**Arnprior Minor Hockey**

**U7 Manager Guide**

**THANK YOU** for volunteering your time to be the manager for your childs U7 hockey team! If you have any questions about your role as manager please reach out to your U7 Convener at any time.

Hockey Eastern U7 Program Info:

<https://www.hockeyeasternontario.ca/players/player-pathways/u7-program/>

Hockey Canada U7 Pathway found here:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Coaching/u7-program/downloads/2020/timbits-u7-player-pathway-e.pdf>

Arnprior Minor Hockey Constitution:

<https://arnpriorminorhockey.ca/Public/Documents/AMHA_Constitution_2021.pdf>

**Respect In Sport Parent** must be completed by 1 parent of the participant before they can play. If there’s an older sibling that a parent has completed the course for in the past the new player needs to be added to their profile.

If you have completed the course for a previous season login to your profile, once in click on profile, scroll down and you will see account information, child management and re-certify Now tabs- click on the child management and at the bottom is add a child.

<https://www.respectgroupinc.com/>

As the manager you are the liaison for the parents to the coaches, convener, ice director and the entire AMHA executive. Some managers find it helpful to have a team meeting early in the season with all parents and coaches, others prefer to send a detailed email (your choice!). The team meeting is an opportunity to set expectations for your team (introduce coaching staff, show them SportsHeadz app, ask which tournaments they are interested in attending, ie how far they want to travel).

Please note team photos will take place early in the season, please watch for that email and encourage your entire team to attend even if they won’t be ordering individual photos. This ensures the photographer can capture a complete team photo.

This guide will be sent to managers at the start of their season to help you along the way, it will not include everything but is a great starting place for questions. Never hesitate to reach out to your convener if questions arise.

Thank you once again for stepping up for your child’s team and I wish you a great season! Remember the core goal for U7 hockey is to have fun!

**Bench Staff qualifications**

| **Coach**:  -Respect in Sport for Activity Leaders  -Gender Identity Online Training  -Hockey University Online Coach 1/2\*\*  -Coach 1: intro to coach  -Rowan’s Law Declaration  -Police Record Check | **On Ice Helpers**:  -Respect in Sport for Activity Leaders  -Gender Identity Online Training  -Rowan’s Law Declaration  -Police Record Check |
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| **Trainer**:  -HEO Trainer 1 course  -Respect in Sport for Activity Leaders  -Gender Identity Online Training  -Rowan’s Law Declaration  -Police Record Check | **Manager**:  -Respect in Sport for Activity Leaders  -Gender Identity Online Training  -Rowan’s Law Declaration  -Police Record Check |

Respect in sport activity leaders:

<https://heo.respectgroupinc.com/koala_final/>

Gender Identity Training

<http://www.hockeyeasternontario.ca/pages/safety/gender-identity-training.htm>

Trainer 1 course:

<http://www.hockeyeasternontario.ca/pages/trainers/level1.htm>

Coach ½ Online/:

<https://register.hockeycanada.ca/clinics>

Coach 1 Clinic:

<https://register.hockeycanada.ca/clinics>

There must be at minimum a 1:6 Qualified Coach to Player ratio on-ice at all times.

AMHA will reimburse the cost for courses once certificate and receipt are received- both are to be sent to the Treasurer. Please ensure you have received pre approval from the U7 Convener before registering for a coaching course.

**Game Play**

\*Season practices will begin in September and finish the weekend leading into March break\*

“A” group (1st/2nd year) begins game play after January 1

“B” group (2nd/3rd year) begins game play after November 15

After the above mentioned dates and once your coach feels the team is ready for scrimmages, managers can reach out to contacts provided by U7 Convener to set up scrimmages. Scrimmages are played during allotted ice times from AMHA and are NOT additional ice times.

Half ice boards or foam dividers are used to separate the ice into 2 as there are typically 2 games being played at one time. Best if managers work together to set up games during the same ice times are it is very distracting for one team to be scrimmaging and the other practicing.

Coaches/volunteers are responsible for set up and take down of the boards (they must have skates and helmets on) also ideal to organize 1 or 2 parent volunteers to pass boards to those on ice and again to receive boards and place on board cart after the game.

If using foam dividers, you MUST notify NSC prior to ice time (ideal 24-48 hours before) advising them that foam dividers are needed.

Half ice games will be played 4 v 4 with one goalie or 5 v 5 when no goalie is dressed. 2x 21-minute periods with run time, buzzer sounding every 90 seconds for shift changes.Manager is responsible to find a parent volunteer to run the clock (buzzer).

During game play there are no “refs” each team is to have a coach 1 certified coach on ice (skates/ helmet/ stick) needed and 1-2 coaches on the bench (these can be the trainer and coach 1 certified coach only) On ice helpers are NOT allowed to be on the bench or on ice during game play.

**Roster approval**:

Rosters are only approved if each participant’s parent(s) have completed the Respect in Sport Parent course, and have certified coach, assistant coaches (both MUST be coach 1 certified), trainer and manager.

**Fun Days:**

Each team typically participates in 2 Fun Days along with AMHA’s own Fun Day (total of 3). Teams are responsible to cover the costs of these. AMHA will lend funds so teams can register early however funds MUST be returned prior to the end of the season. Managers and coaches decide which Fun Days they would like to participate in.

Our Fun Day is run by all AMHA U7 teams. It is important that all managers work together to make this day successful. Parent help is essential! Stay in close contact with the Tournament convener on registration as you may be required to send out emails to fill spots.

**Ice Info**:

Any ice that is not going to be used must be returned to AMHA no less than 2 weeks before. Unused Fun Day ice must be returned 1 month before. No parent should contact the Ice Director and all inquiries should flow through the team manager (or convener).

**Budget & Fundraising**

The manager must keep track of the team budget (a simple excel spreadsheet will do). It should track all expenses (tournament fees, name bars, etc) and revenue (fundraising, sponsors, donations, etc).

Teams can choose to fundraise together or separately, all money in and out must be accounted for and tracked for full disclosure to the association and parents. Team budgets must be provided periodically to the convener and final budgets must be sent by April 30th to the treasurer and convener.

AMHA does some fundraising for the entire organization, in 2023-24 each U7 team received approximately $1000 from AMHA fundraising as well as $500 each after the completion of a successful Fun Day (this is in addition to Fun Day profits).

All funds are to be used in the season they were raised in and not carried forward to the following season. If there is left over funds (small amount) it can be sent to the convener to contribute to a family in need the following season.

At times managers may need to pay for tournaments or expenses out of pocket to be reimbursed by team fundraising later in the season. If you need assistance or would like AMHA to front the funds for your team (when possible) please contact your convener. If you have any questions about team funds/budgets please reach out to your convener.

**Equipment**

**Jerseys:**

Each player is provided with a team jersey and matching socks (to keep). Teams are given any extra jerseys in their team colour as well as a spare XL jersey to be used by the goalie. Teams can choose to add name bars to their jerseys, the convener can provide more information on this if requested.

All players must wear all required hockey protective gear as outlined by Hockey Eastern Ontario (HEO).

**Storage Locker**:

U7 on ice aids, pucks etc. are all kept in the house locker located between pad A and B- equipment director will provide you will lock info.

Equipment manager will set up milk crates with on ice pylons and blue pucks for U7 to share during ice times. Coaches can leave them in the locker or take one home to bring back and forth to practice, all milk crates must be returned at the end of the season.

**Goalie gear:**

AMHA will provide each B team with goalie gear, to be kept in the locker. Goalie gear must be returned to AMHA at the end of the season. It is the responsibility of the manager to ensure the goalie equipment is taken care of and used/stored properly.