Playoffs Begin

March:

March 2 – DEADLINE Coach of the Year & Volunteer of the Year Applications
March 2 – Timbits Jamboree (Winsport)
March 14 – Hockey Alberta Provincials Begin (Atom & Bantam)
March 9th – 4th Annual Breaker Shaker (TENTATIVE)
March 28 – Hockey Alberta Provincials Begin (Peewee)
March 30 – DEADLINE Final Team Accounting Submission

Liaison Between Coach and Parents

The manager and/or coach should arrange a Parent Meeting shortly after the team is formed. This is the first time the parents and coaching staff formally meet. An example Agenda of the items to be discussed and agreed upon can include the following:

Parent Meeting

1. Introduction
2. Head Coach's credentials, philosophy and objectives. Introduction of Assistant Coaches.
3. Plan for the Season
4. Game and Conduct Management
- 4a. Expectations of the Players – have a written handout
 - Conduct at practices, games, road trips and team outings,
 - Respect for all players, team officials, referees, opposition players and parents,
 - Dressing room procedures – time before games/practices and cleaning,
 - Disciplinary action for not following rules,
 - Dress code if decided on by the team/coach,
 - Commitment – time and effort.
 - Treating teammates with respect which includes zero tolerance of bullying or intimidation within the team
 - Each player must have their own water bottle – no sharing.
- 4b. Expectations of the Parents
 - Respect for all players, team officials, referees, opposition players and parents,
 - Aid players by: getting to practices/games on time, following dress code and enforcing behavior. Respect the time when no parents are to be in the dressing room for 'Coach Talk' before and after games.
 - Support Coach's disciplinary measures when rules are broken.
 - Support the Coach's coaching of the team.
 - "Female Dressing Room" rules (Peewee)
 - Notification process if player not attending a practice or game
5. Team Budget. Present outline of expected costs. Budget may include extra ice, exhibition games, jersey washing and other items to be agreed upon including items #6 to 9.
6. How much hockey does the team want to play, which may require the team to purchase additional ice or dryland training if available.

6. Tournaments – how many and where? Timing? The team tournament coordinator would be assigned to look for tournaments to participate in and/or organize the hosting of a tournament.
7. Clothing/Team Apparel/Dress Code. Any team purchased clothing MUST have the approved Breaker logo as part of our association branding. Check the website for the link to our new online ordering process with Breakers’ partner, Adrenalin Source For Sports.
8. What social activities does the team want either for parents or players? Does the budget include year-end wrap up/year-end gifts?
9. Fundraising – based on the budget and items agreed upon.
 - How does the team raise funds and/or does each family contribute at set time points?
10. Volunteer Positions (should be one job per family)
 - Jersey Parent(s) (1-2)
 - Timekeepers/Scorekeepers (2-3)
 - Tournament Coordinator
 - Fundraising Coordinator(s)
 - Social Coordinator
11. Communication Method – team updates will be provided by Team Snap.
12. Question and Answer Period

The parent meeting should be summarized with a copy of points discussed given to each parent. This often saves disagreement later in the season and ensures everyone knows what is expected of them.

Team Contact List

A summary of players’ names, phone #, parents’ names, email addresses and duties of each parent should be distributed to parents as early in the season as possible to promote communication. Please ensure you obtain permission from parents PRIOR to sharing their contact information with the rest of the team. It is recommended that the manager keep a list of parent cell phone numbers with them at every game and practice.

Player Cards

Many team managers create a ‘roster card’ of players with their jersey numbers for all the parents on the team (and often with the parent names on the back). These are small pocket sized cards and are laminated. It is recommended that you check with parents

prior to printing the player cards to ensure split families, etc. are properly reflected. Please refer to the [Breakers Roster Card Template](#) on the Breaker website.

Issuing of Practice and Game Schedules

The manager or delegate should be responsible for ensuring that all players are made aware of the team's schedule and any changes that occur. This year Hockey Calgary has issued each team a Team Snap account. This is to be the main vehicle for team communication, posting events etc.

The manager or delegate can find the schedules as follows:

Practices – all practice schedules will be automatically loaded into Team Snap and distributed to all team managers from the LBCA office via email and hardcopy. Team managers should confirm that all practices loaded in Team Snap match the hardcopy schedule.

Games – seeding and regular season game schedules can be found at the [Hockey Calgary](#) website under each applicable age group AND will be loaded into Team Snap for each team.

NOTE: Any tournament or exhibition games are the responsibility of the team to load into Team Snap.

Once practice ice time has been issued to a team, the team is responsible to use that ice. If your team has a conflicting event, you are responsible to ensure that it doesn't go unused.

Your options are:

- (a) contact Tammy Langdon in the LBCA office to see if another team has a use for the ice and give up your ice time
- (b) find another Breaker team to switch ice times with.

Note: Any ice left unused by team who has not given a minimum **1 WEEK PRIOR** notice to Tammy Langdon in the LBCA office will be charged for that ice time, if the ice cannot be resold.

Team Photos

The Breakers Hockey program arranges for team photos to be taken. For this season – our picture days will be October 21, 2018. Team managers can book their picture time at the Manager's meeting on Sept 30, 2018.

Please ensure jersey parents bring your dark jerseys for team photos. Helmets are not required for photos.

Breakers Hockey pays for the cost of one team photo to be provided to each player and coach. The cost of purchase of additional team photos and/or individual photos is the responsibility of the individual family and additional purchases are optional and available for purchase on photo day or online.

Resolution of Team Disputes

Occasionally disputes arise within a team over issues such as behavior, discipline, equal ice time, quality of the program provided by the coaches, etc. The parents should bring their concerns to the team manager who should work with the coach and parents to resolve issues. **Please remember to abide by the 24-hour rule in situations like this.**

If the manager and coach cannot resolve the problem, he/she should contact their Age Division Coordinator who will assist in solving the problem or advise on the appropriate action. The Breakers policy is to try to resolve disputes at the team level first.

If satisfactory solution cannot be found at the team level or with the Age Group Coordinator, the Executive Council will ultimately make the final decision on any action to be taken and is the final court of appeal with Breakers Hockey. A list of Executive and Board members and other Coordinator contacts can be found on the Breakers website.

Dressing Room Supervision

Hockey Canada and Hockey Calgary require at least one adult in the dressing room before and after each ice time.

Note that the role of dressing room supervisors is to prevent disorderly conduct, bullying or vandalism in any form.

Medical Information

Each team must have a coach or parent at all games who has been certified with the Hockey Canada Safety Program. This Safety Program certification is valid for 3 years. (HC requires that at least one coach per team have this certification and this course is available on-line).

** Each manager should collect important medical information relative to each player in case of accident or injury when a parent is not in attendance. There is a [Player Medical Information form](#) for this purpose available on the Breakers website. This year parents are able to complete their player medical forms within Team Snap as well. The manager should have access to the player medical forms at all times, whether it is through Team Snap or in the form of a hard copy. With the player medical information the manager should also have an arena address list in case an ambulance is required.

Note: All Player Medical Forms should either be returned to each family at the end of the season or securely shredded for confidentiality reasons.

Insurance and Accident Reporting

Player, coach and team fees are paid to Hockey Calgary and Hockey Alberta. A portion of these fees goes towards providing insurance coverage. Insurance coverage is applicable to all registered/rostered players & officials. In case of an accident or injury, an injury report should be filled out immediately and sent to the Breakers Safety Coordinator at safety@lbreakershockey.ca. It is recommended that managers keep a few blank copies of this form with them for all practices and games. [Injury forms and procedures](#) can be found on the Breakers website under the Safety tab.

Emergency Procedures

Should an emergency arise during a game, it is important to know how to proceed. Should there be an incident on the ice that requires medical help, the coaches must ensure that proper medical attention is sought immediately for the injured player. The official on your roster who has their safety certifications should be utilized. Your safety official should carry the team first aid kit with them for all ice times. Note that most, if not all, arenas have medical equipment available such as first aid kit, stretcher, and defibrillator.

Any parents having medical background can also be utilized and/or emergency personnel such as ambulances should be called if necessary. Referees should ensure that the game is stopped and not started again until such time as the injured/ill player has been seen to. This may mean that the game does not commence again.

Team Funds

The team manager should delegate responsibility for team funds to a team treasurer. The treasurer is responsible for collecting, banking and disbursing team funds. Note that Breakers Hockey requires that each team bank account be set up with TWO signatories. In most cases this will be the team manager and the team treasurer. This means that e-transfers are NOT an acceptable means of distributing money to suppliers or parents. Only cheques can be used when paying for an event/tournament/product or repaying a parent for an expense incurred.

If your bank requires a letter from Breakers' Hockey, please email the VP Operations at vponice@lbreakershockey.ca with the particulars including bank and branch, team name, head coach name and the names of the two signers. A letter addressed to the bank will then be issued to the Team Manager to take to the bank to open the account.

Please use your Breaker team name as noted on the Breaker website to name your bank account. i.e. "Lake Bonavista Breakers Atom 4".

It is preferred that all teams use the Royal Bank in either Deer Valley or the Promenade, or the TD Bank in the Promenade.

All bank accounts must be closed and funds dispersed to families (if applicable) by no later than March 30, 2018. When dispersing funds to families, please consider using cash in order to reduce bank fees and delays with cheques being cashed.

Team Fundraising

Fundraising remains a decision made at the team level. It is recommended that fundraising be discussed and voted on at your team meeting. If decided upon, fundraising should be done by the entire team.

Teams interested in raffles must get approved with Alberta Gaming. Teams are to get their own license number and not use LBCA's id number.

Team Jerseys/Equipment

The coach or team manager are responsible for picking up team equipment & jerseys from the Breaker equipment manager at an assigned date and time at the beginning of the season and for gathering and returning them at the end of the season.

A jersey/equipment deposit of \$250 is taken from each team and if all the equipment and jerseys are returned in an acceptable condition at the end of the year, the deposit will be returned. At the end of the season, an email will be sent to all managers notifying them of two (2) possible equipment return dates. If the equipment and jerseys are not returned on either of these dates by a team, the deposit will be cashed.

It is mandatory that a parent(s) be responsible for the care of the team jerseys. Ensure that the assigned parent(s) are reliable. Teams may allocate one parent to look after the set of home jerseys and another parent to look after the set of away jerseys. Both sets of jerseys should be brought to every game.

Please note that team jerseys are not to be worn for practices. These jerseys should be hung to dry – not put into dryers.

Name bars are NOT permitted to be attached in any way to the official home and away jerseys. If A's and C's are assigned to teams, please ensure they are not sewn on to the jerseys, nor do they cause any damage to the jerseys when being removed.

Other items such as goalie equipment (Atom and lower), pucks, and first aid kits are issued to each team. If additional equipment or equipment repair is needed, please contact the Equipment Coordinator at equipmentcoordinator@lbreakershockey.ca

Team Apparel

Clothing & apparel carrying the Breaker logo is not distributed by the Association. Please see the **Breaker website “Apparel” tab** or www.breakersapparel.itemorder.com for information on our preferred supplier. Only the preferred supplier is authorized to use the Breaker logo on apparel of any kind.

Team Registration & Rosters

Teams are registered with Hockey Calgary by the Breaker Registrar. Team rosters will be emailed to the coach and manager as soon as team and coach selections are finalized. The rosters need to be verified for accuracy. Any changes should be sent by email to lbha.schwab@gmail.com as soon as possible.

Once rosters are submitted in accordance with the deadline set forth by Hockey Calgary – no changes can be made (i.e. to coaching staff, players, etc.). Minor changes to personal information can be updated as needed. Please note that each team may carry a maximum of five adult officials on their official roster. (If you wish to add additional adult officials (i.e. assistant coaches, player mentors you must have PRIOR written approval by the VP Hockey Development Tyler Bungay).

NOTE: No matter how many team officials are on your roster, only FIVE team officials may occupy the bench during any game.

If for any reason a player is unable to complete the season (i.e. injury, etc.), please advise your Age Group Coordinator immediately.

A copy of the team roster must be available at all games as the referee has the right to review it in the case of a player dispute. Ensure you or your Coach has a copy of the roster at all your games. You will also require this document for tournaments.

Calgary Police Information Checks

All officials listed on your team roster must complete a Police Record Check. The Breakers Registrar will review all team rosters to determine if team officials have a current police check on file (i.e. police checks are good for three years). If a new police check is required, the Registrar will notify the coach. Coaches are able to complete their police check online by going to <https://policeinformationcheck.calgarypolice.ca>

Once on the website, coach will select “Perform Personal Police Information Check”. To successfully submit the online application, two pieces of Government issued ID (one with a picture) and a letter from LBCA are required. The LBCA office will provide the required letter which indicates the Breakers’ Volunteer Organization Authorization number which is required in order to complete the application process at no cost to the individual applying. Once the coach has completed the application process, the results will be available to LBCA online. Applicants who are unable or do not want to use the online application will have to attend any of the CPS District offices to apply, and will have to provide a copy of results received to GHC. Note managers are not required to obtain a CPIC unless they are listed on the roster as a team official. Police checks must be initiated within 2 weeks of the coach being placed on a team roster. Proof of this must be submitted to the Safety Coordinator at safety@lbbreakershockey.ca, or the team official will be removed from the roster and thus not permitted on the bench.

Coaching Qualifications

All Breaker head coaches and assistant coaches must have completed their relevant coaching qualifications or at least be able to prove they are registered in a coaching course by no later than November 15th. Failure to comply will result in that coach being removed from the roster.

For a complete list of coaching qualifications by age group category, please refer to the [Coaching Qualification Requirements](#) on the HC website.

All coaching course costs will be reimbursed by the Breakers’ Hockey Program. Only approved coaches on team rosters will be permitted to submit expense reimbursement claim forms for their course fees. Please contact VP On Ice at vponice@lbbreakershockey.ca to obtain an expense reimbursement claim form.

Player Affiliation

Age Group Coordinators along with the VP On Ice and VP Operations will be assigning affiliates as per the Hockey Calgary guidelines. Coaches are NOT permitted to call up any player from another team as an affiliated until affiliates have been assigned and updated rosters distributed to team managers and coaches.

Once affiliates are approved and placed on rosters, it is at the sole discretion of the coach to determine who he/she would like to affiliate from the list of approved affiliated in the roster. An affiliate player may only be called up in the case of an injury, sickness, or absence. An affiliate player can NEVER be called up to replace a player who is suspended.

If an affiliate player is called up to play, the injured or sick player may not dress and go on the bench.

Approved affiliates can play up to maximum of 10 games. Exhibition and tournament games do not count towards the 10 game maximum (the 10 game limit does include the 1st EMHW game and all play-off games).

A team can NEVER affiliate a player who is not on their roster. If a head coach or manager calls up a player who is not an approved affiliate, both the head coach and manager will face disciplinary action and can be suspended.

It is up to the team manager to track the number of games an affiliate plays during the season.

Submission of Game Sheets

Before each game, absent players should be crossed off your roster/not included on the game sheet.

For players serving a suspension, the sheet must be marked to indicate which game of the suspension is being served. "ie. Susp – 1 of 3 noted on the sheet next to player name".

If affiliates are being used in the game, the game sheet must include the player's name and number and noted as "AP". A team may only use affiliates as noted on your Hockey Calgary team roster (goalies are an exception – see [Affiliation Guidelines](#) in the HC Regulations Manual (pg 28) on website for details.

A team official (rostered coach or manager) must sign the game sheet prior to the game to certify its' correctness.

At the conclusion of the game, scorekeeper/timekeeper and referees must sign the completed game sheet.

Hockey Calgary game sheets will be provided at the start of the season at the Coach/Manager's meeting. If you require additional game sheets throughout the year, contact the VP On Ice at vponice@lbbreakershockey.ca

The Home team must provide a game sheet at league games. After each game, it is necessary for someone from the winning team (or in the case of a tie – the home Team) to enter the score on the Hockey Calgary website. The League Chairs will also ask if the manager or your team rep can scan and email, or fax the copy within 24 - 48 hours. Each team's League Chair will send out his/her welcome letter and state how they want the submission done but this is the most common way.

It is important that the scores are entered and games sheets are sent over as quickly as possible since scores are needed to evaluate the seeding round and calculate Division

positions for playoffs. Game sheets also identify such things as suspensions for penalized players. In addition, the standings are posted on the Hockey Calgary website.

If any suspensions have been levied for a game, the manager must communicate such to the League Chair immediately and supply them with a scanned copy of the score sheet as soon as possible.

Team managers will be provided with a Hockey Calgary login id, which is to be used for game sheet submission as well as applying for tournaments etc.

Gamesheet Label Template/Stickers

As a significant time saver, it is recommended to create roster labels for your game sheets. A label template for game sheets can be found under the Manger tab of our website called [Game Sheet Label Template](#). This template fits Avery 5163 labels, which can be purchased at Staples.

Officials

All officials for home games for the regular season, Esso Minor Hockey Week and Playoffs are paid for by the Breakers Hockey program. All exhibition and tournament games are the financial responsibility of the individual teams. Please see the [HC Referees Policy](#) for information on booking referees via Central Zone.

For any questions or issues please contact breakersrefs@gmail.com .

If you have a concern or complaint about a Central Zone (home game) official, please note the following process: - Apply 24 hour rule - Document information regarding the concern or issue - Inform Age Group Coordinator of the concern or issue - Age Group Coordinator will review the concern with the VP On Ice and VP Operations. VP On Ice and VP Operations will determine if concern or complaint warrants further action and if so, will discuss with the Breakers' President – Breakers' President will review concern/complaint and determine if further follow-up with Central Zone is required.

Timekeepers/Scorekeepers

For very detailed instructions on filling out game sheets & operation of the various digital score clocks used, see the "Off Ice Officials Manual" from Hockey Calgary. At the beginning of the season an experienced person may be necessary to train your team's volunteers.

For all Hockey Calgary seeding round, regular season and playoff games, the home team is to supply the timekeeper and the visiting team is to provide the scorekeeper. You should also provide another team representative to handle the gate for your penalty box.

For exhibition games and tournaments, the home/host team often supplies both the timekeeper and scorekeeper.

Note the following period lengths for Hockey Calgary games:

One hour game: 12 minutes, 15 minutes, 15 minutes

1.25 hour game: 15 minutes, 15 minutes, 15 minutes

1.5 hour game: 15 minutes, 15 minutes, 20 minutes

Exhibition Games

All exhibition games must be sanctioned by Hockey Calgary. Please see “Hockey Calgary Exhibition Game Sanction Request” document for the process to be followed. Note that game sheets must be entered following the game on the Hockey Calgary website for all sanctioned exhibition games.

Travel Permits

Should your team choose to play a game outside of Calgary, you will require a travel permit from Hockey Calgary at www.hockeycalgary.com

All teams will receive login information to access the Hockey Calgary website. Teams wanting to request either an exhibition game or tournament game select that option. If the game is located “outside of Calgary”, a travel permit will automatically be created once the game has been approved.

Exhibition game requests and tournament game requests (and associated travel permits) are forwarded to the Hockey Calgary office for approval. The permit will be automatically returned to the person requesting it upon approval.

It is essential that game reports for all exhibition and tournament games played outside of Calgary be entered into the Hockey Calgary website within 24 hours of return from the game or tournament. Failure to do so can result in Hockey Calgary not sanctioning any further travel for the whole Association. This is particularly important for end of the season games as often with the windup of the season, some of these important tasks get forgotten.

It is up to the team manager to notify the ice scheduler (Tammy Langon at LBCA Office at facilitybookings@lakebonavistacommunity.com) of any tournaments or exhibition games that the team has scheduled so that no practice ice or home games are scheduled at the same time.

Tournaments

Home (in Calgary) tournament information can be found on the Hockey Calgary website.

Hockey Alberta has a listing of all tournaments in the province. If you are looking for tournaments to attend, it is recommended that you check these sites often as tournaments can often fill up within a day or two of being posted.

If you are interested in participating in a tournament, it is recommended to contact the tournament organizers as early as possible since most tournaments fill up quickly. Be advised that many tournament hosts are often looking for reciprocal opportunities. For out of town tournaments, be aware that the level of play is highly variable. It is recommended to discuss the tiering levels with the tournament organizers to ensure your team is entering a tournament at the appropriate level.

When your team is invited to a tournament, scheduling and communications between the host team and the parents on your team is critical to ensure you have enough support from your team. The tournament fee must be paid promptly and a team roster is given to the host team.

If the tournament you plan to attend falls within the start and end dates of league play (first or second round), you must request a scheduling window from Hockey Calgary.

See important dates listing for scheduling window requests deadlines.

If you plan to host your own tournament – see the Hockey Calgary website and their ‘Tournament Hosting Information’. This is a comprehensive package that will help you host a successful and enjoyable event.

If you require the Breaker logo for tournament brochures, trophies or letterhead etc., please contact our VP On Ice, Bonnie Stone at vponice@lbbreakershockey.ca

NOTE: Novice Minor may NOT participate in any tournaments until Dec 10th. Novice Minor may only participate in a total of 3 tournaments throughout the season and all tournaments must be half ice, no exceptions.

General Tips

- A check list should be maintained by the manager to ensure all parents have been informed about all issues. This will eliminate any chance of potential problems within the team where parents get upset because they were not told about a scheduling change or some other issue.
- It is more effective to tell parents what is happening versus asking them. Asking for a survey will take a lot more time. (ie. ‘Should we have an exhibition game on Sat at 2 pm? vs We have an exhibition game at Flames Arena – Can you make it?’)

- It is recommended that the manager maintain an organized binder to keep all the paperwork and any other information handy. Extra copies of handouts should be kept in this binder for those parents that request another copy. The binder should be with the manager at all ice times.
Suggested divisions in the binder are:
 - Roster
 - Parent contact list and duties
 - Parent confirmation/check list
 - Player Medical Information
 - Schedules
 - Notices
 - Arena map with Arena contact phone numbers.
 - Fund raising, tournament information
 - Hockey Calgary rule book
- Most important tip – DELEGATE, DELEGATE, DELEGATE!

Breakers Website

Our Breakers website offers teams their own mini-websites where the manager maintains the schedule and can choose to update other areas such as roster with jersey numbers, upload team event photos etc...

Managers will be emailed their login and password at the beginning of the season.

The site offers teams a communication tool, events calendar and a place for picture postings.

For questions or issues relating to the website, please contact our website coordinator, Curtis Ling at webadmin@lbbreakersshokey.ca

Appendix A – AWAY TOURNAMENTS AND EXHIBITION GAMES

The manager or team tournament coordinator, in conjunction with the coach, seeks out and applies for entry into tournaments or exhibition games based on budgeted funds and team approval. Once accepted by an outside Association for entry in their tournament or to play exhibition games, the steps involved in this process are as follows:

1. Contact the person in charge of the tournament/exhibition games to determine:
 - Dates and times,
 - Entry Fee - amount of the fee and payable to whom,
 - Number of guaranteed games,
 - Other teams that are entered to access caliber,
 - Tournament/Exhibition game rules - period times, overtime,
 - Tournament sanction number - required for travel permit.
2. Submit the 'Request for Travel Permit' online to Hockey Calgary.
3. Contact team treasurer to have a cheque issued and mailed. Other items that may be necessary to send upon request: team roster, team photo, Association logo, copy of the travel permit.
4. Create a travel schedule for parents/players including:
 - Dates and times of games,
 - Travel arrangements - bus, carpool, etc.
 - Accommodations - if applicable,
 - Tentatively book a block of rooms,
 - Confirm with each parents as to their needs,
 - Finalize accommodations.
 - Organize team meals and/or outings if needed.
 - Provide driving directions/maps to the accommodation and arena(s).
5. Upon arriving at tournament/exhibition game, meet with the tournament/exhibition game coordinator to confirm times, rules, etc.
6. Ensure players remain on their best behavior as representatives of Breakers' Hockey and Hockey Calgary.

