

# TEAM MANAGEMENT

## FSMH Team Manager Quick-Guide

**2025-2026**



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## WELCOME

Thank you for volunteering as a Team Manager! Your role is critical in ensuring a smooth and successful hockey season. This manual is designed as a step-by-step guide to help you organize, communicate, and support your team both on and off the ice.

## GENERAL INFORMATION

### VISION

Committed to building life-long athletes through the sport of hockey and to the betterment of our entire community by building life skills in our players, coaches, volunteers, and parents through work ethic, teamwork, and fun.

### MISSION STATEMENT:

In that the game of hockey is a team sport that provides a means for bringing people together in a healthy atmosphere of competition, the objectives of Fort Saskatchewan Minor Hockey (FSMH) shall be:

1. To promote hockey as a means of providing an enjoyable and rewarding learning experience for players and participants
2. To promote and develop player skills and abilities.
3. To promote and develop sportsmanship, fair play, pride, and achievement.
4. To recognize and address the needs of player development for recreational, elite, and competitive streams.
5. To keep in balance the development of every player on the team with the goal of being competitive
6. To promote and develop players towards being responsible adults that the City of Fort Saskatchewan can be proud to have as ambassadors.
7. To maintain affiliation and abide by the constitution and bylaws of the Fort Saskatchewan Minor Sports Association (FSMSA), Hockey Canada (HC), and Hockey Alberta (HA)

## FSMH GOVERNING LEAGUES:

- [Edmonton Federation Hockey League \(EFHL\)](#) – FSMH is one of 33 associations under EFHL.
- [Alberta Elite Hockey League \(AEHL\)](#) – RAC fields AAA and AA teams from U13 to U18.
- [U11AA League](#) – Managed under AEHL structure.

## MEETINGS & COMMUNICATION:

EFHL Mandatory attendance at the [EFHL Coach and Manager meeting](#).

- Virtual Meeting
- Online Registration (September)



- Review the EFHL Coaches and Managers tab on the website.
- Review EFHL current season Calendar to key dates.

**AEHL** and **U11AA** Manager Meetings are mandatory, and the email invitation will come directly from the league.

**FSMH** hosts a virtual Q&A session shortly after all teams are formed and all managers have had a chance to read the FSMH Manager Operating Directives Manual

## WHO TO CONTACT, AND WHEN

### Association (FSMH) – Primary Point of Contact

For all day-to-day team and player matters:

- On-ice or off-ice conduct concerns
- Home-game officials and scheduling
- Association-issued practice and game ice
- Team finances and banking
- Player and/or parent information updates
- Equipment and apparel issues
- Player health and safety questions

### League EFHL/AEHL – Secondary Point of Reference

- Items and tasks outlined in the Coach and Manager pre-season meeting

### Hockey Alberta – High-Level Resource

- Issues requiring escalation beyond the Association or League
- Information on the Intro to Hockey Program (ITP) and other provincial guidelines

### Hockey Canada – High-Level Resource

- National policies, rule books, and general resources

## HOW TO CONTACT US

**BEST PRACTICE:** FSMH teams are expected to **use Association channels first** for most questions or issues that arise during the season. While contact details for EFHL, Hockey Alberta, and Hockey



Canada are publicly available, the **proper procedure is to contact the Association before reaching out to the league or governing bodies.**

FSMH Office: [gm@fsmhockey.com](mailto:gm@fsmhockey.com)

FSMH Ice Allocation: [admin@fsmhockey.com](mailto:admin@fsmhockey.com)

- [U7director@fsmhockey.com](mailto:U7director@fsmhockey.com)
- [U9director@fsmhockey.com](mailto:U9director@fsmhockey.com)
- [U11director@fsmhockey.com](mailto:U11director@fsmhockey.com)
- [U13director@fsmhockey.com](mailto:U13director@fsmhockey.com)
- [U15-18director@fsmhockey.com](mailto:U15-18director@fsmhockey.com)
- [femaledirector@fsmhockey.com](mailto:femaledirector@fsmhockey.com)
- [Rac1director@fsmhockey.com](mailto:Rac1director@fsmhockey.com) (U15AAA, U15AA, U13AAA, U13AA, U11AA)
- [Rac2director@fsmhockey.com](mailto:Rac2director@fsmhockey.com) (U18AAA, U17AAA, U18AA, U16AA)
- [Equipment1@fsmhockey.com](mailto:Equipment1@fsmhockey.com)
- [Equipment2@fsmhockey.com](mailto:Equipment2@fsmhockey.com)
- [president@fsmhockey.com](mailto:president@fsmhockey.com)
- [vp@fsmhockey.com](mailto:vp@fsmhockey.com)

## CODE OF CONDUCT & TEAM STANDARDS

The [Association Conduct Policy](#) applies to **all members of FSMH**—including players, coaches, managers, trainers, other team officials, board members, parents, and anyone the public could reasonably view as representing the Association or its teams.

The Conduct Policy is **in addition to** the rules of play set by **Hockey Canada, Hockey Alberta, Hockey Edmonton, AEHL**, and any other governing body with authority over hockey activities.

### Responsibility of the Manager:

- Work closely with coaching staff, league designates and/or Association representatives to provide accurate information and resources.
- Work under the direction of Head Coach, Association Board, League Discipline, or Other, as required.
- Ensure players and coaches are aware of the consequences of rule violations and disciplinary actions that may be imposed.
- Assist with reporting, as required.
- Maintain an open line of communication with all stakeholders.
- Foster awareness and understanding while promoting a positive team culture.

**The team Manager is not responsible for imposing corrective or disciplinary action.**

**Association Support:** Your first contact is your FSMH level director



## TEAM STANDARDS

Teams need to have a set of guiding standards for the season. The Association supports coaching staff by offering multiple opportunities throughout the season and provides a Team Standards template. This document aligns with the [Association's Code of Conduct](#).

## CONFLICT RESOLUTION

The Association invests significant effort in **recruiting and selecting the best possible coaches** and expects **positive support** from both players and parents for those coaches.

To address concerns constructively, the Association follows a **clear communication procedure** designed to **open and maintain dialogue**, ensuring that any issue can be resolved **early and effectively**—before it escalates into a serious problem.

[CONFLICT MANAGEMENT POLICY](#)

## TEAM MANAGEMENT & ROLES

### HEAD COACH

The **Head Coach** is the leader of the team and is responsible for all team activities and overall seasonal direction. This position focuses on player development, on-ice instruction, and fostering a positive team culture that emphasizes respect, sportsmanship, and fun.

#### Key Responsibilities

- **Leadership & Communication**
  - ✓ Serve as the team's official spokesperson in collaboration with the Team Manager.
  - ✓ Send timely communications to players and families; respond promptly to questions or concerns.
  - ✓ Coordinate delegation of duties to the assistant coach and Team Manager to ensure smooth operations.
- **Season & Practice Planning**
  - ✓ Set the direction for the season, including goals for skill development and team culture.
  - ✓ Plan on-ice and off-ice activities with input from the assistant coach.
  - ✓ Develop and distribute practice plans in collaboration with the assistant coach.
  - ✓ Manage pre-game preparations and lead in-game coaching for all practices, games, and tournaments.
- **Player Development & Conduct**



- ✓ Teach athletes the importance of fair play and respect for rules, officials, opponents, and teammates.
  - ✓ Ensure every player receives equal instruction, discipline, and support.
  - ✓ Establish team rules, supervise player behaviour, and model positive conduct at all times.
- **Compliance & Reporting**
    - ✓ Adhere to all Fort Saskatchewan Minor Hockey (FSMH) policies, procedures, and the Code of Conduct.
    - ✓ Obtain and maintain all required coaching certifications and training.
    - ✓ Submit an annual report that includes a seasonal evaluation and recommendations for program improvement.

### Scope of Role

- Respect the defined responsibilities of the Team Manager, assistant coach(es), and other volunteers.
- Provide clear direction while fostering collaboration and shared leadership.
- Uphold FSMH's mission to create a safe, inclusive, and development-focused hockey environment.

### TEAM MANAGER

The **Team Manager is one of the most critical roles on a team**. By overseeing organizational and administrative tasks, the Manager allows the coaching staff to focus on player development and on-ice instruction. Acting as the central communication hub and off-ice coordinator, the Team Manager ensures that the season runs smoothly and that players, parents, and coaches can enjoy a positive hockey experience.

Close **collaboration and consultation** between the Head Coach and Team Manager are essential to balance team dynamics and ensure a positive, successful season.

### Key Responsibilities

- Maintain confidentiality to preserve team integrity for players and coaches.
- Organize and lead team meetings as needed, beginning with the initial parent meeting.
- Plan and coordinate team operations, including permit applications, game changes, and tournament registrations.
- Arrange travel and accommodations for league games, tournaments, and playoffs.
- Communicate promptly and accurately, relaying information to and from coaches, parents, and players.



- Act as liaison between the Association, Operations Coordinator, league officials, opponents, and the team.

In carrying out these duties, the Team Manager supports the overall success of the team while respecting the defined responsibilities of coaches and other volunteers.

## TEAM MANAGER ROLE

TASK	OVERVIEW
Team Operations	Work with Association staff, parents, and coaches to ensure information is timely and accurate. Operate the team in accordance with all FSMH Policies and Procedures.
Team Finances	Coordinate budget development with the Head Coach. Collaborate with the Team Treasurer to ensure accurate and transparent financial management is presented to parents and the Association. Submit the budget to the Association twice per season: <b>November 1</b> and <b>at season's end</b> .
Team Activities	Plan team events within budget, such as tournaments, dryland training, extra ice, and social gatherings.
Game Reporting	Ensure game sheets, discipline/incident reports, and injury reports are completed and submitted promptly. Manage game changes and obtain necessary travel permits.
Communication	Schedule the initial parent meeting and any additional meetings required during the season. Set communication expectations (e.g., weekly email summaries or TeamSnap updates). Share all Association communications with coaches and parents without delay.
Player Information	Verify that the player's and parent's details are up to date. At the first meeting, remind families to update their TeamSnap profiles with any additional email addresses or phone numbers.
Conduct Management	Present the Player, Coach, and Parent Code of Conduct at the first parent meeting. While the Manager does not enforce the Code, they must emphasize the importance of adhering to it.
Player Health and Safety	Prepare for injuries or emergencies using Association resources on injury reporting, return-to-play protocols, and concussion education.
Equipment and Apparel	Coordinate pick-up and return of team equipment as directed. Facilitate team apparel purchases, using Association-approved vendors when possible.
Collaborative Focus	<p>Ensure all off-ice tasks are completed efficiently by delegating responsibilities when appropriate.</p> <p>Understand and respect the scope of all team positions and cooperate within defined responsibilities.</p>





	Allow the coaching staff to concentrate on skill development and on-ice performance by managing the team's administrative and organizational needs.
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## SUPPORTING ROLES:

### TEAM TREASURER (X2)

The Team Treasurers are responsible for all financial operations of the team. By managing funds accurately and transparently, the Treasurer supports the team's activities and protects both families and the Association from financial risk.

#### Key Responsibilities

##### Financial Management

- Handle **daily, weekly, and monthly cash management**, including collecting team fees and paying team expenses.
- Maintain the team bank account with **two authorized signatures** (the Manager is **not eligible** to be a signer).
- Ensure the **opening and closing of the account** comply with Association requirements and use the Servus Credit Union forms provided by FSMH's General Manager.
- Record and keep receipts for all deposits and expenses, ensuring every transaction is documented.

##### Budgeting & Reporting

- Work with the Head Coach and Team Manager to prepare the **Initial Budget** (projected income and expenses) within **seven days of the initial parent meeting and no later than November 1**.
- Prepare the **Final Budget** (actual income and expenses) by **April 30**.
- Submit **monthly financial statements** to all parents;
- Submit budgets to FSMH by **Nov 1 and April 15**

##### Compliance & Accountability

- Ensure **bank statements are accurate**, reconciling them regularly and reporting to the Association or parents as required.
- Be prepared for an **audit at any time** during the season. Present the current bank balance, expense receipts, and a record of deposits when requested.



- Understand that **FSMH reserves the right** to remove or appoint Team Treasurers and to request an audit at any time.
- Recognize that **team budgeting and financial management are collective responsibilities**, and that FSMH **assumes no liability** for the operation of team accounts.

## Operational Guidelines

- Two Treasurers must complete all required paperwork to gain signing authority on the team's Servus Credit Union account.
- All budgetary concerns, including fundraising plans or potential extra expenses, must be **presented to parents early in the season** to avoid surprises.
- Any discrepancies in financial reporting may lead to **disciplinary action or criminal investigation**.

## FUNDRAISING AND SPONSORSHIP COORDINATOR

### Key Duties

- Coordinate fundraising activities and/or secure sponsorships, unless the team elects to fund all activities entirely through parent contributions.
- Present fundraising plans to parents for approval and ensure compliance with FSMH Fundraising Policy.
- Maintain accurate records of funds raised and provide updates to the Team Treasurer for inclusion in the team budget.

## SCOREKEEPER/TIMEKEEPER/PENALTY BOX/ MUSIC

### Key Duties

- Operate the time clock and keep the official game sheet accurate and complete.
- Staff the penalty box and play music during stoppages, where permitted.
- Use the **"Assignment" tab in TeamSnap** to sign up for and confirm each game's volunteer positions.
- Ensure that all responsibilities are covered for every home game.

## JERSEY PARENTS

### Key Duties

- Ensure jerseys are stored in the provided garment bag after each game.
- Coordinate the application and removal of name bars, if used.
- Monitor jersey condition and arrange for cleaning or repairs as required.



- Return jerseys to the Association in good condition at the end of the season.

## TEAM EVENTS COORDINATOR

### Key Duties

- Plan and coordinate team meals, celebrations, or other team-building activities during the season.
- Work within the team budget and communicate plans to parents and the Team Manager for approval.

## PARENT LIAISON

- The Association has made the Parent Liaison role optional for the 2025-26 season.
- Moving forward, the responsibilities of this role are included in the duties of the team operations.
- Should a third party be required, teams are asked to contact the Director of Managers for guidance.

## TEAM OPERATIONS CHECK LIST

MONTHLY CHECKLIST RECOMMENDATION, subject to age division

### September/October

- Parent meeting
- Pick up equipment
- Change signers on bank account
- Arrange for name bar application
- Team pictures, assign volunteer roles, start fundraising/sponsorship.
- Double-check TeamSnap schedules, matches League Schedule
- Schedule Additional ice schedule, subject to budget
- Submit initial budget
- Look for tournaments

### November-January

- Team building events, additional ice/dryland, mid-season event, monitor league/tournament updates
- Watch for Minor Hockey Week communications

### February-March



- Watch for playoff and provincial communication
- Arrange name bar removal and jersey cleaning before return
- Return equipment, finalize budget, wrap-up event.
- March: Finalize the Budget and team account

## PARENT MEETING

At the beginning of each season, the **Head Coach will host a Parent Meeting**. The purpose of this meeting is to introduce the coaching staff, outline season and team expectations, review the team budget, and share key Association policies and conduct guidelines.

The following topics help set a **strong foundation for the season**:

- Introduction of the Head Coach and coaching staff
- Introduction of the Team Manager
- Code of Conduct review
- Brief round table introduction of parents in attendance
- Expectations of Player and Parent Expectations
- Dressing Room Expectations • Communication Protocol
- TeamSnap Use and Expectations
- Tournaments
- Fundraising and Sponsorship
- Team Apparel
- Team Events (social, dryland, extra ice time)
- Review and assignment of Potential Volunteer roles for the team
- Discuss the team's social media exposure for the season and offer parents the chance to opt out. Inform parents that if they do not respond, it will be considered as approval to use their child's name and picture on social media.
- Review of the budget; present the budget to parents for approval – a majority approval is required and can be done in the meeting or through an email vote following. (one vote per family)

**BEST PRACTICE:** The Initial meeting should take place within two weeks of team formation. This helps to ensure all parents understand the time and financial commitment before the season commences.

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**RESOURCE:** [Team Budget Template](#)



## TEAM ROSTER

Commonly referred to as the hard card or the HCR, the official team roster is a summary of players and bench staff verified to play for the season. The Hockey Canada Registry (HCR) is a centralized platform that manages all Hockey Canada participant registrations.

Why is this important for a team manager?

- It is the official team record of players and coaches for the season, confirming and verifying eligibility to play and coach.
- The team manager must verify all player, coaching and trainer information listed.
  - Players may be deemed ineligible if inaccurate information is listed, and any coach not properly rostered may be suspended.
- Managers must retain a copy of the official team roster at all games, exhibition games, and tournaments.
- All affiliated players must be listed on the official team roster to play for the team.
- The deadline to complete the required coaching certifications is November 15. Team Managers track and ensure team certifications are met before this deadline.

### Procedure:

1. Two-part approval for Bench Staff: Association and Hockey Canada
  - a. Submit Bench Staff Summary – [FSMH Team Staff List](#)
  - b. Use the above form to submit the Team Treasurer's name. Subject to Association review and approval.
  - c. Association GM is responsible for preparing the Official Team Roster with information provided at player registration.
  - d. The Head Coach completes the Player Affiliation Form Coach.
  - e. The Registrar emails the completed roster to the Manager and/or Head Coach for proofreading and verification.
  - f. A maximum of (5) bench staff are permitted for games.
  - g. Once verified, the Manager will email the Registrar confirmation of review and approval to proceed with Hockey Alberta.
  - h. Once Hockey Alberta approves, the Official Team Roster is "locked" and no further changes can be made.



## TEAM COMMUNICATION

### Best Practices

- Send **weekly team update emails** (via TeamSnap desktop).
- Use **TeamSnap Chat** for urgent updates.
- Avoid sending multiple small updates—consolidate info.
- Always CC yourself and keep records.

### TeamSnap

- Enter in team activities, games, practices, tournaments and game assignments.
- Responsible for maintaining accurate contact information for parents and/or players.
- Ensure at least one parent/guardian email and phone number is attached to a player.
- Use TeamSnap email for sending Formal Communication.
- Use TeamSnap chat for quick updates.
- Parents have the ability to add additional family members to their players profile
- The TeamSnap website has more functions then the app.

### Did you know?

The Association has access to all team accounts, including chat and email. Since some players have access to TeamSnap, please be mindful and remind parents to post content and comments in an appropriate manner.

All FSMH Managers can join the current season's Managers TeamSnap, moderated by the Director of Managers. This is an excellent opportunity for managers to discuss questions and issues throughout the season.

TeamSnap has customer support for basic troubleshooting issues. Desktop is the preferred method for resolving app or platform issues.

## TEAM FINANCES, BUDGETS, BANK ACCOUNTS, ETC.

Team finances remain the responsibility of the team. The Association assumes no liability or responsibility for the daily management of accounts or team budgets; however, all teams are required to adhere to the Association's submission requirements.

Individuals/volunteers selected for the role of Treasurer accept the responsibility for operating within the Association guidelines.

FSMH Treasurer:

- Subject to Association approval.
- Financial or accounting experience is a benefit



- Familiar with spreadsheets.
- Not related to the coaching staff.

## TEAM BUDGET

A preliminary team budget is best prepared and presented at the initial parent/guardian meeting and shared with all parents by October 31st. During this meeting, the parent/coach discussion will determine which optional items should be included or omitted: i.e.. additional ice, tournaments, apparel, dryland, etc.

A budget is considered approved for the season once the following conditions are met:

1. Team budget is presented to all parents/guardians at the initial team meeting or through email communication using TeamSnap. Parents/guardians not in attendance at the team meeting must receive a copy of the team minutes.
2. Team budget is voted on with majority support (85%) using an electronic format.
3. Each player counts as one parent/guardian vote.
4. Team Budget and copy of vote results submitted on or before Nov 1.

**Note: If the initial team budget is not submitted by Nov 1<sup>st</sup>, a team fine of \$250.00 will be applied.**

All teams must submit a final budget on or before April 15th, outlining the actual costs incurred and the allocation of revenue and expenses. The Manager or Treasurer must submit both budgets by the defined date.

**Note: If the final team budget is not submitted by April 15th, a team fine of \$500.00 will be applied.**

## TEAM BANK ACCOUNT

All team bank accounts are maintained at **Servus Credit Union** and are **pre-established by FSMH**. A [Change of Signers form](#) must be completed **each season** to update authorized users. Do **not contact the bank directly** for account changes.

When completing the form:

- The **first listed treasurer** will receive **full online banking access**.
- The **second listed treasurer** will receive **view-only access**.

## TEAM CASH CALL

During the initial Parent Meeting, outline a clear schedule for team fee collections and follow it consistently throughout the season. Any funds not used will be refunded to parents at the end of the year. If your team plans to fundraise or seek sponsorships, do not list these amounts in the budget until the money has actually been raised or confirmed.



## FUNDRAISING AND SPONSORSHIP

All team fundraising requires a [Team Fundraising Permit](#)

Including but not limited to:

- Bottle drives
- Product Sales (ex., chocolate, meat, catalogue sales, etc.)
- Raffle ticket sales – requires AGLC License • 50/50 sales – requires AGLC License
- Program, Jersey, Banner advertising
- Teams must have pre-approval before using the Ranger or Fury Logo.
- It is the responsibility of the team Manager to ensure all AGLC Licensing Requirements are met, and funds are allocated accordingly with the stated purpose on the application. The Association assumes no liability or responsibility to AGLC on open team licenses.

BEST PRACTICE: Fundraising and sponsorship must be listed on the team budget and identified as Revenue. After the raffle event, ensure the license is closed out.

Cannabis is not permitted in any fundraising or sponsorship team activities.

## GAME SHEETS

In partnership with Hockey Alberta, the RAMP system is used for Electronic Game Sheets in the EFHL. Links and references are available on the EFHL website. •

- EFHL Electronic Game Sheet Management – U9
- EFHL Electronic Game Sheet Management – U11 to U18

BEST PRACTICE: Managers are encouraged to attend all EFHL training provided.

RESOURCE: EFHL U9 Electronic Game Sheet Management, EFHL U11-U18 Electronic Game Sheet Management, Hockey Edmonton Guidelines of Play, EFHL Electronic Game Sheet Management

All RAC or AEHL teams must have at least one person attend the online scorekeeper training for their team.

## ICE MANAGEMENT

### SCHEDULE

- Ensure TeamSnap schedule aligns with League game schedule and Association practice ice.
- Make sure the FSMH ice schedule from the City of Fort Sask that is sent to managers by the FSMH ice allocator matches your TeamSnap schedule for in-town ice.





## EXTRA ICE

- The ice allocator will notify your team if you are currently over or under your allocated ice time that is covered in registration.
- Any ice over is invoiced at the end of the season.
- If you would like to pick up extra ice, look for available ice in Rectimes and fill out the pick up ice form

## RETURNED ICE

- This is the preferred method of moving ice around the association. Managers can use the manager TeamSnap chat to trade ice with other teams. Once you have confirmed and agreed to a trade, please complete the trade form.
- If no trade is available:
  - Teams must notify **admin@fshockey.com** at least **21 days** before any scheduled ice time to cancel or release it.
- If you need to drop ice **within the 21-day window**, your team is responsible for:
  - **Securing a trade** with another team, and
  - **Notifying the Ice Allocator** (cc **admin@fshockey.com**) with the confirmed trade details.

## GAME RESCHEDULING

- It is the **team manager's responsibility** to coordinate any game swap **in accordance with EFHL or AEHL procedures**, and to notify admin@fshockey.com once a change is confirmed promptly.
- **Rescheduling an EFHL game**
  - Contact the opposing team to request a game change. The opposing team must agree before proceeding.
  - Game swaps are free of charge.
  - The team requesting the change must provide the ice.
  - Ensure all EFHL League Game Reschedule Procedures are followed.
  - Notify the FSMH ice allocator of the change. admin@fsmhockey.com

## SCHEDULING

Leagues set game schedules, and all Association practice ice is allocated directly by the Association Ice Allocator. Timelines for delivering practice ice are dependent on receiving League game schedules.



Allocators balance and consider several different factors when allocating ice, including availability, blackouts, session count, time between sessions, balance desirable and undesirable ice, divisional requirements and standards of play.

Resource: [FSMH Ice Allocation Policy](#)

[Pick up ice form](#)

[Drop ice form](#)

[Ice Trade Form](#)

## OFFICIALS – REFEREES

- Regular League Games: referees/officials are booked by the Ice Allocation Coordinator in coordination with the Association Referee Assignors.
- U18AAA is booked by the league
- Teams are responsible for compensating uncanceled referees if due notice is not provided.
- No Show Referees: If referees/officials fail to show up for a game, a rostered team official is expected to referee the game.
- Payment of Referees: Each official must receive exact funds in an individual envelope. Keep track of all cash payments in the team budget using the game date as the reference.
- At the end of each season, **teams are responsible for submitting their referee payment records** to FSMH for all **pre-season, regular season, and playoff games**.  
(FSMH does not cover exhibition or tournament games.)
- Refunds for these referee fees will be issued **after**:
  - All outstanding team fees have been paid,
  - The final team budget has been submitted, and
  - All borrowed uniforms and equipment have been returned.

BEST PRACTICE: Check the referee room at least 30 minutes before the game starts. The Head Coach from each team must agree on a suitable replacement(s) from the coaching staff. Outlined in Hockey Canada Playing Rules 5.2k.

[FORM TO UPLOAD REF FEES AT THE END OF THE SEASON](#)

[EFHL REF RATES](#)

[HOCKEY ALBERTA REF RATES](#)



## TEAM TRAVEL

### OUT OF TOWN GAMES AND TOURNAMENTS

- **Intro to Hockey and EFHL Teams:** Each team may decide as a group whether to arrange team travel (such as a bus) or have parents responsible for transporting players to events.
- **RAC Teams:** Teams are required to provide bus transportation for any games located more than two hours away. Coaches must travel with the players on the bus. Allowing parents to ride the bus is at the discretion of the coach.

### TRAVEL PERMITS

Hockey Alberta requires travel permits to make sure players are covered by insurance during tournaments or exhibition games. If a permit is not obtained:

- Players are **not insured**.
- Coaches and/or the Team Manager could face suspension.
- The Association or Hockey Alberta may deny future permits.

#### No permit needed for:

- League games (regular season or playoffs)
- FSMH-assigned practice times
- Games in Edmonton Minor Hockey Week

#### Permit required for:

- All tournaments
- Exhibition games

### EFHL Teams (U9–U11–U13–U15)

- Exhibition games require a **Host Permit**.
- Apply through the Association.

#### Application Process:

1. Complete the [Permit Request Form](#).
2. Allow **3–5 business days** for processing.
3. Approved permits will be emailed to the contact listed on the form.



4. Managers must carry the permit during travel.

5.

## AEHL Teams (AAA/AA)

- Exhibition games and all team travel require a permit.
- Apply using the [AEHL Permit and Travel Form](#)

updated with permit application details, date, location and games.

BEST PRACTICE: Submit the Permit Request Form a minimum of 7 business days before the scheduled game. Retain a copy of the permit during travel and ensure TeamSnap is

## ATTENDING TOURNAMENTS

- **Eligibility:** FSMH teams are permitted to attend tournaments.
- **Tournament Selection:** Consider the appropriate division, tier, and location when choosing tournaments.
- **Sanctioning:**
  - Hockey Alberta provides a list of sanctioned tournaments in Alberta.
  - Other resources may be used, but FSMH teams **cannot** attend non-sanctioned tournaments.
- Each tournament must provide a **Tournament Sanction Number**.
- **Permits:** Follow all Hockey Alberta and Association permit requirements.
- **Planning:**
  - Create a clear travel and tournament itinerary.
  - Communicate details to parents well in advance of departure.
- **Budgeting:** Stay within the team budget established at the start of the season.
- **TeamSnap:** Ensure all tournament games are entered into TeamSnap.

BEST PRACTICE: Discuss Tournament expectations at the initial team meeting.

## EQUIPMENT AND APPAREL

### TEAM JERSEYS

The jerseys provided are the official uniform of FSMH Hockey, representing the Association, and must be worn for all sanctioned games. No individual designs or jersey modifications are



permitted. Jerseys are not allowed to be renumbered. Failure to adhere to this may result in a financial penalty assigned by the Association.

- U5/U7 teams are provided with Timbit jerseys and socks.
- U9, U11, U13, U15, and U18 teams are provided with FSMH Jersey sets and socks for use during the current season.
  - HOME – Dark
  - AWAY – Light
- FSMH Jersey sets must be returned washed with name bar and/or letters removed at the close of the season.

#### BEST PRACTICES:

- Review sizes with player numbers; assign based on the size of the player, not the desired number.
- Wash jerseys regularly and hang them to dry.
- Teams may select a Jersey parent role.
- Jersey sets must be stored in the provided bags.
- Players are not to store jerseys in player bags.
- Work with Association partners (Enhance it) for any name bar, letters.
- Enter player numbers into TeamSnap; helpful when collecting jerseys at the end of the season.
- No modification or alteration of the jersey permitted.

Resource: [FSMH Jersey Care Guide](#)

During the season, a jersey may incur damage. The Association covers any unintentional damage to a team jersey that happens during gameplay. Provide pictures. The association does not cover food, drink, and other stains.

#### TEAM SOCKS

All players must wear FSMH-approved socks during gameplay. Handed out at the beginning of the season for players to use and keep. If additional socks are needed, please contact the Association.

#### GOALIE EQUIPMENT

The Association recognizes the cost of purchasing equipment. To remove this cost barrier to the development of young goalies, the Association provides each U9 team with two (2) sets of pads, chest/arm protectors, gloves, and sticks to rotate through players during the season.



**BEST PRACTICE:** Ensure the equipment is kept together and assigned to players throughout the season. All items are expected to be returned in good condition at the end of the season.

## PLAYER NAME BARS

The cost of name bars is the responsibility of the team or the parents. Adding a name bar to jerseys is optional and at the team's discretion for community and mandatory for RAC teams.

Reminder! All name bar production, application and removal must be done through [Enhance it](#).

Resource: Name bar order forms

[FURY](#)

[RANGERS AND RAC](#)

## EQUIPMENT MANAGEMENT

### Start of the Season

- Pick-up times are scheduled based on age group and draft dates.
- The **Team Manager** arranges pick-up with the Equipment Directors.

### Each team will receive:

- Home and Away jersey sets (U7 only 1 Timbits Jersey)
- FSMH jersey bags (U9-U18 Only)
- Goalie equipment (**U9 only**)
- Pucks
- Game socks
- First aid kit

### End of the Season

- Equipment must be returned in **March/April** (watch for Association communication).

### Items to return:

- Home and Away jersey sets (U7 keeps their jerseys)
- Goalie equipment (**U9 only**)



- Pucks
- First aid kit

The Association reserves the right to invoice a team for damaged and/or lost player jersey(s). If any parent or guardian fails to return an FSMH Jersey and does not pay for the replacement, the Association may block registration for the following season.

**BEST PRACTICE:** Take an inventory of all equipment items received. A complete jersey set is issued at the start of the season and remains with the team throughout the season.

#### EQUIPMENT CONTACT:

U7 & U5, Community Rangers, and Fury – [equipment1@fsmhockey.com](mailto:equipment1@fsmhockey.com) or [equipment2@fsmhockey.com](mailto:equipment2@fsmhockey.com)

RAC AAA and AA: [gm@fsmhockey.com](mailto:gm@fsmhockey.com)

#### TEAM AND FAN APPAREL

- Association FSMH Logo is restricted to official material and approved by the Board.
- FSMH Logo remains the property of the Association.
- Teams are not permitted to alter the FSMH. Rangers, Fury or Trader Logo.
- FSMH Logos can be supplied through the Association upon request.
- Approved vendors of FSMH community teams' apparel are [Winners Way](#), [Source for Sports](#), and [Enhance it](#)
- RAC – Approved vendors of AAA and AA apparel is Enhance it

#### PLAYER HEALTH AND SAFETY

**RESOURCES:** Hockey Alberta Mental Health Resources, Maltreatment, Bullying & Harassment Education Resources, Association Partners for Player Nutrition

*Did you know?*

Teams that wish to participate in a parent-versus-player game must ensure they have the proper approval and/or insurance in place before the game.

#### Emergency Planning



FSMH Teams play within and around the City of Fort Saskatchewan, the City of Edmonton, and the surrounding area. Each facility is prepared with an evacuation plan, and it is the responsibility of the team Manager to familiarize the team.

A medical emergency is a life-threatening or severe injury. Call 9-1-1 in the event of any medical emergency.

### Emergency Action Plan – Away Games

- Manager reviews posted Emergency Plans at Arena, notifying the coach.
- Follow all posted Facility Emergency Plans in the event of evacuation due to fire, threat or extreme weather.

**BEST PRACTICE:** The Head Coach and Manager outline an emergency response plan in the event of an injury. Fort RAC teams, the team Trainer will lead this.

Trainer / Charge Person	Call Person	Control Person
<ul style="list-style-type: none"> <li>• Take charge right away when an injury happens.</li> <li>• <b>Secure the area</b> and keep it safe.</li> <li>• Tell the injured player to stay still.</li> <li>• Make sure bystanders (players, parents, coaches) <b>do not touch or move the player.</b></li> <li>• <b>Do not move the player</b> yourself.</li> <li>• Check the player's injury and decide if medical help or an ambulance is needed.</li> <li>• If the injury is severe, signal the <b>Call Person</b> or <b>Control Person</b> to take the next steps (since most trainers are not qualified for advanced care).</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call for emergency help</b> if needed, so the Trainer/Charge Person can stay with the injured player.</li> <li>• Should be present at all games and practices, and <b>not</b> on the bench.</li> <li>• Must have:</li> <li>• A list of <b>emergency phone numbers</b> for the facility</li> <li>• The <b>facility address</b> to give clear directions to medical personnel</li> <li>• If the Call Person is a <b>family member of the injured player</b>, someone else must take over this role.</li> </ul>	<ul style="list-style-type: none"> <li>• Know <b>where the AED and first aid kit</b> are located in the facility.</li> <li>• <b>Bring the AED/first aid kit</b> when asked.</li> <li>• Ask <b>facility staff for help</b> if needed.</li> <li>• <b>Inform others</b> (opponents, referees, staff, parents) about what is happening.</li> <li>• Make sure <b>ambulance and medical staff</b> have a clear path to the ice.</li> <li>• <b>Meet the ambulance</b> outside and guide EMS directly to the injured player.</li> </ul>





RESOURCES: Player Injury (form), Return to Play (form), Association Emergency Action Plan, Concussion Education and Protocol, Return to Play Guidelines, Hockey Alberta Concussion Policy and Resources

## FMHS LOGO USE

- All FSMH logos are permitted for use by all teams with authorization.
- High Resolution file.
- Examples include printing logos in brochures for tournaments, team apparel, etc.

## TEAM PICTURES

The Association schedules and coordinates the Association team pictures. This information is emailed to the team Manager in early October. It is the responsibility of the Manager to notify the team of equipment requirements, date and time, and enter the event into TeamSnap.

Each player has a memory mate picture and a digital picture included in registration.

## SOCIAL MEDIA

Social media is an essential tool for FSMH. It helps:

- Share updates and communicate with families
- Promote team activities and events
- Build community support
- Increase awareness for fundraising and sponsorship
- 

### Accounts:

- All team social media accounts are created and owned by FSMH.
- Teams are given access to use them each season.
- To get your team's Instagram login or to set up an account, email [admin@fsmhockey.com](mailto:admin@fsmhockey.com)

BEST PRACTICE: Social media is a valuable tool with the potential for positive impact; however, personal player information must be respected. Do not share the following information on any social media platform:

- Full Name (first, middle, last)
- Date of Birth
- Address or Phone Number
- School



# FORT SASK

MINOR HOCKEY

BEST PRACTICE: At the **parent meeting**, inform families that photos may be shared on social media unless a parent chooses to opt out.



780-340-1835

[www.fortsaskminorhockey.com](http://www.fortsaskminorhockey.com)