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CLOVERDALE MINOR HOCKEY ASSOCIATION
TEAM 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.

Please note that if there are ever disagreements with the content of this guidance document and any official policy published by Hockey Canada, BC Hockey, PCAHA or Cloverdale MHA, the policy should take precedence. This document is a training tool and guidance only.

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 Executive Committee and other committee members can be found on the Cloverdale MHA Website:

<https://cloverdaleminorhockey.teamsnapsites.com/cloverdale-minor-hockey-association-board-of-directors/>



TEAM ROSTERING

Registration is done in conjunction with BC Hockey, and its deadlines are absolute and out of our hands.

- The “C” level team players and Head Coaches are rostered immediately following the draft by the Division Directors and the Registrar.
- The Team Manager plays a 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 and the correct players are on the roster.

Each time any changes to the roster are made, you will be sent an updated roster for your team as it appears in the Hockey Canada Registry. It is the Managers’ responsibility to review the roster after each update and advise the Registrar immediately of ANY changes that need to be made.

TEAM OFFICIALS

To ensure all our players are safe and receiving appropriate role modeling, and that the season runs as smoothly as possible for your team, the CMHA Executive gives final approval for all Team Officials.

CMHA pays fees to Pacific Coast Amateur Hockey Association (PCAHA) for each rostered Team Official volunteer. CMHA will cover up to eight rostered Team Official personnel on each team. Any number above this limit will need to be approved by the Executive, or paid for by the team. We have this policy to encourage as many parents on the Team to go get their Coaching certifications as possible.

As a volunteer working with children, each team official has certain requirements that must be met to be rostered. 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 the Team Official Qualifications page for up-to-date information:

<https://cloverdaleminorhockey.teamsnapsites.com/team-official-qualifications/>



All volunteers must have at a minimum the following credentials:

- Criminal Record Check (CRC) – including Vulnerable Sector
- Concussion Awareness (CATT) Training
- Respect in Sport (RIS) Training
-

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**.

Note that for the 2018-2019 season, our new volunteer policy counts only the following Team Officials as 'full time' volunteers under the policy:

- 1 Head Coach
- 2 Assistant Coaches (you can have more, but they don't get volunteer credit)
- 1 Team Manager
- 1 HCSP (you can have more, but they don't get volunteer credit)

COACHES

Coaches run the on ice programs and are the only parents on the team permitted to 'Coach' the kids. It is recommended that each team roster at least 2-3 Coaches. Many teams roster more than that due to work commitments, etc.

Coaches have a variety of training paths depending on the level of players that they are coaching. All of them have to complete an online Hockey University course prior to registering for any in-person Coaching Clinics.

As this is always an evolving process, we recommend you refer to the Team Official Qualifications page for up-to-date information:

<https://cloverdaleminorhockey.teamsnapsites.com/team-official-qualifications/>

All Coaches who are on the ice with the players must wear a CSA approved helmet with an attached (and fastened) chin strap.

COACHES VS ON ICE HELPERS

From time to time there will be parents who want to help with the odd practice but cannot commit to Coaching. They may be rostered to the CMHA Volunteer roster as an On Ice Helper.



However, we prefer that parents take the time to complete the Coaching curriculum rather than just being rostered as On Ice Helpers, especially in the younger age groups. We do find that as the kids get older we do not have enough Coaches who are trained and willing to step up.

PLAYERS AS ON ICE HELPERS

Occasionally there will be situations where siblings want to help on the ice for a practice, or a younger sibling will attend an older sibling's practice.

- If the sibling is a Hockey Canada rostered player and is Bantam or lower, this is permitted and no special permission is required, but full gear must be worn.
- If the sibling is a Hockey Canada rostered player and is Midget or older but under the age of 18, this is permitted and no special permission is required, but a helmet with chin strap attached and fastened must be worn (same rules as for Coaches).
- If the sibling is over 18 and not rostered, they would need to be rostered the same as any other adult volunteer.

HOCKEY CANADA SAFETY PERSON (HCSP)

The HCSP is the team's Risk Manager. The HCSP completes an online Hockey University training course that is required for certification.

There must be an HCSP qualified person at every BC Hockey sanctioned event the team takes part in (even fundraising!). For this reason, it is a good idea to roster at least two HCSP per team, and often the Assistant Coaches will get their HCSP to assist with this.

The HCSP is NOT a first responder – their role is to identify and prevent risks from occurring, to make sure that first responders are called and get to the injured player or Coach expediently, and to complete follow ups when incidents occur.

- Ensures that each player has completed their Player Medical Information in the ePACT system. You can also have paper forms completed if you so choose. The HCSP carries this medical information and the team first aid kit on every outing (a Team Binder is recommended for this).
- Implement an Emergency Action Plan for the team and is prepared to react in the event of accidents, injuries and medical emergencies.
- Manages all known injuries, learns to recognize serious injuries and refers injured players to qualified professionals.



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- 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 covered by Hockey Canada's supplemental insurance.
Note: IT IS THE PARENTS RESPONSIBILITY TO SUBMIT THE FORM TO BC HOCKEY.
 - Ensures players returning from injury have completed a Return to Play form.
 - Maintains and updates the team Injury Log

TEAM MANAGER

The Team Manager does not need to complete any additional courses specific to managing the team.

Only one Team Manager can be officially rostered and able to sign off on game sheets, but it is common to otherwise share the workload with a second parent helping in the background.

The Team Manager is responsible for keeping the team's personal information and coordinate all the team activities.

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 (game records for Initiation)
- ✓ 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 (see next section), and so the parents can provide input regarding their expectations as well.

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

It is also an opportunity to remind your team to ensure their contact information is complete in TeamSnap (i.e. the parent's e-mail address, not the player's), especially with the older age groups.

TEAM CODE OF CONDUCT

A downloadable form for this is located on the website under Risk Management.
<http://cloverdaleminorhockey.teamsnapsites.com/wp-content/uploads/sites/42/2017/05/Code-of-Conduct.pdf>

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 clearly discussed and understood by everybody at the beginning of the season, so this is a good best practice.

TEAM WEBSITE

CMHA uses TeamSnap both for the Association website and all of our Team websites. This service is provided by the Association 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 Managers.

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.



OTHER TEAM VOLUNTEER OPPORTUNITIES

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

Note that for the 2018-2019 season, our new volunteer policy counts only the following Other Team Volunteers as 'full time' volunteers under the policy:

- 1 Treasurer
- 1 Team Tournament Rep

The rest of the help is still needed and should be spread out among the other parents of the team, but those roles do not count towards the volunteer time commitment for the Association.

TEAM TREASURER

- 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 is required and can be requested from CMHA's Treasurer.
- At the end of the season, the team Treasurer should 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://cloverdaleminorhockey.teamsnapsites.com/wp-content/uploads/sites/42/2017/05/Budget-Sheets.xls>



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 \$900-\$1400 per tournament)
- Referee Costs for extra 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 at least 1 additional practice ice per week)
- Expenses for any Independent coaches that may travel with you to tournaments (optional, but if you do have Independents on your staff it is recommended to at least offer this to them, as any honorarium they may receive is usually only enough to cover off their local expenses for volunteering with the team).
- Player's gifts for end of season (optional)
- Coach/Manager 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)

The above are just the typical considerations – it is up to your team to decide what they want to include.

Typically each family will contribute at least \$150-\$250 immediately at the start of the season (usually right after the team budget is agreed to) to create a start up bank account so that the team can pay for any early tournaments.

Receipts should be attached to the budget sheet for all expenses incurred.

TIMEKEEPER/SCOREKEEPER

(H1 through H4 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.

These volunteers can also run music during the game breaks if they are so inclined.



TOURNAMENT REPRESENTATIVE

CMHA hosts a 'C' level tournament for all divisions from H2 through Midget.

All Cloverdale C 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

Fundraising can be raised via many activities, with the most popular being food sales, 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).

Please see the Fundraising/Gaming section of this guide for guidance on what fundraising is permitted and how to account for fundraising.

TEAM EVENT ORGANIZER

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:

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



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 - 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

Jersey deposits are collected at time of first registration and retained by the Association for the life of the player's career with CMHA.

The only exception to this is for Rep teams, where the jerseys are much more expensive. Rep teams should collect an additional season-specific jersey deposit from each player to cover full replacement of both of those jerseys. For the 2018-2019 season that fee is \$250, payable March 15, 2019.

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.

It is a best practice to carry jerseys in a separate jersey bag rather than keeping them loose in the player's equipment bag. This preserves the life of the jerseys and prevents damage.

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 any jerseys at the end of the season.

- Initiation teams retain their jerseys at the end of the season thanks to our Timbits hockey sponsorship through Tim Horton's.
- Atom teams retain one of their two jerseys at the end of the season thanks to our AtoMc sponsorship through McDonald's.
- All teams keep their socks and get new socks each season.

NOTE: Special consideration for ScotiaBank patches or other sponsorship will be considered with CMHA Executive approval. Requests for approval should be submitted to your Division Director.

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



ICE ALLOCATION

Your team will be allocated ice each week for practices and will be assigned game ice times either directly (pre-season) or via the League (during the season).

The Team Manager is responsible for ensuring the team is updated on all the ice times, booking any additional ice times, and dealing with any ice time conflicts that come up.

We use a website called 'Ice Allocator' to coordinate our ice. www.iceallocator.com

First step is to get an account. Click the 'Create' link at the bottom of the page:
<https://www.iceallocator.com/AcctNew1Person.aspx?code=h6D9Hce7>

Enter the requested information – specifying that you are a Team Manager. You will receive an email with your login information.

Go back to the home page and select Cloverdale as the Association and then click the 'Login' (Keys icon) option:
<https://www.iceallocator.com/AcctLogin.aspx#>

Enter your login information to log into the Cloverdale MHA Ice Allocation system.

Hover over the Schedule icon (Calendar icon), and then select the Season option.

Then, select the Season, Division, and Coach you are looking for ice for. This will display all the ice assigned to your Coach so that you can verify what you think is your ice times are actually allocated to you. You should review this weekly to ensure no changes have been made that you have not been notified of.

In addition, once you have your Coach selected, there will be a new 'Extras' option displayed ('Sale' tag icon) which will allow you to view if there is any extra ice that your team can pick up. If you hover over that option you can select to view either "sale" or "subsidized" ice.

- 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 for each ice time.
- 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. It is a good practice to check for free ice fairly regularly, but do keep in mind that you should not book free ice until you first confirm that your Coach can make that ice time.

If you see any ice that your team would like and your Coach agrees to, 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, and be patient as the Ice Allocator can have a lot of emails to get through.

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 Atom level and up will need to enter the information from their Home game sheets on this webpage, within 24 hours of each home 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."

PREPARING FOR GAMES

Your job as Team Manager is to ensure games run as smoothly as possible, from pre-game prep to at-the-game organization.

For Each HOME Game:

Pre-Game (a few days before the game)

- ✓ Secure affiliate players if necessary (Rep Affiliates MUST BE ROSTERED by the registrar PRIOR to playing)
- ✓ Check for jersey colour conflicts (Initiation) and acquire conflict jerseys if necessary.
- ✓ Verify game format (Initiation) will be small ice or cross ice and secure extra set of goalie gear if necessary.
- ✓ Ensure you have volunteers for game clock & the game sheet
- ✓ Ensure you have a game sheet handy – you can prefill the Home team info to save time at the game.
- ✓ Coordinate who will be bringing post-game snacks (Initiation and sometimes Atom)



At the Game

- ✓ 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) and sign to verify
- ✓ Monitor off- ice conduct of parents and players

Post Game

- ✓ Ensure dressing rooms left clean
- ✓ Get volunteers to coordinate putting away the cross-ice bumpers if necessary (Initiation)
- ✓ Submit game sheet to League Manager via email, enter info in Teamlink and mail hard copies of game sheets within 24 hours.

For Each AWAY Game:

Pre-Game (a few days before the game)

- ✓ Ensure all players arrive on time and at the right arena. Arena maps can be found on our website under Links, and addresses can be entered into TeamSnap for use in navigation. Some arenas have pay parking (Centennial in White Rock) or limited parking, so it is good to give your teams a heads up on that info.
- ✓ Secure affiliate players if necessary (Rep Affiliates MUST BE ROSTERED by the registrar PRIOR to playing)
- ✓ Verify game format (Initiation) will be small ice or cross ice and secure extra set of goalie gear if necessary.
- ✓ Coordinate who will be bringing post-game snacks (Initiation and sometimes Atom)

At the Game

- ✓ 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) and sign to verify
- ✓ If you are playing outside of FVW and have a secondary game number, ensure that is noted on the game sheet.
- ✓ Monitor off- ice conduct of parents and players

Post Game

- ✓ Ensure dressing rooms left clean
- ✓ Get volunteers to coordinate putting away the cross-ice bumpers if necessary (Initiation)



-
- ✓ If playing outside of FVW, submit game sheet to League Manager via email, enter info in Teamlink and mail hard copies of game sheets within 24 hours.

GAME SHEETS (Atom – Juvenile)

It is the responsibility of the home team to provide a score sheet at the beginning of the game.

The home team manager should fill out their team's and the game 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.

Most Managers find pre-printed Roster Labels an easy way to quickly fill out the team information portion of the game sheet. Usually standard 2" x 4" labels work great for this purpose. A roster label template for this can be downloaded here:

https://cloverdaleminorhockey.teamsnapsites.com/wp-content/uploads/sites/42/2018/10/cloverdalemha_game_sheet_labels_template.xlsx

Please note that if you use pre-printed Roster labels, you MUST CROSS OUT any players or Team Officials who are not present at the game.

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)

Once you have completed the roster information and are happy that it is correct, you must then have a Team Official sign the bottom of your team information section to verify it. Note that only a rostered Team Official may sign the game sheet – if you have someone assisting you with game sheets who is not a Team Official they will need to get a Team Official to sign the game sheet.

You also will need to ensure the game information and Score/Time keeper information is entered in the game sheet. DO encourage your scorekeeping volunteer to turn the game sheet over and READ IT! There is lots of helpful info on the back as to how to properly fill it out. One thing that often gets missed is to record the period times, and that should be verified that it is completed at the end of the game.



Referees expect the sheet to be available to them on 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 on the game sheet.

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 a good practice to take a photo of the white copy of each game sheet for your records even if you are not the home team.

If you are the home team, you need to email that photo of the game sheet to your League Manager within 24 hours of the game being completed.

The top 2 copies of the game sheet (white and yellow) are then mailed by the home team 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 FVW, or you are in a tournament outside of FVW, you must also send in a 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 the white/yellow copies to their PCAHA League Manager). It is a best practice in this situation to take a photo of the white copy right after the game so that you can email that to your LM, and then to print that out to mail in.

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.

GAME RECORDS (Initiation)

In H1 through H4, no score is to be kept and official penalties are also not recorded, so games sheets are not used, and a different form called the 'Game Record' is used instead.

For these games, 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 divisions, and no scoring or penalties should be recorded either on the scoreboard or on the game record.

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.

If the officials no show and there are no refs available in the building, PCAHA has guidance in the Rulebook under section I, which currently follows guidance from:

HC Rule 5.2: (k)

If, for whatever reason, the Referee or Linesmen appointed are prevented from appearing, the Managers or Coaches of the two competing clubs shall agree on a Referee and one or two Linesmen. If they are unable to agree, they shall appoint a player from each team who shall act as officials.

(l) If the regularly appointed officials appear during the progress of the game, they shall replace the temporary officials immediately.

(m) If a Linesman appointed is unable to act at the last minute, or if through sickness or accident she is unable to finish the game, the Referee in charge shall have the power to appoint another in their place, if they feel it necessary.

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. These cheques are usually also available at the first General Meeting of the season.

Referee fees provided to you by CMHA are for league home games only. Exhibition games are paid out of team funds and not reimbursed by CMHA.

Referee/Linesmen Payment Schedule

Referee and linesmen fees are paid based on PCAHA's fee schedule and are different for each Divisio:.



The expense allowances to be paid to referees and linesmen for all games played within the PCAHA were amended at the 2016 PCAHA Annual General Meeting. Section I(8) now states as follows:

8. (a) Referee and linesman expense allowances for all games within the PCAHA shall be in accordance with the following schedule:

<u>Division</u>	<u>Referee/Linesman Expense Allowances 3-Person System</u>	<u>Referee/Linesman Expense Allowances 2-Person System</u>
Novice	Not applicable	\$15.00/\$15.00
Atom	\$22.00/\$15.00/\$15.00	\$22.00/\$22.00
PeeWee	\$29.00/\$17.00/\$17.00	\$29.00/\$29.00
Bantam	\$39.00/\$27.00/\$27.00	\$39.00/\$39.00
Midget	\$45.00/\$30.00/\$30.00	\$45.00/\$45.00
Female Juvenile	\$45.00/\$30.00/\$30.00	\$45.00/\$45.00
Juvenile	\$52.00/\$34.00/\$34.00	\$52.00/\$52.00

Icetimes of 2 hours and greater \$7.00/\$7.00/\$7.00 (*)
(additional allowance)

Icetimes of 2½ hours and greater \$10.00/\$10.00/\$10.00 (*)
(additional allowance)

(*)-Applicable to the PeeWee, Bantam, Midget, and Juvenile divisions only.

No rates in excess of the above schedule shall be permitted (including all exhibition, league, playoff, and tournament/jamboree games).

- (b) Where fewer than the required number of on-ice officials appear for a game, those official(s) in attendance shall be paid a single referee's expense allowance.
- (c) When and where referees are used for inter-Association games in the Tyke division, they shall be paid the same expense allowance as the Novice division.

Please ensure that all team officials within your Association understand that **no rates in excess of the above schedule may be paid for any game**, and no "tipping" of officials is permitted.

Always be prepared to have to re-allocate funds if an official does not show up and a two-man system is used. When that occurs the two officials are both paid as if they are referees.

Retain any leftover funds to be returned to the Association at the end of the season.

How to book Officials - H3 to PeeWee, plus 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 to request officials

The referee request e-mail should contain the following information:



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- ✓ Subject line: **TEAM** Request for Officials (where **TEAM** is your division and team # - such as PeeWee C3)
 - ✓ Your name and contact info (cell # in case of last minute changes)
 - ✓ Date of Game
 - ✓ Start and End time of Game
 - ✓ Location of Game (including rink # if more than one at that location)
 - ✓ Home Team
 - ✓ Away Team
 - ✓ Game Number (no referees will be assigned without a game number)

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

How to book Officials - Bantam A3 and above (incl. Midget C)

Bantam A3 and above are assigned by PCAHA Referee Assigning Coordinator.

The only time you need to book a referee is if you have an exhibition game and/or you receive a game number or updated ice time less than 72 hours in advance. The same information as above should be provided in this situation.

The PCAHA Referee Assignor for Cloverdale Minor Hockey can be found on the PCAHA website, Referee Information/List of Assignors.

Please fill out the PCAHA Online report if fewer than the required number of on-ice officials attends your home game:

<http://www.pcaha.bc.ca/referees/noShow.php>

EXHIBITION GAMES

At the beginning of the season, there may 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 all 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 these pre-season exhibition games is to be paid for by the teams, unless otherwise advised by the Association.



All other Exhibition games also require a game number (from your League Manager).

Referees for Exhibition games need to be booked 72 hours in advance by the home team, using the same process as for League games. 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.

Rules around Exhibition games within Initiation divisions can also be found within the PCAHA handbook.

LEAGUE GAMES

For all league games the Game Numbers will be provided by PCAHA through the Teamlink scheduling system.

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 (see cancelling/rescheduling section).

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 it is a home game being rescheduled, in most cases you will already be coordinating the change with the Ice Allocator. Otherwise, if the game is simply cancelled, let the Ice Allocator know about the change so that the ice does not sit empty.

The following also need to be advised of any changes or cancellations:

- ✓ Referee Assignor
- ✓ Division Director



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- ✓ PCAHA League Manager if a game number is not going to be used (exhibition game).

PCAHA LEAGUE MANAGERS & INFO

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

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 the 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 retiering).

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 (APs) 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 age levels. 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 as such on the game sheet.



TOURNAMENTS

TOURNAMENTS – CMHA

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

For 2018-2019 we will be hosting:

- Midget Memorial Tournament ("C")
- Bantam "C" Tournament
- PeeWee "C" Tournament
- Atom "C" Tournament
- Initiation Spring Break Tournament

Participation of all "C" 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.

Each team is also expected to contribute a prize for raffling at the tournament. Usually the expected value of that prize is \$150 or greater.

The specific details of this is discussed and agreed to by each committee.

TOURNAMENTS – OTHER

During the year, there are a number of other 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 Bantam and older ages.

The BC Hockey website has a list of all sanctioned Tournaments available on their website with searchable parameters:

<http://www.bchockey.net/Tournaments/Tournaments.aspx>

For Initiation teams, please refer to the PCAHA rule book for the number and type of tournaments permitted for each age level.

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. Refer to Section L "Minor Hockey Rules and Regulations" in the PCAHA handbook.



Tournaments may ask you to provide any of the following:

- ✓ Your team's official HCR roster – you will already have this on hand
- ✓ Tournament Permission from PCAHA
- ✓ *A digital copy of your team photo
- ✓ List of T-Shirt sizes
- ✓ Roster Label template
- ✓ Team Logo (if you don't have one – just send an Association logo)

To obtain a Tournament Permission or permission to participate in a jamboree, a request should be sent to your LM with the following information:

- Manager name and cell
- Coach name and cell
- Tournament or Jamboree BC Hockey sanctioning details. This is most easily provided by copying and pasting the BC Hockey sanctioning information from the BC Hockey Tournaments page, such as:

Cloverdale Atom C Tournament

Division: Atom
Category: Recreational
Checking: No
Start Date: February 22, 2019
End Date: February 24, 2019
Location: Surrey Sports and Leisure
Website: [Click to visit](#)

District: Lower Mainland
Association: Cloverdale Minor Hockey Association
Type: Tournament - International
Contact: Kam Matsuo
Phone: 604-619-5851
Email: cmhatourneys@gmail.com
Sanction Permit Number:
[2018-2019-8132](#)

*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 and CMHA Jerseys may not be used in any fashion for fundraising without the 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, under your team's name (create a new account just for your team), with three members of your own team responsible for the license. You need to take the time to familiarize yourself with the licensing and reporting requirements, and follow the procedures laid out.

<http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-andculture/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. You must have Executive permission to hold this type of event. The license will be submitted using the CMHA Account under the oversight of the CMHA Treasurer, and all funds must flow through the Association's gaming bank account, as we are required to track income and disbursements.

A \$50 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 the CMHA Treasurer. This starts with an email to your Division Director, who will review and forward to the CMHA Treasurer.

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

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

Net proceeds from fundraisers go back to the team account. **If overall fundraising revenue exceeds the budgeted expenses, the team should be presented with an updated budget and given the opportunity to again review and vote on how the additional funds will be allocated.**

NOTE: If fundraising revenues for the year exceed the original parental contribution, those excess funds MUST be spent on the team. Parents cannot profit from team fundraisers. Refunds to parents can only be up to a maximum of the original parent contribution amount. Refunds to families should be issued as cash, cheque or e-transfer unless otherwise agreed to by the team.

It is often the case that a team will have a small amount leftover at the end of the season that is not worth sending refunds for. It is common practice to donate that leftover to Kidsport or a similar charity. Again – please ensure your parent group approves of this expenditure before you do this.

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, but all sponsorship that will be known within public domain must be approved.



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 Coach and Manager must discuss with the entire team the season dressing room policy, using guidelines from BC Hockey, PCAHA, CMHA Policy.

Specific items to cover include:

- No photo-capable devices are to be used in the dressing room
- No smoking, vaping, drinking or drug use the dressing room
- Pair up policy for Team Officials in the dressing room
- Female player dressing room protocol (if necessary)
- Expected arrival times and pre-game warmup
- Expected apparel for games (usually only applies to Rep teams)

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:

<https://cloverdaleminorhockey.teamsnapsites.com/equipment-jerseys/>

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, any surplus must be returned to the CMHA Executive Treasurer. This can be via cheque or cash and dropped in the 'Payments' mailbox at Cloverdale Arena with a note of the team the funds are from.



REFERENCE WEBSITES

Cloverdale Minor Hockey Association - www.cloverdaleminorhockey.com
CMHA Facebook www.facebook.com/cloverdalemha
CMHA Managers FB Group <https://www.facebook.com/groups/coltsmanagers/>
CMHA Twitter www.twitter.com/cloverdalemha
CMHA Instagram www.instagram.com/cloverdalemha

Pacific Coast Amateur Hockey Association - www.pcaha.ca
Hockey Canada - www.hockeycanada.ca
BC Hockey - www.bchockey.net

BC Gaming and Enforcement Branch

[Class D Licensing](#) (prizes under \$500 and gross revenue up to \$5000)

[Class B Licensing](#) (prizes and revenue that exceed Class D limits)