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CLOVERDALE MINOR HOCKEY ASSOCIATION
MANAGERS MANUAL



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WELCOME MESSAGE

Cloverdale Minor Hockey Association (CMHA) would like to welcome you to your role as Team Manager. The Team Manager is one of the most critical members of a hockey team, and we would like to thank you in advance for volunteering your time to serve your team in this capacity. This role is central to the team, and the Manager is responsible, either personally or through delegation, for all off-ice tasks.

The purpose of this manual is to provide you with guidelines and information that will help to make your job easier. Your Division Manager is also available to answer any questions or help with any concerns that you may have throughout the season.

ADMINISTRATIVE MANAGER & BOARD OF DIRECTORS

Glenna Weiss is the Administrative Manager, Glenna's contact information is:

Email: cmhaadmin@gmail.com

Office: 778-565-1039

FAX: 604-677-5426

If needing to send payment, receipts or documents to Glenna you can drop in the CMHA Executive Mailboxes at the Cloverdale Arena or mail to:

PO Box 34005
17790 No 10 Hwy
Surrey, BC, V3S 8Z1

A full list of current CMHA directors and managers can be found on the Cloverdale Website under the Board of Directors tab on the left hand side, link:

<http://www.cloverdaleminorhockey.com/leagues/directors.cfm?leagueID=0&clientID=1433>



TEAM ROSTER & OFFICIALS

Registration is done in conjunction with BC Hockey, and its deadlines are absolute and out of our hands. The "C" level teams are rostered immediately following the draft by the Division Directors and the Registrar. The Team Manager plays a more critical role in this process for the Rep level teams. It is imperative that the Rep Team Manager works closely with the Division Director throughout the evaluation process to ensure that the team is rostered in a timely manner.

Once any changes are finalized, the Registrar will send you an updated roster for your team as it appears in the Hockey Canada Registry. It is the Managers' responsibility to review the roster and advise the Registrar immediately of ANY changes that need to be made.

To ensure all our players are safe and receiving appropriate role modeling, the CMHA Executive gives final approval for all Team Officials.

As CMHA pays fees to Pacific Coast Amateur Hockey Association (PCAHA) for each rostered Team Official volunteer, CMHA will cover up to five rostered personnel on each team. Any number above this limit will need to be approved by the Executive, or paid for by the team.

** for 2016-2017, the Executive has approved rostering up to 8 Team Officials.*

As a volunteer working with children, each team official has certain requirements that must be met by December 1st. PCAHA will assess penalties and/or fines if teams do not have officials with the required qualifications in place by the deadline. For teams that have divisional playoffs, they can be (and have been) disqualified. It is very important to get this done sooner rather than later.

As this is always an evolving process, we recommend you refer to Coach Qualifications & Clinics for up-to-date information:

http://www.cloverdaleminorhockey.com/leagues/custom_page.cfm?leagueID=0&clientID=1433&pageID=9076

To receive reimbursement for any of the qualifications, e-mail the receipt along with your name, team info and mailing address to the CMHA Administrator – **cmhaadmin@gmail.com**.



TEAM MANAGER

The Team Manager is responsible for keeping the team's personal information. It is a good idea to create a binder with all the forms and documentation handy, including:

- ✓ Team Roster
- ✓ Contact Lists:
 - Team
 - CMHA (Division Director, Referee Allocator)
 - PCAHA (League Manager)
 - BC Hockey
- ✓ Game sheets
- ✓ Schedules
- ✓ Arena information, maps
- ✓ PCAHA Rule Book
- ✓ CMHA Policies
- ✓ Incident Forms
- ✓ **Rep Carding Fees** (Rep Teams Only) – \$275.00 cheque per player payable to CMHA for "A" rostered players only (Affiliate Players from "C" teams do not pay carding fees). These cheques need to be submitted to Glenna by October 15th. Rep Carding fees are used to cover BC Hockey card fees, extra ref costs and a portion of extra ice costs. Please contact your Division Director if you have any questions on Rep Carding fees.

TEAM MEETING

We recommend that the coaches and managers set up a meeting with the parents and players at the start of the season to address expectations for the team and parents, and so the parents can provide input regarding their expectations as well.

This is a time to go over additional Team Volunteer positions that WILL be needed throughout the season.

It is also an opportunity to ensure all the contact information is correct and up to date (i.e. the parent's e-mail address, not the player's), especially with the older age groups.



TEAM WEBSITES

CMHA now uses TeamSnap both for the Association website and all of our Team websites. This service is now provided free to all our teams.

When a Team Manager is named, the Division Director will add that person to the team with Team Manager rights, and invite them to join the team on TeamSnap.

The Head Coach is usually also set up with Team Manager rights.

Please DO NOT set players to have Team Manager rights, as we use that setting to send targeted emails to just Coaches and Team Officials throughout the season.

The team management portion of TeamSnap can be used to track much of the above information, team payments, tracking of forms, and several other uses.

HOCKEY CANADA SAFETY PERSON (HCSP)

- Ensures that each player has completed a Player Medical Information Form, and carries these forms and the team first aid kit on every outing. (a Team Binder is recommended for this)
- Implements an Emergency Action Plan for the team and through this is prepared to react in the event of accidents, injuries and medical emergencies.
- Manages all injuries, learns to recognize serious injuries and refers injured players to qualified professionals.
- Provides BC Hockey injury report forms to player/parents when there is an injury. Ensures they are completely filled out and forwarded to BC Hockey to ensure the player is also covered by Hockey Canada's supplemental insurance. Note: IT IS THE PARENTS RESPONSIBILITY TO SUBMIT THE FORM TO BC HOCKEY.
- Ensures that any player returning from an injury has completed a Return to Play form.
- Maintains and updates the team Injury Log

There must be an HCSP qualified person at every BC Hockey sanctioned event the team takes part in (even fundraising!).



OTHER TEAM VOLUNTEER DUTIES

There are many things to be done throughout the season, and it is recommended that the Manager obtain additional parent volunteers from their team at the beginning of the season to help out. Most parents will be prepared to volunteer in some capacity. A good rule of thumb is that each family should take on one task.

Some of the tasks include:

- Treasurer (need 2 signing authorities)
- Timekeeper/Scorekeeper
- CMHA Tournament Representative
- Fundraising Coordinator
- Team Event Organizer

TEAM TREASURER DUTIES

- Must not be related to team officials, though the 2nd signing officer can be.
- The Treasurer is responsible for preparing a budget for the season, opening bank account in the team name with 2 unrelated signing officers and for maintaining an accounting of the income and expenses for the season.
- The account MUST be opened in the name of the team (i.e. Bantam C2 or Cloverdale Colts A3). A letter confirming the team name and signing officers may be required and can be requested from CMHA's Treasurer.
- At the end of the season, the Treasurer needs to provide a final accounting of team funds to the team and to the CMHA Treasurer. It is also recommended that interim reports be provided to the team during periods of high activity in the account. Budget templates can be found on the team manager page:
http://www.cloverdaleminorhockey.com/leagues/custom_page.cfm?leagueID=0&clientID=1433&pageID=13345

At the start of the season, the coaches and parents must approve a budget for the upcoming season. Some of the items to be considered include:

- Tournament Fees = # of tourneys X cost (generally around \$750-\$1250 per tournament)
- Referee Costs for Exhibition Games – refer to PCAHA fee schedule
- Administrative (stamps, envelopes, labels, bank fees, etc.) - +/- \$30
- Purchasing additional ice time (optional for house, Rep teams need to budget to cover the cost of 1 additional practice ice per week)
- Player's gifts for end of season (optional)
- Player's apparel like track suits, jackets or hoodies (optional)
- Team Christmas Party (optional)
- Team Wind Up Party (optional)



Typically each family will contribute \$100-\$200 immediately to create a start up bank account (Rep teams are significantly higher). Receipts should be attached to the budget sheet for all expenses incurred.

TIMEKEEPER/SCOREKEEPER DUTIES

(H1 through H3 require a timekeeper only).

It is the home team's responsibility to provide a Timekeeper and Scorekeeper for all home games. Many teams assign one person the responsibility of coordinating the schedule to ensure that the roles are filled for every home game. While instructions on how to operate the score clock are posted in the score box at SSLC and Cloverdale, it is best if the people assigned to the task of timekeeper are familiar with how to operate the clock.

CMHA TOURNAMENT REPRESENTATIVE DUTIES

CMHA hosts a 'C' level tournament for all divisions, and Rep level for the Tier 3 Midget and Bantam Rep teams. All Cloverdale teams are required to participate, and every team will need at least one (two is better) representative for their division's Tournament Committee. This generally involves attending meetings prior to the tournament (generally 3 or 4), assisting with the organization and set up as well as ensuring your team meets its volunteer requirements for the tournament.

FUNDRAISING COORDINATOR DUTIES

Fundraising can be raised via many activities, the most popular being pub nights or 50/50 draws. It should be discussed with the team when deciding on the budget what activities they want to participate in (i.e. number of tournaments), and how they want to raise the additional funds (fundraising or write a cheque). Any team wanting to sell 50/50 tickets or similar raffles must apply for a Class D license from the British Columbia Gaming Policy and Enforcement Branch

NOTE: If a team requires a gaming license to be submitted under the CMHA Gaming Account (usually due to expected revenues), there will be a tariff payable to the Association for that gaming event, in the amount of 10% of the proceeds. This is to cover off administrative burdens on the Association that are required to ensure that all gaming activities under our license are correctly administered, and the appropriate filings for those activities are submitted correctly, and in a timely fashion.

TEAM EVENT ORGANIZER DUTIES

There are many activities that your team may want to participate in. It is helpful to have someone assigned to coordinate and organize everything from out of town accommodations for tournaments to the year-end party.



Activities for the younger teams can include mini games between periods at a Canucks game to special seating at a Vancouver Giants game. Older teams may choose to add in sessions of dryland training or a visit to The Grind.

Be aware that events that fall outside of regular hockey programming (such as those mentioned above) are, for BC Hockey insurance purposes, considered 'Special Events'.

For each of these events, teams must ensure that a Special Event Sanction Request Form is submitted to the BC Hockey office at least 7 to 10 days prior to the event.

The approved form will be returned to your Division Director, who will in turn forward it on to you.

The link to the form:

<http://www.bchockey.net/RiskManagement/SpecialEvents.aspx>

OTHER FORMS

Player Medical Information form is now replaced by the online ePact system. The CMHA Risk Manager will grant access to all Team Officials to the system.

Team Code of Conduct form is also located on the website under HCSP/Risk Management. With the new registration process, each player is required to confirm that they have read and understood the Code of Conduct when they register. However, having the Players and Parents additionally physically sign the Team Code of Conduct during your initial team meeting allows the expectations for the team to be discussed and understood by everybody at the beginning of the season.



EQUIPMENT

JERSEY & EQUIPMENT DISTRIBUTION

The coaches will be advised the dates and times for jersey and equipment pick up by the Equipment Manager. Each team will receive:

- ✓ Jerseys (2 sets for Atom through Juvenile Home/Away, 1 set for Initiation)
- ✓ Socks
 - ✓ First Aid Kit
 - ✓ Game Sheets
 - ✓ Pucks
 - ✓ Goalie equipment (Initiation only)
 - ✓ Key for your Division mailbox (located at the bottom of the stairs at the Cloverdale arena)

Coaches need to provide both a \$50 and a \$100 deposit cheque dated the end of March of the following year, which is returned/shredded when all equipment is returned in good order.

If you have any questions or concerns regarding jerseys, contact the Equipment Manager as listed on the CMHA website.

CARE OF JERSEYS

Please be sure to inform your parents of CMHA's expectations for jersey care: Jerseys must be hung to dry after washing. "C"'s and "A"'s are to be gently stitched on, NOT ironed on. "C"'s and "A"'s are to be carefully removed before returning jerseys in at the end of the season.

Initiation and Atom 'C' teams may use team Last Name Bars on jerseys, but they must be placed on the bottom of the jersey (may not cover the STOP patch), and are to be gently stitched on, NOT ironed on. Name Bars are to be carefully removed before returning jerseys in at the end of the season.

NOTE: Special consideration for ScotiaBank patches or other sponsorship will be considered with CMHA Executive approval.

*** removal of stitched on items that causes damage to a jersey may result in forfeit of jersey deposit ***



ICE ALLOCATOR

UNDERSTANDING THE ICE ALLOCATOR/OBTAINING ADDITIONAL ICE

In order to gain full access, visit iceallocator.com to get a User ID and password. Once you have this, login to CMHA's portion of the ice allocator site.

You will need an Ice Allocator account to book extra ice for exhibition games or ice that is for sale/subsidized.

Beside "Product", Select Cloverdale MHA

Enter your User ID and Password, and then select "Login"

There will be two toolbars at the top. In the grey toolbar select the "extra" button.

You will now see two buttons indicating "sale" and "subsidized". If you look at the "sale" button, it will show you all of the available ice times that your team can purchase and the associated cost. If you click on the "subsidized" button, you will get a list of all available ice that you can get for free. Generally, any ice that is not booked and is less than a week away is posted for free.

If you see any ice that your team would like, send an email to the Ice Allocator identifying your team and which ice time you would like. The Ice Allocator will confirm back to you whether your team gets that ice time or not. Due to the number of requests, it is requested that you send your request by e-mail.

Should your team find ice times at another facility or outside CMHA'S standard times that you would like to rent privately, please note that to ensure proper insurance coverage; you MUST contact the Ice Allocator to make these arrangements.



ADMINISTRATION OF GAMES

TEAMLINK

Managers for teams that are H2 level and up will need to enter the information from their Home game sheets on this webpage, within 24 hours of game being completed. The link is on PCAHA home page under TeamLink. Click on New User and follow the instructions to setup an account.

TeamLink is directly linked to the Hockey Canada Registry (HCR). The importance of ensuring your roster is accurate, as previously mentioned, will come into play here as information that is incorrect in the HCR will also be incorrect in TeamLink. While entering data if you find any discrepancies in your roster please contact our Registrar.

TeamLink also shows schedules and lists the penalties your team has accumulated. You can keep track of your players' records here, which is critical when dealing with a player with more than one suspension over the course of the season. Please check the PCAHA Handbook for their "Summary of Penalty Types and Automatic Suspensions."

GAMESHEETS

It is the responsibility of the home team to provide a score sheet at the beginning of the game. DO encourage your volunteer to turn it over and READ! There is lots of helpful info on the back as to how to properly fill it out.

The manager should fill out your team's information and then provide the score sheet to the visiting team's Manager for completion. You are responsible for ensuring that the sheet is accurate. Please fill out the player names in last name ALPHABETICAL order.

Be especially vigilant if you have suspended players or affiliates. See the PCAHA Hand Book for details on these issues. You can create labels with player's names and numbers and stick them on game sheets. This is less time consuming and efficient, however, it is important it is updated for each game to take into account missing players, affiliates or jersey number changes (for example, if a player has forgotten their jersey)

Referees expect the sheet to be available to them from the scorekeeper's bench at least 15 minutes prior to game start. You should also carry additional game sheets, especially at Midget and Juvenile games where penalty minutes may exceed the room allocated.



At the conclusion of the game, the referee(s) must sign off the game sheet and the Away Team must be given their copy. It is the Manager's responsibility to mail, fax or scan game sheets to your League Manager.

The top 2 copies of the game sheet are to be mailed to your PCAHA League Manager within 24 hours of the game being played. It is recommended to keep labeled and stamped envelopes in your Manager's binder so these can be dropped off in the mailbox on the way home from the game.

If you are playing a team outside of our PCAHA Division, you must also send in one copy of the game sheet to your PCAHA League Manager with both the opposing team and your game numbers on the sheet (the other team will send one copy to their PCAHA League Manager).

Note that if your game sheets are not received in a timely manner, the League Manager, at their discretion, may refuse to provide Tournament Permission Numbers or Exhibition Game Numbers.

In Hockey 2 and Hockey 3 no score is to be kept so only the game information and team roster sections of the score sheet are to be completed. Please cross out the "Scoring" Section and instruct Scorekeepers not to record any information in this section. Additionally, the arena scoreboard should be used solely for keeping track of the time left in the period and for regulating the 2-minute buzzer for these two divisions.

In Hockey 2 and Hockey 3, all games are to be stop time under the 2-Minute Buzzer Rule. Teams may not "mutually agree" to play without the 2-Minute Buzzer Rule. At the expiration of each 2-minute shift, the Timekeeper will sound the buzzer to signal the end of the shift and the referee will stop play immediately. The face-off to begin the next shift will be at center ice. Period times under the 2-Minute Buzzer Rule are as follows:

Ice time	Warm-Up	First	Second	Third
1 hour	5	12	12	16 (or ½ of time left rounded to nearest even number)
1 ¼ hour	5	14	14	16 (or ½ of time left rounded to nearest even number)

For Hockey 4, the score may be recorded, but no standings are kept or published for any league arrangements, tournaments or jamborees. The score of the game may be recorded and posted, but if the goal spread exceeds 5 goals, no more than



a 5-goal spread may be posted on the scoreboard. Instructions for scorekeeping as well as abbreviations are shown on the back of the game sheet.

In Hockey 4, period times without the 2-Minute Buzzer Rule are as follows:

Icetime	Warm-Up	First	Second	Third
1 hour	5	10	15	15 (or ½ of time left)
1 ¼ hour	5	15	15	15 (or ½ of time left)

REFEREE & LINESMEN

It is the responsibility of the Home Team manager to pay the referees/linesman fees per the PCAHA fee schedule for their specific division. The referee and linesman should be paid in cash at the end of the game with the correct change for each official. It is recommended to purchase small envelopes and have an envelope for each official so that the change doesn't get misplaced. Please check for game officials 15 minutes before game time to see if they have arrived. If they are not there, you can approach officials from the game before you to see if they are available to stay. Please report any no-shows to the Referee Assignor. Check the fee schedule carefully. If fewer than the number of officials who are mandated to be there show up, the fees and their distribution changes slightly. You'll need to be prepared for this.

Who pays for the Referee & Linesmen Fees?

You will receive a cheque in your Division mailbox from CMHA for the majority of your referee fees at the start of the season, unless otherwise notified. Referee fees provided to you by CMHA are for league home games only. Exhibition games are paid out of general team finances and not reimbursed by CMHA.

Referee/Linesmen Payment Schedule

Referees fees are paid based on PCAHA's fee schedule and are different for each Division. Referee allowances can be accessed on the PCAHA website:
http://www.pcaha.bc.ca/bulletins13/2013-2014-Bulletin_4-Referee_Expense_Allowances.pdf

How to book officials

H3 through Bantam C

Refer to the CMHA website, The Ref's Circle to contact your Referee Assignor if you have not received instructions from your Division Director.

It is important to contact your CMHA Referee Assignor as soon as possible with your schedule so they can book referees for your games. Minimum 72 hours advance notice is required: without it, you cannot assume you will be able to get officials for your game. The e-mail should contain the following information:



-
- ✓ Your contact info (including cell # in case of last minute changes)
 - ✓ Date of Game
 - ✓ Time of Game and Duration
 - ✓ Location of Game
 - ✓ Home Team
 - ✓ Away Team
 - ✓ Game Number (no referees will be assigned without a game number)

http://www.cloverdaleminorhockey.com/leagues/custom_page.cfm?leagueID=0&clientID=1433&pageID=8781

Please advise your Referee Assignor if fewer than the assigned number of on-ice officials attends your home game.

Bantam A3 and above (incl. Midget C)

Bantam A3 and above have officials pre-assigned by the PCAHA Referee Assigning Coordinator. The only time you need to book a referee is if you have an exhibition game and you receive a game number less than 72 hours in advance. The PCAHA Referee Assignor for Cloverdale Minor Hockey can be found on the PCAHA website, Referee Information/List of Assignors.

Fill out the PCAHA Online report if fewer than the required number of on-ice officials attends your home game.

EXHIBITION GAMES

At the beginning of the season, there will be exhibition games set up for the "C" teams by the association prior to the start of the League Schedule. Teams are also allowed to set up their own Exhibition Games. For Exhibition Games it is the Team Manager's responsibility to obtain an Exhibition Game Number by e-mailing and requesting a game number from your PCAHA League Manager, and to make arrangements for referees if you are the home team. The cost of referees for exhibition games is to be paid for by the teams.

Exhibition games require a game number (from your League Manager) and referees need to be booked 72 hours in advance by the home team. Referee/linesman fees must be paid from the Team account, not by the fees given to you by CMHA.

There are specific rules around exhibition games that you should know. Please refer to Section L of "Minor Hockey Rules and Regulations" in the PCAHA handbook before booking.



(Inter-association games may not be played prior to November 1st for Hockey 2 and October 15th for Hockey 3 and 4). For H1- H4: When calculating your maximum allowable games be sure to include all exhibition games

Referee and Linesmen will also need to be booked through the Referee Assignor.

LEAGUE GAMES

For all league games the Game Numbers will be provided by PCAHA.

Once the schedule has been issued, the CMHA Treasurer will prepare referee cheques and distribute them to the teams through the mailboxes at Cloverdale Arena. All home teams are responsible for paying the referees at game time.

All league games **MUST** be played. If you need to reschedule a league game, it is important to notify the other team as soon as possible as well as contact the Ice Allocator immediately to request another ice time and to let the Referee Assignor know; refer to Referee Assignor's process.

Your job as Team Manager is to ensure games run as smoothly as possible, from pre-game prep to at-the-game organization. The following is a quick guide to what you will need to do for each home game:

Pre Game

- ✓ Secure affiliate players if necessary (Rep Affiliates **MUST BE ROSTERED** by the registrar **PRIOR** to playing)
- ✓ Ensure you have volunteers for game clocks & the game sheet
- ✓ Ensure game sheet filled out

At the Game

- ✓ Ensure money to pay referee/linesman fees are at the Scorekeeper's bench. (home games only – must be exact change)
- ✓ Ensure jersey colours do not conflict (always bring both sets of jerseys)
- ✓ Ensure your game sheet info matches the players who have been dressed (critical in the case of suspensions and affiliates)
- ✓ Monitor off- ice conduct of parents and players

Post Game

- ✓ Ensure dressing rooms left clean
- ✓ Submit game sheet to League and enter info in Teamlink within 24 hours
- ✓ For away games, your responsibility is to ensure all players arrive on time and at the right arena, and that the Visitor section of the game sheet is properly completed. Arena maps can be found on our website under Links.



FOR H1 THROUGH H4 ONLY

ALLOWABLE NUMBER OF GAMES

PCAHA sets annual guidelines for the number of games that teams are allowed to play during a season as set out below. Please note that these numbers include all games (i.e.. exhibition, league and tournament).

Hockey 1 – No formal games permitted – scrimmages only

Hockey 2 – 25 Games Total with a Maximum of 2 tournaments

Hockey 3 – 30 Games Total

Hockey 4 – 35 Games Total

LEAGUE SCHEDULE

You will receive your league schedule at the PCAHA Coaches/Manager's Meeting as per the following. When calculating your maximum allowable games, be sure to include all league games.

Hockey 1 – No Formal Games – Jamborees only at the discretion of CMHA/PCAHA

Hockey 2 – 6 assigned League Games commencing after Christmas Break

Hockey 3 – 13 assigned League Games commencing the weekend

Following Remembrance Day

Hockey 4 – 13 assigned League Games commencing the weekend

Following Remembrance Day

In order to ensure that our beginning referees are gaining game experience, it is preferred that all games are officiated by carded referees (rather than coaches of the participating teams). Hockey 2 through 4 should have all of their games officiated by carded referees. Please remember to notify the Referee Assignor as soon as possible of any changes and/or cancellations to your game.

CANCELLING/RESCHEDULING GAMES

Unfortunately, it seems to be the "nature of the beast" in hockey that schedule changes, etc. come about. Should you be in a situation that you need to change schedules for one of your games, please consider the following: If it is short notice (i.e.. less than 4 days before the scheduled event), do not use e-mail to contact the other team. Phone them and make sure you reach someone on their team so that they have time to contact all of their parents.

If applicable, let the Ice Allocator know

- ✓ Advise the Referee Assignor
- ✓ Advise the PCAHA League Manager if a game number is not going to be used (exhibition game).
- ✓ Advise the PCAHA League Manager if the game is being rescheduled (league game).



PCAHA LEAGUE MANAGERS & INFO

We are in the Fraser Valley West Division of PCAHA (Pacific Coast Amateur Hockey Association).

You will be dealing with your PCAHA League Manager (LM) for obtaining game numbers, tournament numbers, as well as requesting clarification on any rules.

To find contact info for your league Manager, go to www.pcaha.bc.ca and click on "Fraser Valley West". The League Managers for each division will be listed there (note that your LM may change when you are tiered, so check after each re-tiering). Rep Teams will find their info on the top right and should check their corresponding division under the 'A' group.

You will need to know your PCAHA Team Number for any of your dealings with your PCAHA League Manager, as well as for game sheets, etc.

Example: Bantam CD3
Bantam = Division
CD = Cloverdale
3 = House Team number 3

AFFILIATE PLAYERS

Affiliate players are CMHA registered players who temporarily play with teams in a higher division or level. There are different rules for C and Rep hockey and for different divisions. Affiliates can only be used under specific conditions. Before arranging an affiliate, please read Section C "Hockey Rules and Regulations" in the PCAHA handbook carefully. Rep Team AP's MUST be rostered prior to the AP attending any practice or game with the affiliating team.

Affiliates must be marked "AP" on the game sheet.

Initiation players (H3/H4) playing up in H4/Atom are considered 'Casual Players', and are marked as 'CP' on the game sheet.



TOURNAMENTS

TOURNAMENTS – CMHA

Cloverdale Minor also puts on a number of tournaments during the year. Check the CMHA website under Tournaments to find your Division Tournament Dates.

- Midget Memorial Tournament ("C" and Tier 2 or 3 "A")
(if we have 2 Midget A teams this is A2, if we have 3 teams it is A3)
- Bantam Ice Crusher "C" Tournament PeeWee "C" Tournament
- Atom "C" Tournament
- Initiation Spring Break Tournament

Participation of all "C" teams and the Midget A2/3 teams is mandatory. CMHA teams are required to pay the entry fee for their respective Division tournament. As hosts, the parents are also expected to be involved in all aspects of their tournaments as volunteers.

TOURNAMENTS – OTHER

During the year, there are a number of tournaments your team may choose to play in. All costs related to tournaments are solely the responsibility of the team.

It is recommended that you register for your tournaments early as they fill up quickly – especially for the Rep Tier 2 and Tier 3 teams.

For H2 – H4, when calculating your maximum allowable games, be sure to include all games from each tournament.

Hockey 2 and Hockey 3 are not eligible to participate outside the geographic area of PCAHA.

Hockey 4 teams are permitted outside the geographic area of PCAHA; but travel is not encouraged.

Most tournaments will ask you to provide the following:

- ✓ Your team roster
- ✓ Your Tournament Permission #
- ✓ *A digital copy of your team photo



To obtain a Tournament Permission # or permission to participate in a jamboree, contact your PCAHA League Manager for instructions or the Permission Number Request Form.

There are a number of processes and rules that apply only to tournaments. You should acquaint yourself with them before hosting or entering a tournament. Please refer again to Section L "Minor Hockey Rules and Regulations" in the PCAHA handbook.

The BC Hockey website has a list of Tournaments available on their website through a search field.

*Note - CMHA Team Photo day is usually the first Sunday in November. Upon request, digital copies of your team photo will be e-mailed by your Division Manager 7-10 days after photo day. Retakes will be scheduled after Photo Day is complete.

TEAM TRAVEL

If a tournament requires travel out of the country, please obtain approval from the Cloverdale Minor Hockey Association Executive.

Travelling for a tournament does have issues, including funding, safety, chaperones, etc. It is important to give consideration to venue, date and time, travel arrangements, itinerary, list of chaperones, contact numbers, special clothing if required, special money if required etc. Further information can be found at Hockey Canada's website www.hockeycanada.ca. Also, please refer to the Pacific Coast Amateur Hockey Association's website www.pcaha.bc.ca (Team Manager's Information).

FUNDRAISING/GAMING

Individual teams may hold fundraising events for their own needs; however, this fundraising must be done in accordance with the following:

No reference can be made that the event is related to CMHA without prior approval of the Executive.

The CMHA logo may not be used in any fashion without the prior approval of the Executive.



CMHA jerseys may not be worn or used in any fashion without prior approval of the Executive.

CMHA will not assume any responsibility or liability (e.g. any debts, legal liability, etc.) incurred through fundraising activities. You will require a Special Event Sanction form submitted to BC Hockey

The parents of the team must approve the fundraising event.

The fundraising event must be recorded as part of the Team's budget and the financial aspects of the event must be properly documented (e.g. documents maintained to support income and expenditures).

The Executive may review the financial aspects of the event (e.g. if a complaint was received that there was a concern about the financial accounting of the event).

All gaming activities (i.e.. 50/50 draws) must have proper licenses as required by the British Columbia Ministry of Housing and Social Development, Gaming Policy and Enforcement Branch. Please refer to their website (<http://www.eia.gov.bc.ca/gaming>) for information on what is required, how to apply and the procedures to be followed.

CMHA relies heavily on funding and fundraising through BC Gaming. Our BC Gaming allotment is usually around \$100K a year. Divided by the around 1,000 players we have, this funding obviously saves all our families over \$100 a year in fees.

As a result of this, we need to be very cautious to follow all the rules, licensing, and reporting requirements of BC Gaming, so that the Association is not at risk of losing gaming funding.

For gaming events under revenues of \$5,000, a Class D license is what is required. It is submitted by your team, and you need to take the time to familiarize yourself with the licensing and reporting requirements.

<http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/guide-d-licence.pdf>

For fundraising with revenues over \$5,000 (such as a 50/50 at the Giants games, etc), a Class B license is required. This is submitted using the CMHA Account and all funds must flow through the Association's bank account as we are required to track income and disbursements.



A 10% administrative fee is chargeable for all events licensed under the Association gaming account. This cost covers the administrative costs associated with making sure all gaming events under the Association license are correctly filed. To apply, you need to familiarize yourself with the licensing and reporting requirements, and then to coordinate the license with our Association Treasurer. This starts with an email to your Division Director, who will review and forward the request to the Treasurer.

<http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/guide-a-b-licence.pdf>

NOTE: on both license types, it is clearly stated that LIQUOR is not permissible in a licensed gaming event as a prize, either standalone or within a prize basket.

CORPORATE SPONSORSHIP

If any team has sponsorship opportunities, please bring them to the executive for discussion. CMHA Executives recognize that sponsorship is becoming more important and will consider all opportunities.



COMPLAINTS

Over the course of the season it's possible that you will run into a situation that requires some form of resolution. This may be behavioural issues with a player, a parent or even another official on your bench. As a Team Manager you are also the person that parents can and will come to if they have a complaint about the coach. Please acquaint yourself with our complaint and discipline process as outlined in our Policy Manual.

CMHA INCIDENT FORM

The CMHA Incident Form should be used to record any complaint or conflict. This is to be kept on file by you; you can request a copy from your Division Director.

A coach may use the form to document a disciplinary process with a player, or coach and manager may need to document problems with a parent. The form is simple and can be used in a variety of ways, but the primary purpose is to have some record of any discipline issues and for all parties to be made aware that it has been brought to the attention of all concerned. You'll note signatures are MANDATORY by all parties. Any conflict with a player must be brought to the attention of the parents.

If you have questions on how to use the form, contact your Division Director.

ESCALATING COMPLAINTS

Each year the Executive receives complaints about issues that arose during the previous season, and it is always the first time they have been aware of it. PLEASE stress to your team officials and parents that all conflicts require quick resolution.

If team officials, players, and/or parents, cannot resolve conflicts within two weeks, please make your specific Division Director know. If parties are still not satisfied with the resolution the issue should be brought to the attention of the Executive.

It is not in anyone's interest to let problems fester. It is our goal to resolve all issues quickly and efficiently. Please help us do so by being diligent and not allowing things to get out of hand.



RISK MANAGEMENT/SAFETY

DRESSING ROOM POLICY

Each team must post their dressing room policy to the team, using guidelines from BC Hockey

PLAYER AND PARENT SUPERVISION

Remember that all team officials are responsible for supervising and controlling the players before, during and after a game. Failure to do so can lead to disciplinary actions against both players and officials and damage costs, if any, being assessed against the team.

It is requested that team officials assist in ensuring proper control of spectators at all games. Team parents and other spectators should be informed that the objective of Minor Hockey is sportsmanship and fair play, and that negative comments and criticism directed towards referees, players, team officials and other spectators is not appropriate. Please be proactive in educating your parent group so that a fun, positive atmosphere is maintained.



SEASON WINDUP

As the season winds down, there are a few final tasks to perform:

RETURNING JERSEYS AT THE END OF SEASON

Please refer to this link on the CMHA website for the jersey return policy:

http://www.cloverdaleminorhockey.com/leagues/custom_page.cfm?leagueID=0&clientID=1433&pageID=15577

YEAR-END WINDUP PARTY

Teams usually schedule an end of season party. The details are up to the team. You can take a poll of the players and see what activity they would like to do or you can set it yourself for the younger ones.

This is a good task to delegate to a parent or two. At the younger ages, most teams give gifts to the players (i.e. mini-banners) to celebrate the year.

Coaches and officials are also given gifts, usually in the form of gift cards, but do try to get info on what they like first.

FINANCIAL REPORT

Once all your activities are complete, you must forward your financial report to the CMHA Treasurer and to your team. Rep teams may have very extensive reports.

COACH EVALUATION FORMS

Coach evaluation forms will be distributed via e-mail to the team members at the end of the year. It is important these are filled out to ensure the coaching in our Association is of the highest standard.

RETURN OF REFEREE FEES

If you have not used all your referee fees, the surplus must be returned to the CMHA Executive Treasurer

IMPORTANT WEBSITES

Cloverdale Minor Hockey Association www.cloverdaleminorhockey.com

Pacific Coast Amateur Hockey Association- www.pcaha.bc.ca

Hockey Canada- www.hockeycanada.ca

BC Hockey- www.bchockey.net

BC Gaming and Enforcement Branch -

www.eia.gov.bc.ca/gaming/licences/classD.htm