

## KC SOUTH GOVERNING LEAGUE

- Edmonton Federation Hockey League (EFHL)

KC South is one of the 33 Minor Hockey Associations who make up the EFHL. Operating under the direction of Hockey Alberta (HA) and Hockey Canada(HC), the EFHL is responsible for delivery Hockey Operations in the Edmonton Capital Region. We are part of a city wide organization that falls under the Knights of Columbus Hockey Club (KC North, KC South, KC Rep and KC Sabres U15+)

## TEAM MANAGER MEETINGS

### EFHL

Mandatory attendance at the EFHL Coach and Manager meeting.

- Virtual Meeting
- Online Registration (September)
- Review EFHL Coaches and Managers tab on the website.
- Review EFHL current season Calendar to key dates.

### KC SOUTH MANAGER MEETING

**Mandatory** attendance at scheduled U7-U15 KC SOUTH Manager Meeting.

- In-Person Meeting
- Communication emailed by Association (September)

### WHO TO CONTACT, AND WHEN!

Association – Primary Point of Reference

- On/off – ice conduct concerns
- Home game officials
- Association issued practice and game ice
- Team Finance
- Player and/or parent information
- Equipment and Apparel
- Player Health and Safety

*EFHL – Secondary Point of Reference*

- Items and tasks outlined in EFHL Coach and Manager pre-season meeting
- [EFHL Manager Manual](#)

*Hockey Alberta – High-level Resource*

- [Independent Third Party Complaint Process](#)

*Hockey Canada – High-level Resource*

- [Hockey Canada Website](#)

## HOW TO CONTACT US?

### 2024-2025 Board of Directors

President	Amber Anderson	president@kcsouthhockey.ca
VP Hockey Ops	VACANT	operations@kcsouthhockey.ca
VP Business Admin (Registrar)	Anastasia Phills	registrar@kcsouthhockey.ca
Secretary	Alanna Young	secretary@kcsouthhockey.ca
Treasurer	Michelle Lindsay	treasurer@kcsouthhockey.ca
Ice Allocator	Ada Yu	iceallocator@kcsouthhockey.ca
Communication Director	Janine Maik	communications@kcsouthhockey.ca
Equipment Director	VACANT	equipment@kcsouthhockey.ca
Volunteer Director	Heather Deboer	cdbingo@kcsouthhockey.ca
Fundraising Director	Marni Way	fundraisingdirector@kcsouthhockey.ca
Timbits Director	VACANT – A/ Anastasia Phills	timbitsdirector@kcsouthhockey.ca
U9 Director	Josh Clarke	U9director@kcsouthhockey.ca
U11 Director	Angela Comeau	U11director@kcsouthhockey.ca
U13 Director	Sean Grahams	U13director@kcsouthhockey.ca
U15 Director	Sean Grahams	U15director@kcsouthhockey.ca
AGLC Permits	Shauna Feller	AGLC-permits@kcsouthhockey.ca
Spring on Ice Tournament Director	Shauna Feller	springonicedirector@kcsouthhockey.ca

\* An up to date list can be found on the website – [www.kcsouthhockey.ca/about-us](http://www.kcsouthhockey.ca/about-us)

*Recommendations: KC South Teams should use our Association channels for most questions and issues that come up during the season. Although information is available on the EFHL, Hockey Alberta & Hockey Canada Websites, the best choice is to contact our association first.*

#### Mailing Address

KC South Hockey Association  
Box 32077  
#417 - 2331 66 Street  
Edmonton, AB  
T6K 4B0

#### Social Media

[Instagram](#)

[Facebook](#)

## CODE OF CONDUCT

The Association Conduct Policy applies to all members of KC South Hockey Association including, players, coaches, managers, trainers and other team officials, board members, parents, or anyone else the public has reason to believe represents the Association or any of its teams. Conduct Policy is in addition to the rules of play established by Hockey Canada, Hockey Alberta, Hockey Edmonton and other such bodies having jurisdiction over the performance of individuals involved in the game of hockey. Team Managers play an important role in supporting the Head Coach and Association regarding conduct and discipline matters. During the Parent Meeting, the Player, Coach and Parent Code of Conduct documents are presented. Each outlines expected behavior, sportsmanship, and respect for teammates, opponents, coaches, officials, and spectators. **Every coach, treasurer and manager must have a Valid Police Records Check with Vulnerable Persons Check.**

Team Managers play an important role in supporting the Head Coach and Association regarding conduct and discipline matters. During the Parent Meeting, the Player, Coach and Parent Code of Conduct documents are presented. Each outlines expected behavior, sportsmanship, and respect for teammates, opponents, coaches, officials, and spectators.

### Responsibility of the Manager:

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

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

## Incident Reporting

- This happened on my team, now what?

**ASSOCIATION SUPPORT:** VP Hockey Ops

**RESOURCE:** EFHL Standards of Play, EFHL Discipline

## TEAM STANDARDS

It is essential for teams to have a set of guiding standards for the season. The Association supports coaching staff by offering multiple opportunities throughout the season and provides a Team Standards template. This document aligns with the Association's Code of Conduct.

- 🏒 Commitment
- 🏒 Attendance
- 🏒 Communication
- 🏒 Practices and Games
- 🏒 Dressing Room Conduct

## CONFLICT RESOLUTION

The Association spends a considerable amount of time recruiting and selecting coaches and believes it has the best available candidates for the position. The Association always requires positive support for its coaches from the players and from their parents. The following procedure is intended to open and maintain dialogue to best reach a resolution to any issue or concern before it escalates to a serious problem.

1. 24-Hour Rule: Members agree that they will not discuss any concerns from a game, practice, or team event with any member of team staff for a period of 24 hours post event.
2. Initial Team Meeting: At the beginning of the season, a meeting of the coaches, players, manager and parents is held to discuss the season plan. At this meeting, the coaching staff outlines team expectations and provides opportunity for questions. The head coach and manager will outline the team level process for handling conflict and/or issues.
  - a. The team manager is not responsible for conflict resolution; however, managers are utilized for ensuring the correct contacts and information is available

## TEAM MANAGEMENT

The Head Coach is responsible for all activities of their team and establishing the direction for the season. Operational management is the responsibility of the Team Manager, enabling the Head Coach to focus on player development and on-ice instruction. Collaboration and consultation between the Head Coach and Team Manager is essential.

The Team Manager is responsible for organizing team operations while facilitating key information between Association and League with coaches, parents, and players. This role is responsible for

supporting the Head Coach and is essential to balance team dynamics while maintaining a positive experience for season success.

## MANAGER ROLE

The Association will host 1-2 Team Manager meetings in September/October, with dates corresponding to division evaluations. This meeting is mandatory and does not replace the EFHL required meetings. Head Coach/Teams must appoint a **Team Manager** – it is a mandatory role.

The Manager role is viewed as one of the most important roles on the team. By handling the organization and administrative tasks, the coaching staff can focus on instruction and player development. Key responsibilities include:

- Preserve team integrity by maintaining player and coach confidentiality.
- Organize and lead team meetings, as required.
- Coordinate team operations, planning and scheduling – including permit applications, game changes and tournament registration.
- Organize and coordinate travel and accommodation for league games, tournaments and playoffs.
- Relaying information to and from the team, in a timely manner.
- Liaison between the Association, Operations Coordinator, League, Officials and opponents, and the team.
- Coordinate Team Management – Support Roles.

TABLE 1 : MANAGER RESPONSIBILITES

TASK	OVERVIEW
Team Operations	Work with Association staff, parents and coaches to ensure information is timely and accurate.
Team Finance	Coordinate budget development with Head Coach. Collaborate with Treasurer to ensure accurate and transparent financial management is presented to parents and Association.
Team Activities	Plan team events throughout the season that align with the budget. This may include attending tournaments, dryland development, additional ice, team parties or dinner.
Game Reporting	Ensure game sheets, and any discipline/incident or injury reports are completed and submitted in a timely manner. The manager is responsible for game changes and travel permits.
Communication	Schedule initial parent meeting and any meeting required during the season. Set communication expectations at the start of the season – weekly email updates, quick TeamSnap updates. Ensure all Association communication is shared with coaches and parents.
Player Information	Association gathers player and parent details during registration. During the first meeting, ask parents to update their TeamSnap profile with any additional emails or phone numbers.
Conduct Management	Present the Player, Coach and Parent Code of Conduct documents at the first parent meeting. While managers are not responsible for

	enforcing the Code, they must understand the importance of adherence.
Player Health and Safety	Plan, prepare and know what to do. Refer to Association resources for Player Injury, Return to Play along with Concussion Education and Protocol.
Equipment and Apparel	Coordinate pick-up and drop-off equipment as per communication. Team apparel is purchased at the team level and teams are invited to use Association partners for ordering.

TABLE 2: TEAM ROLES

TEAM ROLE	OVERVIEW	NOTE	TYPE
Treasurer	Daily/weekly/monthly cash management - including collecting team fees and paying team expenses. Ensures bank statements are accurate; reporting to Association or parents as required. Maintain bank account as 1 of 2 signatures on account and ensure opening and closing of account is complete, as required by Association.	Adhere to reporting budget submission deadlines.  Initial Budget (projected income / expenses) due within seven days of initial team meeting – <b>no later than October 31.</b>  Final Budget (actual income / expenses) <b>due by April 30.</b>	<b>Mandatory Role</b>  Manager is not eligible to take on Treasurer role.  <i>The Association reserves the right to remove or appoint team Treasurers.</i>
Fundraising/Sponsorship	Unless the team elects to fund the team’s activities entirely through parent contributions, fundraising and/or sponsorship is a crucial aspect of the team’s season.	Association approval required for any alteration to KC South Logo. (ie Sponsorship Logo)	<b>Optional Role</b>
Minors Official (scorekeeper, timekeeper, penalty box, music)	Parent volunteers are required for home games. This role is responsible for ensuring the team’s office responsibilities are fulfilled	Use “assignment” tab in Teamsnap for each game.	<b>Optional Role</b> Recommended to assign parents to assist for games.
Jersey Parents (2)	KC South Jersey’s must be stored in provided garment bag after each	Responsible for washing and transporting jersey’s to/from games.	<b>Optional Role</b> Recommended to assign parent volunteer(s) to

	game. Role may take responsibility for getting name bars applied and removed.		coordinate. <i>Role is worth 1 volunteer point with KC South.</i>
Meal Coordinator (game snacks, event meals)	Arrange for game snacks or team meals during travel/tournaments.		<b>Optional Role</b>
Social media/Video	Create and manage an Instagram page for the team during the season. Game video and photography are optional.	Tag #kc_south_hockey in team posts.	<b>Optional Role</b>
Team Events Coordinator	Plan any team meals or team building activities during the season.		<b>Optional Role</b>

Why isn't a Parent Liaison listed?

- The Association made the Parent Liaison role optional for the 2023-2024 season. Moving forward the responsibilities of this role are included in the duties of a team manager. Should a third party be required, teams are asked to contact the Director of Managers for guidance.

**ASSOCIATION SUPPORT:** Registrar, VP Hockey Ops, Director of Managers

**RESOURCE:**

### TEAM OPERATIONS

*Table 3: Monthly Checklist Recommendations*

September / October	November/January	February / March
<ul style="list-style-type: none"> <li>✓ Introduction email to parents</li> <li>✓ Attend mandatory meetings</li> <li>✓ <b>Look &amp; Apply for tournaments</b></li> <li>✓ First parent meeting</li> <li>✓ Pick up equipment from Association</li> <li>✓ <b>Team Roster uploaded into Ramp before first game</b></li> <li>✓ <b>Player Medical Forms &amp; Player Pledges</b></li> <li>✓ Submit initial budget</li> <li>✓ Team Pictures</li> </ul>	<ul style="list-style-type: none"> <li>✓ Check TeamSnap schedule against league games and practice ice</li> <li>✓ Plan mid-season team event</li> <li>✓ Additional ice schedule, subject to budget</li> <li>✓ Schedule dryland, subject to budget</li> <li>✓ Watch for Minor Hockey Week communications</li> <li>✓ Fundraising and sponsorship plan</li> <li>✓ <b>TEDDY BEAR TOSS – NOV 24</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ Watch for playoff and provincial's communication</li> <li>✓ Association equipment return dates</li> <li>✓ Arrange name bar removal and jersey cleaning before return</li> <li>✓ Team wrap up event</li> <li>✓ March: begin closeout of bank account</li> </ul>

<ul style="list-style-type: none"> <li>✓ First team building event</li> <li>✓ Arrange for name bar application</li> <li>✓ Look for additional ice, subject to budget</li> </ul>		
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**SEASON START**

At the start of each season, the head coach will call a Parent Meeting. This meeting's purpose is to make introductions, set out season and team expectations, review the budget, communicate key Association policy and conduct resources. The following topics provide a strong start to the season:

**PARENT MEETING TOPICS:**

- Introduction of the Head Coach and coaching staff
- Introduction of the Team Manager
- Code of Conduct review
- Brief round table introduction of parents in attendance
- Expectations of Player and Parent Expectations
- Dressing Room Expectations
- Communication Protocol
- TeamSnap Use and Expectations
- Tournaments
- Fundraising and Sponsorship
- Team Apparel
- Team Events (social, dryland, extra ice time)
- Review and assignment of Potential Volunteer roles for team
- Discuss the team’s social media exposure for the season and offer parents the chance to opt out. Inform parents that if they do not respond, it will be considered as approval to use their child's name and picture on social media.
- Review of the budget; present the budget to parents for approval – gain majority approval is required and can be done in the meeting or through email vote following. If the budget approval is done in the meeting, minutes must reflect parent attendance (1 vote per player).

**BEST PRACTICE:** Initial meeting should take place within two weeks of team formation. This helps to ensure all parents understand the time and financial commitment before the season commences. The Manager, or parent volunteer, should take minutes as they serve to assist with any disputes or concerns later in the season.

**RESOURCE:** Team Budget Template

**ORGANIZING YOUR SEASON**

The Manager plays a key role in ensuring a successful season by aligning the off-ice team culture with the on-ice culture led by the Coaching staff. When players, parents, and team management work together, they create a memorable and rewarding season. While team stats are important, the overall experience of players and parents is essential for fostering growth and enthusiasm in minor hockey.



Tips!

- ✓ Book your first off-ice team building activity early in the season.
- ✓ Recognize team achievements throughout the season, via email or social media.
- ✓ Arrange team building activities in the community, suitable to age group.
- ✓ Coordinate coaching staff and player gifts for end of season, subject to budget.

## TEAM ROSTER

Commonly referred to as the hard card the official team roster is a summary of players and bench staff verified to play for the season. The Hockey Canada Registry (HCR) is a universal platform managing all Hockey Canada Participant registration.

Why is this important for a team manager?

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

Procedure:

1. Two-part approval for Bench Staff: Association and Hockey Canada
  - a. **Submit Bench Staff Summary – Team Summary**
2. Association Registrar is responsible to prepare the Official Team Roster with information provided at player registration.
  - a. Player Affiliation Form is completed by the Head Coach (each team can affiliate up to 19 players).
3. The Registrar emails the completed roster to the Manager and/or Head Coach for proof reading and verification.
  - a. A maximum of (5) bench staff are permitted for games- all coaches on the bench must be on hard card.
4. Once verified, the Manager will email the Registrar confirmation of review and approval to proceed with Hockey Alberta.
5. Once Hockey Alberta approves, the Official Team Roster is "locked" and no further changes can be made.

### Hard Card / Team sheet

You will receive your team's hard card from your KC South Category Director. The Hard Card is the official team roster (sometimes called Team Sheet). Only players listed on the hard card may be on the ice or bench for games. Both the coach and manager should have copies of the hard card and be prepared to show it at any game if asked. **For Minor Hockey Week, a printed copy of the hard card must be left with the rink manager during each game. A copy of the hard card will also need to be sent to any tournament the team enters, usually by email.**

**BEST PRACTICE:** Managers should maintain care when emailing and practice document control (shredding) for outdated copies or at the end of the year.

### Hockey Edmonton Ramp Portal

- Each team will be given a username and password to log into the Hockey Edmonton ramp portal. This is used to manage the team roster listed on Hockey Edmonton, verify game schedule that is being entered into Teamsnap, and to apply for permits. This is usually managed by the team manager, but the coach may choose to do it, or it may be delegated.
- The team roster must be entered into this portal prior to the first game so it will be available to the scorekeeper entering the game details through the electronic Game sheet app.
- Use the "Admin" button on [hockeyedmonton.com](http://hockeyedmonton.com) to log in. To the roster, add all player names and numbers. Do not enter email addresses, and player may be hidden from appearing on the Hockey Edmonton public site. Note: if a player appears on a game sheet with a different number than on Hockey Edmonton, the person entering the gam sheet can change the number for that game.
- Enter all coaches and the manager(s) in the proper section. **At least two staff (usually head coach and manager) must appear on the public site with contact info.**

**ASSOCIATION SUPPORT:** Registrar

### RESOURCE:

- Affiliation Policy,
- Emergency Goalie Affiliation

## COMMUNICATION

**BEST PRACTICE:** The first team email should be an introduction and recap of the first Parent meeting. The Manager sets the tone of communication flow for the season. It is important to establish this expectation at the start of the season

### TEAMSNAP

After team selections are announced, your player will be automatically assigned to a TeamSnap team account. The Head Coach will provide the Association the Manager's name and email, after which Manager permissions will be granted.

- ✓ Enter in team activities, games, practices, tournaments and game assignments.
- ✓ Responsible for maintaining accurate contact information for parents and/or players.
- ✓ Ensure at least one parent/guardian email and phone number are attached to a player.
- ✓ Use TeamSnap email for sending Formal Communication.
- ✓ Use TeamSnap chat for quick updates.
- ✓ Ability to invite additional individuals to a player.
- ✓ Teams may add a name after the assigned Association team number (ex. KC 411-Warrior).
- ✓ Do not delete the Association set team number (ex. SA402)

### Did you know?

- TeamSnap is used for scheduling, and all teams are required to use this platform to ensure insurance coverage and maintain Association consistency. The Association has access to all team accounts, including chat and email. **Since some players have access to TeamSnap, please be mindful and remind parents to post content and comments appropriately.**
- All KC Managers can join the current season's Managers TeamSnap, moderated by the VP Hockey Ops. This is an excellent opportunity for managers to discuss questions and issues throughout the season.
- TeamSnap has customer support for basic troubleshooting issues. Desktop is the preferred method for resolving app or platform issues.

ASSOCIATION SUPPORT: Operations Coordinator, Administrator

### KC SOUTH LOGO USE

- The KC South logo is permitted for use by all teams with written authorization.
- High Resolution file.
- Examples include printing logos in brochures for tournaments, team apparel etc.

### TEAM PICTURES

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

If any individual is unable to attend, there will be an opportunity to reschedule directly with the Photographer.

<b>KC South Hockey</b>				
<b>Booking Date:</b>	Thursday, October 24th			
<b>Booking Location:</b>	MVP Studio 16678 114ave, Edmonton			
Team #	Photo Time	# of Players	Divison and Team Name	
1	5:30 PM		KC003	
2	5:45 PM		KC004	
3	6:00 PM		KC107	
4	6:15 PM		KC108	
5	6:30 PM		KC309	
6	6:45 PM		KC509	
7	7:00 PM		KC510	
8	7:15 PM		KC511	
9	7:30 PM		KC512	
10	7:45 PM		KC South Sabres	
				*Must
<b>KC South Hockey</b>				
<b>Booking Date:</b>	Friday, October 25th			
<b>Booking Location:</b>	MVP Studio 16678 114ave, Edmonton			
Team #	Photo Time	# of Players	Divison and Team Name	
1	5:30 PM		KC208	
2	5:45 PM		KC209	
3	6:00 PM		KC210	
4	6:15 PM		KC211	
5	6:30 PM		KC307	
6	6:45 PM		KC308	
7	7:00 PM		KC409	
8	7:15 PM		KC410	
9	7:30 PM		KC411	
10	7:45 PM		KC412	

**SOCIAL MEDIA**

Social media is essential to the Association and in building team exposure. It is a powerful tool to enhance communication, promote activities, build community and gain support. Beyond this, teams benefit through promotion and awareness for fundraising and sponsorship. Consider the following to enhance player and family experience:

- Game highlights and video
- Upcoming league games and events
- Off-ice community and team building events
- Team achievements at tournaments
- Share other team information or Association news as posted by:

KC SOUTH Instagram: [kc\\_south\\_hockey](https://www.instagram.com/kc_south_hockey)

Instagram Naming Suggestion: kcsouthhockey.teamname

- Team Instagram accounts close at the end of the season.

**BEST PRACTICE:** Social media is a valuable tool with the potential for positive impact; however, it is essential that personal player information be respected.

Do not share the following information on any social media platform:

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

**BEST PRACTICE:** At the parent meeting, state that an assumption of permission is made unless otherwise notified. Parents who do not grant permission of Player picture and/or name posted to social media must email the Manager directly. Some parents may allow pictures but request the players face be covered or blurred.

## TEAM FINANCE

Team finances remain the responsibility of the team. The Association holds no liability or responsibility in the daily management of accounts or team budgets; however, all teams must adhere to Association Operating Policy and submission requirements. Individuals/volunteers selected for the role of Treasurer accept the responsibility for operating within the Association guidelines.

### KC SOUTH TREASURER

- Subject to Association approval.
- Financial or accounting experience is recommended.
- Familiar with spreadsheets.
- Not related to the coaching staff or manager

### TEAM BANK ACCOUNT

KC South will provide a bank account through Scotia Bank for each team to use during the year. This year we have also created emails that Teams **will use** for auto deposits. **All teams will be required to use one of the KC South provided bank accounts.** KC South will cover the cost of the bank account fees.

### TEAM BUDGET

A preliminary team budget is best prepared and presented at the initial parent/guardian meeting and shared with all parents no later than October 31. During this meeting, parent/coach discussion to determine which optional items should be included or omitted: i.e.. additional ice, tournaments, apparel, etc.

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

1. Team budget is presented to all parents/guardians - at initial team meeting or through email communication using TeamSnap. Parents/guardians not in attendance at the team meeting must receive a

copy of the team minutes.

2. Team budget is voted on with majority support (85%) using an electronic format. Each player counts as one-parent/guardian vote.

3. Team Budget and copy of vote results submitted **on or before October 31**.

**RESOURCES:** [Detailed Team Budget Template](#)

[Summary Team Budget Template](#)

### SCHEDULING THE CASH CALL

During the initial Parent Meeting, provide a schedule for team fee collections and stick to this schedule throughout the season. **Any unused cash call funds will be returned to parents at the end of the season.** If the team plans to fundraise or seek sponsorships, do not include those potential funds in the budget until they are raised. You cannot refund families more than what was charged for the CASH CALL.

**BEST PRACTICE:** Collect team fees in full at the beginning of the season, rather than using a pay-as-you-go approach. It's simpler to refund any surplus at the end of the season than to request additional payments later in the season.

## FUNDRAISING AND SPONSORSHIP

Adherence to all Association Sponsorship and Fundraising guidelines is required for all teams in sourcing additional revenues to support season objectives, including:

- Bottle drives
- Bingo Event (there are restrictions on what these funds can be used to pay for) – email Heather @ [cdbingo@kcsouthhockey.ca](mailto:cdbingo@kcsouthhockey.ca) to get an extra Bingo session for your team. Once you receive your date it will be your responsibility to fill the positions.
- Product Sales (ex. chocolate, meat, catalogue sales etc.)
- Raffle ticket sales – requires AGLC License – **must be requested through Shauna our AGLC Liaison.**
- 50/50 sales – requires AGLC License -- **must be requested through Shauna our AGLC Liaison.**

### ALL AGLC LICENSING REQUESTS MUST GO THROUGH SHAUNA

[AGLC-permits@kcsouthhockey.ca](mailto:AGLC-permits@kcsouthhockey.ca)

It is the responsibility of the team Manager to ensure all AGLC Licensing Requirements are met, and funds are allocated accordingly with stated purpose on application.

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

**BEST PRACTICE:** Team fundraising is not permitted to require its members/parents to purchase or sell set quantities of raffle tickets or items of kind. Example: each parent is assigned a set quantity of tickets to sell (10, 20, 100); therefore, assuming the shortfall as a default purchase by the parent.

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

**RESOURCE:** Alberta Liquor, Gaming and Cannabis – Licenses, AGLC: Section 7, Association Operating Policy: Section 2, Sponsorship Letter Template

## **GAME ORGANIZATION**

### **GAMESHEETS**

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

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

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

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

## **GAME RESCHEDULING**

The Association may implement a game rescheduling fee at any point in the season; communication prior to implementation will be made to all teams. The Ice Allocator does not arrange Away game changes. Steps to take before applying for a home game reschedule:

1. Contact the opposing team to request a game change.  
The opposing team must agree before proceeding. Game swaps are free of charge.
2. Team requesting the change must provide the ice.
3. Ensure all EFHL League Game Reschedule Procedures are followed.

*Important: not all games can be rescheduled. Hockey Edmonton has strict rules about how many games can be rescheduled, times when games cannot be rescheduled, and that games will not be rescheduled for tournaments within an hour of Edmonton. Make sure you are familiar with these rules, which can be found on Hockeyedmonton.ca, before committing to a tournament.*

EFHL League Game Reschedule Procedure

Please complete the following form for Blackout, League Game Change and Game Swaps:

The Following Fees Apply, you will be directed to the EFHL estore once approval is obtained.

Blackout Weekend: \$100.00 (Once blackout is confirmed and payment received it is non-refundable)

Important Black Date Deadlines for Regular Season and Tiering Round:

**Tiering Round DEADLINE - U9, U11, U13 - Sept 16**

**Tiering Round DEADLINE - U15 - Sept 30**

**Competitive Round DEADLINE - U9, U11, U13 - Oct 30**

**Competitive Round DEADLINE - U15 - Nov 1**

*Once you submit your request, you will receive a confirmation email, please review your submission, and if all information is correct scroll to the bottom and approve your request to be submitted.*

### [EFHL Blackout Request Tutorial](#)

### [Click Here to Submit Your Blackout Weekend Request](#)

League Game Change where scheduled is being changed: \$50.00 (Once LGC is confirmed and payment received it is non-refundable)

### [EFHL League Game Change Tutorial](#)

### [Click Here to Submit Your League Game Change \(New Ice Slot is being used\)](#)

Game SWAP where no change to the schedule is being made on the change of teams: NO CHARGE

### PLEASE NOTE

Game SWAPS are only permitted in the same division and tier due to referee assignments.

### [EFHL League Game SWAP Tutorial](#)

### [Click Here to Submit your League Game SWAP](#)

League Game Change requests should be entered a minimum of two weeks prior to game request, for emergencies please contact EFHL Commissioner at [efhlcommissioner@gmail.com](mailto:efhlcommissioner@gmail.com) .

ASSOCIATION SUPPORT: Ice Allocator

## ICE MANAGEMENT

Any Ice changes must go through our Ice Allocator Ada ([iceallocator@kcsouthhockey.ca](mailto:iceallocator@kcsouthhockey.ca))

### SCHEDULING

Game schedules are set by Leagues and all Association practice ice is allocated directly by the Association Operations Coordinator. Timelines for delivering practice ice is dependent on receiving League game schedules. To manage ice allocation expectations Team Managers must ensure an understanding of the following process.

High-level Ice Allocation Process:

- Leagues, outlined in Hockey Alberta Tiering Model, determine the number of teams in each division based on tiering and number of games required
- Leagues request game ice from member Associations.
- Association Allocators identify and provide ice times to requesting leagues.
- Draft schedules are provided to Association Allocators to review.
- Requested changes are made and finalized game schedule is posted to the league website.
- Allocators balance and consider several different factors when allocating ice, including availability, blackouts, session count, time between sessions, balance desirable and undesirable ice and divisional requirements.



- At the beginning of a new round of play, playdowns, and during league playoffs ice distribution is not always available well in advance.

### **RESOURCE: EFHL Tiering Policy Current Season (Information Purpose Only)**

#### **SHARED ICE**

Teams of all ages receive shared ice practice times. Efforts should be made to work cooperatively to best utilize the ice time. Teams should avoid using shared practice ice for inter-squad scrimmages.

#### **RETURNED AND NO-SHOW ICE**

If an ice slot allocated to the Association by the City of Edmonton is not used, it will be considered a “No Show”. A “No Show” results in a penalty fee charged by the City of Edmonton and passed on to the Association. The Association will invoice the team directly for this penalty, which is 1.5 times the cost of the practice ice slot. Please note that any returned ice – “No Show” or “Notified Return” - will count against the season’s allocation and will not be rescheduled. If an error is made by the Association, the Ice Allocator will arrange an alternate ice time.

#### **ICE PURCHASES**

Teams wishing to book additional practice ice times can do so by contacting the Ice Allocator. All additional ice booked MUST be paid for by the team booking. Payments must be sent to the Treasurer (treasurer@kcsouthhockey.ca). Failure to make payments may result in suspension of ice bookings for all teams.

#### **EXTRA ICE:**

If you are looking for extra ice, there are 2 ways to find ice. They are:

1. Check Hockey Edmonton Rentals Page <http://hockeyedmonton.ca/rentals>
2. City of Edmonton website [www.edmonton.ca/activities\\_parks\\_recreation/arenas-ice-bookings](http://www.edmonton.ca/activities_parks_recreation/arenas-ice-bookings)

#### **AVAILABLE ICE All slots are first come first serve.**

- All City ice slots are \$188.00 per hour

Note, as with any ice, only insured players and team officials are permitted to be on the ice, even if it is purchased separately by the team.

#### **ICE INTERRUPTION**

Ice interruption may be unavoidable and changes in allocation may be necessary. Examples include, not limited to ice plant failure, facility power outage, Zamboni breakdown, facility safety concern.

Issues that do not immediately affect safety can be managed in the following manner:

1. Facility staff first ensure safety for participants and themselves.
2. Team Manager contacts Operations Coordinator, in consultation with facility staff, to determine the plan of action regarding delayed or cancelled ice slots.

ASSOCIATION SUPPORT: Ice Allocator

## OFFICIALS – REFEREES

### Season Process:

Association Operations Coordinator will work with Association Assignors to ensure the EFHL schedule is uploaded into the RAMP system. Game codes will be provided automatically, and if the EFHL makes a change, assigned referees will be automatically notified.

**Regular League Games:** referees/officials are booked by Association Operations Coordinator in coordination with Association Referee Assignors.

**Game Changes:** Teams are responsible for booking referees for game changes. Following league approval, confirm with Association Operations Coordinator that all information in the system accurately reflects the change.

- Three points of contact: League Schedule, Referee Assignor

Teams are responsible to compensate uncancelled referees if due notice is not provided.

**No Show Referees:** In the event referees/officials fail to show up for a game, a rostered team official is expected to referee the game. BEST PRACTICE: check the referee room minimum 30 minutes prior to game start. The Head Coach from each team must agree on a suitable replacement(s) from the coaching staff. Outlined in Hockey Canada Playing Rules 5.2k.

**Payment of Referees:** As the club pays for our referee fees with AGLC Funds it is very important that each referee sign an receipt. Managers will submit their referee receipts with the conclusion of each tiering round through the Expense Reimbursement Form. **If there are no proper receipts you will not be reimbursed.** Each official must receive exact funds in an individual envelope. Keep track of all cash payments in the team budget using game date as the reference. Home team (except. U9) is responsible for payment of referee.

- U7 and U9: Provided from the Bench
- U11 to U18: At 30-minute check in

**Exhibition Games** – The home team is responsible for booking and paying for exhibition game referees.

**LEAGUE RESOURCE:** EFHL Referee Rates and Information (current season)

## TEAM TRAVEL

### PERMITS

Permits are required by Hockey Alberta to ensure players are properly insured during travel and exhibition games. Failure to obtain a permit could result in the suspension of coaches and/or the Manager or future permits unapproved by the Association, or Hockey Alberta. More importantly, not obtaining a travel permit means that players are not insured. Permits are approved by Hockey Alberta, but teams apply through the Association.

- ✓ Travel permits **are not required** for League games (regular season or playoff).

- ✓ Travel permits **are not required** for KC South assigned practice times.
- ✓ Travel permits **are not required** for games in Edmonton Minor Hockey Week.
- ✓ Travel permits **are required** for attending Tournaments.

Teams wishing to schedule an Exhibition Game must obtain a **Host Permit**, applied through the Association. Contract ice, additional ice does not require a permit; however, it must be entered into TeamSnap schedule.

#### **Permit Application Process:**

- Complete the Permit Request Form
- Permits application turnaround is 3-5 business days
- Approved travel permits are emailed to the application contact.
- Managers are responsible for having the travel permit during travel.
- In the event of a player suspension, the Manager is responsible to submit the officials report to the listed permit discipline contact.
- Contact Association Administrator if a permit is not received within 24 hours of travel departure.

**BEST PRACTICE:** Submit Permit Request Form minimum 7 business days before scheduled game. Retain a copy of the permit during travel and ensure TeamSnap is updated with permit application details, date, location and, games.

**ASSOCIATION SUPPORT:** Registrar

#### **ATTENDING TOURNAMENTS**

- KC South Teams are permitted to attend Tournaments
- Consider division, tier and location when selecting Tournaments
- Hockey Alberta lists sanctioned tournaments available in Alberta  
[www.hockeyalberta.ca/tournaments/](http://www.hockeyalberta.ca/tournaments/)
- Other resources exist; however, KC South Teams are not permitted to attend nonsanctioned Tournaments; the Tournament must provide each Team with a Tournament Sanction Number.
- Adherence to Association restricted dates and participation in Edmonton Minor Hockey Week
- Adherence to Permit requirements
- Adherence to Association Travel Policy
- Build a clear travel and tournament itinerary, communicate to parents well in advance of departure
- Work within established and agreed upon Budget outline from start of the season
- Ensure all tournament games are entered into TeamSnap

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

## TOURNAMENTS

### Tournaments

As a manager, you are responsible to meet with the parents to discuss the opportunity to play in the tournaments that are offered in the immediate area, or out of town. Remember that tournaments must be agreed upon by the parent group prior to booking. \*\*Start looking for tournaments early - they book up fast - ([www.hockeyalberta.ca/tournaments/](http://www.hockeyalberta.ca/tournaments/)) .

A permit must be obtained both to attend a tournament and to reschedule any games that conflict with a tournament. See below.

**Important: not all games can be rescheduled. Hockey Edmonton has strict rules about how many games can be rescheduled, times when games cannot be rescheduled, and that games will not be rescheduled for tournaments within an hour of Edmonton. Make sure you are familiar with these rules, which can be found on Hockeyedmonton.ca, before committing to a tournament.**

Note that team funds are not to be used to offset the cost of families' hotel rooms for tournament travel.

**U9 teams** are limited to no more than **three** tournaments/jamborees per season. Minor hockey week and city finals do not count as tournaments.

### Minor Hockey Week

Minor Hockey Week is a city-wide tournament held every January. All EMHL community/house league teams from U9 through U18 participate. There is no fee for this tournament, but each team is required to provide five volunteers to help with timekeeping, checking off 2 shifts/player/period, or selling admission. Please submit names to your category director by December 15<sup>th</sup>.

You do not need to provide timekeepers or ref fees. You must have a PAPER copy of your hard card at each MHW game to leave with the rink manager during the game. These games will not appear with league games on hockeyedmonton.ca but may be entered as any tournament/exhibition game. You do not need to apply for a permit for this mandatory tournament.

The MHW draws/schedule should be out in mid-December. Make sure to read the rules – they are different than the regular season. Draws and rules will be posted to <http://www.quikcardminorhockey.com/>

### City Finals and Provincials

In March, U9, U11 and U13 teams participate in city finals.

For U11 and U13, city finals will run from March 1<sup>st</sup> – 17<sup>th</sup>.

The Edmonton Federation Hockey League (EFHL) U9 playoffs referred to as the “Tournament of Champions” which began in 2019 will once again continue this year during the weekend of March 5th and 6th. Since the inception of this EFHL event, EFHL member associations will provide a two-game final

weekend for all U9 EFHL teams that wish to participate in the year end Playoff Tournament. Those teams wishing to be optioned out of the year end tournament need to ensure they email Chris March at [efhlcommissioner@shaw.ca](mailto:efhlcommissioner@shaw.ca) prior to January 30, 2024, of their wishes to be excluded from the schedule. Additional information and schedules will be updated on the EFHL portion of the Hockey Edmonton website.

## KC SOUTH SPRING ON ICE HOCKEY TOURNAMENT

Hello KC South Coaches & Managers!

If you would like to participate in Spring on Ice, our association tournament, your team is guaranteed a spot. However, you must fill in the application!

If your team does not fill on an application by the date that will be determined once ice is confirmed, a spot will not be guaranteed to your team.

An email will be sent out with details and an application as soon as it's available. Once the application is submitted, you will receive an email receipt. If you do not receive the receipt, you'll need to go back to the application and double check that you pushed the submit button at the end. If you don't receive a receipt, your application will not be received. Please be sure to check for this to secure a spot for your team.

Dates for SOI 25 are not yet confirmed but will likely be March 28-29-30, 2025

KC South teams will receive a \$400 discount for their team to attend.

Entry fees have not yet been determined as we need to wait for our ice allocation before fees can be set.

If you have any questions, please email Shauna at [springonicedirector@kcsouthhockey.ca](mailto:springonicedirector@kcsouthhockey.ca)

## EQUIPMENT & APPAREL

### TEAM JERSEYS

The jerseys provided are an official uniform of KC Hockey, representing the Association, and must be worn for all sanctioned games. No individual designs or jersey modifications are permitted. Failure to adhere to this may result in a financial penalty assigned by the Association.

- U5/U7 teams are provided with sponsor supplied jerseys and socks.
- U9, U11, U13, U15 team are provided with KC South Jersey sets and socks for use during the current season.
  - HOME – Black
  - AWAY – White
- KC South Jersey sets must be returned washed with name bar removed at the close of the season.

### BEST PRACTICES

- Review sizes with player numbers; assign based on size of player not desired number.
- Wash jerseys regularly and hang them to dry. Teams may select a Jersey parent role (Each Set should have a different Jersey Parent (each Jersey Parent will receive 1 Pt for volunteering)
- Jersey sets must be stored in provided bags. Players are not to store jerseys in bags.
- Work with Association partners for any name bar, letters ( C & A)
- Enter player numbers into TeamSnap; helpful when collecting jerseys at the end of season – This must be done as soon as players receive their jerseys so we can update your Team Hard and Team Photo Roster List
- No modification or alternation of the jersey permitted

**ASSOCIATION SUPPORT:** Equipment Director

**ASSOCIATION RESOURCE:** Jersey Care Guidelines

### TEAM SOCKS

KC Hockey approved socks only. Handed out at the beginning of the season for players to use and keep. If additional socks are required, please contact the Equipment Manager.

### GOALIE EQUIPMENT

The Association recognizes the cost of purchasing equipment. To remove this cost barrier to the development of young goalies the Association provides each U5/U7 and U9 team with two (2) sets of: pads, chest/arm protectors, gloves and sticks to rotate through players during the season.

If your Goalie would like to sign out equipment for their use only during the season they can reach out to KC Head Office Equipment Managers to sign out equipment.

John McIntosh – [equipment@kchockey.ca](mailto:equipment@kchockey.ca) (P) 587 598 1523

Paul Brown – [equipment@kchockey.ca](mailto:equipment@kchockey.ca) (P) 780 720 9713

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

**PLAYER NAME BARS**

Name bar application to jerseys is optional and at the team's discretion for KC South Hockey. If a team selects not to use name bars for the season, ensure that all players (parents) receive it for future season use.

Our preferred provider for Name Bars is Alberta Sportswear – Contact Maria



Alberta Sportswear will be offering namebars for KC Hockey in the following prices for the 2024/25 season:

**DISCOUNTED PRICE:**

**U13 & UNDER**

2 inch name bars - \$10+GST/ea  
sew on / removal - \$3.5+GST/ea



**U15 & UP**

3 inch name bars - \$11.5+GST/ea  
sew on / removal - \$3.5+GST/ea



**TERMS & CONDITIONS:**

- PRICE IS BASED ON E-TRANSFER / CASH / CHEQUE
- STRICTLY FOR KC HOCKEY ONLY
- DISCOUNT CODE (KCNB2024) MUST BE PROVIDED WHEN ORDERING

**BEST PRACTICE:** Application and removal cost of name bars is captured on the Team Budget as an expense. No glue adhesive on jerseys.

## EQUIPMENT MANAGEMENT

Start of the Season: Age and draft schedule determines pick up. Arrangements are made by the Association Administrator to facilitate pick-up times.

Team Equipment Pick Up:

- Jersey Sets (Home & Away)
- Jersey Bag
- Goalie Equipment (U5/U7/U9)
- Pucks, pylons, bucket
- Socks
- First Aid Kit

## End of the Season Return

Date: March/April, at the conclusion of the season – please watch for Association communication

Equipment Items to return:

- Jersey Set (Home/Away)
- Goalie Equipment (U5/U7/U9/U11)
- Pucks, pylons, bucket
- First Aid Kit

The Association reserves the right to invoice a team for damaged and/or lost player jersey(s). If any parent or guardian fails to return an KC South Jersey, the Association may block registration for the following season.

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

**ASSOCIATION CONTACT:** Equipment Manager

## TEAM AND FAN APPAREL

Association KC South Logo is restricted to official material and approved by the Board.

- KC South Logo remains the ownership of the Association.
- Teams are not permitted to alter the KC South Logo.
- Association colours include black, white and yellow, or red as approved by the Board.
- KC South Logos can be supplied through the Association upon request.

**Our preferred KC SOUTH Apparel provider for this season is United Cycle.**

If Teams are looking to order “team” specific (ie Spartans, Gladiators, Warriors, Knights) No apparel will be handed out until funds have been received



We have 3 companies that you are authorized to order Specific Team apparel from:

- Print Machine
- United Cycle
- She's Crafting

As long as supply's last we have KC South Specific Apparel available through our Square Store at the link below. We will try to fill these orders as quickly as we can once the season starts (it could take up to 2 weeks)

[Kc-south.square.site](https://kc-south.square.site)

**BEST PRACTICE:** When planning the season apparel order, consider branding with only the KC South logo. Team logos are permitted; however, the cost and future use should be considered for all families.

## PLAYER HEALTH AND SAFETY

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

Ensure each player completes a player medical form, to be kept with the team in case a situation arises.

Did you know?

✓ Teams who want to participate in a parent versus player game must ensure they have the proper approval and/or insurance in place before the game.

### Practice and Game – Emergency Planning

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

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

Emergency Action Plan – Away Games

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

**BEST PRACTICE:** Head Coach and Manager outline an emergency response plan in the event of an injury.

**ASSOCIATION SUPPORT:** VP Hockey Ops, Category Director

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



## KC SOUTH CLUB SPONSORS

KC south hockey Association is proud to recognize our sponsors and partners.

Their support promotes and enhances the KC program!

For additional information about any of the organizations listed below, click on the logos to visit their websites.



### [Pro Hockey Life, The Ultimate Hockey Mega-Store](#)

Each player will receive a members-only pass which provides three (3) 15% off transactions throughout the year, as well as five (5) free skate sharpening's.

### [United Sport & Cycle - Edmonton's Favourite Bike and eBike Store](#)



**UNITED**  
sport & cycle

**KC**

**10% OFF**  
**STOREWIDE!**

**ONLINE CODE: KCHOCKEY2025**

**IN-STORE:** This coupon must be presented at time of purchase.

**FITLAB** AUTHORIZED SERVICE DEALER **PROSHARP** **GAME**  
**WARRIOR CCM SHERWOOD BAUER TRUE VAUGHN**

One coupon per customer per visit. Cannot be used in conjunction with any other offer, coupon, or voucher. May not be applied to goal, labour, trade-ins, special orders, bikes, exercise machines, sale, clearance, or gift cards. Cannot be redeemed for cash or credit. For a full list of restrictions please visit: [unitedsport.ca/restrictions](http://unitedsport.ca/restrictions). **EXPIRES AUGUST 31, 2025.**

**7620 Gateway Boulevard | (780) 433.1181 | [www.unitedsport.ca](http://www.unitedsport.ca)**

**ASSOCIATION DEVELOPMENT PARTNERS:**



[Get an edge up in hockey | Pivot Power Skating](#)

To book additional power skating for our team please reach out to Ada ([iceallocator@kcsouthhockey.ca](mailto:iceallocator@kcsouthhockey.ca))  
This will have to be paid for out of team funds.



[Howies Hockey Tape | The World's Highest Quality Hockey Tape!](#)



[Home | She's Crafting \(shes-crafting.com\)](#)

15% off team sales.



<https://thecanadianbrewhouse.com/>



[Edmonton Laser Tag, Mini Paintball, VR Escape Rooms and eSports - Laser City - Birthday Parties](#)

Teams can book their parties using the promo code **KCSOUTH15** to get 15% off!

**PRINT MACHINE**

[\*\*\*Custom T-Shirt Printing, Clothing & Promotional Items Edmonton | Print Machine\*\*\*](#)

**ALBERTA SPORTS WEAR**

[\*\*\*Alberta Sportswear \(absports.ca\)\*\*\*](#)