



2025-2026

CMHA Manager
Manual

CMHA 2025/26 Manager Handbook

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INTRODUCTION



Welcome to the 2025-2026 hockey season with Carstairs Minor Hockey Association. We would like to thank you for stepping up to assist in our efforts to make this an amazing year of hockey. Without the help of our volunteers, it would not be possible.

Your point of contact for the season will be myself, Vanessa Bortnick. You can reach me via email at managercoordinator@carstairsminorhockey.ca or by text/phone 403-816-1571. Please do not hesitate to contact me with any questions, comments or concerns.

U9 /U11 Managers -A CAHL governor will be appointed to you and will connect with you. Typically, they have a manager ZOOM meeting. You should expect to hear from them in the next week.

U7 Managers - U7's are part of the 2&27 League. This year the Host is Kneehill and they will be hosting the year end Tournament February 28th-March 1st. Your point of contact right now is myself and you will hear from the director with regards to the tournament.

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TEAM MEETING



You will want to set up a team meeting as soon as possible to cover the points below that will help determine the foundation for your season.

- Please send managers contact information to managercoordinator@carstairsminorhockey.ca so that Team snap access can be setup.
- Establish Team Treasurer and email treasurer@carstairsminorhockey.ca. They will establish a Team bank account. This role will need to accept cash call into the team account and to pay for any team expenses throughout the season. A financial report will be due at the conclusion of the season.
- Establish Team Jersey Parent (once you have been assigned a set of jersey's, go through sizes and numbers. Let parents know what is available, keeping in mind second year kids get first choice in numbers usually).
- Discuss the importance of volunteer hours and opportunities (each family is expected to volunteer 8 hours per kid, up to a maximum of 16 hours per family. There will be opportunities throughout the year such as Bottle Drive, 3 Home tournaments, year end banquet. The association emails all opportunity's as well as sign up link. (Breakdown of hours below)
- Discuss expectations of time clock and board setup/taken down (noting this does not count towards CMHA volunteer hours). Each home game you will need to have volunteers to run the timekeeper's box. I suggest a rotation input into TeamSnap.

Duty	Number of Hours Allocated Against Requirement
Head Coach	8 Hours
Assistant Coach	6 Hours
Team Manager (Split if Co-Managing)	8 Hours
Team Treasurer	4 Hours
Team Jersey Parent	4 Hours
Association Fundraising Activities	Hour for Hour
Other Association Duties	As approved by the CMHA Board of Directors

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TEAM MEETING



Below are a list of points to discuss with team and that as a manger you will need to coordiante.

- The manager will facilitate ordering the team socks through the Equipment Co-Ordinator (all at once) and to confirm sizing. This year CMHA will provide (1) one new pair for each registered player. Teams will have the option to pick “home” or “away” socks or both if the parents want to buy the extra set. The extra cost will be each player's responsibility. Payment will go directly to the team and then the team will pay CMHA in one payment from the team account. The cost per pair is \$25. Equipment coordinator contactequipmentcoordinator@carstairsminorhockey.ca
- Teams can use pant shells. The entire team needs to agree to use pants shells at a cost of \$50 per player. Sizers would be made available. There is a 2-3 week turnaround time. The team would be responsible for paying for them directly. They would be ordered through the approved vendor, Decker Hockey. You need to use the Association approved design.
- **The team must have all their players wearing the same uniform on the ice.**
- Discuss tournaments (ex: how many, when, coordinating with blackout dates, etc.) More tournament information in section below.
- Fundraising / Cash Call- Although you have paid your registration Fees your team will need funds to enter tournaments, fund special events, purchase socks or pants shells and handle year end parties or awards. Typically, each team will discuss whether they wish to raise these funds through team fundraising efforts or through a cash call (parents paying directly towards the account) The amount of funds needed will be dependent on decisions surrounding the team's expenses.
- **As manager you need to discuss the importance of no pictures in the change room EVER. In the links section of this manual there is a link to connect you with Hockey Canada Dressing Room Policy. You will also be provided a list of players who declined media consent. It will be up to you to make sure any photos submitted to the association for media purposes do not include these players or please use something like an emoji to cover their face in the Photos. The association loves to highlight players and we encourage you to send in photos and videos, we just need to respect those that declined.**



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TEAM RAFFLES / FUNDRAISING / AGLC REQUIREMENTS

Below is clarification in regards to Teams having a raffle in order to fundraise for their team. It seems a little intimidating but many teams have applied and done a raffle with no issues. Raffles are a great way to fundraise. The main points that needed to be clarified are that you in fact do need a license, watch how you are spending the money, and keep a record of transactions.

Individual teams are eligible to apply for a raffle license through the AGLC, and need to in order to legally operate any type of raffle. Here are the details:

- Teams fill out this application form here: https://aglc.ca/legal-or-not?utm_source=google&utm_medium=cpc&utm_campaign=SEM24-25&utm_term=raffle&gad_source=1
- The form can take approximately a week to get approval. If you are looking to do a raffle I would encourage you to get the AGLC license form as soon as possible.
- The License remains with the team for the full season. At the end of the season, the license is withdrawn.
- The individual team is on the hook for following AGLC requirements including any applicable reporting. The Association is not liable for any non-adherence to AGLC policy. The Association is liable for any teams that do not get an AGLC license but choose to proceed with any raffles.
- On the application form, teams should be descriptive in their name: Ie. Carstairs U11A Bruins (not just Carstairs Bruins) as similar names may result in denial.
- Funds need to be spent appropriately and cannot be spent on social functions, apparel or equipment for players. The AGLC noted that typical eligible expenses would include:
 - Referee Costs;
 - Travel Costs (bus);
 - Tournament registration costs;
 - Additional ice-time

Funds cannot be spent on jackets, team dinners, coaches gifts, team building activities etc. Anything the player would keep at the end of the year is ineligible

- If your team is planning on running a raffle, could you please email managercoordinator@carstairsminorhockey.ca and let me know
- **Teams are prohibited from running a 50/50 raffle by CMHA Policy.**

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TOURNAMENT INFORMATION / DATES



Book tournaments as soon as possible as they fill up quickly, and don't forget to book Hotel Room Blocks early.

- Please discuss with the coaching staff what their schedule will permit regarding tournaments. We have 3 home tournament dates – Dec 12-14 2025 U11B, January 16-18 2026 U9A, February 20-22 2026 U9B/C. February 28-March 1 2026 U7. *Note these tournaments are not optional. U7 does have an entry fee around \$1000.00 to plan for.
- Please note that if your division has a home tournament these days would need to be part of your black out dates you supply to governor.
- The listing for tournaments can be found at <https://www.hockeyalberta.ca/tournaments/>. You will have to submit the dates of your tournaments by the end of October (more info will come from your governor). You are allowed 2 weekends to “blackout” anything else will have to be booked during the CAHL weekend off that can be found at http://cahlhockey.net/page.php?page_id=63464. Below is a snip it of the seasons critical dates.
- Ensure NO tournaments are entered during the tiering round. Also, NO tournament entries are allowed for the first TWO weekends or the LAST weekend of the regular season!
- You will need a travel permit when attending tournaments. Email registrar Brittany registrar@carstairsminorhockey.ca with tournament sanction number, date, and team. She will then apply to hockey Alberta, and you will receive an email from hockey Alberta - saying it has been submitted then another one saying it has been approved. This needs to be done in advance AT LEAST a weeks notice is required.

2025/26 CAHL Season Critical Dates - updated June 9, 2025

Season/Playoff Dates	<i>See below for the specific age division details</i>
Tiering Break	November 14 - 16, 2025
Christmas Break	December 22, 2025 to January 1, 2026
U9 Weekend's Off	November 14 - 16, 2025 & February 13 - 15, 2026
U11 Weekend's Off	November 14 - 16, 2025 & February 13 - 15, 2026

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EXHIBITION GAMES



CMHA is committed to providing ample and fair opportunities for each team in the Association to host exhibition games.

- Respecting that the CMHA is limited in available funding and available ice slots, the CMHA Board will budget annually for each team to receive a maximum of two (2) exhibition game opportunities. This budget will include the expense of ice time and referees that would be required for that respective age group. For greater clarity, teams will not be provided with an ice slot or number of referees that would be inconsistent with their league requirements. Dates available are communicated usually by the Ice Coordinator icecoordinator@carstairsminorhockey.ca
- Any teams wishing to schedule an exhibition game shall contact the Ice Scheduler and Referee Coordinator to make appropriate arrangements.
- Teams seeking additional exhibition games beyond the two provided shall be responsible for funding these games at their own cost and shall only be permitted the opportunity if there is ice time not required for any Association league games, other teams using their exhibition game opportunities permitted or for any other association requirements.
- **No exhibition games shall be scheduled for the first weekend following the establishment of teams to permit for player and team registration processes to be completed. First home exhibition games available will be October 4 and 5.**
- If you are hosting an exhibition game you will need a permit obtained from the registrar- send the team you are playing contact info, HCR #, date, time and location via email.
- **It is no longer required to obtain a Travel permit for Exhibition games.**
- The rates for officials can be found at https://officials.hockeyalberta.ca/uploads/source/Officials/Rates/FINAL_-_2025-26_Hockey_Alberta_Officials_Rates_v2.pdf
- To find opponents for exhibition games you can look at the CAHL website (this does take some time for them to get everything up) so in the meantime you can look at the opposing association website and email the president or registrar to get you in contact with the corresponding teams manager.
- If you are the home team for the exhibition game, you will need to print off a game sheet here <https://cloud.rampinteractive.com/cochranemha/files/2020%20scorebook%20and%20scratch%20sheet%20proof%20%281%29.pdf>

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CAHL GAME POSTPONEMENTS,
CANCELLATIONS, & WEATHER
RELATED GAME RESCHEDULING



Game Rescheduling

It is important that the Team Manager understands the requirements, to be available and follow the CAHL game schedule.

Your team must be available to accommodate for any game changes during the tiering round and for the first two weekends and the last weekend of the regular season. Your team is welcome to go to tournaments on the tiering break weekend in November and weekend(s) you have submitted to the League Scheduler that have been approved.

CAHL understands that there are times when rescheduling a game is required. All that is required is that you follow the game postponement or change procedures and policy. You are allowed two game changes per regular season.

The Manager shall contact the Governor or the opposing Team Manager with their request. The appropriate Game Change Request form shall be completely filled out and submitted to the Governor. These forms can be printed off the CAHL Website. The Governor will either approve or not approve the change and notify the Team Managers within 24 hours.

Please see the CAHL Policies and Regulations requirements for game changes for further details.

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CAHL GAME POSTPONEMENTS,
CANCELLATIONS, & WEATHER
RELATED GAME RESCHEDULING

Weather Related Game Rescheduling

Weather Related Game Issues – As per CAHL policy you do not have the authority to cancel a game. Please follow the policy below:

- Officially the CAHL does not tell a team they have to travel, and we do not cancel or postpone games either because of Weather. We are not in the vehicles that must travel to the other locations; the traveling teams need to decide not us.
- Governors will not approve any cancellation of any games due to weather; as well not advise any team they must travel. The travel team must decide if it is safe to travel or not.
- Officially, The CAHL Weather Policy is: Game Regulations section 9 L part 4.

In the instance that a significant poor or bad weather event has happened or imminently will happen in the area a visiting team must travel to or through to get to a scheduled CAHL game, Section 9 L, part 4 / 4a above and the remaining portions of this policy will not come into effect if:

1. There is agreement in writing (email is acceptable) that both CAHL members (both Team Managers/Coaches and both CAHL Directors or their designate) feel that it is not safe to travel and
2. A detailed written agreement (email is acceptable) is forwarded to the responsible Tier Governor, Division Lead Governor and Division Vice President that identifies the agreement and the efforts to reschedule the game happen as soon as practical and
3. Both parties split the costs evenly of the Ice and Referees for the game affected by the weather. The Home Team Member will invoice the guest member for 50% of the game costs associated with the weather interruption.
4. The Visiting team member will have 30 days to pay the invoice or the remaining portions of the policy rule may apply.

Please visit link <http://cahlhockey.net/> and go to forms for Game Change forms. If you are the home team, you should also be in contact with your Ice Scheduler, and Referee Coordinator to let them know what is happening.

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U7 2 & 27 LEAGUE RULES



League Games

- Games will consist of two (2) 30-minute straight time periods, with a 5-minute warm-up. A 1hr 15 min minimum ice time allotted for game play.
- Modified Ice as per Hockey Canada mandate, up to a maximum ice surface of 100x85
- Blue 4-ounce puck must be used.
- 4 on 4 play with a goalie.
- The teams will face off only at the beginning of each period.
- Buzzer will sound every 2 minutes for shift change and play will be continuous.
- Players can only score a MAX 3 goals per game. If a player exceeds 3 goal max the puck will be tossed into the corner and play will continue. It will be up to the coaches to ensure the 3-goal cap is followed.
- Score will not be shown on the scoreboard.
- Having a coach on the ice to help players while the game is on is team optional.

Goaltending Rules

- No goalie equipment is allowed with the exception of a goalie stick.
- Goaltenders can NOT lay across the bottom of the net. This is the coaches responsibility to monitor.

Home Team Responsibilities

- The home team will supply pucks for warm up.
- The home team will supply a timekeeper.
- The home team will supply 1 on ice official per game.

Year End Tournament Planning

During the season, it is the managers responsibility to email the 2/27 Representative of the outcome of the game played. This is to ensure that like-teams will play in the year end tournament.

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HELPFUL LINKS



- [CMHA Website](#)
- [CMHA Hockey Operations Policy](#)
- [CMHA Code of Conduct](#)
- [CMHA Disciplinary Policy](#)
- [CMHA Expense Reimbursement Policy](#)
- [Hockey Canada Dressing Room Policy](#)
- [CAHL Website](#)
- [CAHL Critical Dates](#)
- [Familiarize yourself with the CAHL rules for your division \(U9&U11\)](#)
- [CAHL Manager Handbook](#)
- [U9 league schedule](#)
- [U11 league schedule](#)