



2019 Alberta Champions Cup

Managers Operations Manual



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Welcome Message

Thank you for attending the 2019 Alberta Champions Cup spring hockey tournament. It is our pleasure to welcome all teams, players and families to our host cities of Calgary & Edmonton to participate in what is sure to be a fun-filled weekend! The following manual will outline all of the important items that each team manager is required to review and address prior to the start of the tournament, as well as some helpful items for you to refer to during the weekend of the tournament.

Important Tournament Information

- 1) Please read through this entire manual prior to the beginning of the Alberta Champions Cup
- 2) Prior to the tournament, you are required to upload & obtain approval of your roster through www.albertachampionscup.com as well as provide the Tournament Committee with proof of valid Team Insurance, which can be scanned or copied and sent to accinfo@chanceconsulting.ca
- 3) Ensure that you have copies or scans of all your players' birth certificates or passports as you are required to show them to Arena Coordinators prior to your first game. You are also required to have them at all games during the tournament, as you could be asked to produce them at any point.
- 4) Ensure that you have your team rosters on printed labels. This requirement will help our officials and Arena Coordinators post accurate statistics. Prior to each game, you will be required to circle your starting goalie and identify who your team captains are.
- 5) The team roster submitted before your first game will be the only accepted roster throughout the tournament. Any additional players added onto the roster after the first game must be permitted and approved by the Tournament Committee.
- 6) Each game requires 4 labels, so we recommend bringing a minimum of 32 labels. This will be enough to cover the 26 needed for all games along with additional labels in case they are required
- 7) Instructions on how to print labels are outlined in the last section of this manual.

Summary of Key Dates

Date	Description	Instructions
January 1, 2019	Last Day of Early Bird Registration	www.albertachampionscup.com
January 15, 2019	Confirmation of Division Host City	www.albertachampionscup.com
March 31, 2019	Last Day of Registration	www.albertachampionscup.com
April 5, 2019	Deadline for Division Change Requests	Email accinfo@chanceconsulting.ca
April 15, 2019	Refunds Processed	Issued via Cheque / Online
April 19, 2019	Deadline to submit Proof of Insurance	Email accinfo@chanceconsulting.ca
April 19, 2019	Roster Upload Deadline	www.albertachampionscup.com
April 22, 2019	Deadline to submit Waiver & Release of Liability	Email accinfo@chanceconsulting.ca
April 26, 2019	The 16 th Annual Alberta Champions Cup begins!	Calgary & Edmonton



Sign In, Official Rosters & Proof of Age

Please upload your roster on our website: www.albertachampionscup.com

The first roster used and signed off on before to the first game of the tournament will be your official roster for the duration of the tournament. No players can be added to the roster during the tournament. Teams are required to show copies or scans of Birth Certificate's and/or Passport's for each player listed on the roster to our Arena Coordinator prior to your first game on the Friday of the event.

Underage Players

There is no limit to the number of underage players that a team is permitted.

Overage Players

Overage players are not permitted unless authorized by the Tournament Committee, prior to the tournament. In the event that a team would like to request permission to roster overage players please submit the request to accinfo@chanceconsulting.ca by **no later than April 1**.

Stats & Standings

Throughout the duration of the tournament and afterwards, all stats can be found on the Alberta Champions Cup website or through the SportsEngine app (available on iOS, Android and Google Play).

Our committee's goal is to post all statistics and standings within two hours of the game ending. In previous years, our statistic website has had unplanned issues which caused delays in the posting of stats; in the event this occurs, please refer to the Alberta Champions Cup Twitter page (@ABChampionsCup) or the Alberta Champions Cup website (www.albertachampionscup.com) for information.

It will be the responsibility of the coaches/managers to get the information from the stats board at the arena and/or tournament website as to where and when they play on Sunday for play-off games. If there are ties and the outcome of the standing will not be determined until after the last game on Saturday (all divisions), coaches/managers must check the website regarding the tie breakers and game time for playoff games on Sunday.

Please refrain from calling the Tournament Committee on Saturday evening, as everyone is doing their best to ensure the round robin standings are finalized and the teams advancing to Sunday's games are up as soon as possible. The tournament committee will issue a mass notification once Sunday's games are finalized and posted online. Once the mass notification has been issued, you are welcome to contact the Tournament Committee should you have any questions regarding the posted results. We thank you in advance for your patience and understanding during this busy time.



Games

Coaches and/or Managers are required to sign the game sheet prior to the game taking place. The game sheets will be at the tournament registration table located in the main lobby of each arena. The game sheets will be taken to the official's room 15 minutes prior to game time. **Coaches must circle the number of their starting goaltender and designate injured players with INJ next to their name and SUS for suspended players (Ex. SUS- 1 of 2).** Coaches are also required to designate who their captain and assistants are on the game sheet.

Each game for all divisions is **20-20-18 stop time periods**. A flood will occur every second period. Please note that home team is determined by the schedule, not the benches.

To ensure all games run according to schedule and to limit the possibility of having to cut the clock down, the tournament committee has introduced a "volunteer" penalty box position. This position is optional, although teams are encouraged to elect one parent / guardian to "volunteer" to help in the penalty box for their team(s) respective games. "Volunteers" must be designated in the applicable section of the "Waiver and Release of Liability" form prior to the start of the tournament. Only the designated volunteer will be permitted to enter the penalty box for each game. Further, the "volunteer" is strictly there to help the referee with the penalty box door of **their team only**. **At no point should the volunteer operate the clock or the door to the opposing team's penalty box.**

Warm Up & Pucks

Each team will get a 5-minute warm-up. If your game is scheduled for 6:00 p.m. the warm up clock will start at exactly 6:00 p.m. It is the coach's responsibility to ensure that the team is ready to go on at their scheduled time. No team is permitted to enter the ice prior to their scheduled ice time and a coach must be present on the bench.

The Alberta Champions Cup will supply pucks for the warm-up. ***Each team is required to put all pucks back into the bucket after the 5-minute warm-up and take them to the time keeper's box.***

Run Time & Mercy Rule

Please refer to the **Tournament Rules & Regulations** document for run time & mercy rule details.

Overtime

Please refer to the **Tournament Rules & Regulations** document for overtime details.



Tiebreakers

Please refer to the **Tournament Rules & Regulations document for tie-breaking details.**

Forfeits

If a team decides to forfeit a game; all opposing teams affected by the forfeit will receive a win for the game. The score for the game will be set to the maximum differential a team can receive for a single game (7-0). Because the Alberta Champions Cup has no control over a team forfeiting, the tournament will not be responsible for the lost game which this has caused on the opposing team. Goals for the winning team will be assigned to the seven players with the lowest jersey number (Ex. 2,3,4,5,6,7).

Jerseys

All Home teams must wear light coloured jerseys. If the team does not have a light-coloured jersey, the tournament committee must be notified prior to the beginning of the tournament so that arrangements with the opposing team can be made. It is the Home teams, responsibility to make sure this is done. If a team has only one jersey colour, it is their responsibility to bring pinnies to offset the colour. If there is a delay in the starting of a game, the Home team will be assessed a two-minute penalty for delay of game.

Officials

The Alberta Champions Cup prides itself on hiring the most qualified and experienced officials for each age category. The officials will be instructed to hand out bench minors and or game misconducts for abuse. **Abuse of the officials and vice versa, will not be tolerated.**

Spectators who abuse the officials and or attempt to make contact with the officials while they enter and or leave the playing area will removed from the arena and may not be permitted to return for the remainder of the game. Coaches and or managers are not permitted to enter the official's rooms to discuss the game and or calls made during the game.

Any concerns and or issues that arise from the respective game must be brought to the attention of the Arena Coordinator, **NOT** the officials. From there, arena coordinators will pass the details onto the tournament committee who will then review and if applicable contact you in regards to the issue

Games will have two on ice officials and one off ice official(s) working the time clock in the penalty box. "Volunteers" in the penalty box are only permitted to operate the penalty box door for their team. At no point are volunteers permitted to operate the time clock, the door of the opposing team, or partake in game decisions with the referees.



Playing Rules

The Alberta Champions Cup adheres to Hockey Canada Rules & Regulations to the extent that it is reasonably permitted given the nature of the event. *Since spring hockey is not regulated by any governing bodies, the Tournament Committee reserves the right to enforce, apply and amend Hockey Canada Rules & Regulations to what is in the best interest of the tournament and for all those involved.*

Birth Certificates

Each team's manager is required to have birth certificates for each player on their roster at all times. A copy or scan of each player's birth certificate or passport is permitted. Prior to the start of the first game, all teams must show their team's birth certificates or passports to the Arena Coordinator. Failure to provide this may result in expulsion from the tournament, at the discretion of the tournament committee.

Suspensions

It is the coach and/or managers responsibility to check with the Arena Coordinator to find out if a suspension is issued as a result of an on ice penalty. Suspensions are assessed by the tournament committee on a case by case situation. Please refer to the **Suspension Guidelines document for further details**. All rulings by the tournament committee are final and not subject to protest.

Admission

There is no admission fee to attend the Alberta Champions Cup.

Coach, Manager, Parent Conduct & Team Waiver

Any team officials under the influence of alcohol will not be permitted on the bench. Any unbecoming actions by a team, coach, manager or parent will not be permitted entry back into any of the Alberta Champions Cup Arenas.

You are obligated to submit your **Team Waiver** – signed and filled out with all requested information. This waiver can be downloaded from our website. Please send your waiver to accinfo@chanceconsulting.ca



Emergency Action Plan (EAP) for Facility Emergencies

During the duration of the tournament, each team's manager and/or coaching staff will be responsible for their team's individual emergency action plan. In case of a fire and or any other incident during the duration of the tournament, the team must meet outside in the parking lot. The manager and/or coaching staff for each team will be responsible for tracking their players. The manager and/or coaching staff will stay with their teams, ensure all parties are safe, and out of harm's way. Each team will stay together in the spot that they meet and wait for directives from emergency personnel. Any costs incurred as a result of said emergency will be at the team's expense.

EAP for On/Off Ice Injuries for Players & Team Personnel

Equipment Locations:

All Managers and Coaching Staff should be familiar with where medical equipment is stored in the Arena. This includes the spine board, first-aid kit and defibrillator. The Alberta Champions Cup Arena Coordinators will not perform any physical assistance to injured players. We recommend all levels of assistance to be left to medical professionals and/or emergency services.

Emergency Action Plans

Emergency Telephone Numbers:

Emergency: 911

1. Charge Person:

Each team will be responsible for designating a coach as their charge person. It will be this person's responsibility to familiarize themselves with the arena and assess all players' medical situations. Each coach will be responsible for having a binder with each player's medical history and or medications that each player is on. In case of an on ice injury, the coach will be the charge person and will assess the injury and decide whether EMS needs to be contacted or not.

2. Call Person:

The team Managers and or another designate of the team will be their teams call person. The call person must be familiar with the arena and its address etc. The call person will be responsible for calling EMS and relaying all information regarding the situation.

3. Control Person:

The Arena Coordinator for each respective arena will be the control person for any on ice situations that require EMS and other emergency personnel. It will be coordinators responsibility to discuss the action plan with the officials, arena staff and both teams involved. He/she will also designate a person to ensure that a clear route for the ambulance crew is available. The teams Coaches and or Manager from each team will discuss the incident with the players.



Non-Emergency Contact Information

All phone numbers for the following locations are **NOT FOR EMERGENCIES**. Please dial 911 for emergencies.

Calgary:

Children's Hospital

Address: 2888 Shaganappi Trail NW
Main Switchboard: 403-955-4211

Peter Lougheed Hospital

Address: 3500 - 26 Avenue NE
Main Switchboard- 403-943-4555

Rocky View Hospital

Address: 7007 14 Street SW
Main Switchboard: 403-943-3000

South Health Campus Hospital

Address: 4448 Front Street SE
Main Switchboard: 403-956-1111

Edmonton:

Royal Alexandra Hospital

Address: 10240 Kingsway NW, Edmonton, AB T5H 3V9
Main Switchboard: 780-735-4111

Misericordia Community Hospital

Address: 16940 87 Ave NW, Edmonton, AB T5R 4H5
Main Switchboard: 780-735-2000

Alberta Hospital

Address: 17480 Fort Rd NW, Edmonton, AB T5Y 6P6
Main Switchboard: 587-599-5335

Stollery Children's Hospital

Address: 8440 114 St NW, Edmonton, AB T6G 2P4
Main Switchboard: 780-407-8822

Tournament Committee Contact Information

Chance Consulting Services Inc.

- Phone: (403)-993-6067 or (403)-613-1176
- Email: accinfo@chanceconsulting.ca





How to Print Labels

We recommend purchasing Printer Labels which create 2" x 5" labels (8 labels per standard sheet). These labels can be purchased at various stores including Staples and Office Depot.

1. Open a new document on Microsoft Word
2. Go to the Page Layout tab and change orientation to "landscape."
3. Go to the Mailings tab and click on Labels.
4. In the "Address" box, type in all team players with their jersey numbers and then the head coach, assistant coaches and manager at the bottom.
5. Under the "print" section, select "Full Page of the Same Label"
6. Click Options, and enter the company that makes the slips you purchased and then go to its model number.
7. Microsoft Word will now automatically fill in the required template with your team roster.
8. Put the label sheets into your printer and print the document to produce no less than 24 labels (we would recommend extra in the event a label is applied improperly)

NOTE: There are many ways you can print labels. Most label packages which you purchase will come with alternative directions on how to print. In most cases, we recommend you follow those directions.