

CLOVERDALE MINOR HOCKEY ASSOCIATION

TEAM MANAGERS MANUAL



CLOVERDALE MINOR HOCKEY ASSOCIATION TEAM MANAGERS



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WELCOME MESSAGE

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

This manual provides you with guidelines and information that will help to make your job easier. In addition to this resource, make a note that your Division Director 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 discrepancies with the content of this guidance document and any official policy published by Hockey Canada, BC Hockey, PCAHA or Cloverdale MHA, the official policy should take precedence. This document is an informational tool for guidance purposes only.

CMHA ADMINISTRATIVE MANAGER

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

Email: admin@cloverdaleminorhockey.com
Office: 778-565-1039
FAX: 604-677-5426
(Monday-Friday)

To send payment, receipts, or documents to Glenna, you can drop off to the CMHA Executive Mailboxes at the Cloverdale Arena (mailboxes located at the base of the stairs; mailbox is marked 'Payments') 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 for both players and team officials is done in conjunction with BC Hockey. BC Hockey sets the deadlines for rosters to be finalized; these dates are absolute. As teams are formed, the head coach and team manager will receive an official list of all players and team officials from the Administrative Manager. This is called the team's Hockey Canada Roster (HCR). Only those people listed on the HCR are permitted on the ice and bench because they are qualified and insured team officials.

- The "C" team players and Head Coaches are rostered immediately following the draft by the Division Directors and the Admin Manager. The head coach is to notify the Admin Manager once the team manager is assigned to have the manager added to the team's HCR. It is then the team manager's responsibility to contact the Admin Manager to have the assistant coaches and Hockey Canada Safety Person (HCSP) added to the roster as they are assigned.
- For "A" teams, the interim team manager will work closely with their Division Director throughout the evaluations process. The Division Director, VP Administration and Administrative Manager are the ones who ensure that the team is rostered in a timely manner and the correct players are on the roster throughout the tryout process.

Each time a change is made to your team's roster, you will be sent an updated version as it appears in the Hockey Canada Registry. ***It is the Manager's responsibility to review the roster after each update and advise the Administrative Manager immediately of ANY errors or changes that need to be made.***

TEAM MEETING

Coaches and managers will set up a meeting with the parents and players once teams are set to address expectations for the team and parents (see next section) and ask for any input needed. This is often done before or after a game.

This is a time to also go over additional Team Volunteer positions that will be needed throughout the season. It's important to set the stage with parents starting in U6-U9 that being a part of minor hockey involves all parents volunteering for the association and for their player's team.

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. Parents can also be reminded to keep their players' availability up to date as well.



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>

Players and parents are required to confirm that they have read and understood the Code of Conduct when they register for the new season. It is also a good idea to review these expectations at your team meeting.

TEAMSNAPE

CMHA uses TeamSnap both for the Association website and all our Team organization. This service is provided by the Association to all our teams.

When the Team Manager role is assigned, the manager must go through the CMHA website to Register in TeamSnap and get approval to become the team's "owner". The link can be found here:

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

Please note that for "C" teams, you may modify your team's name in TeamSnap but please keep the team identity as well. For example, U13C2 Ice Dragons.

The Head Coach is set up with Team Manager access in TeamSnap.

Please DO NOT set other team officials or players to have Team Manager access, as the association uses that setting to distribute emails and communications to just Head Coaches and Team Managers.

The team management portion of TeamSnap can be used to track information including team payments, forms, and several other uses. Of note, the CMHA Volunteer Coordinator will update volunteer credits to the player's profile but please remind parents that they are responsible for keeping track of their volunteer hours.



TEAM OFFICIALS

As volunteers working with children, each team official must meet certain requirements to be rostered. The CMHA Executive provides final approval for all Team Officials; this is to ensure that team officials meet the role requirements as set out by BC Hockey and Hockey Canada, and that our players are provided a safe environment and receiving appropriate role modeling from team officials.

CMHA pays fees to Pacific Coast Amateur Hockey Association (PCAHA) for each rostered Team Official. CMHA will cover the costs for up to eight (8) rostered Team Officials on each team. If a team wants to go above this limit, this will need to be approved by the Executive and possibly paid for by the team. We have this policy to encourage as many parents as possible to pursue their Coaching certifications.

PCAHA will assess penalties and/or fines if teams do not have officials with the required qualifications in place by the set deadlines and to have then rostered. For teams that have divisional playoffs, teams can be (and have been) disqualified for not having team officials appropriately rostered. It is very important to get this done as early in the season as possible.

As this is always an evolving process, we recommend you refer to the Team Official Qualifications page on the CMHA website for up-to-date information. On this page, you will also find the link for team officials to register for the team through TeamSnap. Please have your team officials use this link to register for TeamSnap to be added to your team.

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

All team officials must have at a minimum the following credentials:

- Criminal Record Check (CRC) – including Vulnerable Sector
 - **CRC must be completed before any volunteer can be rostered
- Concussion Awareness (CATT) Training Tool
- Respect in Sport (RIS) Training

For team officials to receive reimbursement for any costs associated with obtaining these qualifications, they are to e-mail the receipt along with your name, team information and their mailing address to the CMHA Administrative Manager at admin@cloverdaleminorhockey.com.

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Note that for the 2023/2024 season, our volunteer policy counts the following Team Officials as 'full time' volunteers:

- 1 Head Coach
- 1 Team Manager
- Up to 2 Team Assistant Coaches
- 1 Team HCSP

For more details on volunteering, please visit:

- <https://cloverdaleminorhockey.teamsnapsites.com/about-us/volunteer-policy/>

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 3 coaches (head coach plus assistant coaches). Many teams roster more than three coaches due to work commitments and other commitments.

You can share details with your coaches about what qualifications they need by referring to them to this link on CMHA's website:

- <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 due to conflicting commitments. If the Head Coach is seeking their on-ice help, these parents may be rostered to the CMHA volunteer roster as an On Ice Helper. Please ensure they know that they may only push pucks and help set up equipment, but they cannot coach, and they can be on the bench during games.

As part of growing and developing parent coaches within the association, 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 players move into the older age divisions, we do not have enough Coaches who are trained and willing to step into the Head Coaching role.

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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 15 years old or younger, 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 16-18 years old, 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 years and not rostered on a CMHA team, they will need to be rostered in the same way as other adult volunteers.

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 and dryland training). For this reason, it is a good idea to roster at least two HCSP per team. Often the Assistant Coaches will get certified to assist with this, as well.

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

The HCSP is also responsible for:

- Ensuring that each player has completed their Player Medical Information in the ePACT system. The HCSP has access to and is responsible for this medical information and the team first aid kit on every outing.
- Implementing an Emergency Action Plan for the team and is prepared to react in the event of accidents, injuries, and medical emergencies.
- Managing all known injuries, learns to recognize serious injuries.
- Referring injured players to qualified professionals for follow-up and/or further medical attention.

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- Providing BC Hockey injury report forms to player/parents when there is an injury. Ensures the reports are properly 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.
- Ensuring players returning from injury have completed and submitted a Return to Play form.
- Maintaining and updating the team Injury Log

TEAM MANAGER

The Team Manager does not need to complete any additional courses specific to managing the team. The Team Manager is responsible for all the team's administrative tasks that happen with the team and is the liaison between the parents and coaches. Team Managers can and should delegate tasks to help reduce their workload.

Only one Team Manager can be officially rostered and able to sign off on HiSports electronic game sheets. Coaches can sign HiSports as well but usually the manager does it.

To help stay organized, it is a good idea to create a binder with all the forms and documentation handy, including:

- ✓ Manager's Manual
- ✓ Team Roster
- ✓ Contact Lists:
 - Team (in case you can't access TeamSnap)
 - CMHA (Division Director, Referee Assigner, Ice Allocator)
 - PCAHA (League Manager)
- ✓ Schedules (TeamSnap)
- ✓ Paper Game sheets in case HiSports/Spordle is down.
- ✓ Arena information
- ✓ PCAHA Rule Book
- ✓ CMHA Policies

Team Manager co-ordinates with the other team officials and the Coach. As previously noted, they are also responsible for ensuring team officials are properly rostered, that the roster is up to date. They will also call the initial team meeting and help the coach in outlining the Team's Code of Conduct.



OTHER TEAM VOLUNTEER OPPORTUNITIES

There are many things to be done within the team throughout the season, and it is recommended that the Team Manager solicit additional parent volunteers from their team at the beginning of the season to help.

- The following two team positions give full-time volunteering credits:
- 1 Treasurer
- 1 Team Tournament Rep (for "C" teams only to support tournaments CMHA hosts)

These following tasks do not receive volunteer credits, but are important tasks in the running of a successful team:

- Signing Authority (aka co-signer) (to work with the Treasurer)
- Timekeeper/Scorekeeper (all families should learn how to do this)
- Fundraising Coordinator (if the team wants to fundraise)
- Team Event Organizer

TEAM TREASURER

- To avoid a conflict of interest, the Team Treasurer must not be related to any team officials, though the co-signer can be.
- The Team Treasurer is responsible for preparing a budget for the season, opening a team bank account with the co-signer, 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's name and signing officers is required to take to the bank when opening the team's account; this 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 CMHA team manager page:

- <http://cloverdaleminorhockey.teamsnapsites.com/wp-content/uploads/sites/42/2017/05/Budget-Sheets.xls>

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BUDGET

At the start of the season the parents must approve a budget for the upcoming season.

Important Note: *If the budget exceeds \$1900 per player, your team will need your budget to be approved by the Executive. In addition, parents can request for the budget, even if less than \$1900 per player, to be reviewed by the executive.*

Some of the items to be considered in building the budget include:

- Tournament Fees = # of tourneys X cost (generally \$1,200-\$2,500 per tournament)
- Referee costs for all home games (refer to PCAHA fee schedule)
- Administrative fees (ex. bank fees) +/- \$30
- Purchasing additional ice time (optional for C teams; A teams need to budget to cover the cost of their second regular weekly practice time, as well as any additional ice during the season)
- Expenses for any independent coaches that may travel with your team to tournaments (optional but if your team has independent coaches, it is recommended to at least offer this to them, as any honorarium they may receive is usually only enough to cover their local expenses for their role with the team)
- Player's gifts for end of season (optional)
- Coach/Manager gifts for end of season (optional)
- Player team apparel like track suits, jackets, or hoodies (optional)
- Team Christmas Party (optional)
- Team Wind Up Party (optional)
- Tournament Raffle Basket (\$150 for C teams participating in CMHA tournaments)
- Jersey Letters - C's and A's (optional)

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

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

Note that each team will need to pay for all your home game referee fees, so be sure to allot money for this expense in the team budget. The association no longer pays referee fees.

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

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TOURNAMENT REPRESENTATIVE

CMHA hosts a 'C' tournament for all divisions from U7 through U21.

All Cloverdale C teams are required to participate in our host tournaments, and every team will need at least one representative for their division's Tournament Committee (two reps per team is preferred and recommended). This role generally involves attending meetings prior to the tournament (generally three or four), assisting with the organization, and set up, as well as ensuring your team meets its volunteer requirements for the tournament. This position counts as a full-time volunteer position and fulfills the volunteer requirements for one player.

TIMEKEEPER/SCOREKEEPER

U7-U9 require a timekeeper only, as scores and stats are not tracked.

It is the home team's responsibility to provide a Timekeeper and Scorekeeper for all home games. There is a place on TeamSnap to add timekeeper and scorekeeper assignments for each game. As Team Manager, do your best to ensure all your families receive training on how to time-keep and score-keep.

While instructions on how to operate the time clock are posted in the score box at SSLC and Cloverdale Arenas, it is best if the parents assigned to the task of timekeeper are familiar with how to operate the clock in advance of games for which they are assigned this task.

Your team's volunteers can also run music during the game breaks if they wish.

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 cover team fees (fundraising and/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.

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

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 U11 – U21 Home/Away, 1 set for U7-U9)
- ✓ Socks
- ✓ First Aid Kit
- ✓ Pucks
- ✓ Goalie equipment (U7-U9 only)

If you have any questions or concerns regarding jerseys, contact the Equipment Manager – equipment@cloverdaleminorhockey.com

CARE OF JERSEYS

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

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

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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 helps to prevent damage.

- U6-U9 teams retain their jerseys at the end of the season thanks to our Timbits hockey sponsorship through Tim Horton's.
- U11 C 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.

NAME BARS

****ONLY** U7-U9 and Atom 'C' teams may use 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. Name Bars can be ordered at SewKool in Surrey or other places of team's choice.

*** 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 throughout the season.

CMHA uses 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.

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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 CMHA Ice Allocation system.

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

Then, select the Season, Division, and Team you are looking for ice for. This will display all the ice assigned to your Coach so that you can verify ice times are allocated to your team. You should review this at the start of the season as well as weekly to ensure no changes have been made that you have not been notified of.

Generally, any ice that becomes available and is less than a week away is posted for purchase or free to Coaches and Team Managers via email from our Ice Allocator. Keep in mind that you should not book additional ice until you first confirm that your Coach can attend the 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 with you whether your team gets that ice time or not. Due to the number of requests, it is requested that you 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

SETTING UP HISPORTS (Spordle)

Go into hisports.app/login and hit register.

You will need your participant member ID (HCR number) and then it will prompt you to set up your account using an email address and password.

Please contact your league manager at this point to let them know you have signed up and confirm your association and which team you are with.

Once you register and are rostered on your team HCR you will be linked to your team in HiSports and will have access to your players, team officials and schedule.

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COMPLETING ROSTER UPDATES (PLAYERS, TEAM OFFICIALS, JERSEY #S AND POSITIONS)

Once you have access to HiSports/Spordle, you can edit your roster with regards to player jersey numbers and positions by going into TEAMS and then selecting the team and looking under ROSTER. From there you can add/change player jersey numbers and positions.

This information will carry forward onto all game sheets. If you need to change a jersey number for a specific game, you can do that when you add the game lineup. If you change something on a game lineup, this won't affect the details shown in the roster.

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 Home Games:

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 (U7-U9) and acquire conflict jerseys if necessary.
- ✓ Verify game format (U7-U9) will be small ice or cross ice and secure extra set of goalie gear if necessary.
- ✓ Ensure you have volunteers for game clock & scorekeeping (ensure scorekeeper brings a tablet to access Spordle or can access from their cellphone; they will need your Hockey Canada Team Number and Game Number to access the game)
- ✓ Coordinate who will be bringing post-game snacks (U7-U9)

At the Game

- ✓ Ensure jersey colours do not conflict (always bring both sets of jerseys)
- ✓ Login to HiSports (Spordle) and complete your roster as well as your signature- can do in advance if your TeamSnap is up to date.
- ✓ 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 (U7-U9)

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For Each AWAY Game:

Pre-Game (a few days before the game)

- ✓ Ensure all players arrive on time and at the right arena. 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)
- ✓ Login to HiSports (Spordle) and complete your roster as well as your signature- can do in advance if your TeamSnap is up to date.
- ✓ 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 (U7-U9)

REFEREE & LINES PEOPLE

It is the responsibility of the Home Team manager to pay the referees/lines people fees per the PCAHA fee schedule for their specific division. You can find the fee schedule here: <https://pcaha.ca/referees/Ref%20and%20Linesperson%20Allowances.pdf>

The referee and lines people should be paid in cash at the end of the game with the correct change for each official. Please use bills and minimal coins to pay the officials.

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.

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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. For example, if only two officials show up, then you pay both the same ref fee. Always be prepared with official's fees in case this happens at the last minute.

[Who pays for the Referee & Lines People Fees?](#)

You will need to collect these fees from parents as part of your team fees. You will need to budget for a little more than half your games in case of an imbalance of home games, as your team pays when you are the home team. If you have exhibition games, you can split these fees with the other team if agreement is reached in advance. One team should pay the officials and then have the other team reimburse you for half to ensure the officials are paid appropriately.

[Who assigns the Referee and Lines People?](#)

Our Referee In Chief (RIC) will assign the officials to games once they are entered into HiSport/Spordle. You will be able to see your officials listed on Spordle prior to the game.

[EXHIBITION GAMES](#)

At the beginning of the season, there may be exhibition games set up for 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 home team's Team Manager's responsibility to obtain an Exhibition Game Number by e-mailing and requesting a game number from your PCAHA League Manager.

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Use the following format when requesting a game number:

Home team:

Away team:

Date:

Time:

Venue:

The league manager will email it to you and enter the game into Spordle. The RIC will automatically assign officials once it is in Spordle. Ensure you leave enough time for all of this to happen. Last minute exhibition games will not happen.

The cost of referees for these exhibition games is to be paid for by the teams.

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

LEAGUE GAMES

For all league games the Game Numbers will be provided by PCAHA and entered into Spordle.

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. Once you have a new time that works for both teams, you will need to email your league manager with the new information.

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 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 and PCAHA league manager know.

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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 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: Cloverdale U15C3

U15 = Division

Association = Cloverdale

C3 = 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 A Affiliates 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. A Team AP's MUST be rostered prior to the Affiliate attending any practice or game with the affiliating team.

Affiliates will be marked as such on Spordle by the League Manager.



TOURNAMENTS

TOURNAMENTS – CMHA

Cloverdale MHA hosts several tournaments during the season. Check the CMHA website under Tournaments to find your division's tournament dates.

- <https://cloverdaleminorhockey.teamsnapsites.com/tournaments/>

Participation of all C teams is mandatory in our CMHA hosted tournaments. 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 tournament as volunteers which counts towards their volunteer hours. Each C team must have one Tournament Representative which is a full credit volunteer position.

Each team is also required to contribute a raffle prize or basket for raffling at the tournament. The value of the raffle item or basket must be at minimum \$150. Teams can opt to contribute \$150 cash in lieu of a raffle item or basket; these funds will then be used by the tournament committee to purchase raffle items.

TOURNAMENTS – OTHER

During the year, there are several 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 as early as possible, as tournaments fill up quickly.

The BC Hockey website lists all sanctioned tournaments available on their website with searchable parameters:

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

For U7-U9 teams, please refer to the PCAHA rule book for the number and type of tournaments permitted for your division.

There are several 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 (request at least 30 days prior to the tournament)
- ✓ A digital copy of your team photo*
- ✓ List of your players T-Shirt sizes

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- ✓ Team Logo (if you don't have one, you can send an association logo)

To obtain tournament permission or permission to participate in a jamboree, a request should be sent to your League Manager 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	District: Lower	Mainland
Division: Atom				Association: Cloverdale Minor Hockey Association	
Category: Recreational				Type: Tournament	- International
Checking: No				Contact: Kam	Matsuo
Start	Date: February	22,	2019	Phone: 604-619-5851	
End	Date: February	24,	2019	Email: cmhatourneys@gmail.com	
Location: Surrey Sports and Leisure				Sanction	Permit
Website: Click to visit				2018-2019-8132	Number:

*Note – CMHA 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 to allow teams to use their photo for tournaments. Retakes will be scheduled after Photo Day is complete.

TEAM TRAVEL

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

Travelling out of town for a tournament requires additional considerations such as funding, safety, chaperones, etc. It is important to consider venue, date and time, travel arrangements, itinerary, contact numbers, special clothing 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

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 of team funds left over at the end of the season that is not worth sending refunds for. It is common practice to donate these nominal funds to Kidsport or a similar charity. Again, please ensure your parent group approves of this expenditure before you do this.

GENERAL FUNDRAISING GUIDELINES

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).



GAMING SPECIFIC FUNDRAISERS (i.e., Raffles, 50/50)

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 for information on what is required how to apply and the procedures to be followed:

- <https://www.gaming.gov.bc.ca/gaming/Home.do>

CMHA relies heavily on funding and fundraising through BC Gaming. Our BC Gaming allotment is typically \$100,000 a year. This funding saves families approximately \$100 a year in fees. To ensure CMHA is not at risk of losing this funding, teams need to be very cautious to follow all the rules, licensing, and reporting requirements of BC Gaming.

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. Please refer to the websites for deadlines and recommendations of when to submit applications by. Some licenses require a minimum of 10 weeks.

- <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms>

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.

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

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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.

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 an official on your bench. As 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 CMHA 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, rather than being made aware at the time the issue occurred. PLEASE stress to your team officials and parents that all conflicts require quick resolution.

If team officials, players, and/or parents cannot resolve conflicts, please make your Division Director aware. 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 Team 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 (unless being used for music)
- No smoking, vaping, drinking, or drug use the dressing room.
- Two Team Officials in the dressing room always
- Female player dressing room protocol (if necessary)
- Expected arrival times and pre-game warmup.
- Expected apparel for games (typically applies to A 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 often 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 and your team's parents can arrange (particularly for younger divisions).

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 season.

Coaches and team officials are also often given gifts, usually in the form of gift cards or a personalized gift.

FINANCIAL REPORT

Once all your activities are complete, you must forward your financial report to the CMHA Treasurer and to your team. A team reports are typically more extensive than C teams.

COACH EVALUATION FORMS

Coach evaluation forms will be distributed via e-mail by the Association to the parents 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.

CLOVERDALE MINOR HOCKEY ASSOCIATION TEAM MANAGERS



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 - <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms>