

Team Officials

- Head Coach + 2 / 3 Assistants.
- HCSP (may also be an Assistant or Manager)
- Team Manager
 - Intended to take care of all the logistics so the Coaches can focus on Coaching.
 - Team Manager should NOT be the wife of a Coach.
- On ice helpers? Encourage them to take their coaching clinic or HCSP.
- Up to 8 rostered Team Officials

Refer to Team Officials Qualification Website

Qualifications & Courses

- **Criminal Record Check (CRC) – ALL**
 - Submitted online – required prior to rostering
- **Concussion Awareness (CATT) – ALL**
 - Online course – required prior to rostering
- **Respect in Sport (RIS) - ALL**
 - Online course – due Dec 1st
- **Coaching Clinic – COACHES ONLY**
 - HU Online & in-person Clinic - due Dec 1st
(earlier for Dev 1)
- **Hockey Canada Safety Person – HCSP ONLY**
 - Online course – due Dec 1st

Refer to Team Officials Qualification Website

Season Planning

- Set a budget
- Have a team meeting – consensus on budget
- Register for Tournaments
- Delegate!
- Everyone score/time keeps!
- Treasurer and second signer – CMHA letter
- Fundraising and gaming activities

Refer to CMHA Team Manager Manual

Fundraising

- Team decision – usually collect funds up front and then either fundraise to refund or for remainder.
- Gaming – most items qualify as a Class D and should be put under your team not under CMHA.
- Class B must go under the Association under the guidance of our Treasurer.
- No alcohol or gaming prizes are allowed in gaming fundraising (this is a BC Gaming rule).

Refer to CMHA Team Manager Manual

TeamLink

www.teamlink.ca

- Not used for game entry for Initiation any more.
- Initiation Managers should still request an account on TeamLink so they can see contact information for 'Away' teams (must be logged in for the 'Team Info' tab to be available for your Division).
- Will still be able to see game numbers and schedules in TeamLink

Tournaments

- Refer to BC Hockey website for available tournaments. Usually 2 in H2, 3 in H3 or H4.
- No tournaments in H1
- PCAHA Tournament permission requested at least 30 days prior to each tournament
- Use format requested by League Manager to request Tournament Permission
- They may request a letter from the Association – send that request to your Division Director.

TeamSnap – Setup

- All managers are set up as ‘owners’ of their teams.
- Please leave the Division and Number in the team name for Admin reasons.
 - ie H4 C5 **King Narwhals**
- Team Officials should have separate profiles created and be flagged as both ‘manager’ and ‘non-player’
 - Some were created through registration process – rest can be manually added.
- Player profiles should not have ‘manager’ access
- This allows emails to be sent by Exec, DDs and DMs via TeamSnap to ‘Managers’ separate from ‘Players’.

TeamSnap – Communications

- Ask your team to update their player's roster profile with at least one cell phone number.
- Family members can be added using the shared access feature – this is great for families with multiple households and/or who have other family members helping with driving (ie grandparents).
- Once set up, you can use the messages tab to text out to everyone in addition to emailing them all. You can also use the chat feature in the app for the same purpose.
- These features save many headaches (and phone calls) by allowing the updates to reach the whole team instantaneously if there are last minute changes to ice time or location, etc.

TeamSnap – Assignments

- This can be used to assign refreshments, score and time keeping, who is goalie, etc.
- Can be used for both practices and games.

Assignments « Prev **1** 2 Next »

Game / Event	Date	Time	Location	Assignments	Who
Team Practice	Wed, Sep 28, 2016	6:30 AM	Excellent Ice Rink #3 White	New Assignment	--
Team Meeting	Sat, Oct 1, 2016	6:00 PM	Excellent Ice Rink #2 Blue	New Assignment	--
Away at H4C5	Sat, Oct 1, 2016	7:00 PM - 8:00 PM (Arrive at 6:45 PM)	Excellent Ice Rink #2 Blue	TIMEKEEPING	ASHTON GILL
				SNACKS	BENJAMIN MATSUO
				GOALIE	DYLAN IRELAND
				SCOREKEEPING	JAYDEN KANG
				New Assignment	--
Team Practice	Wed, Oct 5, 2016	6:30 AM	Excellent Ice Rink #3 White	GOALIE - PRACTICE ONLY	DYLAN IRELAND
				GOALIE - WILL PLAY IN NEXT GAME	JORDAN LI
				New Assignment	--

game assignments

practice assignments

TeamSnap – Schedule

○ **Practices**

- Enter all your team's practices in
- Usually easiest to create one entry and have it repeat weekly until March 10, 2019, then just go back and delete the individual 2-3 practices during the Christmas break (Dec 23rd - Jan 7)

○ **Games**

- Enter all the games in – good practice to fill out the location and address as well as possible for travel games

○ **Other Events**

- Go ahead and add any other team events that you need your team to know about – such as the Team Photo Day time, Tournaments, etc.

TeamSnap – Other

○ **Availability**

- It's a good idea to start families early in remembering to set availability for every ice time. This helps the Coaches know in advance who will be coming, so they can figure out lines, and do other planning around which players will be at the ice time.
- A couple days before a game, log in and send an availability reminder to whoever hasn't set their availability yet

○ **Payments Tab –**

- Easy way to keep track of who owes what and quickly make notations as you collect payments.

○ **Tracking Tab –**

- Keep track of other items that the team may need to complete – forms etc.

Game Record

- No longer using PCAHA Game Sheets - use PCAHA Game Record form only
- No more entering games into TEAMLINK!! (Yay!)

DATE				P.C.A.H.A.		GAME NO.	
DAY	MO.	YEAR	OFFICIAL GAME RECORD				
PLAYED AT: _____							
HOME: _____			VISITOR: _____				
NO	PLAYERS' NAMES						
1.							
2.							
3.							
4.							
NO.	PLAYERS' NAMES						
1.							
2.							
3.							
4.							

Game Record

12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
TEAM OFFICIALS' NAMES		
1.		
2.		
3.		
4.		
5.		
TIMEKFFPFR		
TIME GAME - STARTED:		ENDED:
PERIOD TIMES - 1P:		2P: 3P:

12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
TEAM OFFICIALS' NAMES		
1.		
2.		
3.		
4.		
5.		
RFFFRFF (if any):		
REFEREE (if any):		
___INITIATION ___NOVICE ___MINOR ___MAJOR		

Goalies

- We have a real problem with a lack of goalies.
- Recommendations:
 - **H1** – every player tries goalie
 - **H2** – most players try – no dedicated goalies permitted/encouraged. One goalie per practice.
 - **H3** – ‘goalie kids’ at each practice, plus rotated in every second game – as many other players try as possible.
 - **H4** – ‘goalie kids’ at each practice, plus rotated in every second game – as many other players try as possible.
- Rotate PRACTICES as well as GAMES

Important Dates

- NOW CRC, CATT and RIS deadline
- Mid October Coaches register for Coaching Clinic
- November 4, 2018 Picture Day
- Mid November FVW Mtg – mandatory
- December 1, 2018 Coaching Cert, & HCSP deadline
- Late Jan/Early Feb Timbits Jamboree *(TBC)*
- March 1, 2019 Coaching - Post Task deadline
- March 15-17, 2019 Initiation Tournament

Resources & Open Discussion

- Manager Resources:
 - Team Manager page – CMHA Website
 - Hockey Canada Initiation page
 - BC Hockey Initiation page.
 - Division Director and Managers

Thank You!!