



# **NORTHWEST CALGARY ATHLETIC ASSOCIATION**

## **2023-2024 TEAM HANDBOOK**

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# NWCAA – General Information

## NWCAA Mission Statement

“It is the desire of the NWCAA to further the sport of amateur hockey through the development, and for the enjoyment of the players. Our goal is to teach good sportsmanship, to help develop good character and to improve hockey skills.

We firmly believe that, with our support, the young people who continue playing at the AA and AAA level invariably become well-rounded young adults ingrained with values we would like to see in today’s youth ... teamwork, responsibility, work ethic, the will to succeed and the ability to enjoy their lives.”

## Vision Statement – Elite Council

(Governing Elite Hockey for Hockey Calgary)

“To Provide a World-Class Hockey Experience”

## NWCAA Leagues

NWCAA teams participate in a number of different leagues depending on age and level of play.

Governing League	Teams
AEHL <a href="https://www.aehl.ca/">https://www.aehl.ca/</a>	U15AAA, U17AAA, U18AAA
Elite Council <a href="https://www.hockeycalgary.ca/">https://www.hockeycalgary.ca/</a>	U13AA, U15AA, U16AA, U18AA, U21

## Important Dates (2023-2024)

Dates	Activity	Notes
Nov 8-12	Rocky Mountain Classic	- ** All teams must work assigned date of this tournament (mandatory)
Dec 27- Jan 2	Circle K Classic	- ** All teams must work assigned date of this tournament (mandatory)
September 12	Administrators' deadline to release U13 players	
September 19	Administrators' deadline to release U15 players	
September 26	Administrators' deadline to release U16,U17 and U18 players	
October 5-8	Hockey Calgary U13AA Thanksgiving Tournament	
October 15	Deadline: Flames Even Strength Applications (Hockey Calgary website)	
October (TBD)	Team Photo Day	
November 8-12	Rocky Mountain Classic	** All teams must work assigned date of this tournament (mandatory)
November 15	Deadline for Coaches to complete Coach Qualifications	
November 15	Deadline to apply for a schedule change for the season -Tournament or exhibition- U13 AA, U15 AA or U16 AA and U18 AA teams only.	Each team will only be allowed two schedule changes per season. All approved game change forms must be forwarded to the Hockey Calgary office. All teams participating within the AEHL must fill out the appropriate game change form with their respective league.
December 1	U21 teams must reduce their roster to 25	
December 1	Deadline to release U18 aged players from Junior	
December 15	Deadline for Administrator to register all Elite affiliates within the Elite system by midnight	
Dec 27-Jan 2	Circle K Classic	**All teams must work assigned date of this tournament (mandatory)
January 10	U21 teams must reduce their roster to 23	
January 12-20	Esso Minor Hockey Week	AA teams only
January 15	Deadline to request affiliated players (U21)	
February 10	Deadline to register players (U21)	
February 10	Final date for the completion of player transfers	
February 15	\$2,000 Yearbook publishing fees to NWCAA due	
March	U15 Alberta Cup/ Alberta Challenge tryouts	
April/Early May	U15 Alberta Cup/ Alberta Challenge	

Late April/Early May	NWCAA Annual Awards Night	
May 30	Deadline to submit final team financial statements to the NWCAA	Deposit books and cheques to be returned to the NWCAA Treasurer (signing authorities are automatically removed by this date, so all of team banking needs to be completed by this date)

## Code of Conduct – NWCAA CONDUCT POLICY

The NWCAA Conduct Policy applies to all members (the “Representatives”) of the NWCAA, including players, coaches, managers, trainers and other team officials, board members, parents, or anyone else that the public has reason to believe represents the NWCAA or any of its teams. These rules are in addition to rules of play established by Hockey Canada, Hockey Alberta, Hockey Calgary, and other such bodies having jurisdiction over the performance of individuals involved in the game of hockey.

1. Representatives of the NWCAA shall always conduct themselves properly while on NWCAA business to ensure that the NWCAA's standard of behavior is maintained and to ensure that the Representative's behavior does not in any way discredit the reputation of the NWCAA, the team, coaches, team officials or fellow players.
2. No Representative shall engage in rowdiness, hooliganism, excessive profanity, slander, racial remarks, sexist or sexual remarks, vandalism, false accusations, harassment, hazing, abuse, intimidation, or similar anti-social acts.
3. It shall be a breach of the Conduct Policy for a representative to have knowledge of a situation or event which constitutes a breach and to condone the action through continued participation in the general events surrounding the breach or failing to take reasonable efforts (including reporting the activity to appropriate team officials) to attempt to stop the incident.
4. Breaches of the rules of hockey may result in disciplinary action as breaches of this Conduct Policy. This is particularly true when the rules of hockey dealing with misconduct, gross misconduct, and intent to injure are breached.
5. No Representative shall violate any specific rules established by the NWCAA and the team. These rules and policies shall include (without limiting the generality of this item) use of hotel sports and recreational equipment, dress regulation, participation in recreational activities while traveling and other rules established to assist in enhancing the performance of the team.
6. In situations where the Representatives travel with their families to NWCAA functions these rules may be modified but not to a lesser extent of the Conduct Policy. Refer to the Travel Policy for further details.

Legal or threatened legal action against the NWCAA or any of its officers or directors is prohibited and shall result in an immediate suspension of the player from his team, until the matter is resolved.

Each Parent and Player is required to sign a code of conduct form prior to the start of the season which states that they have read this Handbook and are familiar with-it policies.

## MAJOR VIOLATIONS – Conduct Policy

The following actions are deemed to be *major violations* of the Conduct Policy:

1. No Representative shall engage in any activity which constitutes a breach of the Criminal Code of Canada or any local bylaws and statutes.
2. Players shall not consume, illegally possess, or distribute alcohol, marijuana (unless prescribed by a health care professional), controlled substances, or illegal drugs and shall not participate in any public team event or team business while under the influence of alcohol, controlled substances, or drugs. Players must be deemed fit to play by Coach or Trainer.
3. No players shall possess, consume, or distribute banned substances such as tobacco products of any type. No players, shall use, consume, or possess, drugs, alcohol, marijuana (unless prescribed by a health care professional), controlled substances and all tobacco products of any type including chewing tobacco, any and all electronic “vaping like” devices, nicotine products oral or inhaled and non-prescribed pharmaceuticals at any NWCAA sanctioned games, practices and NWCAA team sanctioned events.

Use of any banned substances at any NWCAA sanctioned games, practices and NWCAA team sanctioned events will result, at a minimum, in:

1. First offence – automatic 2 game suspension including practices in between games and permanent removal of “Captain or Assistant”.
  2. Second offence – automatic 5 game suspension including practices in between games.
  3. Third offence – indefinite suspension, games and practices, pending a Disciplinary Hearing
4. No Representative shall engage in any activity which constitutes an endangerment to the lives, health, or safety of themselves or others.
  5. No Representative shall engage in any activity which results in the destruction or defacement of public or private property.
  6. No Representative shall engage in promoting slanderous or libelous remarks, racial remarks, sexist or sexual remarks, acts of vandalism, harassment, hazing, abuse, intimidation or similar anti-social acts.
  7. All Representatives shall abide by the Hockey Calgary social media Policy and Guidelines and may be subject to disciplinary action under the Hockey Calgary Rules and Regulations Conduct Unbecoming the game of hockey and/or the NWCAA conduct policy.
  8. Multiple or cumulative minor violations of the Conduct Policy.
  9. Unreasonable application of the rules of the Conduct Policy may constitute a breach of the Policy. Complaints of unreasonable application of the Conduct Policy must be made in writing to the NWCAA Board of Directors

## **MINOR VIOLATIONS – Conduct Policy**

The following actions are deemed to be *minor violations* of the Conduct Policy:

1. Failure to pay registration fees and team approved fees to the NWCAA and/or member teams.
2. Exceeding the defined team budget without prior approval and/or failure to properly account for all team expenditures.
3. No Representative shall engage in rowdiness, excessive profanity, or objectionable language.
4. An act of disrespect towards any team official, Board member or any other Representative of the NWCAA.
5. If the conduct of a Representative is determined by the Board in their sole discretion to be improper, unbecoming, or contrary to the interests or reputation of the NWCAA.

## **DISCIPLINARY ACTIONS for Major Violations – Conduct Policy**

For major breaches of the Conduct Policy, the Representatives shall be immediately suspended from participation in any NWCAA event. The matter will then be brought before the NWCAA Disciplinary Committee who may direct:

1. Continuation of the suspension.
2. Exclusion from participation in future events.
3. Exclusion from the team and/or NWCAA events.
4. Suspension from NWCAA membership.
5. Restitution for any property damage. In such circumstances, all costs of restitution shall be borne by individuals involved pro rata and no further participation in any NCWAA activities shall be permitted until the individual's share of the costs are paid or arrangements made for payment.

Representatives who are subject to disciplinary action have the right to be notified.

1. All disciplinary actions taken by the Board against any player under the age of 18 shall be reported to the player's parents or legal guardians at the earliest reasonable time by the Board.
2. All disciplinary actions taken by team officials against any Representative shall be reported to the President or Disciplinary Committee at the earliest reasonable time.



Representatives subject to disciplinary action may appeal the sanctions in certain circumstances.

1. Disciplinary actions involving player suspensions by coaches for less than one game (“benching”) shall not be subject to appeal.
2. Disciplinary actions which continue beyond the end of the specific activities at which time the breach occurred, may be appealed through the NWCAA’s formal appeal procedure to the extent the consequences extend beyond the activity.
3. A review by the Board of the process used or a disciplinary action taken by the team may be requested at any time. Such a review may include a request to consider whether the actions taken constituted a breach of the Conduct Policy.

### **DISCIPLINARY ACTIONS for Minor Violations – Conduct Policy**

Any one or more of the following disciplinary actions may be taken by the team officials and/or the Board for minor breaches of the Conduct Policy.

1. Verbal or written reprimand by the team and or the Board.
2. Suspensions for one or more games (suspensions for more than one game will be reviewed by the NWCAA Executive Committee). All suspensions shall be reported to the Board.
3. Expulsion for the participation in the particular event.
4. Restitution for any property damage. In such circumstances, all costs of restitution shall be borne by the individuals involved pro rata and no further participation in any NWCAA activities shall be permitted until the individual's share of the costs are paid or arrangements made for payment.

## TEAM RULES – Conduct Policy

Additional team rules may from time to time be developed by the coaches or Team Manager. Such rules shall be intended for specific enhancement of the team and in no way shall these additional team rules be modified to a lesser extent of the Conduct Policy. All such team rules shall be reasonable and clearly communicated to all parties affected by such rules. Additional team rules may include but are not limited to curfew rules, team attire rules and team event participations rules.

For breaches of the team rules, the coach may impose disciplinary actions by:

1. “Benching” for a period of time not to exceed one game.
2. Verbal or written reprimand by the team officials.
3. Suspensions for more than one game will be reviewed by the NWCAA Executive Committee. All suspensions shall be reported to the Board.

All disciplinary actions taken by a team against any player under the age of 18 (other than verbal reprimands and benching) shall be reported to the player’s parents or legal guardians at the earliest reasonable time by the team officials.

While the Head Coach has the ultimate authority and responsibility for the action of all members of his team, he/she can seek guidance/assistance from the NWCAA Team Coordinator, team officials or the Board in enforcing the Conduct Policy.

## Conflict Resolution Procedure

The NWCAA spends a considerable amount of time recruiting coaches and believes that it has the best available candidates to fill the positions. The NWCAA always requires positive support for its coaches from the players and from their parents.

Legitimate complaints, concerns, or questions that a player or parent may have, will be handled through the Appeals Procedure. The NWCAA encourages fair and constructive criticism and works hard to resolve issues to the satisfaction of all parties. It is paramount that all players and parents accept the responsibility that goes along with the privilege of playing in this organization. Only with mutual cooperation and open communication between the coaches, players, parents, the Team Coordinator and the Board can our program be a success.

The following events/procedures are intended to open and maintain dialogue and attempt to reach a positive resolution to any issue or concern before it becomes a serious problem.

1. **Initial Team Meeting:** At the beginning of the season, a meeting of the coaches, players, manager, parents and NWCAA Team Coordinator will be

held. At this time, parents are encouraged to ask any questions that they may have.

2. **Coordinator:** The NWCAA Team Coordinator is the **first** point of contact for any issue. The Team Manager is a parent and a volunteer and although may deal with certain minor conflicts, they are not responsible for conflict resolution. Disciplinary action and/or conflicts between parents, players and coaches will be turned over to the team coordinators
3. **Minor Issues:** The Coordinator may direct the player or parent (if they feel comfortable) to discuss the issue with either the Manager in the case of administrative issues or the coach in the case of hockey operational issues. Otherwise, the Coordinator will facilitate the discussion.
4. **Major Issues:** The Coordinator will assume the role of intermediary and deal directly with the Head Coach.
5. **Unresolved Issues:** If the Coordinator is unable to resolve the issue and it is related to the NWCAA Coaching staff, then the Coordinator will escalate to the NWCAA Coach Coordinator for resolution. For all other matters the Coordinator will escalate to the NWCAA Executive Committee.

**“24 Hour Rule”** – Members agree that they will not discuss any concerns from a game, practice or team event with any member of the team staff for a period of 24 hours after the game, practice or team event. In addition, the member shall review the issue with their player and then if they feel it needs to be addressed, the member will approach the team coordinator and respect the process that is in place for the resolution of team issues.

The coordinator is available for open dialogue at any time on any issue or concern on a CONFIDENTIAL basis. The NWCAA emphasizes that the NWCAA Team Coordinator can be approached without fear of retribution against the player involved in the issue or concern.

## MANAGER GUIDE

### Manager Role

The NWCAA views the Manager as one of the most important roles on a team. The Manager is the NWCAA liaison between the players, coaches, and parents, as well as with external parties such as the Hockey Calgary, referees, other Team Managers. A key role is the coordination of the team’s activities and day-to-day operations, and by taking on the operational aspects of the team. The Manager enables the coaching staff to focus on player development and on-ice instruction to provide the players with rewarding hockey experiences.

The Manager must act as an organizer, a facilitator, and above all, as a communicator. Each team will have its own dynamics relative to needs, desires, and attitudes of the players, coaches, and parents. Balancing the various issues that arise from these factors during the year is the Manager's primary challenge. *Maintaining effective communications between the parents and coaches is the key to having a successful year. The NWCAA encourages Managers to over communicate.*

The coaches need positive support from the parents to achieve success. During the season, concerns among the parents can arise due to a variety of issues, including team discipline, ice time and player development. Direct communications between parents and coaches can be problematic if either party is not willing to communicate in a calm and intelligent manner. In these circumstances, development of keen listening skills can contribute to diffusing many potentially volatile situations. *There should be no direct communication between the parents and the coaches unless initiated or encouraged by the coaches.*

For Manager, ongoing discussions with parents and coaches are a critical component for effective communications. Most of these communications will occur in informal settings during practices or games; however, this should not be the only means of communications since it will likely not include everyone involved in the situation. More formal parent meetings should occur on a regular basis to discuss the budget and fundraising issues attempt to work towards resolution to minor conflicts or issues.

**“24 Hour Rule”** – Members agree that they will not discuss any concerns from a game, practice, or team event with any member of the team staff for a period of 24 hours after the game, practice or team event. In addition, the member shall review the issue with their player and then if they feel it needs to be addressed, the member will approach the team coordinator and respect the process that is in place for the resolution of team issues.

Review the previously outlined **“Conflict Resolution Procedure”**. The team coordinator will take the lead on any conflict resolution and is available to assist or advise the manager as needed.

Players should not be counted on to always pass information to their parents. Please ensure that whenever possible, information is distributed directly to the parents at games, practices or by email.

A reference that the Manager may wish to access is the Hockey Canada Team Manager's Manual.

A NWCAA Team Manager/treasurer meeting will be held late September or early October. This meeting will review team guidelines and objectives that the association expects from its members.

## Manager Duties:

1. The Team Manager will be given a log in and password to their Hockey Calgary Team account from the NWCAA Administrator at the beginning of each season.
2. Managers must always maintain player and coach confidentiality.
3. Organize and chair parent meetings.
4. Go over the Team Handbook with parents and players. The team handbook is a mandatory read for all coaches, managers, players, and parents.
5. Advise the parents/players of the Team Coordinator who should be invited to parent meetings to be introduced to parents.
6. Collect player medical forms and submit completed forms to the team trainer (Trainer will supply medical forms). Team Manager should retain a hard copy of the medical form in case of need for EMS.
7. Work with the Coach and Team Coordinator on the affiliation list. Submit to the Administrator in a timely manner. Track affiliate use.
8. Upload team schedules to Team Snap for players and parents, information will automatically transfer to the NWCAA team microsite.
9. Should the team require a game change, the Team Manager should contact the Administrator.
10. Pickup, care for and return NWCAA jerseys at the end of the season to the NWCAA equipment coordinator (or parent volunteer).
11. Minor jersey repairs will be at the expense of the team. Please refer to Equipment coordinator for an approved repair vendor.
12. Coordinate buses for out-of-town games (Traxx is NWCAA vendor)
13. Manage out-of-town travel.
14. Arrange for scorekeeper/timekeepers for home games and Minor Hockey Week games (may be delegated to a team parent to coordinate)
15. AAA Team will be responsible for computer, camera, and tripod equipment for the scorekeeping of all home games and communicate with Hockey TV for game recording purposes.
16. Ensure that all major penalties and suspensions are properly reported and served by the offending player.
17. Disciplinary action and/or conflicts between parents, players and coaches will be turned over to the team coordinators immediately.
18. Oversee the Treasurer and other parent volunteers.
19. Request team travel permits for exhibition and tournament games outside of Zone 9
20. Coordinate scouting/media interactions. Prepare a "scouting report" spreadsheet for parents to include the contact information that they wish scouts to receive (name/phone/ email) and a place for parents to initial that they agree to give this information (privacy act).
21. Game programs (may be assigned to a parent volunteer); teams may put together game day team programs. Please note that at no time shall birth dates be published.
22. Other administrative duties that may arise
23. Ensure the team stays within the team allowable spending limit.
24. Delegate parental functions to perform a variety of duties which will assist the Manager as required.

## Parent Meetings – NWCAA and Coaching Staff

Once the team roster has been finalized, a team meeting must be held which includes the coaches, players, NWCAA Team Coordinator and parents. For many parents, this will be the first time that they will get to meet the coaching staff and will represent an opportunity to ensure that the parents understand the required time and financial commitment to the team.

The Manager should ensure that minutes of the meeting (including the parents' responsibility list) and a contact list are distributed to all coaches, players, parents and team coordinator.

A meeting would typically cover the following topics.

1. Introductions of the coaching staff, trainer, players, parents, NWCAA Team Coordinator, Manager, and Treasurer.
2. NWCAA Objectives - The NWCAA Team Coordinator will be introduced, and he or she will provide comments about the NWCAA objectives. The NWCAA Team Coordinator will emphasize that he/she can be approached for any issue at any time without fear of retribution against the parent/player raising the issue.
3. Coach Philosophy - The coaches should outline the philosophy for player development and enjoyment, and the time commitments required of the players. The team's short-term and long-term objectives for the season should also be discussed.
4. Review of the NWCAA Team Handbook - (available on the website under "Resources, Information, Team Manager")  
This is a mandatory read for all Coaches, Manager, Players, and Parents.
5. The Coaches and Manager should outline their expectations. (Refer to the NWCAA Conduct Policy) Players and parents are required to sign a code of conduct form.
  - Players:
    - Conduct during practices, games and while travelling.
    - Respect for parents, team officials, referees, off ice officials, opposition players & parents
    - Time and effort commitment
    - Dress code
  - Parents:
    - Respect for players, team officials, referees, opposition players & parents
    - Support for coach disciplinary measures
    - Support for coach's coaching of the team
    - Commitment to perform volunteer roles
    - financial commitments.

6. Parent Comments and Questions - The parents should be provided the opportunity to discuss any issues that they feel are pertinent.
7. Handouts: These documents should be completed as a first order of business.
  - Medical forms (receive forms from the trainer)
  - Code of conduct forms
  - Volunteer Bond
  - Jersey Bond
  - Ensure TeamSnap is updated with parent/guardian contact information.
8. Conflict Resolution procedure review
9. Tournaments - The Coaches and Manager have the final say on tournaments and the NWCAA does not require that the parents be consulted. In certain cases, the Coaches and Manager may have already submitted an entry application for a tournament which is difficult to access, or which requires a game change request. In this event, the NWCAA may have funded the entry fee on the expectation that it will be reimbursed by the team once the team's bank account has been established and funded.

The Treasurer will report on the financial implications of the tournament selection.

**Note: that team travel outside of the province of Alberta requires written approval from the NWCAA Board prior to booking.**

10. Parent Volunteers - The Manager must delegate responsibilities since it is impossible for one person to perform all the necessary tasks.

**NOTE TO PARENTS:** You are required to volunteer for the various tasks listed below. Any parent not volunteering for a task will be assigned a task by the Manager.

Volunteer Bond - each family is required to put forth a postdated cheque in the amount of \$300.00 for each player which will only be cashed if the parent does not volunteer enough hours to the Association or the team. The roles of Manager and Treasurer are exempt from the Volunteer Bond as it is recognized these roles have more than enough volunteer hours. Some volunteer positions may only qualify for a portion of the required hours and therefor families may have to volunteer in more than one capacity. Parents are required to sign a volunteer bond statement that outlines the total volunteer hours which will also be signed off by the Team Manager. Any disputes as to the qualifying amount of any given role shall be referred to the Board, and the Board's ruling on such matter shall be considered final and not subject to appeal.

Parent volunteers report to the Manager and are recruited to perform a variety of functions to assist the Manager.

- **Treasurer** - The Treasurer handles all of the team's financial affairs. The Treasurer also ensures that regular updated (monthly) financial statements are sent to the NWCAA Treasurer and updates to parents as required.

The Manager, Treasurer, and/or Coach are responsible for ensuring that the team adheres to the team budget limitation (dollar figure to be reviewed each year). Failure to adhere to the team budget limitation will result in suspension of the Manager, Treasurer and/or Coach.

- **Fundraising** - The Treasurer will canvass the parents on the alternatives to fund the team's operations. Unless the team elects to fund the team's activities entirely through parent contributions, fundraising will be a crucial aspect of the team's success. The Fundraising Coordinator will work with the Manager and Treasurer to develop and implement the team's fundraising activities.

They will obtain a gaming license if needed and follow procedures as laid out by the Alberta Gaming, Liquor and Cannabis. (AGLC)

- **Tournaments** - The Tournament Coordinator is responsible for identifying possible tournaments, if required, for consideration by the team and for assisting the Manager with tournament logistics such as submitting the entry form and arranging transportation and accommodation details.

*NWCAA's policy is for teams NOT to participate in tournaments over the Christmas Season except for the Mac's International Tournament. Participation in a Christmas Tournament requires NWCAA board approval.*

- *ALL NWCAA parents are mandated to volunteer in the NWCAA Rocky Mountain Classic U15 AAA Tournament held in November and the Circle K Classic held in late December/early January.*
  - *NWCCA Rocky Mountain Classic volunteer sign up and required shifts will be published in October for parents to sign up themselves.*
  - *Circle K Classic – each team will be assigned shifts by the NWCAA Administrator and team manager must coordinate/fill the shifts and submit the names of the volunteers.*
    - Other blackout times and mandatory volunteer times may come up for other hosted tournaments or playoff tournaments and it is expected that parents **from all teams** will be available to volunteer as required.
- **Social** - Team building activities have proven to be valuable for team chemistry. The Social Coordinator is responsible for planning these activities, as well as planning social functions for the parents.
- **Scorekeepers/Timekeepers** - Four parent volunteers are required at each home game to work as off-ice officials and to take care of penalty box duties. The Scorekeeper/Timekeeper Coordinator is responsible for ensuring that the team's off-ice responsibilities are fulfilled. A fifth person may be required for music.



- **Statistics** - The coaches may/may not want to have game statistics compiled. The Statistics Coordinator will determine the format of the desired statistics and coordinate the parents to take the statistics.
- **Photographer/Videographer** - The coaches may want to have a selection of games recorded, in which case a volunteer should be appointed to record games and provide the file electronically to the coach. A parent volunteer is required to take pictures during the season. Pictures are required for the yearbook and videos may be used during the annual banquet.
- **Jerseys** - The Jersey Coordinator is responsible for washing the jerseys and ensuring that both sets are available for each game. Four families may be needed to take care of the sets of Jerseys, splitting the time halfway through the season.

The jerseys are hung up in the dressing rooms on game day. After the game, the players will be responsible for hanging their jerseys back in the provided garment bag. Minor repairs are the responsibility of the team. Please refer to Equipment coordinator for repair vendors.

**Jerseys are NOT to be kept in the players bags.**

- **NWCAA Yearbook Coordinator** - Each year the NWCAA publishes a yearbook as a fundraising activity. The Yearbook Coordinator is responsible for organizing the parents to solicit sponsorship ads, collect the incoming sponsorship cheques, and submit player profiles and team photos taken throughout the year.
- **Bus Meals** - For teams traveling outside of the Calgary area (i.e., Red Deer, Lethbridge and Medicine Hat), arrangements to feed the players and coaches must be made by the Manager and Coach.
- **NWCAA Casino** - Each team is required to identify four volunteers plus a spare for the next NWCAA Casino.
- **Banquet Coordinator** – Each year an annual awards banquet for the association is held at the end of April/beginning of May, volunteers are required to assist in the ticket organization for your team.

11. Handouts

- Medical forms
- Player/Parent Code of Conduct forms

12. Financial Matters - The Treasurer should present a budget for consideration by the parents and discuss options for funding the team's expenditures.

## NWCAA Teamwear & Branding Guidelines

The mandatory dress code applies to all players and coaches (U13, U15, U16 and U18 AA/AAA) for exhibition, tournament, league and playoff games. Proper dress includes a dress shirt and tie, dress pants (no jeans or shorts), dress shoes (no running shoes or sandals), and no ball caps, hats or toques (NWCAA Toque is permissible) of any kind. NWCAA track suits are not considered to be part of the proper dress code.

Coaches are expected to ensure their team follows the above attire policy.

The NWCAA will commission a supplier at the beginning of each season to be retained by all the NWCAA teams. All equipment, jerseys and apparel supplied by the NWCAA will not be altered or changed without the permission of the NWCAA. No cresting other than approved NWCAA cresting will be allowed. The NWCAA logo and cresting that is not NWCAA specific will not be placed on any equipment or apparel.

### **Mandatory Items:**

Each player, upon entry to the NWCAA program, must purchase any required association apparel. The following is policy for attire as it relates to NWCAA related dry land, pre and post-game warm up and on ice. NWCAA hoodies, track pants, dry fit shirt and black shorts are to be used as pre/post game warm-up attire.

- NWCAA Track Suit
- NWCAA dry fit t-shirt.
- Black shorts: will be made available for purchase, but player may use their own black short.
- NWCAA Hockey Bags (Player and Goalie)
- NWCAA Pant Cover

### **Optional items:**

- U13 only – NWCAA Winter jacket option
  - U15 only – NWCAA Winter jacket option
  - U16, U17, U18 only – NWCAA Wool blend insulated overcoat
  - NWCAA Hoodies
  - NWCAA Toque
  - NWCAA Golf Shirt
- 
- No cresting other than approved NWCAA cresting will be allowed.

- Players have the option of purchasing a NWCAA jacket. Style varies by age group.
- On ice, all players must wear a white helmet, black gloves and NWCAA black pant covers (except for the U18 AAA Flames, whose pants may match the color of the Calgary Flames pants or an approved pant by the board). The costs of which will be borne by the players.
- A set of jerseys and socks will be provided to all players by the NWCAA. At the conclusion of the season, the jerseys will be cleaned and in good repair. All additional cresting including name bars or sponsorship bars must be professionally removed prior to returning the jerseys.
- Appropriate repair costs will be levied against a team for damaged or missing equipment.

## Medical Information

The Manager should collect a medical form from the parents/players and obtain important medical information relative to each player in case of accident or injury when the parent is not in attendance. This information should be passed on to the Trainer and can be uploaded to TeamSnap.

Food allergies are becoming increasingly common, and with team activities and the need for team meals at tournaments or away games, people coordinating team meals should be made aware of dietary restrictions and allergies.

The NWCAA will provide a qualified Trainer for each of its teams for all league, playoff and approved tournament and exhibition games. The team will be responsible for fees and expenses incurred by the Trainer for him/her to attend out-of-town tournaments.

Members will not approach the bench or ice during or at the conclusion of a game, skills, or practice session. If a player is injured, they should await instructions from the Trainer who is certified and equipped to deal with the situation.

The Coaches must defer to both the Trainer and the player in determining when the player can return from injury and the rehabilitation process. The players are responsible for consulting health professionals to rehabilitate from any injuries incurred.

1. From the NWCAA perspective, injuries that are primarily the responsibility of the Trainer are **minor injuries** such as sprains, strains, contusions, tendinopathies, and bursitis and the trainer will determine the timeline in conjunction with the player on a return to play timeline.
2. For **major injuries** such as fractures, dislocations, lacerations a clearance letter from physician will be required.
3. **Severe injuries** such as; internal organ damage, ocular and surgical cases will require a letter from the presiding physician or specialist before return to play will be allowed.
4. If the Trainer believes a player has suffered a **concussion**, then the player must be tested by the BCI to obtain clearance to return to play. BCI will write a clearance letter when they are satisfied that the player is eligible to return to play. No player will be allowed to play until this clearance letter is received by the coach and trainer.

It is highly recommended that the player seeks professional advice from a medical doctor for rehabilitation from all injuries. It is mandatory that the player seek advice from a medical doctor specializing in head and neck trauma when determining whether the player is healthy enough to return to play.

The NWCAA has engaged the Benson Concussion Institute (BCI) to manage all concussion related issues with players. All players must be tested for baseline prior to the season. All returning players can sign up and have the baseline testing done prior to tryouts. This does not ensure a spot on any team as tryouts still need to be done.

## Team Rosters

All players must be registered to a team prior to playing their first league game. The Administrator will forward a complete team roster to the manager. The manager and coach are responsible for making sure this roster is accurate.

The AEHL (AAA) has declared games at the beginning of the season as being pre-season games for the purpose of team roster declaration. This structure was developed to better reflect the current Hockey Alberta Regulations and to address the dates by which players are released from higher divisions. The AEHL registration structure is as follows:

- The first five games of the AEHL scheduled season have been declared as Pre-Season games for the purposes of team roster declaration. All players will remain on the Tryout Roster
- Upon the commencement of the scheduled 6<sup>th</sup> league game all players will be registered in the Registry.

***The Head Coach will be held accountable under the rules to ensure the accuracy and residential requirements are met.***

The roster sizes for the various divisions are shown below.

Team	Maximum # players	Rosters
U13 AA	17	11-12-year-olds (no minimum 12-year-old, maximum 5 - 11-year-olds)
U15 AA	19	13-14-year-olds (recommended minimum 6 - 13-year-olds)
U15AAA	19	13-14-year-olds
U16 AA	19	15-year-olds
U17 AAA	19	15- and 16-year-olds (no minimums)
U18 AA	19	15-, 16- and 17-year-olds (no minimum or maximums)
U18 AAA	20	15-, 16- and 17-year-olds (15-year old's must be in the top 3 defensemen or top 5 forwards)
U21/ Junior B	23	18-, 19- and 20-year-olds

## Affiliates

### Community Player Affiliation:

The Head Coach, Manager or Coordinator will have received a Community Player Affiliation form from the NWCAA Administrator. If the coach has a community player that they wish to affiliate the form must be completed fully and returned to the NWCAA Administrator. The NWCAA Administrator will register the affiliate and confirm when the affiliates are approved to participate. Community affiliations must be completed prior to Oct 13.

Hockey Calgary and/or Hockey Alberta will only accept community U13, U15, U16, and U18 affiliations to U13 AA, U15 AA, U16 AA and U18 AA teams up to and including October 13<sup>nd</sup>. Internal affiliations can be done at any time.

### Internal Team to Team Affiliation:

The Head Coach, Manager or Coordinator will submit a list of requested internal NWCAA affiliates to the Administrator. The NWCAA Administrator will forward to each team (Manager) the requested affiliates and the form that the player/parent and coach will sign and returned to NWCAA Administrator. The NWCAA Administrator will register the affiliates and will confirm to the team requesting the affiliates when the affiliates are approved to participate.

The NWCAA Administrator will be responsible for registering the affiliates on the Hockey Calgary/Hockey Alberta Registry (the "Registry"). The list of possible nineteen affiliates can be declared over a period, and there is no obligation to fill all 19 affiliate positions.

A player can only be affiliated to one team and once affiliated to Team A, the player cannot be removed and affiliated to Team B. Once a player is affiliated, they cannot be subsequently deleted – His/her name remains as one of the 19 affiliate positions. Note that an affiliate cannot play for his affiliated team until he has been officially registered and approved by Hockey Calgary and /or Hockey Alberta.

Affiliate players can be used to replace injured players or players that will be absent for any reason. An affiliate cannot be used as a substitute for a healthy scratch and doing so will result in a suspension of the Head Coach. Affiliates cannot be used for a player sitting out for disciplinary reasons.

It is the responsibility of the Coach and Manager to know the rules governing the use of affiliate players and to track the use of affiliates.

### Hockey Canada Affiliation

#### Regulation F.15 [2020/21]

*a) A player of a team of a lower Division or category may Affiliate to a Team or Teams of higher Divisions or Categories at any time, to a maximum of ten (10) games per Team;*

*c) Exhibition and/or Tournament games, which are not part of regular League games or play-off games are excluded from the number of games referred to in Regulation F15a)*

However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. (See Regulation F16 for full terms).

Having the affiliate's name appear on the game sheet constitutes participation in the game for affiliation purposes, except for goaltenders, who must take part in the game for it to count as participation.

The table below lists the affiliation ties for the NWCAA teams.

<b>Team</b>	<b>Affiliate's Team</b>
U13 AA Bruins, Stamps, Bronks.	Community U13 teams within NWCAA boundaries. Must have tried out for NWCAA
U15 AA Bruins, Stamps, Bronks	Community U15 teams within NWCAA boundaries. Must have tried out for NWCAA and U13 AA players
U15 AAA Flames	U15 AA Bruins, Stamps, Bronks, Community U15 teams within NWCAA boundaries and must have tried out for NWCAA
U16 AA Bronks	U15 AAA
U17 AAA Flames	U18 AA 15-16 -year old's, U16 AA, U15 AAA
U18 AA Bruins	U16 AA, Community U18 teams within NWCAA boundaries and must have tried out for NWCAA
U18 AA Stamps	U16 AA, Community U18 teams within NWCAA boundaries and must have tried out for NWCAA
U18 AAA Flames	U18 AA and U18 AAA Teams
U21 Bruins, Stamps	U18 AAA, U18 AA, U21 C teams within NWCAA boundaries

The NWCAA objectives relating to affiliate use are to: (i) assist the higher division team if its roster is reduced due to injury, or illness; and (ii) provide the affiliated players an opportunity to gain experience at a higher level of play. The policy for using an affiliated player involves the following steps:

### **U13 Teams:**

Teams optimally will have **9 forwards, 6 defense and 2 goalies**.  
dressed for all games. Affiliation use is compulsory to meet the minimum roster size.

**U13 AA;** rosters are expected to meet the requirements stated above but are subject to player availability from the feeder communities. Every effort should be made to have a full roster at U13 AA as much as possible.

Once the affiliate player(s) have been determined, the Coach who requested the affiliate will notify the parents of the player(s) selected.

**For U15 AAA affiliations**, the order for use of affiliates when there are no game conflicts across the U15 AA teams will be as follows:

- Use all possible affiliates available (based on the rules listed below) from U15 AA teams.

### **U15 AA Teams:**

Teams optimally will have a minimum of **9 forwards, 5 defensemen, and 2 goalies**.  
dressed for all games. Affiliation use is compulsory to meet the minimum roster size.

**U15 AA:** rosters are expected to meet the requirements stated above but are subject to player availability from the U13 AA and our feeder communities. Every effort should be made to have a full roster at U15 AA as much as possible.

Affiliate Player selection will follow this process:

- The Coach of the team providing the affiliate will support the request for an affiliate if:
  - The player is in good standing with his/her own team.
  - The player is willing to play.
  - The player has been selected to be an affiliate based on need and/or as a reward for hard work/excellent play. This will require a discussion and subsequent mutual agreement between the Coach that requires the affiliate and the Coach that is providing the affiliate.
- If there can be no player affiliation due to game conflicts, the Board appointed U15 Coordinator will intervene and determine the best scenario on a case-by-case basis.

Once the affiliate player(s) have been determined, the Coach who requested the affiliate will notify the parents of the player(s) selected.

As the NWCAA supports player development, all affiliation requests must be filled unless a team has a game conflict.

### **U16 AA Team:**

The team will optimally have a minimum of **9 forwards, 5 defensemen, and 2 goalies** dressed for all games. Affiliation is compulsory to meet the minimum roster size. Using affiliates above the minimum numbers is encouraged but is at the discretion of the Coaching staff.

Affiliate Player selection will follow this process:

- The Coach of the team providing the affiliate will support the request for an affiliate if:
  - The player is in good standing with his/her own team.
  - The player is willing to play.
  - The player has been selected to be an affiliate based on need and/or as a reward for hard work/excellent play. This will require a discussion and subsequent mutual agreement between the Coach that requires the affiliate and the Coach that is providing the affiliate.
  
- If there can be no player affiliation due to game conflicts, the Board appointed U16 Coordinator will intervene and determine the best scenario on a case-by-case basis.

Once the affiliate player(s) have been determined, the Coach who requested the affiliate will notify the parents of the player(s) selected.

As the NWCAA supports player development, all affiliation requests should be filled unless a team has a game conflict and cannot fill its roster with affiliates from its affiliate list.



### **For U17 AAA affiliations,**

The order for use of affiliates when there are no game conflicts across the U18 AA teams (15-16-year old's) and U16 AA team will be as follows:

- Use all possible affiliates available (based on the rules listed below) from U18 AA teams (15- and 16-year old's), U16 AA team or the U15 AAA.

### **For U18 AAA affiliations,**

The order for use of affiliates when there are no game conflicts across the U18 AA teams and the U17 AAA team will be as follows:

- Use all possible affiliates available (based on the rules listed below) from U18 AA teams, and from the U17 AAA team.

### **U18 AA Teams:**

Teams will optimally have a minimum of **9 forwards, 5 defensemen, and 2 goalies** dressed for all games. Affiliation is compulsory to meet the minimum roster size. Using affiliates above the minimum numbers is encouraged but is at the discretion of the Coaching staff.

Affiliate Player selection will follow this process:

- The Coach of the team providing the affiliate will support the request for an affiliate if:
  - The player is in good standing with his/her own team.
  - The player is willing to play.
  - The player has been selected to be an affiliate based on need and/or as a reward for hard work/excellent play. This will require a discussion and subsequent mutual agreement between the Coach that requires the affiliate and the Coach that is providing the affiliate.
- If there can be no player affiliation due to game conflicts, the Board appointed U18 Coordinator will intervene and determine the best scenario on a case-by-case basis.

Once the affiliate player(s) have been determined, the Coach who requested the affiliate will notify the parents of the player(s) selected.

As the NWCAA supports player development, all affiliation requests should be filled unless a team has a game conflict and cannot fill its roster with affiliates from its affiliate list.

## Game Responsibilities - Manager

The Manager for the **home team for all league games is responsible for coordinating all off-ice officials**. If the Manager is unable to attend the game, he/she should appoint an acting Manager to perform his responsibilities.

The Manager's responsibilities include the following duties:

1. Monitor player behavior in the hallway as the team is entering or leaving the dressing rooms between periods. The Head Coach is responsible for ensuring that: (i) any damage to the dressing room prior to the team entering is pointed out to the rink attendant (to avoid liability for damages caused by others, and (ii) the dressing room is left in good order after the team's ice time. Refer to conduct policy earlier in this document.
2. Fill out the game sheets prior to the start of the game. A reminder that you will require a roster sticker for each copy of the game sheets and ensure that one of the coaches signs the sheet. Ensure that comments are written beside the names of any players who are:
  - injured (i.e. "inj")
  - suspended (i.e. "game # of a # game suspension")
  - affiliates (i.e. "AP")AEHL teams (U18 AAA, U17 AAA, and U15 AAA) will use the electronic game sheet entry, entered, and updated live as the game is being played as outlined by the AEHL.
3. Ensure that representatives from both teams have signed the game sheet before the game begins, and that the referees, scorekeeper, and timekeeper sign the sheet at the end of the game. The game sheets must be submitted (i.e., uploaded Jpeg or PDF) to the appropriate league coordinators and league statisticians within 24 hours of the completion of the game.
4. The home team must provide a scorekeeper, a timekeeper and two penalty box attendants for all home games. A music person may also be provided.
5. Any Incident Reports, which will list major penalties and suspensions, must also be forwarded with the game sheets and League Coordinators must be advised.
6. When a player has been given a suspension, they will be notified of the number of games they must sit out. They will also be notified regarding what type of game qualifies for serving the suspension (i.e., in most instances, exhibition games do not count towards serving a suspension). As indicated in (2) above, when a player sits out, his/her suspension his/her name must still appear on the game sheet, and the Manager must write "suspended" beside the player's name.

7. If an injury occurs to a player, team official, spectator, or any other person because of a practice or game, a Canadian Hockey Injury Report should be completed and filed with Hockey Alberta. This form is in Resources on the website. The form must be completed for injuries that require medical attention and submitted within 90 days of the injury. The attending physician or dentist must sign the form. By completing the Injury Form the injured family is potentially eligible to submit an insurance claim through the Hockey Alberta insurance program.

It is expected that the player's family will use their primary insurer first and then Hockey Alberta's insurance coverage can be addressed. See information on the Hockey Alberta website.

## Tournaments and Exhibition Games

Game Change requests are available upon request to the Association Ice Scheduler or through the individual leagues for tournament games only.

The home team needs to contact the association ice scheduler and arrange to have the game rescheduled. Ice schedulers will work together on the reschedule, based on ice availability.

**U13 AA Teams are only allowed 1 game change request per season and request must be made prior to Nov 30. U15, U16, U18 AA teams are only allowed 2 game change requests per season and the request must be made prior to Nov 30.**

Tournament plans should be developed early in the season in order that entry applications can be submitted, travel permits obtained, travel and accommodation logistics can be organized, and financing can be arranged. All costs incurred in exhibition or tournament games are the responsibility of the team, and the NWCAA will not be responsible for any costs incurred.

Any team travelling outside of Zone 9 (i.e. the City of Calgary plus the area defined as the Springbank Minor Hockey Association) to play an exhibition or tournament game must have a Travel Permit.

## Travel Policy

### Bus Travel

1. For all AA/AAA level teams, it is mandatory for the players to be driven by an adult (that is 25 years of age and older) to games in Airdrie, Chestermere, Cochrane, Okotoks, and Strathmore. The NWCAA will not pay for busing to these destinations.
2. TRAXX will have been notified of the first few dates of league games which require transportation. The Team Manager is responsible for notifying TRAXX of all dates, pickup times, and places (usually Crowchild Twin Arena or Father David Bauer). Managers should do this as soon as possible in the hockey year to ensure buses are available. Please contact TRAXX Coachline to confirm your bookings and make sure they are aware of any future dates.

Phone: 1-877-872-9977 ext. 1115 or glenbagley@traxx.net

If the bus is required for a league or initial playoff game outside of the above noted destinations, payment for the bus will be the responsibility of the NWCAA. Unless there is a necessity for the team to overnight (i.e., back-to-back out of town games), there is the expectation that the bus will return to Calgary on the same day of the game. If the team elects to stay overnight for its own reasons, then the incremental bus and other travel related costs (accommodations, meals) will be the responsibility of the team. The team must notify the President and Treasurer of its intention in e-mail or writing to overnight at least ten (10) business days in advance of the stay.

*NOTE: Should the team be successful and continue to move past the initial playoffs some of the extra expenses may be required to be funded by the team.*

3. Payment for bus travel to exhibition or tournament games will be the responsibility of the team. The NWCAA Bookkeeper will debit the team account upon receipt of the invoice.
4. The Head Coach and Manager will determine a policy for parents traveling on the team bus for away games,

## Hotel and Meals

1. A maximum of \$2500 per night will be paid to teams for required out of town travel for league and playoff games. Expenses up to this amount do not have to be included in the team budget. Expenses above this amount will be covered by the team and included in the team budget. The NWCAA will only reimburse the team account and NOT individuals directly.
  - a. **Hotel rooms:** Reasonable costs for hotel rooms only. Where scheduling for league and playoff games (including Showcase for U15, U17, U18 AAA) require an overnight stay (i.e., back-to-back out of town games), will be reimbursed by the NWCAA upon presentation of appropriate receipts to the NWCAA Treasurer. This should be arranged and communicated with the NWCAA treasurer prior to the trip. Failure to submit a proper reimbursement request directly to the NWCAA Treasurer will result in a delay in assessing and responding to the team's request.
  - b. **Out of town Meal Expenses:** League and playoff game meal expenses to a reasonable amount do not have to be part of the team budget. Meal expenses will be reimbursed by the NWCAA whenever an overnight stay is required (i.e., back-to-back out of town games). For each night stayed at a hotel, the reimbursement will be up to the following amounts: for a breakfast (\$10), lunch (\$15) and dinner (\$20) for each member of the coaching staff and for each player. Receipts and accounting must be provided to the NWCAA Treasurer by the team treasurer for the team to be reimbursed.

## Travel Conduct

1. No representative shall violate NWCAA policies and / or any specific rules established by a team traveling on behalf of the NWCAA. These rules shall include (without limiting the generality of this item) use of hotel sports and recreational equipment, dress regulation, participation in recreational activities while traveling and other rules established to assist in enhancing the performance of the team.
  - a. In situations where the representatives travel with their families to NWCAA functions, these rules may be modified. However, the parent/guardian must advise the team's Head Coach or Manager that the family is accepting responsibility for the behavior and actions of the representative. The representative must still adhere to the broad principles underlying these rules.

- b. Players shall not have guests in team hotel rooms, be in other hotel rooms with anyone other than teammates or attend unauthorized private parties when traveling with the team.
  - c. No representative shall violate curfews established while traveling. In this regard, it shall be the responsibility of the Head Coach to ensure that curfews are established while traveling and that they are communicated to all representatives, giving regard to the age of the individuals involved and the schedule for the events. The Head Coach's decision regarding the establishment of curfews shall be final.
2. Consumption of alcohol, drugs, marijuana (unless prescribed by a health care professional) or tobacco by players is prohibited.
3. Expulsion for the participation in the aforementioned prohibited activities; when a representative is suspended from participation in an event because of the breach of the "Conduct Policy", the representative will face disciplinary action up to and including being sent home as soon as possible. In such circumstances, all costs of travel shall be borne by the individual and no further participation in any NWCAA activity shall be permitted until the costs have been fully reimbursed. In circumstances where the representative is a minor, the Representative's parents will be advised of details of travel plans prior to the trip and agreement will be reached on the mode of travel to be employed; however, the Representative must be sent home, that decision cannot be changed.
4. Refer to "Conduct Policy" regarding definitions and disciplinary actions pertaining to major and minor breeches of the "Conduct Policy".

## **Team Supervision**

1. The Manager and Head Coach will develop a team room list.
2. The Head Coach will appoint a "Safety Person" for every overnight stay. This will be the coach, assistant coach, or the Manager. The trainer is not eligible to be the "Safety Person". The duties of the Safety Person will commence when the team returns to the hotel for the evening.
3. The Head Coach will set curfew for their teams. They will notify the Safety Person and Hotel Staff of the curfew.
4. The Head Coach will identify the Safety Person to the team and to the hotel staff.
5. The player medical and contact information must accompany the team on the trip.
6. The expectations/responsibilities of the Safety Person will be to:
  - a. Remain with the team at the hotel once the team has returned.

- b. Consume no alcohol/drugs at any time on the day that they are appointed Safety Person.
  - c. Do random team curfew checks.
  - d. Notify all team members of the emergency response procedures and a team meeting place (muster point) outside of the hotel for use in the event of a building emergency, and to ensure all players are accounted for during such an event
  - e. Act as the on-site contact person for the team for any issues with players in their rooms (player illness/injury).
  - f. Act as the team contact for hotel officials.
  - g. Have in possession the player medical and contact information.
  - h. Head coach, manager or Safety Person will perform a head count before travelling so no one is left behind.
7. If the Head Coach becomes incapacitated, the first assistant shall assume the duties of the Head Coach. Failing that the second assistant coach shall assume the duties of the Head Coach and failing that, the Manager shall assume the duties of the Head Coach.

## Jerseys

- Team jerseys (home and away) are provided by the NWCAA and are ultimately the responsibility of the Head Coach. The Jersey Coordinator(s) will be responsible on a day-to-day basis. The Jersey Coordinator(s) is responsible for washing the jerseys and ensuring that both sets are available for each game. Four families may be needed to take care of the sets of jerseys, splitting the time halfway through the season.
- The team takes responsibility for the cost incurred to repair minor damages to any and all jersey.
- Jerseys are not to be worn during practices.
- Name bars and “C’s” and “A’s” will be consistent and the same for all teams. The NWCAA approved name bar vendor will make no exceptions. For additional information the Equipment Director should be contacted.
- Jersey sponsorship is allowed but must be approved by the NWCAA prior to any commitment.
- **Jerseys are *NOT* to be kept in the players bags. Jerseys are to be distributed and collected before and after each game (this is mandatory).**
- The jerseys are to be washed after each game and before being returned at season-end. Washing should be in warm water, and the jerseys should be hung to dry.

- A jersey deposit will be collected for each player in the amount of \$600.00 postdated for May 15<sup>th</sup>. The team treasurer will hold these cheques. Any one jersey that is not returned the cheque will be forwarded to the NWCAA treasurer and cashed. The cheques will be destroyed at the end of the year if they are not needed to be cashed.

## NWCAA Team Coordinator

A member of the Board is assigned as a coordinator for each team and is responsible for the liaison between the teams and the Board. In keeping with their role as liaison responsibilities, NWCAA Team Coordinators may request meetings with players and parents during the season to convey information and will be available in resolving any issues that you, your players or parents may encounter. Coordinators will be the first point of contact to handle any issues amongst the team if the “24 Hour Rule” has not worked within the team members. The team coordinator is responsible for all conflict resolutions. If there are questions or suggestions about your team, please discuss them with your [NWCAA Team Coordinator](#), and he or she will assist. The Team Coordinator is an integral part of your season and therefore will be included to the first team, player, and parent meetings and will assist/advise the Manager and Coaches as required.

## Coach Evaluations/Survey

To ensure that the NWCAA provides the highest quality of coaching possible, players and parents are encouraged to submit confidential information on the coaching staff.

At least one evaluation/survey may be conducted during the season.

**To retain confidentiality of the comments, the evaluation will be conducted on-line.**

## Conflicts of Interest

Conflicts of interest or perceived conflicts of interest should be brought forward to the NWCAA Team Coordinator for resolution. These conflicts will be reviewed by the NWCAA Board for resolution only if necessary.



## Social Media Policy and Guidelines

All members shall abide by the Hockey Calgary social media Policy and Guidelines at all times. Where a link can be made between a negative or inflammatory post and a member of the Hockey Calgary Community, even if not named directly, the individual in question may be subject to disciplinary action under the Hockey Calgary Rules and Regulations, social media and/or the NWCAA conduct policy.

## TREASURER PROCEDURES

### Treasurer Role

**Reporting to the Manager**, the Treasurer is responsible for managing the financial affairs of the team, ensuring that an operating budget is approved by the parents, that sufficient money is collected or generated by the parents to fund the team's expenses, and providing regular financial updates to the parents and the NWCAA.

### Treasurer Duties

1. Collect, organize, report on, and remit NWCAA registration fees, volunteer bond cheque and jersey deposit cheque.
2. Establish a team budget and obtain parent ratification for the size and distribution of expenditures, to be submitted to NWCAA Treasurer by November 15th.
3. Obtain consensus on revenue allocation from the parents (i.e., cheque-writing by parents vs. fundraising activities) and ensure that sufficient funds are collected/generated to cover the team's expenditures.
4. Ensure that the parents are made aware of the available financial assistance programs manage the team bank account, make deposits, and write cheques to cover team expenses.
5. Distribute financial reports to the parents and update the NWCAA monthly as to the team's financial position.
6. Distribute surplus funds at the end of season.
7. Other financial duties that may arise

## Team Budget Meeting with Parents and Coaches

An agenda item at the parents meeting will be the Treasurer report, where the following items should be discussed:

1. Budgeting issues should be discussed with the parents.  
U13 Team budgets have been capped by the NWCAA at \$32,000 per team. Of this \$27,000, \$17,000 can be raised through one or multiple cash calls and the remaining \$10,000 must be raised through fund raising, sponsorship or donation. The Treasurer will commit to design a budget for the subsequent approval of the parents, but for the purposes of discussion, assume a revenue requirement of \$32,000.  
U15, U16, U17 and U18 AA team budgets have been capped by the NWCAA at \$40,000 per team. Of this \$40,000, \$30,000 can be raised through one or multiple cash calls and the remaining \$10,000 must be raised through fund raising, sponsorship or donation. Out-of-town tournament expenses typically account for the largest component of budget, so the discussions conducted earlier in the meeting by the Manager should be considered. The Treasurer will commit to design a budget for the subsequent approval of the parents, but for the purposes of discussion, assume a revenue requirement of \$40,000.  
U15, U17 and U18 AAA - team budgets have been capped by the NWCAA at \$55,000 per team. See the section below on team budgets – allowable expenses.
2. If the budget is to have a component of fundraising, the Team Manager needs to obtain consensus on how the fundraising efforts will be credited to the individual families. The two most common allocations are:
  - The “all-for-one and one-for-all” approach assumes that all the families contribute equally to the fundraising efforts. In this case the Treasurer just deposits the net proceeds into the team bank account.
  - The “everyone for himself” approach dictates that each individual family will fundraise according to its own abilities and desires. It is not uncommon under this scenario for a family to just write a cheque in order to avoid the trouble of participating in fundraising activities. In this case the Treasurer must track the individual contributions to ensure that each family funds its proportionate share of the budget.
3. In many cases, fundraising will be a combination of the two approaches. Some portion of the team’s revenue may be shared, and some portion of the revenue may go straight to the individual family’s funding requirement (for example, frozen pizza or Spolumbos sales where whatever you sell goes to your own personal funding requirement)

4. Parents should be made aware of the financial assistance program offered by the NWCAA and by the Flames EvenStrength Program (through Hockey Calgary), Canadian Tire JumpStart Program and the Hockey Canada Assist Fund.

At this meeting, the Treasurer should collect the following cheques from each family and forward the cheques to the NWCAA Treasurer.

- **Jersey Deposit** - One \$600 cheque per player, dated May 15th payable to "NWCAA". The cheque will only be cashed if one or both jerseys are not returned. These cheques are shredded at year end if they are not needed to be cashed.
- **Volunteer Bond Cheque** One \$300 cheque per player, dated February 2 payable to the NWCAA. The cheque will only be cashed if the parent does not obtain enough volunteer credits.

### **NWCAA Registration Fee (see the Registration Fees section)**

The payment options are:

- a. One payment to the NWCAA through TeamSnap the current date.  
"OR"
  - b. Three payments to the NWCAA TeamSnap  $\frac{1}{2}$  of the amount on the designated registration period and no later than Oct 15<sup>th</sup>, and one payment  $\frac{1}{4}$  of the amount dated December 1<sup>st</sup> and the final  $\frac{1}{4}$  payment dated January 15<sup>th</sup>. A \$25 administration fee charged per family with this payment option to be added to the first (1<sup>st</sup>) cheque.
  - c. E-Transfer options will also be available. Contact NWCAA Administration at [admin@nwcaa.ca](mailto:admin@nwcaa.ca) to arrange for e-transfers. Do not send e-transfers to [admin@nwcaa.ca](mailto:admin@nwcaa.ca)
  - d.
- **Team Budget (cash call component of team budget)** – The cheques should approximate the budget cap per age groups. Cash call payments will be determined within each Team meeting. The cheques should be written with the current date so that the team bank account can be opened, while the remaining cheques could be post-dated monthly, unless payment arrangements have been made.

## **Registration Fees**

The registration fees for the 2023-2024 are to be determined. All registration fees are due and will be collected through TeamSnap. Fees are reviewed and set annually by the NWCAA Board of Directors.

**IMPORTANT:** Players will not be allowed to participate in practices and/or games if fees are not considered by the Finance Committee to be up to date. The NWCAA Treasurer shall be alerted of all monies outstanding immediately (this includes team fee cash calls).

If a payment is not made for any reason, the player concerned may automatically be suspended from practicing or playing any games until the matter is resolved. The team Treasurer will alert the NWCAA Treasurer, the Team Coordinator, and the Team Manager immediately. The family to which this occurs must be notified by the team Treasurer or NWCAA Team Coordinator to correct immediately. If this cannot immediately be resolved the player is subject to suspension.

Any outstanding monies owed to the team/NWCAA must be paid in full before the player is allowed to step on tryout ice the following season, by such method as determined by the NWCAA. A release or transfer of the player will not be granted until all monies are paid in full.

<b>**NOTE: The table and fees noted below are for the 2023/24 season**</b>				
<b>TEAMS 2023/24 SEASON</b>	<b>REGISTRATION FEE/player (1)</b>	<b>GST (2)</b>	<b>TOTAL /player</b>	<b>TEAM FEE (cash call) /player (3)</b>
<b>U13 AA</b>	<b>\$3,750.00</b>	<b>*</b>	<b>\$3,750.00</b>	<b>\$1,295.00</b>
<b>U15 AA</b>	<b>\$3,890.00</b>	<b>*</b>	<b>\$3,890.00</b>	<b>\$1,580.00</b>
<b>U15 AAA</b>	<b>\$5,800.00</b>	<b>*</b>	<b>\$5,800.00</b>	<b>\$2,360.00</b>
<b>Jersey Deposit (4)</b>			<b>\$600.00 (Dated May 15, 2024)</b>	
<b>Volunteer Bond (5)</b>			<b>\$300.00 (Dated Feb 2, 2024)</b>	
<b>U16 AA</b>	<b>\$4,500.00</b>	<b>\$225.00</b>	<b>\$4,725.00</b>	<b>\$1,580.00</b>
<b>U17 AAA</b>	<b>\$5,900.00</b>	<b>\$295.00</b>	<b>\$6,195.00</b>	<b>\$2,360.00</b>
<b>U18 AA</b>	<b>\$4,500.00</b>	<b>\$225.00</b>	<b>\$4,725.00</b>	<b>\$1,580.00</b>
<b>U18 AAA</b>	<b>\$8,300.00</b>	<b>\$415.00</b>	<b>\$8,715.00</b>	<b>\$2,360.00</b>
<b>Jersey Deposit (4)</b>			<b>\$600.00 (Dated May 15, 2024)</b>	
<b>Volunteer Bond (5)</b>			<b>\$300.00 (Dated Feb 2, 2024)</b>	
<b>U21</b>	<b>\$1,600.00</b>	<b>\$80.00</b>	<b>\$1,680.00</b>	<b>*</b>

(1) Registration Fees - Team payment due based Team finalization

- If payment option plan is selected first payment of ½ will be due no later than Oct 15, ¼ will be due on Dec 1, and the final ¼ will be due on Jan 15. A \$25.00 Admin fee will be added to each payment option plan which will be added to the first installment.

(2) GST not applicable to U13 AA and U15 AA/AAA (under the age of 15)

(3) Team Budget (cash calls)

- U13 AA, team cash call is a maximum of \$22,000.
- U15 AA, AAA, U16 AA, U17AAA, and U18 AA team cash call is maximum of \$30,000.00.
- U18 AAA team cash call is maximum of \$ 45,000.00.

(4) One \$600 cheque per player, postdated May 15, 2024, payable to "NWCAA", cheque will only be cashed if one or both jerseys are not returned, and if jerseys are not in acceptable condition.

(5) One \$300 cheque per player, postdated Feb 2, 2024, payable to "NWCAA", cheque will only be cashed if the team volunteer commitment has not been fulfilled.

IMPORTANT NOTE: Playoff games extending past the initial round may require additional payments from families for these expenses.

. This may include payment for transportation and hotel costs per player.

One of the most difficult aspects of the Treasurer role is collecting funds from the parents necessary to pay for the team's expenses. One recommended solution to this issue is to **collect a series of cheques that will cover the entire team operating budget from each family during the initial parents meeting.**

The cheques should approximate the budget cap per age groups. Cash call payments will be determined within each Team meeting. The cheques should be written with the current date so that the team bank account can be opened, while the remaining cheques could be post-dated monthly, unless payment arrangements have been made.

The Treasurer should advise the parents that the **post-dated cheques will not be cashed if expenses are lower than anticipated or if the team's fundraising activities are successful.**

## Financial Assistance Programs

Through the support of the Flames EvenStrength Program a financial aid program is also available through Hockey Calgary "FESP". The application form can be found at the following link

<https://www.hockeycalgary.ca/registration/flames-even-strength-program>

and should be filled in by the parents requesting the assistance. The registration amount net of any FESP applied for is due to the NWCAA on October 15th. The applicant must ensure full payment of fees to the NWCAA or face suspension from play.

There are a variety of other financial aid programs that are available,

Canadian Tire Jumpstart

<http://www.canadiantire.ca/jumpstart/>

Hockey Canada Assist Fund

<https://assistfund.hockeycanadafoundation.ca/en/index.html>

## Team Bank Account

Bank accounts have been established for each of the teams at Scotiabank. When the two signatories for your team have been selected, you can inform the NWCAA Treasurer who will contact the representative at the bank.

As you set up your account, please note the following:

1. Inform the NWCAA Administrator of who has been appointed as manager and treasurer for your team. The NWCAA treasurer will then put you in touch with Scotiabank so you can arrange a time to set up an appointment to establish signatories.
2. The team signatories (typically the Manager and Treasurer) should set up a SINGLE appointment in advance to meet with the bank to facilitate enacting signing authority.
3. You will require two pieces of identification, at least one of which includes a photograph. This process shouldn't take longer than 15 minutes, since all the documentation has been pre-processed.
4. The NWCAA Treasurer and the NWCAA President are also signatories to the team account. This has been done because the accounts are designed to be used in perpetuity for each of the teams, and it allows for continuity of the account between the time that your signing authority expires at the end of this season, and when your replacement arrives at the beginning of next season.
5. The team accounts are to be set up for monthly statements to be sent to each of the team's Treasurer's addresses, but you will want to confirm this when you execute the documents.
6. The NWCAA will provide you with a supply of cheques for the season. Please contact the NWCAA Treasurer if you require additional cheques.
7. Each team bank account comes with a minimal sum of funds required to keep the account open from season to season. At season's end, after distributing the remaining funds to the parents please leave at least a \$75.00 float in the team bank account.
8. Each team is responsible for reconciling its bank account monthly.

It is important that numerous checks and balances be adhered to, to ensure that the funds are managed appropriately.

**Cheques written on the team account require two signatures**, one of which must be the Treasurer. The preference would be for the Manager to be the second signatory, but the second person could also be another team parent so long as there is not a strong personal relationship between the Treasurer and the parent.

*Monthly* accounting is to be provided to the parents and the NWCAA.

Receipts should be obtained and retained for all transactions.

All transactions for the team players are required to be run through the team account. It is important that you do so and adhere to the team budget limit. The NWCAA Board needs to understand the true costs of running a team so that future policies and procedures may be shaped accordingly. **Failure to operate and provide full account for team transactions will result in suspension from the NWCAA of the Team Manager, Treasurer and/or Coach.** Non-monetary donations in many cases need to be accounted for in the team financials at their market value. If you have any questions, please direct them to the NWCAA Treasurer. If a team has excess funds, this can be donated to the NWCAA Scholarship fund. Each year scholarships are awarded to current players and past alumni of the NWCAA enrolled in a post-secondary program that demonstrates scholastic achievements, a passion for hockey and community involvement.

## Team Budget Limits

### Team Budgets

As approved by the NWCAA Board, team budgets for U13 AA, are capped at a maximum of \$32,000.00. U15 AA,, U16 AA, and U18 AA are capped at a maximum of \$40,000.00 per team for the hockey year. U18 AAA, U17 AAA and U15 AAA are capped at a maximum of \$55,000.00 per team for the hockey year.

This budget maximum can be any combination of cash calls, fundraising, donations, or sponsorships (including jersey sponsorships and yearbook sponsorships/ contributions greater than \$2,000).

Teams will be allowed to increase their budget by up to \$10,000.00 above the cash call amount. Teams may accept donations or sponsorships (including jersey patches and Yearbook sponsorships over \$2,000). These donations can come from a business or family. This \$10,000 limit includes donations of goods or services such as hotel rooms for out-of-town tournaments or player equipment. The NWCAA Board appreciates donations and good will of people or companies, however a limit is required for accountability.

Any questions, please direct them to the NWCAA president or treasurer.



**Examples:**

- 1) Team raises \$25,000 through cash calls and fund raising and raises \$12,000 for the yearbook (\$10,000 above the \$2,000 requirement). Their total budget for the year is \$35,000. This is approved.
- 2) Team raises \$15,000 through cash calls and fund raising and raises \$10,000 for the Jersey patches. Their total budget for the year is \$25,000. This is approved.
- 3) Team raises \$20,000 through fundraising, and \$15,000 through donations including \$8,000 cash and \$7,000 in gifts and equipment. Five Thousand of the donations goes to their standard \$25,000 team budget, and the other \$10,000 goes to their \$10,000 donation limit. Their total team budget is \$35,000. This is approved.
- 4) Team raises \$20,000 through cash calls and fund raising and raises \$20,000 in jersey sponsorships and donations and gifts. This is **not approved** as it is \$5,000 above the total budget allowed for teams.

**Team Budget Notes – Items NOT to be included in Team Budgets**

1. **Trainer Fees** is now paid by the NWCAA and are included as part of the player registration fees. (This does not include costs for trainers at tournaments or practices. This is the responsibility of the team budget.)
2. **Bus transportation** to all league and initial playoff games, as specified in the Bus Transportation Guidelines elsewhere in this document, will be paid for by the NWCAA. Transportation to exhibition and tournament games are the responsibility of the team.

*NOTE: Playoff games extending past the initial round may require additional payments from families for these expenses. This may include payment for transportation and hotel costs per player.*

3. **Out of Town Travel:** Based on the statements regarding hotel rooms and meal expenses below, a maximum of \$2500 per night will be paid to teams for required out-of-town travel for league and playoff games. Expenses up to this amount do not have to be included in your team budget. Expenses above this amount must be covered by the team and covered in the team budget. The NWCAA will only reimburse the team account and NOT individuals directly.
4. **Hotel Rooms:** Reasonable costs for hotel rooms only, where scheduling for league or playoff games requires an overnight stay (i.e., back-to-back, out-of-town games), will be reimbursed by the NWCAA upon presentation of appropriate receipts to the NWCAA Treasurer. This should be arranged and communicated with the NWCAA treasurer prior to the trip. Failure to submit a proper reimbursement request directly to the NWCAA Treasurer will result in a delay in assessing and responding to your team's request. See pg. 33



*NOTE: Playoff games extending past the initial round may require additional payments from families for these expenses. This may include payment for transportation and hotel costs per player.*

5. **Out of town Meal Expenses**: Regular season and playoff games meal expenses to a reasonable amount do not have to be part of the team budget. Meal expenses will be reimbursed by the NWCAA whenever an overnight stay is required (i.e. back-to-back out of town games). For each night stayed at a hotel, the reimbursement will be up to the following amounts: for a breakfast (\$10) and lunch (\$15) and a dinner (\$20) for each member of the coaching staff and for each player. Receipts and accounting must be provided to the NWCAA treasurer by the team treasurer for the team to be reimbursed.
6. **Yearbook**: Each year, the charge for each team to cover the publishing costs for the NWCAA Yearbook will be \$2,000 and payment will be debited from team accounts on February 15. The \$2,000 yearbook fee does not need to be included in your team's budget. Anything raised above \$2,000 for the yearbook must be included in the team's revenues.
7. **Coach honorariums** – The NWCAA will be providing coach honorariums. The award of the honorariums will be subject to the coaching staff's ability to meet the NWCAA development plan. They will be paid in 2 equal payments in December and March
8. **Required Team clothing**: NWCAA mandatory team clothing; the total amount spent by players and their families can change from player to player based on whether there is an older sibling, or the player already owns the clothing, The cost of mandatory apparel and any additional items is the responsibility of each player.

## Team Budget Notes – Items TO BE INCLUDED in Team Budgets

### FAQ

1. **Extra Ice**: The team is responsible for any extra ice times purchased by the team.
2. **Bus transportation** costs to exhibition and tournament games are the responsibility of the team and are to be included in team budgets. If a team chooses to use bus transportation to one of the locations outlined in the Bus Travel Policy, the team is responsible for those costs, and it must be included in the team budget.
3. **Gifts, Donations of equipment, ice time, plane fares, meals, etc**: Gifts to the team and or players are to be included in the team budget. This is where the additional \$10,000 donation limit can be used. For example, if someone wanted to pay for hotel rooms during an out-of-town tournament, and the total cost was \$3000 for these rooms, this amount must be included within the \$10,000 donation limit for the team. The same principle applies for donations of equipment.

4. **All Exhibition Game expenses**, including trainers, referees, bus transportation, meals. Team Manager/ treasurer must arrange to pay Traxx or other bussing company directly if bussing is used.
5. **All Tournament expenses** paid for by the team or donated to the team, hotel, meal expenses, transportation, and any other tournament related expenses. Team Manager/ Treasurer must arrange to pay Traxx or other bussing company directly if bussing is used.
6. **Team Building expenses**

## Budget Expenses and Revenues Template

Expenses should be forecast monthly. **Please contact the NWCAA treasurer for a standard template for all teams to utilize.**

## Budget Example

The table below is a sample template that might be used to present the budget for approval and to update the parents on the team's financials.

<b>Team Operating Budget</b>				
	<u>Budget</u>		<u>Actual</u>	
	<u>\$</u>	<u>(%)</u>	<u>\$</u>	<u>(%)</u>
<b><u>Expenses</u></b>				
Edmonton Tournament	\$20,000	70.0%		
Sutter Cup	\$2,500	5.0%		
Team Track Suits	\$2,500	5.0%		
Team Building	\$2,500	5.0%		
Coach Gifts	\$2,000	4.0%		
Exhibition Games/Extra Ice	\$2,000	4.0%		
Post-Game Bus Meals	\$1,500	3.0%		
Other/Misc.	<u>\$2,000</u>	<u>4.0%</u>		
Total Expenses	<u>\$35,000</u>	<u>100.0%</u>		
<b><u>Revenues</u></b>				
Parent Contributions	\$19,000	38%		
Fundraising Activities				
Silent Auction (net)	\$5,000	40%		
NWCAA Yearbook (net)	\$7,500	15%		
Grocery Cards (net)	<u>\$3,500</u>	<u>7%</u>		
Total Revenues	<u>\$35,000</u>	<u>100%</u>		

## Money Remaining at the End of the Season

All funds directly contributed by the parents and raised by the team shall be disbursed in accordance with the team's choice of fund-raising approach which was discussed at the initial team meeting. The team account must show at least a \$75 balance by May 30th and return the banking card, cheque, and deposit book to the NWCAA Treasurer.

If a team has excess funds, this can be donated to the NWCAA Scholarship fund. Each year scholarships are awarded to current players and past alumni of the NWCAA enrolled in a post-secondary program that demonstrates scholastic achievements, a passion for hockey and community involvement.