

KC NORTH HOCKEY CLUB



TEAM MANAGER GUIDE

TEAM MANAGER

The Team Manager's role is crucial to the successful operation of the team's season. The role of the Manager is to assist with or assume complete responsibility of the off-ice organization. The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as the KC North Hockey Club, KC, Hockey Edmonton, other teams, referees and officials. By taking on the operational aspects of the team, the Manager enables the Head Coach to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences. It's important that team managers are at as many games and/or practices as possible.

The duties performed by the Manager will vary from team to team and should be agreed on at the first opportunity. Team Managers for U9, U11 and U13 have the additional responsibility of working with team funds.

There are many resources available for the manager online including at the [EFHL website](#), [KCN website](#) and the [Hockey Edmonton website](#).

*It is not ideal for the Team Manager to be the spouse of the Head Coach. Many parents feel they can't go to the Manager with concerns or problems as there is a perceived conflict of interest. *
The team manager must be voted in and/or confirmed by the team.

AT THE START OF THE SEASON

Initial Team Meeting

Teams are required to have an initial team meeting once teams have been formed. The Head Coach usually takes this opportunity to discuss coaching philosophy as well as voting in the following volunteer positions:

The Manager

Role listed above

The Treasurer

Management of team finances is the job of the Team Treasurer. This person will oversee the team bank account, set a team budget, ensure payment of expenses, and prepare a financial statement of income and expenditures at the end of the season. KC North sets a max team budget limit of \$10 000.00 per team per season.

Optional: The Jersey Parents (requires 2 people)

Teams now have the option to allow players/parents to take their own jerseys home.

- If you choose this option, it will be the **coach's and manager's responsibility** to ensure all jerseys are collected at the end of the season.
- Any lost jerseys will be billed to the family's account.
- Coaches should keep the **extra jerseys** on hand for when affiliates are called up.
- If your team prefers the **Jersey Parent system** (one family takes home all home jerseys and another takes all away jerseys), that's still an option as well.

Time Keepers

It is often better if 2 or 3 volunteers can be arranged to become familiar with the job and alternate to make it a smaller commitment. They must also be familiar with the electronic game sheet and how to submit those.

There will also be the requirement that each team provide volunteers for the year end KC North tournaments. These positions do not need to be voted in but should be decided during the initial team meeting. This makes it so everyone on the team has a role and contributes.

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Equipment

The equipment is provided by KC North.

Pucks for Games and Practices

KC North will supply sufficient pucks for use during the season. Should your team require additional pucks, they should be purchased with team funds.

Goalie Equipment

- U11 and U13 - If goalies do not have their own equipment, they can make arrangements to rent from KC for the season. There is no cost for this, but a credit card is required to secure the equipment.
- U9 - The KC North Equipment Manager coordinates equipment for the U9 teams.

Jerseys and Socks

U9, U11 and U13 - this is provided by KC. The Equipment Manager will be in contact with the Managers and Head Coaches to arrange a time for pick up at the start of the season. Team Jerseys should be well cared for. It is important for Jersey Parents to wash them inside out and hang them to dry. **A damaged or missing jersey will cost the team \$150 to replace.**

Jerseys come in numbered sets and teams are not allowed to switch numbers/sizes with another team. When assigning jerseys to players, please make note of the sizes to ensure a good fit. A good practice is to ask all players for their top three number choices and then assign based on size and number choice.

Name bars are provided for all first year U9 players and all new players to KC North. If your player loses their name bar, you will be responsible for purchasing a new set at the start of the next season. At the end of the season, the Manager/Head Coach is responsible for returning clean jerseys to the Equipment Manager.

Please confirm with your team ASAP that all second year U9 players have them. New players and 1st years will have theirs ordered. Reorders need to be noted ASAP.

Name bars must be attached and removed by a professional please ensure to include this in your team budgets often its between \$5-\$10 per jersey.

Players keep their KC socks.

U7 - the jerseys and socks are provided by Hockey Edmonton. Jerseys are given to clubs every two years and the Manager will be informed at the start of the season if the players will be allowed to keep the jersey or need to return it. Socks are always for the players to keep.

Game sheets

U9, U11 and U13

This year we are again using electronic game sheets. It will be done through RAMP. It is very important that the manager familiarizes themselves with the game sheets and the time clock. It can be very overwhelming to schedule families into those duties and they don't know how. Games get very fast paced and these need to be done in a timely manner.

The link has many resources to help familiarize yourself with the process.

<https://www.efhlhockey.com/content/efhl-electronic-game-sheet-resources>

U7 - There are no game sheets at this level of play.

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ORGANIZATION AND TEAM STRUCTURE

Hardcard (Official Team Roster)

The Manager and Head Coach will receive the Hardcard by e-mail from the KC North Registrar. It is imperative that the Manager and Head Coach confirm all information on the roster is correct and notify the Registrar if there are any changes or corrections. Only the coaches and players listed on the Hardcard are insured and permitted to be on the ice or bench at practices or games. The coaching staff must have the Hardcard available at all games to present if asked.

Bench Personnel

The Head Coach (with the assistance of his/her coaching staff) runs all practices and manages the bench during games. In practices and games (including regular league, playoffs, tournaments) teams are required to have all bench personnel meet the Hockey Alberta Minimum Standards.

The coaching minimum standards can be found on the Hockey Alberta website under Coaching/Education. <https://www.hockeyalberta.ca/coaches/clinic-information/>

The Coach and Manager work with the KC North Registrar to ensure that the bench staff have all the qualifications in place. KC North will cover the insurance for a max of **6** Bench Personnel per Hardcard (1 head coach and 5 assistants). Managers are not on hard cards

Respect in Sport/ Shift Forward

Respect in sport is being phased out and replaced with Shift forward. If your RIS is still valid this year they will let it stand however once expired it will need to be replaced with Shift Forward.

Team Name

Each team will be given a team number that will then appear on official schedules (ex. KC 000).

The teams can choose their own names that will be internally used. If you choose to add your own name on Team Snap please ensure the team number remains.

COMMUNICATION

Communication is essential to the smooth operation of your team. It is useful to use a combination of email, Team Snap and in person discussions. A parent meeting should be planned early on to discuss fundraising, name bars, practice jerseys/helmet stickers, additional ice purchases, additional training (on and off ice), tournaments, volunteer positions and anything else that is important to the team. An easy way to do this is through a survey format (like Google Forms) to get information quickly and from all members.

Team Snap

The Club Registrar will set up the team on Team Snap and grant manager access. Managers are responsible for updating Team Snap when the ice schedule is released as quickly as possible. For games, it is important to note on Team Snap whether your team is Home or Away. Team Snap is provided to each team courtesy of KC North. We also have a group called "manager chat" that is to share useful general team and club information. There are also resources in the files for managers to use. We ask that this group chat is kept on topic and relevant to everyone information as to not clog up the feed.

Google Forms

Google forms are a great way to create surveys and gather team opinions. It will give you the opportunity to poll your team about important decisions and allow the team to answer in a private environment. You can use them for anything from team apparel choices to tournament dates and anything in between.

FORMS

Forms are available on our website under Resources and on the Hockey Edmonton

Forms page. kcnorth.ca/resources

<http://www.hockeyedmonton.ca/content/forms>

Fair Play Pledge

The Fair Play Pledge is a Code of Conduct for players, coaches and parents. It is designed to promote fair play and respect for all participants within Hockey Edmonton. All players, coaches and parents must sign this pledge before being allowed to participate in Hockey and must continue to observe the principles of Fair Play throughout the season. This must be signed by the entire team and a photo sent to the registrar.

Medical Forms

It is important for the Manager and Coaching Staff to be aware of any health condition that a player has (like asthma) as well as any allergies. Please make sure all the team members know of any allergies and take this into account when planning team parties. These forms are kept by the manager or head coach and brought to every practice or game.

Affiliates

The purpose of having affiliated players is to supplement a team in case of illness, injury, suspension or other forms of absenteeism on the team. Head Coaches will have conversations about the players that they wish to affiliate. Once that decision is made that list is sent to registrar@kcnorth.ca. Please note there is a cut off date for affiliates and there will be no exceptions. Affiliates should be added by the Hard card due date of Nov 15.

- A player may affiliate with only one team in their age division. Please ensure that there is not a conflict.
- To check if an affiliate is eligible please use this guide [Affiliation Supplementation - Eligibility Tool](#)
- Check the rules of each specific tournament that you enter before taking affiliated players with you.
- Please read page 6 [REGULATIONS, POLICIES and Procedures](#)

For more information on the affiliate policy, please contact the registrar.

Hockey Canada Injury Report Form

It is important for the Manager to complete this form in the event of a serious injury.

TEAM BANKING AND BUDGET

The Manager and Treasurer information needs to be sent to the Category Director and a Bank Account Authorization letter will be prepared by the KC North President and Treasurer. The Team Manager and Team Treasurer need to open a team account. To do this, they will require the Bank Account Authorization Letter (provided by the registrar) and the minutes from the initial team meeting where they are voted in. The Team Manager and Treasurer typically act as the 2

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signatories. You are able to open an account at any bank, but it is a good idea to check to see if they offer any incentives, such as no fees for community accounts, online services (like e-transfers), free cheques etc. ATB and Servus are ones that other teams have used in the past for example. We have a contact at ATB and she can set up accounts remotely. If you are interested please email her Chris at [Csardelis@atb.com](mailto:C Sardelis@atb.com)

In conjunction with the Team Manager and Head Coach, the Treasurer creates a draft budget for the season. This is a good template to use when budgeting:

https://docs.google.com/spreadsheets/d/1maGs_gyMJyU6mI0ECeJzR7RAoC0sHLI9/edit?usp=sharing&ouid=118432234615144364011&rtfpof=true&sd=true

This draft budget will need to be presented to the families. Once there is an agreement, make any required adjustments to the budget and present it to the families for approval. **Team budgets require 75% team approval.** In the Budget Template there is a sheet that parents are to sign/agree to. The Manager and Treasurer can then begin taking cash calls from the team.

They have the right to question or disagree. Please do not force them to sign if they are uncomfortable and have a dialogue instead. Reminder that the initial budget is a suggestion or an estimate. Some costs may go over and some may go under, the important thing is everything is accounted for. **All signed budgets must be sent to Vi Treasurer@kcnorth.ca at the beginning of the season once approved by the team and again at the end of the season once everyone signs to approve use of funds.**

Any questions can be addressed to the KC North treasurer at treasurer@kcnorth.ca

TEAM FUNDRAISING

Many teams fundraise in order to raise team funds. Some common examples are:

- Bottle Drives

- Car Wash
- Goal Jar (every time the team gets a goal, the spectators put money in a jar, usually quarters)
- Team raffles
- 50/50 draws
- Silent Auctions
- Liquor basket

Please note, the AGLC requires licenses for gaming events (such as team raffles, 50/50 draws, silent auctions and liquor baskets). It is each team's responsibility to ensure all AGLC requirements are met. AGLC requires financial reporting to be filed within 30 days of completion of the event. For more information, please visit their website at: <https://aglc.ca/gaming/licences>

For all KC North AGLC licenses please contact Leanne@kcnorth.ca. It's important that KC North is aware of all licenses pulled within the club.

Other fundraising ideas:

- Little Caesar's Pizza Kits <https://www.pizzakit.ca/fundraising-products> 📄
- Krispy Kreme Donuts <http://www.krispykreme.ca/fundraising-community/> 📄
- Jack Link's Jerky <https://www.fundraising.com/canada/beef-jerky> 📄
- World's Finest Chocolates <https://www.canadafundraising.ca/>
- FundScrip - Gift Cards <https://www.fundscrip.com/>
- In-Dey-Go Fundraising <https://indeygo.com/how-does-fundraiser-work> 📄
- The Mixing Spoon <http://www.themixingspoon.ca/fundraising>
- Scoops Fundraising <http://futurefundraising.com/>
- Cineplex Fundraising <https://www.cineplex.com/CorporateSales/Fundraising> 📄
- Kernels Popcorn <https://www.kernelspopcorn.com/pages/footer/links/fundraising> 📄
- Stawnichy's Sausage <https://www.stawnichys.com/fundraising>
- Salisbury Greenhouse <https://www.salisburygreenhouse.com/fundraising/>

- Purdy's Chocolates <https://www.purdys.com/fundraising>
- Flipgive <https://www.flipgive.com/>

ICE ALLOCATION

KC North Hockey has an Ice Allocator who is responsible for securing ice and assigning it to all teams in the club. As a general rule, Hockey Edmonton provides each team with 1 practice ice and 1 game ice. KC North then buys additional ice to try and give all teams a third practice slot. In general, U7 Junior and Discovery players are only on the ice once a week and U7 Senior Timbits are on twice. KC North does attempt to give these teams additional ice throughout the season.

Ice is released to all Managers by the Ice Allocator, this will be done when teams are released & again after the November scheduling freeze. Then Ice will be released , as scheduled and we hope to have it all allocated to the teams by the end of December. The Ice allocator will merge his schedule with the google sheets calendar so all ice is finalized prior to being merged with the google calendar, in our drive. Each team is responsible for submitting their BLACKOUT dates prior to the November scheduling freeze, but If your team has a conflict with the schedule, please contact the Ice Allocator as soon as possible at marks@kcnorth.ca and he will work with you on trying to resolve your issue.

Some teams choose to purchase additional ice and pay for it with their team funds. The procedure to do this is as follows:

- Look through the links below to see if there is any ice you are interested in.
- Contact the Ice Allocator and give him/her the information. Teams are not permitted to secure ice on their own.
- The Ice Allocator will attempt to secure it for your team.
- If successful, KC North will invoice the team for the ice. If not, you will receive an email letting you know it was no longer available.

Ice rates vary depending on where you purchase it from. City ice is generally \$184 and KC is \$288 + GST(**this was last years pricing it may have changed**). Private clubs often charge more than Minor Hockey teams are used to paying. Once ice has been ordered there are no refunds or returns. KC North is fined for "Black Ice" (unused ice) and when this happens, it affects the club's ability to purchase more ice in the future. The offending team is then subsequently invoiced by KC North to pay this fine.

Ice Links

Hockey Edmonton Ice
hockeyedmonton.ca/rentals

City of Edmonton

https://movelearnplay.edmonton.ca/COE/public/booking/items/1_5221

KC Ice exchange

<https://kchockey.ca/resources/team-managers/ice-exchange/>

CAC

<http://www.cac-hockey.com/rentals>

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Whitemud West

<https://www.whitemudwest.com/available-ice/>

St. Albert

<https://activity.stalbert.ca/COSA/public/booking/items/WWEBAVAIL>

Blackouts and Game Conflicts

Game blackouts/swaps/reschedules are done at a team level and do not involve the club with the exception of letting the ice allocator know so that practices are not overlapped. Cut off dates and info is here <https://www.efhlhockey.com/content/efhl-league-game-reschedule-procedure>

EFHL has also advised teams against applying for blackout dates for tournaments that they have not been accepted for “just in case”. This created issues with them having enough time to schedule all needed games due to Christmas, minor hockey week, and play offs. They said that abuse of the procedure could see it removed in the future and return to the previous format.

The blackout fee is non refundable and non transferable

Blackout:

Pay for a black out date prior to Dec 15 (U9) and November 9th (U11/U13) (hard deadline) and the EFHL will not schedule any game during that time. (\$100)

Game swap:

Swapping games with other teams in your tier. This is the more complicated option. (Free)

For example let's say kc 404 plays sw404 on a certain date and kc404 needs to swap. They would have to look the game schedule and find another team that is playing sw404. If sw404 plays

hk404. They would need to contact all teams involved and see if the dates work. If Hk404 vs sw404 on the second date can make the first date work for the team. Hk404 would play in place of kc404 on the first date and kc 404 would play the second date. Sw game times would be unchanged. All team have to agree and ensure no one has a practice conflict. You then let EFHL know as well as our ice allocator.

Game reschedule/swap:

This is the easier option often. (\$50)

You would cancel your original game and the ice defaults to the home team as practice. The team needing the swap would either purchase a new slot of ice or use an existing practice to hold the game. The new date must work for the opposing team as well. There is a charge of \$50 to EFHL to make the swap and get refs to the new date. It cannot be rescheduled until the new date and ice is approved.

HOCKEY EDMONTON REGULAR SEASON GAMES

Volunteers

Managers are responsible for assigning volunteers at each game to work the scoreboard or act as the Time Keeper. Many teams have parents who enjoy this role and consistently are the designated volunteer. If you do not have a consistent person, this role needs to be assigned each game. A good guideline is to assign families who are not already fulfilling roles on the team (ex. not using Coaching families, Jerseys Parents, Treasurer or Manager).

Ramp site

Managers will receive the log-in information for the Hockey Edmonton Ramp site from your registrar. In the event the log-in doesn't work, try to cut and paste it straight from the email. You will need to update the team roster and staff list on your page. It is important to have email addresses on the site for the Head Coach and Manager at minimum. Hockey Edmonton uses this contact information, so it is important that it is current. You must also have your roster up and complete prior to the first game.

Referee fees

Every U9, U11 and U13 team is responsible for paying their portion of the referee fees for every game. KC North reimburses all teams for the referee fees, so ensure that a receipt is given for each game. These can be turned into the KC North Treasurer for reimbursement. If teams have a bank account up and running the KC North treasurer may provide the ref fees up front for half the season at a time. You will need to ensure the receipts are kept and turned in at the end of the season. Rates can be found here: [Edmonton Federation Hockey League](#)

Game sheets

Once the games begin, it is imperative that the scoresheet has been filled out within 48 hours of a game. In the event of a delay, Hockey Edmonton will usually try and reach out. However, teams in the past have been issued a 2-week suspension for this offense.

TOURNAMENTS

Tournaments fill up quickly, so it is suggested that you register your team early in the season. [Tournaments | Canada](#)

All tournaments require permits and if there are any regular season games planned during the tournament, it is the Manager's responsibility to reschedule/swap all games before the permit will get approved. Managers apply for the permits on the Manager section of the Ramp website:

[Permits — Hockey Edmonton](#)

Hockey Edmonton also provides black out date applications as well as game change/swap applications. Please ensure the ice allocated is aware of any and all game changes and tournaments.

[Edmonton Federation Hockey League : Website by RAMP InterActive \(efhlhockey.com\)](#)

Please also make yourself familiar with the EFHL calendar as to the dates for blackouts, tiering, seasons, minor hockey week, playoffs and other important dates that come into play when booking a tournament.

[Calendar 2025-2026](#)

TEAM PICTURES

KC North provides all players with a team picture and trading cards. The KC North Apparel Coordinator will be in contact with the Managers prior to the picture day and provide all the relevant information.

SOCIAL MEDIA

KC North social media is coordinated at the club level. Teams are encouraged to send interesting news and photos to the Communication Director at Vvanin@kcnorth.ca

Before you send anything or post anything on your team, please ensure that every player gives their consent for their likeness to be shared.

ISSUES/CONCERNS

In the event of a team issue/concern that cannot be managed at the team level, the first point of contact would be the Category Director. In the event that further action is required, please contact the Vice President of Hockey Operations at mark@kcnorth.ca

QUESTIONS

If after reviewing this guide you have further questions please contact the Vice President of Hockey Operations at mark@kcnorth.ca or the President at tyler@kcnorth.ca.

In addition, there is a Team Manager's Manual available as a free download off the Hockey Canada website and can be found under the minor hockey / volunteer section at

www.hockeycanada.ca. Have a wonderful season.



KC North Hockey Club Board of Directors